Instructions for completing Assessment questionnaires on the educational activities

In order to access the Assessment questionnaires on the educational activities you have to authenticate to the site UniWeb and choose the English version. (pp. 2-4)

You can access the questionnaires in two ways:

from “Questionnaires menu” (pp. 5 – 8)

Or

from “Exam sessions” (pp. 9 – 12)
Authenticate to the site UniWeb and choose the English version

From the homepage www.unipd.it click on the link to Uniweb at the top right of the screen
Choose the English language display by clicking on the "eng" link at the top right of the screen.

The display language will switch to English.

Click on “login” from the left menu and enter your login credentials.

You will access your personal student section.
- [MAT.]

General information on the university situation and the registrations made over the years are shown below.

Annex

Vi informiamo che il logo e le credenziali della ditta di posta elettronica degli utenti tramite spedizione manca di un messaggio di phishing. Tale messaggio, che chiede di comunicare via e-mail le proprie credenziali, deve essere ignorato. Si ricorda che gli amministratori del sitiamo non richiedono mai ai propri utenti la comunicazione di qualsiasi credenziale.

Table: Registrations

<table>
<thead>
<tr>
<th>Academic year</th>
<th>Degree course</th>
<th>Year of course</th>
<th>Date</th>
<th>Type</th>
<th>Years over prescribed course length</th>
<th>Conditional registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014/2015</td>
<td>G0129 Employment consultancy</td>
<td>1</td>
<td>23/09/2015</td>
<td>12</td>
<td>0</td>
<td>NO</td>
</tr>
<tr>
<td>2015/2016</td>
<td>G0129 Employment consultancy</td>
<td>2</td>
<td>03/08/2015</td>
<td>12</td>
<td>0</td>
<td>NO</td>
</tr>
<tr>
<td>2016/2017</td>
<td>G0129 Employment consultancy</td>
<td>3</td>
<td>25/08/2016</td>
<td>12</td>
<td>0</td>
<td>NO</td>
</tr>
</tbody>
</table>
Access the questionnaire from Questionnaires menu

Select "Assessment questionnaires on the educational activities" from the left menu.

You will be led to the list of educational activities that are present in your study plan for the current academic year.
You can access the questionnaire of those educational activities which have the RED icon in the column “Assessm. Q.”

By clicking on the red icon you will be led to the educational activity detail.
By clicking one more time on the red icon you will access the questionnaire.

Click on the icon "New" to start filling in the questionnaire.
Questionnaire

You cannot fill the questionnaire out again. You have to finish the one you have started and confirm your answers in the summary page.

(*) Would you like to proceed in completing the questionnaire?
☐ Yes
☐ No

NOTES FOR GUIDANCE

The questions marked * are mandatory.

The questionnaire, once ‘finished’, is to recompile. Finally, it is necessary to confirm the summary page.

Back/Previous
Cancel/Clear
Next/Forward

Allows you to go back one page. If you are on the first page return to the list or to the starting page of the questionnaire.
Delete all the answers of the current page.
Allows to go to the next page. If this was the last question, you will be redirected to the summary or the start page.
Access the questionnaire from booking exams

You can access the questionnaire also by selecting the item “Booklet” ... 

... or the item “Exam sessions” from the left menu
From the booklet:
If the registration is enabled click on the book icon in the examination session column to reach the “booking exams” page.

From the booking exams page:
click on the blue book icon in the first column to continue registration.
Click on the “Prenotati all’appello” button to continue registration.

You will be shown a message containing the link to the “choosing evaluation questionnaires” page.
BOOKING FAILED

You have not completed the assessment questionnaire on the educational activity. Once you complete the questionnaire you may book the exam term through the online booklet. If you want to complete the questionnaire now, click here.

By clicking on the red icon you will to access the questionnaire.