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How can I create an account?

Just send us an email to lehrservice@leuphana.de. In addition to your name, we also need the name of your institution and, if applicable, the names of other people who should also have access. You will then receive an email with your login details.

How can I use EvaExam with multiple people?

If you want to collaborate on creating exam papers, you can use the question library. This allows you to share your generated questions with other examiners.

However, if you would like to get help with creating the exam itself, this is only possible using the same account that was used to create and conduct the exam. However, multiple people can access a functional account. The exams would then be created, conducted, and graded using this shared account rather than your personal account. However, only one person can use a functional account at a time. Unfortunately, it is not possible to work together at the same time.

To support each other in grading an exam, use the shared grading feature. To do this, click on the exam you want to grade together in your exam overview and select "Share exam for grading." You can then choose who should have access to the exam grading. Alternatively, you can also share the password for your personal account with your colleagues. However, please ensure that the password is transmitted securely. Only share it with individuals and do not write it down in the office!

How can I collaborate as part of a team/department?

If necessary, sub-administrators can be set up for individual sub-areas (e.g., Department of Economics), whose rights allow them to create templates or manage a question library, for example.

How do I create an exam for someone else?

If you create exams with your account for one or more lecturers, you can change the lecturers' details at any time: simply enter the details under Title/First name/Last name, which will then appear in the header of the exam.

Die Entwicklung erfolgte durch Mitarbeitende des Leuphana Lehrservice (lehrservice@leuphana.de)



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