



## 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 the courses.

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 **✖** at the top right corner if you wish to give feedback later.

The screenshot shows the TLÜ student portal interface. A red pop-up window titled "ANSWERING QUESTIONS" is displayed over the main content. The pop-up contains the following text:

2016/2017 Autumn feedback questionnaire  
 Dear Student  
 You now have an opportunity to give feedback to courses that you took in autumn 2016.  
 Many changes have been introduced to the content of the questionnaire and students now have the possibility to see their results after the questionnaire has been closed. Feedback questionnaire is anonymous and the results will be only used as mean scores.  
 This semester the feedback questionnaire will be open from 13.01.2017-31.01.2017. During that period you can give your answers and also change them if you want. If you are sure that you do not want to change your answers anymore, please click on "confirm" button. After confirming your answers you cannot change them.  
 Your feedback will be greatly appreciated. Enjoy!  
 Tallinn University  
 Information and questions: tagasiside@tlu.ee

At the bottom of the pop-up, there are two buttons: "Begin" (green) and "Cancel" (red). A close icon (✖) is located in the top right corner of the pop-up.

The background of the portal shows a navigation menu with options like "GENERAL INFO", "MESSAGES", "MY TIMETABLE", "study plan", and "Grades". There is also a sidebar with "Home", "Academic calendar", "ASIO timetable", "Courses", and "Study programs". A table on the right side shows "SUBMITTED (status)" and "ECTS credits" for various courses. At the bottom right, there are progress bars for "EN: HALVASI" (13%) and "EN: AH?" (63%), with a note "There are 8 respondents".

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.

**GENERAL INFO**

**MY STUDY INFORMATION**

**DOCUMENTS**

*2016/2017 - autumn questionnaire*

Dear Student

In this questionnaire we ask you to think about subjects that you had and give your feedback on the overall study process. The results of the questionnaire will be used to develop study programmes and specific subjects. Students also have the possibility to analyze their own study process. Before you start we would kindly ask you to read through the introduction to our new system to get some tips so as to make the process of answering more pleasant.

Filling the questionnaire is anonymous as individuals are not connected with their specific results when giving feedback and all the data will be presented as mean scores of answers. Students themselves will have an opportunity to see the specific data according to their answers. This questionnaire includes three parts for each subject. Every single part will take about 5-7 minutes to fill in. The system will automatically save your answers and you can always come back later to start from the last question you had been working. When you are finally ready to confirm your answers you should click on the "confirm" button. You can confirm your answers before February 5, after that the system will be closed.

*Courses*

|   |             |
|---|-------------|
| + HISTORY OF ESTONIAN ECONOMY (12-18TH CENTURY)<br>(AIE6030.HT) | UNANSWERED  |
| + PROPERTY LAW (AKJ6001.YK)                                     | IN PROGRESS |
| + TRANSMEDIA STORYTELLING I (BFI7001.FK)                        | 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 **✖** button.

|  |                   |
|--|-------------------|
| <b>+ MOOT COURT (TRIAL AND APPELLATE) (AKJ6057.YK)</b> | <b>UNANSWERED</b> |
| <b>- EFFECTIVE COMPUTER USAGE (IFI6001.DT)</b>         | <b>UNANSWERED</b> |
| <u>Student as learner</u>                              | Unanswered        |
| <u>Course and learning environment</u>                 | Unanswered        |
| Teaching and learning environment                      | Unanswered        |
| <u>Jaanika Meigas</u> ✖                                | Unanswered        |
| <u>Katrin Moores</u> ✖                                 | Unanswered        |
| <b>+ INFORMATION MARKETING (INT6036.DT)</b>            | <b>UNANSWERED</b> |

- 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.

|  |   |
|--|---|
| <b>- EFFECTIVE COMPUTER USAGE (IFI6001.DT)</b> | <b>UNANSWERED</b>   |
| <u>Student as learner</u>                      | Unanswered  |
| <u>Course and learning environment</u>         | Unanswered  |
| Teaching and learning environment              | Unanswered  |
| <u>Jaanika Meigas</u>                          | Unanswered  |
| <u>add lecturer</u>                            | <div style="border: 1px solid black; padding: 2px;">             -- Select --<br/>             -- Select --<br/>             Katrin Moores           </div> |
| <b>+ DEVELOPMENT AND LEARNING (RKA6044.RK)</b> | <b>UNANSWERED</b>   |

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

| Courses  |                    |
|--|--------------------|
| <b>HISTORY OF ESTONIAN ECONOMY (12-18TH CENTURY)</b><br>- (AIE6030.HT) | <b>UNANSWERED</b>  |
| <b>Student as learner</b>  | Unanswered         |
| <b>Course and learning environment</b>                                 | Unanswered         |
| Teaching and learning environment                                      | Unanswered         |
| <b>Katrin Moores</b>   | Unanswered         |
| <b>+ PROPERTY LAW (AKJ6001.YK)</b>                                     | <b>IN PROGRESS</b> |

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

2016/2017 - autumn questionnaire

**HISTORY OF ESTONIAN ECONOMY (12-18TH CENTU...**

The next questions will give an opportunity to think about the course and give your feedback about the environment around you. Statements are given in 5-point scale format where you can evaluate your agreement/disagreement with every single statement. You can also mark that answer cannot be provided, but we recommend using this option only if a certain situation did not occur during the course or you feel that it is too complicated to evaluate. In some sections an open-format question is also offered as a possibility for you to give more detailed explanations or point out topics that were not covered with the given statements. We remind you that the system saves your data automatically.

|   | Don't agree                      | Rather don't agree    | eng: Nii ja Naa       | Rather agree          | Agree                 |
|---|----------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 1. eng: Minu jaoks oli oluline antud kursuse sisust põhjalikult aru saada             | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 2. eng: Ma olen laiemalt huvitatud selle kursuse teemavaldkonnast                     | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 3. Eng: Aines käsitletu on sellel erialal töötamiseks vajalik                         | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 4. Eng: Mulle meeldivad teemad, mida kursuse käigus käsitleti                         | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 5. Eng: Saan aru, kuidas see kursus toetab eriala kui terviku omandamist              | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 6. Eng: Kursusel käsitletud teemade õppimine oli mulle jõukohane                      | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 7. Eng: Tundsin tihti, et mul õnnestub õppekursuse jooksul saavutada soovitud tulemus | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 8. Eng: Pingutasin kursuse jooksul õppides tõeliselt                                  | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 9. Eng: Kulutasin kursuse teemadesse süvenemiseks piisavalt aega                      | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 10. Eng: Kursus pakkus mulle piisavalt intellektuaalseid väljakutseid                 | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 11. Eng: Kursuse materjali põhjalikuks mõistmiseks oli vaja vaeva näha                | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Close Course and learning environment

+ (SKK6085.HT) UNANSWERED

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 **✖** 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.

|   |            |
|---|------------|
| + INTERNATIONAL SECURITY (RIR6002.YK)                           | UNANSWERED |
| + PERSONALITIES OF 19TH CENTURY RUSSIAN LITERATURE (SKK6085.HT) | UNANSWERED |
| <b>CONFIRM</b>  |            |

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