

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:

Form Wizard

Form creation information

Abbreviation:

Title: **B I U**

Paper size:

Instructor's Optional Questions: 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:
Max. Items:

- 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 | 1 | Help

Editor Control | Question Library

Add

- Add Question Group
- Add Question
- Pole Labels
- Extended Pole Labels
- Line Space
- Separator
- Text Box
- Picture
- Page Break
- Column Separator
- Paragraph Separator

Edit

- Clipboard
- Move
- Form Properties
- Question Library
- Form Information

EvaSys	Course Evaluation	
[ORGANIZATION]	[AUTHOR]	<input checked="" type="checkbox"/>
[SUBUNIT]	[SURVEY]	

Mark as shown: [MARK]
Correction: [CORRECTION]

- When a survey is 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':

Placeholder Wizard

Form header settings

Number of lines: 2

Define Placeholders

Default Placeholder: [AUTHOR]

Please choose a placeholder and/or individualize the form header.

Placeholder: [AUTHOR] [SUBUNIT] [SURVEY] [ORGANIZATION] [COURSE] [DEPARTMENT] [SCHOOL] [FACULTY] 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.)

Apply Cancel

- 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'.

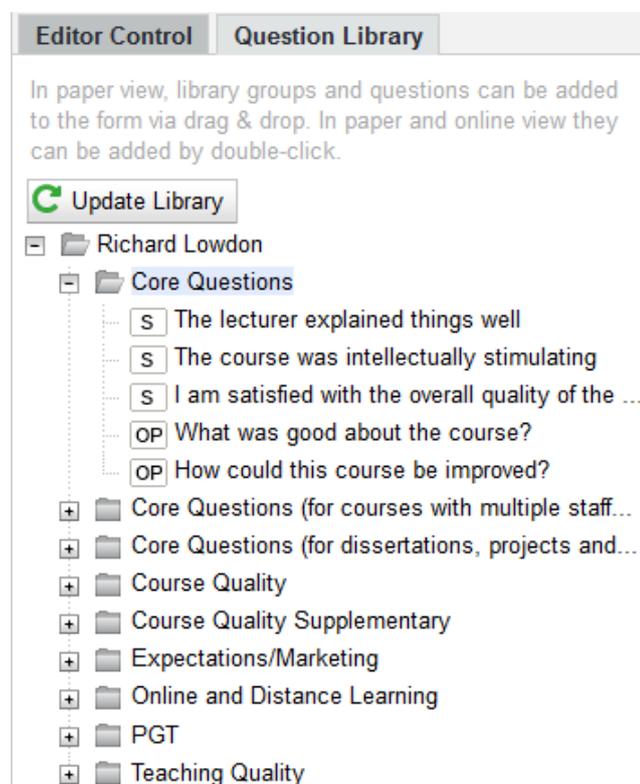
2. Inserting the Core Questions from the Question Library

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:



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

EvaSys	Course Evaluation	
[ORGANIZATION]	Dr Robert Smith	
[SUBUNIT]	[SURVEY]	

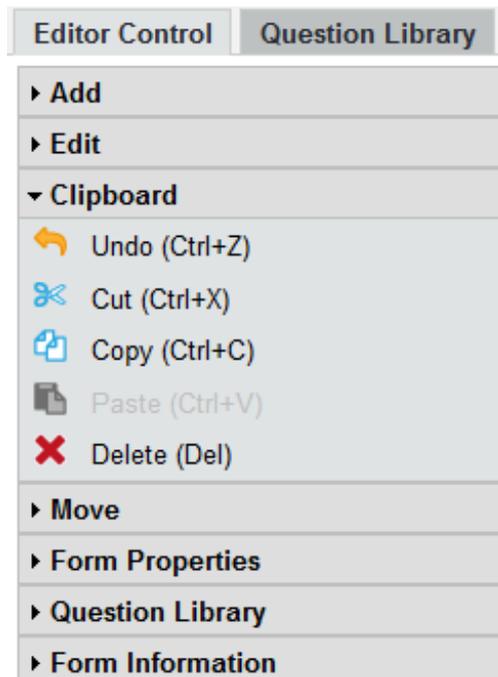
Mark as shown: [MARK]

Correction: [CORRECTION]

[1. Core Questions]

1.1	The lecturer explained things well	Strongly agree	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Strongly disagree
1.2	The course was intellectually stimulating	Strongly agree	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Strongly disagree
1.3	I am satisfied with the overall quality of the course	Strongly agree	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Strongly disagree
1.4	What was good about the course?	<div style="border: 1px solid black; height: 80px;"></div>					
1.5	How could this course be improved?	<div style="border: 1px solid black; height: 80px;"></div>					

- 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':

- 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.

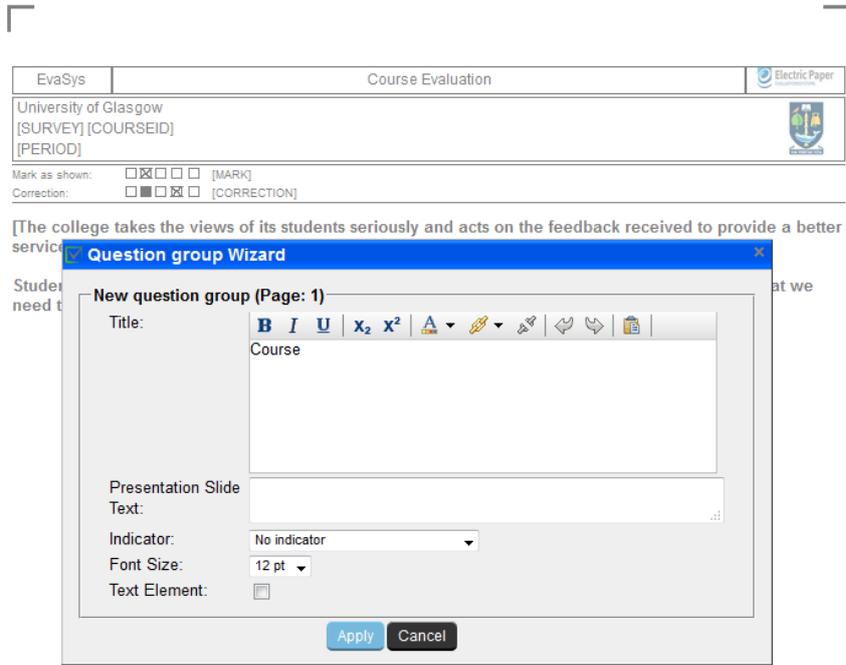
While it is possible to select individual questions from the question groups, the Policy advises that whole groups are used to avoid 'cherry picking'. Each question in a question group is designed to lead into the next question, so there is a danger that selecting individual questions from one (or multiple)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



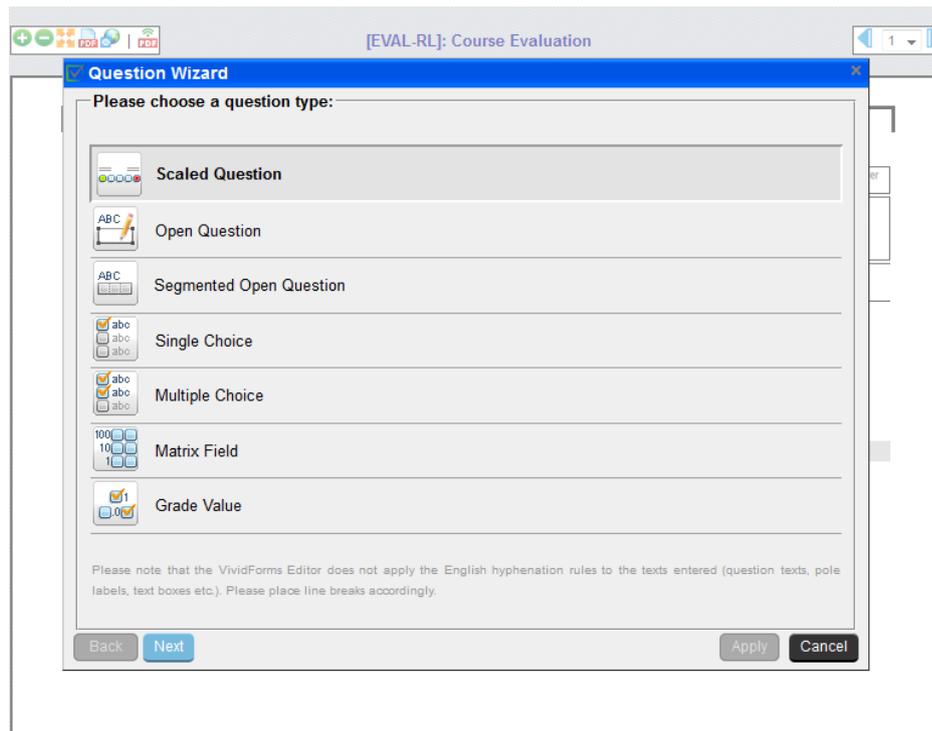
- Add your desired question group (e.g. 'Course', 'Teaching') into the 'Title' box.
- Make sure not to check the 'Text Element' box!

There are 7 different types of question:

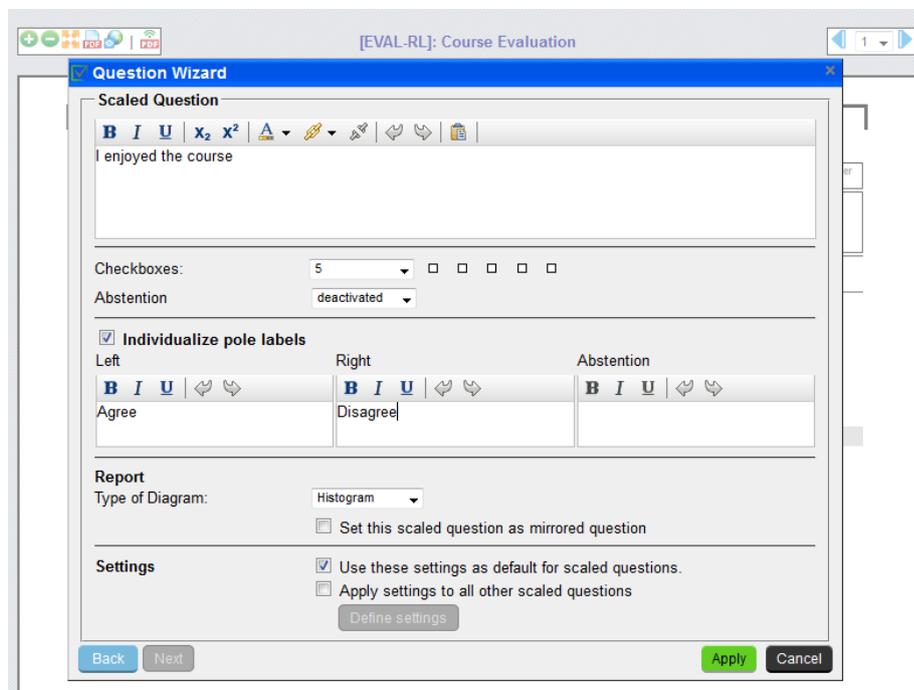
1. Scaled questions
2. Open questions
3. ICR questions
4. Single choice questions
5. Multiple choice questions
6. Matrix field questions
7. Grade value questions

4.1 Scaled questions

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



- 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.

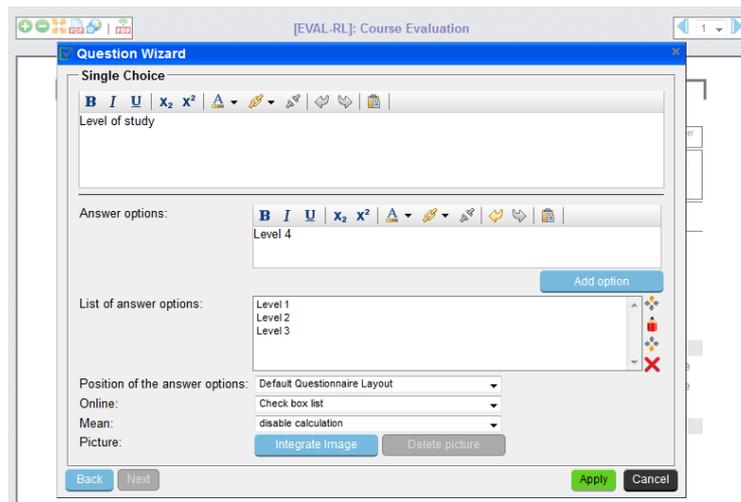
4.2 Single choice questions

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':

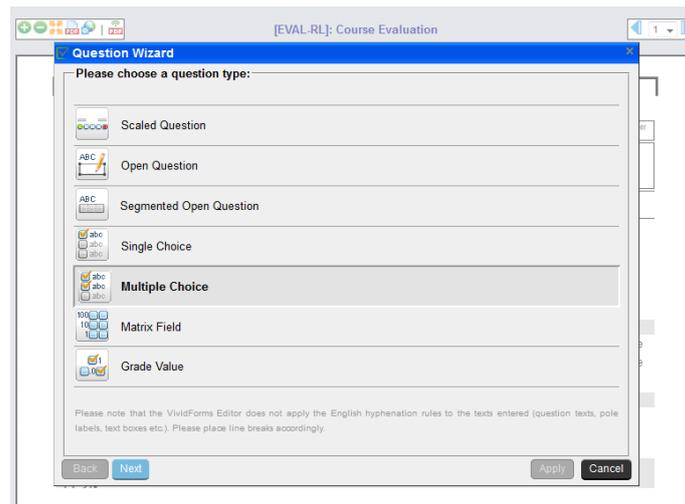


- Add your question in the top box.
- Add an answer option into the 'Answer options' box then select the 'Add option' box underneath it.
- Repeat these steps for every answer option.
- The boxes below give you the option to change the questionnaire layout, set questions as drop-down boxes or check boxes 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.

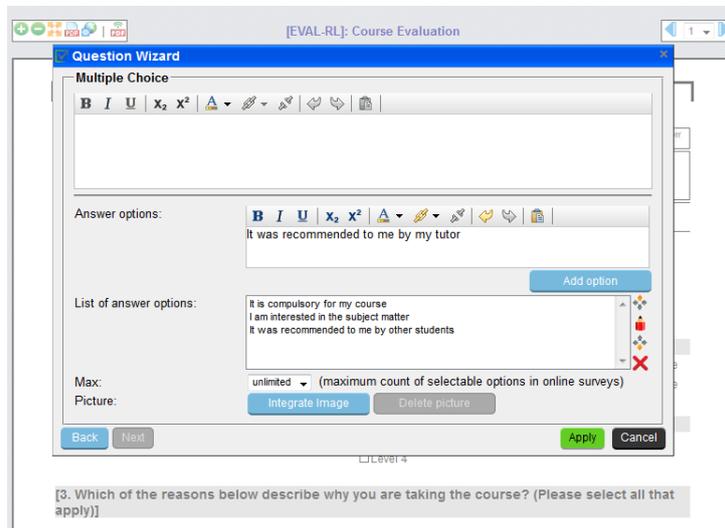
4.3 Multiple choice questions

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:

[EVAL-RL]: Course Evaluation

EvaSys
Course Evaluation

University of Glasgow
[SURVEY] [COURSEID]
[PERIOD]

Mark as shown: [MARK]

Correction: [CORRECTION]

The college takes the views of its students seriously and acts on the feedback received to provide a better service.

Student surveys provide an opportunity for you to tell us what you think, what we do well and what we need to improve.

1. Course

1.1 I enjoyed the course Agree Disagree

1.2 I learned a lot on this course Agree Disagree

2. About you

2.1 Level of study Level 1 Level 2 Level 3
 Level 4

[3. Which of the reasons below describe why you are taking the course? (Please select all that apply)]

3.1

It is compulsory for my course I am interested in the subject matter It was recommended to me by other students

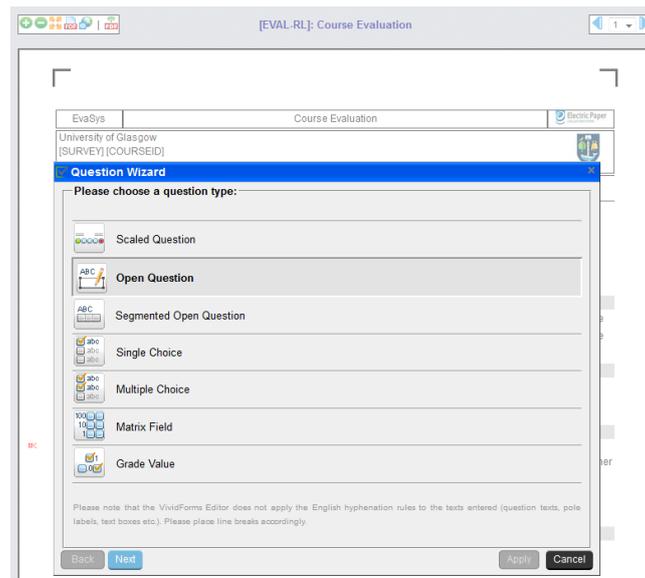
It was recommended to me by my tutor

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

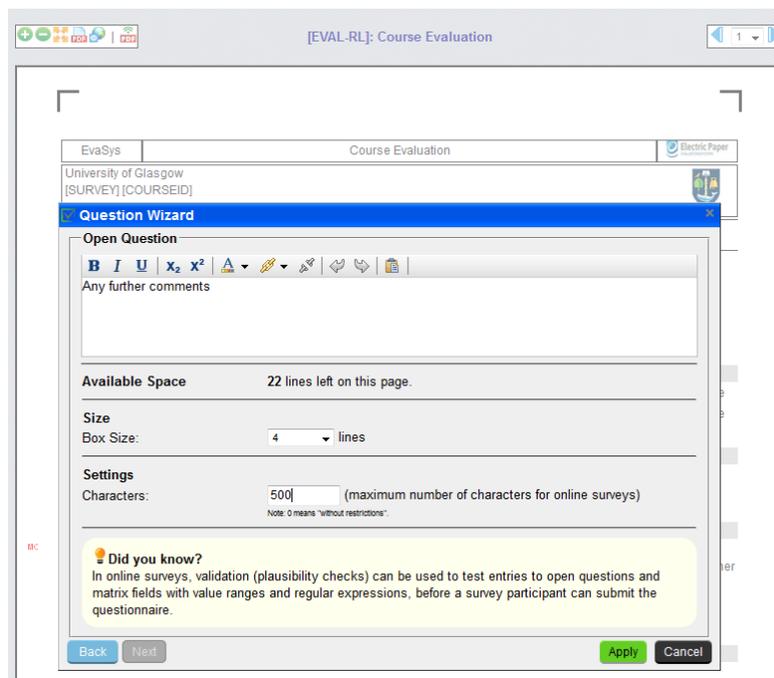
4.4 Open questions

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:

The screenshot shows the 'EvaSys Course Evaluation' interface. At the top, it displays 'EvaSys Course Evaluation' and 'Electric Paper'. Below this, it identifies the 'University of Glasgow' and includes fields for '[SURVEY]' and '[COURSEID]'. There are also fields for '[PERIOD]', 'Mark as shown', and 'Correction'. A message states: 'The college takes the views of its students seriously and acts on the feedback received to provide a better service. Student surveys provide an opportunity for you to tell us what you think, what we do well and what we need to improve.'

The questionnaire is divided into four sections:

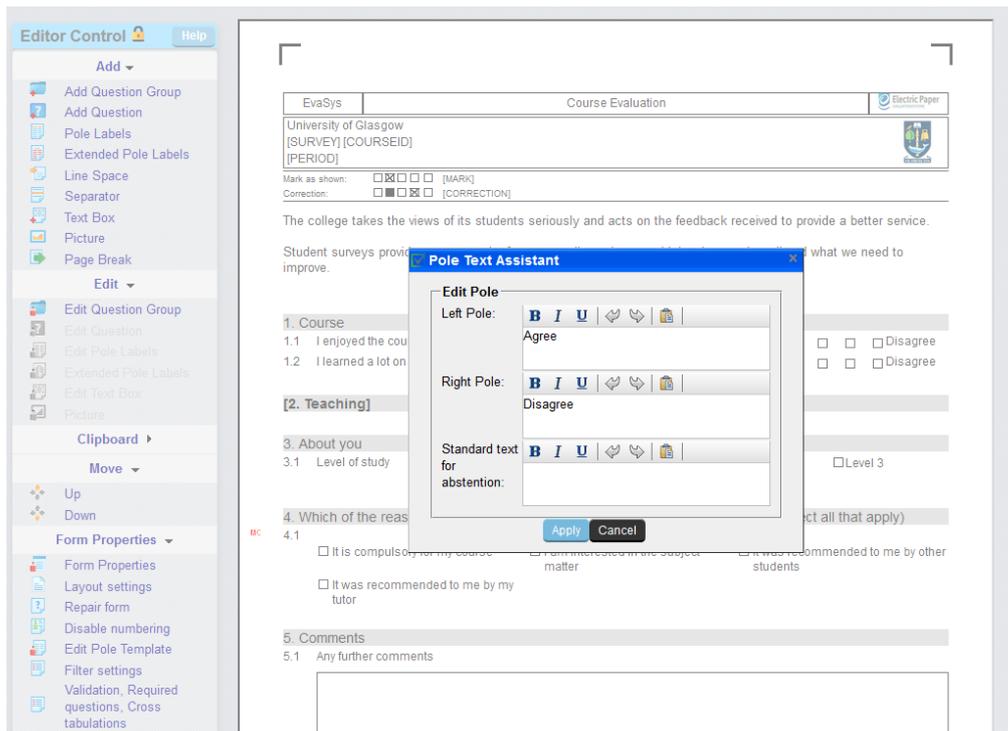
- 1. Course**
 - 1.1 I enjoyed the course (Agree Disagree
 - 1.2 I learned a lot on this course (Agree Disagree
- 2. About you**
 - 2.1 Level of study (Level 1 Level 2 Level 3 Level 4
- 3. Which of the reasons below describe why you are taking the course? (Please select all that apply)**
 - 3.1
 - It is compulsory for my course
 - I am interested in the subject matter
 - It was recommended to me by other students
 - It was recommended to me by my tutor
- 4. Comments**
 - 4.1 Any further comments (Text input area)

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:



- 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:



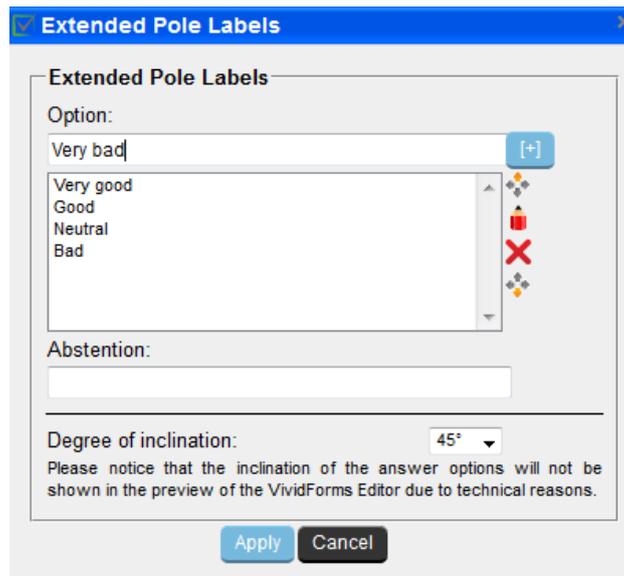
- Repeat these steps for each question that you want to add.

5.1 Extended pole labels

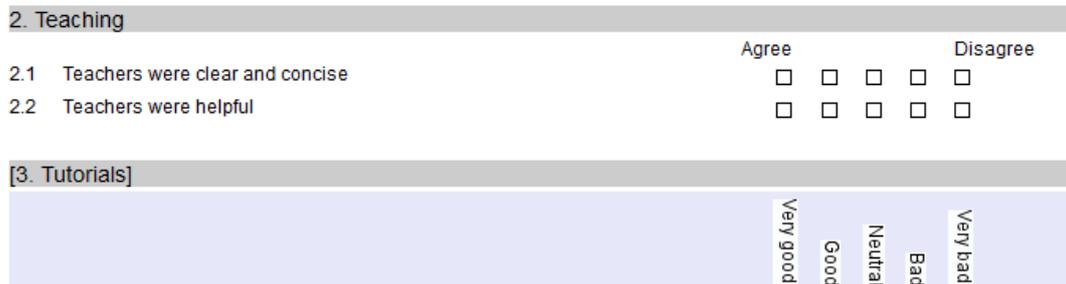
Extended pole labels allow you to label each answer option for a given questions. They can be added by taking the following steps:

- 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:

- 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:

2. Teaching		Agree				Disagree
2.1	Teachers were clear and concise	<input type="checkbox"/>				
2.2	Teachers were helpful	<input type="checkbox"/>				

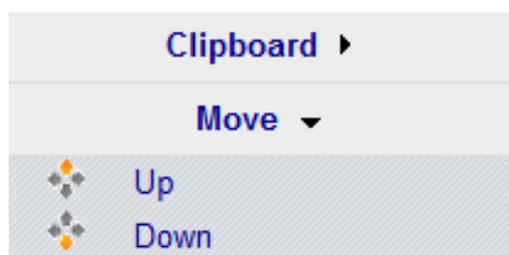
[3. Tutorials]		Very good	Good	Neutral	Bad	Very bad
3.1	Opportunity for discussion	<input type="checkbox"/>				
3.2	Supporting materials	<input type="checkbox"/>				

- 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:

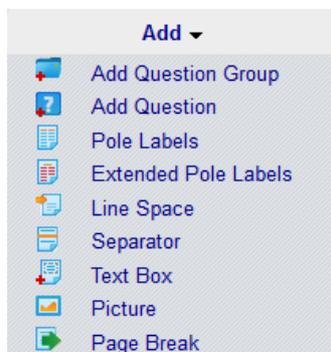


To use this function, you need to take the following steps:

- 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:



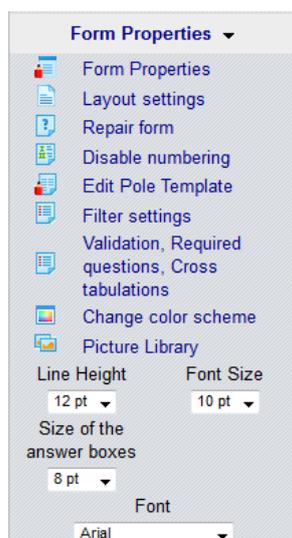
The 'Line Space' tool can be used by taking the following steps:

- 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:

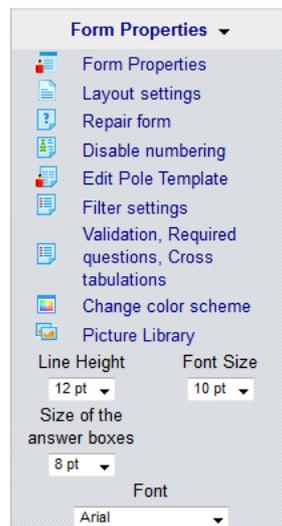


- Click on a question or question group then select the appropriate 'Line Height' or 'Font Size'. Please note that this will change the 'Line Height' or 'Font Size' for every question/question group in the survey.
- Don't alter the 'Size of the answer boxes'!

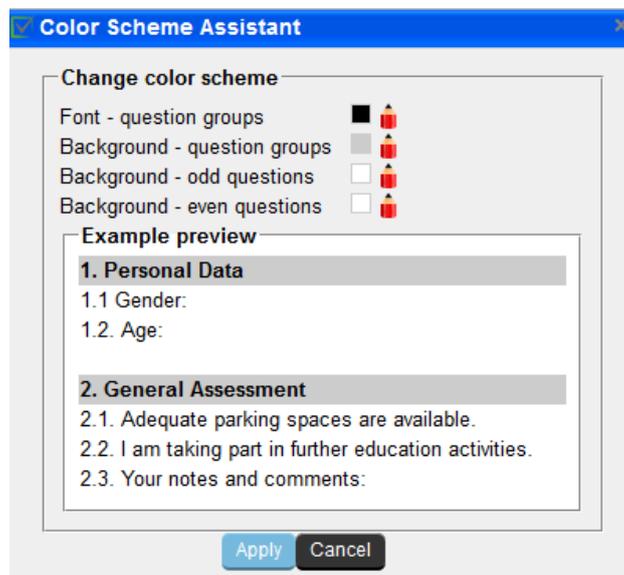
5.5 Changing the colour scheme

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

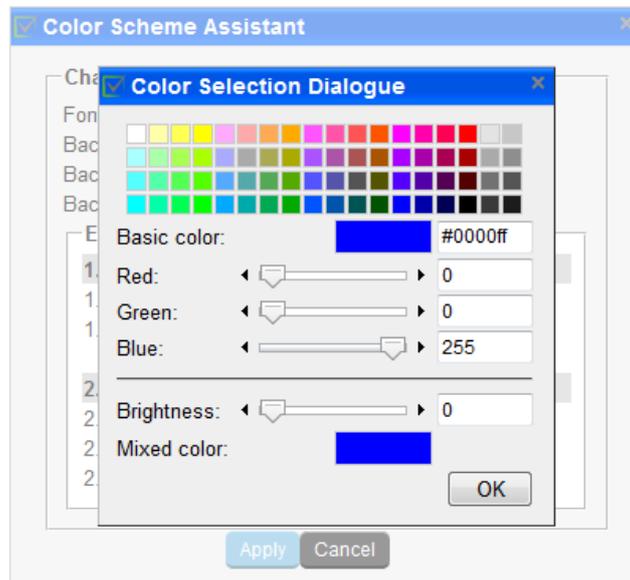
- Select 'Change color scheme' from the 'Form Properties' sub-section in the 'Editor Control' menu:



- This will take you to the following window:



- 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

- 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:

DRAFT

EvaSys	Course Evaluation	Electric Paper EVALUATIONSYSTEME
Dr Robert Smith		

Mark as shown: Please use a ball-point pen or a thin felt tip. This form will be processed automatically.
 Correction: Please follow the examples shown on the left hand side to help optimize the reading results.

1. Core Questions (for dissertations, projects and placements)								
1.1	My dissertation placement supervisor was helpful	Strongly agree	<input type="checkbox"/>	Strongly disagree				
1.2	The course was intellectually stimulating	Strongly agree	<input type="checkbox"/>	Strongly disagree				
1.3	I am satisfied with the overall quality of the course	Strongly agree	<input type="checkbox"/>	Strongly disagree				
1.4	What was good about the course?							

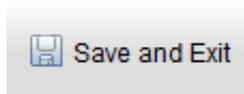
- If you select 'Online Preview', this will take you to the online version of the questionnaire:

Dr Robert Smith

1 Core Questions (for dissertations, projects and placements)

1.1	My dissertation placement supervisor was helpful	Strongly agree	<input type="radio"/>	Strongly disagree				
1.2	The course was intellectually stimulating	Strongly agree	<input type="radio"/>	Strongly disagree				
1.3	I am satisfied with the overall quality of the course	Strongly agree	<input type="radio"/>	Strongly disagree				
1.4	What was good about the course?							
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:

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:



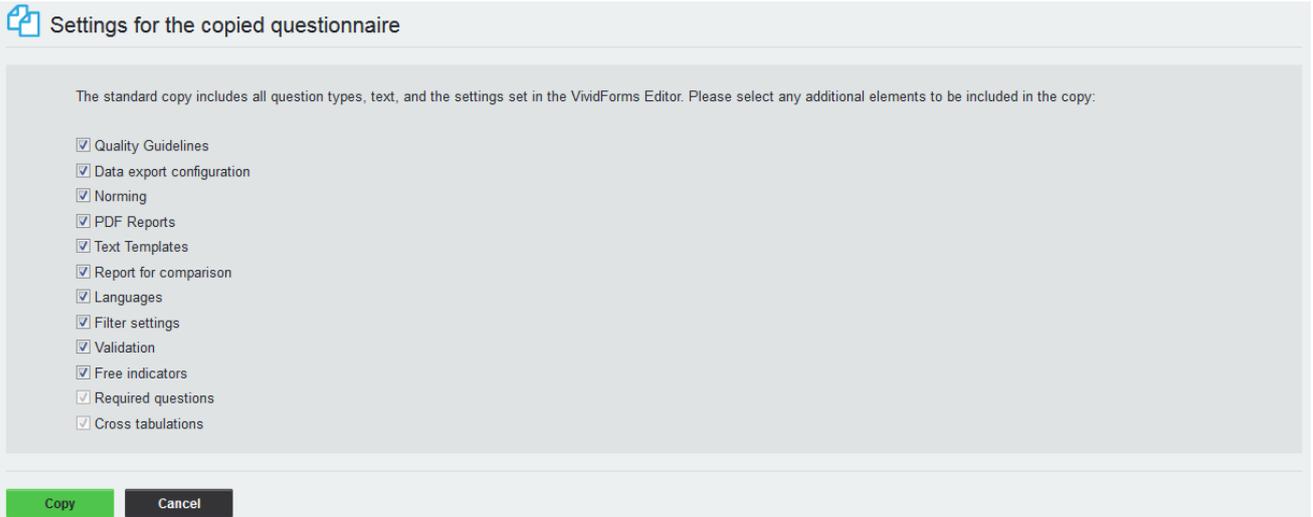
- Click on your name to show all of the questionnaires that you have produced:



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



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



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

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:

Form Wizard

Form creation information

Abbreviation: RL-EVAL1

Title: **B I U** Course Evaluation

Paper size: A4

Instructor's Optional Questions: Customizable optional questions (please activate template mode)
 Predefined optional questions
 Outcome-based evaluation
max.: 0

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.