AUTOMATED MIDTERM EVALUATION
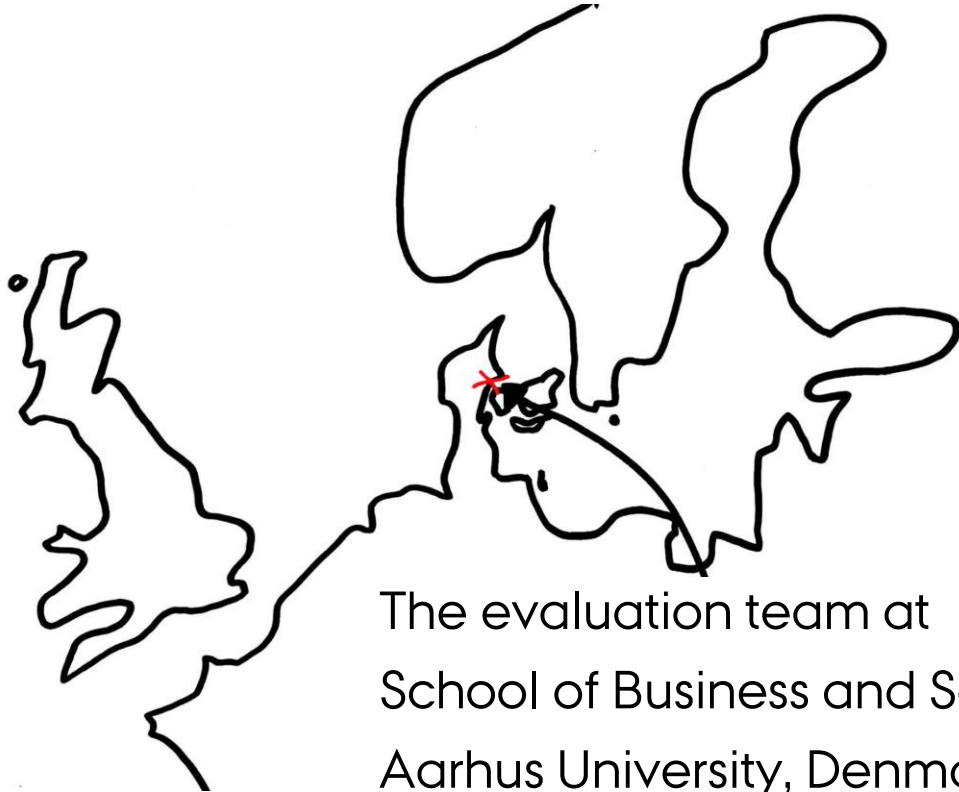
AARHUS BSS

SCHOOL OF BUSINESS AND SOCIAL SCIENCES
AARHUS UNIVERSITY

BLUENOTES GLOBAL | EVALUATION TEAM AT AARHUS BSS
4 AUGUST 2020 | COURSE EVALUATION AT AARHUS BSS

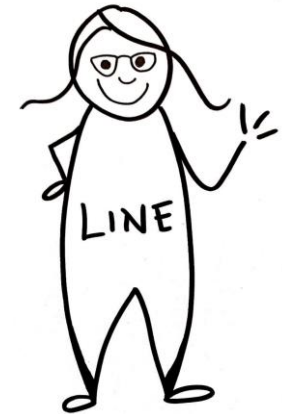AACSB ACCREDITED   AMBA ASSOCIATION ACCREDITED   EFMD EQUIS ACCREDITED

WHO WE ARE

The evaluation team at
School of Business and Social Science,
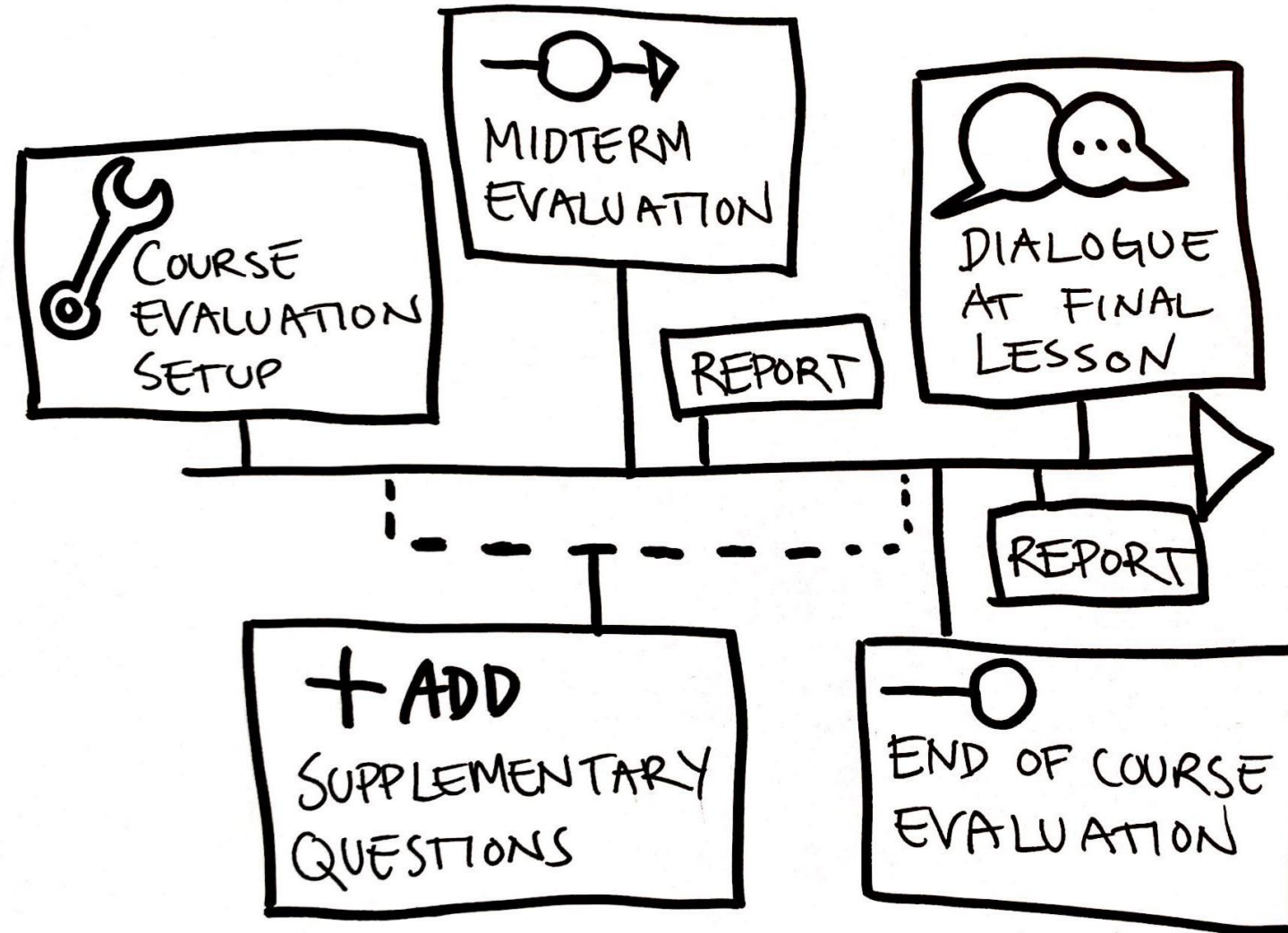Aarhus University, Denmark

Data manager   Project coordinator

5 Years of experience with course evaluation in Blue

FOCUS ON DIALOGUE AND DEVELOPMENT
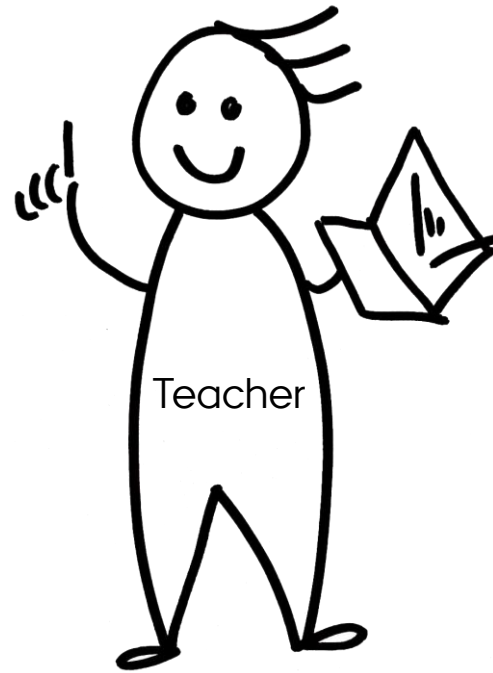
OUR SOLUTION FOR MIDTERM EVALUATION

The teacher chooses if they want to use automated midterm evaluation via DIG

The teacher sets dates and adds supplementary questions if needed

3 standard questions (+ extra questions) are sent to the students

Midterm evaluation report is sent to all teachers the day after the evaluation has ended

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USING DIG TO CHOOSE AUTOMATED MIDTERM EVALUATION

Project Shortcuts ▼   🖳 Manage Project   🖫 Save Project

| Info | Questionnaire | Definition | Subjects | Members | Triggers | Access | Tasks | Language | Publish |

Settings   Centralized Email   Dynamic Days

Subject View Management   ⊗

Start Date
0 day(s) from subject addition
00:00

End Date
2020-08-31
23:59

1st Reminder
Not Set

2nd Reminder
Not Set

Task Options

Start Date

Changing the dates for open tasks can only be performed manually through "Task Management".

Hour / Minute Setting

00:00   🕐

Day Setting

○ Fixed Start Date

[   ]

◉ [0] days from subject addition   **Apply**

○ [+ ▼] [   ]
days from [Courses ▼] [LastDate ▼]   Apply

○ [+ ▼] [▼]
days from [Courses ▼] [LastDate ▼]   Apply

Clear Date   **Back To Task Settings**

- Not enough members from the group 'Studienævn' were invited for BSS_SSP_E18-TEST. (The minimum number for this group is 1)
Project saved.

Invitation Email

Sender Name
Kursusevaluering Aarhus BSS

Sender Email
kursusevaluering.bss@au.dk

Reply to
[   ]

Cc
[   ]

Bcc
bcc.eval.bss@au.dk

Subject
Setup your midterm evaluation   [en]

Message   [en]
```
<p>Dear [R$FN],</p>In this email you will find guides to set up midterm evaluation for the
course [S$NAME]

The midterm evaluation basically consists of three questions:
&quot;I rate the overall outcome of this course as:&quot;
&quot;What would you like to highlight about this course?&quot; (Open)
&quot;How do you think the course could be improved?&quot; (Open)<p>If you want to add more
questions to the midterm evaluation, click on &quot;Select&quot; next
to &quot;Individualized questions&quot; from the link below.</p><p>Once you have added
the questions you want, you can set the period for which the evaluation should be open.</p>
<p>$($Click the link here to add questions or start the evaluation$)$</p><p>The report with
the results of the midterm evaluation will be sent the day after the last evaluation day.
If you have questions, you can send us an email at kursevaluering.bss@au.dk</p><p>Best
```

Preview Email

⊘ Editing: **E20 Test af midtvejsevalueringen**

| Info | Questionnaire | Definition | Subjects | Members | Triggers | Access | Tasks | Language | Publish |

Content   Options   **Advanced Settings**

Advanced Settings

The settings below allow for delegated control of key subject level evaluation settings.

Download the list of external triggers

Project setting rules
☐ Require consensus when multiple stakeholders are involved

Subject evaluation status
☐ Delegate primary subject evaluation status
Default status [Opt in ⌄]
☐ Delegate secondary subject evaluation status
Default status [Opt in ⌄]

Evaluation medium
☐ Delegate evaluation medium
Default medium [Online ⌄]

Evaluation timing
☐ Delegate evaluation timing
Default timing [Scheduled ⌄] [Started ⌄]
☑ Delegate scheduled evaluation date range

| Info | Questionnaire | Definition | Subjects | Members | Triggers | Access | Tasks | Language |

Settings   Centralized Email   Dynamic Days

Subject View Management

Start Date
0 day(s) from subject addition
00:00

End Date
2020-08-31
23:59

1st Reminder
Not Set

2nd Reminder
Not Set

Task Options

General Settings
☐ Require authentication
☐ Include sign out link
☐ Include finalize button
☐ Show opted-out count
☐ Update dates for open tasks based on current task settings

Email Settings
◉ Send emails
○ Do not send any emails for this type of task
○ Do not send invitation emails for this type of task (send reminders only)

Impact of Owner Removal
○ No Effect
○ Stop Task
◉ Delete Task

Delegate scheduled evaluation date range
○ Delegate fill out start and end dates.
◉ Delegate fill out start and end dates using different date ranges.

☑ Delegate fill out start date

☑ Define date range validity
◉ Between   [2020-02-04 00:00] 🗓
                  [2020-11-30 00:01] 🗓
○ Between   [⌄] [   ] days from subject addition

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Start Date
2020-07-27
00:00

End Date
2020-07-28
21:59

1st Reminder
Not Set

2nd Reminder
0 day(s) from start date at
00:01

Task Options

Start Date

Changing the dates for open tasks is done automatically every time the project is saved. Any date changes that are made in "Task Management" will be overwritten.

Hour / Minute Setting

| 00:00 | 🕐 |

Day Setting

🔘 Fixed Start Date

| 2020-07-27 | 📅 |

⚪ [ ] days from subject addition   **Apply**

⚪ [ ] days from start condition   **Apply**

⚪ [+ ∨] [ ]

days from [Courses ∨] [LastDate ∨]   **Apply**

⚪ [+ ∨] [∨]

☐	1	You have the opportunity to ask 5 questions. For each question below, choose which answer category best suits the question and enter your question as described	QP Section Level 1
☐	2	Question 1	QP Section Level 2
☐	3	Type your question here (Response category Agree-Disagree)	Personalized Single Selection
☐	4	Type your question here (Comment)	Personalized Comments
☐	5	Type your question here (response category 1-20 hours)	Personalized Single Selection
☐	6	Type your title and 3 question here (response category agree-disagree)	Personalized Single Selection Table
☐	7	Question 2	QP Section Level 2
☐	8	Type your question here (Response category Agree-Disagree)	Personalized Single Selection
☐	9	Type your question here (Comment)	Personalized Comments
☐	10	Type your question here (response category 1-20 hours)	Personalized Single Selection
☐	11	Type your title and 3 question here (response category agree-disagree)	Personalized Single Selection Table
☐	12	Question 3	QP Section Level 2
☐	13	Type your question here (Response category Agree-Disagree)	Personalized Single Selection
☐	14	Type your question here (Comment)	Personalized Comments
☐	15	Type your question here (response category 1-20 hours)	Personalized Single Selection
☐	16	Type your title and 3 question here (response category agree-disagree)	Personalized Single Selection Table
☐	17	Question 4	QP Section Level 2
☐	18	Type your question here (Response category Agree-Disagree)	Personalized Single Selection
☐	19	Type your question here (Comment)	Personalized Comments
☐	20	Type your question here (response category 1-20 hours)	Personalized Single Selection
☐	21	Type your title and 3 question here (response category agree-disagree)	Personalized Single Selection Table
☐	22	Question 5	QP Section Level 2
☐	23	Type your question here (Response category Agree-Disagree)	Personalized Single Selection
☐	24	Type your question here (Comment)	Personalized Comments
☐	25	Type your question here (response category 1-20 hours)	Personalized Single Selection
☐	26	Type your title and 3 question here (response category agree-disagree)	Personalized Single Selection Table
☐	27	Page Break	Section Title
☐	28	Midterm evaluation: Overall outcome/Midtvejsevaluering: Overordnet udbytte	Single Selection Table

Dear Mette Tikœr,

In this email you will find guides to set up midterm evaluation for the course BSS_SSP_E18-TEST

The midterm evaluation basically consists of three questions:
 "I rate the overall outcome of this course as:"
 "What would you like to highlight about this course?" (Open)
 "How do you think the course could be improved?" (Open)

If you want to add more questions to the midterm evaluation, click on "Select" next to "Question Personalization" from the link below.

Once you have added the questions you want, you can set the period for which the evaluation should be open.

Click the link here to add questions or start the evaluation

The report with the results of the midterm evaluation will be sent the day after the last evaluation day.
 If you have questions, you can send us an email at kursevaluering.bss@au.dk

Best regards from,
 Mette and Line from the evaluation team
 DIGITAL COURSE EVALUATION AARHUS BSS,
 ✉ kursusevaluering.bss@au.dk | www.bss.au.dk/digitalkursusevaluering

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CONSIDER THIS BEFORE YOU KICKSTART YOUR MIDTERM EVALUATION

o   Multilingual question personalized questions is difficult for the teachers to add

o   Mandatory or "Write your own question"

o   Flexible and individualized solution for the teachers.

o   Easy to manage

o   Who should see the results?

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