Guide 2: Creating Questionnaires

1. Generating Questionnaires

1.1 Adding abbreviations, titles and organisational details

• Select 'questionnaires' from the top left-hand menu then click 'Create Questionnaire' from the left-hand column. This will take you to the following screen:

Create Questionnaire	Help
Please choose between the VividForm	s Editor and the VividForms Designer:
VividForms Editor	VividForms Designer
Web-based questionnaire editor. Questionnaires with numerous layout options can be created in a quick and easy manner directly in the EvaSys interface. Click the graphic to start the editor, a separate installation is not necessary.	Questionnaire designer as desktop application. Elaborately designed questionnaires can be flexibly created as long as Java is installed on the client. When first executed, the application is transferred to your local system. This may take a few minutes. If your browser displays a file, open it to start the designer. The VividForms Designer can only run on Windows® systems.
	Note: Please note that questionnaires created with the VividForms Designer cannot be used for module evaluation or the instructor's optional questions process.
	To run the VividForms Designer, "Java Runtime Environment (JRE)" (32bit version) is required on the local computer. You can download the current Java version for free at http://www.java.com/en/download.

• Select 'VividForms Editor' to proceed to the following page:

Form Wizard		×
Form creation ir	nformation	
Abbreviation:	RL-EVAL	
Title:	B I U ♥ ♥ the Course Evaluation	
Paper size:	A4	
Instructor's Optional Questions: 3	 Customizable optional questions (please activate template mode) Predefined optional questions Outcome-based evaluation max.: 	-
Template: 🕚	 Activate/deactivate template mode New items can only be added at the end. 	-
	Max. Pages: 2 Max. Items: 20	
	Apply Cancel	

- Enter an abbreviation (this should be between 5 and 10 characters long) into the 'abbreviation' box – this should be unique or EvaSys won't allow the questionnaire to be created. Select an appropriate 'Title' for the questionnaire but don't select any of the other boxes. Ensure that the 'Activate/deactivate template mode' box remains unchecked! If this box is checked, you will not be allowed to add any questions to the questionnaire.
- Click 'apply' at the bottom of the page. This will take you to the viewing screen for your questionnaire:

🔚 Save and Exit 🥸 Form Properties (RL	-EVAL] 🛛 🔓 Paper Preview 🔇	Online Preview 🔬 Switch paper/online view 4 1 🔹 🕨 📀	Help
Editor Control Question Library			-
▼ Add	11		I
5 Add Question Group	EvaSys	Course Evaluation	Electric Paper
Add Question	[ORGANIZATION]	[AUTHOR]	
Pole Labels	[SUBUNIT]	[SURVEY]	V
Extended Pole Labels	Mark as shown:		
🔓 Line Space			
Separator			
Text Box			
Ficture Picture			
Page Break			
Column Separator			
Paragraph Separator			
▶ Edit			
▶ Clipboard			
▶ Move			
Form Properties			
Question Library			
▸ Form Information			

When a survey in generated in EvaSys, the 'SUBUNIT' and 'SURVEY' at the top of your questionnaire is automatically populated with the course details that were included in your original CSV file. For example, if you decided to use this questionnaire on a level 1 Biology course, the 'SUBUNIT' heading will automatically change to 'Life Sciences', and the 'SURVEY' heading will change to 'Level 1 Biology'. However, the 'AUTHOR' heading will be populated with the word 'Course'. There is no requirement to add any staff names to the top of your questionnaire, but if you would like these names to appear, click on 'AUTHOR' at the top of the questionnaire and proceed to the 'Placeholder Wizard':

Form fieaders	seungs
	Number of lines: 2
Define Placeh	olders
Default Place	nolder: [AUTHOR]
Please choose header.	a placeholder and/or individualize the form
Placeholder:	💽 📻 🦀 👼 🔛 🖼 📭 om further
	Dr Robert Smith
Participant Placeholder :	First name 💌 🛨
Placeholder across both columns:	(Note: The placeholder in the other column of this line will be deleted automatically.)

- Delete the word [AUTHOR] and add the lecturer/s name/s for the course that you intend to use this questionnaire on.
- If you want to add any further details to your questionnaire header, click on either 'ORGANIZATION', 'SUBUNIT' or 'SURVEY' then change the 'Number of lines' to 3 in the 'Placeholder Wizard'. Click 'Apply' and a '+' icon will appear at the top of your questionnaire. Click on the '+' icon and enter your information into the 'Placeholder' box. Click 'Apply'.

2. Inserting the Core Questions from the Question Library

All EvaSys questionnaires must contain the five core questions set out in the University of Glasgow's Policy on Course Evaluation Questionnaires. Each question must be scaled with 'Strongly agree' on the left-hand side and 'Strongly disagree' on the right-hand side – this is done automatically if you import them from the question library.

2.1 Core Questions for courses with 1 Lecturer

If a course is only taught by one member of staff, you can insert the core questions by taking the following steps:

- Click on 'Question Library' (the second tab from the bottom in the 'Editor Control' menu).
- Select 'Choose a question from the library...' and select the '+' symbol to the left of 'Richard Lowdon'.
- Click on the '+' next to 'Core Questions' to view all of the questions:

Editor Control	Question Library
In paper view, libra to the form via dra can be added by o	ary groups and questions can be added g & drop. In paper and online view they double-click.
C Update Librar	y
🖃 🗁 Richard Lov	wdon
🖻 🗁 Core Qu	estions
s The	lecturer explained things well
s The	course was intellectually stimulating
s I an	n satisfied with the overall quality of the
OP What	at was good about the course?
OP How	v could this course be improved?
主 🚞 Core Qu	estions (for courses with multiple staff
💽 🚞 Core Qu	estions (for dissertations, projects and
🕂 🚞 Course	Quality
🕂 🚞 Course	Quality Supplementary
💿 🚞 Expecta	itions/Marketing
💽 🚞 Online a	and Distance Learning
💿 🚞 PGT	
🕂 🚞 Teaching	g Quality

• Double click on 'Core Questions' and the questions will be added to your questionnaire as follows:

EvaSys		Course Evaluation			Electri
	TION]	Dr Robert Smith [SURVEY]			
Mark as shown: Correction:					
[1. Core Que	estions]				
1.1 The le	cturer explained things well		Strongly agree		_Strong disag
1.2 The co	ourse was intellectually stimulating		Strongly agree		_Stron disag
1.3 I am s	atisfied with the overall quality of the course		Strongly agree		_Stron disag
1.5 How o	could this course be improved?				

- The gold icons to the left of each question indicates that they have been attached from the question library.
- If you have made a mistake and wish to delete the entire question group, select the question group title (in this case, '1. Core Questions'), followed by 'Editor Control' from the left-hand menu. You should then select the 'Clipboard' option and click 'Delete', as shown:



• To remove individual questions, click on the name of the question you wish to delete in your questionnaire, followed by 'Delete' from the Clipboard.

2.2 Core Questions for Courses taught by multiple staff

If a course is taught by more than one member of staff, core question one should read "Teaching staff explained things well". As with the core question group, these questions can be added straight from the 'Question Library' by taking the following steps:

- Click on 'Question Library' (the second tab from the bottom in the 'Editor Control' menu), select 'Choose a question from the library...' and click the '+' symbol to the left of 'Richard Lowdon'.
- Double click on the 'Core Questions for courses with multiple staff' question group and the questions should appear in your questionnaire.

2.3 Core Questions for Dissertations and Placements

For supervised pieces of work (e.g. placements, dissertations and projects), core question 1 should be modified to include the type of course. For example, if a questionnaire is being sent to students regarding their dissertation supervision, core question 1 should read: "My dissertation supervisor was helpful". Such questions can be added to your questionnaire from the 'Question Library' by taking the following steps:

- Click on 'Question Library' from the Editor Control menu and select 'Choose a question from the library...', followed by the '+' symbol next to 'Richard Lowdon'. Double click on 'Core Questions (for dissertations, projects and placements)'.
- Once the questions appear in your questionnaire, click on question 1.1 ("My project/dissertation/placement supervisor/course coordinator was helpful") and select 'Editor Control', followed by 'Detach library question' from the left-hand menu (this option appears under 'Question Library').
- Click on question 1.1 again to open up the 'Question Wizard':

Question Wizard	
Scaled Question	
B I U x₂ x² A ▼ My project/dissertation/place	Ø ▼ № ⇔ 🖻 nent supervisor/course coordinator was helpful
Number of checkboxes: Abstention:	5 Constrained Co
Add individual pole lab	≱Is Right Pole: Abstention:
B I 및 ↔ ⇔ m Strongly agree	B I U ∅ ⋈ B I U ∅ ⋈ I
Report	
Type of Diagram:	Histogram 💌
	Set this scaled question as mirrored question
Settings	 Use these settings as default for new scaled questions Apply settings to existing scaled questions Define settings
Back Next	Apply Cance

• Click in the top box and edit the wording of the question to include the appropriate term (e.g. 'dissertation supervisor', 'project supervisor'). Click apply once you have done this.

3. Adding Other Question Groups from the Library

Once the core questions have been added, it is possible to add other questions to the questionnaire. The Policy states that questionnaires should not exceed 22 unique closed questions and 4 open questions – this total includes the 5 core questions.

Within your 'Question Library' (under my name) there are 6 additional question sets, labelled as follows: 'Expectations/Marketing', 'Course Quality', 'Course Quality

Supplementary', 'PGT', 'Teaching Quality' and 'Online and Distance Learning'. These question sets correspond with the question sets in the Policy.

Question sets were compiled to provide staff with standard wording on popular topics and to assist in focusing the feedback gathered from students. The questions in each set were selected by the Course Evaluation Working Group from a large group of existing student feedback questions.

While it is possible to select individual questions from the question groups, the Policy advises that whole groups are used to avoid 'cherry picking'. Each question in a question group is designed to lead into the next question, so there is a danger that selecting individual questions from one (or multiple) question group/s will make questionnaires appear disjointed to students.

If you wish to add question groups or individual questions from the question sets, it is possible to do so by double clicking on the required question set under my name. Remember, however, that **questions need to be detached from the question library** before you can edit them.

4. Adding additional questions

Further questions cannot be added to the questionnaire without first creating a 'Question Group'.

- To add a question group, click on the question that you wish your new question group to appear under. For example, if you want your new question group to appear under question group 1, click on the last question in that group (e.g. question 1.5).
- Select 'Add Question Group' from the left-hand menu. The following window will appear:

Γ			
EvaSys	5	Course Evaluation	Electric Paper
University [SURVEY] [PERIOD]	of Glasgow [COURSEID]		
Mark as show Correction:] RECTION]	
[The colle service Studer need t	ege takes the views o Question group W -New question group Title:	if its students seriously and acts on the feedback received to prove x_{ard} (Page: 1) B I $\underline{U} x_2 x^2 \underline{A} + \mathscr{O} - \mathscr{S} \mathcal{O} \otimes \underline{i}_{\underline{B}} $ Course	vide a better
	Presentation Slide Text: Indicator: Font Size: Text Element:		
		Apply Cancel	-

- Add your desired question group (e.g. 'Course', 'Teaching') into the 'Title' box.
- Make sure not to check the 'Text Element' box!

There are 7 different types of question:

- 1. Scaled questions
- 2. Open questions
- 3. ICR questions
- 4. Single choice questions
- 5. Multiple choice questions
- 6. Matrix field questions
- 7. Grade value questions

4.1 Scaled questions

• To add **Scaled Questions** select 'Add Questions' from the left-hand menu. This will take you to the following page:

00000	Scaled Question
ABC	Open Question
ABC	Segmented Open Question
abc abc abc	Single Choice
abc abc abc abc	Multiple Choice
100	Matrix Field
€ 1 ■.0 €	Grade Value
Please no labels, tex	te that the VividForms Editor does not apply the English hyphenation rules to the texts entered (question texts, pole t boxes etc.). Please place line breaks accordingly.

- Select 'Scaled Questions' (the top option) from the 'Question Wizard'.
- Click 'Next' in the bottom left-hand corner of the page. This will take you to the following window:

a 🔗 💼	[EVAL-RL]: Course Eva	aluation	
Question Wizard			X
Scaled Question			
$\mathbf{B} \ I \ \underline{\mathbf{U}} \ \ \mathbf{X}_2 \ \mathbf{X}^2 \ \ \underline{\mathbf{A}} \ \mathbf{\cdot}$	🖉 🔻 🖉 🦃 🚰		
I enjoyed the course			
Chaokhovoo:			_
Checkboxes.	5 • • • • • •		
Abstention	deactivated 👻		
Individualize pole labe	els		
Left	Right	Abstention	
B I U 🖓 💝	B I <u>U</u> <⇒ <⇒	B I <u>U</u> ↔ ⇔	
Agree	Disagree		
Report			_
Type of Diagram:	Histogram 👻		
	Set this scaled question as	s mirrored question	
Settings	Use these settings as defa	ult for scaled questions.	
	Apply settings to all other	scaled questions	
	Define settings		

• Add your question/statement into the top box.

- Select the number of 'Checkboxes' you want.
- Check the 'Individualise pole labels' box.
- Add 'pole labels' for the left and right-hand options. These will appear at either side of the checkboxes on your questionnaire. For example, you might choose to have 'Agree' or 'Disagree' as your left and right poles.
- Select the required diagram for your report (e.g. Histogram).
- Check the 'Use these settings as default for scaled questions' box.
- Click 'Apply' in the bottom right-hand corner and the question will appear on your questionnaire.

4.2 Single choice questions

Single choice questions allow you to provide multiple answer choices but only one answer can be selected. To add these questions, you need to take the following steps:

• Select 'Add Question' from the left-hand menu, then select 'Single Choice' from the options provided, followed by 'Next':

Scaled Questi	on	
ABC Open Question	n	
ABC Segmented Op	pen Question	
Single Choice	e	
Multiple Choic	e	
Matrix Field		
Grade Value		

• This will take you to the 'Question Wizard':

Question Wizard	
Single Choice	
$\begin{bmatrix} \mathbf{B} & I & \underline{\mathbf{U}} & \mathbf{X}_2 & \mathbf{X}^2 \end{bmatrix} \triangleq \mathbf{\neg}$	Ø - S O &
Level of study	
Answer options:	$\begin{array}{c c c c c c c c c c c c c c c c c c c $
	Add option
List of answer options:	Level 1
	Level 2
	Level 2 Level 3
Position of the answer options:	Level 2 Level 3
Position of the answer options: Online:	Level 2 Level 3 Defaul Questionnaire Layout
Position of the answer options: Online: Mean:	Level 2 Level 3 Default Questionnaire Layout • Check box list • Giable calculation •

- Add your question in the top box.
- Add an answer option into the 'Answer options' box then select the 'Add option' box underneath it.
- Repeat these steps for every answer option.
- The boxes below give you the option to change the questionnaire layout, set questions as drop-down boxes or check boxes for online survey. The bottom box gives you the option to calculate the mean.
- Press 'Apply' in the bottom right-hand corner and the question will appear on your questionnaire.

4.3 Multiple choice questions

Multiple choice questions allow the student to select more than one answer for a question. To add a multiple choice question, you need to take the following steps:

• Select 'Add question' from the left-hand menu then click 'Multiple Choice' from the options given, followed by 'Next':

Scaled Question		er
Open Question		
ABC Segmented Open Qu	uestion	
Single Choice		
Multiple Choice		
Matrix Field		
Grade Value		<u></u>
Please note that the VividForms Ed	ditor does not apply the English hyphenation rules to the texts entered (e line breaks accordingly.	question texts, pole

• This will take you to the 'Question Wizard':

Multiple Choice	
$\mathbf{B} \ I \ \underline{\cup} \ \ \mathbf{X}_2 \ \mathbf{X}^2 \ \ \underline{\mathbb{A}}$	
	RL.
Answer options:	$\mathbf{B} I \underline{\mathbf{U}} \mid \mathbf{X}_2 \mathbf{X}^2 \mid \underline{\mathbf{A}} \neq \mathscr{D} \neq \mathscr{D} \mid \mathscr{D} \mid \mathscr{D} \mid \mathbf{D} \mid \mathbf{D} \mid$
	It was recommended to me by my tutor
	Add online
List of answer options:	It is compulsory for my course
	I am interested in the subject matter It was recommended to me by other students
Max:	unlimited - (maximum count of selectable options in online surveys)
Picture:	Integrate Image Delete picture
Back Next	Apply Cancel

- Add a multiple choice question in the top box.
- Enter your answer choices one-by-one into the box below. Make sure to click 'Add Option' after each answer.
- Click 'Apply' and the answers should appear like this in the questionnaire:

EvaSys		Course Evaluation				Electric Paper
University of ([SURVEY] [CO [PERIOD]	Glasgow DURSEID]					()
Mark as shown: Correction:		N]				
Student surve	akes the views of its stud	r for you to tell us what you think,	what we do wel	I and what	t we r	need to
Student surve improve.	akes the views of its stud eys provide an opportunity d the course	r for you to tell us what you think,	what we do wel	I and what	t we r	need to
1. Course 1.1 Lenjoye	akes the views of its stud ays provide an opportunity d the course d a lot on this course	r for you to tell us what you think,	Agree	I and wha	t we r	Disagree
Student surve improve. 1. Course 1.1 Lenjoye 1.2 Llearner 2. About you	akes the views of its stud eys provide an opportunity d the course d a lot on this course J	r for you to tell us what you think,	Agree	I and wha	t we r	Disagree
Student surve improve. Course I. Course I.1 Lenjoye I.2 Learner C. About you C.1 Level of	akes the views of its stud eys provide an opportunity d the course d a lot on this course J istudy	r for you to tell us what you think, control of the second secon	Agree Agree Agree	I and wha	t we r	Disagree Disagree
Student surve improve. 1. Course 1.1 Lenjoye 1.2 Learner 2. About you 2.1 Level of [3. Which of	akes the views of its stud eys provide an opportunity d the course d a lot on this course J istudy the reasons below des	□Level 1 □Level 4 Cribe why you are taking the co	what we do wel Agree Agree Level 2 Durse? (Please	I and wha	t we r	Disagree Disagree Disagree

• Notice the red 'MC' icon on the left-hand side of the page. This indicates that the question is 'multiple choice'.

4.4 Open questions

Open questions allow students to input typed or handwritten comments about a course. These can be added by taking the following steps:

• Select 'Add Questions' from the left-hand menu then click 'Open Question' from the options provided:

	a 🖉 	[EVAL-RL]: Course Evaluation	1 -
Г	-		٦
	EvaSys	Course Evaluation	ectric Paper
U B	Jniversity of Glasgow SURVEY] [COURSEID]		(je
P	Question Wizard		×
	Please choose a questi	on type:	
	Scaled Question	1	
	ABC Open Question		
	ABC Segmented Open	n Question	e
	Single Choice		-
	Multiple Choice		
	Matrix Field		
	Grade Value		her
	Please note that the VividForr labels, text boxes etc.). Please p	ns Editor does not apply the English hyphenation rules to the texts entered (question texts, po place line breaks accordingly.	le
ĺ	Back Next	Apply	cel

• Click 'Next' and this will take you to the following screen:

EvaSys	Course Evaluation
Iniversity of Glasgow SURVEY] [COURSEID]	
Question Wizard	
-Open Question -	
Available Space	22 lines left on this page.
Size	
David Cimer	4 v lines
Dox Size.	
Settings	
Settings Characters:	500 (maximum number of characters for online surveys)

- Add an 'open question' in the top box. For example 'Any additional comments'.
- In the box below select the number of lines you want to give respondents to provide handwritten/typed answers.
- If conducting an online survey, you also have the option to limit the number of characters that students can use.
- Please note that if you fail to provide a maximum number of characters, no limit will be given.

• Click 'Apply' and the question will appear on your questionnaire as follows:

E	EvaSys			Cou	rse Evaluation				Electric P
Unit [SU [PEI	versity of G RVEY] [CO RIOD]	lasgow URSEID]							Ű
Mark a Correi	as shown: ction:		IARK] :ORRECTION]						
impr	ove.			,					
1. C	ourse					4	_		- 01
1.1	i enjoyed	the course				Adree 🗖			
1.2	llearned	a lot on this cou	rse			Agree 🗌] Disagn
1.2 2. A	l learned	a lot on this cou	rse			Agree 🗌] Disagn
1.2 2. A 2.1	l learned bout you Level of s	a lot on this cou study	rse		Level 1 Level 4	Agree			j Disagn j Disagn evel 3
1.2 2. A 2.1 3. V 3.1	l learned bout you Level of s /hich of th	a lot on this cou study ne reasons be	rse low describ	e why you a	□Level 1 □Level 4 are taking the cour	Agree Level 2 se? (Please	select	L L C C	j _ Disagn j _ Disagn evel 3 at apply)
1.2 2. A 2.1 3. V 3.1	I learned bout you Level of s /hich of th	a lot on this cou study ne reasons be	rse low describ r course	e why you a	Level 1 Level 4 are taking the cour erested in the subject	Agree Level 2 se? (Please It wa stud	select s recor	L L C C	evel 3 at apply)
1.2 2. A 2.1 3. W 3.1	I learned bout you Level of s /hich of th I It is co I It was tutor	a lot on this cou study me reasons be mpulsory for my recommended	low describ v course to me by my	e why you : □ I am inte matter	Level 1 Level 4 are taking the cour	Agree Level 2 se? (Please It wa stud	select s recor	L L L L : all th:	evel 3 at apply)
1.2 2. A 2.1 3. W 3.1	I learned bout you Level of s /hich of th I this co I this co tutor Comment:	a lot on this cou study me reasons be impulsory for my recommended to s]	low describ r course to me by my	e why you a	Level 1 Level 4 are taking the cour rested in the subject	Agree Level 2 se? (Please It wa stud	select s recor	L L L all than	evel 3 at apply)

5. Editing tools

5.1 Editing pole labels

Editing pole labels allows you to customise the option choices for your questions. This can be achieved by taking the following steps:

- Click on the bottom question of one of your question groups (e.g. 1.2).
- Select 'Add Question Group' from the 'Editor Control' menu on the left-hand side of the page.
- Add a title for the question group. Make sure you have the 'Text Element' box unchecked.
- Click 'Apply'.
- Select 'Edit Pole Template' from the left-hand menu (the fifth option under 'Form Properties'), and the following window will appear:

	Add 🗸							
	Add Question Group		5.0.0			O and E al all a		Slartric Pan
7	Add Question		Evasys			Course Evaluation		Executive rapid
	Pole Labels		University of Glas	SGOW SSEIDI				6] A
	Extended Pole Labels		[PERIOD]	(OLID]				<u>S</u>
	Line Space		Mark as shown:		[MARK]			
	Separator		Correction:		[CORRECTION]			
	Text Box		The college takes	s the view	s of its student	s seriously and acts on the feedba	ack received to	provide a better service.
	Picture		Ohudaat aaaaa					
•	Page Break		improve.		Pole Text Ass	istant		i what we need to
	Edit 👻				-Edit Pole-			
1	Edit Question Group				Left Pole:			
2			1. Course					
			1.1 Tenjoyed the	e cou		, gioc		
Ð			1.2 Treamed at	lot on	Dight Dolo:			
8			0 Teaching1		Right Fole.			
2			[2. leaching]			Disagree		
	Clipboard >		3. About you		Standard toxt			
	Move -		3.1 Level of stu	dy	for	BI <u></u> □ <> <> ■		Level 3
<u>.</u>	Up				abstention:			
	Down		4 Which of the	reas				ct all that apply)
	Form Properties 👻	MC	4.1	1000		Apply Cancel		or an enar approp
_//	Form Properties		🗆 It is com	pulso r, ro	ring course		<u>Li kwas</u> n	eommended to me by oth
	l avout settings		□ It was rei	comment	led to me by my	matter	student	5
?	Renair form		tutor					
	Disable numbering							
	Edit Pole Template		5. Comments					
	Filter settings	1	5.1 Any further o	comments	3			
	Validation. Required							
	questions, Cross							
	tabulations							

- Add your left and right pole options in the boxes provided (e.g. 'Disagree'/'Agree').
- Click 'Apply'.
- Click on 'Pole Labels' from the 'Editor Control' menu (this is the third option under 'Add') and the pole labels will appear like this in your questionnaire:

[2. Teaching]		
	Agree	Disagree

- Select 'Add Question' from the 'Editor Control' menu (second option down under 'Add')
- Click 'Scaled Question' from the 'Question Wizard', followed by 'Next'.
- Add your question in the top box.
- Select the number of 'Checkboxes' you want to include.
- Make sure the 'Individualize pole labels' box is left unchecked!
- Click 'Apply' and the question will appear underneath the 'pole labels' as follows:

[2. T	eaching]			
		Agree		Disagree
2.1	The lecturer explained things clearly			

• Repeat these steps for each question that you want to add.

5.1 Extended pole labels

Extended pole labels allow you to label each answer option for a given questions. They can be added by taking the following steps:

- Click on the bottom question in one of your question sets.
- Select 'Add Question Group' from the 'Editor Control' menu.
- Add a title for the question group and ensure that the 'Text Element' box is left unchecked. Click 'Apply'.
- Select 'Extended Pole Labels' from the 'Editor Control' menu this is the fourth option under 'Add'. This will take you to the following screen:

Option:		
	[+]	
Abstention:	× * *	
Degree of inclination:	450 _	
Please notice that the inclination (shown in the preview of the VividEo	of the answer options will not	be

- Add your first 'Pole Label' into the 'Option' box. Remember, this label will appear above the left-hand checkbox on your questionnaire.
- Click the '+' icon on the right-hand side of the 'Option' box. If you forget to do this then your question won't be added to the box below!
- Repeat this step for every 'option' (e.g. Excellent, Very good, Good, Average, Poor). See example below:

Option:		
Very bad	[+]	
Very good	· +	
Neutral	i i i i i i i i i i i i i i i i i i i	
Bad	×	
Abstention:		
Degree of inclination:	45° 🗸	
Please notice that the inclination	of the answer options will n	ot be

- Set the 'Degree of inclination' to 45. If you don't do this, then your pole labels might get 'cut off' on the questionnaire.
- Click 'Apply' and the 'Extended Pole Labels' will appear on your questionnaire as follows:

2. T	eaching					
		Agree				Disagree
2.1	Teachers were clear and concise					
2.2	Teachers were helpful					
[3, 1	[utorials]					
		Very good	Good	Neutral	Bad	Very bad

- Please note that the 'Extended Pole Labels' will only appear vertical in the editor. The completed questionnaire will show the correct angle.
- Once your 'Extended Pole Labels' are in place you can start adding questions below. This is done by taking the following steps:
 - 1. Select 'Add Question' from the 'Editor Control' menu (this is the second option under 'Add').
 - 2. Click 'Scaled Question' from the 'Question Wizard'.
 - 3. Click 'Next'.
 - 4. Add your question in the top box.

- 5. Select the number of 'Checkboxes' you require.
- 6. Ensure that the 'Individualize pole labels' box is left unchecked.
- 7. Click 'Apply' and the questions will appear like this:

2. Te	eaching					
		Agree				Disagree
2.1	Teachers were clear and concise					
2.2	Teachers were helpful					
[3. T	utorials]					
		Very good	Good	Neutral	Bad	Very bad
3.1	Opportunity for discussion					
3.2	Supporting materials					

• Repeat these steps for each question that you want to add.

5.2 Move element

Another useful tool in the 'Editor Control' menu is the 'Move Element' function. This allows you to change the order of questions by dragging or moving them up and down.

The 'Move Element' function can be found under the fourth sub-section of the 'Editor Control' menu (labelled 'Move'). See below:

	Clipboard 🕨
	Move 👻
••••	Up
- * *	Down

To use this function, you need to take the following steps:

- Click on the question that you want to move then select the 'Up' and 'Down' arrows accordingly.
- Alternatively, you can click and drag the question to its desired position.

5.3 Line spaces

When questions or question groups appear too close together you can move them apart by using the 'Line Space' tool. This tool can be found in the 'Editor Control' menu under 'Add' (fifth option down) as shown:



The 'Line Space' tool can be used by taking the following steps:

- Select 'Line Space'.
- Click on the question or question group that you want the space to appear under.

5.4 Line height and font size

It is also possible to change the font size and line height using the 'Line Height' and 'Font Size' tools as follows:

• Select 'Form Properties' (the fifth sub-section down in the 'Editor Control' menu). The 'Line Height' and 'Font Size' tools can be found at the bottom of this section:



- Click on a question or question group then select the appropriate 'Line Height' or 'Font Size'. Please note that this will change the 'Line Height' or 'Font Size' for every question/question group in the survey.
- Don't alter the 'Size of the answer boxes'!

5.5 Changing the colour scheme

The 'Change color scheme' tool allows users to alter the colour and background of questions. This can be operated by taking the following steps:

• Select 'Change color scheme' from the 'Form Properties' sub-section in the 'Editor Control' menu:



• This will take you to the following window:

_	blor Scheme Assistant
Г	Change color scheme
	Font - question groups Background - question groups Background - odd questions Background - even questions Example preview
	1. Personal Data
	1.1 Gender:
	1.2. Age:
	2. General Assessment
	2.1. Adequate parking spaces are available.
	2.2. I am taking part in further education activities.
	2.2 Vous potes and comments:

• Select the pencil icon for the font/background of the question/question group that you want to change. This will take you to the 'Color Selection Dialogue' box:

🔽 Color	Scheme As	sistant		×
-Cha	Color Sel	ection Dialogue	X	
Fon Bac				
Bac Bac				
E	Basic color:		#0000ff	
1.	Red:	• 🖓 🔤 🕨	0	
1.	Green:	• 🖵 🕨 •	0	
	Blue:	• •	255	
2. 2.	Brightness:	• ঢ়== •	0	
2.	Mixed color:			
2.			ОК	
		Apply Cancel		

- Select the appropriate colour from the palette.
- Click 'OK' then 'Apply' and the changes will appear on your questionnaire.
- To alter and brightness of question backgrounds select 'Change color scheme' from the 'Editor Control' menu.
- Select the pencil icon for the font/background of the question/group that you want to alter.
- Click on your desired colour from the 'Color Selection Dialogue'.
- Click and drag the 'Brightness' bar at the bottom of the window. If you set the background of 'even questions' to black then set the brightness to 94, this should look effective.
- Select 'OK' then 'Apply' and the changes will appear on your questionnaire.

6. Previewing and saving the questionnaire

• Questionnaires can be previewed in both paper and online formats. This can be achieved by selecting either 'Paper Preview' or 'Online Preview' from the top of the page:

• If you select 'Paper Preview', this will take you to a draft PDF of the questionnaire:

Γ			D	RAF	T					
Evas	Sys		Cour	rse Evalua	ation					
			Dr Re	obert Smit	h					
Mark as sh	nown:	Please us	se a ball-point pen or a th	in felt tip. Th	is form will be proc	essed	automa	atically.		
Correction:	:	🗆 🔳 🗋 🕱 🗋 Please fo	llow the examples shown	n on the left h	nand side to help o	ptimize	the rea	ading re	sults.	
1. Co	re Qu	estions (for dissert	ations, projects a	ind place	ements)					
1.1 N	My diss	ertation placement sup	ervisor was helpful		Strongly agree					Strongly dis- agree
1.2 T	The cou	rse was intellectually s	stimulating		Strongly agree					Strongly dis- agree
1.3 I	am sat	isfied with the overall	quality of the course		Strongly agree					Strongly dis- agree
1.4 V	Nhat wa	as good about the cou	rse?							

• If you select 'Online Preview', this will take you to the online version of the questionnaire:

Ev	aSys 📝 🐔							
	Dr Rol	bert Smith	1					
1 0	ore Questions (for dissertations, projects and placements)							
1.1	My dissertation placement supervisor was helpful Strongly ag	gree ©	\odot	O	O	\bigcirc	Strongly disagree	
1.2	The course was intellectually stimulating Strongly ag	gree ©	O	\odot	O	\bigcirc	Strongly disagree	
1.3	I am satisfied with the overall quality of the course Strongly ag	gree ©	\odot	\bigcirc	\odot	\bigcirc	Strongly disagree	
1.5	How could this course be improved?							

• Once you're happy, you can choose to save the questionnaire and exit the editor. Select 'Save and Exit' at the top of the questionnaire:



• Once you've saved the questionnaire you'll be taken to the following page:

Details for	questionnaire RL-EVAL				Help
RL-EVAL (Course E	valuation)				
 ✓ VividForms ➡ PDF Samp ■ In the record 	Editor de (Show) gnition set of the VividForms Reader (R	efresh)	Copy and open the quest PDF paper survey (Show Preview online survey	stionnaire in the VividForms w)	s Designer.
Advanced settings			Questionnaire		
	Text Templates	Edit	Edit Form Export		🗙 Delete Questionnaire
Usage					
General Settings		Reporting Options		Online Survey	
Questionnaire	Activated	Mirrored scale values		Show the header of	of the survey
Survey Type	ALL	Allow Summary Reports		Enable temporary Show print option	save
Procedure	Central Evaluation	Evaluation for participants		Online Layout	Per Chapter 💌
		Allow result access		Certificate of partic	vipation None 💌
		 Display answers to open question 	ons	A durant of a sector of a sect	
				Advanced configur	
Subunits		Course Type		Period	
ALL Senate Office Test		ALL Course Course-O Tutorial Event Staff Survey Placement		ALL Semester 3 16 Semester 1 16 pre-session 10 Semester 3 15 Semester 2 15	/17 /17 /17 /17 /16 /16
Apply	Back				

Select 'ALL' for the 'Subunits', 'Course Type' and 'Period' and click 'Apply' to save your questionnaire.

• If you wish to return to your questionnaire list, select 'Back'.

7. Duplicating Questionnaires

If you wish to duplicate and edit an existing questionnaire (for example, if you would like to use an old questionnaire as a template to add additional questions to), this can be achieved by taking the following steps:

• Click on the 'Questionnaires' tab at the top of the page. This will take you to the list of available questionnaires:

Available Questionnaires	
EvaSys Admin	
A evasysadmin	
Andy Jenkins	
A Mr Richard Lowdon	
N.S 11 11	
racy Maxwell	
Same McAllister	
A misadmin	
& Mrs Catherine Omand	
& Richard Lowdon	
Questionnaire Import	
No file selected. Browse VividForms As new form V OK	

• Click on your name to show all of the questionnaires that you have produced:

-	📥 Rich	ard Lowdon										
	Default	Folder (1)					× 🥜		Select	all 🗌		
	ID	Abbreviation 🔺 🤝	Title				Date	Engine	Pages	Status	Action	
	11940	RL-EVAL	Course Evaluation				11.07.2017	VF Editor	1	•	Select	-
•	Archive	Folder (0)					× 🥜					
											Create N	ew Folder
					I	Move selected ques	tionnaires to	Archive Fo	older	•	Mo	ove

• Select the drop-down box under 'Action' next to the questionnaire that you wish to copy:

•	Richard Lowdon			
۵	Default Folder (1)		🗙 🥜 Select all	
	ID Abbreviation 🔺 🔻	Title	Date Engine Pages S	tatus Action
	11940 RL-EVAL	Course Evaluation	11.07.2017 VF Editor 1) 🔓 Select 💌 🕅
				Select
E p	Archive Folder (0)		X 🥜	Details
	()			Edit
				Сору
				Delete

• Select 'copy' and ensure that all of the boxes are checked in the 'Settings for the copied questionnaire':

۲ŀ	te standard copy includes all question types, text, and the settings set in the VividForms Editor. Please select any additional elements to be included in the copy:
V] Quality Guidelines
V	Data export configuration
V	Norming
V	PDF Reports
V	Text Templates
V	Report for comparison
V	Languages
V	Filter settings
V	Validation
V	Free indicators
1	Required questions
	Cross tabulations

• Select 'Copy' again and your copied questionnaire should appear underneath the original as follows:

📥 Rich	ard Lowdon						
Default	Folder (2)		X 🧷		Select	all 🗌	
ID	Abbreviation 🔺 🔻	Title	Date	Engine	Pages	Status	Action
11940	RL-EVAL	Course Evaluation	11.07.2017	VF Editor	1	•	Select 💌
11941	RL-EVAL1	Course Evaluation [Copy]	25.07.2017	VF Editor	1	•	Select 💌

- To change the title and abbreviation for your questionnaire, click on the drop down menu next to your copied questionnaire and select 'Edit'. This will open your questionnaire.
- Click on 'Form Properties' at the top of your questionnaire and edit the abbreviation and questionnaire title:

orm Wizard	
Form creation ir	Iformation
Abbreviation:	RL-EVAL1
Title:	B I U ↔ ♥ Course Evaluation
Paper size:	A4 💌
Instructor's Optional Questions: 1	 Customizable optional questions (please activate template mode) Predefined optional questions Outcome-based evaluation max.:
Template:	Activate/deactivate template mode
	New items can only be added at the end.
	Max. Pages: 2
	Max. Items: 5
	Apply Cancel

- Click 'Apply' and your questionnaire title and abbreviation will be updated.
- Click 'Save and Exit' (at the top of the questionnaire), followed by 'Apply' on the questionnaire details page.