

Manual QTI

Starting the Questionnaire on Teacher Interaction ? In this manual the details how to use the online tool. If you have any questions please contact us at educationaltools@uu.nl.

Register / Log in

- Follow the weblink: <https://vil.fss.uu.nl/> See for language options the right upper corner. NL(Dutch) or EN (English)
The first time you need to register as teacher (* fields are required). A password will be sent to the used email address. Now you have login credentials.
- Via 'My profile & Reports' password changes can be made, of you do so don't forget to save it.
- Via 'Back to your teacher overview' you can navigate to the start screen, the teacher overview. Here you can fill out your ideal image and add sessions.

Payment

- If you add a session a screen opens asking for the payment options:

Paying yourself? Enter all required information. If this is complete you can start a session

The organization is paying? You can start with a session without answers to the payment options, but, if you want to complete the session with a report all information must be complete in the organization payment requirements

Adding a session, adding classes and student tokens

- Choose a logical name for the session. From a dropdown menu you must choose your type of Questionnaire. We have a Dutch and English version for high school and a Dutch and English version for universities and other types of higher education.



Fill in a name for this new session

Select a questionnaire

VIL voor het Voortgezet Onderwijs ▾

Select a country

Netherlands ▾

cancel Add

- If the session information is complete it is possible to add a class. A class must have at least 5 students to a max of 50 for one evaluation. (it can be of practical use to make the class a bit bigger in student numbers. If a student loses the token you can share a spare one)
- The teacher has to make the tokens for the students. This can be done by adding the email addresses and or by downloading the tokens. If you choose for the download you must share the tokens manually (can still be done via email, but then you compose the message yourself)
- Students log in via: <https://vil.fss.uu.nl/vragenlijst>
- A session must be active, otherwise the student scan not use the token and fill out the questionnaire. To activate the session you simply click on session closed, it will change u to active.
- As teacher you need to complete the self image and ideal image.
- If the evaluation is complete you can click on the report link (this link only appears if it is possible to make a report)

Do you need help interpreting the results or would you like to talk to an educational advisor?
Please contact educationaltools@uu.nl