

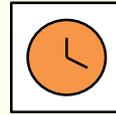
Semester Feedback: Checklist for Faculty

GOOD TO KNOW



What is semesterfeedback?

Semester feedback is an opportunity to ask specific questions about a current course and, based on the answers, to make changes while the course is still running. It does not replace evaluation of course units.



Timing: 6th or 7th week of the semester

Duration: 5 days maximum (until 18:00 on the last day)

Start / End: Dates are set automatically or by the lecturer manually.

Special wishes: Discuss these with LET at an early stage.

APPLYING TO CONDUCT SEMESTER FEEDBACK



How can you apply to conduct semester feedback?

Send the completed application form [[see here](#)] to evasys@let.ethz.ch by the end of the 4th semester week. Let us know your wishes regarding timing, duration and choice of how you will conduct the procedure.



Questions: What should I look out for?

You may pose single-choice questions, multiple-choice questions and/or short answer questions.

- Ask a maximum of 7 questions.
- Keep them short.
- Ask them in the language in which the course is taught.

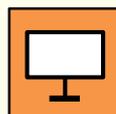
THREE WAYS TO CONDUCT SEMESTER FEEDBACK



During the lecture itself

Inform your students about the semester feedback procedure during the lecture and give them time to answer the questions during the lecture.

Tip: Close (end) the procedure manually as soon as students are finished and discuss the results during the lecture.



Information during the lecture

Inform your students about the semester feedback procedure during the lecture and ask them to answer the questions over the next 5 days. LET can provide an information slide for this purpose.

Tip: Justify the deployment of semester feedback by emphasising the relevance of student opinion.



Information provided by e-mail

As soon as the semester feedback questionnaire is accessible, send your students an email with the respective link and ask them to answer the questions over the next 5 days.

Link to semester feedback

<https://eduapp-app1.ethz.ch/>

Tip: Send a reminder email.

RESULTS



While the semester feedback procedure is underway

If they switch on the presentation mode (screen symbol), the results will be visible only to faculty while the semester feedback procedure is underway.



When the semester feedback procedure closes

As soon as the semester feedback procedure closes, students may also view the results by clicking on the respective question. If the results should remain visible only to faculty, semester feedback must be closed manually via the 'Close and hide' button.