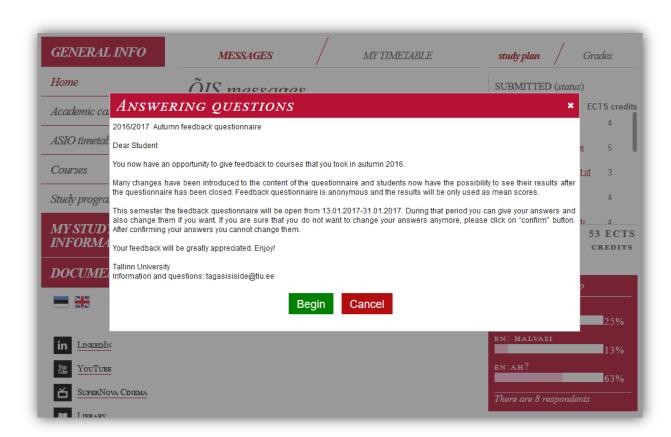
Giving feedback about the courses

The obligation to give feedback about the courses arises from the Studies Regulations § 15. Feedback is collected from students who have registered for one or more courses. It is obligatory to give feedback about at least two courses, the rest is voluntary. If the student has registered for just 1-2 courses, then it is necessary to give feedback to all thecourses.

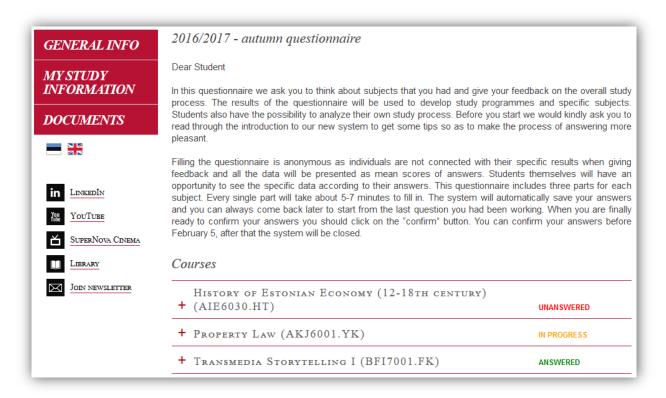
- 1. During the period of feedback, a pop-up reminding the student about the available questionnaire is displayed every time the student logs in until giving feedback is finished, but no later than the end of the feedback period.
 - a. Click on "Begin" to be directed to the questionnaire and to start answering the questions.
 - b. Click on "Cancel" or on icon **x** at the top right corner if you wish to give feedback later.



2. Menu button "Give feedback" directing to the questionnaire is displayed on student's workplace until the student has completed the feedback, but no later than the end of the feedback period.

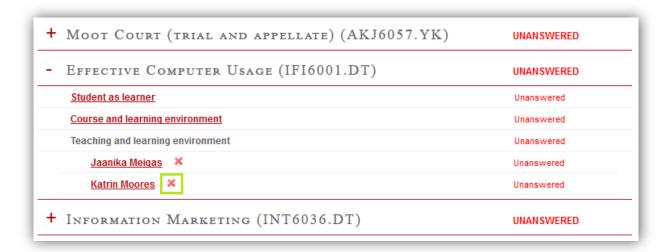


- 3. On the main page of the questionnaire, there is a short introduction about the active questionnaire and below that a list of courses the the student can give feedback about.
- 4. The progress of giving feedback is displayed on the right column:
 - a. Unanswered none of the questions about the course have been answered yet;
 - b. In progress some of the questions about the course have been answered;
 - c. Answered all of the questions about the course have been answered.

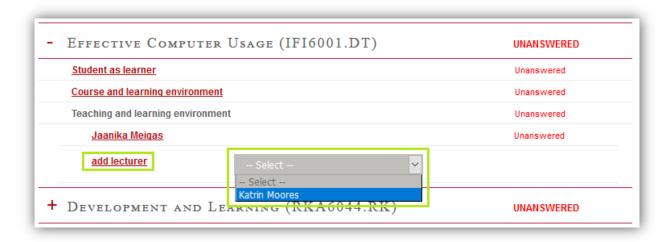


- 5. Click on the name of the course to start giving feedback.
 - a. The system displays the topics and names of the lecturers related to that course:

- 6. If there is more than one lecturer related to the course, then it is necessary to give feedback about at least one of them, but the student can give feedback about all of them.
 - a. Remove the lecturers from list that you do not wish to or cannot give feedback about by clicking on **x** button.



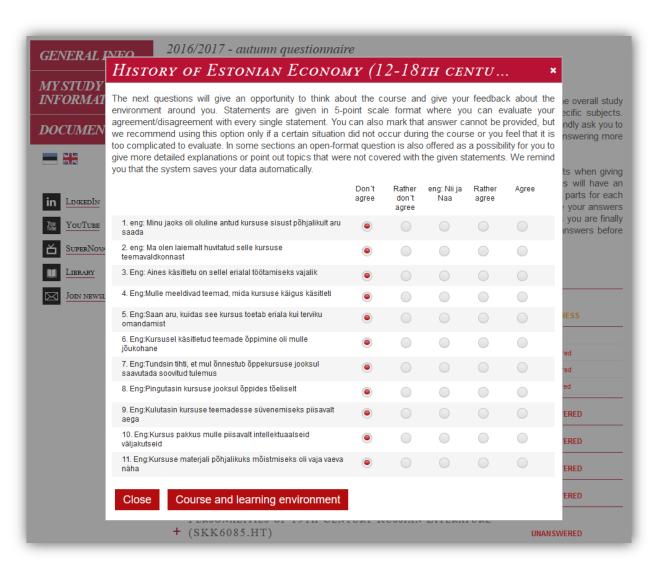
b. You can add the lecturers that were removed again by clicking on "add lecturer" link. The system displays a drop-down menu. Select the lecturer from the list.



7. Click on the topic or name of the lecturer to start answering the questions.

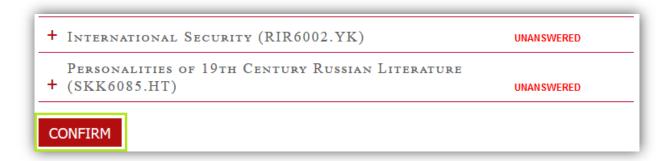


8. The questions about the topic are displayed in a new window.



- 9. Mark your answers based on the options given and on your personal experience.
- 10. The system saves the answers automatically.

- 11. To continue giving feedback to other topics or lecturers of that course click on the name of the topic at the bottom of the question form.
 - a. It is possible to switch between the topics within the same course. To start giving feedback about the next course you must first close the question form about the current course, then select another course from the main page of the questionnaire.
- 12. Click on "Close" or on **x** button at the top right corner to close the question form and to get back to the main page of the questionnaire.
- 13. When you are finished with answering the questions and no longer wish to make changes then confirm your feedback by clicking on "CONFIRM".
 - a. Confirm button will not be displayed until the minimum of obligatory feedback has been given. It is strongly recommended to give feedback about all the courses.



14. The questionnaire closes automatically and will no longer be available when the feedback period has finished.