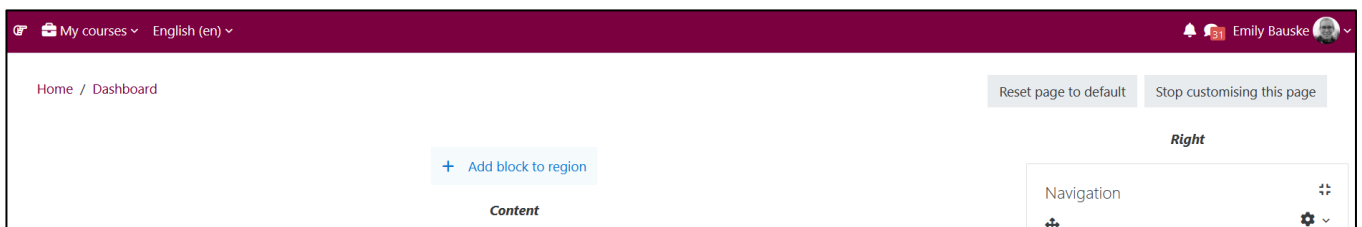


Manually adding evaluation overview to lecturer's e-learning dashboard

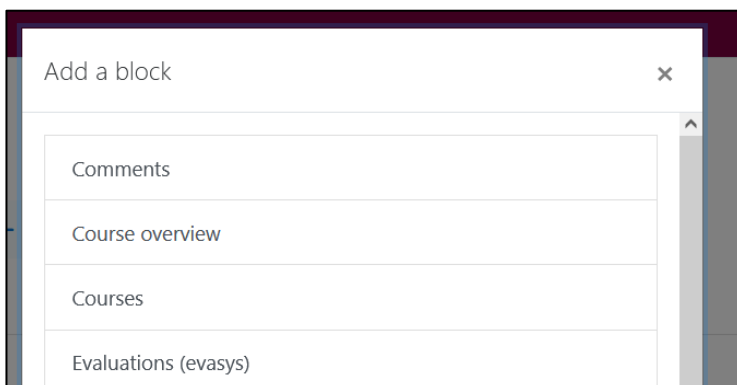
- Log into E-Learning
- In the upper left corner, navigate to „my courses” and then “Dashboard”:



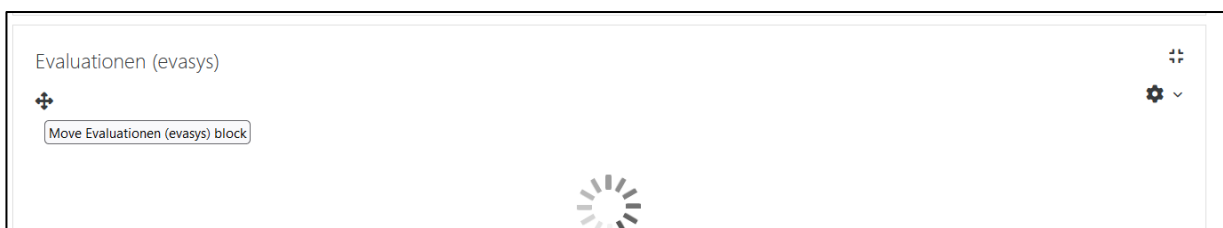
- In the Dashboard in the upper right corner, click on “Customise this page”
- Click on „Add block to region”:



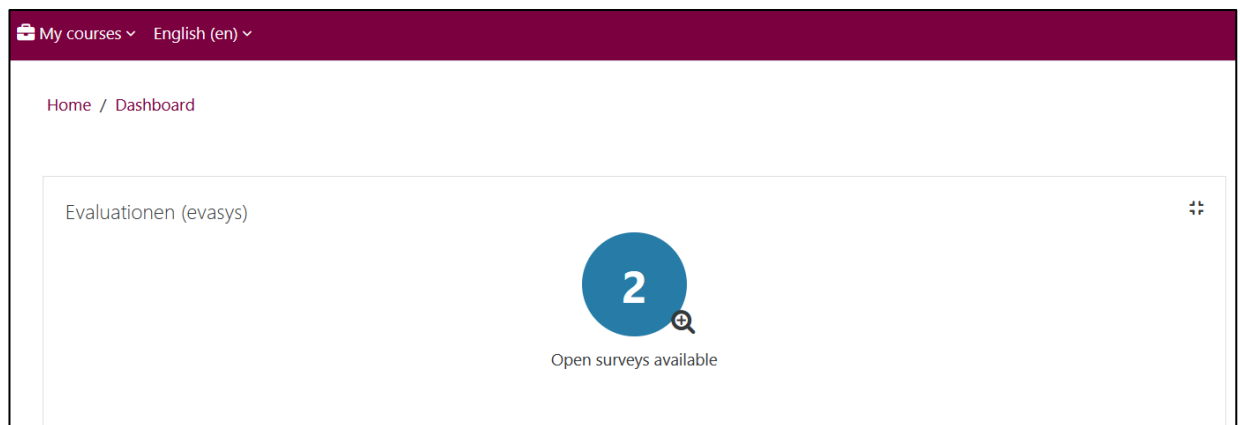
- In the pop-up, choose the „Evaluations (evasys)”:



- The block appears by default at the bottom of the page, but can be dragged to any position (e.g. to the top) by clicking on the icon with the four arrows at the top left of the block:



- Click on „Stop customising this page“ at the top right corner of the webpage to finish
- Now it should look like this, before clicking on the block itself:



- After clicking on the block:
 - Surveys in which we have sent personalized invitations to students via K33 show how many invitations have been sent (in the example the "Katzenkunde_Allgemein" with 25 invited participants)
 - Surveys that have been distributed independently by the teachers via an open link + QR code have no percentage information, but the number of responses recorded so far (i.e. submission of an at least partially completed questionnaire) is displayed (in the example the survey "Testmodul_FME" with 3 responses)
 - Whether a survey is still open to responses or already closed is indicated by the status "current response" (=open survey) or "final response" (=closed survey)

My Survey Dashboard Response rates:  evasys

	Katzenkunde_Allgemein	Current Response: 0 % 1/25	- when personalised invitations were used: % of responses and total number of invites
	Testmodul_FME	Final Response: 3	- when an open link + QR-code were distributed by the lecturer: only the absolute number of responses

Status of the survey:

- "Current response" = survey still open / participation still possible
- "Final response" = survey closed / participation no more possible

Error help

Problem:

- The evaluation block disappears when you try to move it.

Solution:

- Click on "Customise this page" at the top right of the dashboard
- Click on "Reset page to default" at the top right → ATTENTION! This will reset the page to its original format and any customizations you have ever made will be removed.
- Then add the block again (see above) and do not move it or only move it carefully.