Course Feedback System and Changing the ending date of the course in WebOodi

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The course feedback at Aalto University is collected primarily for teachers of the course and secondarily for the degree programme and department. A teacher can add questions of his/her own, and shift the start date of the survey.

These instructions (from Page 6) depict how the starting date of the feedback query can be changed. The change of the date can also be ordered from course feedback officers of your school, email address is of form “course-feedback-[arts|biz|chem|eng|elec|sci]@aalto.fi”, e.g., Aalto SCI: course-feedback-sci@aalto.fi.

There will be probably some changes in spring 2016 as the new version of Webropol 3 will be taken into use.

Timetable and roles of KPJ
The course feedback system, KPJ, (in Finnish: Kurssipalautejärjestelmä, KPJ) reads from WebOodi study events (Opetustapahtumat) the following information:

- Students enrolled to a course (respondents of the survey) at that moment, when the query is created, 21 days before X (the “ending” date of the course in WebOodi). They received an email request to respond at 7 days before X. Unfortunately, students, who do not have aalto.fi email address, majority of Open University students, do not get feedback to be answered.
- Teachers using roles “Vastuuopettaja” (teacher-in-charge) or “Luennoitsija” (lecturer) in any level of the study event hierarchy in WebOodi get the access to modify the query and received results. If a course assistant needs to access feedback, she/he has to be raised to a lecturer role. Teachers are locked also in the creation process, 21 days before X.
• Ending date X, the latter date in the first row “Kurssi” or “Course”: starting date – ending date. See the effect of X in the following list below.
• Language from the Course item. It determines in which language the survey is given.

The course feedback system (KPJ) reads from WebOodi the ending date X, from which it determines:

• X - 35 days: Teachers get a warning message by email (kpj-no-reply@aalto.fi) to check information (teachers, dates)
• X - 21 days (at 1.05): KPJ sends an email message to teachers; a form is available, and a teacher can add questions of his/her own.
• X - 7 days (at 1.05): KPJ opens the survey automatically to students, and sends an email to students with personal links. Teacher may open the survey manually even earlier.
• X + 11 days (at 1.05): KPJ sends a reminder to students who have not replied earlier.
• X + 13 days at 23.59: KPJ closes the survey. OBS! The survey is always open at least 20 days!
• X + 14 days: Results of the survey (from info@webropolsystems.com) and a list of respondents (student ID and email address, from kpj-no-reply@aalto.fi) are sent to teachers’ email

Teachers may read the feedback from students as soon as there are at least 5 replies, even during the response session. The answers can be fetched from https://www.webropolsurveys.com/Shibboleth/AaltoTeacherLogin.aspx, choosing a course, clicking an “R” icon (R = report) in the right top corner, and choosing PDF or/and Excel sheet to be sent by email.

The ending date X can be changed in WebOodi, see instructions below. It should somehow depict the real closing of the courses. However, some teachers prefer opening the form after the exam (X == exam date + 7) while others like to get feedback to be discussed in the last lecture session.

Typically, students reply to a survey in 0-3 days after getting an email request. At the moment, students cannot edit their responses. If a student has already replied and goes to exam, he/she cannot change opinions. However, if a survey is opened after the exam, it takes three weeks to know who have responded (long time to wait if you give bonus points for answering).

Time window of the survey

Figure 1. Assign * = 8.12.2015, and determine the other dates: open for students 1.12.-21.12.2015.
Email messages by KPJ
KPJ sends three messages to teachers and one or two messages to students.

KPJ Officer #1, X – 35 days: early warning
KPJ sends an early warning.

KPJ Officer #1, X – 35 days: missing teacher
If no teachers or an unknown teacher.

Course feedback survey for course Tfy-99.4275 Signal Processing in Biomedical Engineering P has been created
While creating the survey, the system could not add or find e-mails for the following teachers:
Name: -1, Username: -1

Teacher #1, X – 35 days: early warning
KPJ sends an early warning. (No picture).

Teacher #2, X – 21 days: open for additions
KPJ sends a message to teachers.
Course feedback survey for course Tfy-99.4275 Signal Processing in Biomedical Engineering P has been created

You have received this message because you are identified as either the teacher in charge or as a lecturer for this course in Oodi. If you do not have anything to do with this course, please delete this message. The teachers of the course are:

Niko Mäkelä

A course feedback survey has been created for the course Tfy-99.4275 Signal Processing in Biomedical Engineering P. It can be accessed at the teacher’s interface for Aalto University Course Feedback at Webopop: by following the link:

https://www.webopportunity.com/fktb/teacher/TeacherLogin.aspx

You can add your own questions to the survey in addition to the obligatory Aalto questions and School’s questions. You can add questions until the survey is automatically published.

The survey is published automatically to the students at the following time:
2015-11-27 00:00:00
You can choose to publish the survey earlier: The survey will close automatically:
2015-12-17 23:59:59

The closing time of the survey cannot be changed.

A student who has registered for the course at Macadam will get an e-mail when the survey is published. In the e-mail, there is a personal link to the survey. There is also a so-called public link that can be found at the teacher’s interface at Webopop. You will find the link under the title ‘Questions’ when the survey is published. NOTE: If you share the public link to the students, please note that there is a chance for people outside the course to answer the survey and the student numbers are not saved in the system.

When the survey is closed, the system automatically sends you the report.

More information and instructions:
appu.fo@aaltouniversity.de
Support: course-feedback@aalto.fi

Teacher #3A and #3B, X + 14 days: feedback and respondents
KPJ sends two messages. One with a PDF of the feedback and the other with respondents.

Student #1, X – 7 days: respond to a feedback survey
KPJ sends a request to answer a feedback form.

Student #2, X + 11 days: reminder
KPJ sends a reminder for those who have not responded.
How to change the starting date of the course feedback

A teacher may change the opening date of the course feedback by shifting the “ending” date of the course in WebOodi. Typically, if you have the role “Teacher” in MyCourses, you have also rights to make changes in WebOodi.

Phase 1 – Find a course. You can use “Omien kurssien hallinta” / “My courses” or other search tools in WebOodi after logging in http://oodi.aalto.fi/a/. These instructions cover a case in a course SCI-A0000, where the ending date \( X = 30.4.2015 \) wants to be changed to \( X = 28.4.2015 \), that implies the course feedback is open for students \( X-7 \) days .. \( X+13 \) days, see Page 2. Click [>] in the beginning of the line. The interface can be chosen Finnish/Swedish/English in the left column.
Phase 2 – Opetustapahtuma / Study Event: a hierarchical list of lectures, exercises, etc. The change is to be done on the first row, which starts with “Kurssi”/”Course”, and includes the course name, number of credits, and period. Click the name of the course.

Phase 3 – The information is expanded to several rows which can be edited. Click [>>] below “PäätPvm”/”End date” (read circle). Notice also the language of the query (blue triangle).
Phase 4 – Change the date, e.g., 30.4. -> 28.4. Save it by clicking a diskette icon:

Phase 5 – Now the change has been confirmed. You can check it from student’s view by clicking button ”[Opetustapahtuma]” / ”[Course or exam]”.

Phase 6 – Check that the ending date has been changed (now 28.4.).