

Teaching and learning evaluation exercise 2020 _ TEE2020

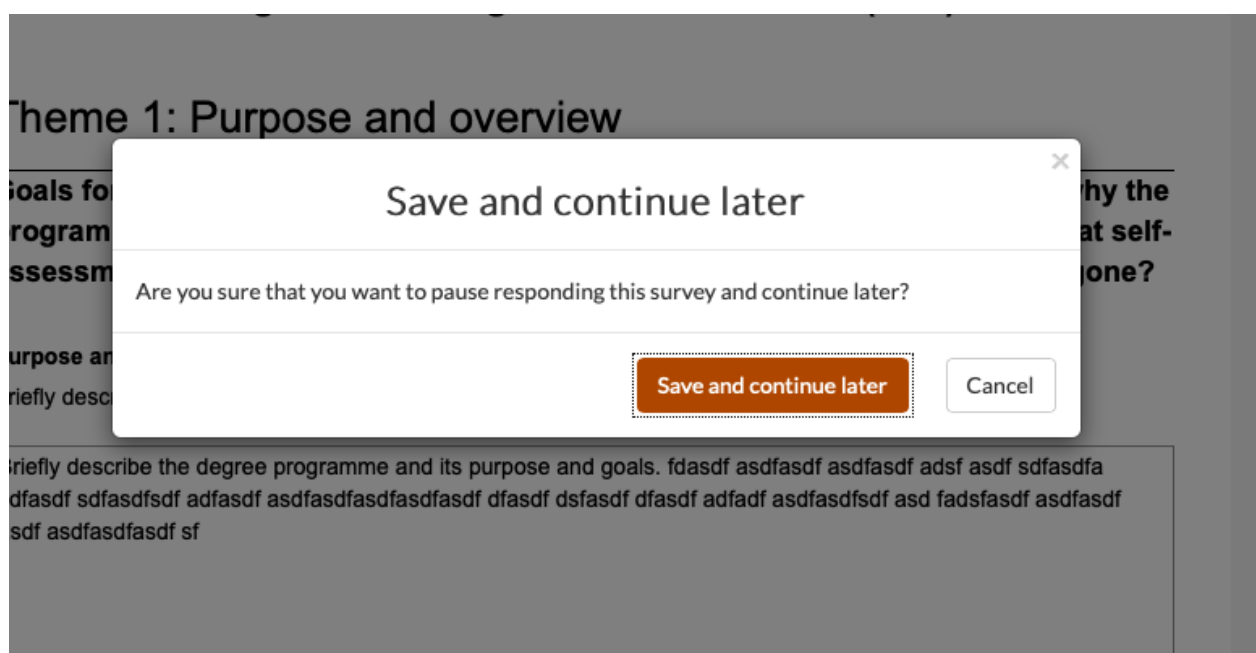
Instructions for the webropol survey for the programme self-evaluation

The programme self-evaluation of the Teaching and Learning Evaluation Exercise 2020 is using the webropol survey tool. This means that the programme should submit the answers to the self-evaluation questions by using this tool.

The link to the survey: <https://webropol.com/s/tee2020selfevaluation>

Below are the instructions for the webropol survey.

- It is recommended that you **draft and save your answers in a separate document**, in addition to the webropol survey.
- The answers boxes in the survey have a **maximum number of characters** set at **5000**, which equals a **maximum of ca 800 words**. However, you should endeavour to keep your answers brief and compact.
- Several persons, however **always by one person at a time**, can answer the webropol questions.
- You can answer the survey questions in several phases, and have pauses in between. When you want to have a **pause in responding** the survey, remember to choose the button **save and continue later**. After having chosen this you will see the following screen





- Once you have chosen to save and continue later, the survey will provide you with a link to your survey. You need to **copy and send this link to the email** of the person (yourself or someone else) who will continue answering the survey questions.

Your answers were saved

1. It is important that **you save the link to the survey**.
2. You should **send the link to an email address**, to the person who will continue answering the survey.
3. If you want someone else to continue answering the survey, the link can be send directly to this person's email.

Your answers have been saved.

You can **continue answering the survey by clicking the link below**

<https://link.webropolsurveys.com/Participation/ContinuePausedPublicParticipation/18f724aa->

Send the link to this email address:

Your email address:

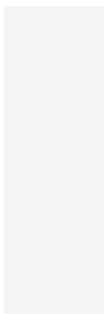
Send



Survey Powered by Webropol

[Click here](#) to read more

- When you are **ready with the survey**, you choose the button **submit** on the last page of the survey. After submitting, you cannot revise your answers anymore. You will now see a summary page of your survey. You can export the summary as a pdf. You will see the pdf-sign on the left-hand side of the page, as demonstrated below



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Summary page

Teaching and Learning Evaluation Exercise (TEE) 2020



- At the end of the summary page, there is a button **finish**. You need to click this to submit the survey. After finishing, you will see the following final page of the survey.



Thank you for your participation!

100% Completed



If you have questions about or problems in using the webropol survey, please do not hesitate to contact heidi.rontu@aalto.fi, or call +358 50 307 7875.

Finally, I would also like to remind everyone about the deadline for the self-evaluation by 31st March 2020.

Thank you for your commitment to the Teaching and Learning Evaluation Exercise at Aalto University!

Yours sincerely,

Heidi Rontu, PhD, Docent
Head of Education Development Ventures
Learning Services
Aalto University
heidi.rontu@aalto.fi
+358 50 307 7875