HOW TO FILL IN THD STUDENT OPINION SURVEY QUESTIONNAIRE INTRODUCTION

The Università degli Studi di Perugia collects its students' opinions on its courses by means of specific questionnaires and following the instructions set by the ANVUR (National Agency for the Evaluation of the University System and Research).
Once collected, these evaluations are to be used by professors, groups in charge of re-evaluating study courses and joint committees on didactics with the aim of identifying corrective actions for the improvement of the quality of didactics.

The **evaluation** of didactics involves all students, both those **attending** and those **not attending** classes.
Filling out the questionnaire is mandatory as well as anonymous - in order to obtain truthful answers -, that is to say, answers provided without any kind of pressure or conditioning.
To this end, when filling out the form, the system will not register any kind of potentially identifying information.

It is absolutely essential to perform the evaluation as soon as your course ends or is about to end, without waiting for the online examination registration.
Filling out the questionnaire is a pre-requisite for students to be allowed to book examinations on line.

How to fill out the questionnaire
1. After logging in, access the link through the SOL system
2. Click on "Questionari di valutazione attività didattiche"
3. Click on the pertinent questionnaire (red icon)
4. Click on the icon referring to the educational unit
5. Click on "nuovo" questionnaire
6. Fill out the questionnaire and hit "conferma"

Step 1.
Students can log in using their University login credentials, by visiting the link on the SOL homepage https://unipg.esse3.cineca.it/Home.do; after logging in click on **Questionari valutazione attività didattiche** (see figure 1)
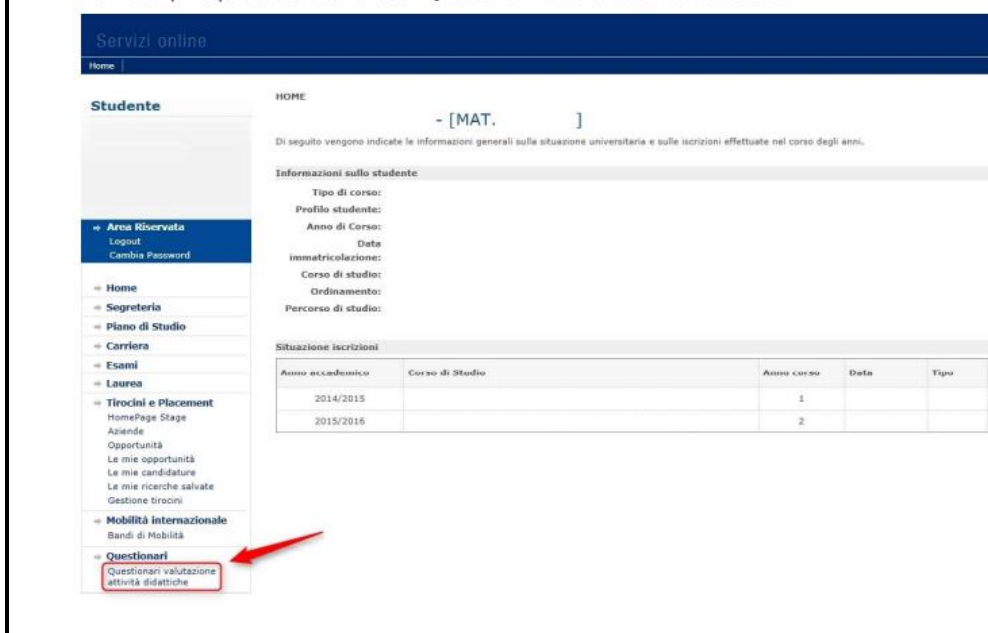
Figure 1

A chart indicating the educational activities on your exam transcript booklet ("libretto") will open.
The column titled **Q.Val**. displays the current status of your questionnaire for each course (see figure 2)

Steps 2. - 3. - 4.

Figure2

Click on the either red or yellow icon related to the pertinent course (the one that you wish to evaluate). The page "*Scelta questionari di valutazione*" will open. This page lists all the questionnaires that each student can fill out with regard to the course, that is to say, a questionnaire for each potential module that is a part of the course or for each course professor. For each of these

modules or professors, the column will show a **red icon**, if the questionnaire has not yet been submitted, or a **green** one, for questionnaires that have already been submitted. (please see figure 3 below).
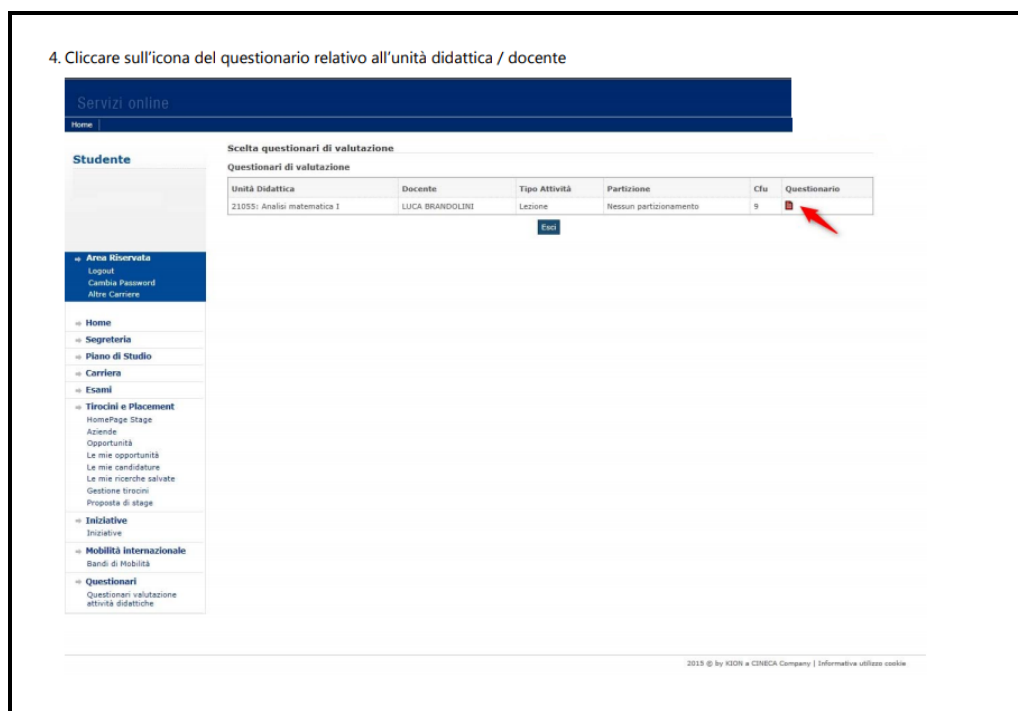
Picture 3

The color of the icon in the **Q.Val** column shows the current status of the questionnaire:

Color	Status of the questionnaire	Registration to the examination
Green	The questionnaire has already been submitted	Students can register for examinations
Yellow	The questionnaire has only been partially filled out, or has been filled out only for some of the modules / teachers	Students cannot register for examinations
Red	The questionnaire has not yet been submitted	Students cannot register for examinations

If the icon on the **Q.Val** column does not appear this indicates that, for that specific educational activity, no questionnaire is available and, therefore, students can register for the exam without having to fill out the questionnaire.

Step 5.
To begin filling out the questionnaire students must click on the red icon on the "Questionario" column so as to access a new page (see picture 3) and then click on the "Nuovo" button (pen-shaped icon) (see figure 4)

Figure 4

Step 6.

The first question in Italian (**providing an answer is mandatory**) regards the percentage of attendance, that must be exactly specified.

Attending students: students are considered as "attending students" if they have attended 50% or more of the course lessons

Non-attending students: students who attend fewer than 50% of the lessons of a course
Depending on the declared attending rate, the system submits a specific questionnaire.
After the initial question about attendance, **answering the following questions is optional.**
After completing the questionnaire but before confirming, a summary page will appear. Students can edit their opinions by clicking on the icon.

To confirm the answers, please select the "Conferma" button at the bottom of the page; after doing this, the questionnaire cannot be further edited.

Are you having problems with your evaluation?
Please contact our helpdesk by sending an email to: helpvalutazione@unipg.it