

Brief checklist for EvaSys Administrators, August 2016

Labelling of surveys:

So that data can be aggregated appropriately, it is important that surveys are labelled correctly:

- Each course must be labelled initially with the course code, including the initial text subject acronym and the four digits (e.g. MGT1003, FRENCH2103, ENG3037).
- Each course must also be labelled with the year: e.g. appropriate survey labels for the courses above would be **MGT1003(16/17)**, **FRENCH2103(16/17)**, **ENG3037(16/17)**
- If the course has been divided into blocks, then these should be indicated by a suffix (not a prefix): e.g. **COMPSCI1002-HCI(16/17)**, **COMPSCI1002-SYS(16/17)**, **COMPSCI1002-DB(16/17)**. Note that these suffixes must relate to the subject matter of the block (not the person who teaches it).
- Please make sure that the course code is complete and correctly formed, as given in the online course catalogue: CELTCIV4002 is fine, CELTCIV-4002 is not, neither is CELT4002.
- If the survey is not associated with a credit-bearing course, then 'NC' must be the first two characters of the course, and an explanation must be given as to why this survey is necessary, and which cohort of students it is intended for (e.g: **NC-AppInterview(16/17)**). This should only be the case if the survey is clearly not associated with an educational activity that is part of the requirements of a credit-bearing course.

Extended questionnaires:

Additional administrative effort is required for the production of Extended Questionnaires. Schools should decide on an appropriate process for the creation of extended questionnaires based on requests from members of staff, and should set appropriate internal deadlines for such requests. We suggest that any requests for questionnaire extensions should be submitted to the School EvaSys Administrator(s) before August 31st (for semester 1 surveys) and before 15th December (for semester 2 surveys).

Online surveys:

A MyCampus query has been created for extracting student emails for a course in the form required by EvaSys for online surveys: UOG_EMAIL_LIST_COURSE_EVASYS. You will need to put the course ID (as shown above) in all rows of the first column of the spreadsheet; the second column contains the student email addresses. The csv file can then be uploaded to EvaSys.

Distribution of, and access to data:

Once a survey is complete, the pdf report should be emailed to the course lecturer(s) and to their line manager (the latter may best be done immediately prior to the P&DR period). It is the EvaSys administrator's responsibility to ensure the security of these reports, and the underlying data that produce them, within the EvaSys system.

Support and key contacts:

From 1st September 2016, please submit all queries – whether they relate to Policy matters or EvaSys matters - via SupportWorks.

Dr Helen Purchase (Convenor of the EvaSys Advisory Board): Helen.Purchase@glasgow.ac.uk

Dr Richard Lowdon (Academic Policy Manager, Senate Office): Richard.Lowdon@glasgow.ac.uk

22nd August 2016