



STUDENT OPINION SURVEY ON THE TEACHING STAFF

How to fill in  *Gela*
the Student Opinion Survey

User Manual for Students

Academic Year 2024/2025

INTRODUCTION

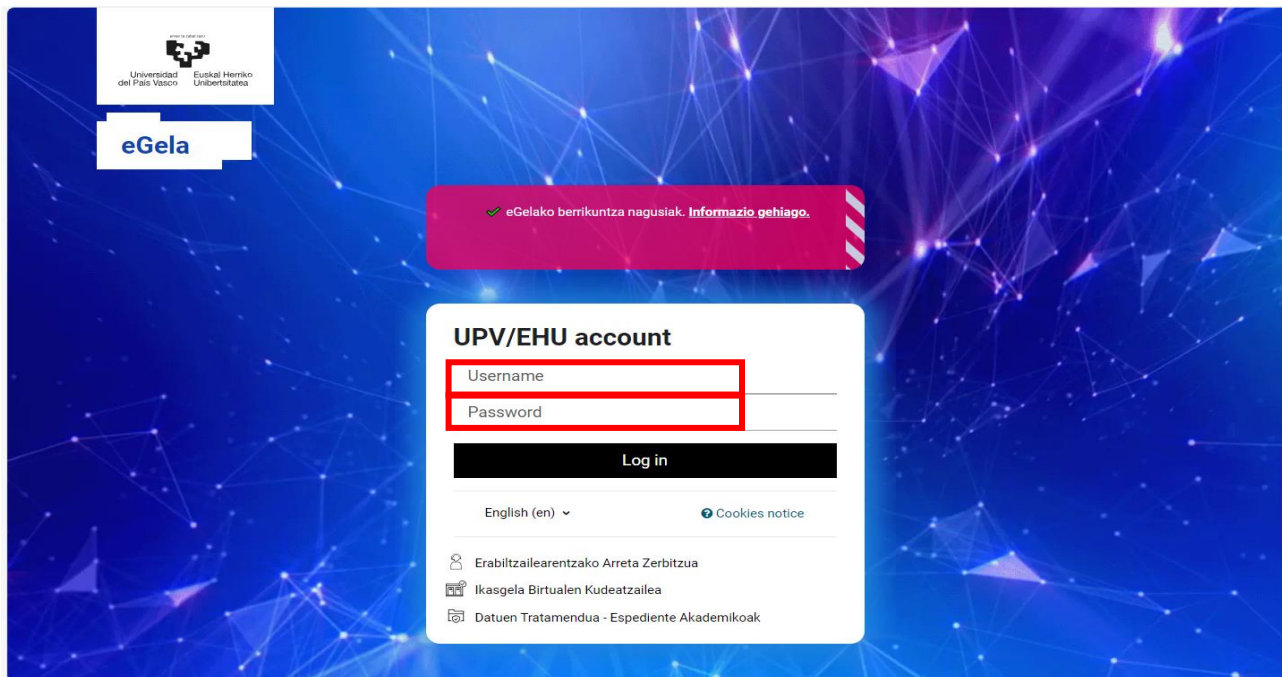
The Office of the Vice-Rectorate for Digital Transformation and Communications has implemented a project for conducting the **Student Opinion Survey** using a **digital procedure**.

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, but on mobile devices.

We have developed this quick guide to help students use eGela to the extent needed to be able to fill in the Student Opinion Survey.

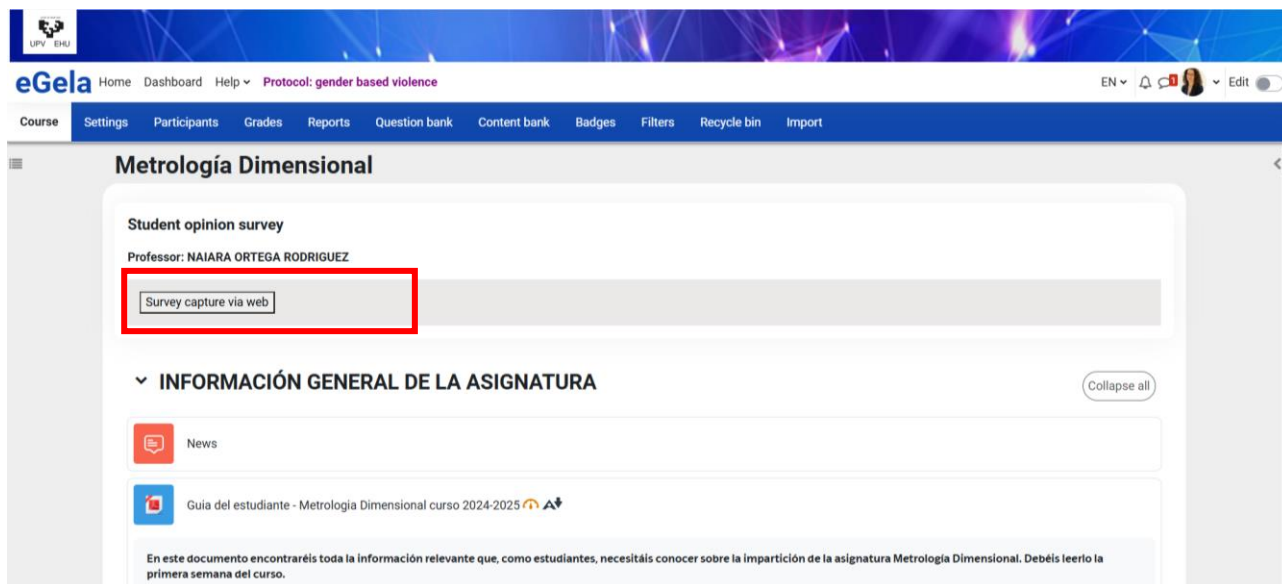
First, enter the virtual classroom by introducing the LDAP username and password.



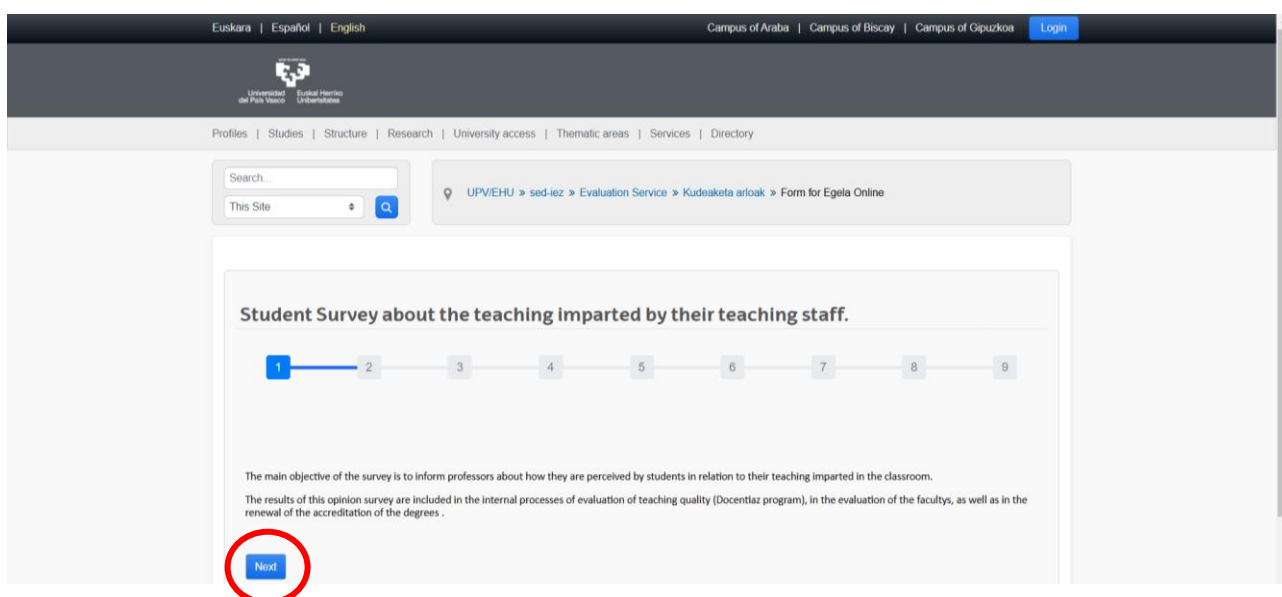
Once in the virtual classroom, you should see on the right the blocks that the teaching staff has configured in order to conduct the Survey. In the example below, the virtual classroom has two professors, and therefore you see two blocks, each identified with the names of one of them.



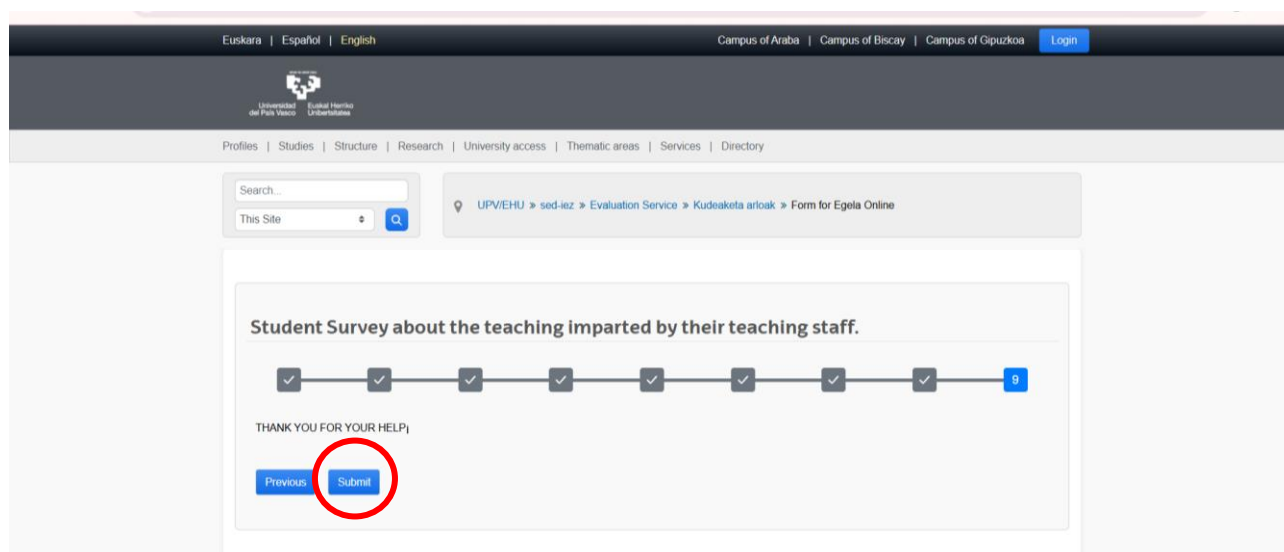
To fill in the survey form, check the box **'Survey capture via web'** corresponding to the teaching staff member about whom you intend to provide an opinion.



At this point, the first page of the survey form should appear as shown in the image below.



Click on the **'Next'** button and all survey pages will be displayed as you move forward. To finish the process, press **'Submit'**.



OBSERVATION:

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 24 hours. The centre has PCs available in the computer classrooms where it is possible to respond to the survey during the survey period.

ANONYMIZATION

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.

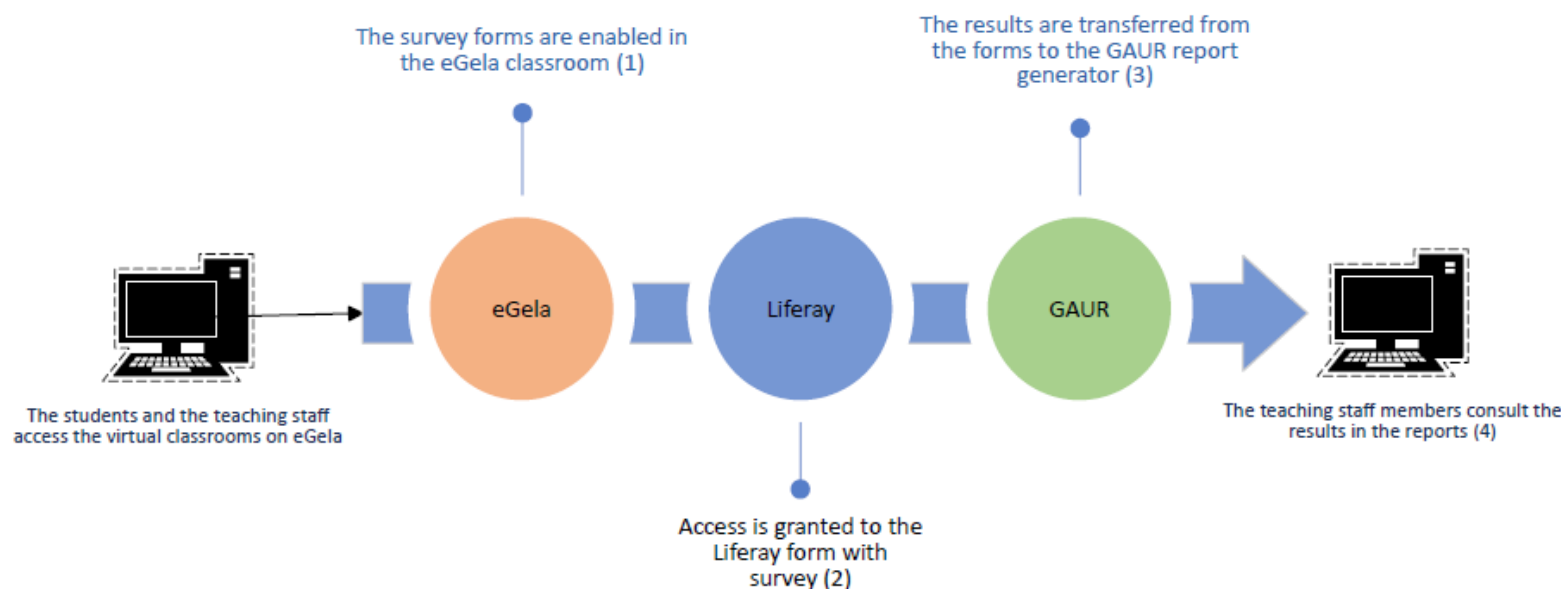
This is why it is **ESSENTIAL** that all participants identify themselves using their LDAP credentials to guarantee that the survey forms are filled in by students in the target group. However, responses will in no way be associated to individual participants either by students or by the teaching staff.

If the survey is accessed by a channel other than eGela, then the student will not receive their associated unique hash (see diagram of information flow), and their survey will be discarded.



ONLINE SURVEY ON THE eGela PLATFORM

Data flow from surveys to the student body



(1) Teaching staff members enable the forms, and they are visible for students

(2) A hash is generated for each student who accesses the survey to associate the access with the form and identify any alterations

(3) Data from the survey forms are transferred to GAUR:

- Teaching staff member ID (numerical)
- Classroom ID (numerical)
- Course ID (alphanumeric, for example: 20230_937_GAVD_20240_01)
- Student IPD (numerical)
- Hash (unique hash, for example: \$2y\$10\$HSisVZkZ/bp3LHq/XVSGCuWYEOe6LZffsjl/emXlrEo52KSdcKfKe)
- Results of the survey

(4) The reports are the same as with paper survey forms

In order to prepare the report on results for a specific teaching situation, only the responses of the students enrolled in the teaching situation targeted by the survey will be taken into account. The rest of the responses will be discarded.

In the event of receiving more than one response per student for a single teaching situation, the most recent response sent will be saved.