Class Climate®
COURSE EVALUATION FEEDBACK SYSTEM

Advanced Topics in Class Climate

Version 6.n

Implementing MODULE SURVEYS

For the audio portion of this webinar:
Please dial: **1.877.820.7831**
Conference Code: **393000 #**

SCANTRON

Topics in Class Climate

Version 6.n
Implementing
MODULE SURVEYS

Presented by:

Micheal Oliver

Manager Corporate Training

What is a MODULE?

- Multiple Questionnaires Combined into a Single Survey
  - One Question Set for the Overall Event / Course
  - Second Question Set Repeated for Each Participant / Instructor
  - Minimizes Paper
  - Creates Questionnaire “Booklet”
  - Reduces emails/PSWDs for Respondents

- Beneficial for:
  - Course Taught by Multiple Instructors
  - Trade Shows
  - Symposiums
  - Job Fairs
  - Annual Conferences

Three Class Climate Survey Frameworks

- 1. Centralized Surveys – Most Common Structure
  - Instructor / Course Surveys
    - Initiated by Admin / Sub Unit Admin
      - One Survey per Instructor / Course / Period / Questionnaire
      - Multiple Instructors Evaluated on Separate Forms

- 2. Decentralized Surveys
  - General Surveys
    - Initiated by User Type “Instructor”
    - Great for One-Time Surveys or Events
    - Not for Faculty Evaluations
    - User Owns Their Data
    - Most Similar to SurveyTracker Plus or eListen surveys

Three Class Climate Survey Frameworks, cont.

- 3a. Module Surveys for <u>Education</u>
  - Course and Materials Evaluated Once
    - "About the Course"
    - "About the Materials"
  - Each Instructor Evaluated Separately
  - Available Instant Reports:
    1) Everything combined: overall results and all instructors
    2) One report for each instructor
    3) Only overall results – no instructors

Three Class Climate Survey Frameworks, cont.

- 3b. Module Surveys for <u>Commercial</u>
  - Overall Event - Evaluated Once
    - "About the Event"
    - "About the Venue / Facility"
  - Each Presenter / Company Evaluated Separately
  - Available Instant Reports:
    1) Everything combined: overall results and all presenters
    2) One report for each presenter
    3) Only overall results – no presenters

    (useful for Event Coordinator responsible for choosing locales)

The 3 Survey Frameworks of Class Climate

Instructor / Course Evaluations	General Surveys	Modules
Generated by User Type: "Admin" or "SubUnit Admin" ONLY	Generated by User Type: "Instructor" ONLY	Generated by User Type: "Admin" or "SubUnit Admin" ONLY
Step 1 Create SubUnit Add Instructor Add Course(s) Add Instructor Add Course(s) Create SubUnit Add Instructor Add Course(s)	**Step 1** Create separate Subunit (optional) - General Surveys Add an "Instructor" with Generic Name (Your Survey Manager)	**Step 1** Activate Modules - System Setting
Step 2 Create Questionnaire(s)	**Step 2** Log-In as that "Instructor"	**Step 2** Create Questionnaire(s) for Module and SubModules (minimum - 1 each)
Step 3 Generate Survey: + Survey Period + Questionnaire + Instructor/Course = **Survey** Use Batch Events to Print (optional)	**Step 3** Create Questionnaire (May be created by Admin / SUA / or Instructor) Create a folder Create a Survey Specify Questionnaire / Event Name / Online, Paper or Hybrid	**Step 3** Add "Instructors" for purposes of sending reports (optional)
Step 4 Instant Feedback Use Batch Events to Distribute (opt) Analyze Results (Advanced Reporting)	**Step 4** Generate Reports	**Step 4** Define Course Types and Link to desired Questionnaires
		Step 5 Create New Module Enter Module Name
		Step 6 Add Courses = Individual SubModules Use Secondary Recipients for sending report results (if "Instructors" defined in step 3)
		Step 7 Generate Survey - Switch to Module Mode

Establishing a MODULE

- A Bit More Complex that Setting Up Instructor/Courses
- Modules May be created via
  - User Interface
  - CSV (new fields added 6.0)
  - XML Import
- Documentation Available
  - XML Manual and Sample Files
    - System Information > Documentation > Manuals > XML Import Manual
    - System Information > Documentation > Sample Files > Sample XML import (modules)
  - CSV
    - System Information > Documentation > Sample Files > Sample CSV import (modules)

Pro's for Using MODULES

- Fewer surveys (paper or email) for respondents when multiple instructors are involved
- Entire MODULE combines several questionnaires into a single survey
- Instructors / Presenters do not require a license unless their specific report is to be emailed via Class Climate
  - Actual Instructor Referenced as
    - Secondary Report Recipient
    - Utilizes External ID(s)

Considerations of using MODULES

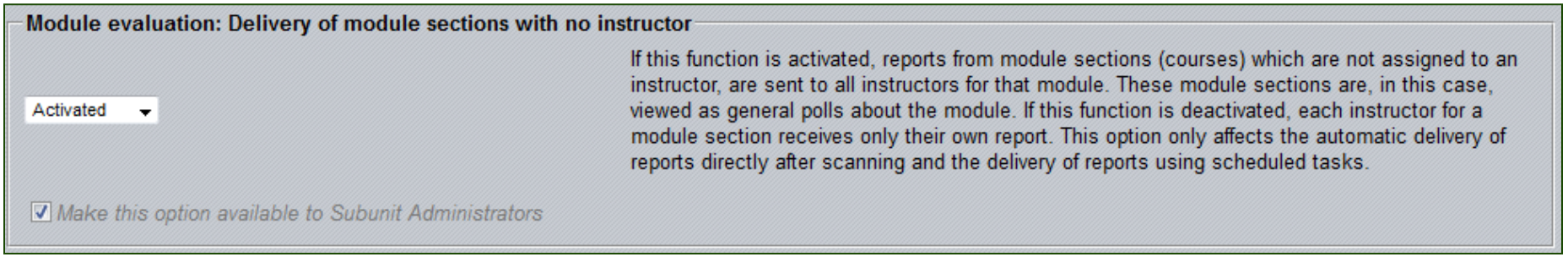
- Cover Sheet method for paper surveys not allowed
- Course Results will NOT appear in the “Reports From Central Evaluations” menu option for neither Active nor Passive Instructors authorized to log in to view reports

System Settings

- Delivery of Module sections without Secondary Instructors

  Location: System Settings > Class Climate Settings > Survey

- Activated: Instant Reports for components without an assigned secondary instructor, will be sent to **all** named secondary report recipients
- Deactivated: No one will receive the instant report for a component without an assigned secondary instructor.

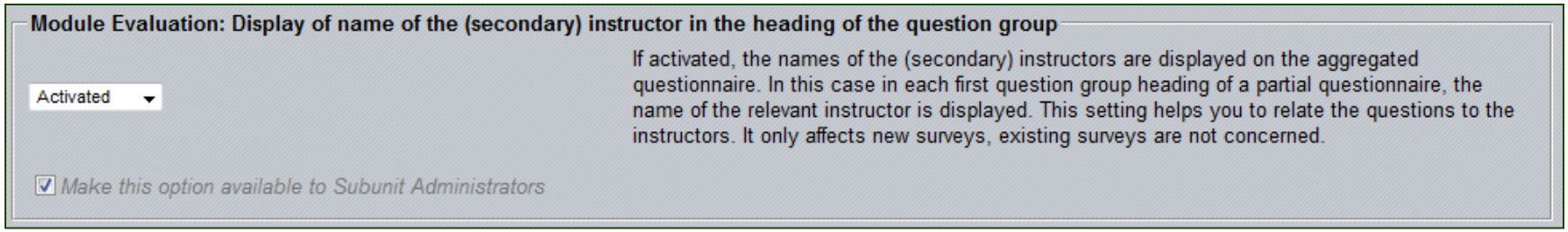


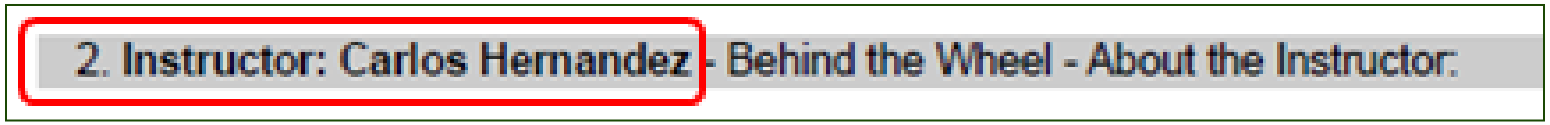
- Only invoked when one of these options has been selected:
  - Automatic delivery after scanning (Hard Copy)
  - Scheduled Tasks > Finish Survey > Automatically Send Reports (Online Surveys)

System Settings, cont.

- Secondary Instructor Name will be listed in Question Group

  Location: System Settings > Class Climate Settings > Survey



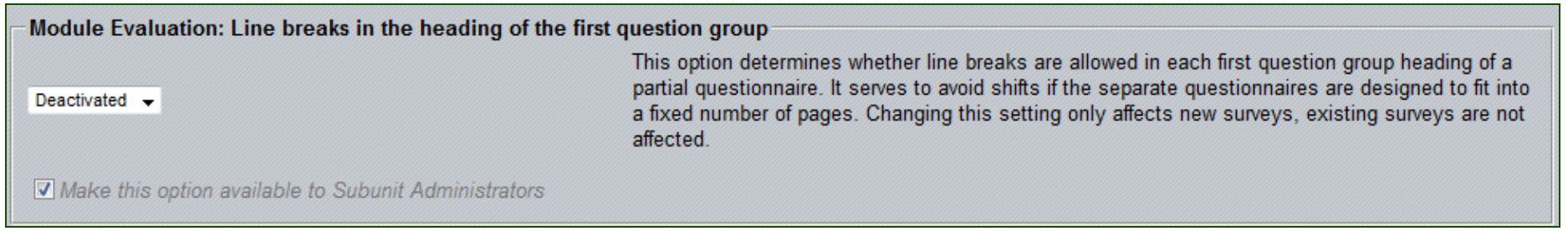


- However, Report Creator can only see Instructor Names if included as part of Sub-Component Name
- Module results will NOT appear in the “Reports From Central Evaluations” menu option of Class Climate instructors for neither Active nor Passive Instructors authorized to log in to view reports

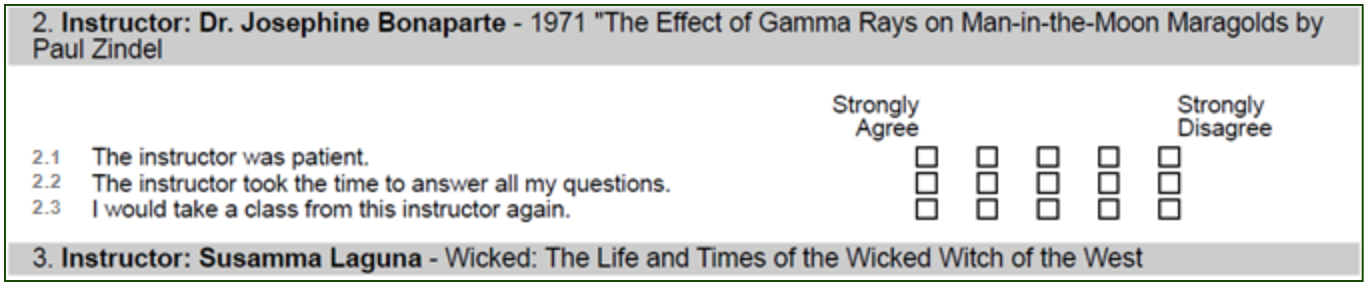
System Settings, cont. (6.0 only)

- Prevent unwanted line breaks in Question Groups

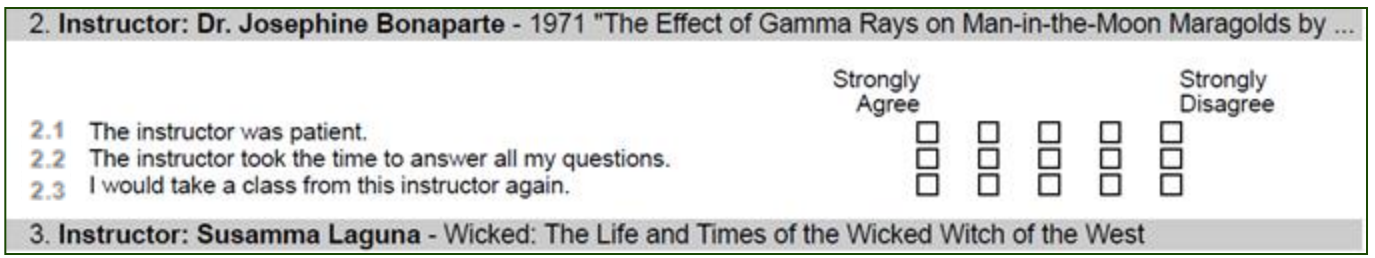
  Location: System Settings > Class Climate Settings > Survey



- Deactivated:



- Activated:

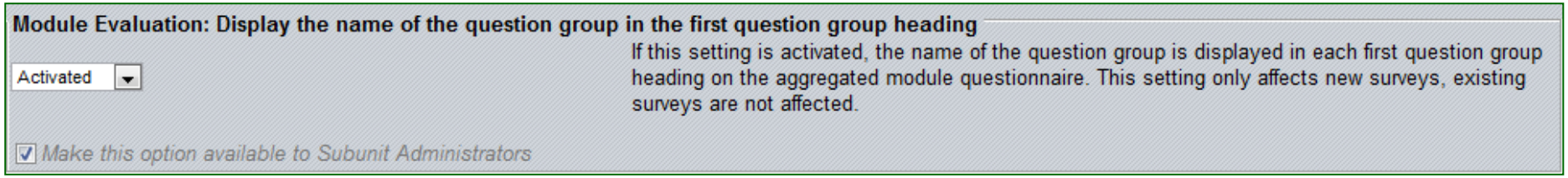


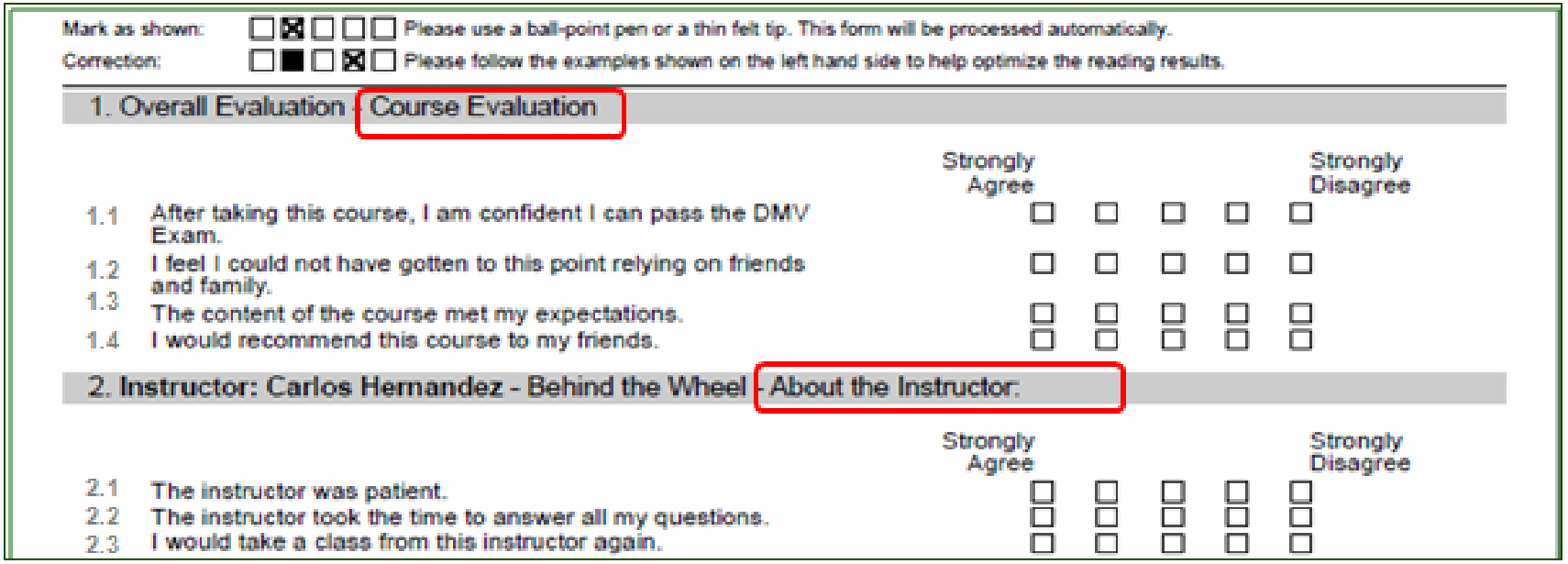
- Ensures equal spacing of Question Groups for paper Surveys

System Settings, cont. (6.0 only)

- Display Name of the Question Group in the Question Group Heading

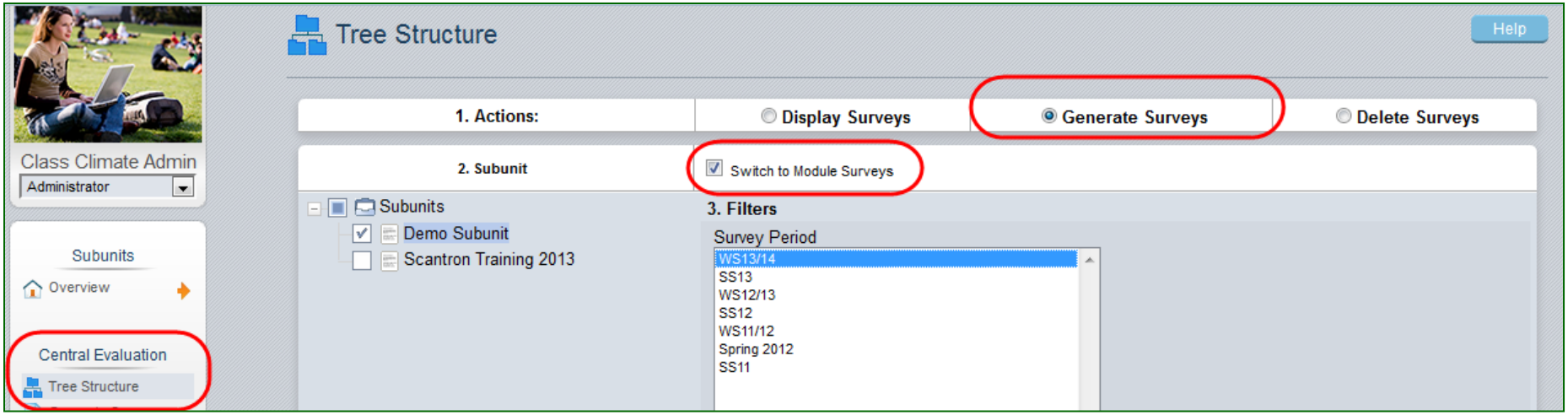
Location: System Settings > Class Climate Settings > Survey





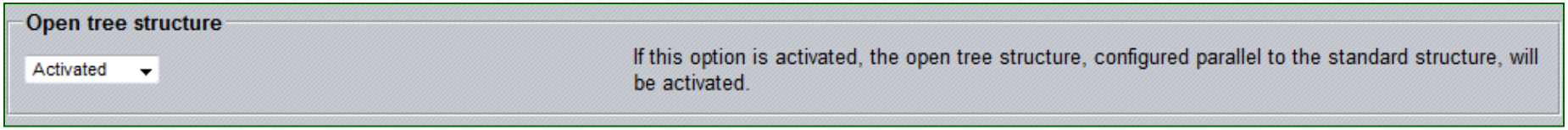
Generate Module Survey
Added to Tree Structure (6.0 only)

- "Switch to Module Surveys" added to Generate Surveys Function of Tree Structure



- System Setting to Activate Tree Structure

Location: System Settings > Class Climate Settings > Functions



Let's Pick a Topic…"Learning to *DRIVE*"

- Name of Module:
  1. Overall Driver's ED Course
  Driver's ED Admin

- Sub-Modules:
  2. Studying for the Written Exam
  Taught by: Donna Harwood

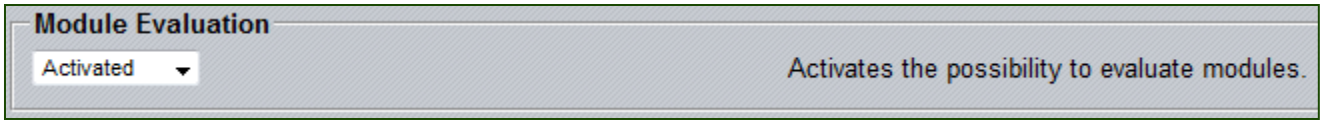
  3. Behind the Wheel
  Taught by: Noah Peterson

  4. Parallel Parking
  Taught by: Linden Hayes

Let's Create a MODULE

- Activate the Appropriate System Setting

  System Settings > Class Climate Settings > Central Evaluation > Module Evaluation (Activate and SAVE)



- Create Desired Questionnaires
  - One with overall course questions only
  - Another with instructor questions only
  - Any additional Questionnaires with questions as desired
- Associate Course Types with specific Questionnaires

Let's Take a Look . . .

(Refer to Page3: *Quick Reference Guide)*

Let's Create a MODULE
Adding a Module via the User Interface:

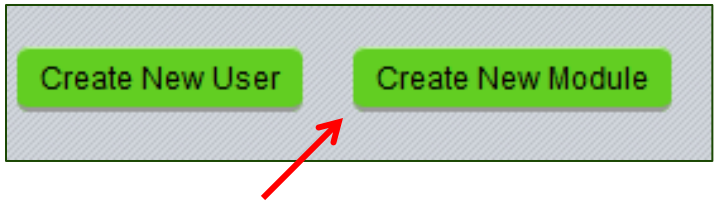
- Add the Base Course and Sub-Module Components
- Add Instructors (to appear in Secondary Report Recipients list) if reports will be emailed from CC
  - Ability to reference any existing instructor from any subunit
  - Requires assignment of External ID if imported via CSV
- Generate the Module Survey
- Take the Survey (Online or Paper)

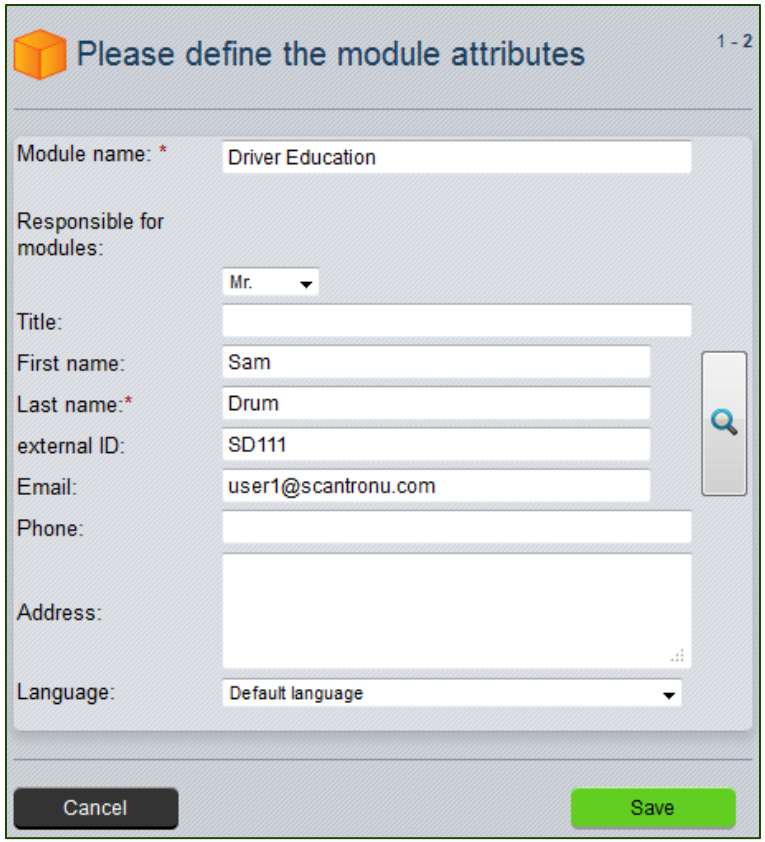
Let's Take a Look . . .

(Refer to Page 7: *Quick Reference Guide)*

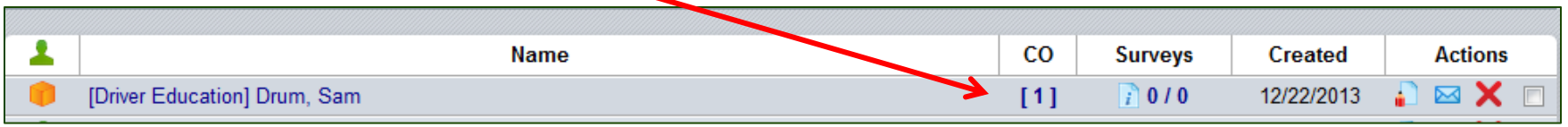
Let's Create a MODULE
Adding a Module via User Interface, cont:

- Choose: "Create New Module"





- Note: The Base Course is auto-created



Let's View the MODULE Reports

- View the Instant Reports
  - DRIVE will include information for Overall and Sub-Modules
  - Overall will include only course results
  - Each "Instructor" will be available separately

Let's Create a MODULE
Adding a Module via CSV Import:

	A	B	C	D	E	F	G
1	usertype	modulename	firstname	surname	email	course_name	course_code
2	module	Driver Education	Sam	Drum	samdrum@email.com	Driver's Education	DE102
3	module	Driver Education	Sam	Drum	samdrum@email.com	Overall Course Evaluation	DE102-22
4	module	Driver Education	Sam	Drum	samdrum@email.com	Donna Harwood - Studying for the Written Exam	DE102-11
5	module	Driver Education	Sam	Drum	samdrum@email.com	Noah Peterson - Behind the Wheel	DE102-55
6	module	Driver Education	Sam	Drum	samdrum@email.com	Lyndon Hayes - Parallel Parking	DE102-13

H	I	J	K	L
course_type	course_participants	secondary_instructor_external_ids	module_course_main	module_course_position
	5		1	
6	5	12345|23456|ABC11		1
7	5	12345		2
7	5	23456		3
7	5	ABC11		4

In the example above:

Sam Drum will get a copy of every report

Questions