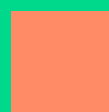


EHU

Euskal Herriko Unibertsitatea
Universidad del País Vasco



STUDENT OPINION SURVEY ON THE TEACHING STAFF

*How to configure **eGela** for conducting
the Student Opinion Survey*

User Manual for the Teaching Staff

2026/2027

Evaluation Service
VICE-RECTORATE FOR DEGREE STUDIES AND DIGITAL TRANSFORMATION

TABLE OF CONTENTS

Introduction	5
STEP 1: ENABLING THE SURVEY BLOCK	6
STEP 2: CONDUCTING THE SURVEY	9
STEP 3: DISABLING THE SURVEY BLOCK	9
CLARIFICATIONS	10

INTRODUCTION

In 2024/2025, the EHU has implemented a project for conducting the **Student Opinion Survey** using a **digital procedure**.

This project has two goals: on the one hand, eliminating paper (more than 220,000 responses are collected every year) and, on the other hand, simplifying the general process for collecting survey forms, for example, by eliminating the registration of envelopes in the centres' Registry offices.

The digital survey procedure is easy and will be conducted using eGela, a platform where all members of the teaching staff must enable a 'block' entitled '**Student Opinion Survey**' which has already been configured. The student body will access a block and a button to begin the survey and respond to the usual survey form. In order to collect as many responses as possible, the planned procedure entails carrying out this survey **process among students while in the classroom, as usual, in the first 15 minutes of class and using mobile devices**.

After the adaptation period of the 2024/25 and 2025/26 courses, from 2026/27 teaching situations without Opinion Report will be considered as groups surveyed when there is a justified cause:

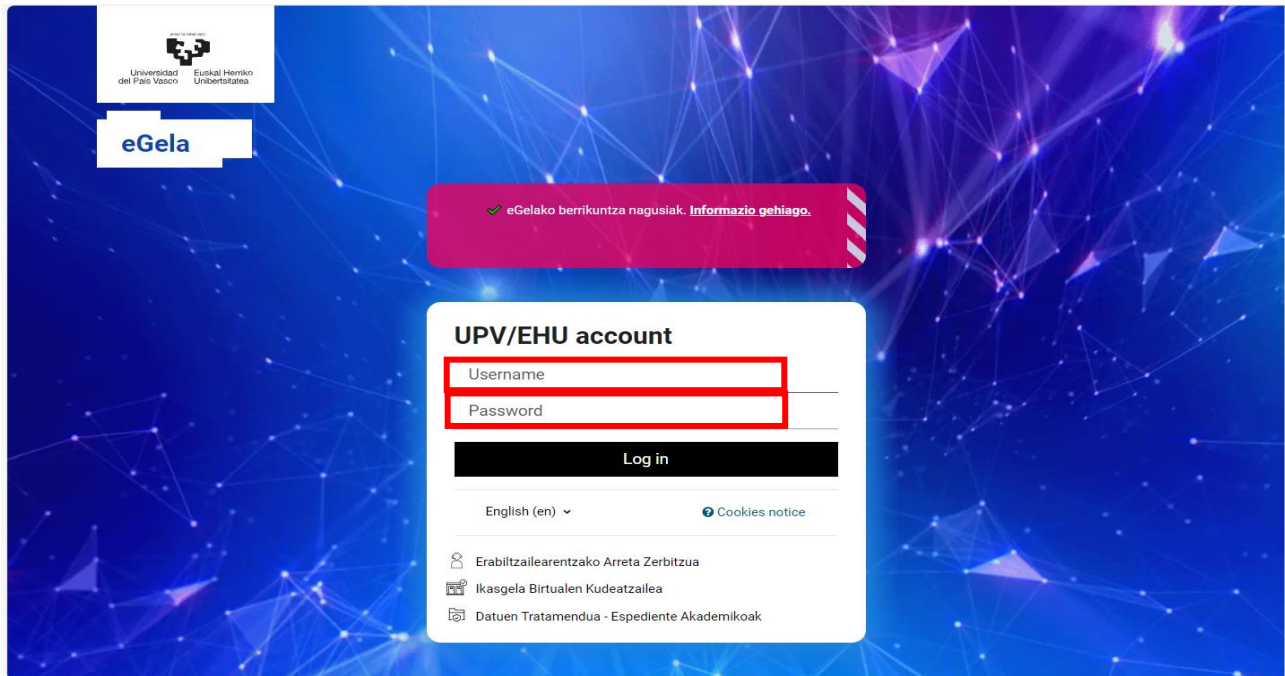
- lack of student participation (zero opinions), provided that the eGela Survey Block has been activated and communicated to the Evaluation Service.
- lack of student participation (having obtained from 1 to 4 opinions). It is not necessary to communicate it.
- failure to meet the minimum parameters of the Survey: a minimum of 5 students enrolled and 8 hours of teaching in the group.

We have developed this quick guide to help the teaching staff configure eGela to the extent needed to conduct the Student Opinion Survey.

Contact people from the Evaluation Service:

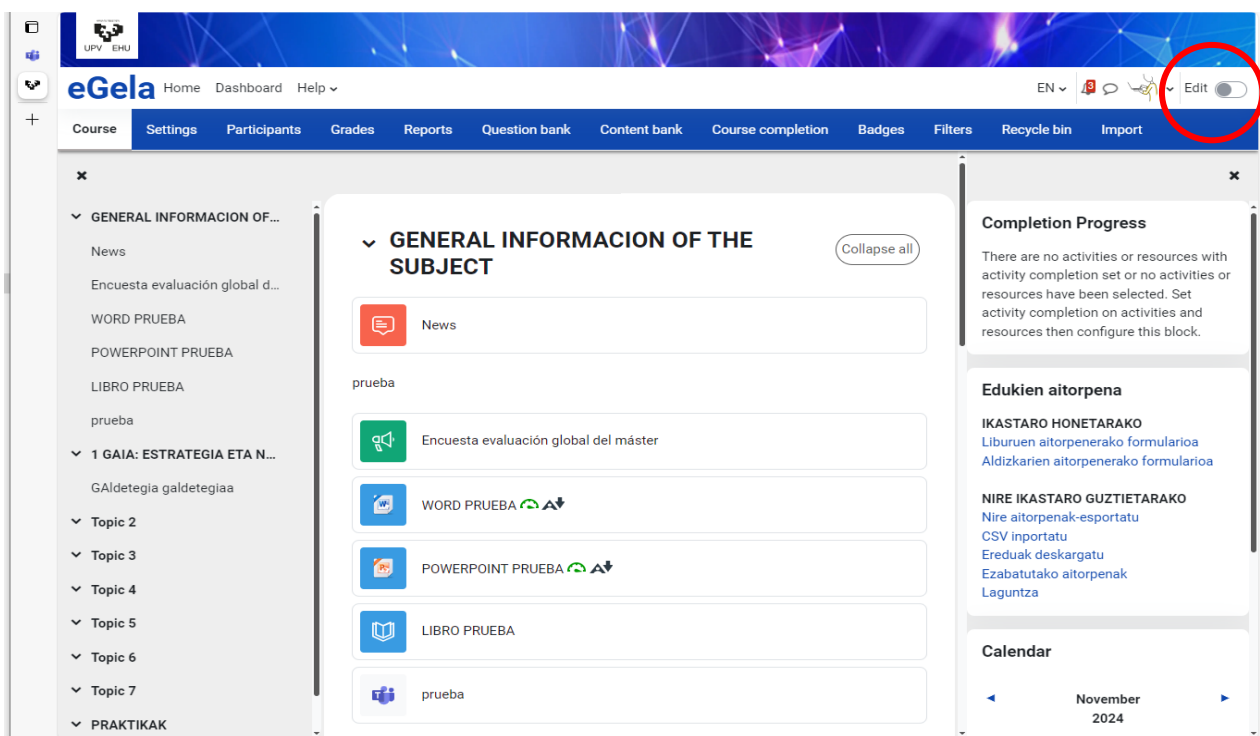
Email	Phone number
opiniones.serv.evaluacion@ehu.eus	94 601 5103
	94 601 8174
	94 601 5954

First, enter the virtual classroom by introducing your LDAP username and password.



STEP 1: ENABLING THE SURVEY BLOCK

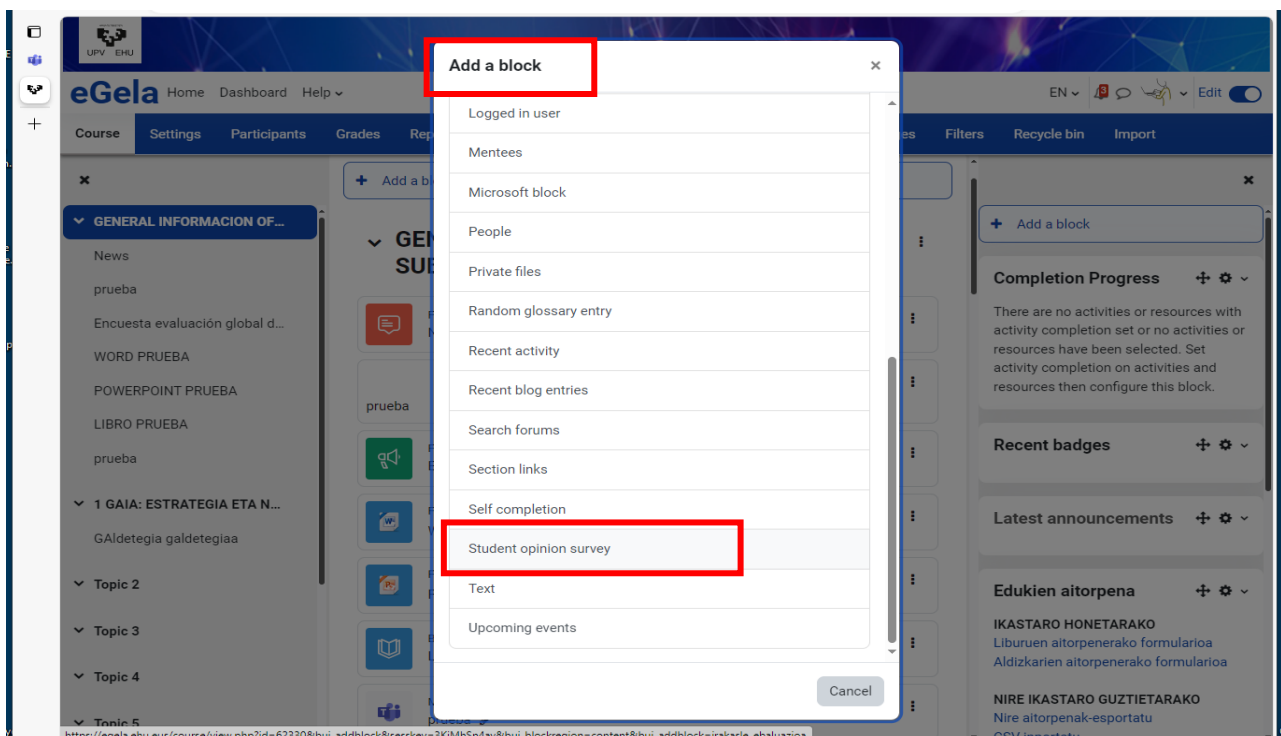
Once in the virtual classroom, press the **EDIT** button.



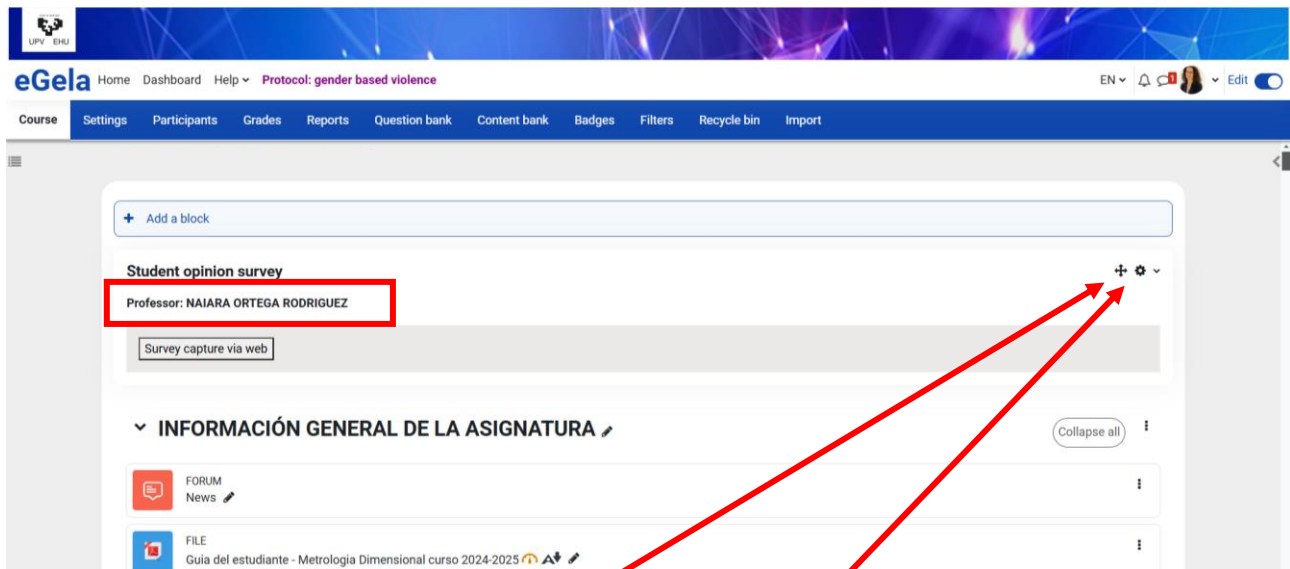
Next, click on '**ADD a BLOCK**'. You can find this option at the top of the content for our academic year, and also in the right area.



Click on 'ADD a BLOCK', then you can add a block from the drop-down menu as shown in the image below. Select the option '**Student Opinion Survey**' from the drop-down menu.



You should see a new block on the eGela homepage now. In this block, '**Professor**' appears and, next, your first and last names appear, as shown in the image below. This block of the survey corresponds to this teaching staff member.



Move the block and use the arrows  to position it wherever it seems appropriate so that the students can adequately see the block.

Survey blocks can be configured using the roulette  wheel to the right of the arrows. Configuration allows you to select the teaching staff member that you wish to enable in the block from among the teaching staff members registered in the virtual classroom. Several blocks can be enabled within the same virtual classroom.

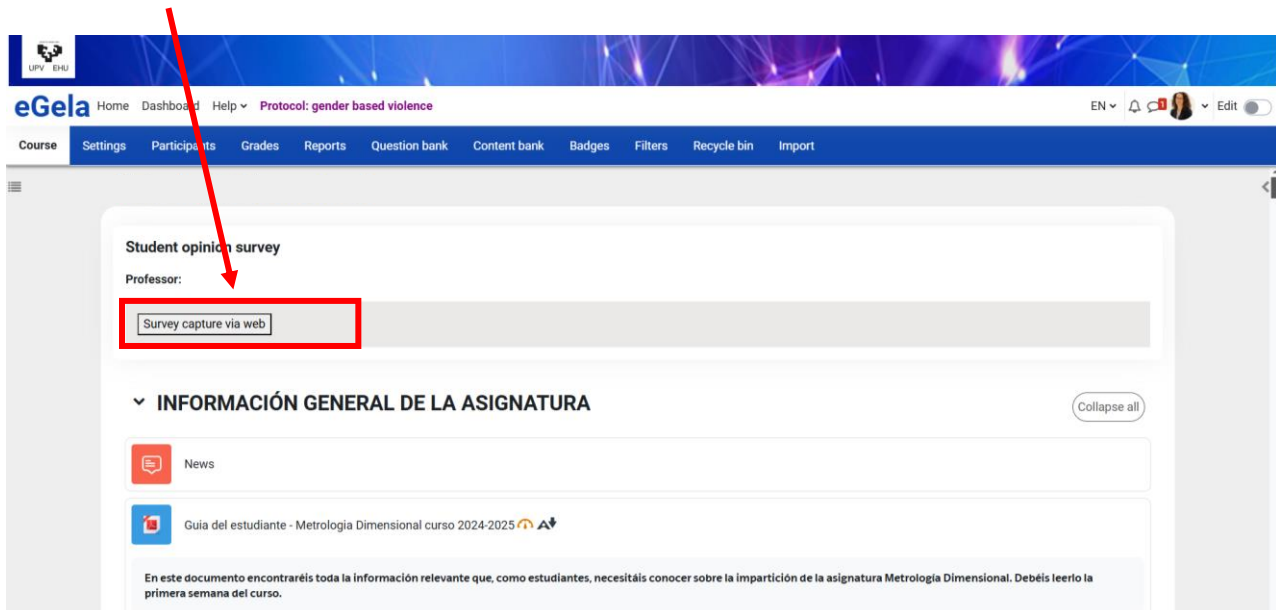
Once your block is configured and positioned at a visible location, click on the EDIT button again to finish editing.



STEP 2: CONDUCTING THE SURVEY

Now you are ready to go to the classroom and inform the students that they can now respond to the Survey on eGela.

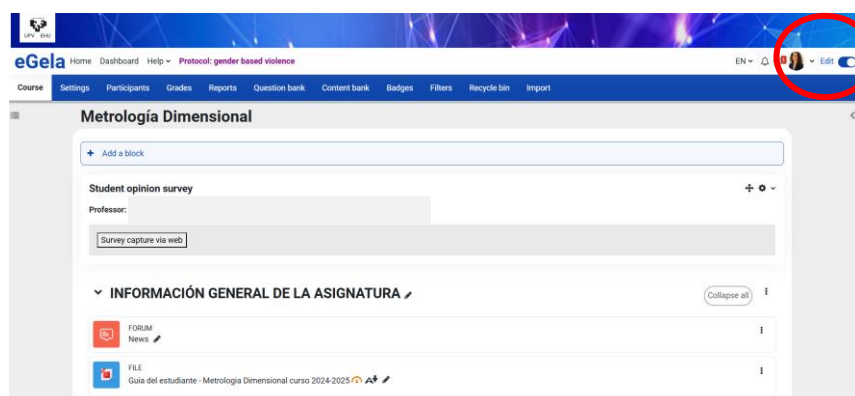
For this purpose, each student must enter the virtual classroom of the teaching staff member about whom they wish to respond to the survey and then click on the button 'Survey capture via web'. Next, the survey form will appear and responses can be filled in.



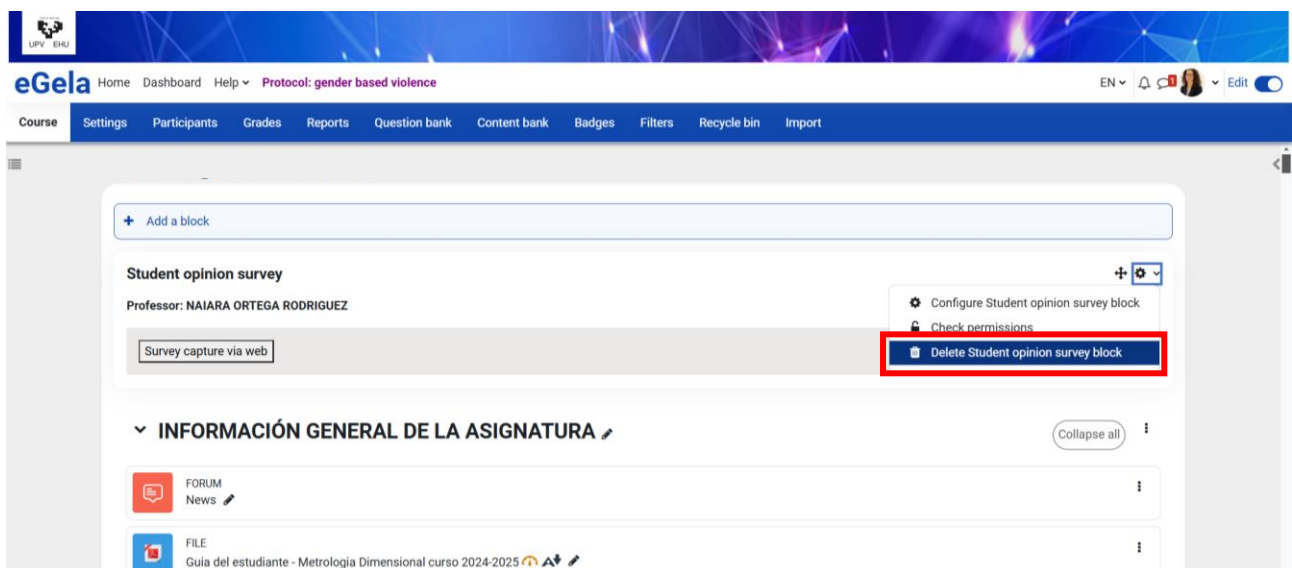
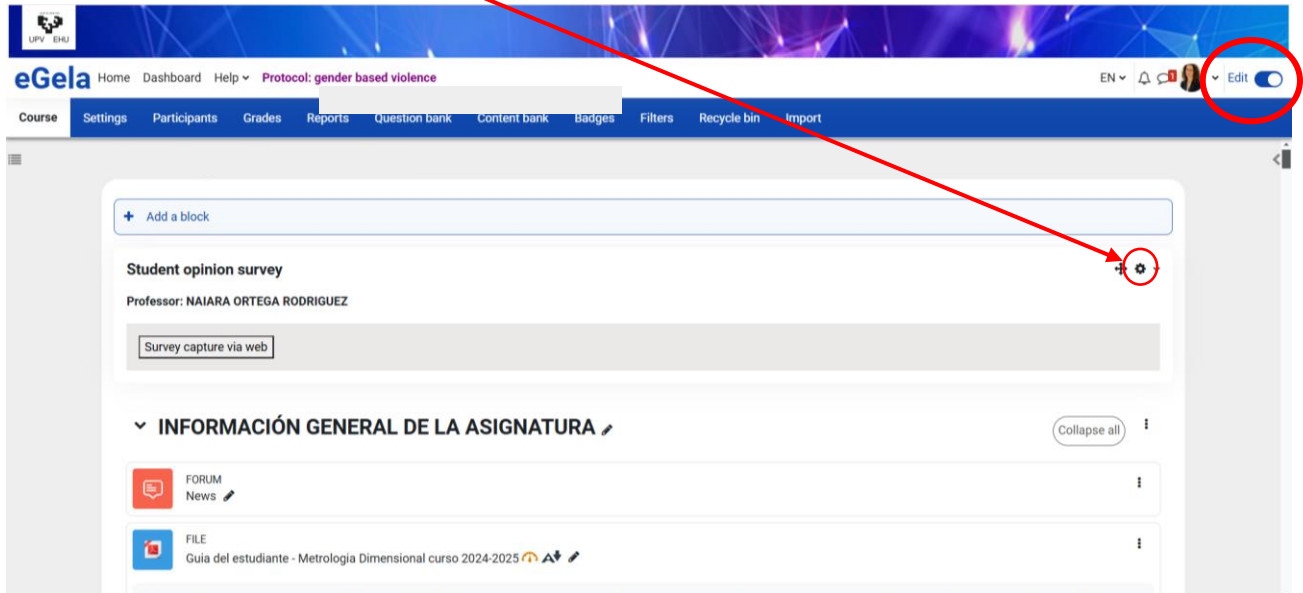
According to this procedure, **the survey must be completed in the classroom**, as usual, in person, and using any mobile device. It is important to insist that the students fill in the survey form in the classroom because this is essential for collecting a high number of responses.

STEP 3: DISABLING THE SURVEY BLOCK

The teaching staff member must disable the block of surveys when class is over. To do so, enable editing in eGela again by clicking on the EDIT button.



Now, click on the wheel next to the block of surveys and select deletion of the block Student Opinion Survey.



In the event of an incident related with students' lack of mobile devices to respond to the survey form or if there is any problem in the system while filling in the survey in the classroom, the block of survey forms in eGela will remain enabled for 48 hours. The centre has PCs available in the computer classrooms where it is possible to respond to the survey during the survey period.

CLARIFICATIONS

Teaching staff members can open and close the block as many times as necessary. If classes are held for a large group in a lecture hall, then the Survey can be taken all at once (as it used

to be filled in on paper). However, in the case of practical classes held with sub-groups, it will be necessary to open and close the survey for each one of the subgroups so that all students who have had a single professor may respond to the survey on that professor.

If there is more than one professor in the same virtual classroom, then each of them must enable their own block, which will be identified with their name and surnames. Students need to be told which block (professor) they should respond to in order to prevent confusion.

The screenshot shows the eGela web interface. At the top, there's a navigation bar with the eGela logo and links for Home, Dashboard, Help, and a protocol titled 'gender based violence'. Below this is a course-specific menu with options like Settings, Participants, Grades, Reports, Question bank, Content bank, Badges, Filters, Recycle bin, and Import. The main content area displays two identical 'Student opinion survey' blocks. Each block contains a 'Professor:' label followed by a text input field and a 'Survey capture via web' button. Red rectangular boxes are drawn around the professor input fields. A red text box points to the first field, stating 'Block identified with the name of the first teaching staff member'. Another red text box points to the second field, stating 'Block identified with the name of the second teaching staff member'. At the bottom of the survey blocks, there is a section titled 'INFORMACIÓN GENERAL DE LA ASIGNATURA' with a 'Collapse all' button.

The Evaluation Service and the Information Technology Management Centre of the UPV/EHU guarantee that the online survey procedure conducted on eGela is completely **anonymous**, transparent, as well as confidential for all parties involved: Student Body, Teaching Staff and Evaluation Service.

This is why all participants must identify themselves using their LDAP credentials to guarantee that the survey forms are filled in by students in the target group. However, responses will in no way be associated to individual participants afterwards.

It is essential that each student enters the block by logging in with their LDAP. If a student leaves their mobile phone to take the survey, they must first leave eGela and then re-enter with the new LDAP. Otherwise it is understood that they are two opinions of the same student and only the last will be taken into account, thus losing the opinion of one of the two students.

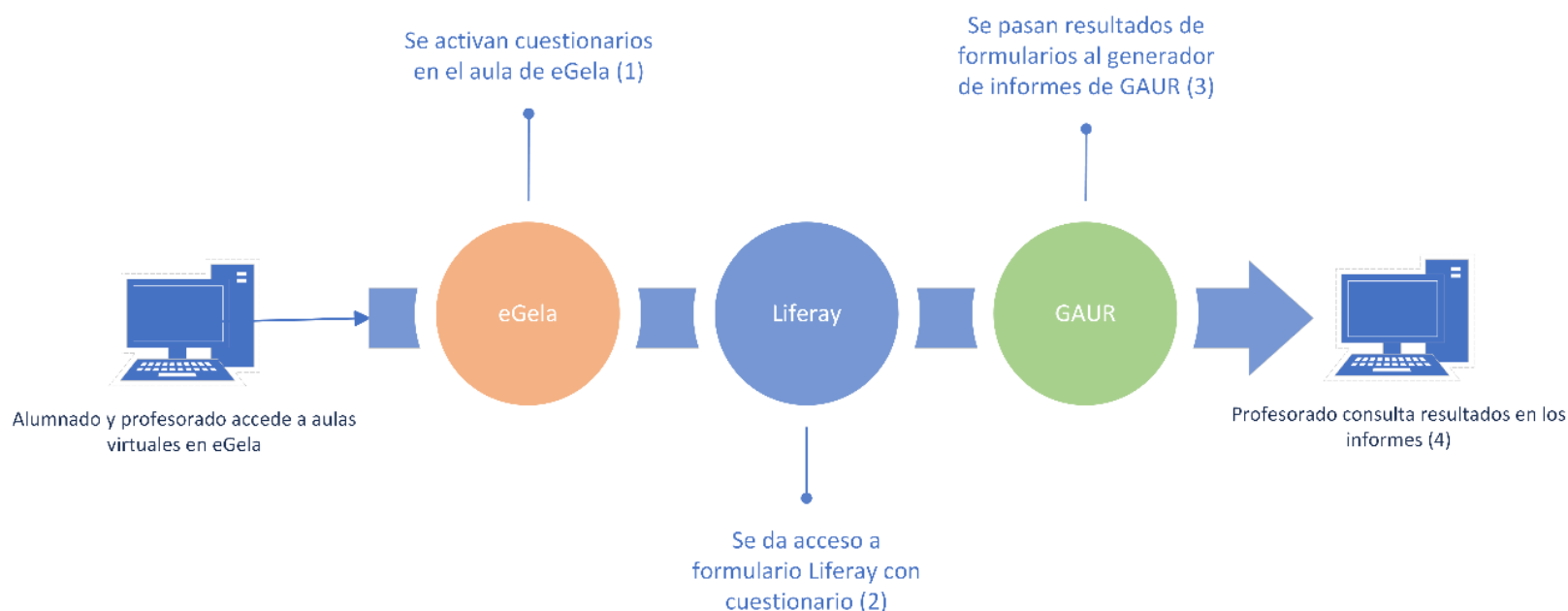
The report for the teaching staff member will only include the responses of students enrolled in the teaching situation targeted on the survey, and all other responses received will be discarded.

If a teacher only teaches in the subgroups of practices of a subject, without intervening in the magisterial part, it is essential that in GAUR the enrollment of its students is recorded in each of its subgroup

s of practices. Otherwise, the opinions will not be uploaded and the corresponding Report will not be generated. This recording of the registration is the responsibility of the secretariats of each Centre.

Below is a graph summarizing the data flow that the survey procedure follows:

Flujo de datos cuestionarios al alumnado



(1) Los activa el profesorado y aparecen al alumnado

(2) A cada alumno/a que accede al cuestionario se le genera un *Hash* que relaciona acceso con formulario y que identifica alteraciones

(3) Se pasan a GAUR datos de cuestionarios:

- ID docente (numérico)
- ID aula (numérico)
- ID curso (alfanumérico tipo 20230_937_GAVD_20240_01)
- IPD alumno/a (numérico)
- Hash (*Hash* único tipo \$2y\$10\$HSisVZkZ/bp3LHq/XVSGCuWYEOe6LZffsj/emXlrEo52KSdcKfKe)
- Resultados cuestionario

(4) Los informes son los mismos que se consultan con cuestionarios en papel

Para elaborar el informe de resultados de una determinada situación docente, solamente se tendrán en cuenta las respuestas del **estudiantado matriculado** en la situación docente encuestada. El resto de respuestas serán descartadas.

En caso de recibir más de una respuesta por estudiante para una misma situación docente, se grabará la última respuesta enviada.