

A Quick Guide for Students to the Study Unit Feedback System

Jouni Hämäläinen
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Introduction

This guide is designed to help students use the Study Unit Feedback System. It is updated as new features are implemented.

The front page of the System can be found at <http://opiskelijapalaute.pkamk.fi/Opintojakso>.

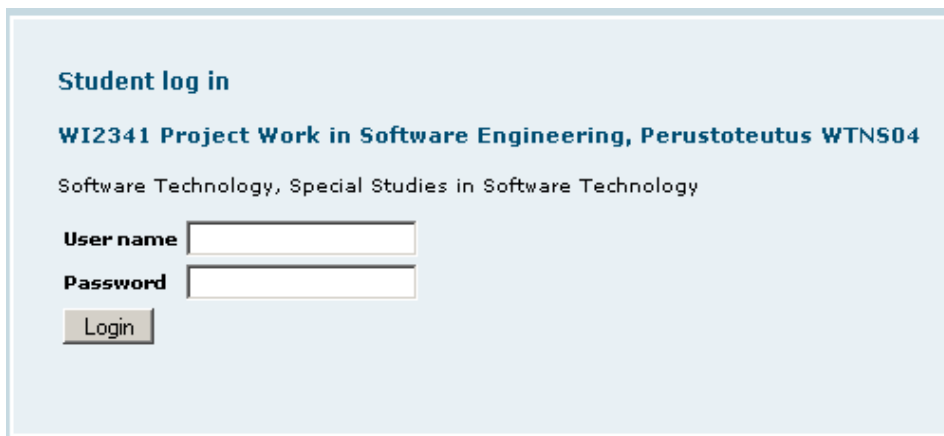
Log in through a direct link

If your teacher has provided a direct log in link to the study unit questionnaire, you are advised to use that. Through the direct link, you are able to give feedback on the study unit in question and do not have to search for it in the system.

When you log in using the direct link, you will use the user name and password of the university Windows network or a code provided by the teacher for the study unit.

N.B. Your identification data will not be saved in the system. Logging in through the direct link, the ID is used for ensuring the person logging in is a student at the university or that he/she has received a log in code for the study unit from a teacher and so is entitled to enter the system.

Below is an example of what the log in page looks like if you use a direct link.



The screenshot shows a light blue login form with the following content:

- Student log in**
- WI2341 Project Work in Software Engineering, Perustoteutus WTNS04**
- Software Technology, Special Studies in Software Technology
- User name** [input field]
- Password** [input field]
- Login [button]

When you log in successfully through the direct link, you will be directed to give feedback on the study unit in question. The following example is of a page that you will see after a successful log in.

You have made following choices

Degree programme Degree Programme in Information Technology
Group WTNS04
Part of studies STUDIES OF THE ORIENTATION OPTION
Study orientation Software Technology
Study unit WI2341 Project Work in Software Engineering, Perustoteutus

Questionnaire Course feedback

Select the teacher(s) of the study unit

- Petri Laitinen
 Jouni Hämäläinen

Begin answering by clicking the button below or return using the links at the top of the page.

Begin answering

On this page, choose the teacher or teachers who you would like to give feedback to.

The list of teachers may show one or more teachers depending on how the teaching arrangement has been defined in the system. When you have selected the teacher(s) and clicked Begin answering, you will be directed to the questionnaire.

Log in through the front page

The log in links for students and staff are in the left-hand side menu of the front page. If your teacher has not provided you with a direct link to the questionnaire, you should log in using the standard log in page. **When you log in using the standard log in page, always use the university Windows network user name and password.**

N.B. Your identification data will not be saved in the system. Logging in through the standard log in page, the ID is used for ensuring the person logging in is a student at the university and so entitled to enter the system. In addition, the data will be used for determining the correct group.

Searching for a study unit

After logging in, you are suggested one or more groups in which the systems assumes you belong

Welcome to course feedback

- [Student's guide](#)

Brief instructions to respondent:

1. Select your group from the list below
2. Search for the study unit in the degree programme of your group
3. Select questionnaire on the study unit page
4. Select teachers of the study unit
5. Click Start questionnaire

If your group has not been listed or you have participated in another group's study unit, use the link Find study unit and you can browse the study units of different degree programmes and groups.

Groups

[WTNS07](#)

[Find study unit](#)

Raportit

[View the reports of study units I have evaluated](#)

If any of the suggested groups is correct, select it. If not, you should select the link Find study unit to search for your group and study unit.

If you choose one of the suggested groups, you will be shown the study parts of that particular group.

If you search for the group using the link Find study unit, you will first have to select your degree programme from the list and then your group. After selecting the group, you will be shown the study parts of that particular group.

[Frontpage](#) > WTNS07

Part of studies

- [BASIC STUDIES](#)
- [PROFESSIONAL STUDIES](#)
- [STUDIES OF THE ORIENTATION OPTION](#)
- [Elective studies](#)
- [OPTIONAL STUDIES](#)
- [PRACTICAL TRAINING](#)
- [THESIS](#)

Now you should know to which study part the study unit in questions belongs. In the following example, the student has selected basic studies and is shown the contents of the basic studies of group WTNS07.

[Frontpage](#) > [WTNS07](#) > BASIC STUDIES

Study units

Common Basic Studies

WI1971 Introduction to Engineering English, Perustoteutus
WI1972 Engineering Communication, Perustoteutus
WI1973 Professional Spoken English, Perustoteutus
WI1974 Technical Reports and Presentations, Perustoteutus
WI1975 Working Life Swedish, Perustoteutus
WI1961 Algebra, Perustoteutus
WI1962 Linear Algebra, Perustoteutus
WI1963 Differential and Integral Calculus I, Perustoteutus
WI1964 Differential and Integral Calculus II, Perustoteutus
WI1966 Series and Function Transformations, Perustoteutus
WI1967 Statistics and Probability Calculus, Perustoteutus
WI1952 Mechanical and Electrical Physics, Perustoteutus
WI1954 Electromagnetism and Thermal Physics, Perustoteutus
WI1956 Wave and Radiation Physics, Perustoteutus
WI1905 Chemistry, Perustoteutus
WI1950 Studying and communication skills, Perustoteutus
WI1959 Engineering Communication I, Perustoteutus
WI1960 Engineering Communication II, Perustoteutus
WI1916 Information Technology in Business, Perustoteutus

At this stage, you should choose the study unit on which you would like to give feedback. In the example, the student chooses a study unit called Electromagnetism and Thermal Physics.

[Frontpage](#) > [WTNS07](#) > [BASIC STUDIES](#) > Electromagnetism and Thermal Physics, Perustoteutus

WI1954 Electromagnetism and Thermal Physics, Perustoteutus (WTNS07, K1/2007-2008, K2/2007-2008)

Active questionnaires of the University of Applied Sciences

Course feedback

Teachers who you have not given feedback to

- Veikko Mujunen
- Miska Piirainen

As there are no other questionnaires in the system at the moment, choose Course feedback.

[Frontpage](#) > [WTNS07](#) > [BASIC STUDIES](#) > [Electromagnetism and Thermal Physics, Perustoteutus](#) > Questionnaire: Course feedback

You have made following choices

Degree programme Degree Programme in Information Technology
Group WTNS07
Part of studies BASIC STUDIES
Study unit WI1954 Electromagnetism and Thermal Physics, Perustoteutus

Questionnaire Course feedback

Select the teacher(s) of the study unit

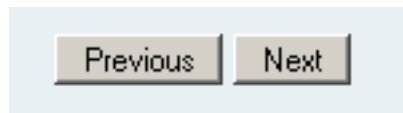
- Veikko Mujunen
 Miska Piirainen

Begin answering by clicking the button below or return using the links at the top of the page.

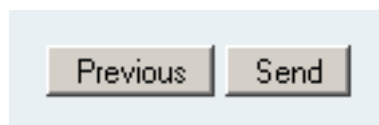
At this stage, you will be shown your choices once more and asked to select who you would like to give feedback to. In the example, the student wishes to give feedback to both suggested teachers. After this, he/she begins answering the questions by clicking Begin answering.

Browsing while answering

When you have started the questionnaire, it will be shown to you page by page. You can move back or forward. To be able to move forward, all the compulsory questions should be answered to and all the other answers should be given within the required parameters. To move back and forward, use the Previous and Next buttons at the bottom of the page.



On the last page of the questionnaire, the Next button will change into a Send button. When you click Send, your answers will be saved into the database and answering cannot be suspended or cancelled any longer.




After clicking Send, you will see any comments on the study unit the teacher(s) has/have given and a smiley report of the proportion of positive feedback on that study unit.

Answer saved

No comments from teachers of the study unit.

The proportion of positive feedback on this study unit so far

 **67 % / 13 answers**

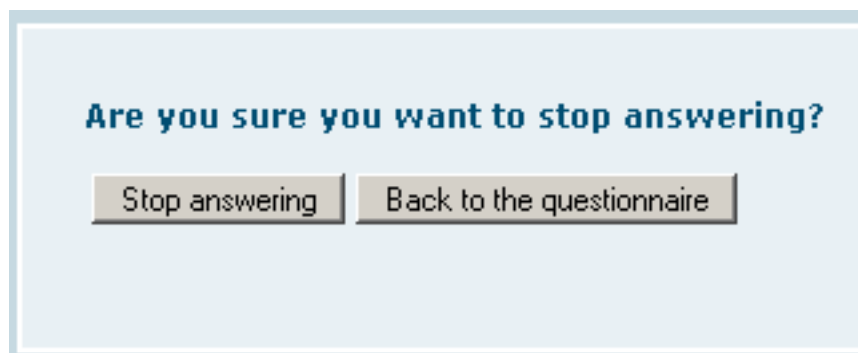
[Continue](#)

Stop answering

You can stop answering by using the link [Stop answering](#) at the top of the page.

[Stop answering](#)

When you stop answering, you will be asked to confirm your choice.



At this stage, you can still return to the questionnaire by clicking [Back to the questionnaire](#). If you click [Stop answering](#) you will be directed back to the page that was shown after logging in.

Reports of own evaluated study units

On the page that is shown after logging in, there is a link [Show reports of my evaluated study units](#). Through this link, you can browse the results of those study units that you have evaluated and those that are expired.

The reports will show the smiley reports indicating the proportion of positive feedback of all the answered general questions. You will also see the teachers' comments about the study unit and their possible comments on the student's answers.