

How-to: Evaluate courses in Stud.IP

General information

This manual explains how you can evaluate your courses in Stud.IP, using the ZLL templates for course evaluations. The following instructions cover how to

- a. Find course evaluation templates
- b. Copy course evaluation templates
- c. Conduct course evaluations
- d. Examine evaluation results
- e. Customize evaluation templates

Beyond that, it is possible to modify ZLL templates for course evaluations and also to design individual course evaluation surveys. If you would like to modify ZLL templates for course evaluations or design your own survey, a short overview can be found under e.) customize evaluation templates.

a. Finding course evaluation templates

Log into Stud.IP, click on the tools icon in the menu bar and then on the **evaluations** tab.



The screenshot shows the Stud.IP interface. At the top, there is a navigation bar with icons for home, mail, calendar, search, and tools. The 'Tools' icon is highlighted. Below the navigation bar, there is a menu bar with 'Announcements', 'Questionnaire', 'Evaluations', 'Export', and 'ILIAS'. The 'Evaluations' tab is selected. On the left side, there is a sidebar with 'Evaluation management' and 'Actions' (New evaluation template). The main content area is titled 'Search public evaluation templates' and contains a search form with a 'Template name' input field and a 'Search' button. The 'Search' button is highlighted with a red box.

You can search for **public evaluations templates** in the **search form** using keywords. Click search to view all corresponding evaluation templates. The ZLL provides different templates for course evaluation. Titles are:

- *evaluation template lecture - ZLL*
- *evaluation template exercise - ZLL*
- *evaluation template laboratory - ZLL*
- *evaluation template lecture with group work - ZLL*

b. Copying course evaluation templates

After you have searched for the evaluation template, corresponding templates are shown. Click copy to use the evaluation template in your courses. If you would like to customize or adjust the template, take a look at section [e.](#) in this document.

✓ 1 matching public evaluation templates found.

Search public evaluation templates

Template name

Search

Public evaluation templates found:

Title	Author	Last changes	Anonymous	Copy
🔗 Test ZLL 2	Katrin Billerbeck	19.08.2021	✓	

The copied evaluation template is now displayed under ***Your personal templates:***

 The public evaluation template **Test ZLL 2** has been copied to your personal evaluation templates.

Search public evaluation templates

Template name

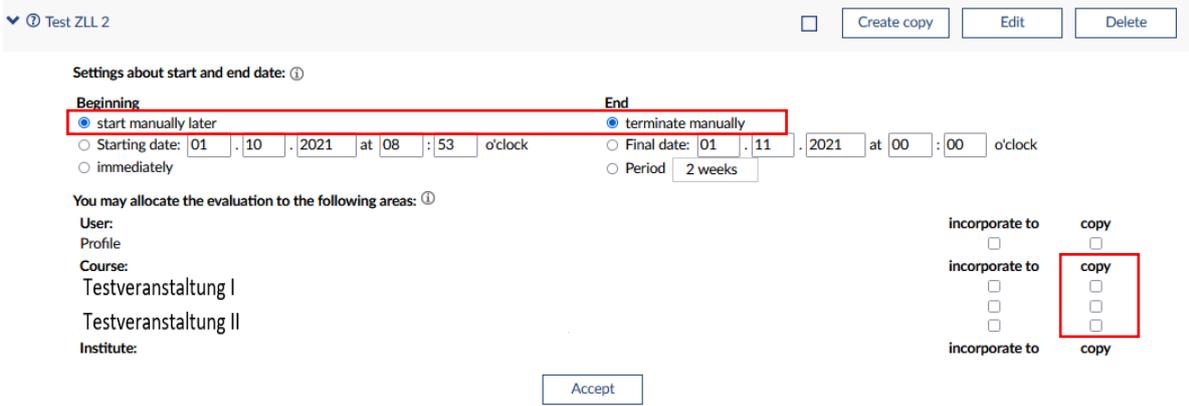
Search

Your personal evaluation templates:

Title	Released	Edit	Delete
▶ 🔗 Test ZLL 2	<input type="checkbox"/>	Create copy	Edit Delete

c. Conduct course evaluations

After copying the evaluation template, **click on the template title** to change settings and conduct the evaluation in a specific course.



1. Under **settings about start and end date**, you can specify how you would like to run the evaluation. “Beginning” and “End” refer to the timeframe in which students can participate in the survey. We advise to not change the preset default **start manually later** and **terminate manually**. By using the default, you can individually set the survey period for your evaluation.
2. Under **You may allocate the evaluation to the following areas**, you can choose the course context in which you would like to conduct the evaluation. You can **incorporate to** or **copy** evaluation templates in different courses.

! We strongly advise to copy evaluation templates into courses. It is possible to evaluate courses separately from each other only by doing so.

After you selected all setting, click **accept** to conduct the evaluation(s). You can then select different courses or areas to which you have copied evaluations further down in the Evaluations section. Use the dropdown menu to select the appropriate area and the copied evaluation will be shown. The dropdown menu shows you all areas/courses where you can perform evaluations.

Evaluations

Show evaluations from the following area
 Testveranstaltung I

Display

Evaluations not started yet:

Title	Author	Starting date	Status	Edit	Delete
➤ Test ZLL 2	Annemarie Pläschke		Start	Edit	Delete

Running evaluations:
No running evaluation available.

Finished evaluations:
No stopped evaluations available.

Click **Start** to conduct the evaluation in the selected course. Students can afterwards participate in the survey.

When all students participated in the survey and you want to stop conducting the survey, click **Stop**.

Evaluations

Show evaluations from the following area
 Testveranstaltung I

Display

Evaluations not started yet:
No new evaluations available.

Running evaluations:

Title	Author	End date	Status	Export	Delete	Assessment	
➤ Test ZLL 2 0	Annemarie Pläschke		✕ Stop	Reset	Export	Delete	Assessment

d. Examine evaluation results

To examine the evaluation results, select the corresponding area again in the drop-down menu (see section e.) in this document). The conducted evaluation will be displayed.

Evaluations

Show evaluations from the following area
 Testveranstaltung I

Display

Evaluations not started yet:
No new evaluations available.

Running evaluations:
No running evaluation available.

Finished evaluations:

Title	Author	Status	Export	Delete	Assessment	
➤ Test ZLL 2 0	Annemarie Pläschke	Continue	Reset	Export	Delete	Assessment

Click on **Assessment** to view the survey results. You will be redirected to a new page that displays the descriptive statistics of the conducted evaluation. You can export the evaluation results as PDF and thus store them locally if necessary.

Evaluation assessment PDF export | Print view >>

Test ZLL 2
 This evaluation has been assigned to the following areas:
 • Profile: Annemarie Pläschke

0 Total number of participants. The participation was anonymous. Owner: Annemarie Pläschke. Erzeugt am: 01.10.2021 08:58:08

1. Basisfragen

1.1. Verständlichkeit

1.1.1. Die Veranstaltung hatte eine erkennbare Struktur.

Reply	Assessment	
1. stimme voll zu	0 (0%)	11
2. stimme eher zu	0 (0%)	10
3. ...	0 (0%)	9

e. Customize evaluation templates

The following five sections explain how to design evaluations yourself or customize existing evaluation templates in Stud.IP.

- I. [Structure of an evaluation in Stud.IP](#)
- II. [Creating and editing evaluation templates](#)
- III. [Creating content blocks, questions blocks and questions;](#)
- IV. [Creating reply templates \(scales\);](#)
- V. [Conduct and release evaluation templates](#)

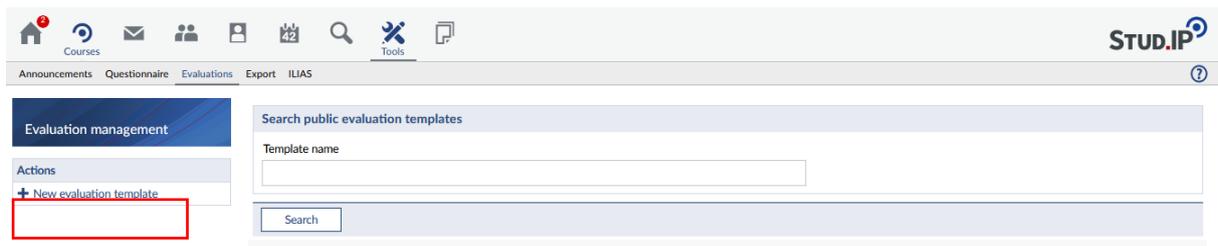
I. Structure of an evaluation in Stud.IP

In Stud.IP an evaluation is divided into content blocks and question blocks, which you can use to design your evaluation.

- Any number of questions with the same survey response scale can be created in the **question block**. If you want to use different reply templates for questions, you have to create new question blocks accordingly.
- in the **content block**, the question blocks are created and arranged. The grouping block can be used to group different question blocks thematically (e.g. "Personal data").

II. creating content blocks, questions blocks and questions

To create your own evaluation template, click the Tools icon in the menu bar and then click the Evaluations tab. Then click **new evaluation template** in the Actions section on the left.

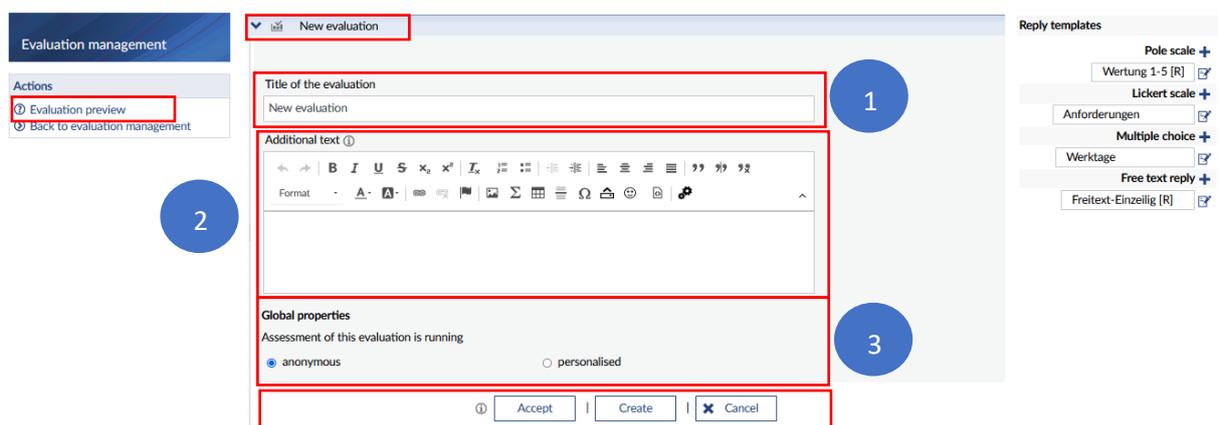


If you want to customize an evaluation template from the ZLL, follow steps a.) - b.) of the instructions above. Then, in the section ***your personal evaluation templates***, click **Edit** for the corresponding template.



III. Creating content blocks, question blocks and questions

After creating a new evaluation template or clicking on edit of an existing one, you will be redirected accordingly to the edit section and can specify general settings:



- **Title of the evaluation:** set an evaluation title
- **Additional text:** create a short description of the evaluation
- **Global properties:** Please do not change the preset default on anonymous

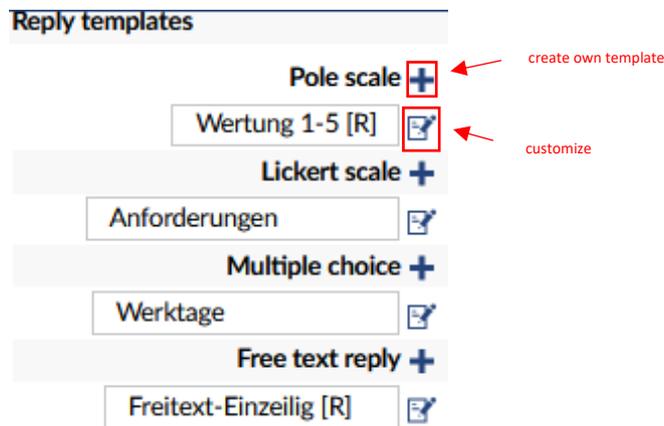
Click **Accept** and the chosen settings will be applied.

Click **evaluation preview** on the left to see how the evaluation looks like for the respondents.

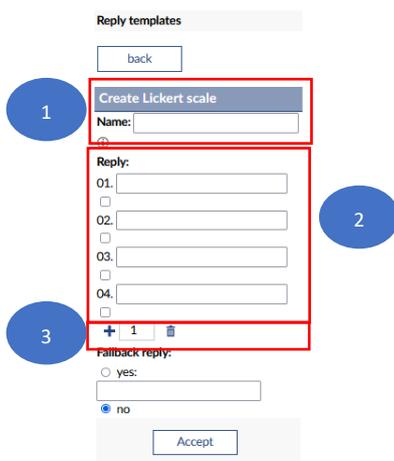
[As of October 2021]

IV. Creating reply templates (scales)

Various reply templates that you can assign to question blocks are displayed on the right. Stud.IP provides different premade reply templates. You can customize these as you wish by clicking on the **Edit icon**.



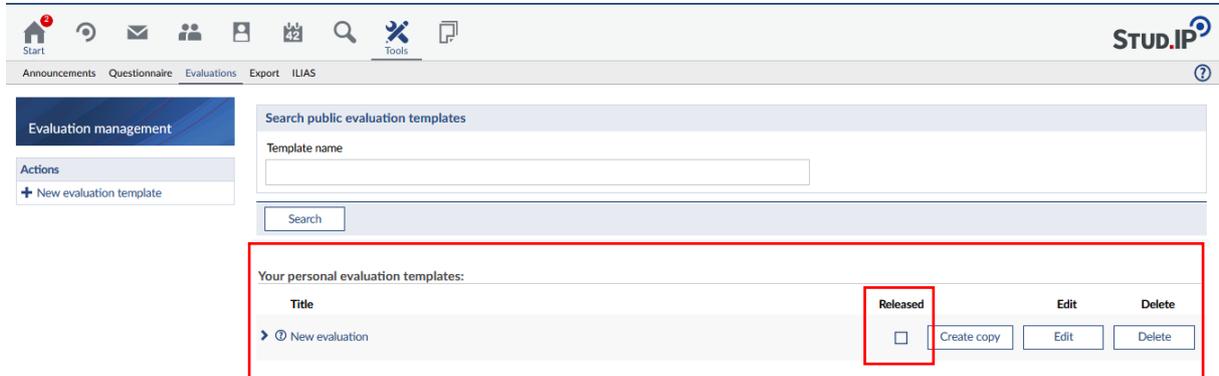
If you want to create your own answer templates, click on one of the **plus signs** according to the scale type of your reply template. You can then define the settings for your reply template:



- **Name:** Assign a title for the reply template
- **Reply:** Enter your reply options here. Use the **plus symbol** to add answer options, and the **delete symbol** to delete answer options
- **Accept:** Save your reply template and releases it for use. You can now allocate the template to your question blocks.

V. Conduct and release evaluation templates

After creating your evaluation template, it will be displayed under **Your personal evaluation templates**.



The screenshot shows the Stud.IP interface for evaluation management. The top navigation bar includes 'Start', 'Announcements', 'Questionnaire', 'Evaluations', 'Export', and 'ILIAS'. The main content area is titled 'Evaluation management' and contains a search function for public templates. Below this, the 'Your personal evaluation templates' section is highlighted with a red box. It shows a table with one entry: 'New evaluation'. The 'Released' checkbox is checked, and the 'Edit' and 'Delete' buttons are visible.

Title	Released	Edit	Delete
> New evaluation	<input checked="" type="checkbox"/>	Create copy	Delete

If you check "released", the evaluation template can be found by other Stud.IP users via the search function.

To conduct the evaluation and examine the results, please proceed as described in steps c.) and d.) of these instructions.