SURVEY OF STUDENT OPINIONS
A.Y. 2022/23

ONLINE COMPILATION

STUDENT Instruction Manual
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 2022/23 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: 2022/23
   - 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 ( bağlantی) 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 November 2022 to 17 March 2023.
   - for Teaching Activities in Semester 2: from 3 April 2023 to 31 July 2023.
   - for annual Teaching Activities: from 7 November 2022 to 31 July 2023.

Compilation of each questionnaire will be possible using smartphones, tablets or notebooks in the classroom after at least having completed 2/3 of the TA’s lessons, on a date decided by the teacher.

It is highly recommended to compile the questionnaire immediately before sustaining any exam pertaining an Integrated Course’s module.

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

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").
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, therefore the questionnaire will have to be compiled for the remaining modules after having completed at least 2/3 of the Course lessons.

- **Questionnaire compiled**: the questionnaire has been fully compiled.

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:

<table>
<thead>
<tr>
<th>Course year</th>
<th>Teaching Activity</th>
<th>Value in credits</th>
<th>Status</th>
<th>AY Att.</th>
<th>Ric.</th>
<th>Q. Eva.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>101298 - CONSTITUTIONAL LAW</td>
<td>3</td>
<td></td>
<td>2015/2016</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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).

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.
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.

To choose an answer, simply select it.

→ Continue compilation using the buttons in the following legend.

<table>
<thead>
<tr>
<th>LEGEND</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Previous</td>
<td>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.</td>
</tr>
<tr>
<td>Undo</td>
<td>Cancels all changes made on the page, taking it back to its initial status.</td>
</tr>
<tr>
<td>Forward</td>
<td>Allows you to move to the next page. If it is the last page, it takes you to the summary or the starting page</td>
</tr>
</tbody>
</table>

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

To Confirm and end the procedure, → click the button lower left circled in red.
The following confirmation screen will be displayed with the summary of answers below:

To print the compiled questionnaire, → click on the button

Using the → button you can go back to the “List of teaching activities to be evaluated”, check whether the Questionnaire icon has turned green (/button) and check whether the procedure has been completed correctly.

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