



## Manual for Teachers - Quick Search, course evaluation system

### **Background**

In 2011, the Education Committee decided that a new common course evaluation system was to be introduced at the University. Since then, efforts to develop new guidelines, a new structure and a new course evaluation tool have been ongoing. In 2012, the Education Committee established and confirmed the guidelines for course evaluations at the University including standard statements in the course evaluation which are now in use.

The technical solution has been discussed between Quick Search and representatives of the Education Committee, IT department, student department, teachers and course evaluation administrators.

### **Prerequisites**

Data is to be taken from Kursinfo and Ladok. This means that our systems need to be in order, otherwise, course evaluations will not work satisfactory.

### **What to do**

The course evaluation administrator is responsible for the activating of the course evaluation. The examiner has the opportunity to add additional teachers to the course. If this is not done, then it is only the examiner who can view the students' answers and comments.

### **Mailing of the course evaluation**

At the stipulated date, students receive an e-mail with a link to the course evaluation. Students will receive two reminders in the event of them not responding.

### **After the course evaluation closes**

The course evaluation is available for 8 days, whereupon you will receive an e-mail with a link to the result. Even the examiner receives a link to the result. The examiner is expected to provide feedback on the results from you and write joint comments to the evaluation. Students will receive the feedback and the comments of the evaluation 15 days after the course evaluation has closed.

If you receive a course evaluation that shows: "Unable to show a result, too few respondents", this is due to the fact that fewer than three students have responded to the survey. In these cases, no data for the questions is displayed, however, comments will be available. To help anonymity, there is a response limit i.e. no data is displayed if fewer than three responses are submitted. Please explain to the students in the comments box exactly what "Unable to show a result, too few respondents" means.

### **Feedback to students**

Students will receive an email 15 days after the closure of the course evaluation with the result and the examiner's feedback.

### **Support**

If you have any questions or queries about course evaluations, please contact your school's course evaluation administrator.