



OJP – User manual

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Teacher's view

On the *List* page, surveys are shown depending on their status and type.

- **Opening feedbacks:** Courses where you are set as a teacher.
- **Ongoing feedbacks**
- **Closed feedbacks:** The admin settings determine how long these remain visible.

- **Mid course-feedbacks**


Go to a course-specific view via the *List* or *Courses* page.



Course feedback

Functions


Courses

 **List**

List of starting, ongoing, and closed feedback

Display records per page Search

Course name ^	Start date ↕	End date ↕	Teachers ↕
Algebra, Exam 6.5.-7.5.2020	06.05.2020	07.05.2020	
Algebra, Lectures 9.3.-30.5.2020	09.03.2020	30.05.2020	
Analysis A, Exam 4.9.-5.9.2020	04.09.2020	05.09.2020	
Analysis B, Exam 4.9.-5.9.2020	04.09.2020	05.09.2020	
Analysis C, Exam 4.9.-5.9.2020	04.09.2020	05.09.2020	
Civic Participation, Essay 1.8.2019-1.8.2020	01.08.2019	01.08.2020	

 **Courses**

Manage the courses in the system to which you are entitled.

Teacher - Post-course survey

The details of a course's main survey are on the *Post-course survey* tab.

Example Course 3, Final exam 4.9.-5.9.2020 / OJP << Back to course details

Example Course 3, Final exam 4.9.-5.9.2020 4.9.2020 - 5.9.2020

Post-course survey

Mid-course surveys

Message log

View feedback form
QR code

Survey details Edit

Course length	4.9.2020 - 5.9.2020
Survey period	26.8.2020 - 10.9.2020
Survey methods	Course feedback

School-wide questions

Teacher-specific questions Each teacher may add 20 questions on the feedback form. 0 / 20 Edit

Visibility of feedback

The default start date and length of feedback surveys depend on the administrator's settings, but the teachers of a realization can edit the timing of surveys. When you edit a survey, the earliest possible start date you can select is the following day.

School-wide questions are automatically a part of a feedback form. They are shown on the *Post-coursesurvey* tab and in the survey's preview.

Editing the survey

After the survey has started, you cannot edit its details and start date or add questions. If the system settings allow it, you can edit the end date.

Editing survey details

All the teachers of a course can edit the survey's timing and methods. When choosing survey methods, you can determine that no feedback is gathered.

View feedback form ▾
QR code ▾

▼ Survey details
Edit

Course length
16.5.2020 - 15.9.2020

Survey period
10.9.2020 - 25.10.2020

Survey methods
Course feedback

Adding questions

Survey questions are determined by pre-made question banks. The banks are created and managed by administrators that your organization has designated.

Students can see the question banks you have added on a survey and the pre-made banks. Other teachers of the course can also view the questions you add.

- Post-course survey
- Mid-course survey
- Message log

View feedback form ▾
QR code ▾

▼ Survey details
Edit

Course length
16.5.2020 - 15.9.2020

Survey period
10.9.2020 - 25.10.2020

Survey methods
Course feedback

➤ School-wide questions

▼ Teacher-specific questions
Each teacher may add 5 questions on the feedback form.
0 / 5
Edit

ⓘ No question banks selected

➤ Visibility of feedback

1. Go to *Teacher-specific questions*.
2. Select **Edit**.
3. Select question banks from the drop-down menu and select **Save**.
 - The blue box shows how many questions you can add.
 - The maximum number of questions depends on admin settings.
 - Icons next to the questions show their type (text field, checkbox etc.).

Editing the visibility of feedback

Note!

- An admin might have enabled a setting that shows teacher-specific feedback automatically to all teachers of a course. If this is the case, you cannot edit feedback visibility.
- Once a survey has started, you cannot edit feedback visibility.
- You can only hide the feedback in the *Teacher-specific questions* section.

The other teachers of a course can see how students have answered the default questions of a survey, but you can decide who can see the answers to teacher-specific questions. The other teachers can see the questions you added but not their answers.

1. Go to *Visibility of feedback*.
2. Select **Edit**.
 - *Visibility of feedback* popup opens.
3. If you want to hide answers from all the other teachers, select **Select all**.
If you want to hide answers from particular teachers, select their names from the list.
4. Save your changes.

Previewing the survey

At the top of the page, select **View feedback form** and the preview language. You can copy the survey address from the popup window and share it with your students.

Downloading the QR code

1. At the top of the page, select **QR code** and the survey language.
2. Select **Download image**.

After the survey

The feedback report is shown as graphs in the course-specific view. The graphs and free-form answers are visible after three students have responded to the survey.

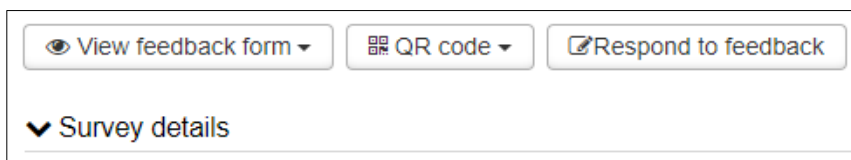
You can also view the report by going to the *List* page and selecting the eye icon next to the course's name.

Responding to student feedback

Note! After the response to feedback has been published, it cannot be edited.

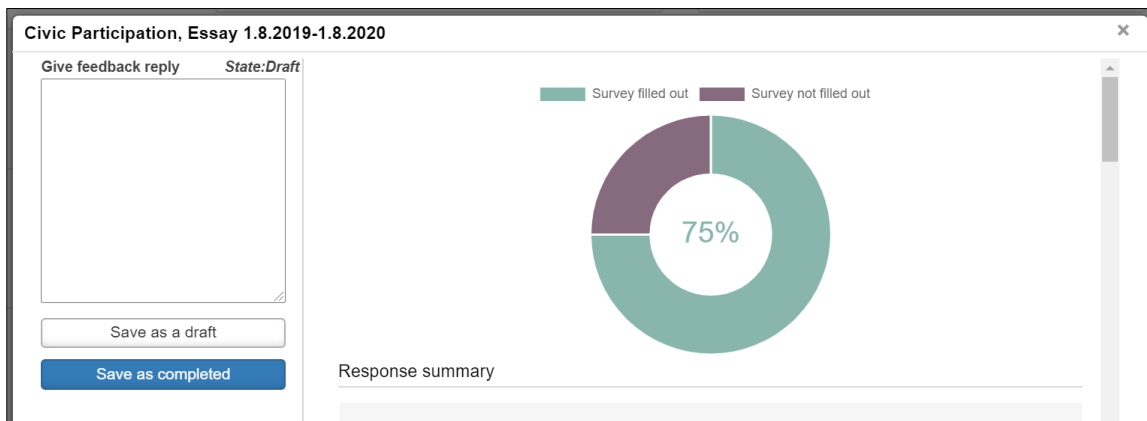
You can respond to student feedback after the survey is over. While all the teachers of a course can edit the response form and save it as draft, students cannot see who edited and published it.

1. Select **Respond to feedback** in the course view or click on the eye icon on the *List* page.



- In the course view, *Respond to feedback* popup opens.

- On the *List* page, the message field is in the same window as the report.



2. After you have written your response, select **Save as draft** if you want to edit it later or if you want to allow other teachers to edit it.
If the response is finished, select **Publish** or **Save as completed**.

Teacher - Mid-course surveys

The details of a realization's mid-course surveys are on the *Mid-course surveys* tab. All the teachers of a course can view the surveys.

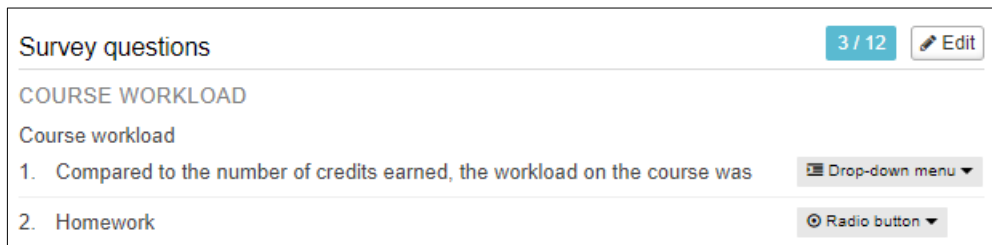
Creating a mid-course survey

After a survey has started, you cannot edit its details and start date or add questions. If the system settings allow it, you can edit the end date.

1. Select **New mid-course survey**.
 - *New mid-course survey* popup opens.
2. Fill in the survey details and select **Save**.

Adding questions

Mid-course surveys do not have pre-made default questions. To add question banks, go to *Survey questions* and select **Edit**.



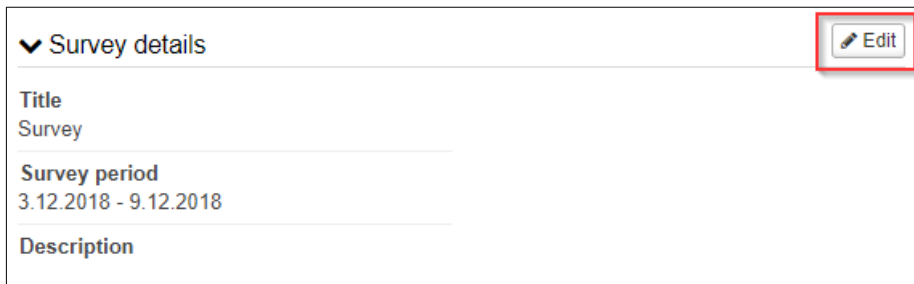
The screenshot shows a 'Survey questions' interface. At the top right, there is a blue box with '3 / 12' and an 'Edit' button. Below this, the section is titled 'COURSE WORKLOAD' and 'Course workload'. There are two questions listed:

- 1. Compared to the number of credits earned, the workload on the course was Drop-down menu ▼
- 2. Homework Radio button ▼

- The blue box shows how many questions you can add.
- The maximum number of questions depends on admin settings.
- Icons next to the questions show their type (text field, checkbox etc.).

Editing a survey

Go to *Survey details* and select **Edit**. You can edit the survey's name, dates, and description. The earliest possible start date you can select is the following day.



▼ Survey details ✎ Edit

Title
Survey

Survey period
3.12.2018 - 9.12.2018

Description

Previewing a survey

At the top of the page, select **View feedback form** and the preview language. You can copy the survey address from the popup and share it with your students.

Downloading a QR code

1. At the top of the page, select **QR code** and the survey language.
2. To save the code on your device, select **Download image**.

Deleting a survey

On the *Mid-course surveys* tab, select the trash can icon next to the survey that you want to delete.



◂ Post-course survey ◂◂ + New mid-course survey

◂ Mid-course surveys
Survey
3.12.2018 - 9.12.2018
✎ 🗑

After a survey

You can view feedback reports as graphs in the course view or in a popup in on the *List* page. The graphs and free-form answers are visible after three students have responded to a survey.

Automatic mid-course survey

If your organization has enabled automatic mid-course surveys, the course feedback system's *Mid-course surveys* tab only has the automatic survey.

You cannot edit the survey's name, description, or dates. If an admin has enabled teachers to add questions banks, all the teachers of the course can add questions in the same way as when editing a post-course survey.

The length of the survey is determined by the course. It starts at the same time as the course and ends when the post-course survey starts.

Teacher - Message log

The message log alerts you about certain events, such as reminder e-mails sent to teachers and students.

Note! If students have enrolled on a course but are not accepted, they won't receive messages related to feedback surveys.

1. Select **Message log**.
2. Open a message by clicking on its subject line.
 - The header above the subject line describes what kind of an action or event was logged in the course feedback system.
 - Depending on settings, a realization's principal teacher, other teachers, and students receive a message when a survey starts and ends, as well as reminders when the survey is ongoing and about to close. When these messages are sent, the event is logged.
 - When the settings of a realization or its mid-course surveys are edited, the event is logged but no e-mail message is sent.
3. To close the message, click on its subject line again.



Teacher - Feedback report

To go to report view, select **Report** in the OJP navigation.

Filter report

Time period Set specific dates Year ▼ Autumn Spring Courses ▼

Search Clear

Choose the filters you want and then select **Search**. If you want to search within exact dates, check "Set specific dates."

The student feedback of your realizations are shown as graphs.

