Using the English Version of teaCh
Step-by-step Guide

In order to use the English version of teaCh, please follow this guide. The questionnaire teaCh as described in the book *Using Student Feedback for Successful Teaching* is available in English, but at the moment the software FeedbackSchule (www.feedbackschule.de) is still only in German, with a full English version coming at the end of 2019. This document helps you to use the platform in the meantime.

Step 1: Register
In order to use the English version of teach, you must first register at www.feedbackschule.de
- ⇒ Click to register ("Registrieren") in the right-hand upper corner.
- ⇒ Enter your E-mail address ("Ihre E-Mail-Adresse").
- ⇒ Enter your first name ("Ihr Vorname").
- ⇒ Enter your surname ("Ihr Nachname").
- ⇒ Enter the license code that comes with the book in the grey box ("S-XXXXX")
- ⇒ Enter the security code ("Bitte geben Sie den angezeigten Code ein")
- ⇒ Click to create an account ("Konto anlegen").

An E-mail is now sent to you that includes the link to finish your registration.
- ⇒ Click on the sentence "Klicken Sie bitte jetzt auf diesen Satz, um Ihr Einstiegskennwort festzulegen" in order to create a password.

Your registration is now finished, and you can log in.

Step 2: Login
- ⇒ Click to log in ("Anmelden") in the right-hand upper corner.
- ⇒ Enter your E-Mail address and your password.

Step 3: Creating a teaCh survey
- ⇒ Click to create a new survey ("Neuer Fragebogen") in the right-hand upper corner.
- ⇒ Enter a title ("Bezeichnung") for the survey (e.g. "Lesson on Pythagoras theorem").
- ⇒ Enter a class ("Klasse") for the survey (e.g. "tutor group 5A").
- ⇒ Enter a subject ("Fach").
- ⇒ Choose the quiestionnaire template "teaCh English".
- ⇒ Click to create the survey ("Fragebogen anlegen").

Step 4: Specifying your teaCh survey
- ⇒ Set a start date ("Von") and end date ("Bis") of your survey.
- ⇒ Click "Freigeben" to put your survey online. A QR-code is created that leads students directly to your survey.

Step 5: Providing access to the questionnaire for your students
- ⇒ Hand the QR-codes to your students to scan it with their mobile phones.
- ⇒ Instruct your students to scan the code and then choose "Ich bin Schüler" (I'm a student).

Step 6: Self-assessment
- ⇒ Click on "Eigene Einschätzung" (your own perception).
- ⇒ Answer the survey from your perspective.
- ⇒ Click on "Speichern" (save).

Step 7: Viewing results
- ⇒ After your students have answered your survey, click on "Ergebnisse" (results).
- ⇒ There are three options: "Überblick" (summary), "Perspektivenvergleich" (comparison of perspectives) and "Antwortverteilung" (distribution of answers).