



USER GUIDE

PROFFORMANCE Student Assessment of Teacher Performance

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This handbook is intended for university students and provides a step-by-step guide to using the PROFFORMANCE assessment system for the student feedback process.

It is designed to assist users from logging in to submitting the completed questionnaire. The manual includes screenshots of the user interface, along with explanatory notes to help navigate the platform and use its features effectively.



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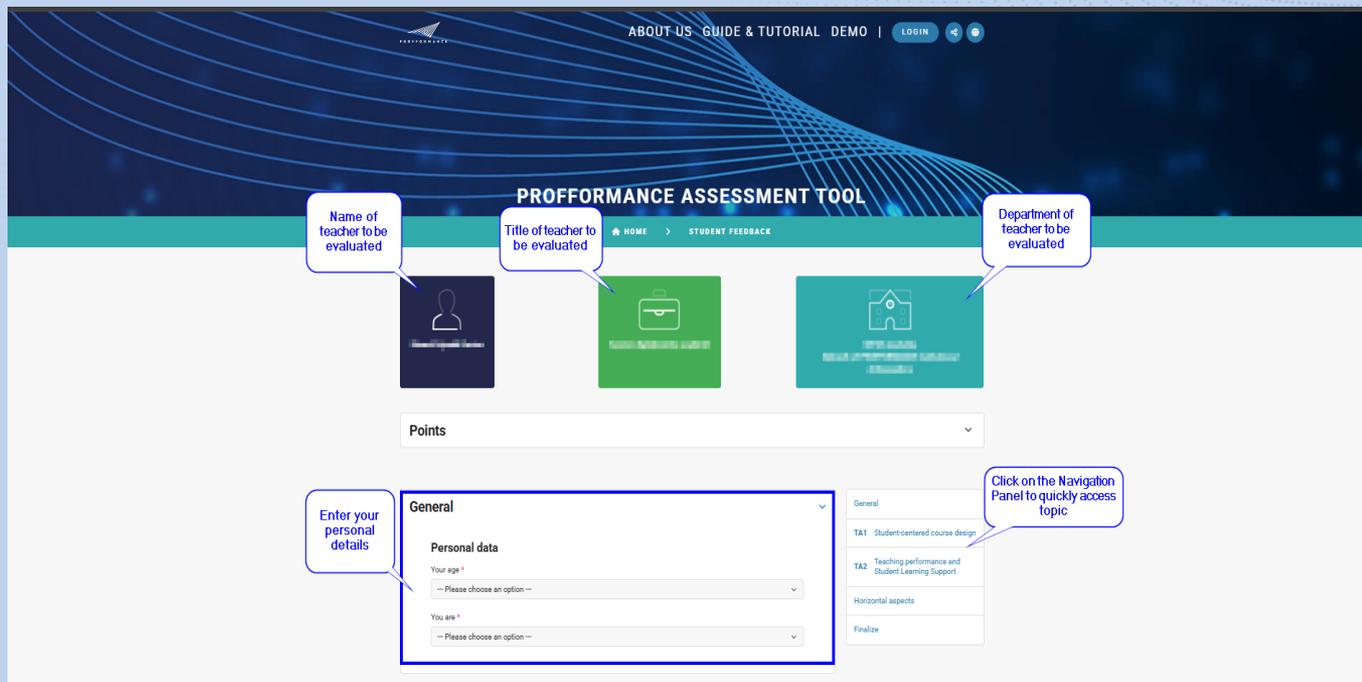
Use the table of contents below to quickly find the sections you need.

- I. [ACCESS TO THE QUESTIONNAIRE](#)
- II. [COMPLETING THE QUESTIONNAIRE](#)



I. ACCESS TO THE QUESTIONNAIRE

- After opening the link, you will be taken to the student questionnaire and asked to enter your personal data as a first step.

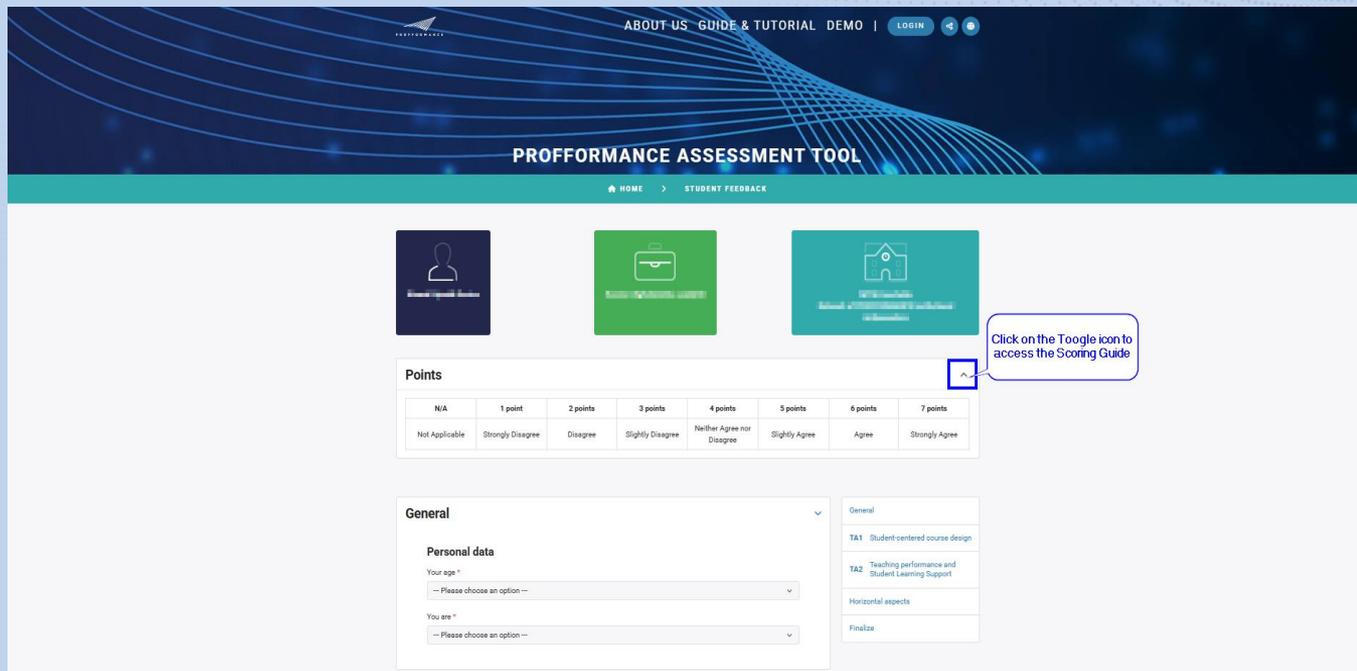


The screenshot shows the 'PROFFORMANCE ASSESSMENT TOOL' interface. At the top, there is a navigation bar with 'ABOUT US', 'GUIDE & TUTORIAL', 'DEMO', and a 'LOGIN' button. Below this is a teal banner with 'PROFFORMANCE ASSESSMENT TOOL' and a sub-menu with 'HOME' and 'STUDENT FEEDBACK'. Three main buttons are visible: 'Name of teacher to be evaluated' (with a person icon), 'Title of teacher to be evaluated' (with a briefcase icon), and 'Department of teacher to be evaluated' (with a building icon). Below these is a 'Points' dropdown menu. On the right, a 'Navigation Panel' is visible with options: 'General', 'TA1 Student-centered course design', 'TA2 Teaching performance and Student Learning Support', 'Horizontal aspects', and 'Finalize'. A callout points to this panel with the text 'Click on the Navigation Panel to quickly access topic'. A 'General' form is open, showing 'Personal data' fields for 'Your age *' and 'You are *', both with dropdown menus. A callout points to this form with the text 'Enter your personal details'.



II. COMPLETING THE QUESTIONNAIRE

1. After entering your personal data, you can start filling in the student questionnaire. To view the **Scoring Guide**, click the Toogle icon next to the section title.



ABOUT US | GUIDE & TUTORIAL | DEMO | LOGIN

PROFFORMANCE ASSESSMENT TOOL

HOME > STUDENT FEEDBACK



Enter your details



Enter your details



Enter your details

Points							
N/A	1 point	2 points	3 points	4 points	5 points	6 points	7 points
Not Applicable	Strongly Disagree	Disagree	Slightly Disagree	Neither Agree nor Disagree	Slightly Agree	Agree	Strongly Agree

General ⌵

Personal data

Your age *

You are *

General

TA1 Student-centered course design

TA2 Teaching performance and Student Learning Support

Horizontal aspects

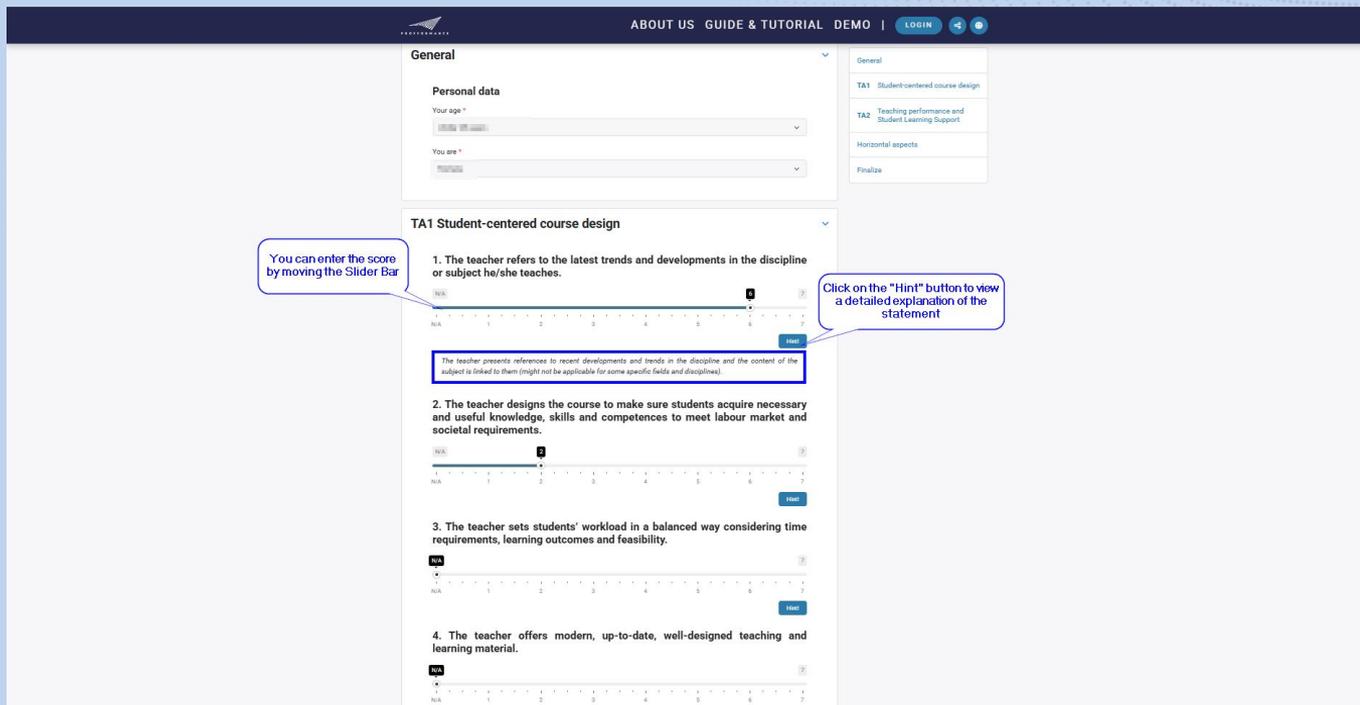
Finalize

Click on the Toogle icon to access the Scoring Guide



II. COMPLETING THE QUESTIONNAIRE

- On the next page you will find a **Hint** button, with further details. These clarifications help you better understand the question and what is expected for the assessment.

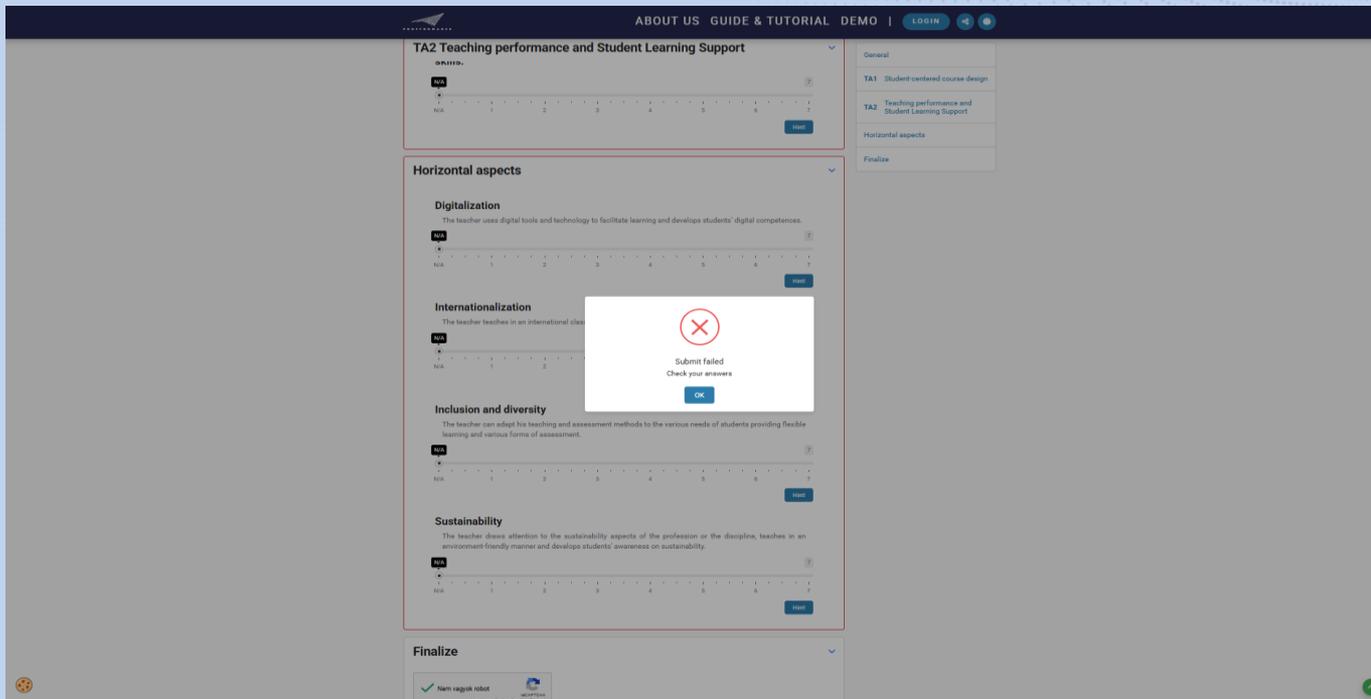


The screenshot shows a web interface for a questionnaire. At the top, there is a navigation bar with links for 'ABOUT US', 'GUIDE & TUTORIAL', 'DEMO', and a 'LOGIN' button. Below the navigation bar, the questionnaire is organized into sections. The 'General' section is expanded, showing 'Personal data' with fields for 'Your age' and 'You are'. The 'TA1 Student-centered course design' section is also expanded, displaying four statements for rating. The first statement is: '1. The teacher refers to the latest trends and developments in the discipline or subject he/she teaches.' Below this statement is a rating scale from 1 to 7, with a '0' and '7' at the ends. A 'Hint' button is located to the right of the scale. A callout box points to the 'Hint' button, stating: 'Click on the "Hint" button to view a detailed explanation of the statement'. Another callout box points to the rating scale, stating: 'You can enter the score by moving the Slider Bar'. Below the first statement, a detailed hint is visible: 'The teacher presents references to recent developments and trends in the discipline and the content of the subject is linked to them (might not be applicable for some specific fields and disciplines)'. The other three statements are partially visible, each with a rating scale and a 'Hint' button.



II. COMPLETING THE QUESTIONNAIRE

- If at least one field is not completed in a given topic, the system will display an error message. In this case, please complete the missing task, as the Student Feedback can only be submitted if it is complete.

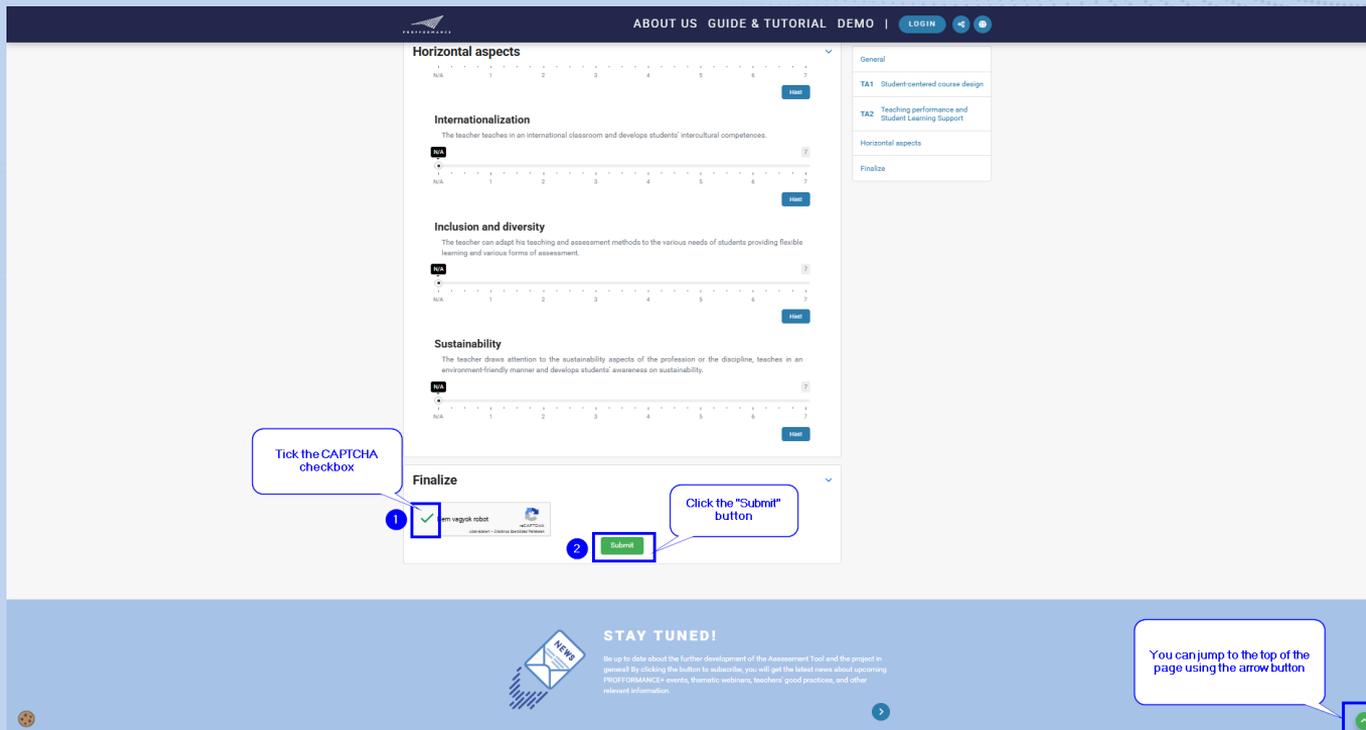


The screenshot displays the 'TA2 Teaching performance and Student Learning Support' questionnaire interface. The interface includes a navigation menu on the right with options: General, TA1 Student centered course design, TA2 Teaching performance and Student Learning Support, Horizontal aspects, and Finalize. The main content area is divided into sections for 'Horizontal aspects', 'Digitalization', 'Internationalization', 'Inclusion and diversity', and 'Sustainability'. Each section contains a Likert scale from 1 to 7. A red box highlights the 'Horizontal aspects' section, and a white error message box with a red 'X' icon is overlaid on the 'Internationalization' section, stating 'Submit failed' and 'Check your answers'. At the bottom, there is a 'Finalize' section with a 'Nam vagrik robot' logo and a green checkmark.



II. COMPLETING THE QUESTIONNAIRE

4. After completing the questionnaire, check the "I am not a robot" checkbox and click **Submit**.



The screenshot shows the final steps of a questionnaire. The main content area is titled "Finalize" and contains a CAPTCHA checkbox labeled "I am not a robot" and a green "Submit" button. Annotations include:

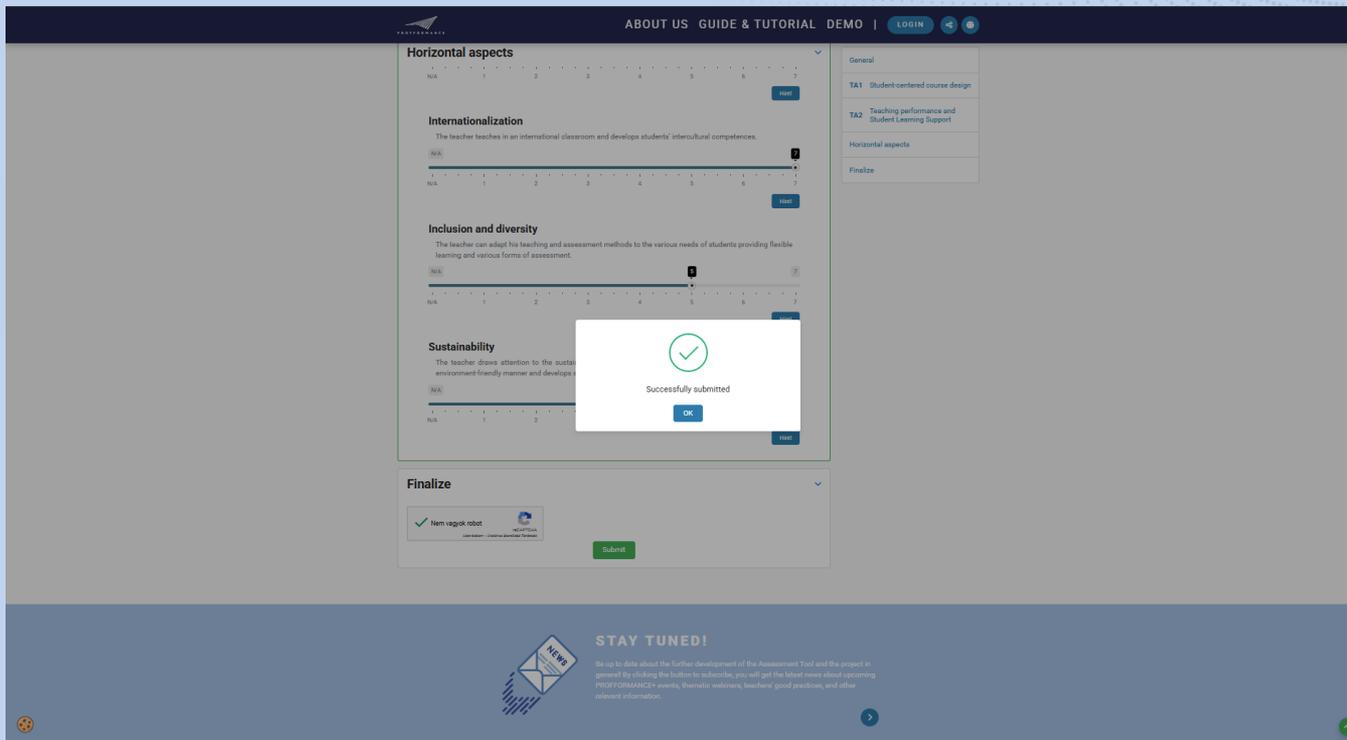
- A callout box with a blue border and white background pointing to the CAPTCHA checkbox, containing the text: "Tick the CAPTCHA checkbox".
- A callout box with a blue border and white background pointing to the "Submit" button, containing the text: "Click the 'Submit' button".
- A small blue square with a white arrow icon in the bottom right corner of the page, pointing upwards.

The questionnaire content includes sections for "Horizontal aspects", "Internationalization", "Inclusion and diversity", and "Sustainability", each with a 7-point Likert scale and a "Next" button. A right-hand sidebar shows a navigation menu with options: "General", "TA1 Student-centered course design", "TA2 Teaching performance and Student Learning Support", "Horizontal aspects", and "Finalize".



II. COMPLETING THE QUESTIONNAIRE

5. After successful submission, the Student Feedback is considered complete—no further action is required.



ABOUT US | GUIDE & TUTORIAL | DEMO | LOGIN

Horizontal aspects

Internationalization
The teacher teaches in an international classroom and develops students' intercultural competences.

Inclusion and diversity
The teacher can adapt his teaching and assessment methods to the various needs of students providing flexible learning and various forms of assessment.

Sustainability
The teacher draws attention to the sustainable environment-friendly manner and develops...

Finalize

✓ Nem ragok robot

Submit

General

TA1 Student-centered course design

TA2 Teaching performance and Student Learning Support

Horizontal aspects

Finalize

Successfully submitted

OK

STAY TUNED!

Be up to date about the further development of the Assessment Tool and the project in general! By clicking the button to subscribe, you will get the latest news about upcoming PROFFORMANCE events, thematic webinars, teachers' good practices, and other relevant information.



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