

# 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

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# 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.
- $\rightarrow$  The language setting in VIS-online is changed in the selected language.



## Selection of the semester of the LV analysis

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

universität	Persönliche Daten Pers	sonal Lehre For	schung Studiu	m Verwaltung	Hilfe Registerkarten
Innsbruck	Startseite	Meine Lehre	× Lehr	datenverwaltung	5 <sup>36</sup>
My teaching	Teaching record				
Preferences 🕜 Hilfe	Period from: summer seme	ester 2024 🔹 to: s	ummer semester 202	4 🗸 Filter	
Teaching record	Teaching BA theses	Scient. papers	Course exams	Subject exams	Course analysis
Self-documentation	New Open				
	Semester 🔺 🛛 <u>C-No.</u>	Group Title			
Teaching concept					
Reports					



## 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.
- $\rightarrow$  Double-click on the course you would like to change.
- $\rightarrow$  A new window opens for the selected course.
  - o Deadline: select the corresponding month with the arrow key
- $\rightarrow$  Click **OK** in the window (bottom right). The window closes and you are back in your teaching record view.

	Teaching record			
Preferences 🕜 Hilfe	Period from: summer semester 20	124 🗙 to: summer se	emester 2024 ✔ Filter	
Teaching record	Teaching BA theses	Scient, papers Cours	e exams Subject exams	Course analysis
Self-documentation	New Open			
Teaching concept	Semester ▲ C-No. Group   2024S 800999 0   2024S 800999 1	QS Lehre Test LVA QS Lehre Test LVA QS Lehre Test LVA		
Reports	Course analysis 2024S	800999 QS Lehre Test	LVA	– 🗆 X
	Course analysis type:	Onlineevaluation 💙	Please direct questions to: Iv-analy	se@uibk.ac.at
	Language Course analysis:			
	Publish result:	not specified 🛛 🗸		
	Language Course analysis: Publish result: Deadline:	not specified 💙 May 🌱		

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.
- $\rightarrow$  Click **OK** in the window (bottom right). The window closes and you are back in your teaching record view.

teaching	Teaching record					
references 🥹 Hilfe	Period from: summer semester 2024 💙 to: summer semester 2024 💙 Filter					
Teaching record	Teaching BA theses Scient. papers Course exams Subject exams Course analysis					
Self-documentation	New Open					
2 Sell-documentation	Semester A C-No. Group Title					
Teaching concept	20245 800999 0 QS Lehre Test LVA 2024S 800999 1 OS Lehre Test LVA					
	Course analysis type: Onlineevaluation V Please direct questions to: <u>branabostBubblac.at</u> Language Course analysis: German Publish result: not specified V Deadline: <u>Respectived</u>					