



MANUAL EVASYS+

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1. GENERAL INFORMATION

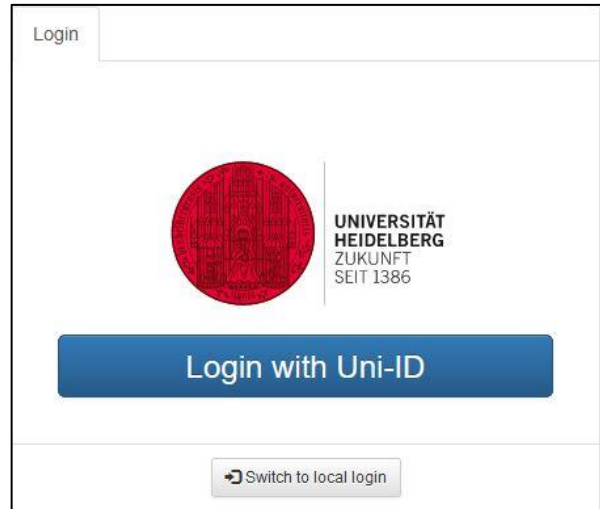
1.1 LOGIN

To access evasys+, please click on the following link:

<https://heiquality.evasysplus.de/>

There, you can log in **with your Uni-ID**.

If you do not have a Uni-ID or if your Uni-ID does not work there, please contact us and you will receive alternative access. Once you received the access data, click on "Switch to local login" and log in there.



1.2 NOTE ON SURVEY VARIANTS

There are two survey variants referred to in this manual: TAN-based and codeword-based surveys.

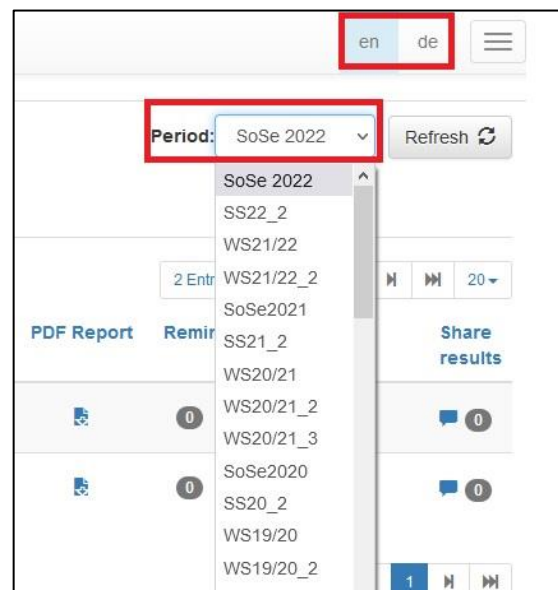
TAN-based: These are surveys where students receive individual links to the survey (TANs) directly from the system. The email addresses which are stored in the system are used for this purpose.

Codeword-based: These are surveys where all the students receive the same link to the survey (codeword). You as a lecturer receive this link from the system so that you can share it with your students.

1.3 LANGUAGE AND SEMESTER SELECTION

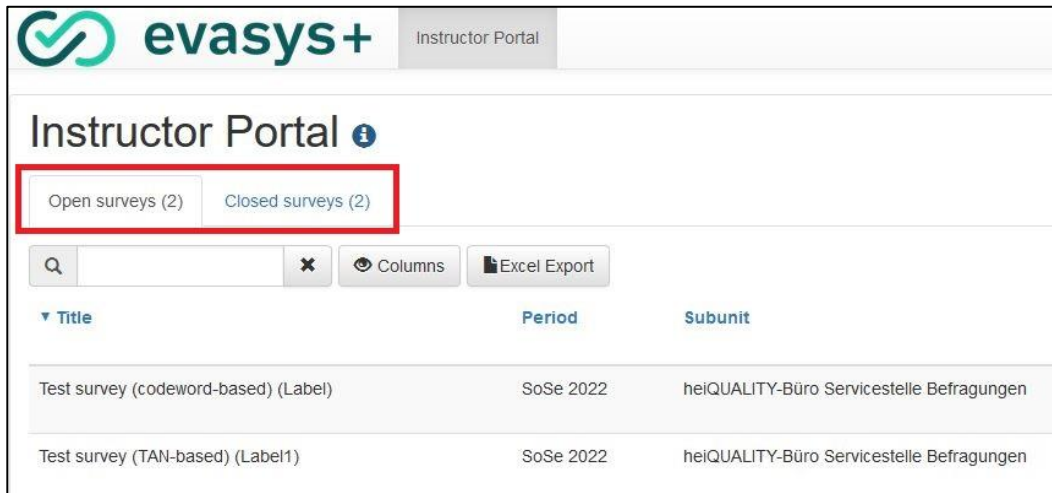
At the top right, you can change the language settings. You can choose between English and German.

Below, you can select the respective semester under "Period". In addition to the regular semester terms, there are those such as "WS18/19_2"; these are relevant to the medical faculties only.



2. INSTRUCTOR PORTAL – OPEN SURVEYS

Once you log in, you are in the "Open surveys" tab, where you can see a listing of your ongoing surveys.



The screenshot shows the 'Instructor Portal' interface. At the top, there is a search bar and buttons for 'Columns' and 'Excel Export'. Below this is a table with columns for 'Title', 'Period', and 'Subunit'. Two survey entries are listed: 'Test survey (codeword-based) (Label)' and 'Test survey (TAN-based) (Label1)'. The 'Open surveys (2)' and 'Closed surveys (2)' tabs are highlighted with a red box.

Here, you have several options:

2.1 INSIGHT INTO THE NUMBER OF RESPONSES

The column "Response rate" tells you how many students have already taken part in the respective survey.

Here, there is a difference between TAN-based and codeword-based surveys:

- For **TAN-based surveys**, the number of participating students registered for the survey is known and displayed accordingly in the column "Participants". Based on this number, the system automatically calculates the response rate in the column "Response rate".
- For **codeword-based surveys**, the number of participants is always "1" because there is only one link for the survey. As a consequence, the column "Response rate" reads, for example, "(5/1)". In this example, „5“ is the absolute number of those who have participated in the survey at the present point in time.

Subunit	Participants	Response rate	Link to survey
heiQUALITY-Büro Servicestelle Befragungen	1	(5/1)	↓
heiQUALITY-Büro Servicestelle Befragungen	12	0% (0/12)	↓

2.2 SEND REMINDER

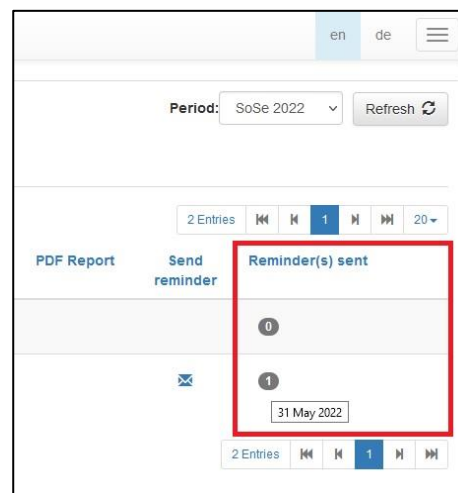
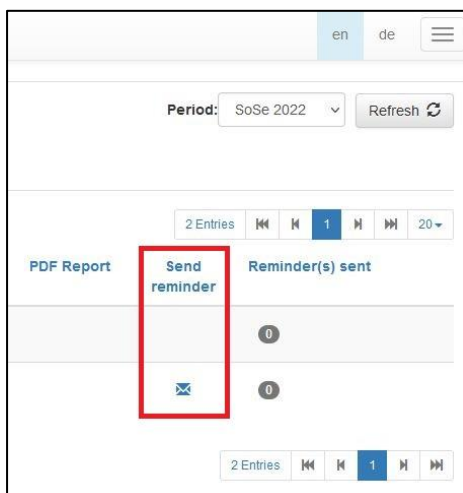
As long as a survey is running, you can motivate your course participants to take part again in order to achieve a higher response rate.

To do so, if a survey is **codeword-based**, you have the option of retrieving the link to the survey again. You can also download a QR code for online in-person surveys, if needed.

Participants	Response rate	Link to survey
1	(5/1)	
12	0% (0/12)	



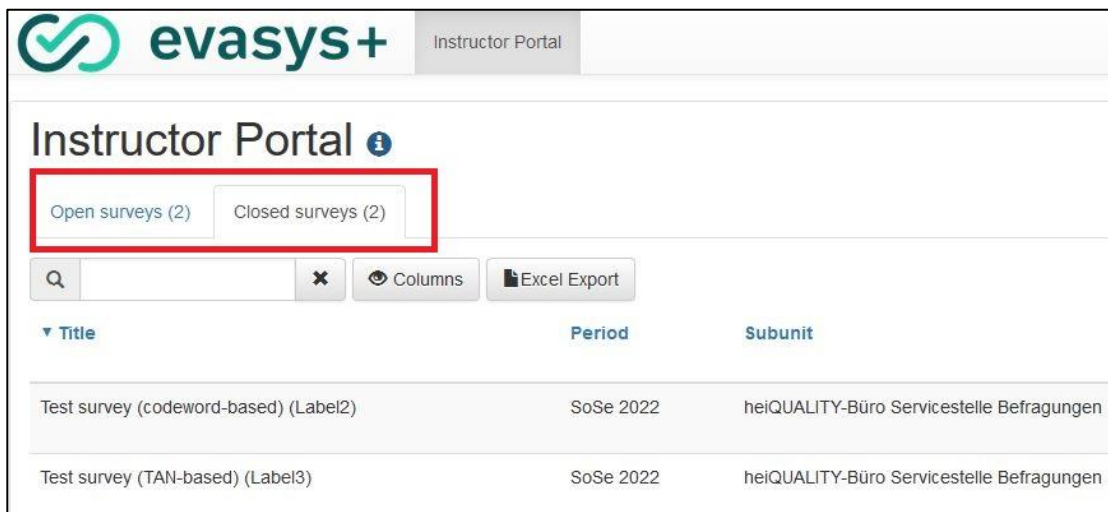
If a survey is **TAN-based**, you can send a reminder from the system to your students to participate in the course survey. To do this, click on the envelope icon in the column "Send reminder". Then, those students who have not yet participated in the survey will receive a reminder. In the column "Reminder(s) sent" you can see how many times you have already sent a reminder. If you move the mouse pointer over the number, the date of the last reminder will also be displayed.



If you notice during the survey period that the response rate so far is very low (despite reminders to participate), please contact us as early as possible before the planned expiration date of the survey; we will then extend the survey period. This is important because surveys that have already been closed cannot be reopened because an evaluation report is already available for them. The only exception are closed surveys with a response rate below the minimum number of 5 participants: In this case, no evaluation report is available and the survey can be opened again and the survey period extended.

3. INSTRUCTOR PORTAL – CLOSED SURVEYS

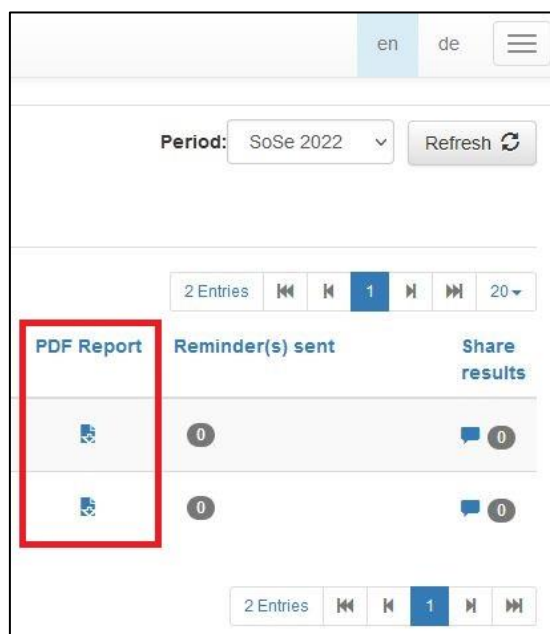
In addition to open surveys, evasys+ also offers you access to closed surveys. To get there, please select the corresponding tab at the top left.



The function to send reminders is no longer available to you here. In contrast to the "Open surveys" tab, you will find two new functions here, however: Download of evaluation reports as a PDF and the possibility to share your results with your students

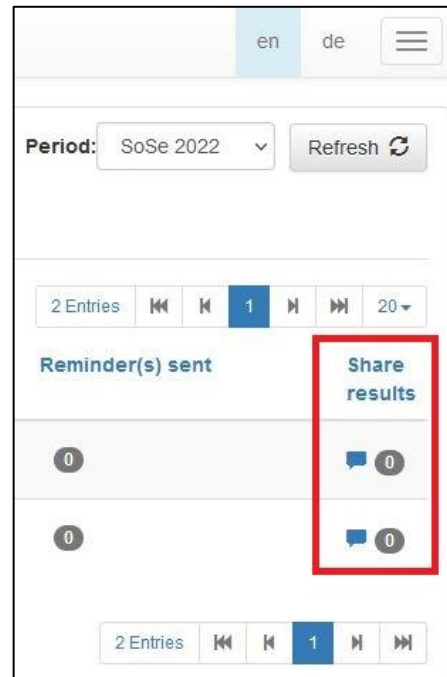
3.1 PDF-REPORT

Here, you can download all evaluation reports of your course evaluations from the respective semesters.

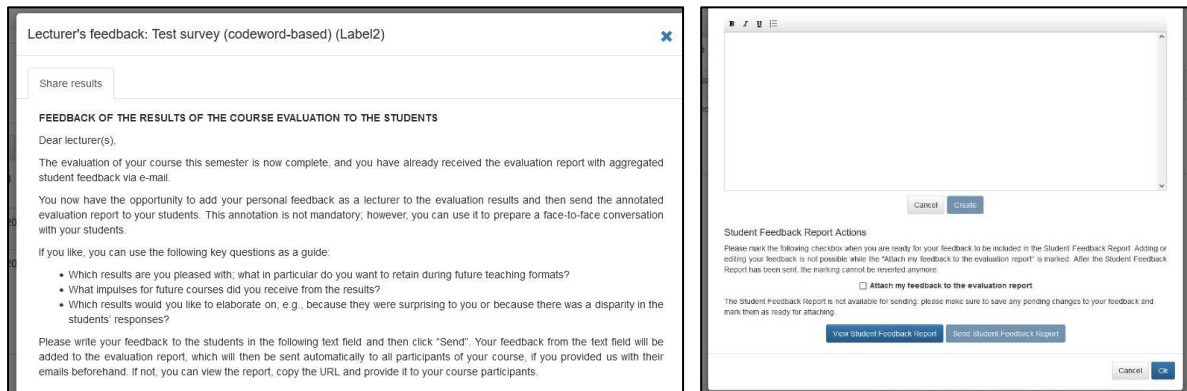


3.2 SHARE RESULTS

This function allows you to add feedback from your perspective as a lecturer to your evaluation report and send this commented evaluation report to your students.

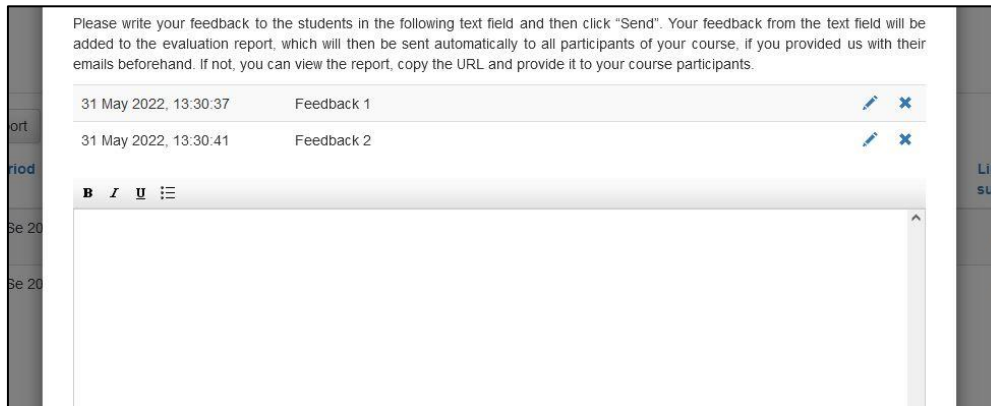


If you click on the speech bubble at the right edge of the screen in the column "Share results", the following window opens:



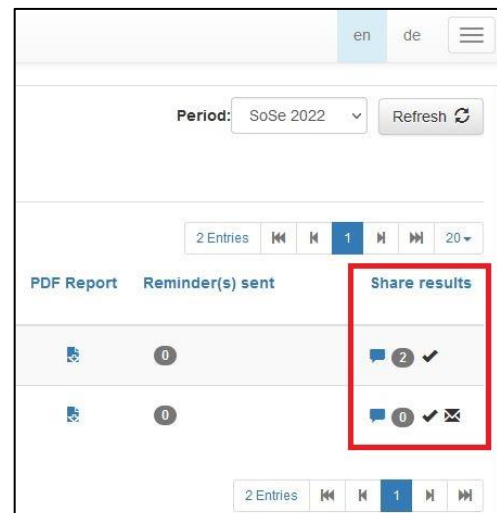
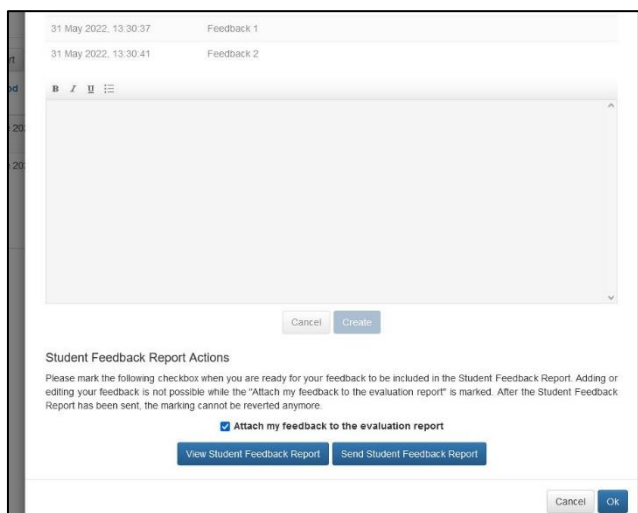
Here, you can enter your feedback in the box provided. As an orientation, you can use the key questions, which are displayed in the system. To save the feedback, please click on "Create". This function offers you the possibility to formulate and create one or several feedback text(s).

If you want to edit an already saved feedback again, you can click on the pencil symbol. If you want to delete feedback that has already been created, you can use the cross symbol.



When you have finished creating your feedback, please click on the box "Attach my feedback to the evaluation report" at the bottom. Only now it is possible to view the evaluation report including your feedback (press "View Student Feedback Report").

- In the case of **codeword-based** surveys, you can copy the URL of the displayed report and share it with your students.
- In the case of **TAN-based surveys**, you can send this amended evaluation report to your students (press "Send Student Feedback Report"). In the initial overview in the column "Share results", you can then also see how many responses you have written, whether they have been attached, and whether they have already been sent.



Please note: Once the evaluation report with your feedback has been sent, the feedback can no longer be changed.