

Adding further questions in the EVALIUATE course evaluation system

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1 A course evaluation is created and distributed automatically

Course evaluations are created automatically in Evaluate for all courses at Linköping University, and automatically sent to students who are registered as taking the course. The preconditions that determine when a course evaluation is created and distributed are held in Bilda, and the course evaluation is created as the course starts.

The following are controlled by Bilda:

1. That a course evaluation is created.
The condition required is that the course has a course occasion in Bilda (most courses have this: there are only a few exceptions).
2. The timing of the distribution of the course evaluation to students.
This is carried out a few days before a course has ended, as specified by the ending date stated in Bilda. Please note, if the course extends over several semesters, a new course evaluation will be sent to the students for each new semester.
3. When the course evaluation is to be open for editing, i.e. when the possibility of adding further questions opens and closes.
The period for modification opens on the starting date of the course and closes 2 days before sending the questionnaire to the students. It is not compulsory to add further questions. Please note, if the course extends over several semesters, a new course evaluation will be opened for editing, for each new semester.
4. Who receives an invitation to add further questions.
Two roles designated in Bilda receive the invitation: examiner and course supervisor. Either or both of these roles may be designated in Bilda, depending on the way in which the faculty or department is organised. If contact information for these persons is not present in Bilda, it will not be possible to issue an invitation to modify the course evaluation.
5. The language of the course evaluation.
If the teaching language is specified in Bilda as Swedish, the course evaluation is created in Swedish, while if English is specified as the teaching language, the course evaluation is created in English. If the teaching language is specified as another language than Swedish or English, the course evaluation is created in Swedish.

6. Who receives the invitation to review and archive free-text replies.
Two roles designated in Bilda receive the invitation: director of studies and questionnaire manager. Either or both of these roles may be designated in Bilda, depending on the way in which the faculty or department is organised. If contact information for these persons is not present in Bilda, it will not be possible to issue any information.

2 Adding further questions to a course evaluation, if desired

The course evaluation questionnaire contains 12 questions that are used throughout the university, and possibly also questions that are specific for the faculty. These questions are predetermined and it is not possible to modify or delete them.

Adding further questions after the predetermined set is not compulsory. If no questions are added, the course evaluation will be created and distributed to students taking the course, as described above in Section 1.

The steps for adding the most common types of further question are described below.

A film is also available as part of the instructional material at *Inside LiU – Education administration – Evaluate course evaluation system* demonstrating how to gain access to a questionnaire and add further questions.

2.1 Message that a course evaluation has been created

The person who is responsible for adding further questions (examiner and/or course supervisor) will receive an email message informing that a course evaluation has been created and that it is possible to add further questions.

2.2 Log in to the Survey&Report system

1. Open a web browser and go to Evaluate's homepage:
<https://insidan.liu.se/utbildningsadministration/evaluate>
Click on the blue Login-button to the right.

Alternatively: Type at the following address, or copy and paste the link:
<https://sUNET.artologik.net/liu-evaluate/admin/>

2. Log in with your LiU-ID. In order to access the Linköping University section, start to write *Linköping* in the field, Figure 1. Then follow the steps for logging in.

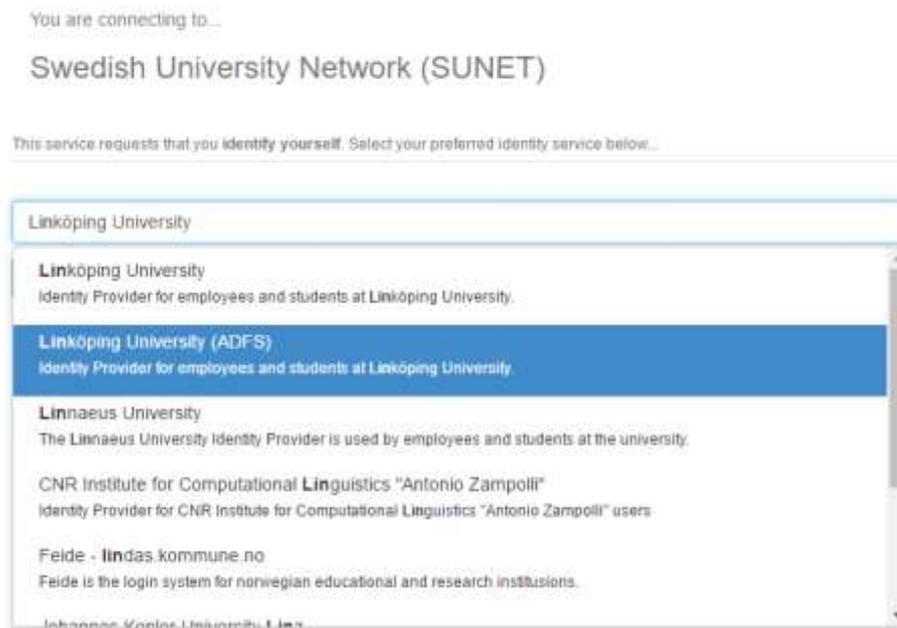


Figure 1. Log in to the Evaluate system. The first time you log in to the system it is necessary to select Linköping University from the list.

2.3 Open a questionnaire

1. After you have logged into the Survey&Report system, you are shown the homepage. The appearance of the homepage depends on your role, such as, for example, examiner or director of studies for the course in question, and the selections in the left menu may, therefore, be somewhat different.
2. It is possible to change the language of the Survey&Report interface at the upper right, by clicking on your name, Figure 2. The language in the course evaluation questionnaire (called a “survey” in the Survey&Report system) is not affected by this: it is determined by the teaching language specified in Bilda.

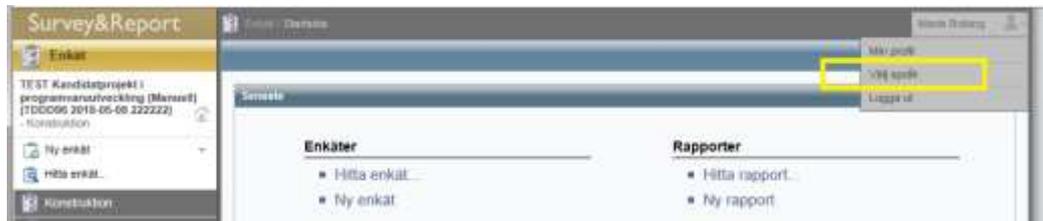


Figure 2. Choose the language for the Survey&Report interface. This does not affect the language in which the predetermined questions are given in the questionnaire (or “survey” as Survey&Report call it).

3. Then click on *Find Survey...*, Figure 3. A text box opens in which you specify the course code and course name or parts of the course name. Click on *Search* and select the relevant questionnaire.



Figure 3. Find survey

2.4 Adding questions

1. When the questionnaire has been found, the selection *Questions* is available under the *Survey Construction* heading. Click on *Questions* to see the current questions and to add further questions, Figure 4.



Figure 4. Opening the possibility of adding further questions to a questionnaire

2. The questionnaire presents first all of the university-specific and faculty-specific questions. These cannot be modified or deleted. If the information in Bilda states that course is taken in parallel with a course at another faculty, the faculty-specific questions for both faculties will be displayed during the design phase. The students, however, will see only the faculty-specific questions for one faculty.
At the bottom, under the predetermined questions, you see a “+” symbol. Click on the “+” symbol to add a further question, Figure 5.

The screenshot shows a web interface for editing course evaluation questions. At the top, there are tabs: 'Questions', 'Translate survey', 'Arrange', 'Question Visibility', 'Conditions', and 'Quota'. Below the tabs, there is a search bar with the text 'hög'. The main area contains several question cards. Each card has a title, a description, and a set of radio buttons for multiple-choice answers. Some cards also have a 'Fritextfält:' (Free text field) with a text input area. The questions are numbered 9 through 13. Question 9 asks about problems with course implementation. Question 10 asks for suggestions for improvement. Question 11 asks for examples of content or methods. Question 12 asks for an overall rating from 1 to 5. Question 13 asks if the course is relevant for the user's education. At the bottom of the interface, there is a navigation bar with a page number '1' and two buttons: 'New Page' and 'Import Questions'. A yellow box highlights a green plus sign icon in the bottom right corner of the question list area, indicating where to click to add a new question.

Figure 5. Click on the “+” symbol to add a further question,

3. A new dialogue page opens. Write the text of the new question in the field entitled *Title*, Figure 6.

4. Select the type of question to be added from the options in the drop-down menus to the right of the *Standard Questions* field, see Figure 6. The types of question used for the predetermined questions in the questionnaire are *Yes/No* questions and *Radio Buttons* (questions with several alternatives to choose between). Both of these are of the *Single-Choice* questions in the drop-down menu to the right of *Standard Questions*, i.e. students can select only one alternative. Another type of standard question is the *Memo* type, which are questions of *text* type, which means that students can write in free text as answer to a question.

This document describes only how further questions of the types listed above are to be added. To find out more about other types of question, consult the help function and manuals that are available in the Survey&Report system.

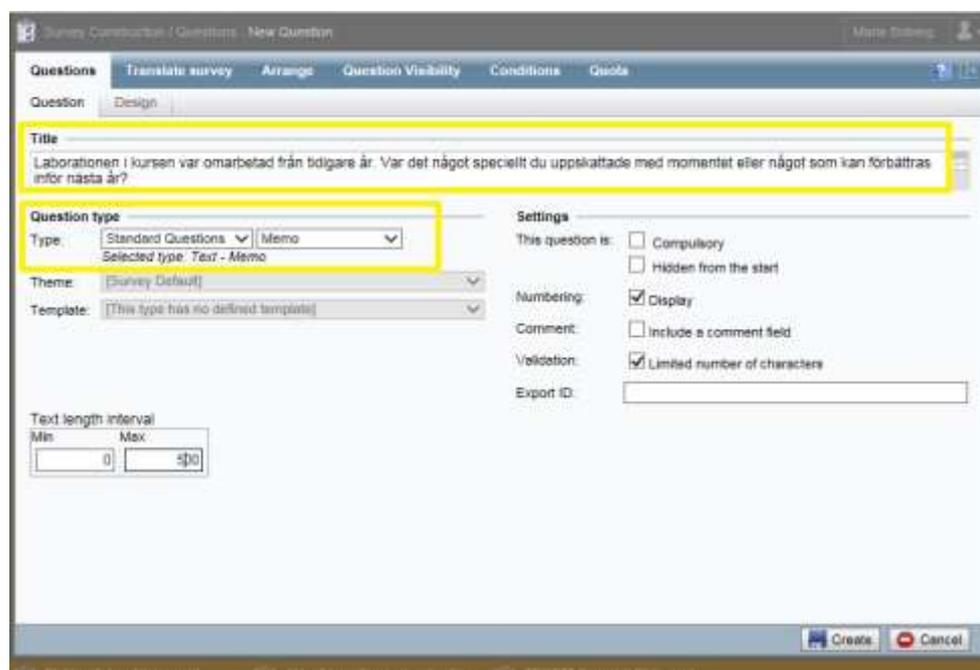


Figure 6. Create a new question by typing in its formulation under “Title” and then selecting the type of question from the drop-down menu to the right of the “Standard Questions” field.

5. *Radio Buttons* (i.e. questions with predetermined answers to choose between).

If *Radio Buttons* is selected under *Single-Choice* questions, give the alternatives from which the students can choose at *Answer Options* at the bottom of the page.

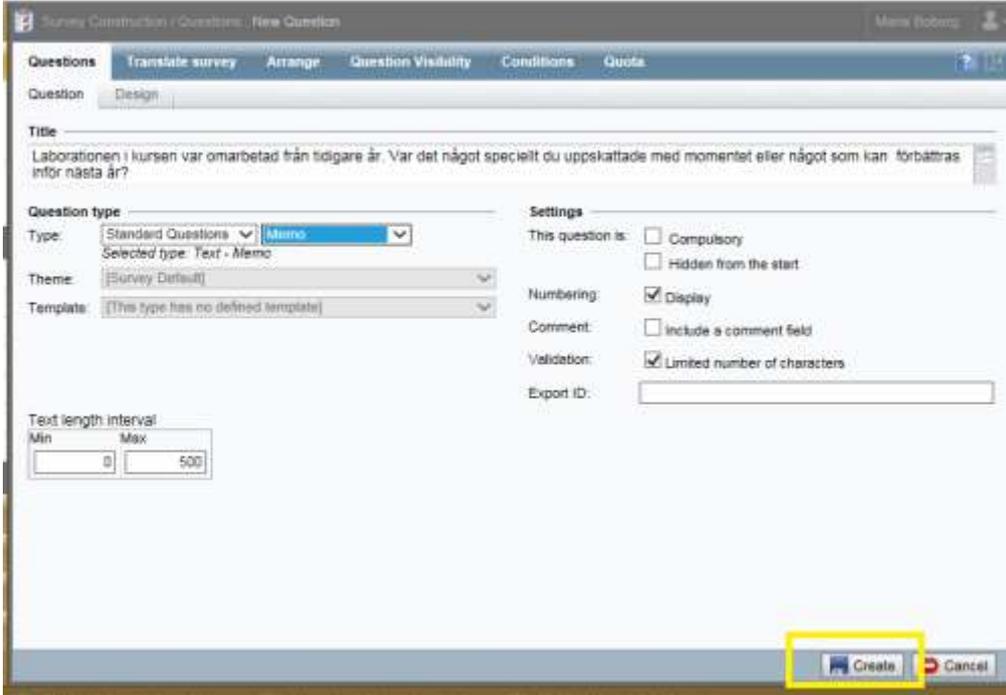
Some alternatives are given at the right of the page in which the properties of the question can be specified.

Compulsory means the question must be answered before students can proceed to the next question.

Include a comment field means that, it is possible, for example, to ask for more information from students concerning an answer to the question.

The *Orientation* choice is here marked *Horizontal*. This means that the answers available will be placed next to each other in a row, as is the case for the predetermined questions.

When you have given all necessary information and made all necessary choices, click on *Create* at the bottom right, Figure 7. The question has been created and added to the questionnaire.



The screenshot shows a 'New Question' dialog box with the following details:

- Title:** Laborationen i kursen var omarbetad från tidigare år. Var det något speciellt du uppskattade med momentet eller något som kan förbättras inför nästa år?
- Question type:** Type: Standard Questions, Selected type: Text - Memo
- Theme:** Survey Default
- Template:** [This type has no defined template]
- Settings:**
 - This question is: Compulsory, Hidden from the start
 - Numbering: Display
 - Comment: include a comment field
 - Validation: Limited number of characters
 - Export ID: [Empty field]
- Text length interval:** Min: [Empty field], Max: 500

The 'Create' button at the bottom right is highlighted with a yellow box.

Figure 7. Click on “Create” to create and save the question.

6. Questions with alternatives of the same type as most of the predetermined questions.
Add a question and select *Radio Buttons* in the way that has been described above at Points 2-5. At *Answer Options* at the bottom of the page, type in the various choices as shown in Figure 8, and then click on *Create*.

N°	Answer Options	Value
5	5 - Ja, absolut	5
4	4	4
3	3	3
2	2	2
1	1 - Nej, inte alls	1

Figure 8. Specify the “Answer Options” and “Values” as shown in the figure, in order to create questions with predetermined replies that have the same appearance as that used for the predetermined questions.

7. Yes/No question
If you want to create a *Yes/No* question, select this alternative under *Single-Choice*.
The right column will contain a further alternative to be included: *I don't know*. Just as for *Radio Buttons*, it is also possible to check the *Include a comment field* box, which means it is possible to request further information from students about their answer. It is also possible to specify that the question is compulsory.
When you have given all necessary information and made all necessary choices, click on *Create* at the bottom right, Figure 7. The question has been created and added to the questionnaire.
8. Free-text question
If you want to add a question of the *Memo* type (a free-text question), it is recommended that you click in the *Limit numbers of character* box and then specify a *Text length interval*. A suitable figure for this maximum is 500 (which gives approximately six lines of text).

When you have given all necessary information and made all necessary choices, click on *Create* at the bottom right, Figure 7. The question has been created and added to the questionnaire.

9. If you want to add further questions, click on the “+” symbol under the final question again and repeat the procedure.

2.5 Adding several questions of the same type

If you want to add several questions of the same type, such as several questions with the same, predetermined alternatives on a scale of 1 to 5, it is possible to copy one question and then simply modify the wording of the question in the field entitled *Title*. It is only possible to copy the additional questions that you have added, not the predetermined questions. Copy a question by the following procedure:

1. Click on the *Copy* symbol of the question you want to copy, Figure 9.

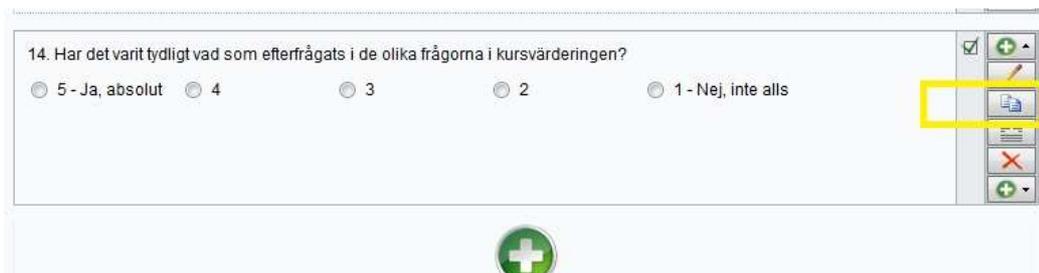


Figure 9. The symbol to click on to copy a question

2. The green “+” symbol under the questions now becomes another symbol, Figure 10. Click on this symbol and the question you have copied will be pasted in.



Figure 10. The symbol to click on to paste in a question you have copied

- If you want to add a question several times, click again on the symbol shown in Figure 10. Conclude the copying operation by clicking again on the *Copy* symbol on the right, Figure 11.

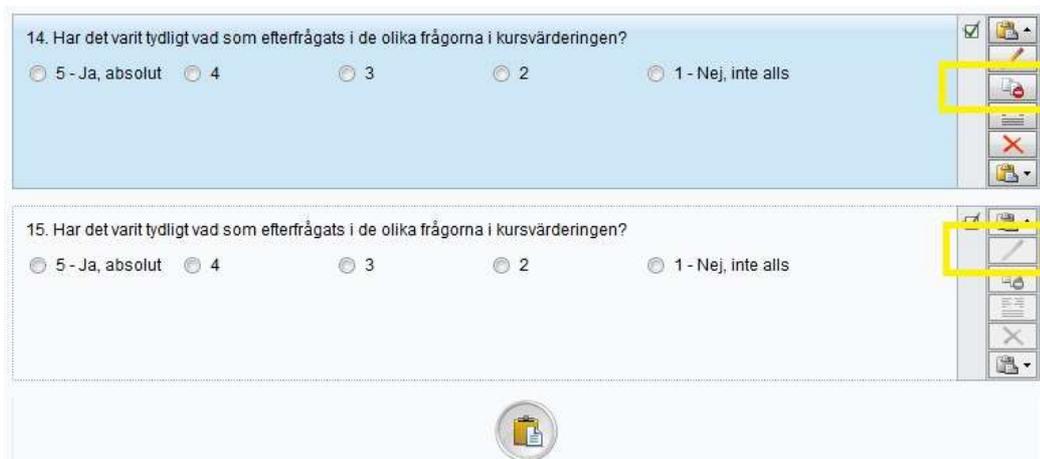


Figure 11. In order to conclude the copying of questions, click on the “Copy” symbol when it is active. In order to edit the question you have copied in, click on the symbol showing a pen.

- In order to modify the wording of a question you have added, click on the pen at the right of the reply alternatives, Figure 11. Then modify the question in the field entitled *Title*, Figure 12. If you want to modify the reply alternatives, this is also possible after clicking on the pen to activate the editing function.

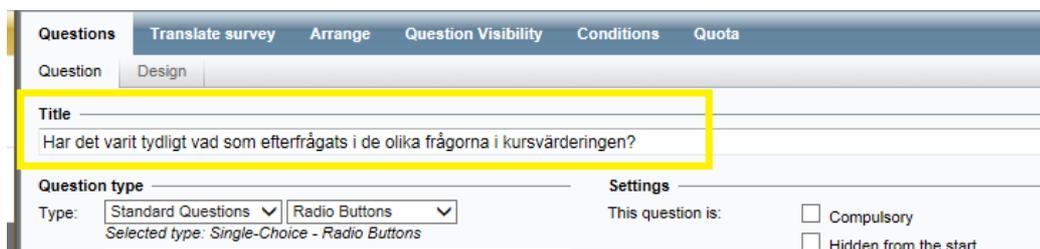


Figure 12. The wording of a question can be modified in the “Title” field.

- Click on *Save* at the bottom in order to save the question after editing.

2.6 Importing questions from other questionnaires

It is possible to import questions that you have previously formulated for another course evaluation to the questionnaire you are currently modifying. This can be done as a supplement to, or instead of, adding further questions. Proceed as follows:

1. Open the questionnaire you want to modify and follow the first steps as if you were going to add a further question (Section 2.4). This enables you to see all questions.
2. At the bottom right, diagonally below the large “+” sign, there is a button entitled *Import Questions* (Figure 5). Click on this button.
3. A dialogue page opens. Enter the course code or a word from the name of the course in the search box entitled *Surveys*, in order to find the correct questionnaire, Figure 13. Click on the course evaluation you want to use, and the questions from it appear in the right field.

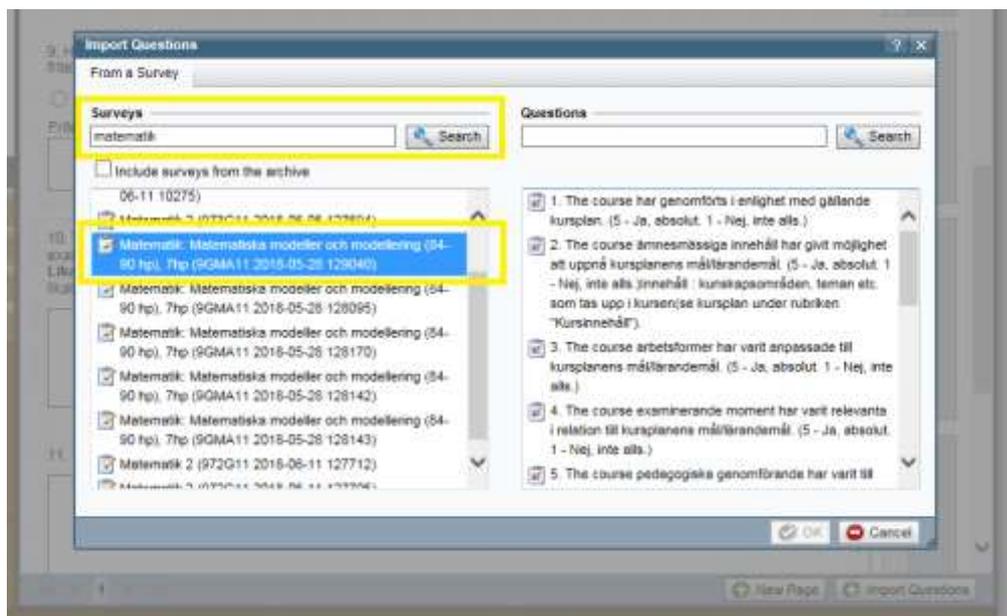


Figure 13. Type in search terms for the course evaluation from which you want to retrieve questions, and click on “Search”. Select the questionnaire you want from the list by clicking on it. The questions in this questionnaire are shown in the field on the right.

- Click on a question to import it. To import several questions: hold down the CTRL key and click the questions you want to import. End by clicking on OK, Figure 14.

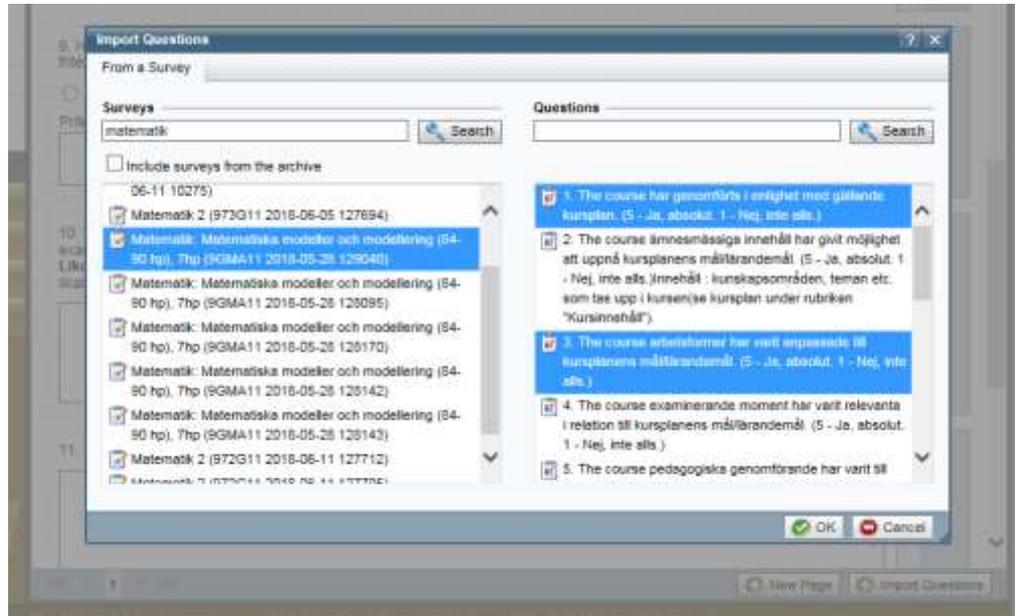


Figure 14. Choose the questions you want to import by clicking on them in the field on the right.

- The questions have now been added to the questionnaire. If you want to modify or delete them, see Section 2.7.3.

2.7 Preview

- When you have added questions you want to include with the questionnaire, you can click on *Preview* in the left menu in order to check the the questions look right.
- Since the questionnaire contains compulsory questions, you must check on the *Display without page break*, Figure 15. If you do not do this, the preview stops at the first compulsory question.

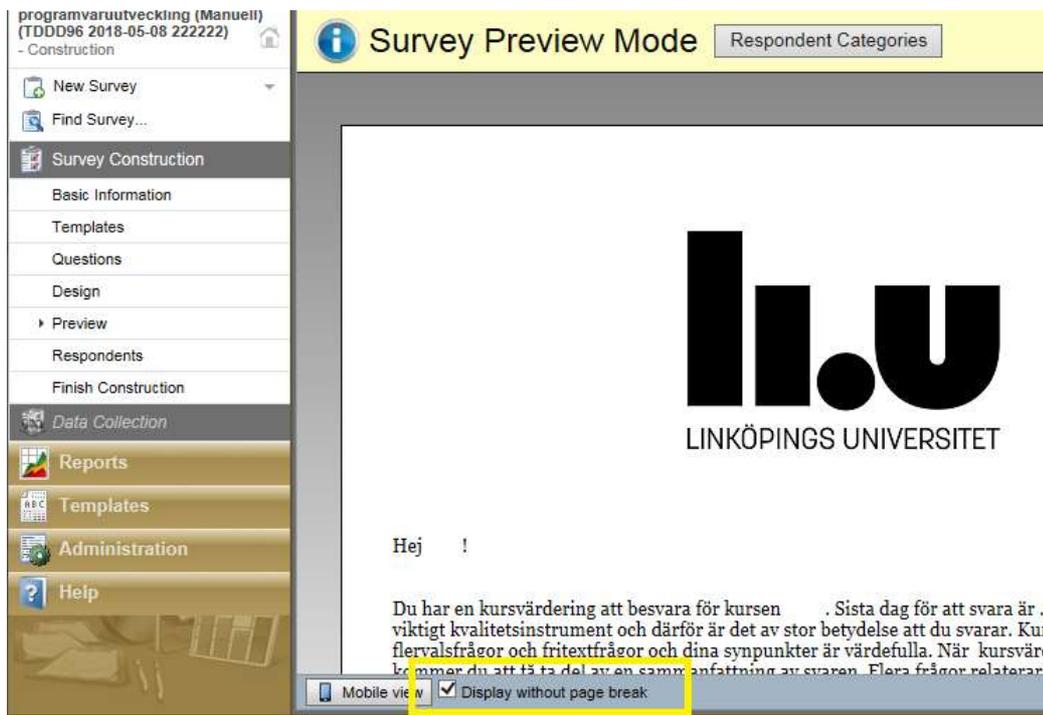


Figure 15. Check on the box for “Display without page break” when you preview the questionnaire.

3. Log out when you are satisfied with the questionnaire. It is possible to log in again and add further questions, modify the ones already created or remove one or more of the added questions until the final date for modification. This is done by clicking on the pen symbol (to edit) or the cross symbol (to remove) at the right of the question, Figure 16.



Figure 16. It is possible to edit or remove an added question using the pen or cross symbol.

2.8 Distributing a questionnaire

The questionnaire will be distributed to the students automatically when the course evaluation period starts.

2.9 Course evaluations on other occasions than course conclusions

It is possible in Bilda to specify manually further dates for course evaluation. It is thus possible, for example, to carry out an evaluation after the first half of a course. A course evaluation questionnaire will be created in Evaluate also for these occasions at the start of the course, and an email message about these will be sent to the examiner and/or course supervisor when the course starts. Note that this course evaluation will contain the university-specific and faculty-specific questions that cannot be modified or deleted.

If the manually specified dates for a course evaluation overlap the date of the automatic course evaluation when the course ends, Evaluate will ignore the manual dates and only create one questionnaire. This is to prevent students receiving two questionnaires within a short period.

For courses that extend over several terms, a course evaluation will be created for each term.

3 Automatic reporting at course evaluation conclusion

At the end of the course evaluation period, a report for the multiple-choice questions will be automatically created and sent to the examiner, course supervisor, and students who are registered on the course.

The course supervisor and/or examiner will receive an email message with a link to a webpage with the report. The same page provides the opportunity to comment on the report and have these comments distributed to the students. The reports will be automatically archived in LiU-Dok.

The replies to the free-text questions are made available to the director of studies or an equivalent person, and for the person designated in Bilda as “questionnaire manager”.

Please note that the course supervisor and/or examiner does not have access to the replies to the free-text questions, but the dissemination of the replies to the free-text questions to them is expected to be via the director of studies or an equivalent person, or via the person designated in Bilda as “questionnaire manager”.