POTEcho

Quick feedback and survey software

Guide for students

Feedback Committee

Medical School, University of Pécs

Content

1 Introduction

The FEEDBACK function allows students to evaluate individual classes immediately after they taken place. Their main purpose is to evaluate compulsory subjects, but they can also be used for optional courses. The first part of the feedback questionnaires consists of very short questions pre-defined by the Feedback Committee, however, instructors can add few own questions for their own classes. A summary of the answers (reports) can be automatically accessed by the instructors, and can be viewed by the course leader, the head of the department and the faculty leadership. Some results will be made public during the semester.

The SURVEY function, on the other hand, provides instructor freedom to create and administer fully customisable questionnaires. Their main purpose is to facilitate interactivity in the classroom.

2 Important notes

Any screen size (computer, tablet, phone) can be used to access the student interface and fill in the questionnaires.

The tables in the interfaces can also be viewed in card view by using the option at the top of the tables. Once the user has switched to card view, the application remembers and all tables are displayed in card view. Tables are only available in card view on mobile devices.
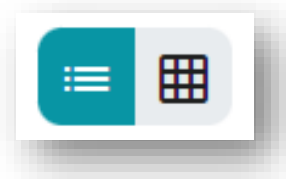
There is **no possibility to identify the student** when filling in the feedback questionnaires or surveys, the student's answers are immediately separated from the student's identity, so the responses are always anonymous. Accordingly, they cannot be used as attendance sheets either.

3 Registration

In general, it is not necessary for UP MS students to register in the system, because students registered in the PTE study system (Neptun) will automatically receive a user account. However, students may not be able to log in (if they are not connected to any classes in a given semester), in which case they should report this to the following link: https://forms.office.com/e/GMDeP7XVve.

External students (guest users) can be added to the system by the staff of the Feedback Committee, so in this case it is necessary to request access at mailto:potecho@pte.hu. The student will be notified by email of the creation of the user account and can set a password for his/her account using the link provided there.

4 Login

4.1 Website, applications

The current version can be accessed from any browser via the following link: potecho.pte.hu The recommended browser is Google Chrome, other browsers may have minor bugs.

There is also a smartphone application for Android and iOS, which can be downloaded free of charge from the Google Play Store or the App Store.
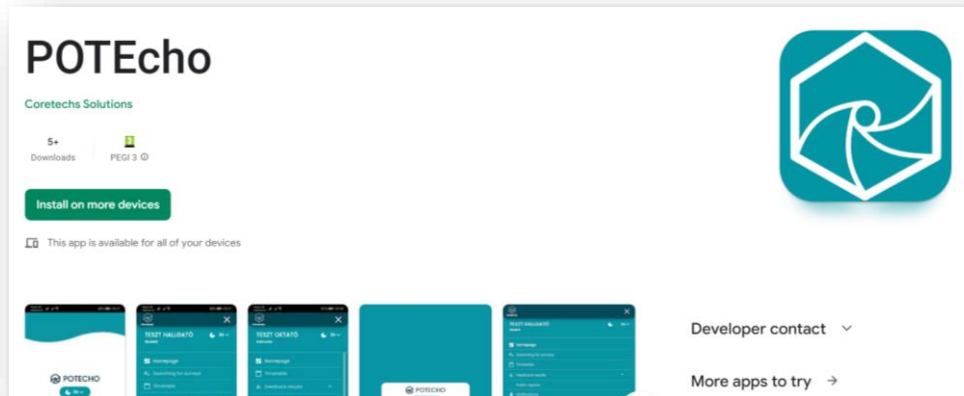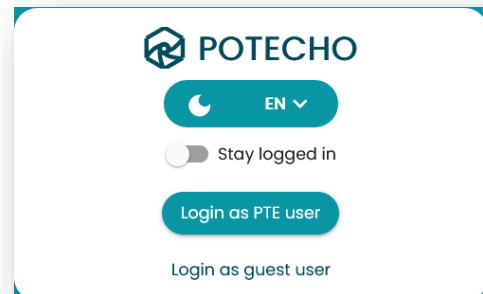

4.2 Login

There are two ways to log in to the system:

For PTE login, you can log in with the EHA / NEPTUN ID and password used for this purpose.

As a guest user, you can log in with the username and password provided during registration

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4.3 Forgot password

This feature is only available for guest users. In the guest login screen, click on the "Forgot password" button and enter your email address. The system will then automatically send a message to the email address with a password reset link. Click on the link to enter your new password.
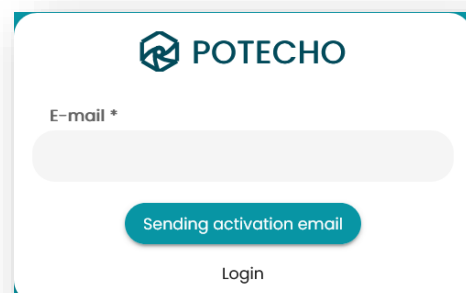
5 Menu items available for students

The menu items are located on the left side of the screen.

Separate menus are available for each type of user (instructor, student, institute administration). Above the menu items, you will find the language selector and the theme selector (available languages: English, German, Hungarian; themes: light, dark). The following section describes the menu items available for students.
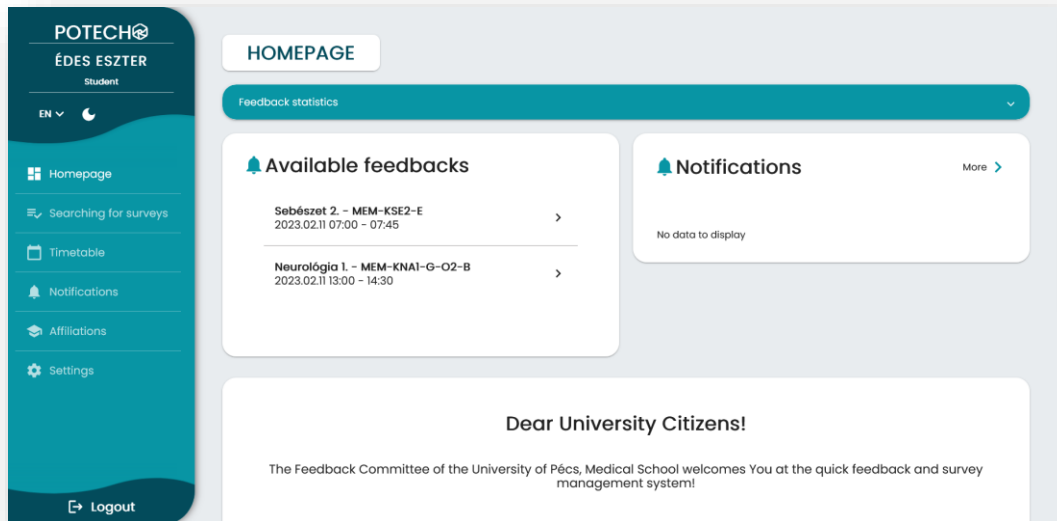
5.1 Homepage

The main page displays student feedback statistics, currently available feedback questionnaires and unread notifications.

Click on "Feedback statistics" at the top to see how many classes you have had in the current week or semester, and how many valid evaluations you have given for these classes in total.
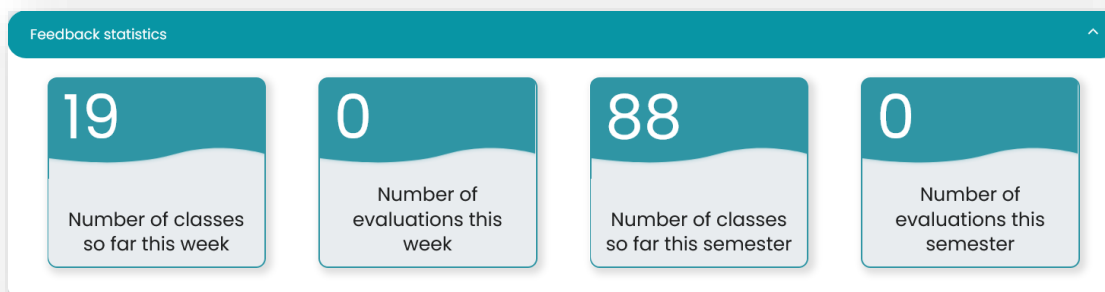
5.2 Searching for surveys

On this interface, you can start the surveys by entering the QR code or written code provided by the instructor. For details, see the section "Searching for surveys".

5.3 Timetable

In the timetable, you can see your own classes in both calendar and list view, and access their data and feedback questionnaires. Details can be found in the section "Timetable and feedback questionnaires".

5.4 Feedback results

Public reports on the faculty that become available during the semesters will be published here. Details can be found in the "Public reports" section.

5.5 Notifications

On the notifications page you can read the various system messages. Here you can also view read and unread messages by clicking on the tabs above. You can filter by the type of notification on both pages. Click on the message to view the message in a pop-up window. After closing it, it is automatically moved from the unread category to the read category.
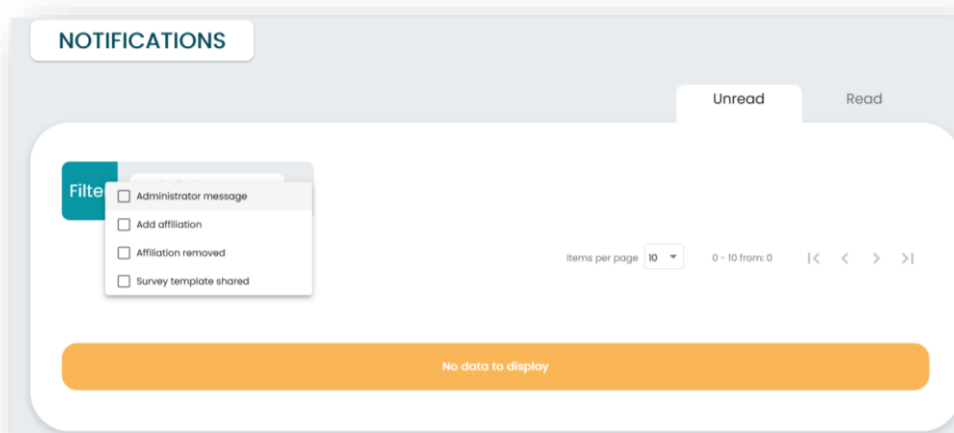

The types of notifications are:

- "Added affiliation" (e.g. added to a course)
- "Affiliation removed" (e.g. deletion from a course).
- " Administrator message" (e.g. information about the system's refresh)

5.6 Affiliations

In the system, an affiliation can be an institute, a subject, a course or a class. The menu item can be used to check that the student is linked to all subjects, courses and classes for which he/she is taking compulsory subjects.

On the „Affiliations" page, the student's subjects are displayed first, followed by the courses and then the classes. The navigation bar at the top of the page takes you back to the previous pages. Below the bars you will see the name of the subject leader assigned to the subject.

In the filter, the "Only assigned" option is enabled by default, but by disabling it, you can also view the unassigned subjects.
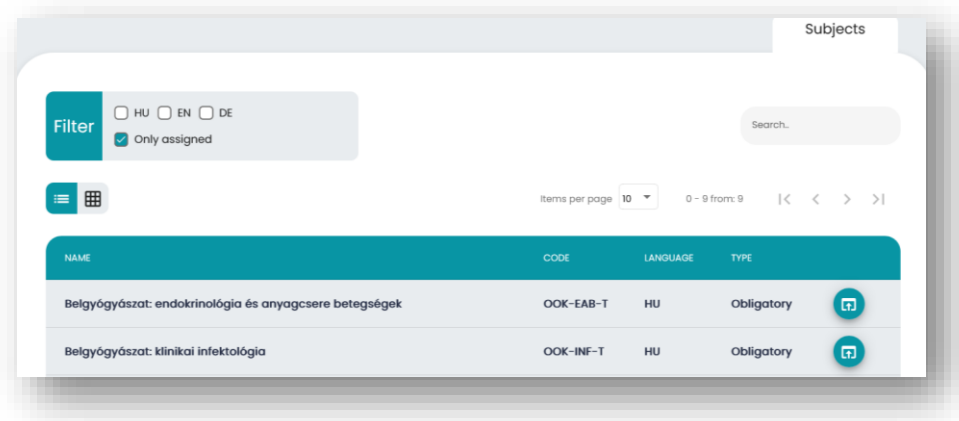
5.7 Settings

Under this menu item, the "User data" tab shows the data associated with the user. Only the email address can be changed by the user. Only the Feedback Committee has the possibility to modify the ID and name if necessary.
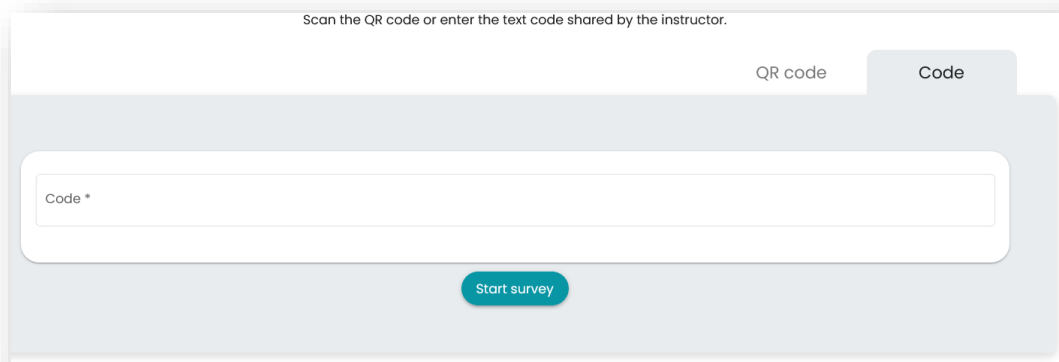
5.8 Logout

Click the logout button to log out of the application or website.

6 Searching for surveys

There is **no possibility to identify the student** when filling in the surveys, the student's answers are immediately separated from the student's identity, so the responses are always anonymous.

You can fill in a survey by typing in the text code given by the instructor or by scanning the QR code provided. A QR code can also be scanned using a QR reader outside the app. In this case, you will need to log in to the site or application after scanning. A survey can only be completed once.

If the instructor has created an automatic survey, the student can start filling it out at any time and complete the questions at his/her own pace. If the instructor has published a manual survey, the survey is controlled by the instructor from the instructor interface or in the PowerPoint presentation, question by question.

Some questions require a response, others are optional. If a question has a "I do not want to answer" option, that option can also be selected.

After answering the questions, the answers are finalised by clicking on the "Submit" button. Once submitted, no changes can be made. Answers that are not submitted will be lost if you withdraw!

7 Timetable and feedback questionnaires

7.1 Important information about timetables

In the " Timetable" menu, you can search for the name of a class or course. Within the calendar view, it is possible to display different intervals (day, week, month) and to remove weekend days. In the weekly and daily view, the arrows in the top left corner of the calendar can be used to extend the displayed time range to 24 hours of the day.

The data displayed in the timetable and in the "Affiliations" menu are taken from the **Neptun system**. If there is an error in the timetable administration in Neptun (e.g. wrong course, no instructor assigned to the class), the same error can be detected in POTEcho. At the beginning of the semester, several errors are expected to occur and will be corrected in the first weeks.

The colour of the classes indicates the status of the feedback questionnaire for that class. Questionnaires that are not yet available are blue, while active feedback questionnaires that can be completed are orange. Questionnaires that have already been completed are green. Feedback questionnaires that are no longer available and not filled in are grey.

Depending on the status, clicking on a particular class will either make it available for filling in or a pop-up window will appear with the class data, and in the case of completed feedback (green), the average rating of the classl.

7.2 Important information about feedback questionnaires

There is **no possibility to identify the student** when filling in the feedback questionnaires, the student's answers are immediately separated from the student's identity, so the responses are always anonymous. Accordingly, they cannot be used as attendance sheets either.

A feedback questionnaire is **automatically** created for each class of the **compulsory subjects**.

The feedback questionnaires for each class are basically **available to all students who have taken the respective course**. The instructor of the class can set up "**Registration**", which can help ensure that only students who are actually present can give feedback.

Feedback questionnaires can be filled in for a period of time set by the Feedback Committee, currently **24 hours after the class**, after which they are closed and no further submissions are allowed.

Each questionnaire can consist of two parts. The first part consists of the **core questions** provided by the Feedback Committee, which can be answered in a few seconds. After that, a limited number of the instructor's individual questions may appear.

A **summary report** of the answers is automatically provided to the instructors, which can also be accessed by the subject leader, the head of the department and the faculty leadership. Some results will be made public during the semester.

7.3 Completing feedback questionnaires

You can fill in feedback questionnaires by clicking on the "**Available feedbacks**" card on the main page or by clicking on the **orange marked classes** in the timetable.

If you need to register to fill in the feedback, you will need to enter the text code given by the instructor or scan the QR code to start filling in the feedback. You can scan the QR code here or you can use a QR reader outside the app. The scanner in the "Searching for surveys" menu cannot be used here, it only working with teachers' own surveys.

The process of filling in the questionnaire is the same as the one used during surveys. After answering the questions, the answers are finalised by clicking on the "Submit" button. Once submitted, no changes can be made. Answers that are not submitted will be lost if you withdraw!

At the end of the feedback questionnaire you will see the **current result** (number of ratings, average rating), which also includes the student's own rating.

8 Public reports

The details of the "Public reports" sub-menu will be made public during the semester based on leadership consensus.

Clicking on the "Medical School summary report" at the top will bring up the details of all the evaluations for all the classes for the semester in the faculty.
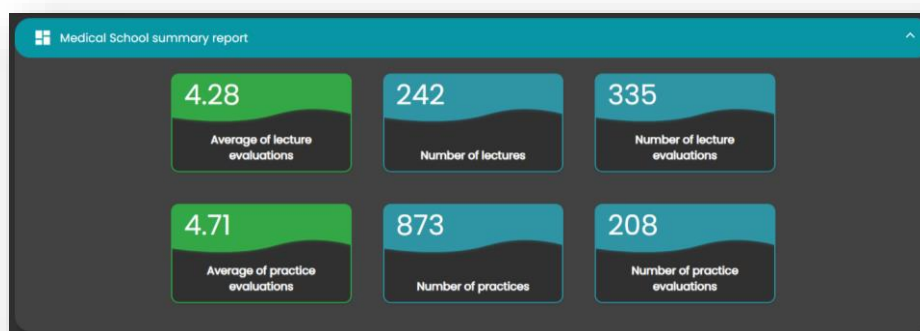
Evaluations for **lectures** and evaluations for **practices** are shown separately on each page and are not merged anywhere. Seminars are always classed as practices.

In all cases, the average of the evaluations is based on the answers to the first mandatory question of the Feedback Committee ("***Overall, how do you rate the class?***"), where 1 is for unsatisfactory and 5 for excellent.

In most places, the "Feedback results" menu shows, next to the average rating, **the number of classes and the number of ratings** used to calculate this average.

A separate tab shows the overall results for the faculty's institutes and subjects, as well as a breakdown of faculty results by language programme. When opening the submenu, only the institutes and subjects to which the user is assigned are visible. In the filter above, unchecking the " Only assigned " option will display all the affiliations assigned to the faculty.

9 Feedback about the software

As the software we are currently running is the first widely used version, it is very important for us to get any feedback. If you have any bugs or other comments or suggestions regarding the design and functionality of the software, please send them to potecho@pte.hu.

Our aim is to create an easy and widely usable software that can help improving education. Thank you very much for your help in achieving this!