Evaluation Software Zensus 8 – Instructions for portal access

Changes in this instruction manual are marked with

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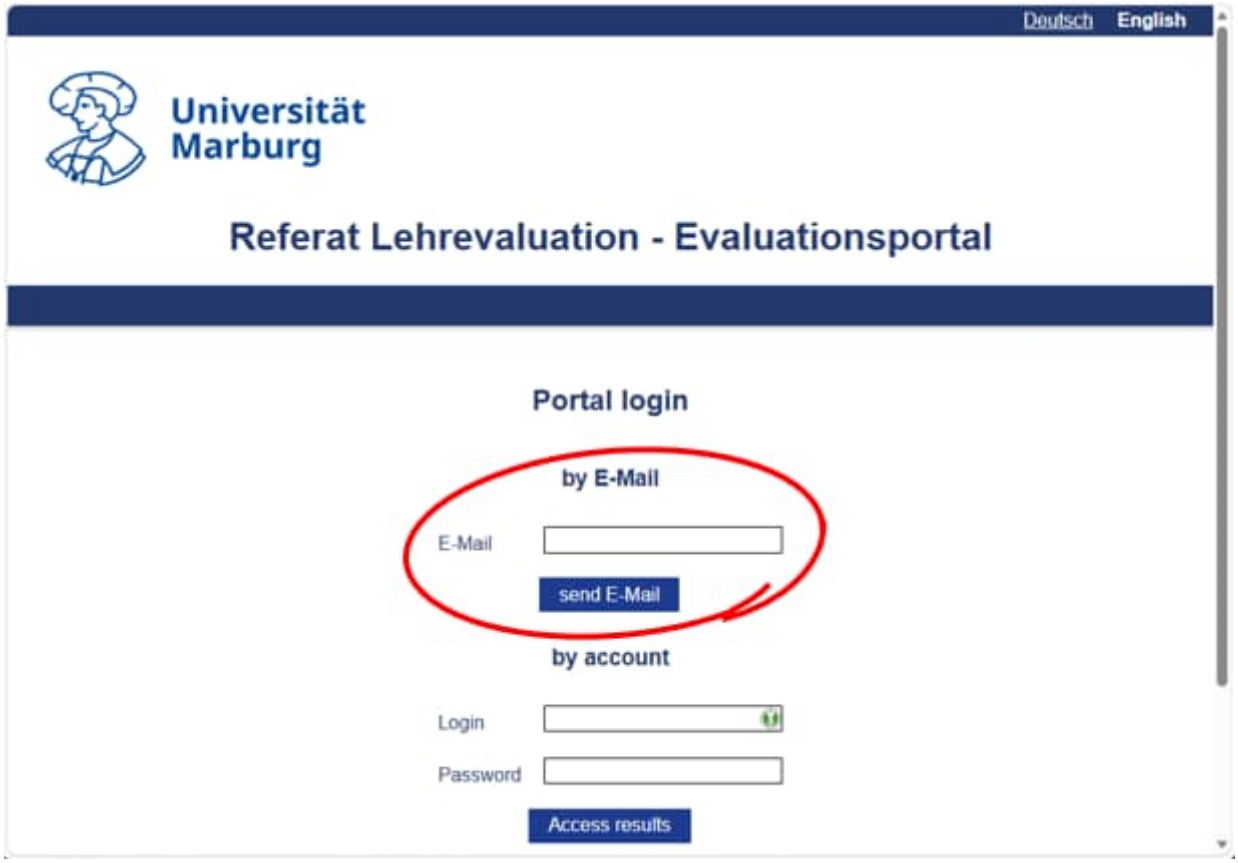
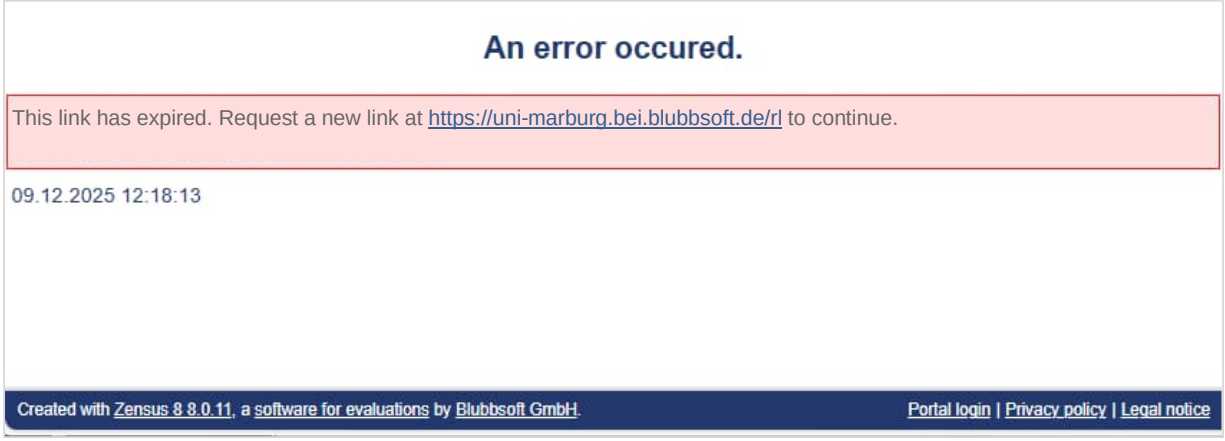
I. Homepage of the online portal

You can access the portal for teachers under the link https://uni-marburg.bei.blubbsoft.de/rl.

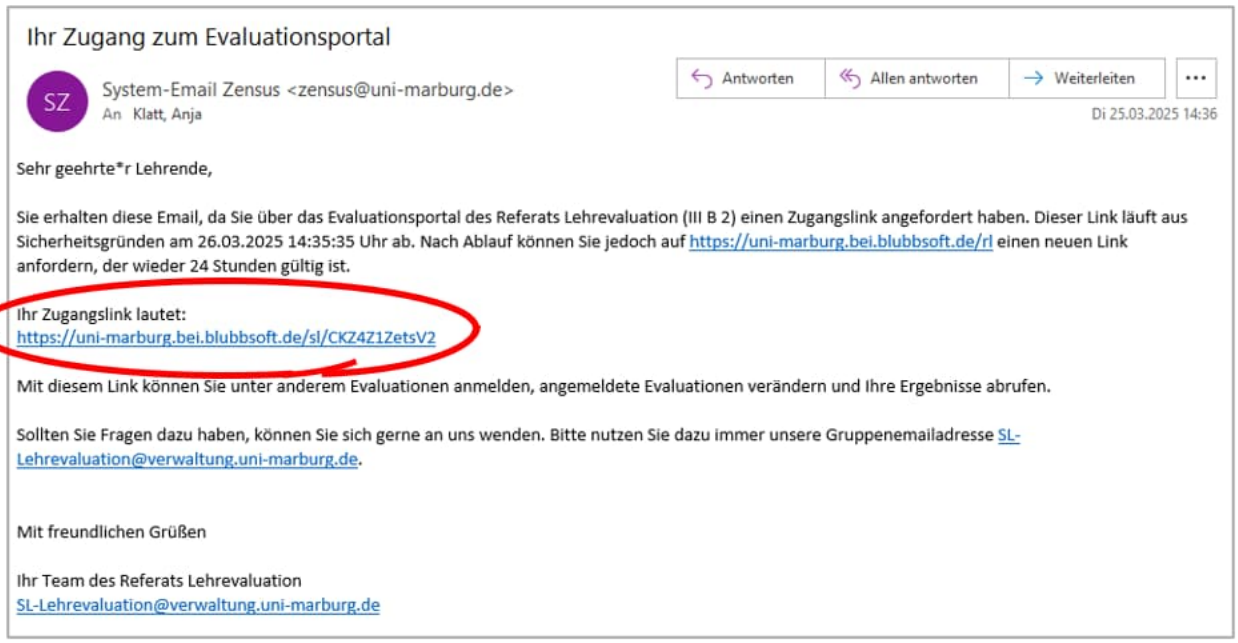
There are two ways to access the system on the homepage - via email and via account.
As a teacher, you will receive access via email: you can log in using the email address we have already stored in the system.
If you do not receive the email with the access link within 1 minute, either a different email address (possibly an alias) has been stored in the system or you are not yet registered. In this case, please contact us in advance so that we can verify your contact details.



You can now request a portal access link using the email form field with the email address you have registered with us. Confirm your entry by clicking the send email button.
The link will then be automatically sent to the email address you entered and is valid for 24 hours (for security reasons) – however, you can request a new link once it has expired.



Email with portal access link – Depending on your email program, the email with the access link will look something like this:



Ihr Zugang zum Evaluationsportal

SZ System-Email Zensus <zensus@uni-marburg.de>
An Klatt, Anja

Antworten | Allen antworten | Weiterleiten | ...
Di 25.03.2025 14:36

Sehr geehrte*r Lehrende,

Sie erhalten diese Email, da Sie über das Evaluationsportal des Referats Lehrevaluation (III B 2) einen Zugangslink angefordert haben. Dieser Link läuft aus Sicherheitsgründen am 26.03.2025 14:35:35 Uhr ab. Nach Ablauf können Sie jedoch auf https://uni-marburg.bei.blubbsoft.de/rl einen neuen Link anfordern, der wieder 24 Stunden gültig ist.

Ihr Zugangslink lautet:
https://uni-marburg.bei.blubbsoft.de/sl/CKZ4Z1ZetsV2

Mit diesem Link können Sie unter anderem Evaluationen anmelden, angemeldete Evaluationen verändern und Ihre Ergebnisse abrufen.

Sollten Sie Fragen dazu haben, können Sie sich gerne an uns wenden. Bitte nutzen Sie dazu immer unsere Gruppenemailadresse SL-Lehrevaluation@verwaltung.uni-marburg.de.

Mit freundlichen Grüßen

Ihr Team des Referats Lehrevaluation
SL-Lehrevaluation@verwaltung.uni-marburg.de

II. Evaluation menu

Depending on which evaluation areas are designated for you, clicking on the access link will take you to an overview page with the evaluation areas that apply to you. As a rule, the links to the course evaluations are visible and useful for teachers (the evaluation for the 2025 summer semester is marked here as an example). If only one area is intended for you, this page will be “skipped” and you will proceed directly to point III.

Deutsch English

Universität Marburg

Referat Lehrevaluation - Evaluationsportal

Home | Logout

Select evaluation area:

→ Lehrveranstaltungsevaluation (WiSe 2025/26)

→ Lehrveranstaltungsevaluation (SoSe 2025)

Created with Zensus 8.8.0.11, a software for evaluations by Blubbsoft GmbH. Privacy policy | Legal notice

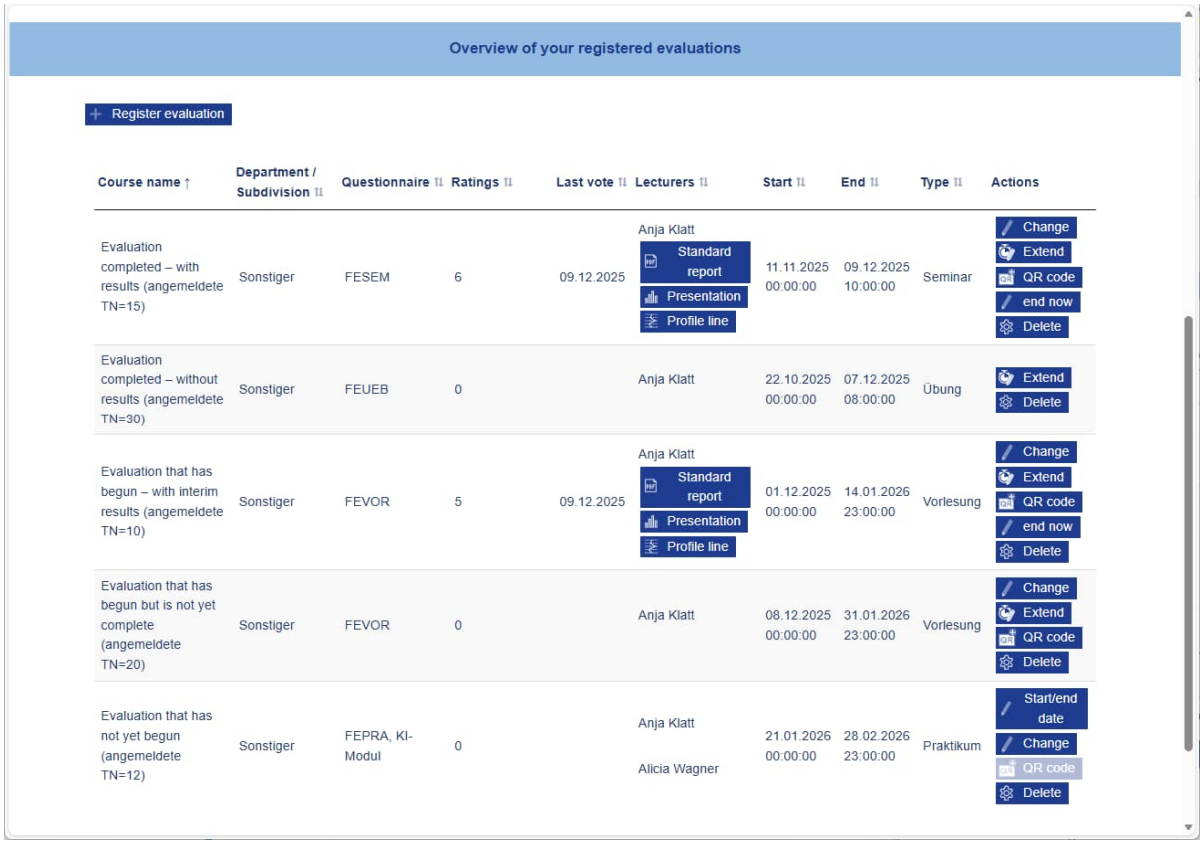
III. Overview of registered evaluations

When you select the relevant area on the overview page, or if only one area has been assigned to you so far, you will be taken to your personal evaluation registration page. Depending on the evaluation stage, various actions are available here. You can:

- View evaluations that have already been submitted,
- Change the start and end dates for an evaluation that has not yet begun,
- Change individual details about the lecture and evaluation,
- Mark an incorrect and no longer editable registration for deletion,
- Retrieve the QR code,
- extend an evaluation that has already begun,
- Immediately terminate an evaluation with sufficient responses,
- If there are enough responses, retrieve results or, if the evaluation is still ongoing, retrieve interim results,
- and register new evaluations.

Before registering a new evaluation, please be sure to read the notes between the light blue bars. These points represent the most common sources of error during registration, some of which can lead to entries that can no longer be edited! Further information can also be found in the menu bar on the right under Help.

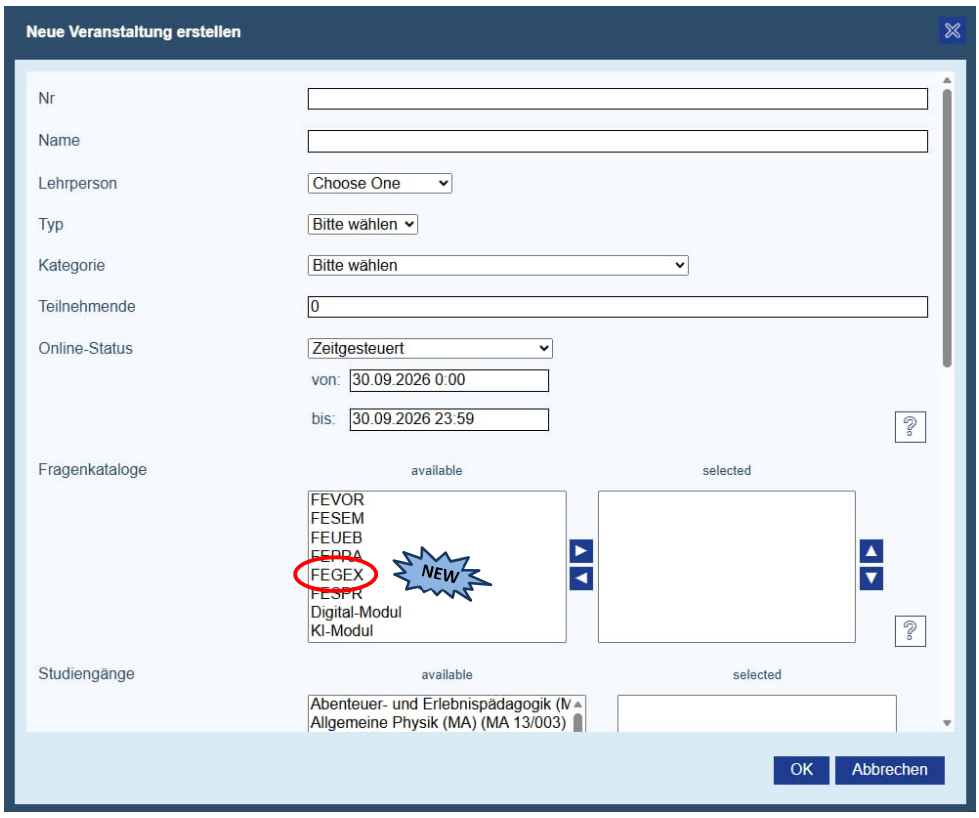
The following section explains the individual actions available for managing your evaluations, which are offered under "Overview of your registered options" when creating an evaluation.



1. Register a new evaluation

You can register evaluations with a minimum of 5 participants, because for data protection reasons, you need at least 5 data entries to generate a report!

After clicking on the button Register for evaluation, a dialog box opens with the registration fields (unfortunately, we have no influence on their names at this time).



The following fields must be filled in (mandatory fields) in order to process the registration and later create anonymized evaluations for (re)accreditations:

Nr: *Mandatory*; course ID (begins with LV-) from the course catalog

Name: *Mandatory*; Course title

Teacher: *Mandatory*; Only your own name can be selected here, as access is via your personal email address.

Type: *Mandatory*; Type of course

Category: *Mandatory (min. 5)*; Subject area/subfield to which the course belongs

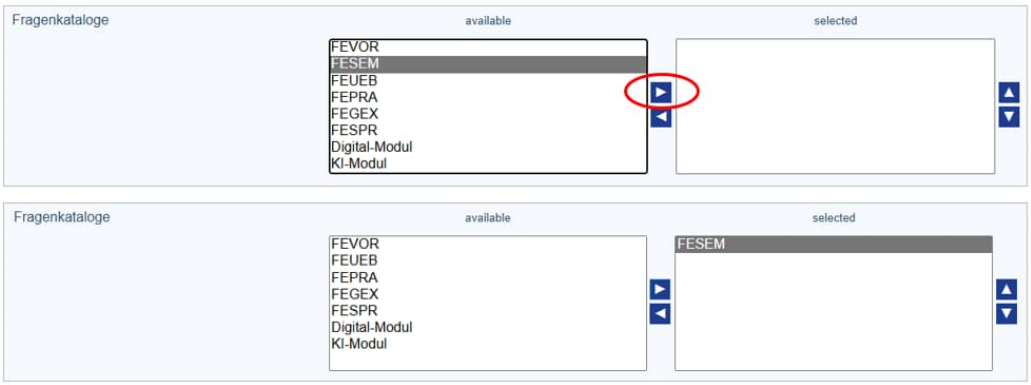
Participants: *Mandatory*; Number of participants registered for the course

Online-Status: *Mandatory*; Desired start and end date with time for the evaluation

NOTE: Only use the Time-controlled option here, as everything else will have undesirable effects! If possible, select the start date with some lead time so that any "problems" can be resolved in good time. If you do not yet know the exact dates, set the start and end dates in the future. This is the only way you can change both of them later.

Questionnaire: *Mandatory*; You can choose one of the standard catalogs (FEVOR, FESEM, FEUEB, FEPRA, FESPR and the new FEGEX). Select the desired questionnaire in the left column and move it to the right using the arrow button (see screenshot below). NEW

If desired, the two optional question modules (digital, AI) can be added (in this case, please place them below the standard form so that the additional questions are displayed behind the standard form in the online form).



If you have forgotten to select a questionnaire, you will receive the following message, prompting you to cancel the process and add the questionnaire:

The available questionnaires are explained on our website: https://www.uni-marburg.de/de/universitaet/administration/verwaltung/dezernat3/dez3b/lehrevaluation/lehrevaluation/frageboegen.

NOTE: Even though it is technically possible to select a combination of several standard catalogs here, this is not advisable and is not desired by the Teaching Evaluation Unit. All standard catalogs have common basic questions, for example, which would then be repeated unnecessarily.

Courses of study: *Mandatory*; Selection of the most important degree programs (multiple selections possible) for which the course is designed. This information is very important for (re)accreditation reports. Remember to click the arrow button here as well.

NOTE: Depending on the size of the dialog box, a horizontal scroll bar may appear here. If you have difficulty distinguishing between entries, please scroll to the right to read the entire entry.

Comments: *Mandatory*; For important additions/explanations regarding the desired evaluation.

Additional teachers: *Mandatory*; If several people are to be evaluated using the same evaluation, they can be selected here using the arrow button.
For each instructor assigned to the evaluation, the instructor-specific set of questions is automatically repeated for that individual. The remaining questions are asked of all assigned instructors collectively. Each person thus receives an individual report: The answers to the shared questions are the same for everyone, but for the repeated sections, each participant receives only their own answers. If a teacher has not received any answers to the instructor-centered questions, they will still receive the results of the shared questions.

NEW

➡ This feature is suitable, for example, for a course that is divided into several sections, each led by a different instructor. Important to note: All students in this course are taught by all instructors, meaning that all students can also answer the questions regarding all instructors.

NEW

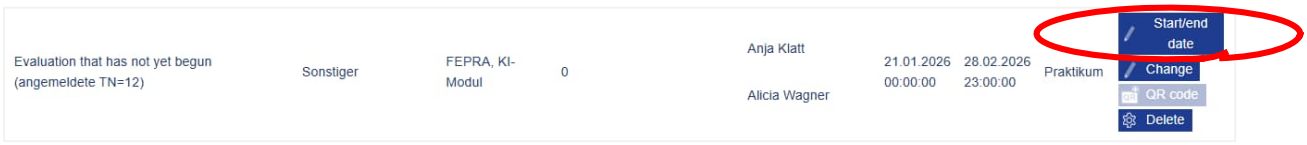
NOTE: A course that is offered multiple times and taught by different instructors (largely independently of one another) or at different times (e.g., parallel sections) must still be registered separately for each instructor.

NEW

After confirming your registration by clicking the OK button, the new evaluation will appear in your evaluation overview. The software automatically sends the evaluation link and QR code to your email address four days before the evaluation begins. If there are less than four days before the evaluation begins at the time of registration, you will receive the email immediately. At the end of the evaluation, the software automatically sends the results, provided there are enough responses.

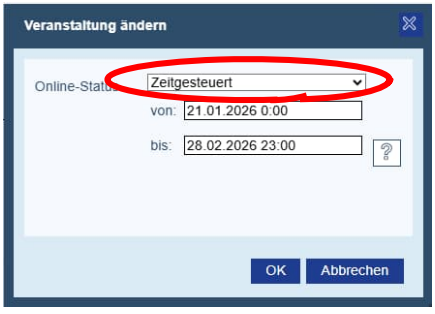
NOTE: You may need to refresh your browser window occasionally.

2. Change the start/end date before the beginning of a new evaluation



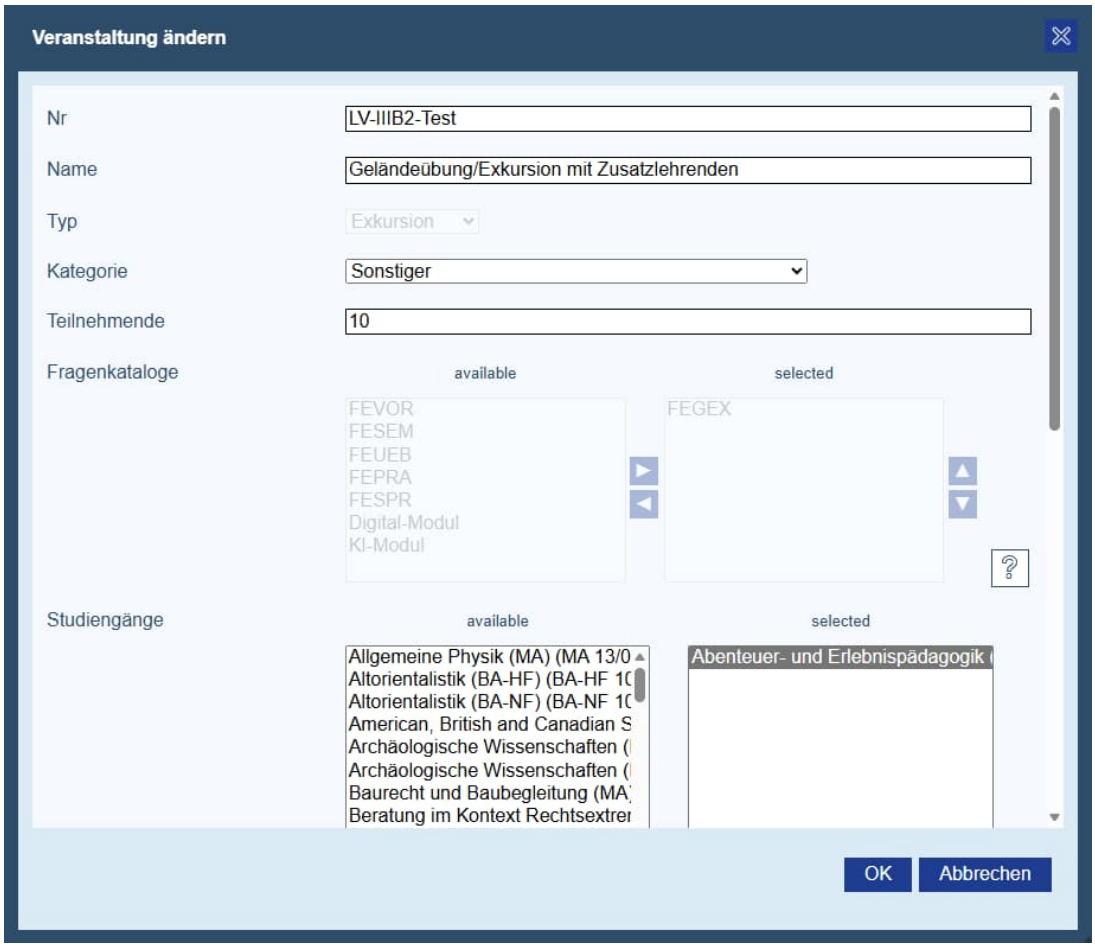
After clicking the Start/End Date button, a dialog box opens in which you can change the dates entered during registration as long as the evaluation has not yet begun. Once the evaluation has begun, only the end date can be extended. Therefore, set the start and end dates in the future if you do not yet know when you want to conduct the evaluation.

NOTE: Do not change the selected option “Time-controlled” under any circumstances, only the date entries!



3. Change the lecture and evaluation details

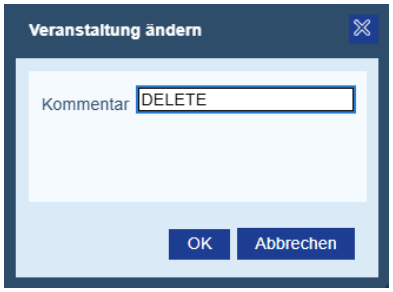
As long as an evaluation has not yet been completed, some details can still be changed depending on the stage of the evaluation. To do this, press the Change button Change and open the corresponding dialog box.
Before the evaluation begins, all displayed information can still be changed (start/end dates are handled separately; see point 2). After the evaluation has begun, only information that does not directly affect the online form can be changed—event type and questionnaire are therefore no longer customizable and are grayed out.



4. Have an incorrect registration deleted

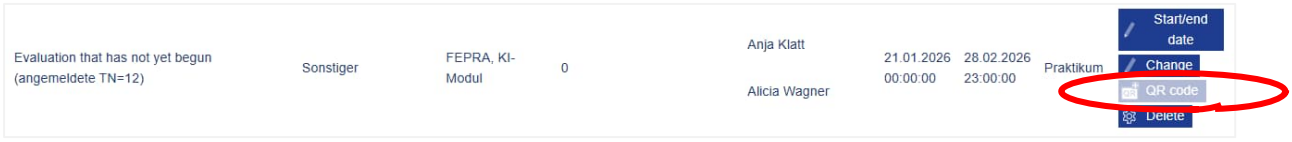
If you made a mistake when registering and are unable to change the entry yourself (as some options are blocked by the software depending on your selection), you can let us know that this entry should be deleted Delete . Simply enter DELETE in the comment field. We will then delete the entry at the next opportunity.

NOTE: It is possible to create the evaluation correctly again in addition to the incorrect registration.



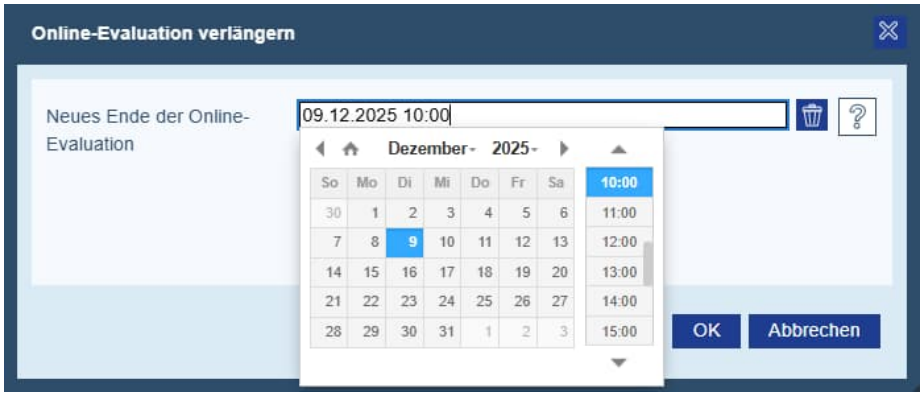
5. Get a QR-Code for your evaluation

Four days before the start of the evaluation (time of day-sensitive), the software automatically creates the evaluation link and sends it to you by email with a QR code sheet (PDF). If there are already less than four days left at the time of registration, the evaluation link is generated and sent immediately. Once the evaluation link has been created, the QR code sheet can also be accessed in the portal. Sometimes it is necessary to refresh the browser window. In the following example, the 4 days have not yet been reached, so the QR code is not yet available.



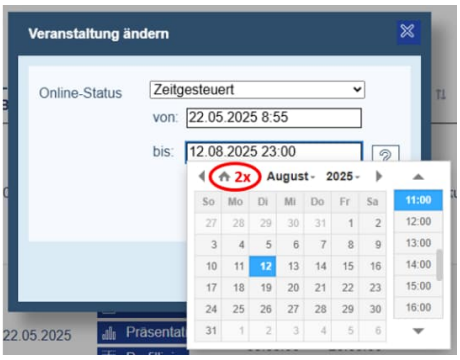
6. Extend your evaluation

Once the evaluation has started, it is no longer possible to adjust the start and end dates as described in point 2. However, from this point on, you can extend the evaluation Extend or postpone the end date into the future (even after the end of the term).



7. End your evaluation immediately

Unfortunately, it is not (yet) possible to close the evaluation prematurely with just one click. A corresponding development request has already been submitted to Blubbsoft (without any guarantee of implementation).
To enable the early closure of a survey via the portal, we have reconfigured the time control function slightly. Under the “End now” button, End now you can also open the dialog box for the start and end dates. Place the mouse cursor in the “to”-field to display the calendar for this field. Then double-click on the -icon (the calendar jumps to the current day and time) and confirm with OK.



You can also find a “quick guide” by hovering your mouse over the button:

The survey will then be closed immediately and the results will be sent.

After the survey has been closed prematurely or as planned, you will receive an automatic email with the standard report if there are enough responses (min. 5).
If there are not enough responses, you will not receive any email! In this case, check the response numbers in the portal (refresh your browser window if necessary) and decide whether you want to extend the evaluation.

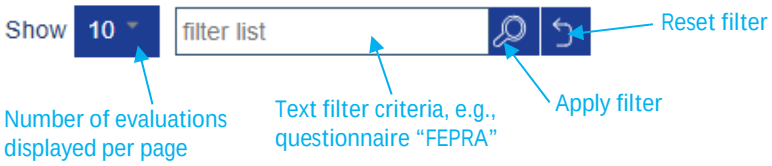
NOTE: Unfortunately, the automatic notification to under-evaluated teachers available in the system is not suitable for our scenario, as it is executed independently of the desired time on the end date (usually shortly after midnight). According to Blubbsoft, it is intended to remind users that the last day of the evaluation has arrived, but that there are not yet enough responses for an evaluation. We will now also use this reminder email from the 2025/26 winter semester onwards, as long as there is not (yet) a real notification about insufficient responses after the end of the evaluation.

8. Retrieve your results

Once the evaluation has begun, an interim result can be accessed once a minimum response rate of 5 has been reached and, once the evaluation has ended, the final result can be accessed. There are currently three options available for this: the standard report, a presentation template, and the profile line.

Standard report	Standard report with profile line, histograms, and all free-text responses (PDF file; interim result with watermark)
Presentation	Histograms for discussion with students (without free text answers; Word file)
Profile line	Profile line (no free text answers; PDF file)

You can filter the result list and/or decide how many evaluations should be displayed on a page.



The list is sorted alphabetically by lecture name. However, you can also sort it in ascending or descending order by clicking on the column names.

Course name ↑	Department / Subdivision	Questionnaire	Ratings	Last vote	Lecturers	Start	End	Type
Evaluation completed – with results (angemeldete TN=15)	Sonstiger	FESEM	6	09.12.2025	Anja Klatt Standard report Presentation Profile line	11.11.2025 00:00:00	09.12.2025 10:00:00	Seminar