

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.

E-Learning an der TU Hamburg	What are you looking for?	<u>~</u>
A 🤊 🛥 📇 🖪	3 🖄 🔍 🎇 🖓	
Announcements Questionnaire Evaluations E	Export ILIAS	()
Evaluation management	Search public evaluation templates Template name	
Actions		
+ New evaluation template		
	Search	

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 \underline{e} . in this document.

 1 matching public evaluation templates found. 	
Search public evaluation templates	
Template name	
Test ZLL	
Search	
Dublin maluation to a family	
Title	Author Last changesAnonymousCopy
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
> ① Test ZLL 2	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.

Settings about start and end date: (i)				
Beginning	End			
start manually later	terminate manually			
○ Starting date: 01 . 10 . 2021 at 08 : 53 o'clock	 Final date: 01 . 11 	. 2021 at 00	: 00 o'clock	
o immediately	O Period 2 weeks			
You may allocate the evaluation to the following areas: $^{(j)}$				
User:			incorporate to	сору
Profile				
Course:			incorporate to	сору
Testveranstaltung I				
Testusenetaltung II				
Testveranstaltung II				

- 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.
- 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			7	
Testveranstaltung I		~		
Display				
Evaluations not started yet:				
Evaluations not started yet: Title	Author	Starting date Status	Edit Delete	
Evaluations not started yet: Title Test ZLL 2	Author Annemarie Pläschke	Starting date Status	Edit Delete	
Evaluations not started yet: Title Title Test ZLL 2 Running evaluations:	Author Annemarie Pläschke	Starting date Status Start	Edit Delete	
Evaluations not started yet: Title Title Test ZLL 2 Running evaluations: No running evaluation available.	Author Annemarie Pläschke	Starting date Status Start	Edit Delete	
Evaluations not started yet: Title Title Title Title Test ZLL 2 Running evaluations: No running evaluation available. Finished evaluations:	Author Annemarie Pläschke	Starting date Status	Edit Delete	

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
▶ ⑦ Test ZLL 2 0	Annemarie Pläschke	🗙 Sto	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
> ③ 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.

ച്ച്Evaluation assessment		PDF export Print view 🔉
Test ZLL 2 This evaluation has been assigned to the following areas: • Profile: Annemarie Pläschke O Total number of participants. The participation was anonymous. Owner: Annemarie Pläschke. Erz	eugt am: 01.10.2021 08:58:08	
1. Basisfragen		
1.1. Verständlichkeit		1. A
1.1.1. Die Veranstaltung hatte eine erkennbare Struktur.		
Reply	Assessment	11
1. stimme voll zu	0 (0%)	10
2. stimme eher zu	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.



n 🏫 🥱 🖾 🛤 🖪		
Announcements Questionnaire Evaluations E	Export ILIAS	()
Evaluation management	Search public evaluation templates Template name	
Actions		
New evaluation template	Search	

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.

➤ ⑦ evaluation template courses with group work - ZLL	~	Create copy Edit Delete	
> ① evaluation template laboratory - ZLL	~	Create copy Edit Delete	
> ① evaluation template exercise - ZLL	~	Create copy Edit Delete	
> ① evaluation template lecture - ZLL	~	Create copy Edit Delete	

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:

	✓ iii New evaluation		Reply templates
Evaluation management			Pole scale 🕂
A stars	Title of the qualuation		Wertung 1-5 [R]
Actions			Lickert scale 🕂
Evaluation preview	New evaluation	-	Anforderungen
Back to evaluation management	Additional text (j)		Multiple choice +
			Werktage 📑
	$\langle \nabla \mathcal{P} \mathbf{D} \ \mathbf{I} \ \mathbf{O} \ \mathbf{J} \ \mathbf{A}_2 \ \mathbf{X} \ \mathbf$		Free text reply 🕂
	Format \cdot $\underline{\mathbb{A}}$ $\mathbb{A$		Freitext-Einzeilig [R]
2			
	Global properties		
	Assessment of this evaluation is running		
	anonymous O personalised		
	Accept I Create I Create		

- 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]



If you have created a new evaluation, Stud.IP has already created a first content block for you. If you want to customize an existing template, you can see the different content blocks listed. Click on a content block to create further content blocks and/or question blocks.

If you have created different content and/or question blocks you can drag and drop them to change the order within the evaluation template.



You can create different titles and descriptions for the individual content blocks (under additional text). Click on Accept to apply your changes. The create button on the left (next to accept) lets you create additional content blocks. The create button on the right lets you create question blocks.

If you created a question block, it will be displayed under the corresponding content block. If you click on the question block, it will open and you can formulate questions and change various settings:



New question block			
itle of question block (j)			
New question block		1	
	— Loo, ria, eo		
Format \cdot $\underline{\mathbb{A}}$ \cdot $\underline{\mathbb{A}}$ \cdot $\mathbf{\mathbb{A}}$	°0	^	
2			
Proportios :			
Properties :	no		
Properties : All questions in this block must be replied to (mandatory fields):	íe no ○ yes	3	
Properties : All questions in this block must be replied to (mandatory fields):	no yes	3	Allocate
Properties : All questions in this block must be replied to (mandatory fields): Reply template no template has been assigned to this question block. ①	no yes no template	3	Allocate
Properties : All questions in this block must be replied to (mandatory fields): Reply template no template has been assigned to this question block. ①	no yes no template	3 V Delete	Allocate
Properties : All questions in this block must be replied to (mandatory fields): Reply template no template has been assigned to this question block. () # Question This block does not contain any questions.	no yes no template	3 v Delete	Allocate
Properties : All questions in this block must be replied to (mandatory fields): Reply template no template has been assigned to this question block. () # Question This block does not contain any questions.	no yes no template	3 v Delete	Allocate
Properties : All questions in this block must be replied to (mandatory fields): Reply template no template has been assigned to this question block. ① # Question This block does not contain any questions.	no ves no template	3 V Delete marked questions	Allocate Reply Delete
roperties : Ill questions in this block must be replied to (mandatory fields): Reply template no template has been assigned to this question block. ①	no yes no template	3 V Delete marked questions	Allocate Reply Delete
roperties : Ill questions in this block must be replied to (mandatory fields): Reply template no template has been assigned to this question block. ①	no yes no template	3 V Delete marked questions	Allocate Reply Delete

- *Title*: assign a title for the question block
- **additional text**: add a description of the question block
- **properties**: define if answering the questions is mandatory
- Allocate a reply template select what reply template should be used for the questions
- Add questions: empty questions will be created. You can add question texts by clicking in the corresponding text field.
- **Accept**: the changes made are applied



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*.

Reply templates				
Pole scale 🕂		create own template		
Wertung 1-5 [R]		customize		
Lickert scale +				
Anforderungen				
Multiple choice 🕂				
Werktage 📝				
Free text reply 🕂				
Freitext-Einzeilig [R]				

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*.

📫 🤊 💌 🏭 🗄	1 🖄 Q 💥 🖓	Stud.IP
Announcements Questionnaire Evaluations	Export ILIAS	0
Evaluation management Actions + New evaluation template	Search public evaluation templates Template name Search	
	Your personal evaluation templates: Title > ⑦ New evaluation	Released Edit Delete Image: Create copy Edit 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.