



University of Zagreb
Faculty of Economics & Business



Web application for completing student surveys on the quality of teaching

Instructions for completing the survey



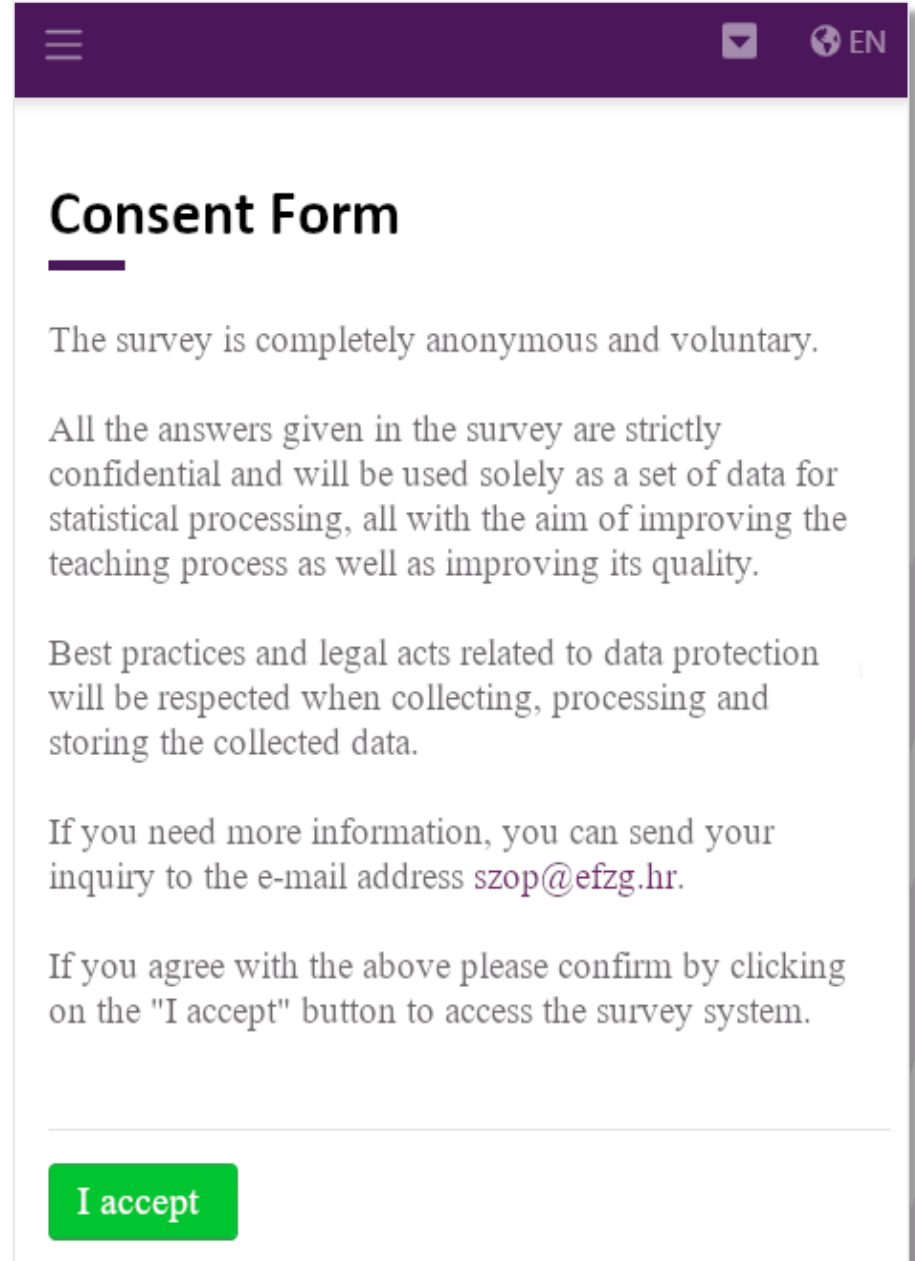


FEB SURVEYS

- All completed surveys are confidential and absolutely anonymous. The information about the students is not available to the teachers at any point.
- Through the application the student can:
 - Complete the surveys available to him/her
 - See all the surveys s/he has completed
 - Rate the application and provide comments for improvement
 - Participate in collecting “points” by completing surveys

FEB SURVEYS - Consent

- After login, the student is asked to read the consent form.
- If the student does not accept, i.e. withholds his/her consent, s/he will not be able to access the surveys.



☰

EN

Consent Form

The survey is completely anonymous and voluntary.

All the answers given in the survey are strictly confidential and will be used solely as a set of data for statistical processing, all with the aim of improving the teaching process as well as improving its quality.

Best practices and legal acts related to data protection will be respected when collecting, processing and storing the collected data.

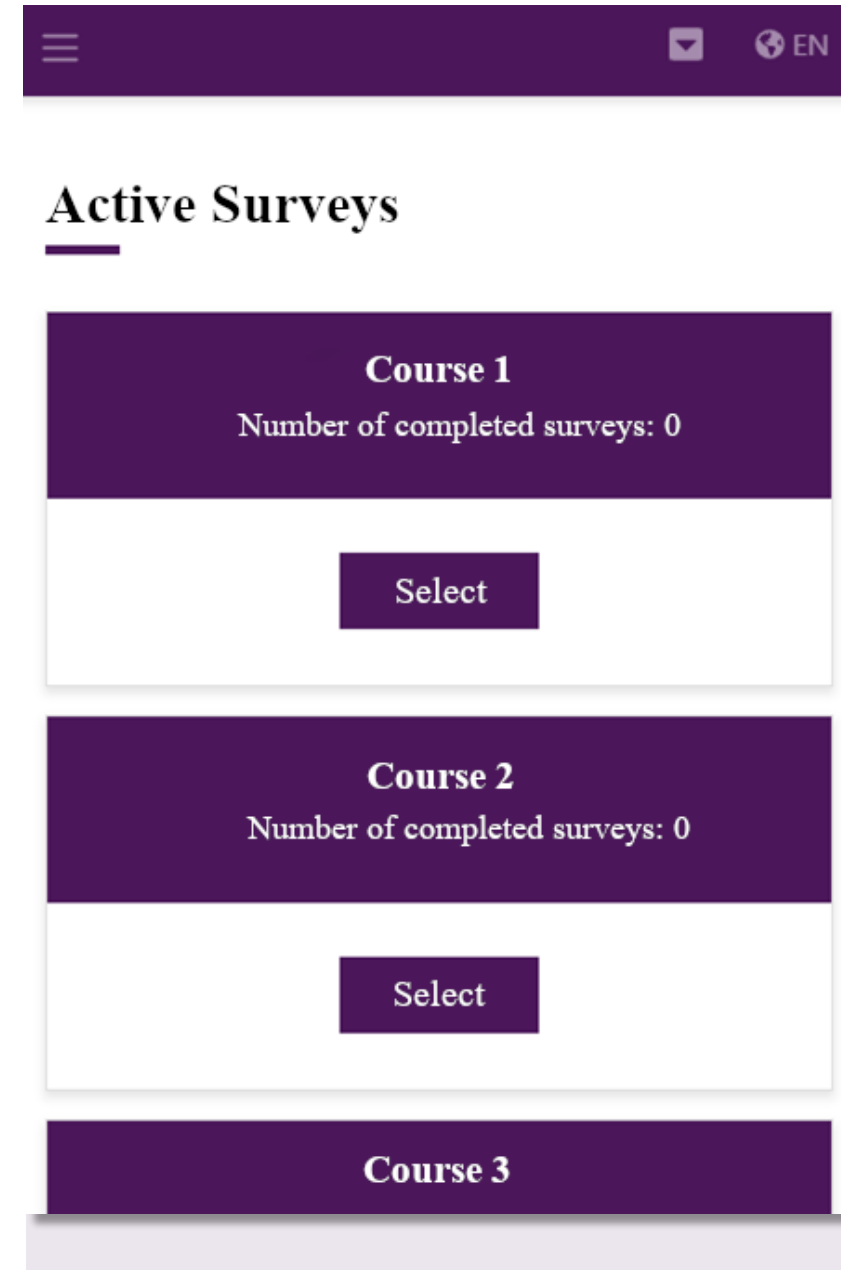
If you need more information, you can send your inquiry to the e-mail address szop@efzg.hr.

If you agree with the above please confirm by clicking on the "I accept" button to access the survey system.

I accept

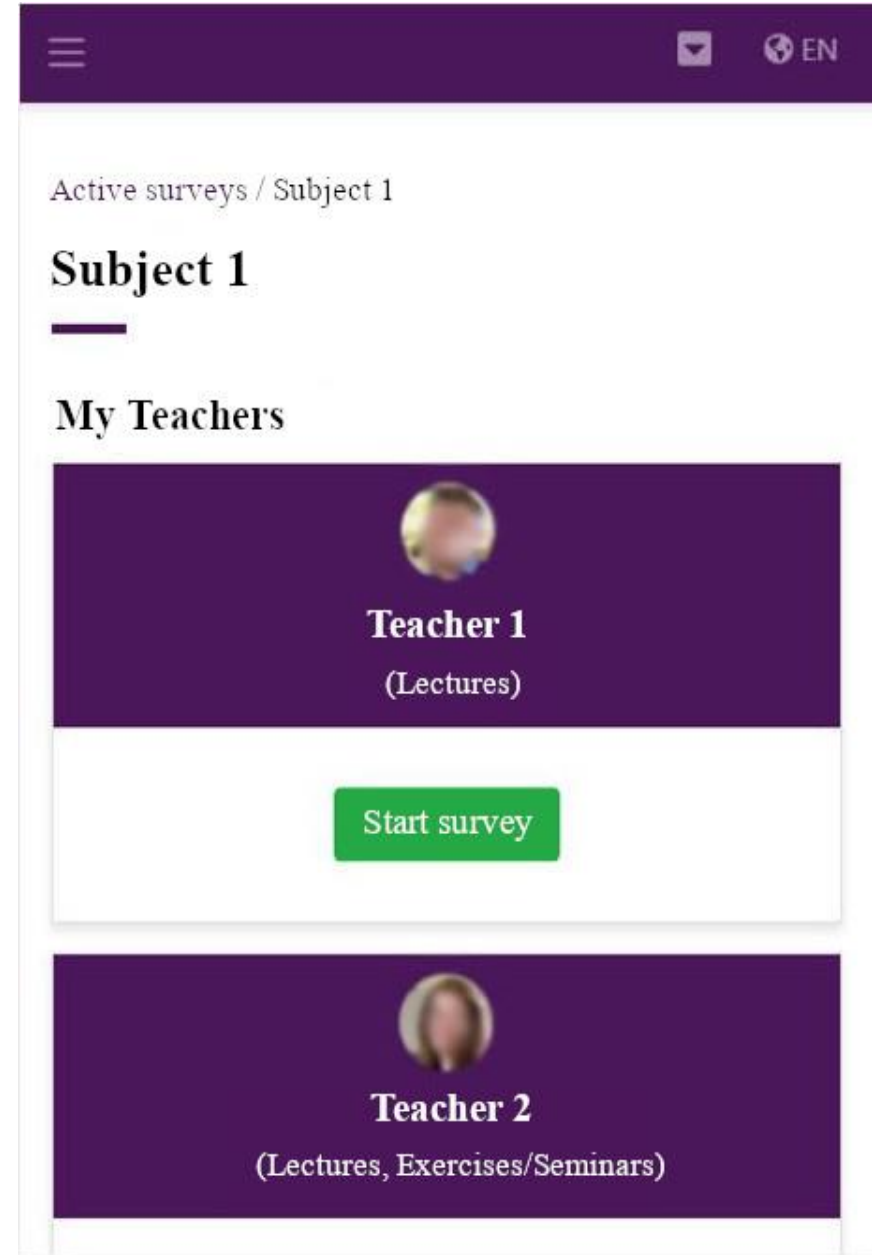
FEB SURVEYS – Completing the Survey

- After giving consent, the student is presented a list of courses to be surveyed.
- The student can start filling out the survey for the individual instructors by clicking on the „Select” button.



FEB SURVEYS – Completing the Survey

- After selecting a course, the student is presented a list of course coordinators and a list of all instructors on the course.
- The responses for each individual instructor are completed by clicking on the “Start survey” button.



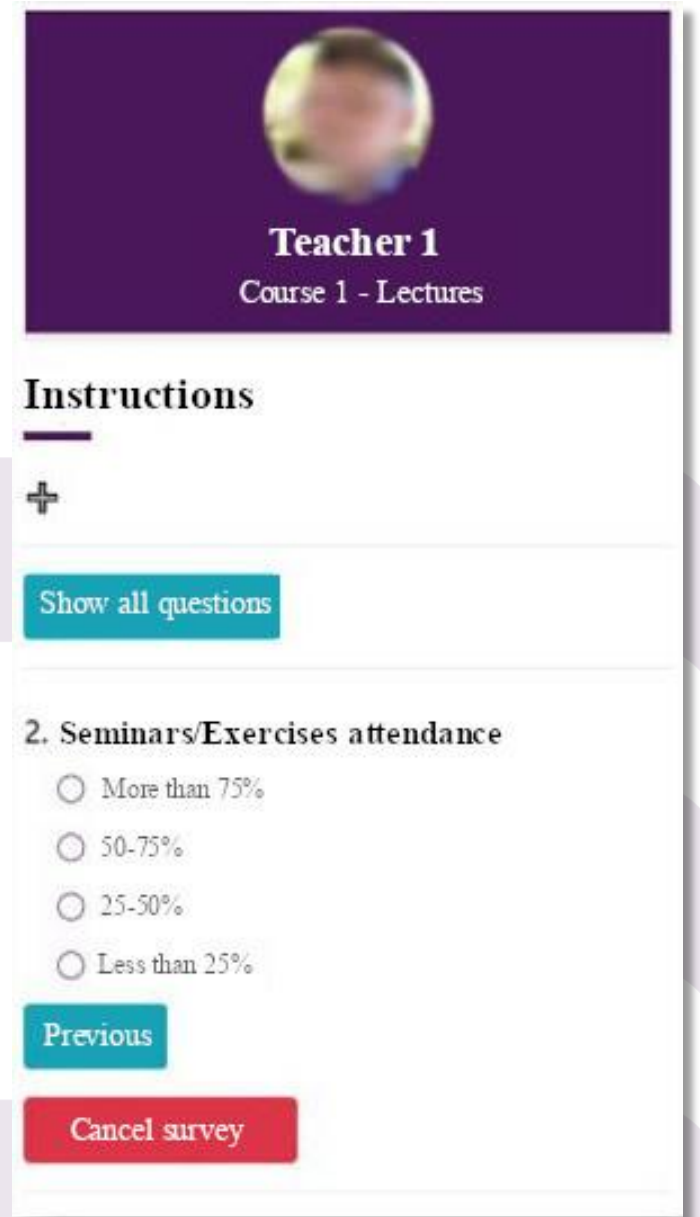
FEB SURVEYS – Completing the Survey

- When completing the first survey, the student is presented instructions that can be hidden by clicking on the “-” option.
- For each subsequent survey the instructions are not displayed, but are accessible by clicking on the “+” option.



FEB SURVEYS – Completing the Survey

- The survey can be completed in the Question-by-Question (standard) mode or by selecting the option to display all questions at once.
- By selecting the “Cancel survey” option the student may return to the previous screen as the current survey is cancelled.



Teacher 1
Course 1 - Lectures

Instructions

+

Show all questions

2. Seminars/Exercises attendance

More than 75%

50-75%

25-50%

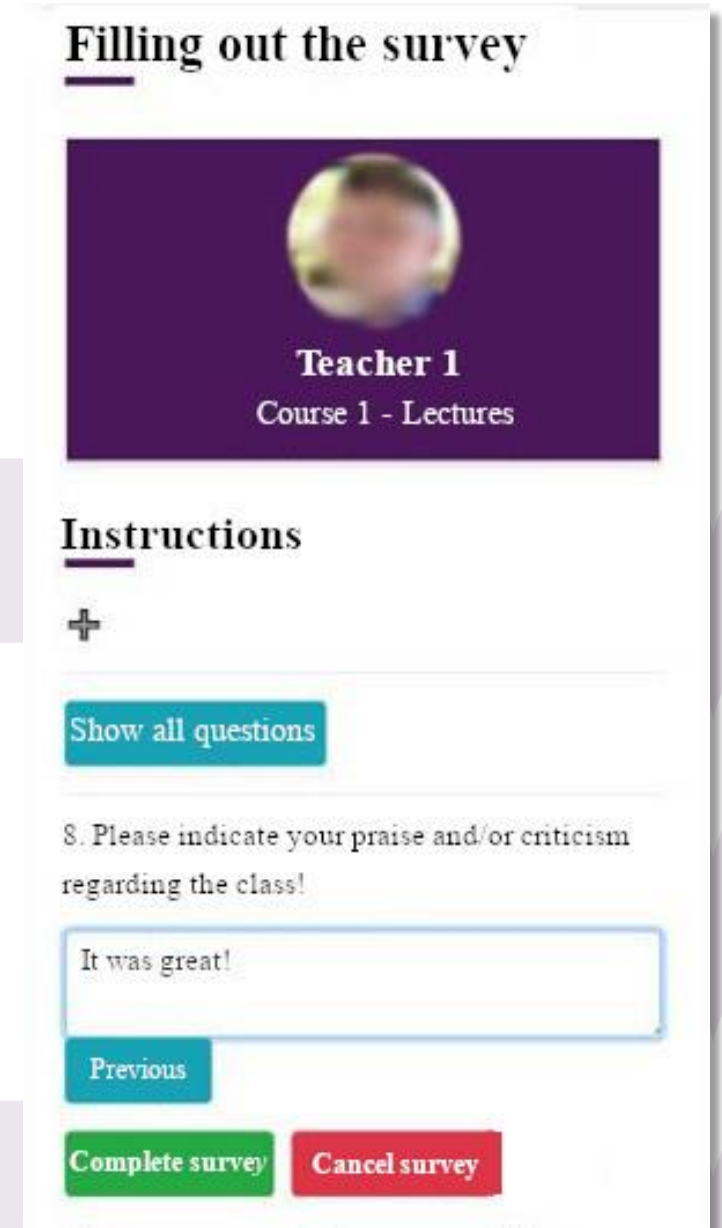
Less than 25%

Previous


Cancel survey

FEB SURVEYS – Completing the Survey

- After all the required questions are answered, a button offering to save the completed survey appears on the last question.
- Clicking the “Complete survey” button saves the responses and no subsequent editing is possible.



Filling out the survey


Teacher 1
Course 1 - Lectures

Instructions

+

Show all questions

8. Please indicate your praise and/or criticism regarding the class!

It was great!

Previous

Complete survey Cancel survey

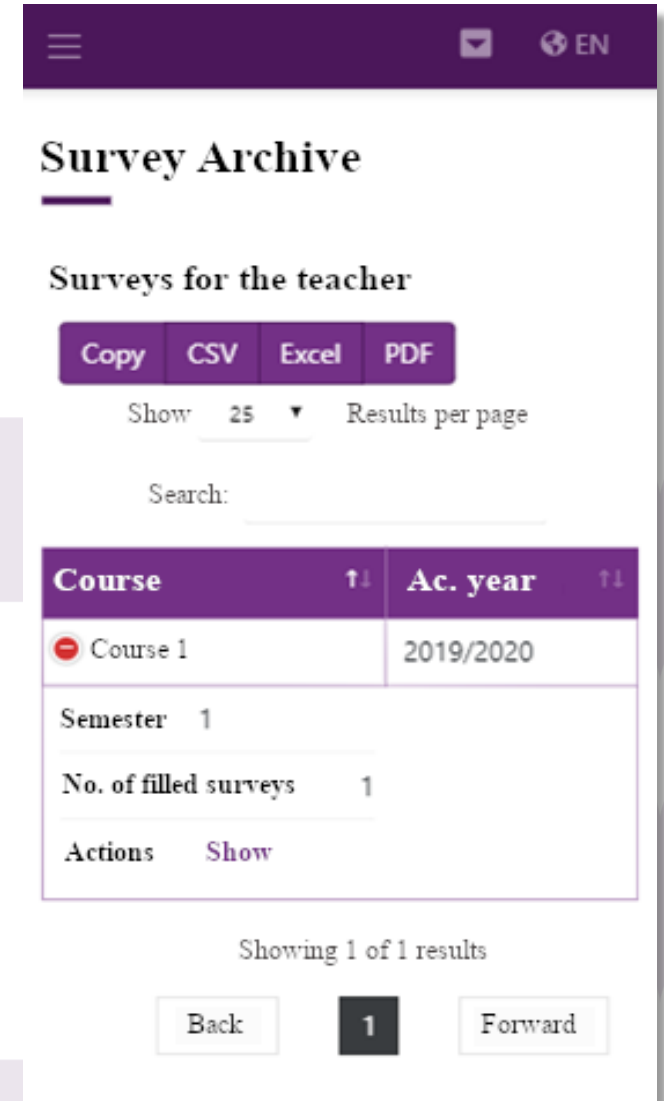
FEB SURVEYS – Completing the Survey

- After completing and saving the survey, the student is returned to the cover page of the course and sent a message about the successful completion of the survey.
- On the same page the student can complete the surveys for other courses or view the already completed surveys.



FEB SURVEYS – Survey Archive

- By selecting the “Survey archive” option, the student is presented with a comprehensive list of all previously completed surveys grouped by academic years and courses.
- The option is available from the main menu.



The screenshot shows a web interface for the Survey Archive. At the top, there is a navigation bar with a menu icon, a mail icon, and the language 'EN'. Below the navigation bar, the title 'Survey Archive' is displayed. Underneath, the text 'Surveys for the teacher' is shown. There are four buttons: 'Copy', 'CSV', 'Excel', and 'PDF'. Below these buttons, there is a 'Show' dropdown menu set to '25' and the text 'Results per page'. A search bar is also present. The main content area features a table with two columns: 'Course' and 'Ac. year'. The table contains one row with 'Course 1' and '2019/2020'. Below the table, there is a section for 'Semester 1' with 'No. of filled surveys' set to '1'. An 'Actions' section with a 'Show' button is also visible. At the bottom, it says 'Showing 1 of 1 results' and has 'Back', '1', and 'Forward' buttons.

Course	Ac. year
Course 1	2019/2020

Semester 1
No. of filled surveys 1
Actions Show

Showing 1 of 1 results
Back 1 Forward

FEB SURVEYS – Additional Features

- Through the secondary menu on the right, the student can further access the **problem reporting** and **application evaluation** options.

Rate the app [Close]

Rating
☆☆☆☆☆

Comment
Excellent!

[Rate]

Any problems with the app? [Close]

If there is a problem with the app, please let us know by reporting the issue.

Description of the problem
No problems!

[Close] [Send e-mail]

Home
FEB
Studomat
Problems?
Rate app

Survey Archive

Surveys for the teacher

Copy CSV Excel PDF

Show 25 Results per page

Pretraži:

Course ↑↓	Ac. year ↑↓
+ Course 1	2019/2020

Showing 1 of 1 results

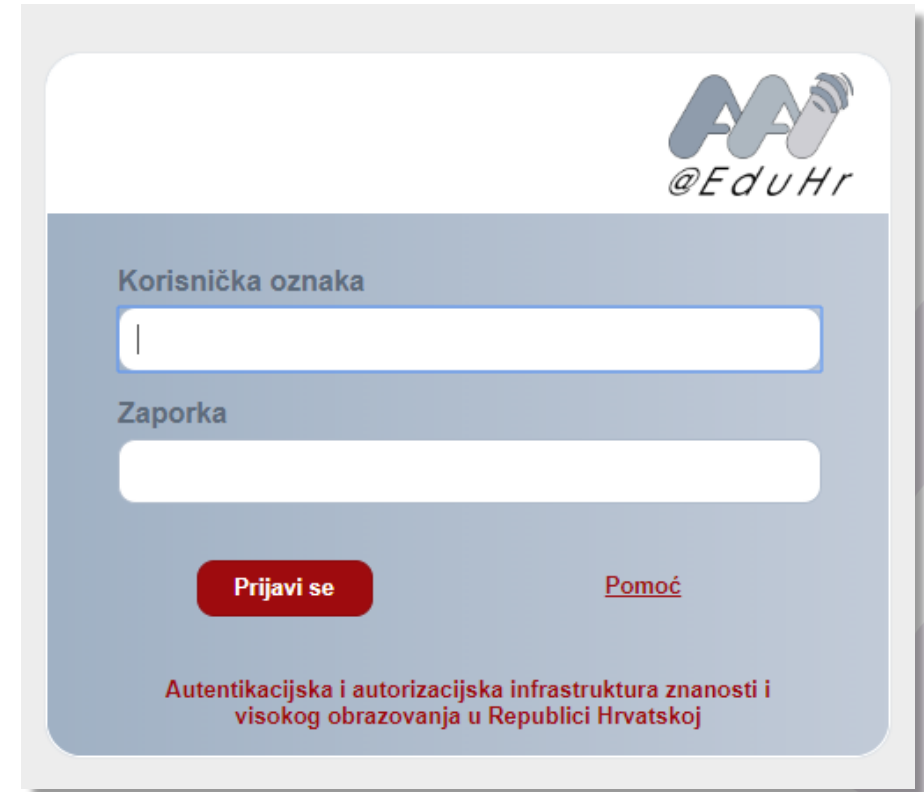
Back 1 Forward

FEB SURVEYS - Login

- **URL: ankete.efzg.hr**

When accessing the web page, all users are automatically redirected to the AAI authentication system.

After successful authentication, the user is free to access the application.



AAI
@EduHr

Korisnička oznaka

Zaporka

[Prijavi se](#) [Pomoć](#)

Autentikacijska i autorizacijska infrastruktura znanosti i visokog obrazovanja u Republici Hrvatskoj