

Monitoring WORKLOAD by students Ghent University

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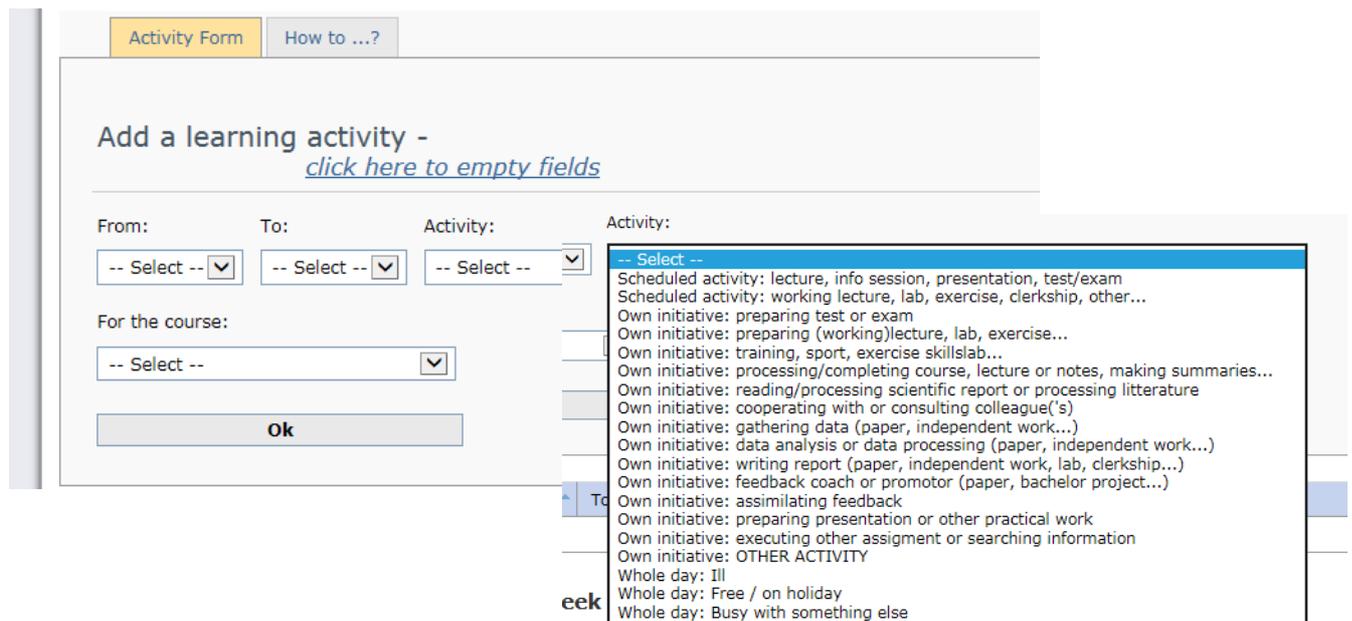
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<http://www.ugent.be/nl/onderwijs/kwaliteitszorg/meting.htm>

Part A: Input and overview of learning activities - date

Be aware that you have enrolled for the courses of your curriculum. Otherwise you can add new courses with the button STUDY OFFER.

Two submenu's are appearing: ACTIVITY FORM and HOW TO..

Each information for at least a quarter-hour can be entered, concerning het subject and the type of learning activity. You make your choice in a pop-up menu.



The screenshot shows a web interface for adding learning activities. At the top, there are two tabs: "Activity Form" (selected) and "How to ...?". Below the tabs is a form titled "Add a learning activity -" with a link "click here to empty fields". The form has four main input sections: "From:" with a dropdown menu, "To:" with a dropdown menu, "Activity:" with a dropdown menu, and "Activity:" with a dropdown menu. Below these is a section "For the course:" with a dropdown menu. At the bottom of the form is an "Ok" button. A dropdown menu is open for the "Activity:" field, showing a list of activity types:
 

- Select --
- Scheduled activity: lecture, info session, presentation, test/exam
- Scheduled activity: working lecture, lab, exercise, clerkship, other...
- Own initiative: preparing test or exam
- Own initiative: preparing (working)lecture, lab, exercise...
- Own initiative: training, sport, exercise skillslab...
- Own initiative: processing/completing course, lecture or notes, making summaries...
- Own initiative: reading/processing scientific report or processing litterature
- Own initiative: cooperating with or consulting colleague('s)
- Own initiative: gathering data (paper, independent work...)
- Own initiative: data analysis or data processing (paper, independent work...)
- Own initiative: writing report (paper, independent work, lab, clerkship...)
- Own initiative: feedback coach or promotor (paper, bachelor project...)
- Own initiative: assimilating feedback
- Own initiative: preparing presentation or other practical work
- Own initiative: executing other assignmnet or searching information
- Own initiative: OTHER ACTIVITY
- Whole day: Ill
- Whole day: Free / on holiday
- Whole day: Busy with something else

After you entered all fields, you save by clicking on the OK button. As a result your information appears at het bottom of this section. If some activities with the same characteristics occur a second time on that particular day, you can save time in adopting the period and again clicking on OK. A new line is added at the bottom.

If you want to introduce other activities on the same day, we recommend to empty fields by clicking on that particular message on the screen.

Overview: (above Part B)

After you entered all fields and saved, your information appears at het bottom of this section. In this overview you can copy or delete each line of information.

### COPY

In order to copy click on the COPY symbol on the right of that line. As a result a message appears in the window above in red color saying 'TO USE THE COPIED ACTIVITY, CLICK HERE OR ON A DATE'.

If you click here, you need only to complete the period and SAVE. If you click on a specific day, part A is opening on that day. You can process as mentioned earlier. Moreover you can copy older data and treat them as described above.

### DELETE

In order to delete a specific activity simply click on the DELETE symbol on the right of a specific line.

PART B: Overview of data per week

As soon as you are invited to participate, a list of data appears in part B. Each line represents one week. At the right side of each day you observe zero hours in red color, in case nothing was entered for that particular day. Otherwise a specific amount of hours will appear.

Part B is very useful to introduce or change earlier information. If you click on a specific day, part A is opening on that day. You can process as mentioned earlier. Moreover you can copy older data and treat them as described above. Nevertheless after three weeks you can continue to consult your own data but you can't change or add them any longer.

### BACKGROUND INFORMATION ABOUT MEASURING STUDY TIME

The Ghent University developed since academic year 1999-2000 an instrument in order to monitor in detail study time of students systematically.

These measurements became in the meanwhile very important for the quality assurance of the education in this university. They deliver not only information about time allocation of students, but also the type of learning activity and the degree of use of innovative and up-to-date learning tools.

There are 3 major questions to be answered :

- will students achieve the end-terms in a normal amount of study-time;
- do they spent their time equally through the different course units; and
- in what amount do they undertake wished study-activities such as cooperative learning, accomplishing tasks and preparing planned activities ?

We are working with a prospective design, so data are collected as close as possible to the event that is observed. All students are asked to participate. We divide randomly each curricular year in 8 different groups. Each student will be asked for 5 specific weeks. In case of small numbers of students, we divide them in 5 groups. So we ask them to participate for 7 weeks.

Each information for at least a quarter-hour can be entered, concerning the subject and the type of learning activity. All information will be processed anonymously. The teaching staff has no access to your data. They are processed by the Office for Educational Quality Assurance of the Department of Educational Affairs. We assure that strict safety measures are implemented.