

Voluntary Evaluation

Detailed Instructions



MEDIZINISCHE
UNIVERSITÄT
INNSBRUCK

Click Actions.



 Welcome to evasys



 the online platform for teaching evaluations at MUI

 You can return to this overview page at any time by clicking on the MUI logo in the top left corner.

 To end the session, click on the profile icon in the top right corner, followed by Log Off.

 In the header, you will find the two main menus, **Actions** and **Settings**, as well as the Info and Extras menus, which are not relevant.

 The menu items of the selected main menu are displayed as icons on the left-hand side. This toolbar can be expanded for the duration of the session.

 The **Actions** menu:

Here, you can create and manage your online teaching evaluations (in evasys, these are called surveys).

You can either use an existing questionnaire template unchanged or add up to two additional, individually designed questions.

 All evaluations and assessments are permanently available to you in your self-created survey folder.

The **Settings** menu:

This menu item allows you to access your user profile, customize your user data (e.g. login name) and change your password.

MUI instructions for voluntary teaching evaluation with evasys

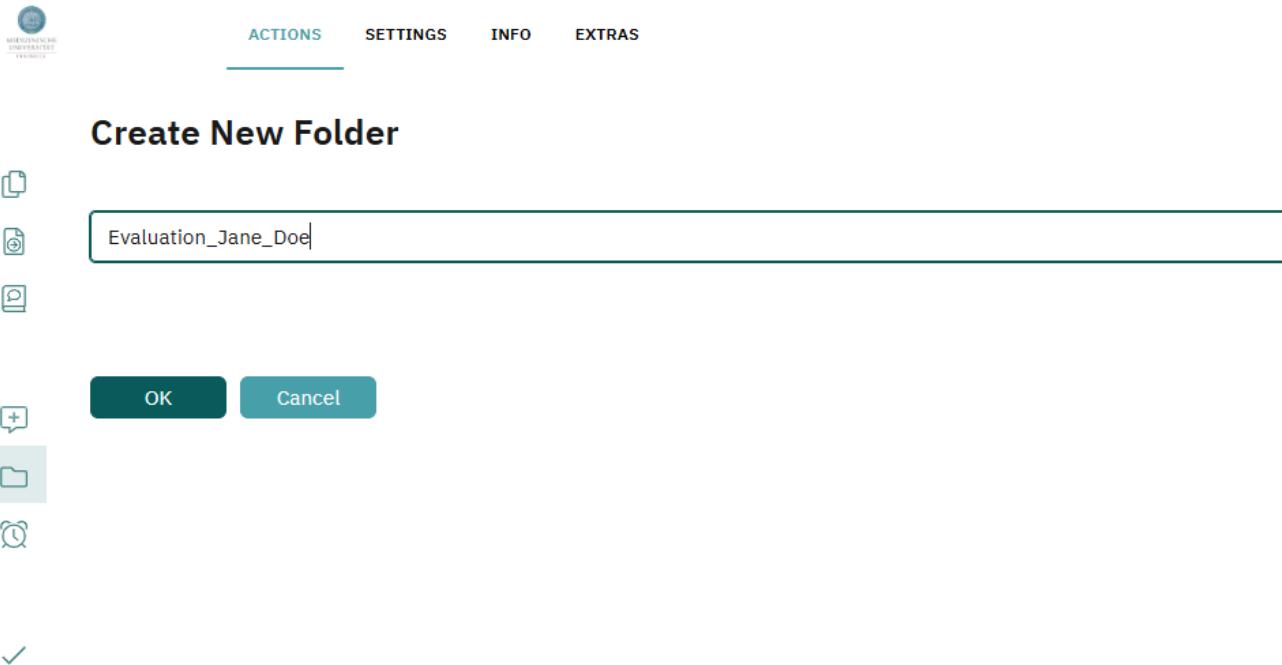
- [Onboarding guide for voluntary MUI teaching evaluation](#) (English version)
- [Detailed instructions for the voluntary MUI teaching evaluation](#) (long version [in German](#), including screenshots and instructions for expanding the questionnaire templates by up to two individually designed questions).

If you have any questions or suggestions about the teaching evaluation, please email us at evaluation@i-med.ac.at.

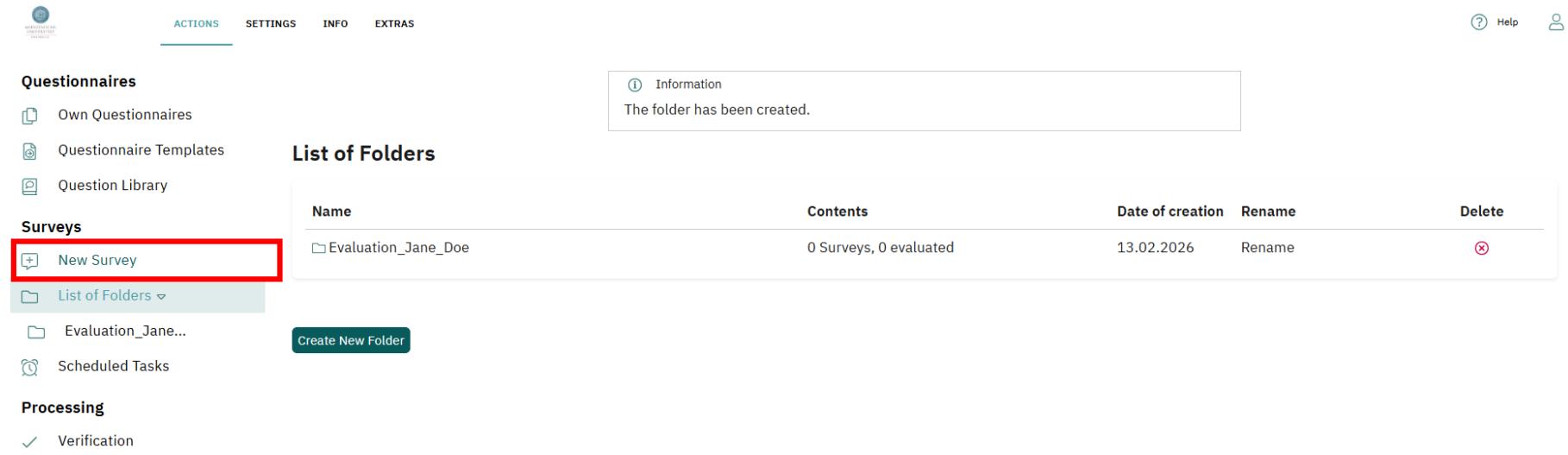
We wish you success!

Click Create New Folder and name it consequently:

Evaluations_FirstName_LastName



Click New Survey in the sidebar.



The screenshot shows the SurveyMonkey dashboard interface. At the top, there is a navigation bar with 'ACTIONS' (underlined in blue), 'SETTINGS', 'INFO', and 'EXTRAS'. On the far right are 'Help' and user profile icons. The main content area is titled 'List of Folders'. A message box in the top right corner says 'Information' and 'The folder has been created.' Below the message is a table with the following columns: Name, Contents, Date of creation, Rename, and Delete. The table contains one row for a folder named 'Evaluation_Jane_Doe'. The 'New Survey' item in the sidebar is highlighted with a red box. The sidebar also includes 'List of Folders' (with a dropdown arrow), 'Evaluation_Jane...', 'Scheduled Tasks', 'Processing' (with 'Verification'), and a 'Create New Folder' button.

Name	Contents	Date of creation	Rename	Delete
Evaluation_Jane_Doe	0 Surveys, 0 evaluated	13.02.2026	Rename	✖

Questionnaires

- Own Questionnaires
- Questionnaire Templates
- Question Library

Surveys

- New Survey** (highlighted with a red box)
- List of Folders
- Evaluation_Jane...
- Scheduled Tasks

Processing

- Verification

ACTIONS SETTINGS INFO EXTRAS

Information
The folder has been created.

Name

Contents

Date of creation

Rename

Delete

Create New Folder

Name format: Course number + full official course title
+ (WSYYYY)[winter term] or (SSYYYY) [summer term]

Example:

046007 Medical image analysis (KF)(SS2026)

ACTIONS SETTINGS INFO EXTRAS

Survey name & Folder

Please enter a unique name for your survey.

Survey name

Please choose a folder for your survey or create a new folder.
Hint: Archive your surveys by year or subject to keep track of them.

Create New Folder

Use existing Folder

Cancel **Back** **Next**

Select Questionnaire Template (lecture, seminar, practical course, etc.)

ACTIONS SETTINGS INFO EXTRAS

Choose questionnaire

FEval_PKGU_2.2 - Freiwillige Evaluation – Problemorientierter Kleingruppenunterricht (PKGU)

FEval_PR_2.3 - Freiwillige Evaluation – Praktikum (PR)

FEval_RE_2.2 - Freiwillige Evaluation – Repetitorium (RE)

FEval_SE_2.3 - Freiwillige Evaluation – Seminar (SE)

FEval_VO_2.2 - Freiwillige Evaluation – Vorlesung (VO)

FEval_VO_ML_2.2 - Freiwillige Evaluation – Vorlesung mit mehreren Lehrenden (VO)

FEval_VU_2.3 - Freiwillige Evaluation – Vorlesung-Übung (VU)

VEval_PKGU_2.1 - Voluntary evaluation – problem-based small-group learning (PKGU)

VEval_PR_2.2 - Voluntary evaluation – practical course (PR)

VEval_SE_2.2 - Voluntary evaluation – seminar (SE)

VEval_VO_2.2 - Voluntary evaluation – lecture (VO)

VEval_VU_2.2 - Voluntary evaluation – integrated course (VU)

Select Online Survey and press Next

ACTIONS SETTINGS INFO EXTRAS

Choose survey type

Paper survey

Create paper questionnaire, share it and scan the returns. The data will be read automatically.

Hybrid Survey

A combination of paper-based and online survey. This means that participants can decide which medium they want to use to take part in the survey.

Online Survey

Invite people to participate in a password-protected online survey. Access data can be sent by email or on printed cards.

Cancel

Back

Next

Choose General Password.

Assign a password of your choice. The password is only required by evasys for generating the **QR code**. You do not need to write it down or remember it.

[ACTIONS](#) [SETTINGS](#) [INFO](#) [EXTRAS](#)

Online Survey - Details

Select the method of granting access to the online survey:

Individual Password

Each participant receives an individual password (= PSWD) to take part in the survey. This method ensures that each participant can only fill in the form once.

Required Passwords (Number of participants)

25

General Password

All users receive the same password to access the survey to reach the largest possible number of participants. However, be aware that participants may use the password more than once to complete the survey.

Specify a general password

EnglishRocks3

Cancel

Back

Next

Select Online Template MUI. Press Next.

ACTIONS SETTINGS INFO EXTRAS

Online Survey - Details

Forwarding after survey completed

Activate forwarding

If you enable forwarding, the participants of your online survey will be redirected to a specified web page after submitting the survey. To do this, enter the URL in the box "Forwarding URL". If forwarding is not activated, a pre-defined farewell page is shown.

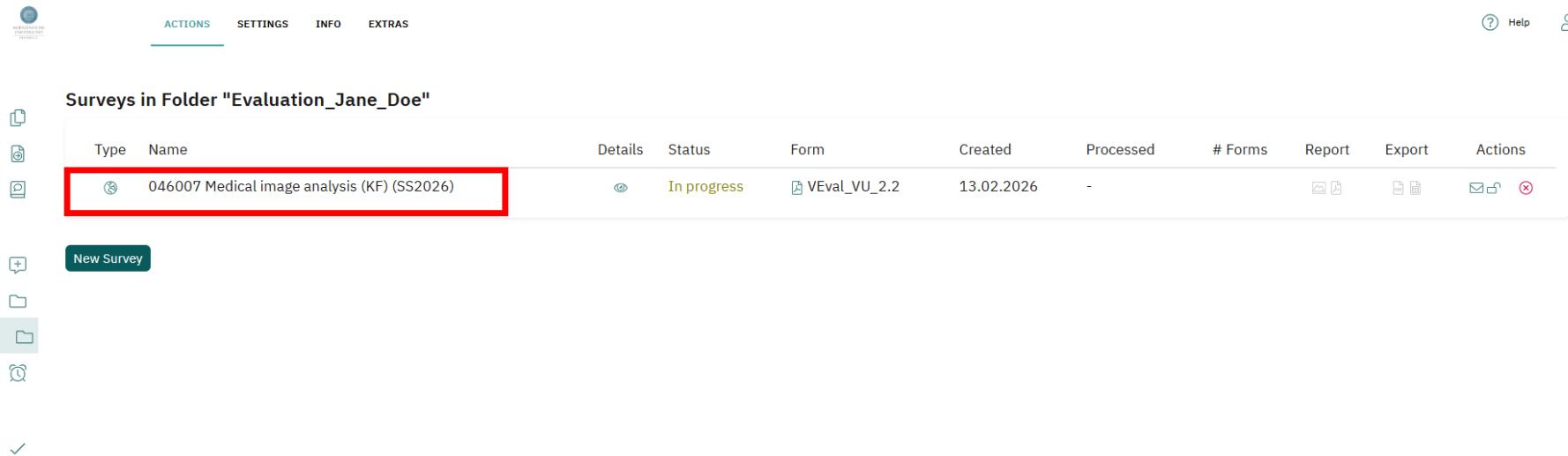
Forwarding URL

Choose online template

The online template specifies the layout of a survey (colors, fonts, logos, farewell message etc.). To choose an alternative template, go to "Settings/Online Templates".

The survey creation is now complete.
All surveys (=evaluations) can be found
via the **Actions** menu in your survey
folder (sidebar).

Click on the **Actions** menu, select your survey folder (sidebar), and click on the **name of the survey**. The survey details will then be displayed.



The screenshot shows the SurveyCTO web application interface. At the top, there is a navigation bar with tabs: ACTIONS (underlined), SETTINGS, INFO, and EXTRAS. On the far right are links for Help and User profile. Below the navigation bar, the sidebar on the left shows a list of survey folders: 'Evaluation_Jane_Doe' (selected and highlighted in blue), 'Evaluation_Jane_Doe (KF)', 'Evaluation_Jane_Doe (KF) (SS2026)' (highlighted with a red box), 'Evaluation_Jane_Doe (KF) (SS2026) (KF)', 'Evaluation_Jane_Doe (KF) (SS2026) (KF) (KF)', and 'Evaluation_Jane_Doe (KF) (SS2026) (KF) (KF) (KF)'. The main content area is titled 'Surveys in Folder "Evaluation_Jane_Doe"'. It displays a table with the following data:

Type	Name	Details	Status	Form	Created	Processed	# Forms	Report	Export	Actions
Survey	046007 Medical image analysis (KF) (SS2026)	...	In progress	VEval_VU_2.2	13.02.2026	-		Report	Export	More

At the bottom left of the main content area, there is a 'New Survey' button. The bottom of the sidebar also has icons for creating a new survey, opening a survey, creating a new folder, opening a folder, and a checkmark.

Select Download QR code for this survey.

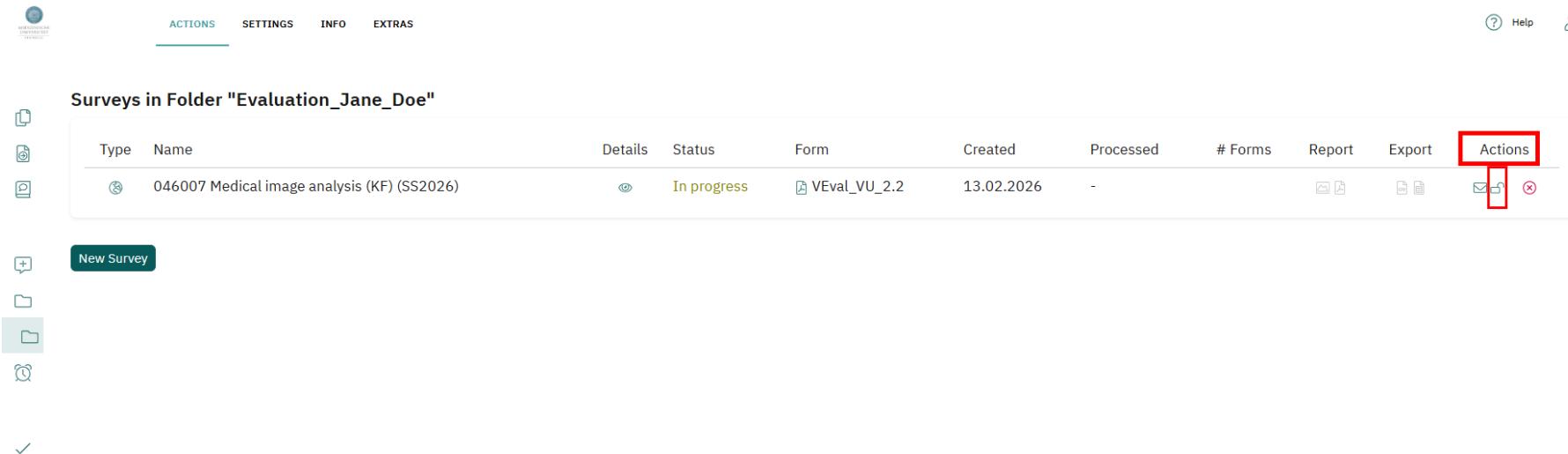
Survey Details

 Survey	046007 Medical image analysis (KF) (SS2026)
 Folder	Evaluation_Jane_Doe
 Type	Single Password based (griasti)
 Questionnaire	VEval_VU_2.2 - https://cloud3.evasys.de/i_med/online.php?p=griasti
 Status	In progress (ready for data)
 Survey Created on	13.02.2026 at 13:07:50

Actions

-  Download QR code for this survey
-  Change password
-  Send password via email to participants
-  Send reminder to respondents
-  Receive password by email
-  Online template:
-  OK
-  Online Layout:
-  OK
-  Evaluation for participants:
-  OK
-  Scheduled Tasks
-  Close Survey

End data collection: Click **Actions**, select your survey folder (sidebar), and click **Finish Data Collection** in the **Actions** section. The survey can be reopened if necessary.

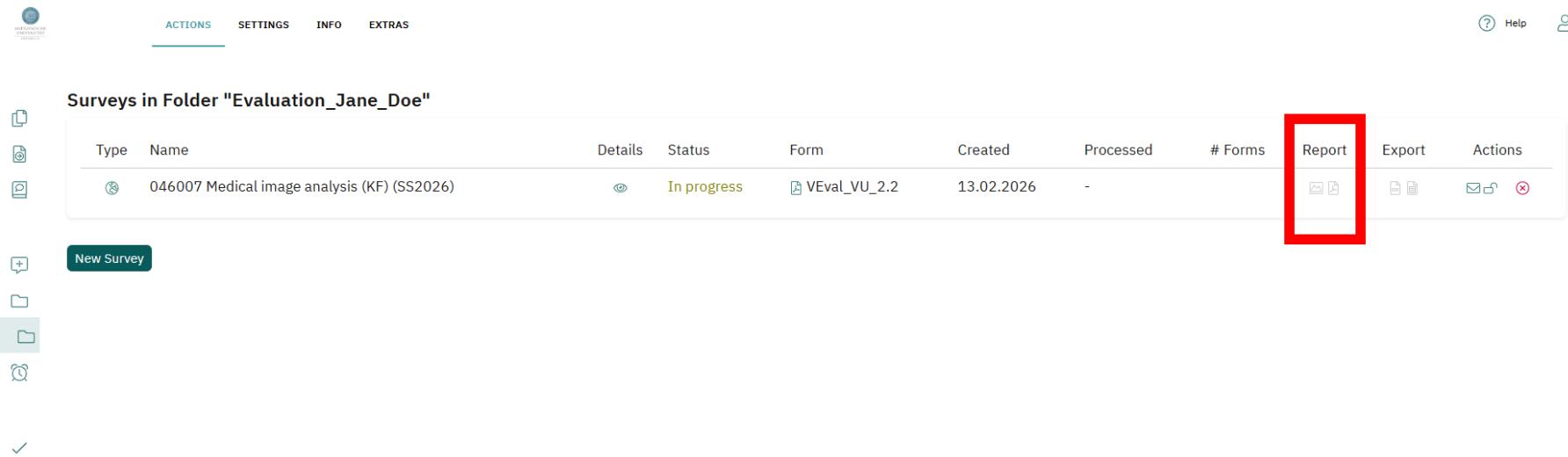


The screenshot shows the SurveyCTO web interface. At the top, there are navigation tabs: ACTIONS (which is active and underlined), SETTINGS, INFO, and EXTRAS. On the far right, there are links for Help and User profile. The main content area is titled "Surveys in Folder 'Evaluation_Jane_Doe'". It displays a table with the following data:

Type	Name	Details	Status	Form	Created	Processed	# Forms	Report	Export	Actions
046007	Medical image analysis (KF) (SS2026)	Details	In progress	VEval_VU_2.2	13.02.2026	-	Report	Export	Actions	Email Share Delete

Below the table, there is a "New Survey" button. On the left side of the page, there is a sidebar with icons for creating a new survey, opening a survey, opening a folder, and a checkmark icon.

In the survey details under **Report**, select the option to **download the results** as a PDF or to send them via email to retrieve the survey results.



The screenshot shows the Survey software interface. At the top, there are navigation tabs: ACTIONS (underlined), SETTINGS, INFO, and EXTRAS. On the right, there are links for Help and User profile. Below the tabs, a title reads "Surveys in Folder 'Evaluation_Jane_Doe'". A table lists a single survey entry:

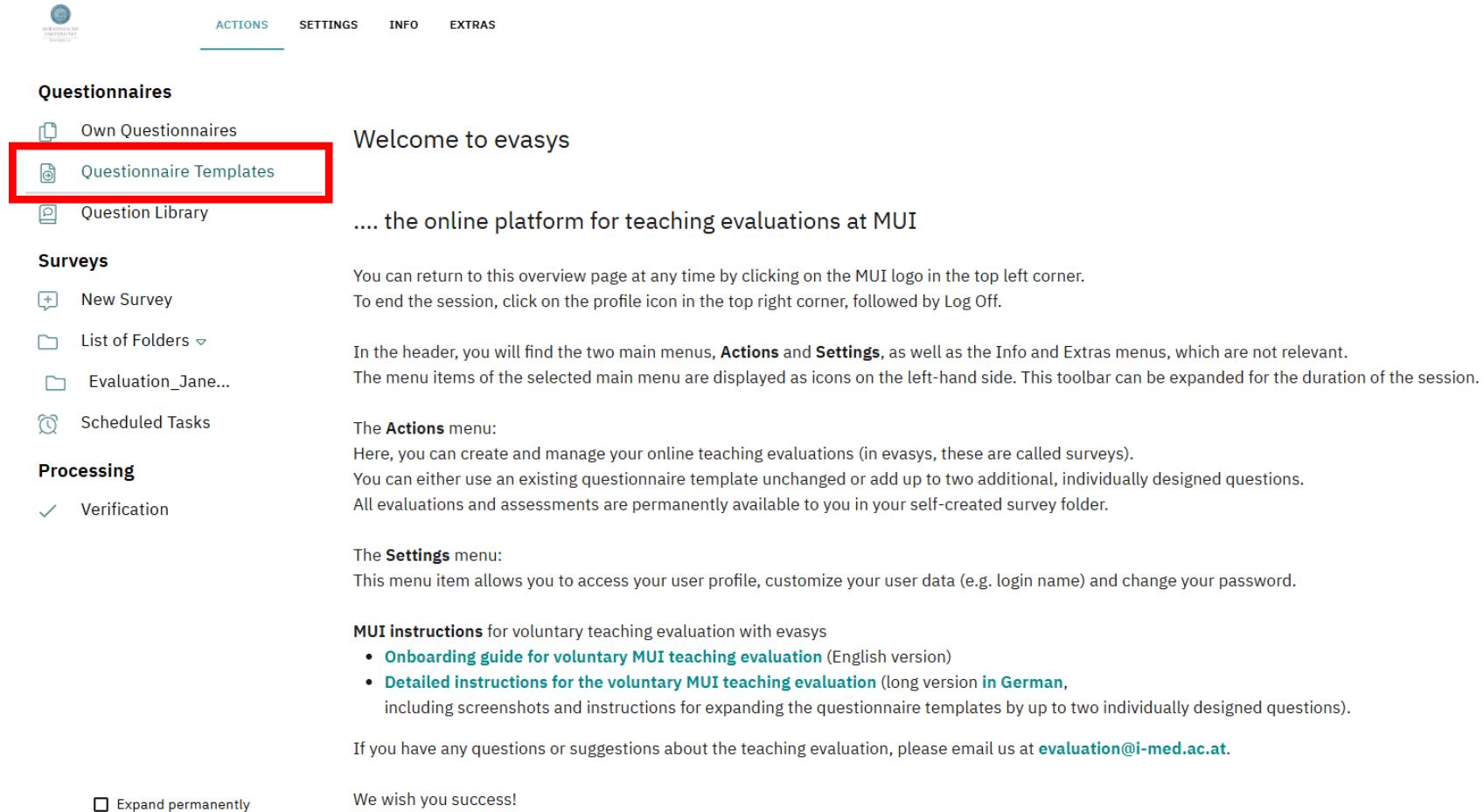
Type	Name	Details	Status	Form	Created	Processed	# Forms	Report	Export	Actions	
046007	Medical image analysis (KF) (SS2026)		In progress	VEval_VU_2.2	13.02.2026	-					

On the left, there are sidebar icons for New Survey, Create Folder, Copy, and Delete. At the bottom left, there is a green checkmark icon.

Additional Function: Adding Questions

It is possible to add two self-formulated questions.

Select Questionnaire Templates.



The screenshot shows the 'Questionnaires' section of the evasys platform. The 'Questionnaire Templates' menu item is highlighted with a red box. The interface includes a top navigation bar with 'ACTIONS', 'SETTINGS', 'INFO', and 'EXTRAS' menus. The 'Questionnaires' section contains links for 'Own Questionnaires', 'Questionnaire Templates' (highlighted), and 'Question Library'. The 'Surveys' section includes 'New Survey', 'List of Folders', 'Evaluation_Jane...', and 'Scheduled Tasks'. The 'Processing' section includes 'Verification'. The main content area displays a welcome message: 'Welcome to evasys the online platform for teaching evaluations at MUI'. It provides instructions for navigating the platform, including how to return to the overview page, end the session, and use the Actions and Settings menus. It also details the creation and management of surveys, the use of questionnaire templates, and the verification process. A 'MUI instructions' section provides links to onboarding guides and detailed instructions for voluntary MUI teaching evaluation. The footer includes a checkbox for 'Expand permanently' and a success message: 'We wish you success!'. The MUI logo is visible in the top left corner.

Questionnaires

- Own Questionnaires
- Questionnaire Templates**
- Question Library

Surveys

- New Survey
- List of Folders
- Evaluation_Jane...
- Scheduled Tasks

Processing

- Verification

Welcome to evasys

.... the online platform for teaching evaluations at MUI

You can return to this overview page at any time by clicking on the MUI logo in the top left corner. To end the session, click on the profile icon in the top right corner, followed by Log Off.

In the header, you will find the two main menus, **Actions** and **Settings**, as well as the Info and Extras menus, which are not relevant. The menu items of the selected main menu are displayed as icons on the left-hand side. This toolbar can be expanded for the duration of the session.

The **Actions** menu:

Here, you can create and manage your online teaching evaluations (in evasys, these are called surveys). You can either use an existing questionnaire template unchanged or add up to two additional, individually designed questions. All evaluations and assessments are permanently available to you in your self-created survey folder.

The **Settings** menu:

This menu item allows you to access your user profile, customize your user data (e.g. login name) and change your password.

MUI instructions for voluntary teaching evaluation with evasys

- Onboarding guide for voluntary MUI teaching evaluation (English version)
- Detailed instructions for the voluntary MUI teaching evaluation (long version **in German**, including screenshots and instructions for expanding the questionnaire templates by up to two individually designed questions).

If you have any questions or suggestions about the teaching evaluation, please email us at evaluation@i-med.ac.at.

Expand permanently

We wish you success!

Select the questionnaire you would like to modify. On the right side of the respective questionnaire, choose **Use Template**.

Actions Settings Info Extras Help User

Questionnaire Templates

Abbreviation	Title	Pages	Date	Preview	Use Template
FEval_VO_mL_2.2	Freiwillige Evaluation – Vorlesung mit mehreren Lehrenden (VO)	1	13.02.2026 13:36:40		
FEval_PKGU_2.2	Freiwillige Evaluation – Problemorientierter Kleingruppenunterricht (PKGU)	1	13.02.2026 13:36:40		
FEval_VO_2.2	Freiwillige Evaluation – Vorlesung (VO)	1	13.02.2026 13:36:40		
FEval_RE_2.2	Freiwillige Evaluation – Repetitorium (RE)	1	13.02.2026 13:36:40		
VEval_PKGU_2.1	Voluntary evaluation – problem-based small-group learning (PKGU)	1	13.02.2026 13:36:40		
VEval_PR_2.2	Voluntary evaluation – practical course (PR)	1	13.02.2026 13:36:40		
VEval_VO_2.2	Voluntary evaluation – lecture (VO)	1	13.02.2026 13:36:40		
VEval_VU_2.2	Voluntary evaluation – integrated course (VU)	1	13.02.2026 13:36:40		
VEval_SE_2.2	Voluntary evaluation – seminar (SE)	1	13.02.2026 13:36:40		
FEval_PR_2.3	Freiwillige Evaluation – Praktikum (PR)	1	13.02.2026 13:36:40		
FEval_SE_2.3	Freiwillige Evaluation – Seminar (SE)	1	13.02.2026 13:36:40		
FEval_VU_2.3	Freiwillige Evaluation – Vorlesung-Übung (VU)	1	13.02.2026 13:36:40		

Note: Required questions, cross tabulations and online survey designs cannot be copied when copying the template into the form management.

Click Edit.

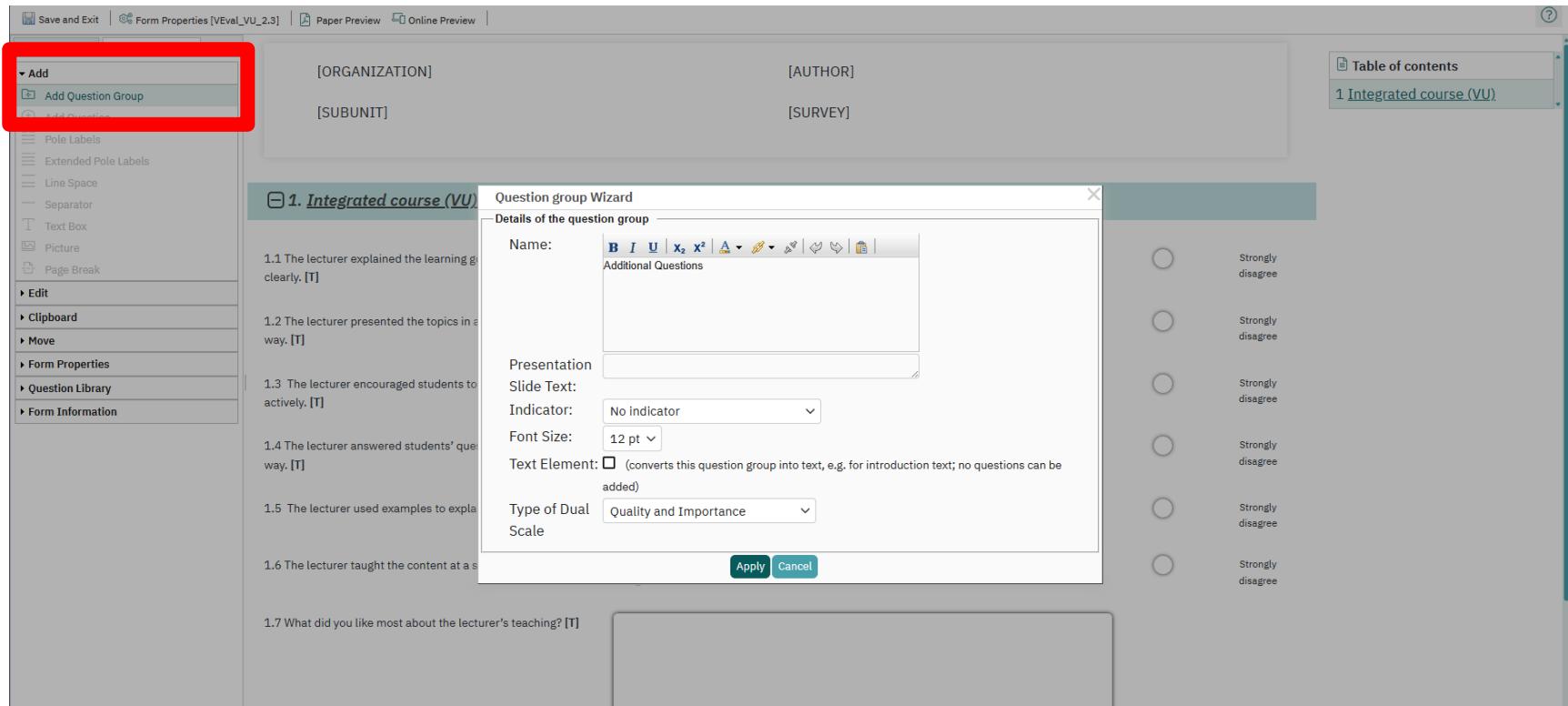
ACTIONS SETTINGS INFO EXTRAS Help User

Information
A form was added to your form management view.

Own Questionnaires

Abbreviation	Title	Pages	Date	Engine	Actions
VEval_VU_2.3	Voluntary evaluation – integrated course (VU) [Template]	1	13.02.2026 at 13:42:42	VF Editor	... Y 🕒 🖨️ ✖ 🖨️ 🖨️ 📝

At the top left click **Add**, select a new question group.
Recommendation: Name it “**Own Questions**,”
“**Additional Questions**,” or similar.
Then click “**Apply**.”



Click Add Question tab.

Save and Exit | Form Properties [VEval_VU_2.3] | Paper Preview | Online Preview | ?

Editor Control **Question Library**

Add

Add Question (highlighted)

Extended Pole Labels
Line Space
Separator
Text Box
Picture
Page Break

Edit
Clipboard
Move

Form Properties
Question Library
Form Information

1.1 The lecturer explained the learning goals of the course clearly. [T]

Strongly agree Strongly disagree

1.2 The lecturer presented the topics in a clear and organized way. [T]

Strongly agree Strongly disagree

1.3 The lecturer encouraged students to participate and think actively. [T]

Strongly agree Strongly disagree

1.4 The lecturer answered students' questions in a helpful way. [T]

Strongly agree Strongly disagree

1.5 The lecturer used examples to explain theory. [T]

Strongly agree Strongly disagree

1.6 The lecturer taught the content at a suitable pace. [T]

Strongly agree Strongly disagree

1.7 What did you like most about the lecturer's teaching? [T]

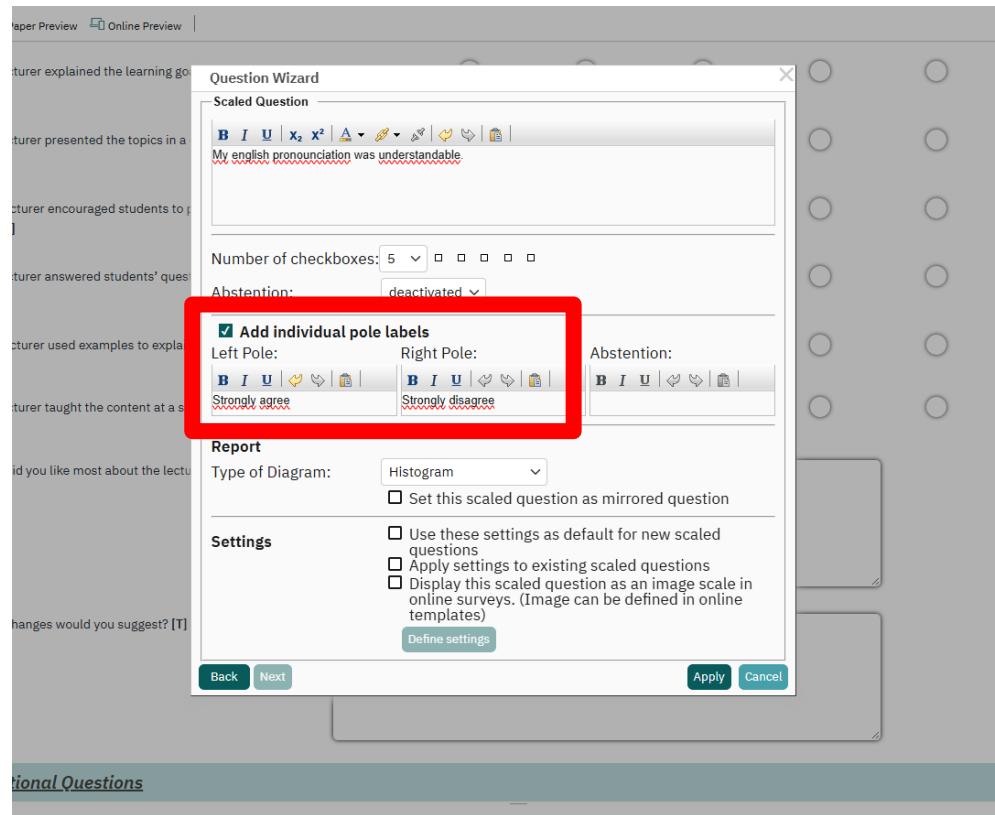
1.8 What changes would you suggest? [T]

Table of contents

1 Integrated course (VU)
2 Additional Questions

2. Additional Questions

Scaled questions: Enter the question text, select **Add individual pole labels, and label the left and right poles. Then click **Apply**.**



Open questions: Enter the question and click Apply.

Paper Preview | Online Preview |

Lecturer presented the topics in a clear and interesting way.

Lecturer encouraged students to participate in the class.

Lecturer answered students' questions in a timely manner.

Lecturer used examples to explain theoretical concepts.

Lecturer taught the content at a suitable pace.

What did you like most about the lecturer's teaching style?

What changes would you suggest? [T]

What specific suggestions do you have that would meaningfully enhance this course for future students?

Answer field

Box Size: 5 lines

Number of characters (online): 0 (maximum number of characters for online surveys)

Note: 0 means "without restrictions".

Did you know?

In online surveys, validation (plausibility checks) can be used to test entries to open questions and matrix fields with value ranges and regular expressions, before a survey participant can submit the questionnaire. Validation settings can be accessed via the left side menu in the editor control panel under the menu item "Form Properties".

Picture: [Integrate picture](#) [Remove picture](#)

Back | Next | [Apply](#) | [Cancel](#)

Additional Questions

English pronunciation was understandable.

Strongly agree

Agree

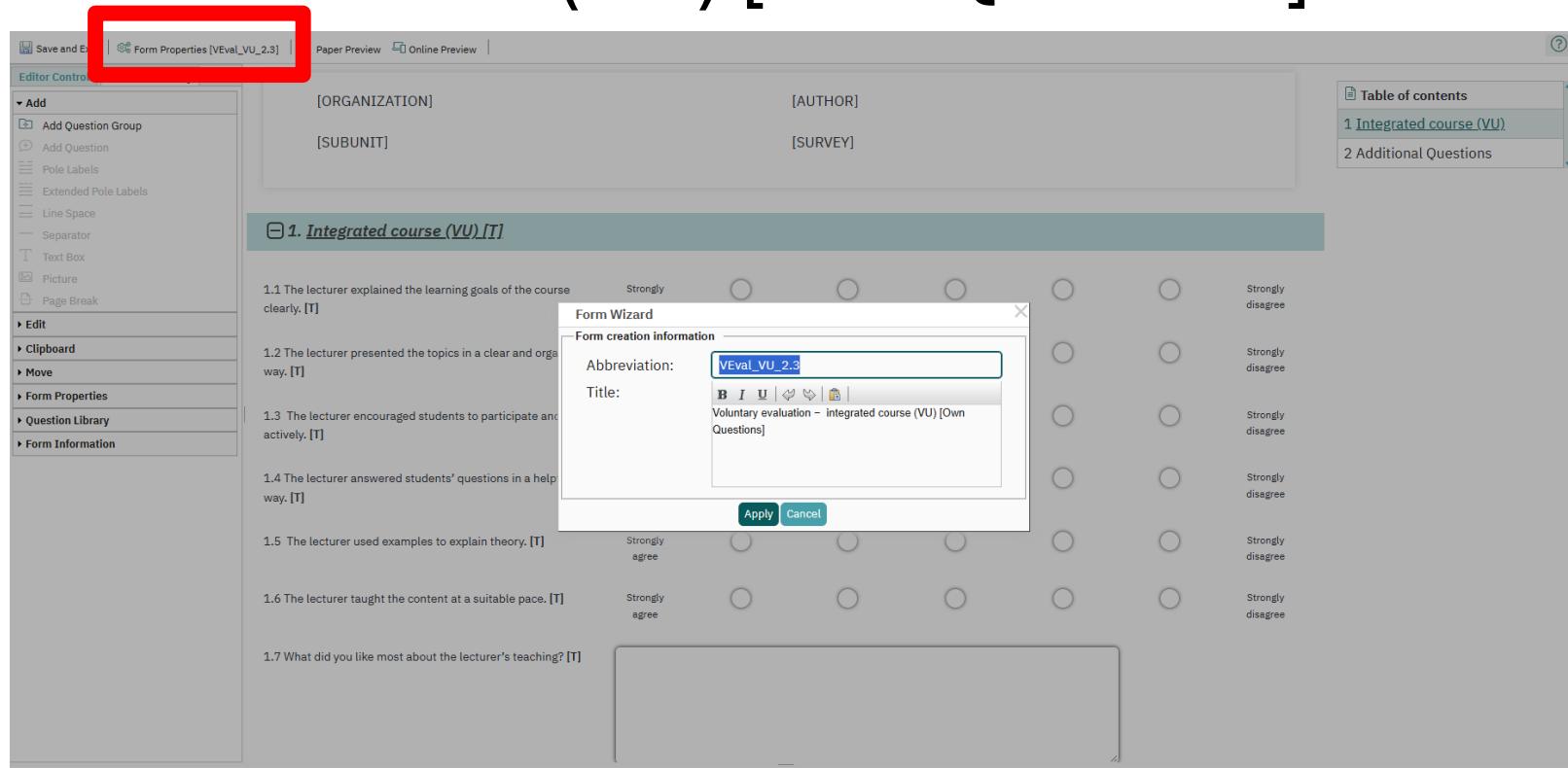
Disagree

Strongly disagree

After completing the questionnaire, adjust the name under **Form Properties**.

Example:

“Voluntary evaluation – integrated course (VU) [Own Questions]”



The screenshot shows a software interface for creating and editing surveys. The main window displays a table with survey metadata and a list of questions. A modal dialog box, titled 'Form Wizard' and 'Form creation information', is open in the center. It shows the 'Abbreviation' field set to 'VEval_VU_2.3' and the 'Title' field set to 'Voluntary evaluation - integrated course (VU) [Own Questions]'. The dialog has 'Apply' and 'Cancel' buttons at the bottom. The background shows the survey's structure with sections and questions. The 'Form Properties' tab in the left sidebar is highlighted with a red box.

Click Save and Exit.

Save and Exit Form Properties [Eval_VU_2.3] Paper Preview Online Preview ?

Question Library

Save and Exit

[ORGANIZATION] [AUTHOR]

[SUBUNIT] [SURVEY]

Table of contents

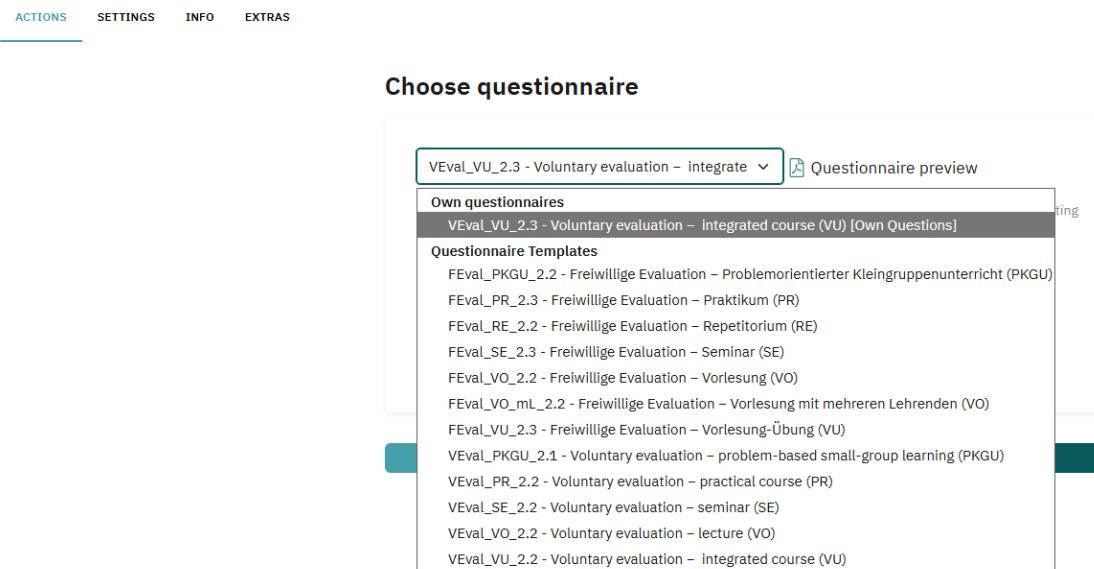
1 Integrated course (VU)

2 Additional Questions

1. Integrated course (VU) [T]

1.1 The lecturer explained the learning goals of the course clearly. [T]	Strongly agree	<input type="radio"/>	Strongly disagree				
1.2 The lecturer presented the topics in a clear and organized way. [T]	Strongly agree	<input type="radio"/>	Strongly disagree				
1.3 The lecturer encouraged students to participate and think actively. [T]	Strongly agree	<input type="radio"/>	Strongly disagree				
1.4 The lecturer answered students' questions in a helpful way. [T]	Strongly agree	<input type="radio"/>	Strongly disagree				
1.5 The lecturer used examples to explain theory. [T]	Strongly agree	<input type="radio"/>	Strongly disagree				
1.6 The lecturer taught the content at a suitable pace. [T]	Strongly agree	<input type="radio"/>	Strongly disagree				
1.7 What did you like most about the lecturer's teaching? [T]							

When creating a survey, your **Own questionnaire** can be selected and used.



The screenshot shows the SurveyCreator interface with the following elements:

- Header:** ACTIONS, SETTINGS, INFO, EXTRAS, Help, User icon.
- Left Sidebar:** Icons for New, Open, Save, Print, Copy, Delete, Import, Export, and a checkmark.
- Central Area:** Title "Choose questionnaire".
- Search Bar:** "VEval_VU_2.3 - Voluntary evaluation - integrate" with a dropdown arrow and a "Questionnaire preview" icon.
- Dropdown Menu:** "Own questionnaires" (highlighted with a blue box).
 - Selected Item:** "VEval_VU_2.3 - Voluntary evaluation - integrated course (VU) [Own Questions]" (highlighted with a dark grey box).
 - Other Options:** FEval_PKGU_2.2 - Freiwillige Evaluation - Problemorientierter Kleingruppenunterricht (PKGU), FEval_PR_2.3 - Freiwillige Evaluation - Praktikum (PR), FEval_RE_2.2 - Freiwillige Evaluation - Repetitorium (RE), FEval_SE_2.3 - Freiwillige Evaluation - Seminar (SE), FEval_VO_2.2 - Freiwillige Evaluation - Vorlesung (VO), FEval_VO_mt_2.2 - Freiwillige Evaluation - Vorlesung mit mehreren Lehrenden (VO), FEval_VU_2.3 - Freiwillige Evaluation - Vorlesung-Übung (VU), VEval_PKGU_2.1 - Voluntary evaluation - problem-based small-group learning (PKGU), VEval_PR_2.2 - Voluntary evaluation - practical course (PR), VEval_SE_2.2 - Voluntary evaluation - seminar (SE), VEval_VO_2.2 - Voluntary evaluation - lecture (VO), VEval_VU_2.2 - Voluntary evaluation - integrated course (VU).