Setting up of Course Evaluations

Log in via u:space. The menu item Teaching takes you to Course Evaluation (1).

Here you can see all your courses for which you are primarily responsible.

Next to the course title you can set up an evaluation via the plus-button (2) and create an evaluation.

<table>
<thead>
<tr>
<th>COURSE ID</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>19S-z Test-01</td>
<td>Test-LV</td>
</tr>
</tbody>
</table>

Type of evaluation: Online in the lecture hall
Type of questionnaire: SPL001 - Typ 2 (V5) - prüfungsunmanente Lehrveranstaltung
Start date and time of the course evaluation: 13.03.2019 18:00

In the box below (3) you can see how many students are registered. Please consider, that registrations are imported into our database on Saturday with the version of Thursday.

With (4) you confirm that the phase for registrations has ended, which means that the students’ e-mail-addresses are no longer updated. Now you can create an evaluation (5).

Should you want to change something or delete the survey you can do so via the action button (6) on the right.