

Instructions: adjust the date

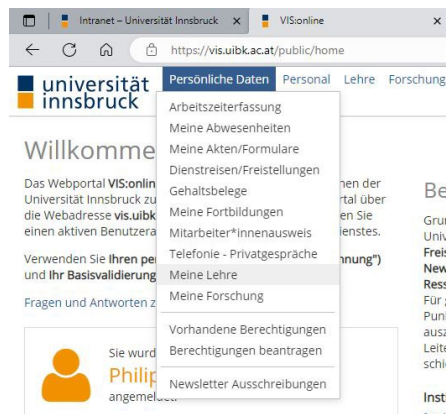
With just a few clicks of the mouse, you can adjust the date for your **online evaluation by email**. These instructions with the individual steps and the video on the QA team website should help you.

contact: QA team

✉ LV-Analyse@uibk.ac.at | ☎ +43 512 507-20325 | 🌐 <https://www.uibk.ac.at/qs-lehre>

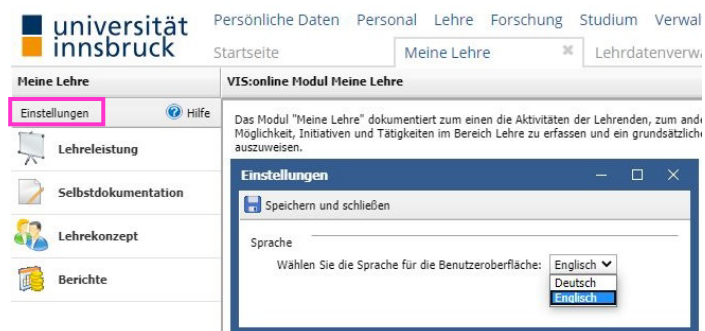
Changing the evaluation date "Online by mail" in English

→ The date and language setting can be changed in VIS-Online under the menu item **Persönliche Daten – Meine Lehre**.



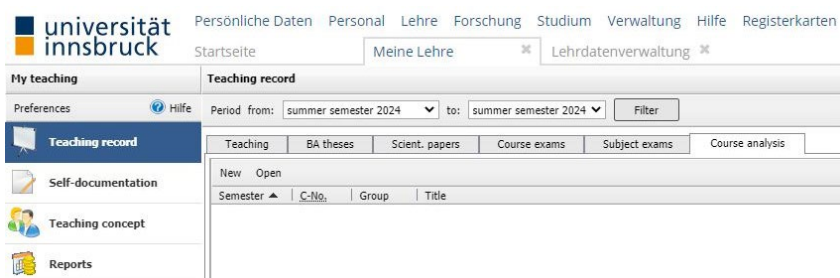
Changing the language setting

- Select the **Einstellungen** (Preferences) in the Meine Lehre (My teaching) area on the left-hand panel.
- Select the appropriate **language** from the drop-down menu.
- The language setting in VIS-online is changed in the selected language.



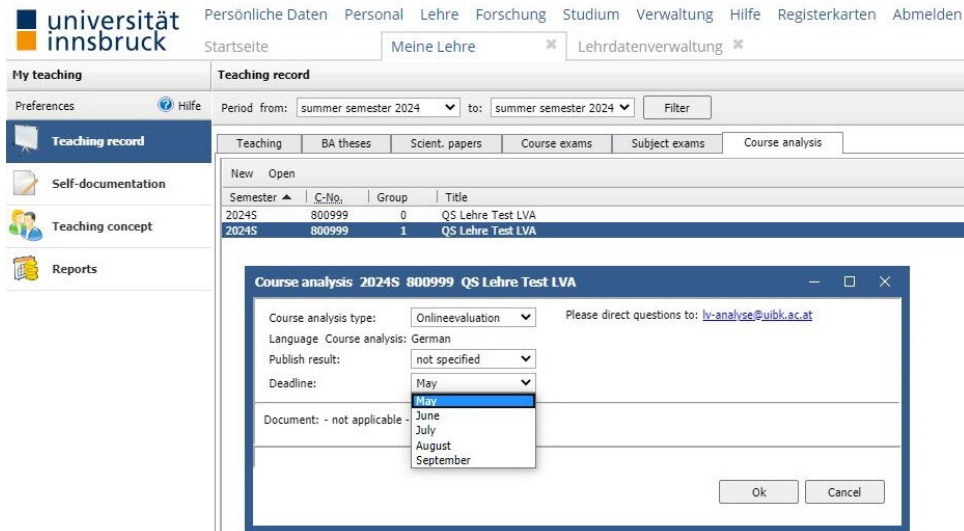
Selection of the semester of the LV analysis

- In the **Teaching record** area (left panel), select the Course analysis tab.
- Select the relevant **semester** in the Period tab.
- Click on **Filter**.



Selection month of the evaluation

- The results list shows you which courses are subject to mandatory evaluation in the selected semester. The course analysis type "Onlineevaluation" is the default setting.
- Double-click on the course you would like to change.
- A new window opens for the selected course.
 - Deadline: select the corresponding month with the arrow key
- Click **OK** in the window (bottom right). The window closes and you are back in your teaching record view.



You have now successfully changed your LVA date.

Note: Publish the result

- In the window for adjusting the deadline, there is the option to define the publication of the results. The default setting for Publish result is „not specified“.
- Publish result: please note the option **"Publish result: Yes"**. The publications in OLAT are always without comments.
- Click **OK** in the window (bottom right). The window closes and you are back in your teaching record view.

