



ONBOARDING GUIDE FOR VOLUNTARY COURSE EVALUATION

with the online platform *evasys*

Once your registration is complete, you (as university lecturer) will receive your login details (username and an initial password) via email. Use the credentials to log in to [evasys](#).

PERFORM THESE STEPS ONLY ONCE
DIRECTLY AFTER YOUR FIRST LOGIN



A. First Steps – Setting up Your User Account

Change your password

- Click the **Settings** menu to open your user profile
- **Enter your initial password once and your new password twice**
- Confirm by clicking **Save**

Optional: change your login name and add your academic title(s)

**PLEASE NOTE: Your MUI email address must be stored
as your email address!**

Create a folder as for your evaluations

- Click the **Actions** menu
- Click **Create New Folder**
- **Name your folder:** Evaluations_Firstname_lastname
- Confirm with **OK**



B. Create New Survey

1. Click the **Actions** menu
2. Click on  **New Survey** in sidebar

Survey name & folder

3. Naming: **number of the lecture**
+ complete official **name of the lecture** (see MUI lecture register)
+ in round brackets **semester** (WSYYYY) bzw. (SSYYYY)

example: 103021 Ethics and misconduct in bio-medical science (WS2025)
4. Use existing folder: Select your **Evaluations folder**
5. Click **Next**

Choose questionnaire

6. **Select the appropriate template for your course type**
(i. e. lecture, seminar, practicum, etc.)
7. Click **Next**

Templates are available in German and English.

Choose survey type

8. Choose **Online Survey**
9. Click **Next**

Online survey – details

10. Choose **General Password**
11. **Enter a password** of your choice
12. Click **Next**

evasys uses the password solely for generating the QR code.
You don't need to write it down or remember it.


PLEASE NOTE: Don't select the option **Individual Password**,
as this will prevent you from creating a QR code later.

Online survey – details



13. **Don't activate** Forwarding after survey completed
14. Select **Onlinetemplate MUI**
15. Click **Next**

Confirm survey configuration



16. Click **Generate Survey**

The survey has now been created. You can access all surveys (evaluations) via the **Actions** menu and your  **evaluations folder** in the sidebar.

C. Providing Survey to Students – QR Code Generation


- Click the **Actions** menu
- Click your  **Evaluations_Firstname_Lastname folder** in the sidebar
- Click the **name of the survey** to open the Survey Details
-  **Download QR code for this survey** in the Actions section
- You can now provide the QR code (in your download folder) to the students to evaluate your course (e.g. during the class session)

D. Finish Data Collection

- Click the **Actions** menu
- Click your  **Evaluations_Firstname_Lastname folder** in the sidebar
- Click the **name of the survey** to open the Survey Details
- Click  **Close Survey** in the Actions section

Note: The survey can be reopened at any time if required.

E. Provide evaluation results

- Click the **Actions** menu
- Click your  **Evaluations_Firstname_Lastname folder** in the sidebar
- Click the **name of the survey** to open the Survey Details
- In the Survey Data section, you can alternatively click **Show** to open the **Results in PDF format** directly in your browser or click **E-Mail** to send it to your registered email address.

For any questions or suggestions, please contact us at evaluation@i-med.ac.at. A more detailed guide on customizing the questionnaires with up to two individual questions can be found here: [Evaluation & Quality Assurance](#).