

Guide 1: Uploading Course Data

Before surveys can be produced, new courses need to be created by School Subunit Administrators. If your School does not have any Subunit Administrators then you need to contact Richard Lowdon (Richard.Lowdon@glasgow.ac.uk) from the Senate Office to get one created.

1. Importing course data using CSV files

CSV (Comma Separated Values) files can be used to quickly import course data. This can be achieved by taking the following steps:

- Open up the 'Course Upload File' from the Senate Office Website (<https://www.gla.ac.uk/myglasgow/senateoffice/qea/courseevaluation/#/stepbystepguides>) and widen each column so that all of the information is visible. Your spreadsheet should look like this:

	A	B	C	D	E	F	G	H	I	J
1	usertype	surname	email	course_name	course_code	course_type	course_participants	customfield1	customfield2	customfield3
2										

- Input your course data into the spreadsheet – make sure that you do not duplicate course codes or the file will fail to upload later. It is **not essential** to fill in every column – only Columns A (usertype), B (surname), D (course_name) and E (course_code) must be filled in at this stage.
- Your completed spreadsheet should look something like this:

	A	B	C	D	E	F	G	H	I	J
1	usertype	surname	email	course_name	course_code	course_type	course_participants	customfield1	customfield2	customfield3
2	instructor	Course		Research Skills	GEOG1064(16/17)	1	24		Brian Foster	
3	instructor	Course		Historical Geography	GEOG3156(16/17)	1	31		Jane Robertson	
4	instructor	Course		Geography 2	GEOG4132(16/17)	1	108		Robert Jamieson	
5	instructor	Course		Geography 1	GEOG8123(16/17)	1	172		Sarah McMillan	

- Column A ('usertype') must be labelled as 'instructor'.
- To keep things simple, it is suggested that Column B ('surname') should be labelled as 'Course'. It is possible to give this column a different name e.g. Tutorial or Placement, but you must use this label every time if you want your courses/tutorials etc. to appear in the same place in your Subunit.

- Column C ('email') must be left blank. If you delete this column then the file will fail to upload correctly.
- Column D ('course_name') must contain the name of the course or module.
- Column E ('course_code') must contain a **UNIQUE** course code, followed by the academic year [e.g. GEOG3156(16/17)]. Please check this column carefully – any duplicated course codes will prevent the CSV file from uploading onto EvaSys.

If a particular course runs every year (or more than once), then a new course needs to be uploaded into EvaSys each year with the required academic year suffix. For example, if a course named Level 1 Geography (with the GU courses code GEOG1001) ran in the 2016/17 academic year, the course ID in EvaSys would be GEOG1001(16/17). If the same course ran the following year, a new course would need to be added into EvaSys with the following ID: GEOG1001(17/18). **Details for existing courses (including course IDs) should not be edited after a survey has been generated.**

If a course has been broken down into blocks, details relating to the subject matter of the block should be added to the course ID before the academic year. For example, if a course is split into 2 blocks, the following identifiers could be added:

HIST1001-Enlightenment(15/16) or HIST1001-ENL(16/17)
 HIST1001-Medieval(15/16) or HIST1001-MED(15/16)

If you wish to add non credit-bearing courses into the system (for activities such as staff surveys or student interviews) then the letters 'NC' must be added to the beginning of the course code, followed by the purpose of the survey, and the year. For example: NC-AppInterview(16/17) or NC-StaffSurvey(16/17).

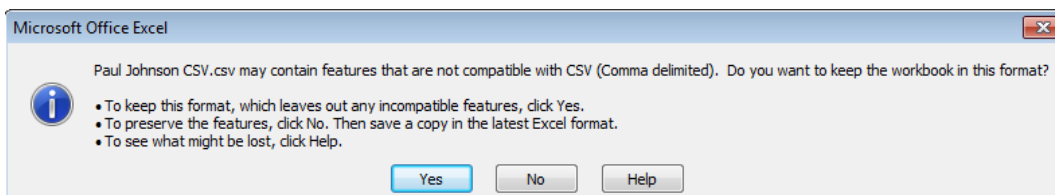
- Column F ('course_type') should include the number '1'. When the CSV file is uploaded, EvaSys will label this as a 'Course'.
- Column G ('course_participants') should contain the number of students that are enrolled on the course. If you don't know the number of students enrolled on each course then this column can be left blank and filled in at a later date on EvaSys. Course participant information needs to be correct at the time of survey or EvaSys will not produce enough questionnaires for your course.
- Column H ('customfield1') can be left blank at this stage.

- Column I ('customfield2') can be used to input the name of the main lecturer (i.e. the person who delivers the most lectures) on a course. If every lecturer teaches the same amount then it doesn't matter whose name is included in this column. Again, this information doesn't need to be included in your CSV file.
- Column J ('customfield3') can be left blank at this stage.
- Once your CSV file is completed, save it as a CSV (Comma delimited) file onto your desktop (or somewhere memorable):

File name: TEST CSV

Save as type: CSV (Comma delimited) (*.csv)

- Click 'Yes' when the following warning message pops up:



- Close the file down and click 'Don't Save' if any warning messages appear.

2. Uploading the CSV file

- Select 'Subunits' from the top menu and click on your subunit.
- Click 'Browse' and select your saved CSV file:

Import Users from CSV File:

No file selected. Browse... Import

CSV file contains a column with information whether the course has secondary instructors





Export user list as a CSV file:

(all courses will be exported) Export





Lock/Unlock Online Surveys:

- Click 'Import'. This will take you to the 'CSV import' page:

CSV import









-  Create new user or course.
-  Accept the changes in the CSV file.
-  Delete user or course. Deleting a course means deleting all surveys, too.
-  Archive user. The user gets a new status and new results cannot be added to their surveys.

Change the evaluation period for all courses:

Instructor	Course						
Course	Research Skills	GEOG1064(16/17)	Course	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evaluation period	Undefined values in course user data fields: <input type="text"/>						
		24	Brian Foster				
Course	Historical Geography	GEOG3156(16/17)	Course	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evaluation period	Undefined values in course user data fields: <input type="text"/>						
		31	Jane Robertson				
Course	Geography 2	GEOG4132(16/17)	Course	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evaluation period	Undefined values in course user data fields: <input type="text"/>						
		108	Robert Jamieson				
Course	Geography 1	GEOG8123(16/17)	Course	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evaluation period	Undefined values in course user data fields: <input type="text"/>						
		172	Sarah McMillan				

- Ignore all of the red 'Undefined values in course user data fields' messages, scroll to the bottom of the page and click 'Continue'.
- The imported courses should then appear in your Subunit as 'Course':

Users in subunit Senate Office Test Help

 Name	CO	Surveys	Created	Actions
 Course	[4]	 0 / 0	27.07.2017	  <input type="checkbox"/>
 Richard Lowdon (Subunit Administrator, Report Creator, Verifier, Data Entry Assistant)			07.07.2017	  <input type="checkbox"/>

Select all

Move selected to: Move Delete

Create New User Create New Module

- Click on 'CO' next to the 'Course' option – your screen should look like this:

Courses of Course Help

Number	Course name	Program of Study	ID	Evaluation period	Course Type	Location	Participants	Secondary instructors	Surveys	Actions	College	Custom field 2	Custom field 3	Custom field 4	Custom field 5
13076	Geography 1		GEOG8123(16/17)	Repetitive	Course		172					Sarah McMillan			
13075	Geography 2		GEOG4132(16/17)	Repetitive	Course		108					Robert Jamieson			
13074	Historical Geography		GEOG3156(16/17)	Repetitive	Course		31					Jane Robertson			
13073	Research Skills		GEOG1064(16/17)	Repetitive	Course		24					Brian Foster			

Select all

- If you need to edit any of your course information, click on the yellow pencil icon next the course you want to update. This will take you to the 'Edit course' page:

Edit course of Course

Course name *

Program of Study

ID

Evaluation period

Course Type

Location

Enrollment

Participants' data

Anonymous survey participants
 Non anonymous survey participants (panel)

College

Custom field 2

Custom field 3

Custom field 4

Custom field 5

Further report recipients (secondary instructors)

exist for this course
 sort by subunit sort by user name

- The 'Program of Study' does not have to be filled in. If you want to include this information then you might want to enter either UG (Undergraduate) or PG (Postgraduate), or the level of study (e.g. L1).
- To edit the 'Evaluation Period', click on the drop-down menu and select the appropriate option for the course. If you leave this period as 'Repetitive' then you can produce surveys for this course at any point in the year.

- The 'Location' of the Course (e.g. East Quadrangle, Adam Smith Building etc.) can be left blank. However, you may find it useful to have this information for future reference.
- Ensure that the 'Anonymous survey participants' box is checked (this is usually done automatically).
- If required, select your 'College' from the drop-down menu.
- If you would like to add any additional information about your course then this can be added to Custom fields 3, 4 or 5. Please note that data added to the Custom fields cannot be sorted.
- Once you are content with the information, click 'OK' and repeat these steps for every course that you want to edit. The final course list will look something like this (depending on which sections you have decided to leave blank):

The screenshot shows a web interface titled 'Courses of Course' with a 'Help' button in the top right. Below the title is a table with the following columns: Number, Course name, Program of Study, ID, Evaluation period, Course Type, Location, Participants, Secondary instructors, Surveys, Actions, College, Custom field 2, Custom field 3, Custom field 4, and Custom field 5. The table contains four rows of course data. At the bottom of the table are 'Select all' and 'Delete' buttons. Below the table are two buttons: 'Create new course' (green) and 'Back' (black).

Number	Course name	Program of Study	ID	Evaluation period	Course Type	Location	Participants	Secondary instructors	Surveys	Actions	College	Custom field 2	Custom field 3	Custom field 4	Custom field 5
13076	Geography 1	UG	GEOG8123(16/17)	Repetitive	Course	East Quadrangle	172			<input type="checkbox"/>	Science and Engineering	Sarah McMillan			
13075	Geography 2	UG	GEOG4132(16/17)	Repetitive	Course	East Quadrangle	108			<input type="checkbox"/>	Science and Engineering	Robert Jamieson			
13074	Historical Geography	UG	GEOG3156(16/17)	Repetitive	Course	East Quadrangle	31			<input type="checkbox"/>	Science and Engineering	Jane Robertson			
13073	Research Skills	UG	GEOG1064(16/17)	Repetitive	Course	East Quadrangle	24			<input type="checkbox"/>	Science and Engineering	Brian Foster			

3. Adding additional courses

You can add additional courses to your list individually by taking the following steps:

- Click on your subunit, followed by 'CO' next to 'Course'.
- Select 'Create new course' (the green button at the bottom of the page).
- Enter the course details into the boxes – remember that **the 'course name', 'ID', 'Course Type' and 'Enrollment' must be entered before you can generate a survey for the newly created course:**

Edit course of Course

Course name *

Program of Study

ID

Evaluation period

Course Type

Location

Enrollment

Participants' data
 Anonymous survey participants
 Non anonymous survey participants (panel) [Administrate participants](#)

College

Custom field 2

Custom field 3

Custom field 4

Custom field 5

Further report recipients (secondary instructors)
 exist for this course
 sort by subunit sort by user name

- Press 'OK' and the new course will appear in your course list as follows:

Information The course has been created.

Courses of Course **Help**

Number	Course name	Program of Study	ID	Evaluation period	Course Type	Location	Participants	Secondary instructors	Surveys	Actions	College	Custom field 2	Custom field 3	Custom field 4	Custom field 5
13076	Geography 1	UG	GEOG8123(16/17)	Repetitive	Course	East Quadrangle	172		<input type="checkbox"/>	<input type="checkbox"/>	Science and Engineering	Sarah McMillan			
13075	Geography 2	UG	GEOG4132(16/17)	Repetitive	Course	East Quadrangle	108		<input type="checkbox"/>	<input type="checkbox"/>	Science and Engineering	Robert Jamieson			
13077	Geography 3	UG	GEOG3241	Repetitive	Course	East Quadrangle	2		<input type="checkbox"/>	<input type="checkbox"/>	Science and Engineering	Karen Marks			
13074	Historical Geography	UG	GEOG3156(16/17)	Repetitive	Course	East Quadrangle	31		<input type="checkbox"/>	<input type="checkbox"/>	Science and Engineering	Jane Robertson			
13073	Research Skills	UG	GEOG1064(16/17)	Repetitive	Course	East Quadrangle	24		<input type="checkbox"/>	<input type="checkbox"/>	Science and Engineering	Brian Foster			

- Note the message at the top of the screen informing you that 'The course has been created'.

Once your courses have been added, it is possible to edit them at any time (e.g. if you want to change the number of course participants) by clicking on the pencil icon next to the course. **Please ensure that your course data is correct before you generate your surveys.** You should also refrain from editing or deleting any course details once a survey has been generated for the course.

Please note that you do not have to upload a CSV file every time you add a new course. However, it is recommended that you use CSV files when uploading large numbers of courses.

CSV files which contain lists of courses that are likely to run again can also be saved on your computer and edited before uploading in the following academic year. In many cases this would only require you to change the suffix at the end of each course ID to reflect the new academic year [e.g. from '(16/17)' to '(17/18)'], and update the number of participants on each course, before uploading the new course list.