

## How to use on-line questionnaire correction system

▼ Details

This tutorial teaches you how to correct the Questionnaire and the Category Spreadsheets entered by the students. For Information on what are good answers and what are bad answers, please refer to the tutorial [How to fill the Questionnaire](#) and [How to fill the Category Spreadsheet](#).

## ERP5 questionnaire system front page: My Favourites "Answer Set To Review"

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You find the answer set which have been submitted by the students in the **My Favourites** menu under **Answer Sets to Review**. Your students have to perform the **submit** action before you can correct their answer sets.

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## Select the Answer Set

## Answer set View page: Choose and click on the answer's line

## Answer line page: Press "Fast Input"

## Select correction

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Usually you only add corrections which already exist in the system. You can select the correction you wish to add.

## Edge Case: Create New Correction

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In very few cases you might not find a viable correction. If you are convinced your correction you want to add will be useful for other correctors, you can add a new kind of correction to the system.

## Add correction lines (2): Click on "Add Correction Lines to Answer"

## Back to the Answer Set

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After correcting the Answer you go back to the Answer Set to view the other Answer by clicking the Breadcrumb of the Answer Set.

## Answer set View page: Action "Request"

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After finishing the corrections, you **request** the answer set. The student will then find the answer set in "Answer Sets to Improve". He can then change his answers and category spreadsheet according to your corrections and submit a new

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