

USER GUIDE TO PUBLISHING/VIEWING OHV REPORTS

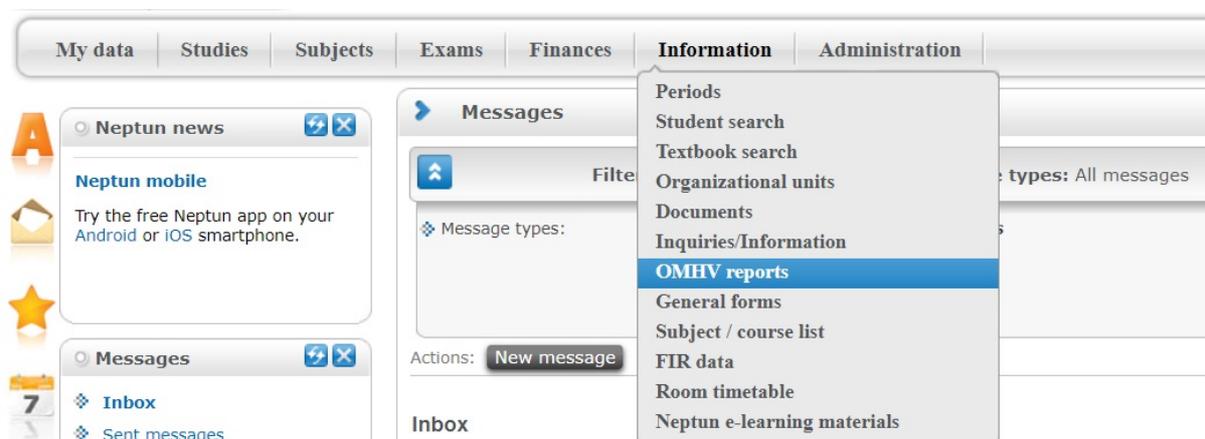
FOR STUDENTS

Students can find out about the results of OHV surveys conducted in previous periods via the NEPTUN system in order to learn about the feedback that has been received about a course or teacher. Students can view teacher reports published by the teacher as far back as the second semester of the 2016/2017 academic year.

Reports published from the first semester of the 2017/2018 academic year become public automatically unless requested otherwise by the teacher.

VIEWING REPORTS:

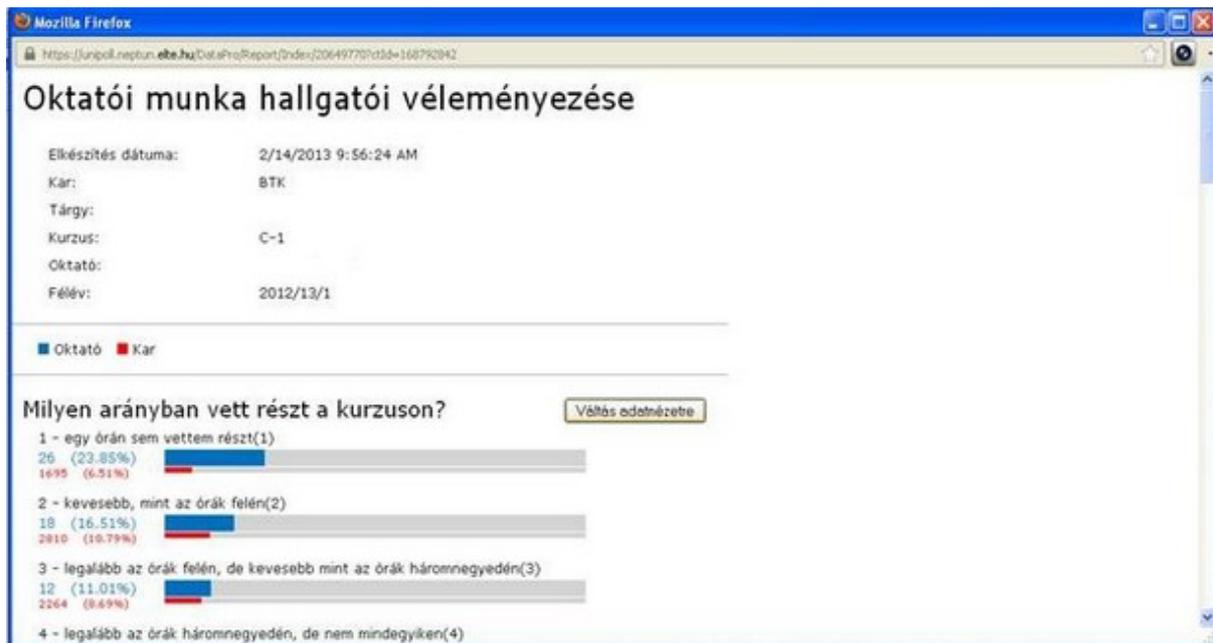
1. Log into the Student web interface of NEPTUN and select the OMHV reports section under the Information tab.



2. Next, you will see a list of public reports which you may filter, search, and sort by semester. Click on the magnifying glass icon in the OMHV reports section of the Information tab, and use the drop-down menu to select which column you want to search in. You can sort the results that appear by clicking on the column name. The items in the selected column are sorted in ascending order. Click the column header again to sort the items into descending order.

3. If a report has been generated for the given course, the "View report" link will appear in the row the course is listed in. Clicking on the link will take you to a new website, so for security reasons it is necessary to re-enter the username (ID) and password you use to log in to NEPTUN. If you wish to view a report from the same computer within one week, you will not need to log in again. After entering the required information, click on "Log in".

4. You may view the selected report after logging in.



The report that appears contains the results of all the questions in the questionnaire (with the exception of explanatory answers), in tabular and/or graphical form, depending on the type of question. The interface allows you to switch between graphical and data views.

The graphical view compares the results of the teacher (marked in blue) with the results of the faculty (marked in red).

The report can be printed and saved as required by pressing the following key commands:

Print: Ctrl+p

Save: Ctrl+s

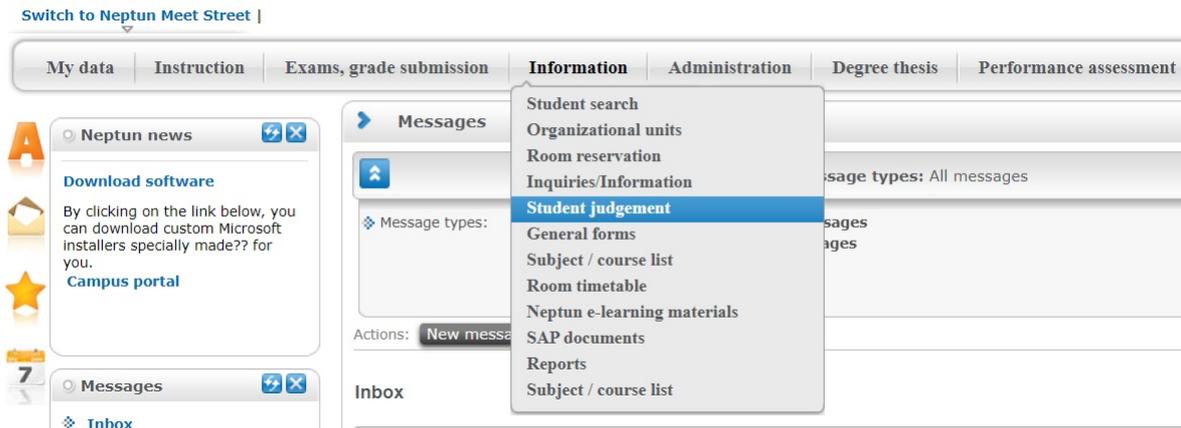
5. Close the open browser tab after viewing the report.

FOR TEACHERS

Teachers have the option of viewing, publishing and commenting on reports in the version of the system available to them.

VIEWING REPORTS:

1. Log into the Teacher web interface of NEPTUN and select the Student judgement section under the Information tab.



2. Next, you will see a list of reports which you may filter, search, and sort by semester. Click on the magnifying glass icon and select from the drop-down menu the column you want to search in. You can sort the results that appear by clicking on the column name. The items in the selected column are sorted in ascending order. Click the column header again to sort the items into descending order.

The screenshot shows a table of reports in the NEPTUN Teacher web interface. The table has the following columns: 'Kurzus kód', 'Kurzus típus', 'Ciklus', 'Hallgatók száma', and 'Riport megtekintése'. The table contains 10 rows of data. At the top right of the table, there is a search bar with a magnifying glass icon and a 'Keresés' button. Below the search bar, there are page navigation controls: '1 2 3 4 5 >> <<' and 'Oldalméret 20'. Each row in the table has a '+' icon in the 'Riport megtekintése' column.

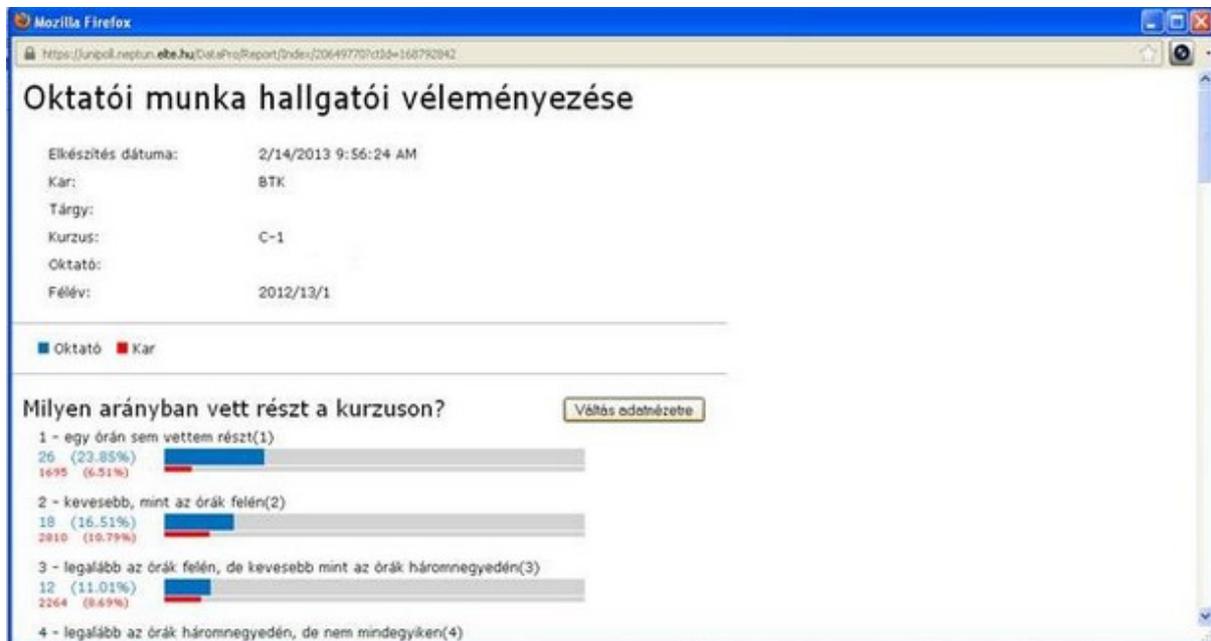
Kurzus kód	Kurzus típus	Ciklus	Hallgatók száma	Riport megtekintése
1	Vizsgakurzus	2011/12/2	4	+
1	Vizsgakurzus	2011/12/2	1	+
1	Vizsgakurzus	2010/11/2	6	+
1	Vizsgakurzus	2010/11/2	33	+
1	Vizsgakurzus	2010/11/2	72	+
1	Vizsgakurzus	2010/11/2	14	+
1	Vizsgakurzus	2010/11/2	24	+
C-1	Vizsgakurzus	2004/05/1	22	+
1	Vizsgakurzus	2009/10/1	2	+

3. Enter your search term in the input field and click “Search”. Only the results that match your filter criteria will be displayed in the table

4. If a report has been generated for the given course, clicking the name of the subject in the row in which the course is listed will take you to a new website. Here, for security reasons, it will be necessary to re-enter the username (ID) and password you use to log in

to NEPTUN. If you wish to view a report from the same computer within one week, you will not need to log in again. After entering the required information, click on “Log in”.

5. You may view the selected report after logging in.



The report that appears contains the results of all the questions in the questionnaire in tabular and/or graphical form, depending on the type of question. The interface allows you to switch between graphical and data views.

The graphical view compares the results of the teacher (marked in blue) with the results of the faculty (marked in red).

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Save: Ctrl+s

6. Close the open browser tab after viewing the report.

Publishing and retracting reports:

In line with Senate Resolution CXCIX/2017. (VI.26.) on the amendment to the rules on the evaluation of teachers by students in the Quality Handbook effective 1 September 2017, teacher reports on the evaluation of teachers by students created beginning with the first semester of the 2017/2018 academic year automatically become public after the “comment period”. During this period, the teacher in question and the head of the educational organisational unit responsible for the course have the option of commenting on the report. The explanatory answers provided by students are not part of the public report, but the comments added by the teacher and the head of the educational organisational unit responsible for the course are public. Teachers receive a notification via Neptun when the report is generated (after which they can view the report on Neptun’s Teacher web

interface) and one reminding them of the last day of the “comment period” (after which the report automatically becomes public).

The teacher in question has the right, at their own discretion, to alter the originally public status of the report. This can be done within the “comment period” by sending an e-mail to minoseg@rk.elte.hu, indicating the reports whose public status the teacher wishes to change. If no such message is sent to the Quality Office's e-mail address during this time, the reports will be available for viewing to all ELTE students from the day following the “comment period”. The teacher may also request the retraction of reports pertaining to earlier semesters as described above.

The e-mail concerning the retraction of a report must include **the semester it pertains to, the subject code, the course code and the teacher’s Neptun code.**

Reports are only published automatically starting from the first semester of the 2017/2018 academic year. Only teacher reports published by the teachers themselves are public for earlier semesters.

FOR MANAGEMENT

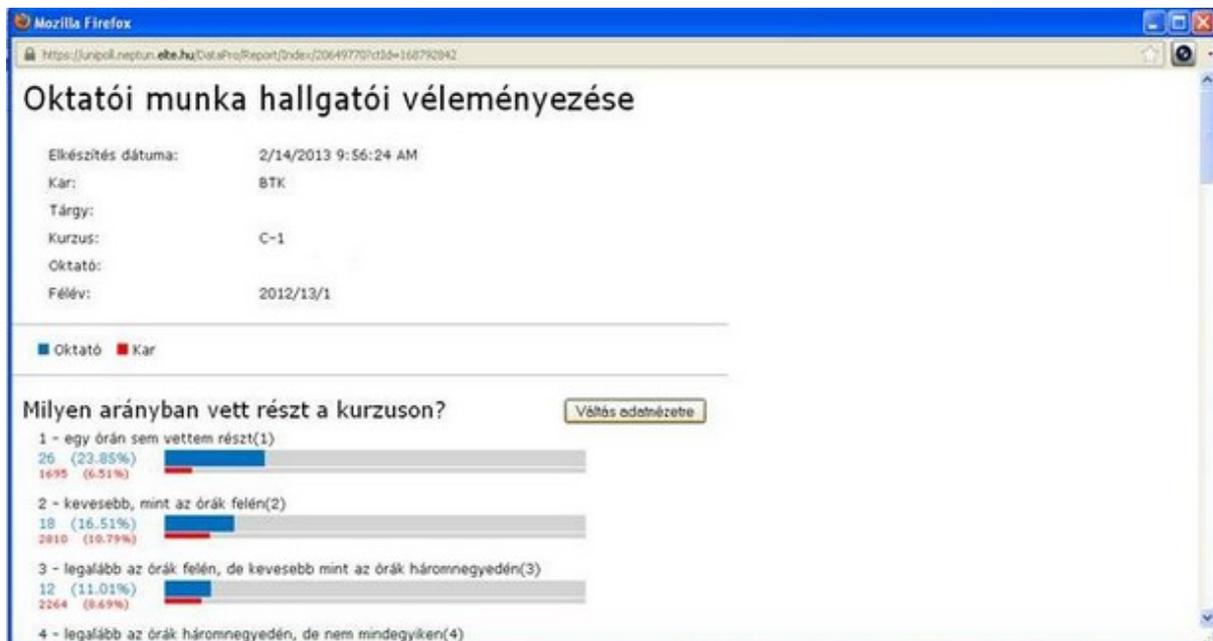
VIEWING REPORTS:

The NEPTUN client provides an opportunity for those in management to view teacher reports from teachers in their organisation. Reports can be viewed subject by subject with a management role.

Management can view reports that were created for subjects in whose organisational units (or modules) they have a managerial role. Because the leadership role is not inherited automatically in the organisational hierarchy, if the organisation wants to give a manager (for example, a dean) access to the reports of several departments, the user must be given a leadership role for all departments belonging to the faculty.

Any comments added to the report by teachers can be found at the end of the report.

1. Open the OMHV reports(696000) section under the My data(2000) tab in Neptun Client.
2. Click “Search” in the “Filter” table to enter the details of the report you are looking for. Select the report you wish to view, and then click “Open Report”. You will then be taken to another website, so for security reasons it is necessary to re-enter the username (ID) and password you use to log in to NEPTUN. If you wish to view a report from the same computer within one week, you will not need to log in again. After entering the required information, click on “Log in”.
3. You may view the selected report after logging in.



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