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:

- Select ‘VividForms Editor’ to proceed to the following page:
1. 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.

2. Click ‘apply’ at the bottom of the page. This will take you to the viewing screen for your questionnaire:
• For clarity, it is advised that you have ‘University of Glasgow’ at the top of your questionnaire. This can be achieved by selecting ‘organization’ in the top left-hand corner of the questionnaire. This will take you to the ‘Placeholder Wizard’:

• Delete ‘ORGANIZATION’ as the ‘Placeholder’ and enter ‘University of Glasgow’.
• Leave the ‘Number of lines’ as 2 and check the box at the bottom of the page if you don’t want to add any ‘Author’ information to your questionnaire (e.g. your name of the name of the lecturers that teach on the course). Please note that it is not necessary to add any ‘Author’ information to your questionnaire.

• Click ‘Apply’ and ‘University of Glasgow’ will appear in the top left-hand corner of your questionnaire.

• Select ‘Subunit’ from the top of the questionnaire and type in the name of your School (e.g. ‘Geographical and Earth Sciences’). Click ‘Apply’ once you have done this. It is not compulsory to add the name of your School to the questionnaire, but it is recommended.

• Click ‘Survey’ at the top of your questionnaire and enter the course code in the ‘Placeholder’ box. Select ‘Apply’. This information isn’t required but you might find it useful to have these details on the questionnaire.

• 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’.

1.2 Adding instructions

The only way to add text to the questionnaire without adding a question group is through the ‘text element’ function. This allows you to add instructions or opening statements to the start of the questionnaire.

• Select ‘Add Question Group’ from the ‘Editor Control’ menu on the left-hand side of the page and the ‘Question group Wizard’ will appear.

• Enter the following text into the top box: “Feedback from students is taken very seriously by the University of Glasgow. The feedback you provide will help to enhance the quality of our courses”.
2. Inserting the Core Questions from the Question Library

All EvaSys questionnaires must contain at least 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.

To do this, you need to take the following steps:

- Click on ‘Question Library’ (the bottom tab in the ‘Editor Control’ menu).
- Select ‘Choose a question from the library...’ and the ‘Question Library Assistant’ will pop up as follows:

- Make sure you check the ‘Text Element’ box at the bottom of the page.
- Click ‘Apply’ at the bottom of the page and the text will appear at the top of your questionnaire.
• Select ‘Core Questions’ and click ‘Next’.

• Once the core questions appear, you need to select EITHER Question 1 (‘The lecturer explained things well’) OR Question 2 (‘My project/dissertation/placement supervisor was helpful’). Hold down the ‘Ctrl’ key on your keyboard and select the remaining 4 core questions:

• Click ‘Apply’ and the core questions will appear in the questionnaire as follows:
If there is more than one lecturer teaching on a course, question 1.1 (‘The lecturer explained things well’) will need to be duplicated as follows:

- Click on question 1.1 in your questionnaire, click on ‘Question Library’ from the ‘Editor Control’ menu and select ‘choose a question from the library…’.
- Click ‘Core Questions’ then **uncheck the ‘Create question group automatically’ box**:
Click ‘Next’ and select question 1 (‘The lecturer explained things well’). Click ‘Apply’ and the question will appear in your questionnaire as follows:

- Repeat this process for ‘The lecturer explained things well’ question for as many lecturers as you have on the course. For example, if you have 3 lecturers teaching on a course then this questions needs to be repeated 3 time.

Once the question has been duplicated, you will need to edit the text to include the name of each lecturer who teaches on the course:
Click on question 1.1 in your questionnaire.

Click on ‘Question Library’ from the ‘Editor Control’ menu, followed by ‘Detach library question’.

Select ‘Edit’ from the ‘Editor Control’ menu and click ‘Edit Question’.

When the ‘Question Wizard’ appears, edit the text to include the lecturer’s name – e.g. “The lecturer explained things well – Paul Smith:

Click ‘Apply’ and the edited question will appear in your questionnaire.

Add the name of the second lecturer who teaches on the course to question 1.2 following the same process. Remember to detach the library question every time that you do this or you won’t be able to edit it. Your questionnaire should now look something like this (note that the [L] icon has disappeared from questions 1.1 and 1.2 to indicate that they have been detached from the question library):
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’ there are 5 additional question sets, labelled as follows: ‘Expectations/Marketing’, ‘PGT’, ‘Course Quality’, ‘Course Quality Supplementary’, and ‘Teaching Quality’. These question sets correspond with the question sets included in the Policy.

These 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.

If you wish to add questions groups or individual questions from these sets to your questionnaires then it is possible to do so via the ‘Question Library Assistant’, following the same steps as above. 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 1.6).

- Select ‘Add Question Group’ from the left-hand menu. The following window will appear:

![Question group Wizard](image)

- 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:

![Scaled Questions Wizard](image)

- 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:
• 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’: 
This will take you to the ‘Question Wizard’:

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’:

- This will take you to the ‘Question Wizard’:

- 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:

![Image of the questionnaires](image)

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

• 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:

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 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:

<table>
<thead>
<tr>
<th>[2. Teaching]</th>
<th>Agree</th>
<th>Disagree</th>
</tr>
</thead>
</table>

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

5.2 Extended pole labels

Extended pole labels allow you to label each answer option for a given question. 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:

![Extended Pole Labels](image)

- 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:

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:

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:

<table>
<thead>
<tr>
<th>Teaching</th>
<th>Agree</th>
<th>Disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1 Teachers were clear and concise</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.2 Teachers were helpful</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tutorials</th>
<th>Very poor</th>
<th>Good</th>
<th>Neutral</th>
<th>Very good</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1 Opportunity for discussion</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.2 Supporting materials</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

**5.3 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:

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.
5.4 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:

![Line Space tool](image)

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.

5.5 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’!

5.6 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:
• 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:

• 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

• To preview the questionnaire, select the middle ‘PDF’ icon in the top left-hand corner of the screen:

![Draft PDF of questionnaire]

• This will take you to a draft PDF of the questionnaire:
Once you’re happy, you can choose to save the questionnaire and exit the editor:

- Select ‘Form Properties’ from the ‘Editor Control (this is the fifth sub-section down)’ then click ‘Save Form and Exit Editor’ at the bottom:

- Please note that if you choose to delete the form, this will delete the whole of your questionnaire!
• Once you’ve saved the questionnaire you’ll be taken to the following page:

![Questionnaire Management Interface]

• Ignore the usage and reporting options and click ‘Apply’ to save your questionnaire.

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

![Image of questionnaire list]

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

![Image of drop-down box]

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

![Image of copied questionnaire settings]

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

![Image of copied questionnaire]
• Click on the drop down menu next to your copied questionnaire and select ‘Edit’. This will open your questionnaire:

![Questionnaire Image]

• Click on the blue text at the top of the questionnaire (in this case, ‘[TEST4]: Test Questionnaire [Copy]’).

• The ‘Form-Wizard’ will then appear. Delete the ‘Abbreviation’ and ‘Title’ and add in your new details for this questionnaire:

![Form-Wizard Image]

• Click ‘Apply’ and your new title and abbreviation will appear at the top of the questionnaire:
• Click ‘Save Form and Exit Editor’ (at the bottom of the ‘Editor Control’ menu).

• Scroll to the bottom of the next page and click ‘Apply’.