

How to use the self-evaluation portal

Please note that the ISQ portal offers only **teaching evaluation questionnaires** in English.

If you use this tool for the first time **you must register**. Go to: www.sep-klassik.isq-bb.de

(You need your email address, preferably an alias and a self-created password.)

1. How to prepare your survey

Log into your SEP account
(using your email address and your password)

Click on „New Survey“:
✓ Choose the group that you want to question
✓ Choose the modules for your survey

The online portal generates a TAN list.
→ Distribute the TANs either in print form or via email



2. How to carry out the survey

All participants including yourself receive a TAN.

The participants ...
✓ go to www.sep-klassik.isq-bb.de
✓ log in via TAN
✓ fill in the questionnaire
✓ close the website
✓ the TANs expire

You do the same with your TAN.



3. Evaluation

Log in using your email address and your password

Close the survey.
(provided that at least five participants and you have completed the questionnaire)

The portal evaluates the results and generates a prompt feedback that you can download.
(PDF /XLS)

Any questions?

Click on *FAQ* on our SEP home page or contact us by email: sep@isq-bb.de or phone: 030 – 83 85 83 50.