

POSSIBILITIES OF ONLINE TEACHING EVALUATION

Online evaluations save resources (especially paper) and offer higher data quality, since typical weaknesses of paper-based surveys can be avoided; such as the use of inappropriate pens, unclear placement of marks, illegible handwriting, etc.

During the digital semesters, we were able to greatly expand the possibilities for online evaluation: via our registration page, in addition to the online implementation of our six standard questionnaires (FEVOR, FESEM, FEUEB, FEPRA, FESPR and FEKOM), you can now choose from five online questionnaires specially enhanced for digital or hybrid courses (FEVORhd, FESEMhd, FEUEBhd, FESPRhd and FEKOMhd).

Please note that we are currently unable to provide comparative norm values for the digital/hybrid (hd) version of the questionnaires, as the data basis is not yet sufficient. You will therefore only receive feedback on the absolute values (report without norm values). More information on the differences and similarities of all questionnaire variants is provided in our [FAQ](#); in addition, you can access all variants in the [download area](#).

During the digital semesters, we also implemented the feature to invite students to evaluate courses online using a generic **QR code** or link. Previously, access to the online evaluation survey of a course was only possible via **personalized TANs**, which had to be distributed to students by instructors in advance (e.g. by serial mail or by handing out physical TAN cards during the course). The advantage of this more involved process is that students cannot evaluate your course multiple times. Currently, you have the choice between both variants on our registration page.

Registration for online teaching evaluation of face-to-face courses

[DE](#) [EN](#)

1. Personal data
2. Course data
3. E-mail address
4. Data review & submission

Course title	Course number	Type of questionnaire
You have not added any courses yet.		

Course data

Course title ?

Course number (Stud.IP) * ?

Semester

Target audience(s) * Bachelor students starting with semester

Master students starting with semester

Required course * ?

Type of the course ?

Digital course
 Hybrid course
 Face-to-face course

Access to the survey ?

Type of questionnaire ?

Number of students in 1st session * ?

Number of TANs * ?

Closing Date ?

Result report (language version)

Report without norm values ?

* Non-mandatory field

Add course

> Infographic for questionnaire selection

> Quick look at the questionnaires

If you are concerned about multiple completion of the online surveys by your students and thus want to use personalized TANs, you will find various instructions for sending serial mails in our download area. Usually, however, we recommend access via a general link or QR code.

Response rates for online teaching evaluation (conducted outside of class)

In addition to easier administration, access via link or QR code offers the possibility to have your course evaluated online during a face-to-face session via the mobile devices of your students. To do this, simply show the QR code via the projector (e.g. in your presentation slides) or embed it in other materials you want to use during the session (e.g. print the QR code on assignment sheets, insert the link in a PDF script). This allows you to combine the advantages of an online survey (see above) with the (often) better response rates of a paper-based surveys. If students are expected to complete the online course evaluation survey outside of course time, there is a risk that the minimum number of responses required to produce an evaluation report will not be reached - especially in courses with a low number of participants a priori (but not only there!). To protect the anonymity of the students and due to the (lack of) significance of the results, the evaluation regulations of Osnabrück University stipulate that evaluation reports are only prepared if **at least six** students have evaluated the course. This criterion rarely causes problems in paper-based evaluations, if one pays attention to the choice of a suitable evaluation date (e.g. not in the week before the Christmas vacations, not in the last week of the semester, not shortly before another exam, etc.) and one had sufficient participants at the beginning of the semester. In our experience, this is not the case with online teaching evaluation. In the winter semester 2022/2023, for example, we were ultimately unable to produce evaluation reports for around 21% of the online evaluations carried out because the minimum criterion was not met; in some cases, **despite extending the survey period several times** and sending multiple reminders to students. For the 2023 summer semester, this percentage is about 29%. Evaluating online during course time as well as choosing a suitable session for it, avoids this problem.

Useful notes on evaluating online during face-to-face sessions

Required course *	<input type="text" value="no"/> ?	
Type of the course	<input type="text" value="Face-to-face course"/>	
Access to the survey	<input type="text" value="via a single public link and QR code"/> ?	▶ Infographic for questionnaire selection ▶ Quick look at the questionnaires
Type of questionnaire	<input type="text" value="Lecture (FEVOR)"/> ?	
Number of students in 1st session *	<input type="text"/>	
Number of TANs *	<input type="text"/>	
Closing Date	<input type="text" value="04 Feb 2024"/> ?	
Result report (language version)	<input type="text" value="German"/>	
Report without norm values	<input type="text" value="no"/> ?	
* Non-mandatory field		<input type="button" value="Add course"/>

- Please access the [registration-page](#) for online teaching evaluation of face-to-face courses. Then select "via general link and QR code" as access to the survey.
- Once your registration has been processed by us (usually within 5 business days), your online teaching evaluation survey will be live until it reaches your chosen end date. You will then receive the link and the QR code by mail. However, your students will not receive the link/the QR code and consequently will not be able to participate until you provide them with access.
- When registering for the online evaluation, better select an **end date further away** within the semester, e.g. the end of the last week of the course. Doing this, you can freely and even spontaneously choose any course session of the semester with sufficient participants present as evaluation date. You do not have to coordinate this day with us.
- When presenting the **QR code via projector**, make sure that the code is of sufficient size (especially for small projection surfaces). Place it in the center of the slide and omit any other text if possible. You can still use your usual head-

er and footer. It might be useful to test, whether you can scan the QR code with your own smartphone from maximum distance in the event room at the beginning of the evaluation session.

- Since single students could have problems scanning the QR code or do not have a suitable mobile device with them during the session, it is recommended to also include the evaluation **link** into the **course material** and upload it to Stud.IP. If necessary, however, students can also evaluate successively on the same mobile device by scanning the QR code multiple times.
- You should expect a total of about 10-15 minutes to complete the online evaluation. This is comparable to the paper-based evaluation.
- Once you have conducted the online evaluation in your chosen face-to-face session, you may contact us by mail at lehreval@uni-osnabrueck.de or by phone (969-7733 or 969-7732) to request early closure of the online evaluation. After closure, filling out the survey is no longer possible even if the QR code/link is known to the students. A non-closed online evaluation can, on the other hand, still be completed by students. Of course, you can use this as an opportunity to recruit students who were not present on evaluation day (e.g. by posting the link to Stud.IP).
- As soon as we have closed the survey (at your request or when the end date has passed), we can provide you with the **evaluation report** (only if there are at least six participants, of course). Creating the evaluation report can usually be done faster with online evaluations than with paper-based evaluations, since there is no need to prepare and scan the questionnaires.