

# How to give course feedback?

- General
- Continuous feedback
- Mid-term feedback
- Final feedback

## General

The feedback system works on the basis of Peppi's course registrations. You will only see feedback questionnaires for the courses for which you have registered and in which an active feedback function is in progress.

Course feedback consists of three different types of questionnaires which are continuous feedback, mid-term feedback and final feedback. On each course data row you will find the code and the name of the course and the name and the type of the feedback questionnaire (e.g. Final feedback). Under the headline "Feedback" you will find all the final and mid-term feedback questionnaires and under the headline "Continuous feedback" you will find all the continuous feedback questionnaires (**Picture 1**)

You can also see the current status of the feedback questionnaire on each data row:

- blue speech bubble + GIVE FEEDBACK means that the questionnaire is active and you can give your feedback
- green bars + SHOW REPORT means that the summary report is available until a certain date but the teacher has not yet given counter-feedback (responded to students' feedback)
- green speech bubble+ SHOW REPORT means that the summary report is available and the teacher has given counter-feedback (responded to students' feedback). Both summary report and counter-feedback are available until a certain date.

If there are no feedback questionnaires on your feedback system's main page it means that

- there are no active feedback questionnaires that you could answer
- there are no summary reports or counter-feedback available or
- you have not registered for the courses in Peppi

If you did not give feedback within the response time, please note that

- the feedback questionnaire will disappear from the view immediately after the response time has ended
- you will not have access to the summary report and you will not see the teacher's response to the feedback (these concern only final feedback)

## Continuous feedback

Continuous feedback questionnaires are automatically created for each course. Continuous feedback questionnaire will activate when the course starts and will close when the course ends. You can give continuous feedback as many times as you like during the course. Continuous feedback includes only one open-ended question "Please, give feedback on the course. What has worked well during the course? What should be improved?". If you suspend a course for any reason, you can give feedback on it with continuous feedback. You can for example explain the reasons for suspending the course. Teacher/s will see your feedback after at least three (3) responses have been given in total. Teachers will not give counter-feedback to continuous feedback. A summary report of continuous feedback is not shown to students as the feedback only contains open-ended responses and open-ended responses from others are never shown to students.

To give continuous feedback choose GIVE FEEDBACK from the right edge of the row. (**Picture 2**)

**Picture 1: Course feedback consists of three different questionnaire types**

Feedback		
	740078V-3001 Working life course - Mid-term feedback RESPONSE TIME 3 DAYS	
	740078V-3001 Working life course - Final feedback RESPONSE TIME 8 DAYS	
	724110P-3003 Introductory Economics - Final feedback RESPONSE TIME 27 DAYS	
	724103P-3001 Strategic Management - Final feedback RESPONSE TIME 63 DAYS	
Continuous feedback		
	724103P-3001 Strategic Management - Continuous feedback RESPONSE TIME 1 DAY	
	724103P-3001 Principles of Marketing - Continuous feedback RESPONSE TIME 72 DAYS	
	740078V-3001 Working life course - Continuous feedback	

**Picture 2: Giving continuous feedback**

Continuous feedback	
	724103P-3001 Strategic Management - Continuous feedback RESPONSE TIME 1 DAY

**Picture 3: Filling ans submitting the continuous feedback**

724103P-3001 Strategic Management - Continuous feedback

TEACHERS: ANNA KOLCHUZHNEVA, JOHANNA LIMATAINEN, ARTTURI ROITTO

RESPONSE TIME 1 DAY

Please, give feedback on the course. What has worked well during the course? What should be improved?

Anna Kolchuzhneva (Teacher in charge), Johanna Limatainen, Artturi Roitto

Written feedback is very welcome. Choose whether to target the feedback on the course in general, so that all the teachers will receive it, or whether you want to target your feedback to a specific teacher. The teacher in charge of the course always receives all the feedback given. Give your feedback constructively following the etiquette.

This is where you write your feedback!

**Picture 4: Report is available**

	724103P-3001 Strategic Management - Continuous feedback FEEDBACK GIVEN		
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**Picture 5: Final feedback**

	724103P-3001 Strategic Management - Final feedback RESPONSE TIME 62 DAYS	
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If the course is conducted in more than one language you must first select the language in which you want to give your feedback. After selecting the language, the feedback questionnaire will open on the screen. **(Picture 3)**

You can see the code and name of the course, the name of the teachers and the type of the feedback questionnaire. You can also see how many days of response time are left. To view course information select **SHOW COURSE DESCRIPTION**. If you want to target your feedback to a specific teacher(s), select the teacher(s) from the drop-down menu. Please note! Continuous feedback is always visible to the teacher in charge even if you target your feedback on one specific teacher who is not the teacher in charge.

Write your feedback in the text field, then choose **SUBMIT FEEDBACK**. You will receive a thank you message once your feedback has been submitted. It will take a while to send your feedback, so please do not close the browser until you have received the thank you message.

After receiving the thank you message you can close the browser or return to the feedback list by choosing "<< Back to Listing" in the upper right corner of the page.

If you return to the listing you will see that you have given the feedback and the report is available. **(Picture 4)** You will only see your own given feedback from the report as written feedback given by other students are never shown to students.

## Mid-term feedback

Mid-term feedback questionnaires are not created automatically. Teacher can ask you to give mid-term feedback for example in the middle of the course by creating her/himself a feedback questionnaire. The teacher chooses the questions and defines all the settings such as response time. You can give mid-term feedback the same way you give continuous and final feedback. The mid-term feedback you give will only be visible to the teachers after at least three (3) students in total have given feedback. You will not receive counter-feedback to the mid-term feedback. You can only give mid-term feedback once.

## Final feedback

Final feedback questionnaires are automatically created for all courses. The final feedback questionnaire consists of 14 general mandatory questions and possible teachers' additional questions.

Settings of the final feedback:

- Response time will start seven (7) days before the end of the course.
- You will receive a reminder email on the final date of the course to give feedback (if you have not already given feedback).
- You have 31 days time to give feedback from the final date of the course.
- You have 60 days time (after the end of the feedback period) to see the summary report of the feedback provided but only if you have given feedback yourself and only if at least two (2) other students have given feedback.
- The teacher(s) will see the summary report of given feedback after at least three (3) students have given feedback.

You can give final feedback on the course by choosing **GIVE FEEDBACK** on the right hand side of the row. Please, note! You can only give final feedback once. Please, note! The session expires if you are idle on the page for a long time. There is no autosave in the feedback survey, so if you do not send your feedback, the draft will be lost and you will have to start over. **(Picture 5)**

**Picture 6: Filling the final feedback survey**

724103P-3001 Strategic Management - Final feedback  
TEACHERS: ANNA KOLEHMAINEN, JOHANNA LIMATAINEN, ARTTURI RILTO

RESPONSE TIME  
31 DAYS

FIELDS MARKED WITH AN ASTERISK \* ARE REQUIRED

SHOW COURSE DESCRIPTION

General questions

The following 14 questions, divided into five different subject areas, apply to all courses. Please, rate the statements on a scale "Strongly Agree", "Somewhat Agree", "Somewhat Disagree", "Strongly Disagree". Below some of the choice type questions, are supportive questions related to the question that can help you answer the statement. You have an opportunity to specify your answers in the open text field after each choice type question. At the end of the questionnaire, you can give general feedback about the course in an open text field. Finally, give an overall grade for the course. All choice type questions are mandatory and all open questions are optional.

Information and Communication (1/5)

1. The information and communication related to the course was clear and adequate. \*

Supportive questions: Did you get enough information about the course before and during the course? Did you get information on how the course will be carried out, where it will be carried out, when it will start and what are the teaching/learning methods? Did you get sufficient and correct information about the course from the course description?

Strongly agree  
Somewhat agree  
Somewhat disagree  
Strongly disagree

1.1 Please, specify your answer here:

Target the feedback to specific teachers  
Anna Kolehmainen (teacher in charge), Johanna Limatainen, Artturi Riihola

General feedback is optional. Choose whether to target the feedback on the teacher in charge, or that all the teachers will receive it, or whether you want to target your feedback to a specific teacher. The teacher in charge of the course always receives all the feedback given. Give your feedback constructively following the etiquette.

This is where you can specify your answer in written.

SUBMIT FEEDBACK

**Picture 7: Submitting the final feedback**

SUBMIT FEEDBACK

**Picture 8: Feedback waiting for report**

724103P-3001 Strategic Management - Final Feedback  
FEEDBACK GIVEN

WAITING FOR REPORT

If the course is conducted in more than one language you must first select the language in which you want to give your feedback. After selecting the language, the feedback questionnaire will open on the screen.

You can see the code and name of the course, the name of the teachers and the type of the feedback questionnaire. You can also see how many days of response time are left. To view course information select SHOW COURSE DESCRIPTION. If you want to target your written feedback to a specific teacher(s) by selecting the teacher(s) from the drop-down menu. Please note! Written feedback is always visible to the teacher in charge even if you target your feedback on one specific teacher who is not the teacher in charge.

The final feedback questionnaire consists of 14 general mandatory questions which are divided into five different subject areas. Rate the statements on a scale "Strongly agree", "Somewhat agree", "Somewhat disagree," and "Strongly disagree." Below some of the choice type questions, are supportive questions related to the question that can help you answer the statement. You have an opportunity to specify your answers in the open text field after each choice type question. At the end of the questionnaire, you can give general feedback about the course in an open text field. Finally, give an overall grade for the course on a scale of "Very Good", "Good", "Satisfactory", "Sufficient". All choice type questions are mandatory and all open-ended questions are optional. Mandatory questions are marked with an asterisks \*. **(Picture 6)**

Once you have answered at least all the mandatory questions choose SUBMIT FEEDBACK at the bottom of the page. **(Picture 7)**

You will receive a thank you message once your feedback has been submitted. It will take a while to send your feedback, so please do not close the browser until you have received the thank you message.

After receiving the thank you message, you can close the browser or return to the feedback list by selecting "<< Back to Listing" in the upper right hand corner of the page.

Returning to the listing, you will see that the feedback questionnaire you just answered is WAITING FOR REPORT. This means that you will not yet be able to view the summary report of the answers provided. You will be able to read the summary report when the response time has ended and at least three (3) students in total have given feedback. If the report is already available you can see the report by choosing SHOW REPORT. You will only see averages of the answers to the selection-type questions. You will never see any written feedback given by other students. **(Picture 8)**