

Instruction  
evasys+

**Quality Management /**  
**course evaluation (LVE)**

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# 1. Introduction evasys+

Evasys+ is an additional component of the survey software "evasys", which has been used at the University of Konstanz for many years. Evasys+ can be linked to all user information, survey data and results contained in evasys. By introducing evasys+, we aim to involve teachers and students more closely in the survey and quality development processes.

Furthermore, evasys+ offers extensive options for the evaluation of survey results. Meaningful and comprehensible reports for teaching staff/students, feedback based on evasys data as well as configurable Word reports help to ensure that the evaluation results have a lasting effect.

Users/teachers can access evasys+ via single sign-on using their university login data. As operating the platform is very intuitive, no extensive training is required.

The advantages of evasys+ at a glance:

- Overview of all your course evaluations and results
- Option to open or close online surveys yourself
- Simplified process for adding optional questions
- Direct availability of the online link or QR code to the survey
- Live insight into ongoing online surveys incl. number of responses
- Simple single sign-on using your university login data

Please use the most current version of your internet browser. With older versions, elements may be displayed somewhat differently, or you might not be able to use all the functionalities.

These instructions will guide you through evasys+. The LVE team will be happy to answer any questions you may have.

**Our tip: Conduct your survey online and on campus.**

In online on-campus surveys, students get the QR code or survey link during a "live" class (on campus or online) and complete the survey in class using their own mobile devices (smartphone, tablet, notebook). In the portal, you can track live whether (almost) all students have completed the survey. Then you can close it directly.

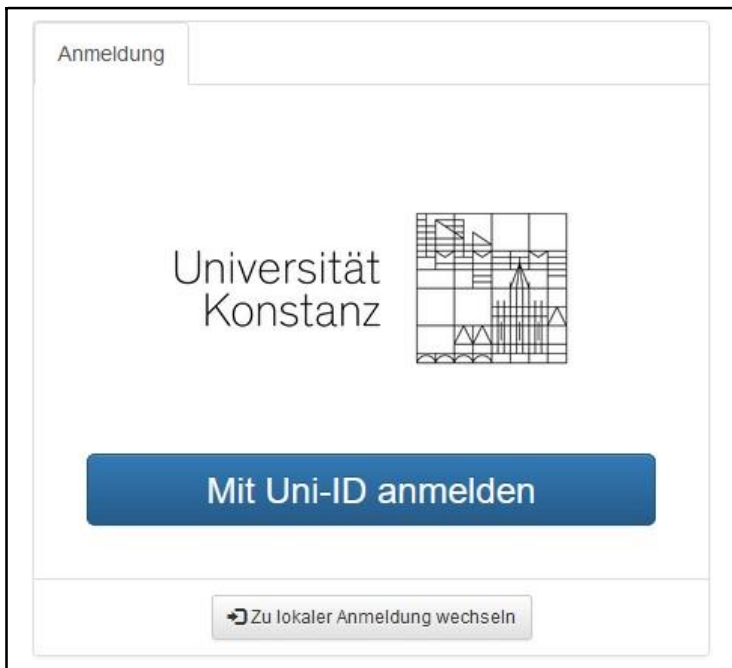
If you do not offer synchronous or on-campus classes, you can also email the link to your students. However, surveys that are not conducted during class usually have a rather low response rate and thus a reduced significance.

## 2. Login, language and period selection

### 2.1. Login

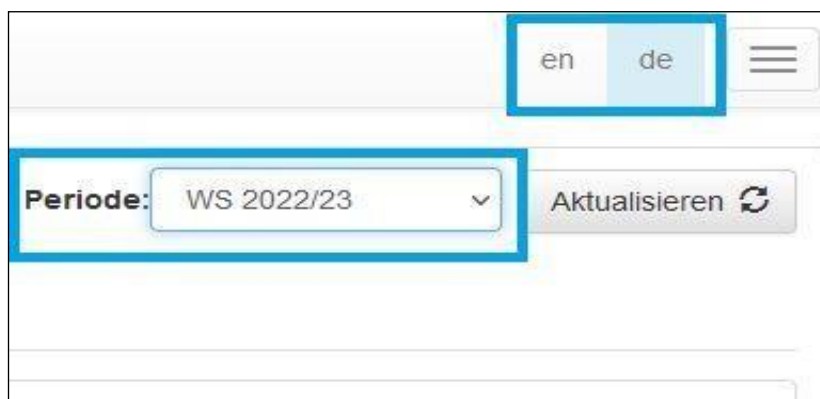
Link to evasys+: <https://uni-konstanz.evasysplus.de/>

You can now sign in using your university login data.



### 2.2. Language and period selection

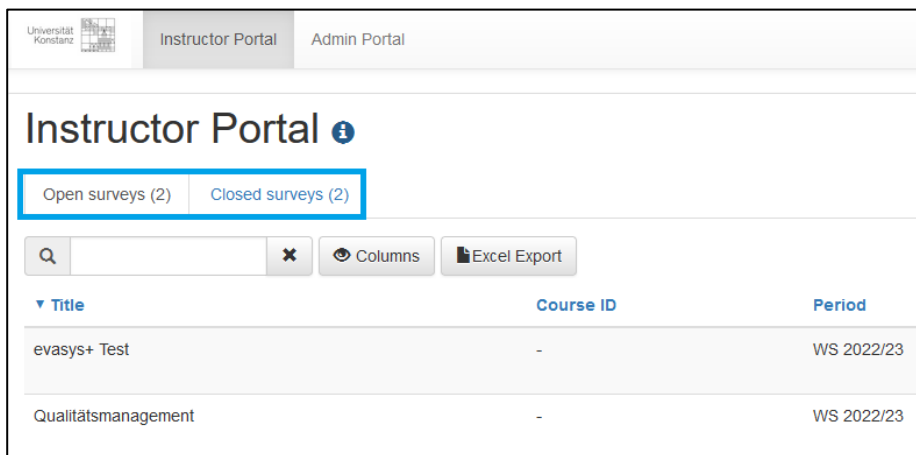
Simply log in to automatically access the survey portal. You will see the current period (semester) and the respective open surveys. At the top right, you can change the language settings and switch between German and English. Under "Periode" you can select the respective semester.



### 3. Survey portal

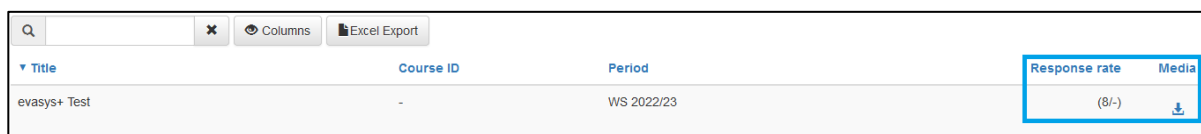
#### 3.1. Open surveys

After logging in, the "Open surveys" tab opens and you see a list of your current surveys. If a survey is open, it means that it is possible to enter new (survey) data, i.e. the students can fill in the online survey and submit their answers. After closing the survey, this is no longer possible.



The "Open surveys" tab offers you various options:

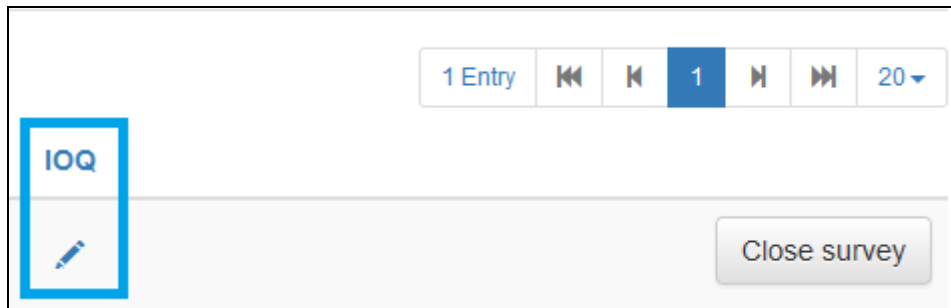
The "Response rate" column tells you how many students have already taken part in the respective survey. In the example below, 8 students (8/-) participated in the survey. If a set number of participants was determined (e.g. 7 participants), and 6 have already participated, you would see (6/7).



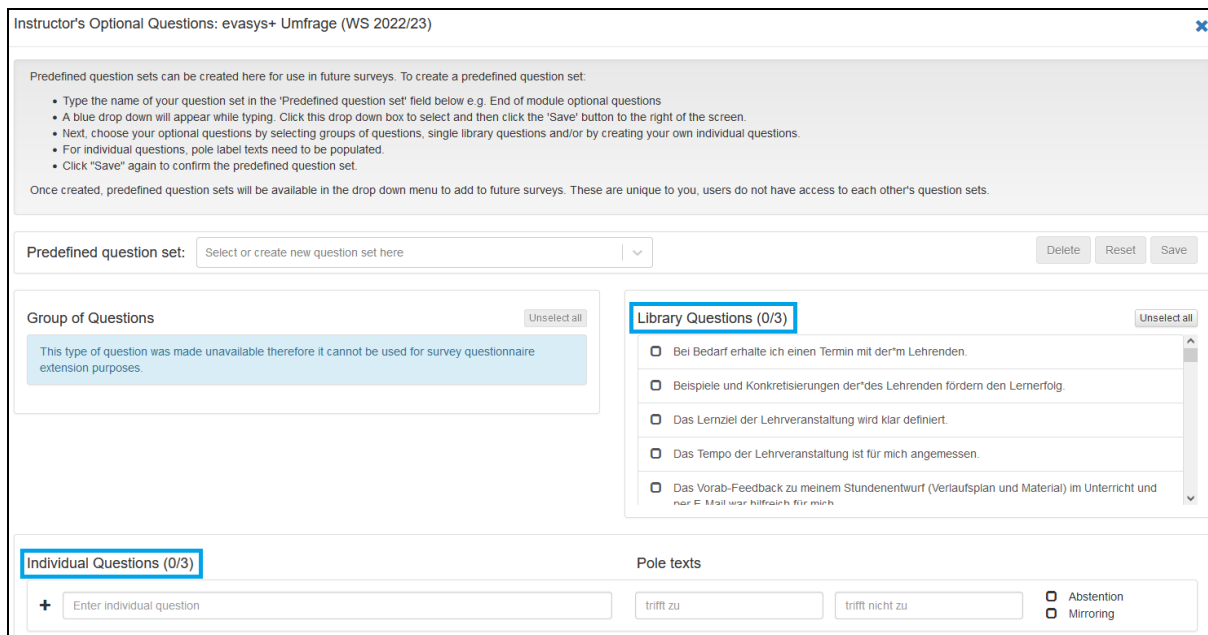
You can access the online link to the survey as well as the corresponding QR code in the column "Media", and you can forward this link/QR code to the participants.

### 3.2. Adding optional questions

In the same line you can find the edit icon (pencil) to add optional questions "IOQ".



When you click on the pencil, the window with the heading "Instructor's Optional Questions" will open. You can add a maximum of 6 additional questions, with a maximum of 3 from the library questions and/or a maximum of 3 questions you formulated yourself/individual questions.



To select/delete a library question, simply click on it. The library of questions is available on the [course evaluation website](#).

To create individual questions, please enter your question as well as the left and right pole text (usually "applies" and "does not apply"). Then click on the plus symbol to add the question. To delete the question, simply click on the minus symbol.

Individuelle Fragen (1/3)		Poltexte	
<input type="checkbox"/>	Die Atmosphäre der Veranstaltung unterstützte meinen Lernerfolg	trifft zu	trifft nicht zu <input type="checkbox"/> Enthaltung
<input type="checkbox"/>	Die Atmosphäre der Veranstaltung unterstützte meinen Lernerfolg	trifft zu	trifft nicht zu <input type="checkbox"/> Enthaltung

It is also possible to save optional questions as a question set / template that you can reuse in future surveys: (1) Select the corresponding questions from the library or enter your individual question. (2) Enter the name of the new question set and confirm with a mouse click on the field below ("Create new question set here"). (3) Save. These question sets are then available for all further surveys.

Predefined question set: <input type="text" value="Select or create new question set here"/>	2.	<input type="button" value="Delete"/> <input type="button" value="Reset"/> <input type="button" value="Save"/>
Group of Questions <input type="button" value="Unselect all"/> This type of question was made unavailable therefore it cannot be used for survey questionnaire extension purposes.	1.	3.
		Library Questions (3/3) <input type="button" value="Unselect all"/> <input checked="" type="checkbox"/> Bei Bedarf erhalte ich einen Termin mit der*m Lehrenden. <input checked="" type="checkbox"/> Beispiele und Konkretisierungen der*des Lehrenden fördern den Lernerfolg. <input checked="" type="checkbox"/> Das Lernziel der Lehrveranstaltung wird klar definiert. <input type="checkbox"/> Das Tempo der Lehrveranstaltung ist für mich angemessen. <input type="checkbox"/> Das Vorab-Feedback zu meinem Stundenentwurf (Verlaufsplan und Material) im Unterricht und vor E-Mail war hilfreich für mich.

To save the selection of additional questions for your current survey, click "Add questions to survey".

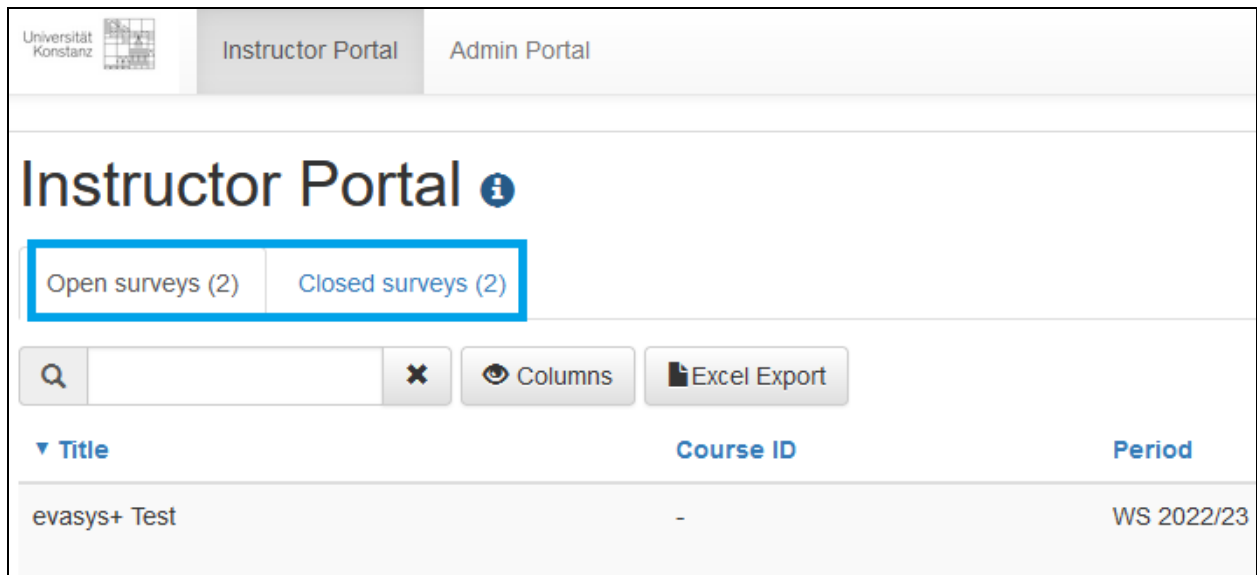
### 3.3. Opening and closing surveys

Opening and closing online surveys manually allows you to control the period of data collection. To open or close online surveys, click the "Open survey" or "Close survey" button.

1 Entry		<input type="button" value="⏪"/>	<input type="button" value="⏴"/>	<input type="button" value="1"/>	<input type="button" value="⏵"/>	<input type="button" value="⏩"/>	20
IOQ							
<input type="button" value="✎"/>		<input type="button" value="Close survey"/>					

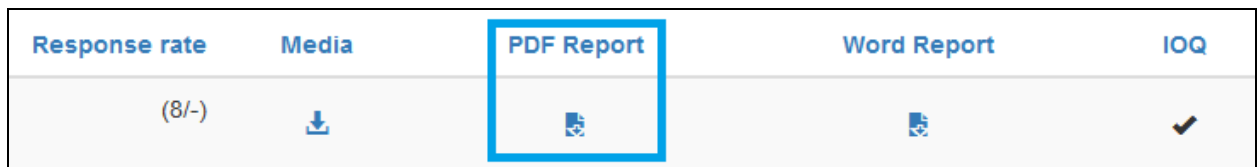
### 3.4. Closed surveys

In addition to the open surveys, evasys+ also offers you access to your closed surveys. Select the corresponding tab at the top left.



The screenshot shows the top navigation bar with 'Instructor Portal' and 'Admin Portal' tabs. Below the navigation bar, the main heading is 'Instructor Portal' with an information icon. Two tabs are visible: 'Open surveys (2)' and 'Closed surveys (2)', with the latter being highlighted by a blue box. Below the tabs, there is a search bar, a 'Columns' button, and an 'Excel Export' button. A table below displays survey data with columns for 'Title', 'Course ID', and 'Period'. The table contains one row: 'evasys+ Test', '-', and 'WS 2022/23'.

In contrast to the "Open surveys" tab, you will see a new function: [download the PDF evaluation report](#)



The screenshot shows a table with five columns: 'Response rate', 'Media', 'PDF Report', 'Word Report', and 'IOQ'. The 'PDF Report' column is highlighted with a blue box. Below the column headers, the table contains icons for each option: a download icon for 'Response rate', a download icon for 'Media', a PDF icon for 'PDF Report', a document icon for 'Word Report', and a checkmark icon for 'IOQ'.

Here you can download all PDF reports for your course evaluations by period/semester.