OPAL feedback system: instruction for the student 21.11.2014

Introduction

The purpose of student feedback is to gather information about how the training has succeedeed in Your point of view. Your opinion is important.

Feedback will be used to further developing the training program. All information is confidential. The answers of a single student will never be recognized in the summary of feedbacks.

During the course there may be several feedbacks: intermediate feedback during the training and final feedback at the end of the training.

The teacher will give You the user-ID and inform You how to give the feedback. – This text gives You basic information for filling the feedback formula.

Filling the feedback formula

Internet address for OPAL feedback system is http://asiointi.mol.fi/opal . Click the line Opiskelija/Yritys on the starting page.

You will then come to the log in page. Write Your user-ID in the field and choose Your language (Suomi – Svenska – English**)**. Finally click "Kirjaudu sisään"

If Your login fails, the system will send You a message. Try again log in and check out that all letters/numbers are correct.

- If you get the message "ID is not in use. Log in with another ID" tell Your teacher and he/she will help You. You can also wait for 45 minutes, then the ID will be valid again.Id You do not succeed contact Your teacher.

When You have logged in You will see the feedback formula (intermediate of final feedback). . First there will be some information text and the name and date of Your training course. Underneath You will see the feedback questions.

General instructions

* Answer the questions by choosing proper alternative. You may also write free comments in the end of the formula.

* In the final feedback You may find also extra questions by the training company. Answer to them too.

* The basic idea is, that You will answer to all questions. If some question does not suite to Your training, ask the teacher how to do.

* You are asked also to give a general estimation of the training. This estimation is a overall summary of different components. This summary is very important part of the feedback, so think thoroughly how to answer.

About free text comments

When writing free text comments please consider tfe following aspects:

* OPAL is based on confidentiality and OPAL does not contain any identifying information about students. This is to secure, that all students can give a genuine feedfack without fear to be identified.

* If You want to make sure that You can not be recognized by Your free text, put notice on Your style and diction.

* Remember also the teacher's privacy protection. The free text feedback will be seen by the management of the training institute and the employment office. Be careful not to write anything that cannot be proven by evidence.

Technical instructions:

* Your ID is a one time ID. When You have given and sent Your feedback You can not log in the system again.If You failed to give Your feedback or did not finish it, Your ID will be valid.

* All obligatory questions on the formula have been marked wit a star (*). If You missed to answer one ore several obligatory questions the program will remark You: "It is obligatory to answer to question X. Go back with the "back" button of Your browser and try again.

* When You have chosen an alternative on a question, You cannot clear the question. Some alternative has to be given. If no alternative seems to be proper select the next to proper option. If You wish You can empty the whole formula with the button "Empty" in the foot of the formula and start again from the beginning.

* There is a counter in the free text field. It shows how many characters You have written. If You write too long the counter will show red colour. Then You need to shorten Your text so that it fits within the maximum limit.

* Finsh the feedback by clicking the button "Send". After sending the feedback system will show You this message:

Yout feedback has been saved, thank You! Close the system by clicking the button underneath.

Click then the button "OK". You will see the message:

" Do not forget to close Your browser, so that Your feedback does not remain in the memory of the workstation".