



STUDENT OPINION SURVEY ON THE TEACHING STAFF

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

User Manual for the Teaching Staff

Academic Year 2024/2025

TABLE OF CONTENTS

Introduction	5
STEP 1: ENABLING THE SURVEYS BLOCK	6
STEP 2: CONDUCTING THE SURVEYS	10
STEP 3: DISABLING THE SURVEYS BLOCK	11
CLARIFICATIONS	13

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.

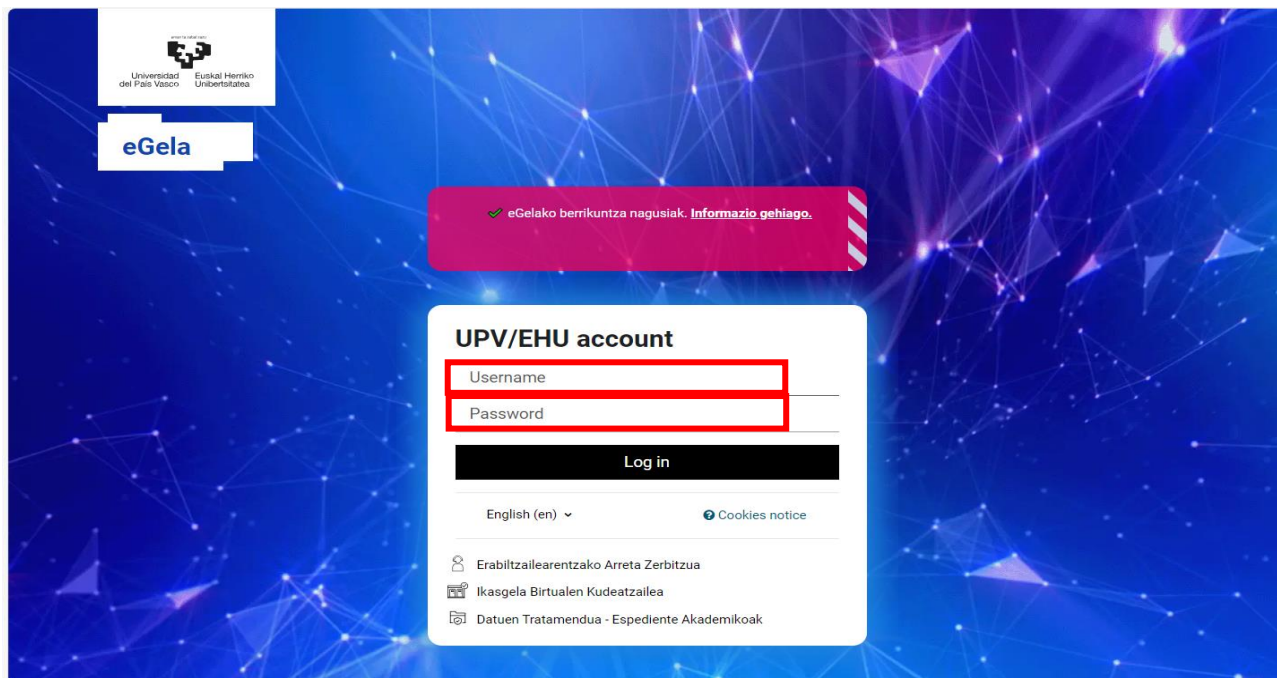
The digital survey procedure is easy and will be conducted using eGela, a platform where all members of the teaching staff must enable a 'block' entitled '**Student Opinion Survey**' which has already been configured. The student body will access a block and a button to begin the survey and respond to 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 the teaching staff configure eGela to the extent needed to conduct the Student Opinion Survey.

Contact people from the Evaluation Service:

Staff Members	Email	Phone number
Susana Andino	susana.andino@ehu.eus	946018174
Luis María Gallarreta	luisma.gallarreta@ehu.eus	946015103

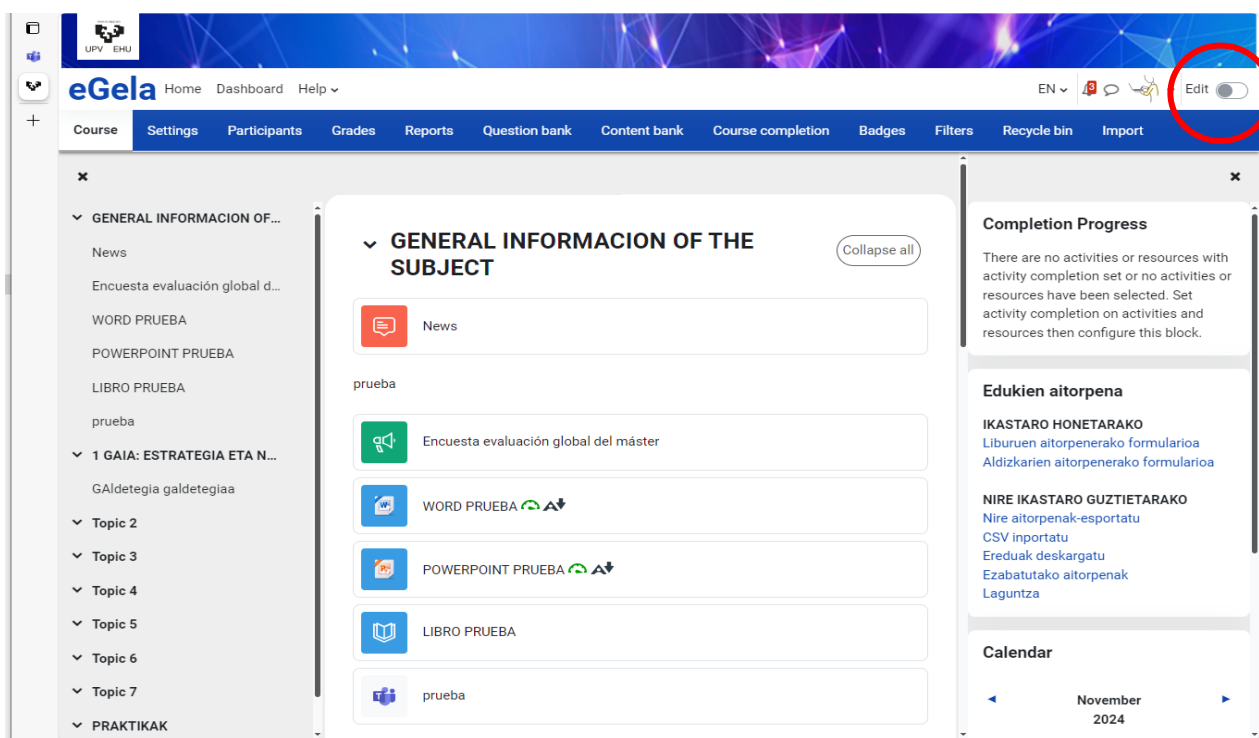
First, enter the virtual classroom by introducing your LDAP username and password.



The image shows the eGela login interface. At the top left is the UPV/EHU logo. A pink banner reads "eGelako berrikuntza nagusiak. Informazio gehiago." Below this is a white box titled "UPV/EHU account" containing a "Username" field, a "Password" field (both highlighted with a red rectangle), and a "Log in" button. Below the login fields are links for "English (en)", "Cookies notice", "Erabiltzailearentzako Arreta Zerbitzua", "Ikasgela Birtualen Kudeatzailea", and "Datuen Tratamendua - Espediente Akademikoak".

STEP 1: ENABLING THE SURVEYS BLOCK

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

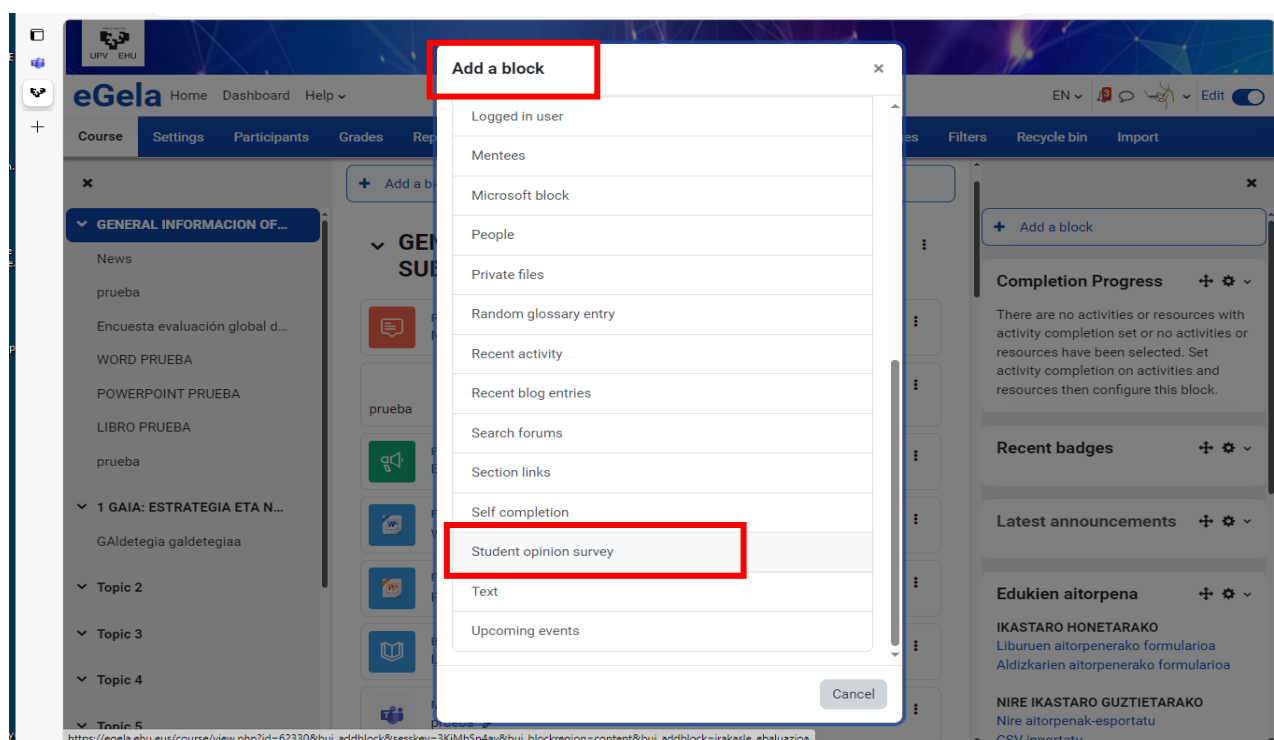


The image shows the eGela virtual classroom interface. The top navigation bar includes "Home", "Dashboard", and "Help". The main menu on the left lists various course components. The central area displays "GENERAL INFORMACION OF THE SUBJECT" with a "Collapse all" button. On the right, there is a "Completion Progress" section, "Edukien aitorpena" (Feedback) section with links for "IKASTARO HONETARAKO" and "NIRE IKASTARO GUZTIETARAKO", and a "Calendar" section for November 2024. A red circle highlights the "Edit" button in the top right corner of the interface.

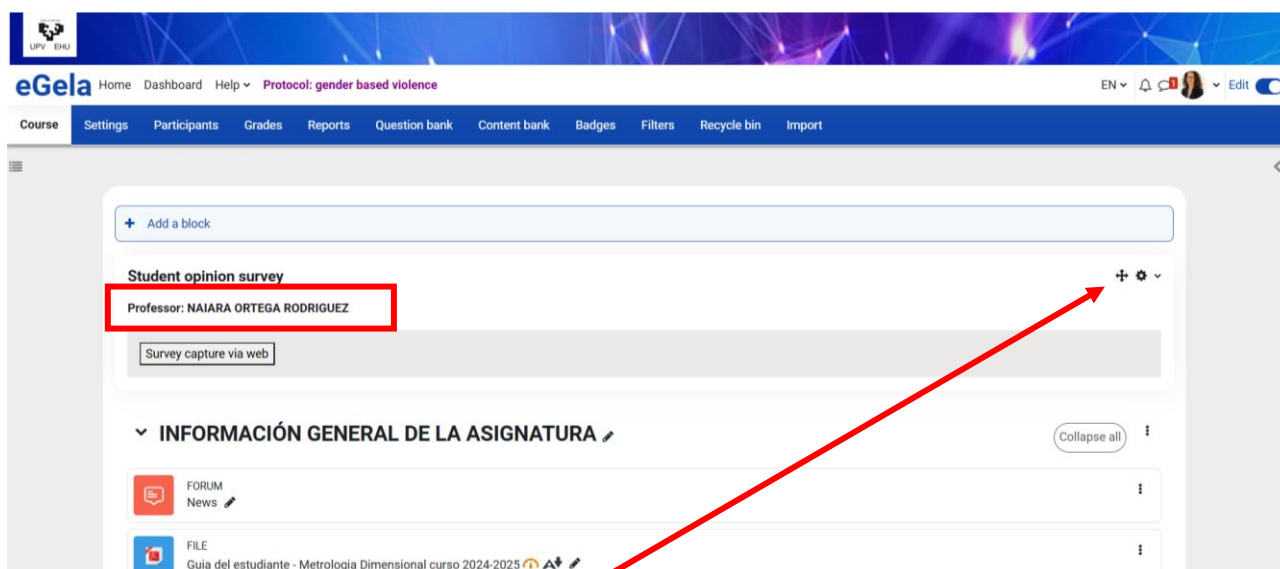
Next, click on '**ADD a BLOCK**'. You can find this option at the top of the content for our academic year, and also in the right area.



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.



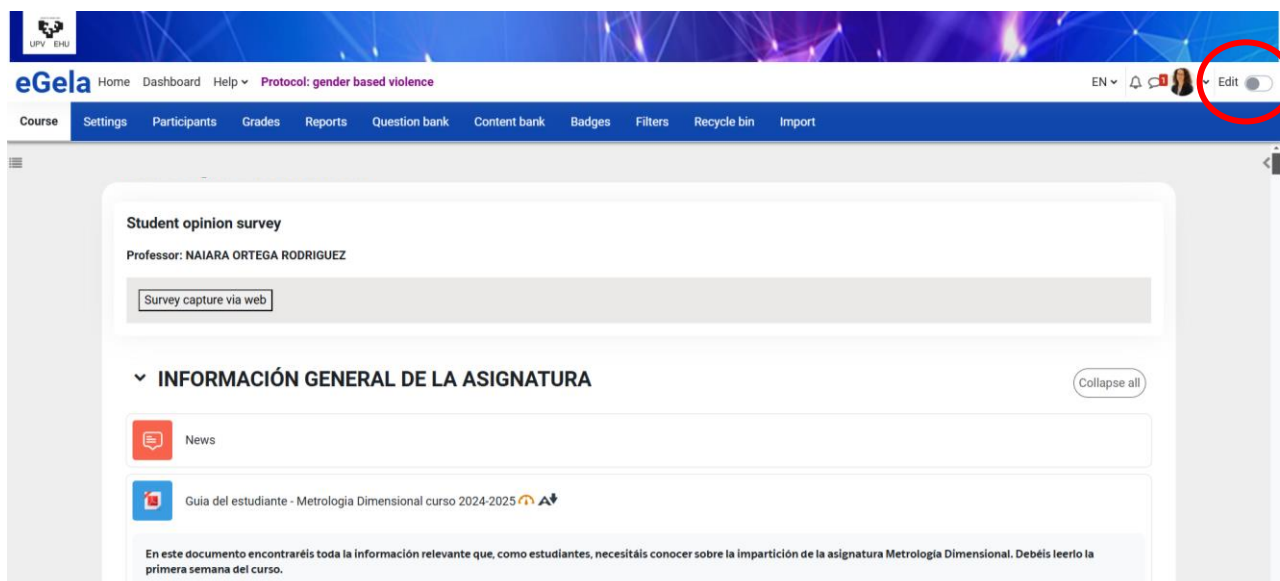
You should see a new block on the eGela homepage now. In this block, **'Professor' appears and, next, your first and last names appear**, as shown in the image below. This block of the survey corresponds to this teaching staff member.



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.

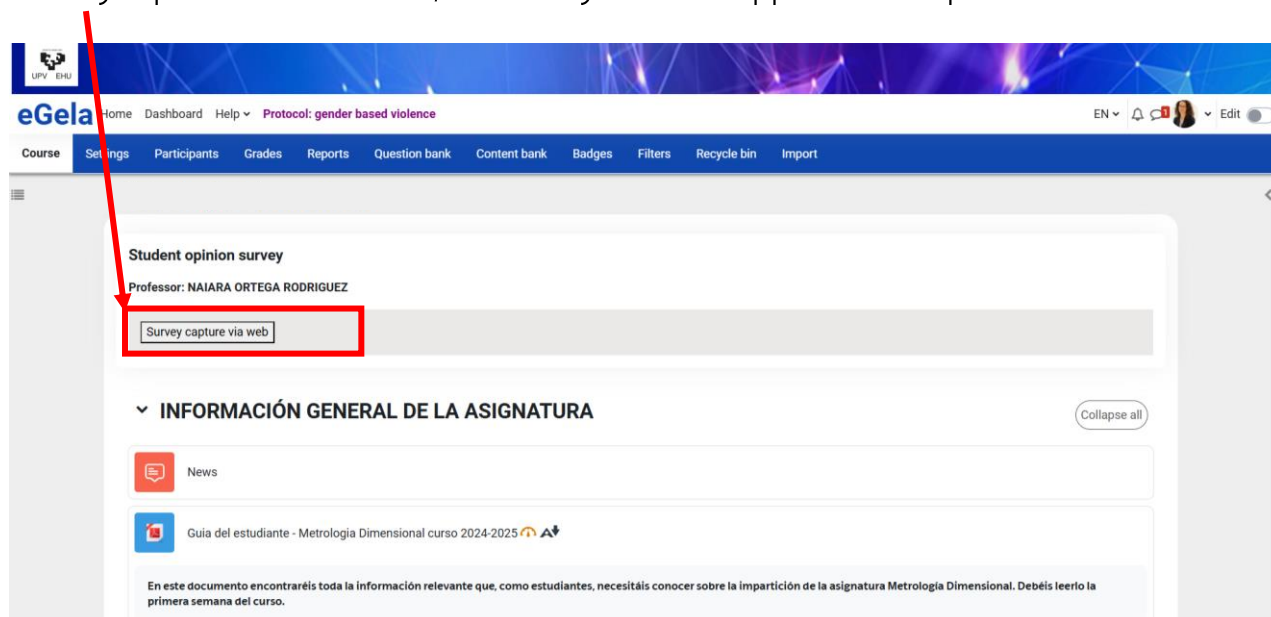
Once your block is configured and positioned at a visible location, click on the EDIT button again to finish editing.



STEP 2: CONDUCTING THE SURVEYS

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

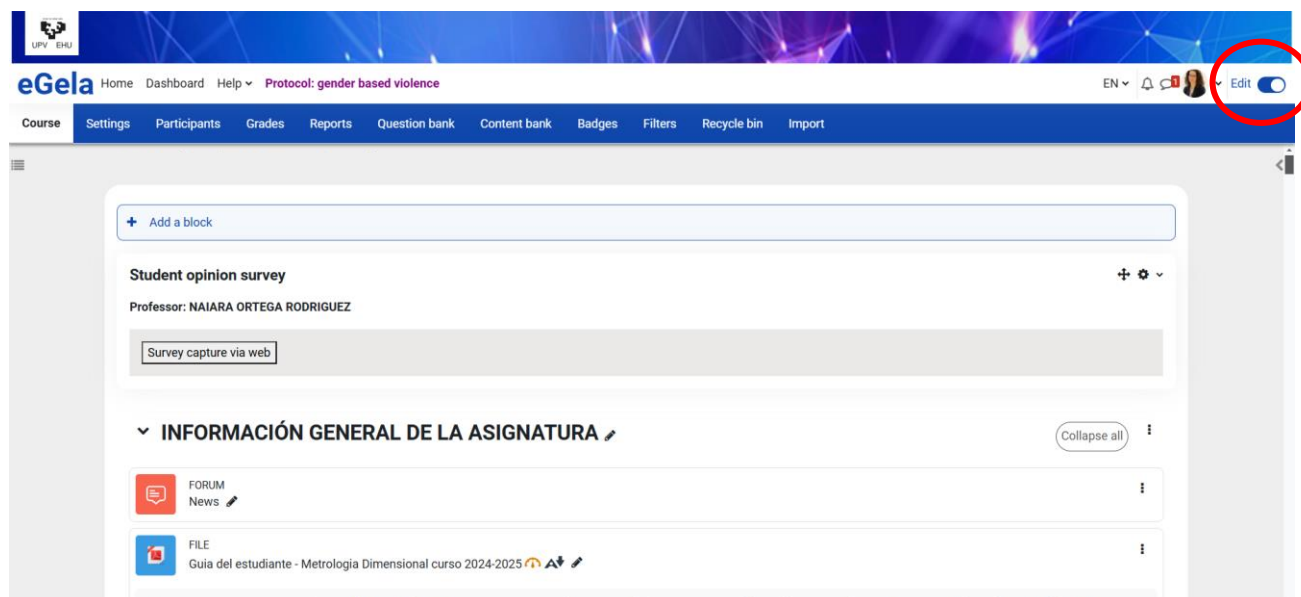
For this purpose, each student must enter the virtual classroom of the teaching staff member about whom they wish to respond to the survey and then click on the button 'Survey capture via web'. Next, the survey form will appear and responses can be filled in.



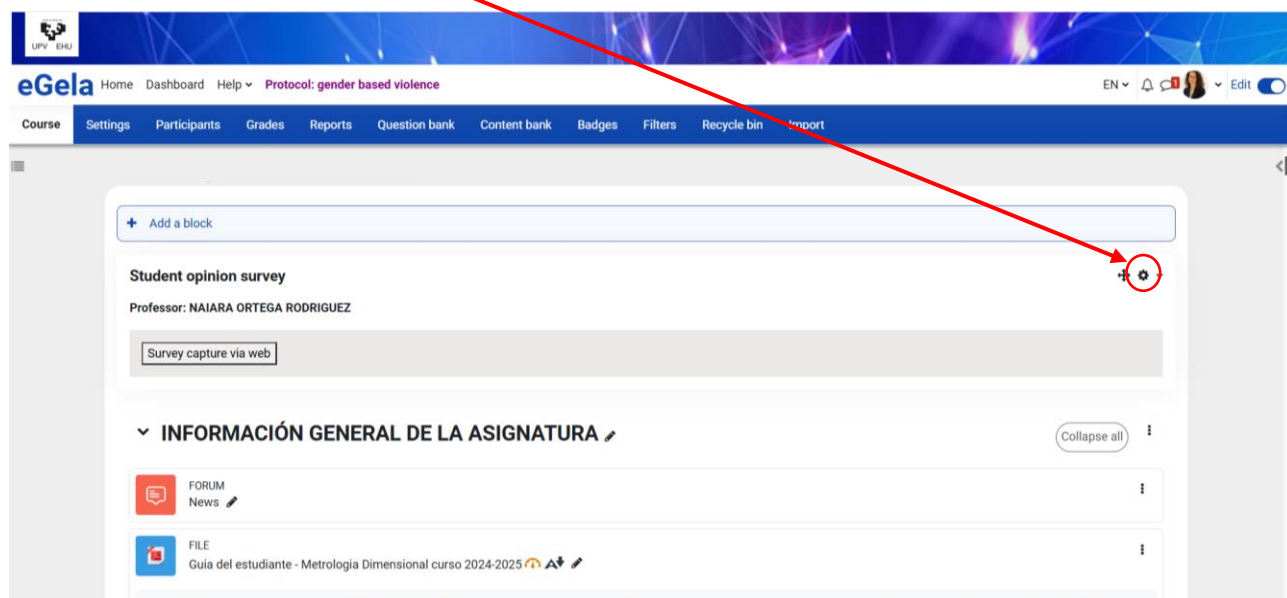
According to this procedure, **the survey must be completed in the classroom**, as usual, in person, and using any mobile device. It is important to insist that the students fill in the survey form in the classroom because this is essential for collecting a high number of responses.

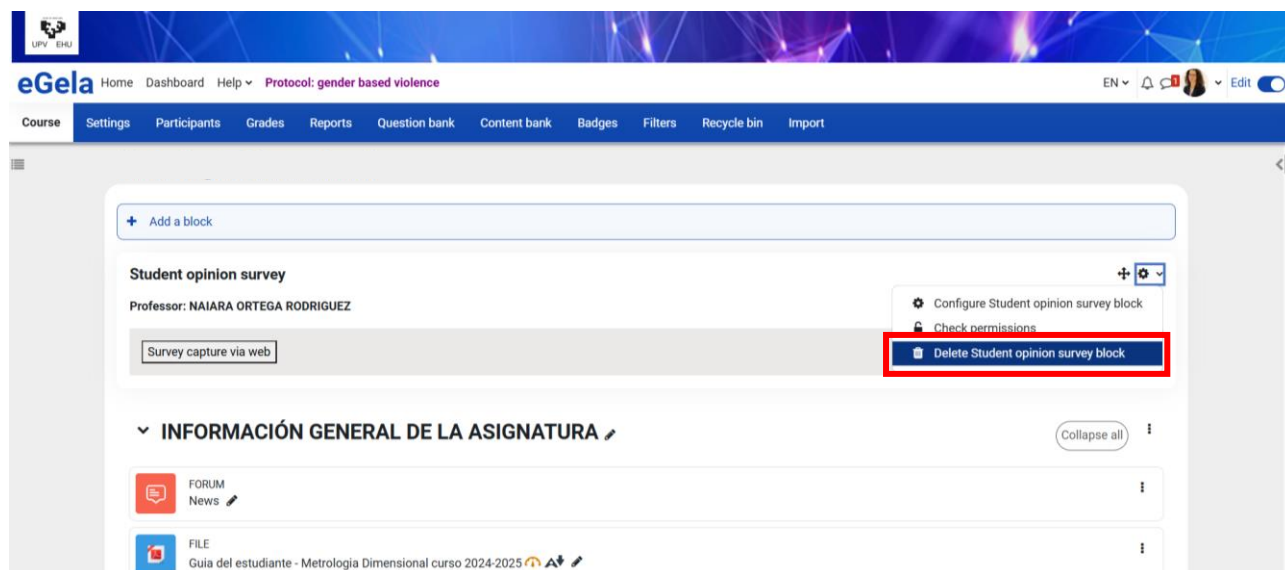
STEP 3: DISABLING THE SURVEYS BLOCK

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 24 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 platform interface. At the top, there is a navigation bar with 'Home', 'Dashboard', 'Help', and a protocol dropdown set to 'gender based violence'. Below this is a course management bar with options like 'Settings', 'Participants', 'Grades', 'Reports', 'Question bank', 'Content bank', 'Badges', 'Filters', 'Recycle bin', and 'Import'. The main content area displays two identical survey blocks. Each block is titled 'Student opinion survey' and lists a professor: 'Professor: NAIARA ORTEGA RODRIGUEZ' for the first and 'Professor: DAVID LOPEZ MONTAÑA' for the second. A red box highlights the professor's name in each block, with a callout box containing the text 'Block identified with the name of the first teaching staff member' and 'Block identified with the name of the second teaching staff member' respectively. Below the survey blocks 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.

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.