SURVEY OF STUDENT OPINIONS
A.Y. 2020/21

ONLINE COMPILATION

STUDENT Instruction Manual

ESSE 3 🏛

Introduction:

The survey of student opinions regarding the education provided at the University of Siena is being carried out through an **online** survey of the opinion of students on teaching. This interactive mode provides students with the opportunity to express their opinion as either attenders or as non-attenders. This manual is designed to facilitate the compilation of the teaching evaluation questionnaires so that **students can play an active role in improving the quality of teaching** and in facilitating the Quality Assurance of the overall Academic Offer of the University's Courses of Study.

1. **Teaching to be evaluated:**

The teaching offered by the University in academic year 2020/21 is subject to evaluation.

For integrated/modularised courses, the evaluation refers to individual modules (Teaching Units-TUs).

The questionnaires can be compiled when the following conditions are simultaneously met:

➤ The teaching is present in the student's *"study booklet"* with academic year of *Offer:* 2020/21
➤ The Teaching Activity (TA) totals at least 20 hours.
➤ The relevant exam has not yet been taken.
➤ The time frame for compilation is open (see next point).

Notice:

In the event that even one of these conditions is not met, the questionnaire icon (📄) will NOT be active. In this case, the student can *proceed directly to booking* the exam session.

The following are excluded from evaluation: Traineeships, Internships, Seminars

2. **Times and methods of compilation:**

The time frame for compilation of the questionnaires will be open depending on the semester of teaching provision:

➤ for Teaching Activities in Semester 1: from 7 December 2020 to 28 February 2021.
➤ for Teaching Activities in Semester 2: from 3 May 2021 to 31 July 2021.
➤ for annual Teaching Activities: from 3 May 2021 to 31 July 2021, except in cases where there are Teaching Units completed in Semester 1. For these TUs, the evaluation questionnaires may also be compiled from 7 December 2020 to 28 February 2021.

During the periods in which the evaluation time frames are open, online compilation of the questionnaires by all students (attenders and non-attenders) is a necessary condition for registering for set exam sessions.

Failure to compile the Teaching Evaluation Questionnaires will disqualify the student from booking exams for the first useful session.

Notice!

Exceptionally, in the event that there is **teaching which focuses on or even completes a student's lessons in the first or second part of a semester** and for which the time frame for general evaluation is found to be inappropriate, ***the period of starting the evaluation could be changed.*** These changes will be communicated by the professor(s) involved in the teaching during lessons and published on the Department's web pages.

3. **Support and reference offices:**

For problems related to the non-performance of programs or for information about compiling the online questionnaire, please contact the Teaching Office of your department, or the dedicated service at: valutazionedidattica@unisi.it or phone number 0577235408.

4. **Instructions for compiling the Evaluation Questionnaire**

In order to compile the teaching evaluation questionnaires, you must:
- access your private area of the **online-secretariat** ,
- enter   Questionnaires >;>; Teaching activity evaluation questionnaires
- after consulting the basic information of the online procedure (points "4.a" and "4.b")
- carry out the online compilation process (illustrated and exemplified in point "4.c").

It should be noted that two different questionnaires are envisaged because of differences in the percentage of lessons attended (less than or greater than 50%).

4.a Display and meaning of the Questionnaire's representation icons

The Teaching Evaluation Questionnaires are represented by four different icons:

- **Questionnaire absent**: means that no questionnaire has been assigned to this teaching activity (according to the conditions of points 1 and 2 of this document) and, therefore, there will be no block on booking.

Questionnaire to be compiled: means that no questionnaire has been compiled and must be compiled in order to be able to proceed with booking.

Questionnaire partially compiled: this message appears only in the case of integrated/modularised courses when at least one module of the questionnaire has been compiled, but it is still NOT possible to make a booking because the other modules of the questionnaire must be compiled.

Questionnaire compiled: the compilation requirement has been fully and properly fulfilled and you can proceed to booking the exam (naturally, when available).

4.b Useful information for correct compilation

Before describing the procedure, the following should be noted:
- The questionnaire is anonymous and can be compiled only once. After confirmation, it cannot be changed.
- In the case of integrated/modularised courses, one questionnaire must be compiled for each module.
- In the case of teaching activities with partitioning (such as teaching delivered by two professors who share students from the same course), it is necessary to compile only the questionnaire associated with the professor with whom the exam will be taken.
- In the case of integrated/modularised courses with partitioning of modules, one questionnaire must be compiled for each module being followed, making sure to choose the one associated with the professor with whom the exam will be taken (for details, refer to Figure 4c.1 with subsequent explanations).

4.c Compilation Procedure

Within the "**teaching activity evaluation questionnaires**" function, teaching activities are displayed as follows:

	List of teaching activities to be evaluated					
Course year	Teaching Activity	Value in credits	Status	AY Att.	Ric.	Q. Eva.
1	101298 - CONSTITUTIONAL LAW	3	🟡	2015/2016		📄

To start the procedure for displaying and compiling the questionnaire, → **click on the relevant icon on the questionnaire** 📄 alongside the teaching activity to be evaluated. If the teaching activity is an integrated course (thus comprising several modules) or if there are partitionings, a window will appear showing all the modules or partitions with the relevant questionnaire icon alongside (see Fig. 4c.1).
Figure 4 c.1

Choice of evaluation questionnaires

Evaluation questionnaire for 101298 - CONSTITUTIONAL LAW

Unità Didattica	Docente	Tipo Attività	Partizione	Cfu	Questionario
101298/2: DIRITTO COSTITUZIONALE MOD.2	GIOVANNI BIANCHI	Lezione	Iniziali cognome A -L	6	📄
101298/1: DIRITTO COSTITUZIONALE MOD.1	GIOVANNI BIANCHI	Lezione	Iniziali cognome A -L	6	📄
101298/2: DIRITTO COSTITUZIONALE MOD.2	MARIO ROSSI	Lezione	Iniziali cognome M -Z	6	📄
101298/1: DIRITTO COSTITUZIONALE MOD.1	MARIO ROSSI	Lezione	Iniziali cognome M -Z	6	📄

Notice: a complex case is presented in Figure 4c.1 in which the exam comprises two modules which, in turn, are divided between Prof. Bianchi and Prof. Rossi. To compile the questionnaires pertaining to them, simply →**click on the relevant icon** 📄**.**

Figure 4 c.2

Summary page with compiled or compliable questionnaires.

List of Questionnaires	
Questionnaire AVA 1 and 3 Annex IX - UniSi *Questionnaire AVA 1 and 3 Personalised UNISI* **The questionnaire is anonymous and may be compiled only once**	☐ **COMPILE**

To choose an answer, simply select it.

→ **Continue compilation using the buttons in the following legend**.

LEGEND	
Previous	Allows you to go back a page. In the event that it is the **first** going back to the summary or the starting page of the questionnaire.
Undo	Cancels all changes made on the page, taking it back to its initial status.
Forward	Allows you to move to the next page. If it is the **last** page, it takes you to the summary or the starting page

At the end of the questionnaire, the following screen will be displayed:

To Confirm and end the procedure, → **click the button** Conferma **lower left circled in red.**

The following confirmation screen will be displayed with the summary of answers below:

Questionario - Questionario AVA ANVUR - Scheda 1 e 3 - Allegato IX - UniSi

RIEPILOGO

Questionario - Questionario AVA ANVUR - Scheda 1 e 3 - Allegato IX - UniSi

Il questionario è stato CONFERMATO.

To print the compiled questionnaire, → **click on the button** 🖶

Using the → **button** [Esci] you can go back to the "List of teaching activities to be evaluated", check whether the Questionnaire icon has turned green (📗) and check whether the procedure has been completed correctly. [Esci]

If, on the other hand, the Questionnaire icon is yellow (📙), this means that you have to compile further questionnaires related to the other modules of the same teaching activity.