

S C A N T R O N[®]



Class Climate[®]
COURSE EVALUATION FEEDBACK SYSTEM

**Creating Module
Surveys
Quick Reference Guide
Class Climate V6.n**

THIS GUIDE DEFINES (AND DEPICTS) THE STEPS REQUIRED TO IMPLEMENT MODULE SURVEYS

Module Evaluations are designed to support a structure where one set of questions is asked about the overall Course or an Event AND a separate set of questions is asked about the specific instructors, speakers, or booths (where a trade show might be the overall topic). There is no physical limit to the number of Questionnaires which may be combined into the “booklet” nor is there a limit to the number of Instructor/Courses or Presenter/Events.

Once Generated, all of the questions for the Module Survey will appear contiguously in the sequence defined when the Module is created.

IN GENERAL, THE STEPS INCLUDE:

- Activate the appropriate System Setting
- Create 2 (or more) Questionnaires:
 - Overall Course/Event Questions (asked once)
 - Individual Instructor/Speaker/Module Questions (repeated)
- Add the Instructors/Speakers/Facilitators who will be evaluated and will receive their specific results via email from Class Climate
- Define Course Types and Associating a specific Questionnaire to each
- Add the “Overall Module (Course) Name” to a SubUnit
- Add the “Courses” (Individual Component Names to the Overall Module
- OR Import Base Module and Components via CSV or XML
- Generate the Survey
- Take the Survey - Hardcopy, Online or Hybrid (Cover Sheet is not supported)
- Display the Reports

MODULES MAY BE ADDED USING THE FOLLOWING METHODOLOGIES:

Manually, via the User Interface (Similar to adding Instructors or Presenters)

Imported Using .csv Format (Excel Spreadsheet, Saved As file type = “comma separated values”)

Imported using XML Format (Provides additional capabilities not supported by .csv format; i.e., Creating New SubUnit(s), Establishing Scheduled Tasks, Loading Participants, etc.)

THE NAMING CONVENTION USED IN THIS DOCUMENT:

Overall Name of the Module = Driver Education (DE101)

The 2 Questionnaires = COURSEVA and INSTEVAL

The Module Component Structure (Sections) will be:

Overall Driver’s Ed Course Evaluation

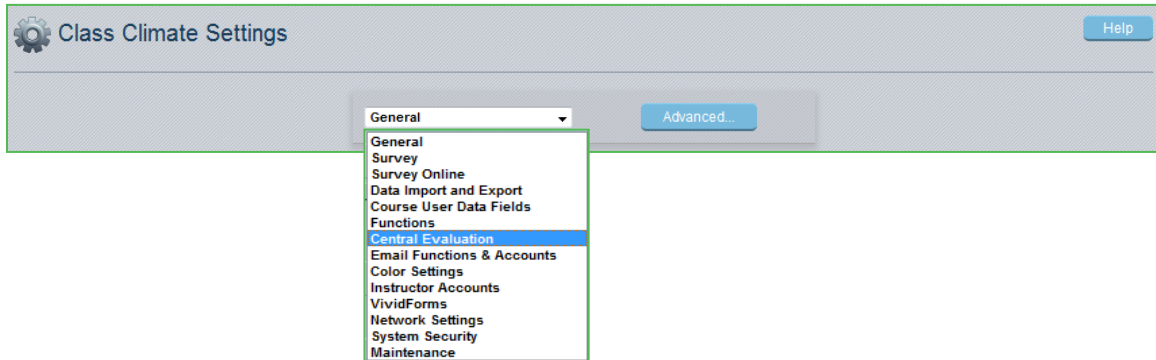
Studying for the Written Exam – Taught by Donna Harwood

Behind the Wheel – Taught by Juan Alvarez

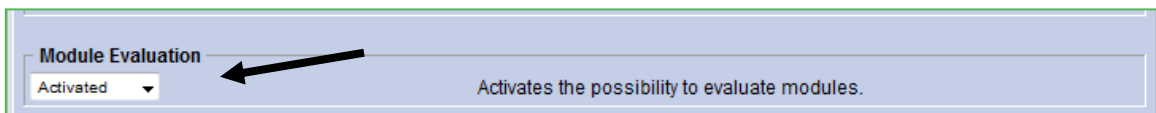
Learning to Parallel Park – Carlos Hernandez

ACTIVATING MODULES

**Log-in to Class Climate as an Administrator or Secondary Administrator
 Choose System Settings
 Select “Central Evaluation” from the Settings pull-down**



Near the bottom of the page, you will find the settings for Module. This must be ‘Activated’ for this function to be enabled.



Click ‘SAVE’ at the bottom of the screen.



CREATING THE QUESTIONNAIRE(S)

This process is unchanged.

For this exercise there will be two (2) questionnaires:

One will contain the questions for the overall course/event

The other will contain the questions for the individual Instructor/Speaker/Booth

ID	Abbreviation	Title	Date	Engine	Pages	Status	Action
7	Sample	Sample Evaluation Form	05/21/2012	VF Editor	1		Select...
31	COURSEVA	COURSE EVALUATION	12/01/2013	VF Editor	1		Select...
32	INSTEVAL	INSTRUCTOR EVALUATION	12/01/2013	VF Editor	1		Select...
180	Patient	Patient Satisfaction Survey	03/18/2011	VF Editor	2		Select...
205	Employee	Employee Satisfaction Survey	03/18/2011	VF Editor	2		Select...

Each Questionnaire will be linked to a specific Course Type.

Note: You may create as many Questionnaires for a Module as required.

Class Climate	COURSE EVALUATION	
[ORGANIZATION]	[AUTHOR]	
[SUBUNIT] [PERIOD]	[SURVEY]	
Mark as shown: <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> [MARK]		
Correction: <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> [CORRECTION]		
[1. Course Evaluation]		
	Strongly Agree	Strongly Disagree
1.1 After taking this course, I am confident I can pass the DMV Exam.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
1.2 I feel I could not have gotten to this point relying on friends and family.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
1.3 The content of the course met my expectations.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
1.4 I would recommend this course to my friends.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

Class Climate	INSTRUCTOR EVALUATION	
[ORGANIZATION]	[AUTHOR]	
[SUBUNIT] [PERIOD]	[SURVEY]	
Mark as shown: <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> [MARK]		
Correction: <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> [CORRECTION]		
[1. About the Instructor:]		
	Strongly Agree	Strongly Disagree
1.1 The instructor was patient.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
1.2 The instructor took the time to answer all my questions.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
1.3 I would take a class from this instructor again.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

Scenario: Evaluating a Conference using three (3) unique Questionnaires:

#1 Used to evaluate the venue/facility (to provide a report for the Conference Organizer)

Q1. Did you stay at this hotel?

Q2. How would you rate the overall registration process?

#2 Used to evaluate each speaker (to provide individual reports for each speaker)

Q1. The speaker was well prepared

Q2. The speaker knew the subject well

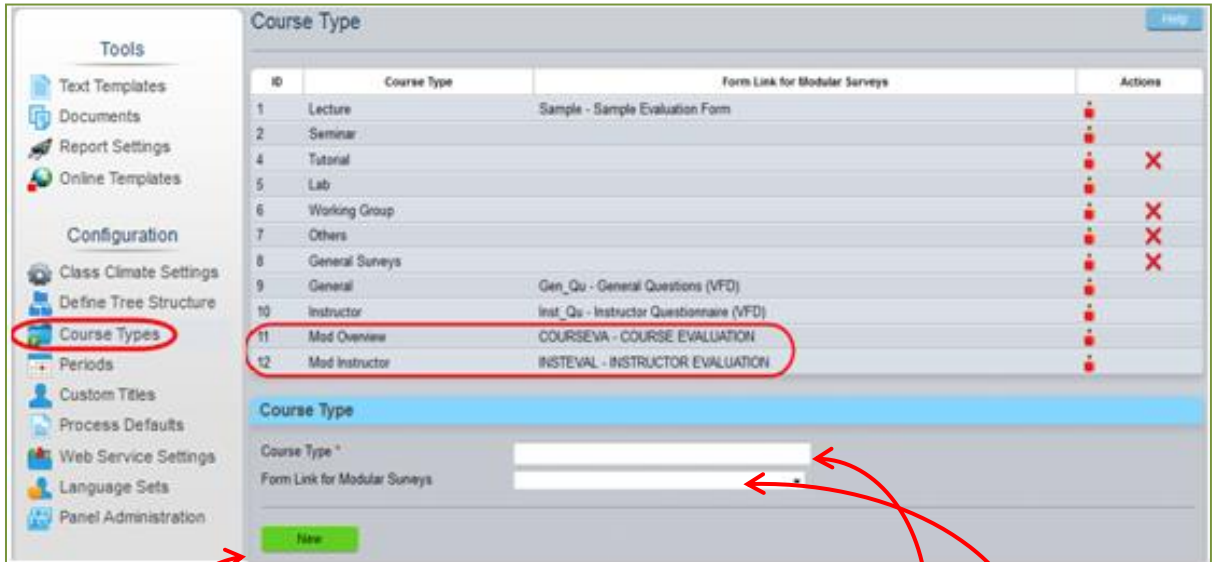
#3 Used to evaluate the overall Conference (to provide a report to the Conference Organizer and each speaker, if desired)

Q1. The conference was worth the time invested

Q2. I plan on attending next year

LINKING QUESTIONNAIRES TO COURSE TYPES

The Module process involves linking the Course Types to specific Questionnaires. From the System Setting Tab, choose Course Types. You may use existing Course Types. The system will only use the linked Questionnaire when Generating a Module Survey.



To establish a new link:

Enter the name of the Course Type

Use the pull-down to choose the Questionnaire

Click New

MANUALLY CREATING A NEW MODULE USING THE USER INTERFACE

MODULES MAY BE CREATED IN ANY SUBUNIT



The screenshot shows a form titled "Please define the module attributes". The fields are: Module name: * (Drivers Education), Responsible for modules: (neutral), Title: (empty), First name: (Sam), Last name: * (Drum), external ID: (SD111), Email: (user1@scantronu.com), Phone: (empty), Address: (empty), and Language: (Default language). A red box highlights the green "Save" button at the bottom right.

NOTE: Choose a Name that represents the Overall Title of the Course.

The Name you enter here will control the entire Module. All sub-modules will link to this name.

NOTE: This is the email address of the person who will receive all of the evaluations for this entire Module.

Click Save

ADDING THE MODULES AND COMPONENTS (SUB-MODULES) TO BE EVALUATED

The Module Name and Course/Event Name are added to the SubUnit.

Note the Name of the Base Course is: [*Drivers Education*] and the sections of this course will be added to this Base Course

Users in subunit Module						Help
Name	CO	Surveys	Created	Actions		
[Drivers Education] Drum, Sam	[1]	0 / 0	12/22/2013			

The Base Course is automatically created.

Click the [1] in the CO Column

Components (Courses) will now be added to the Module much in the way Courses are added to Instructors.

The Base Course may be edited by clicking the Action: "Pencil"

Courses of "Drivers Education"											Help
#	Course name	Program of Study	ID	Evaluation period	Questionnaire (Course Type)	Location	Participants	Language Spoken in Class	Report recipient (instructor)	Surveys	Actions
	Drivers Education			Repetitive			0				

Click 'Add Course' to add the first Component to this course.

ADDING THE SUB-MODULES TO BE EVALUATED, CONT.

Enter all the information about the first element of your Module. For this example, it will be Overall Course Evaluation.

After entering the overall "Course" for your Module, you will enter each piece to be evaluated.

The screenshot shows a web form titled "Edit course of 'Drivers Education'". The form contains several input fields and a list of instructors. Callouts point to specific fields: "Base Course ID" points to the "Overall Evaluation" field containing "DE101"; "Questionnaire/Course Type" points to the dropdown menu showing "COURSEVA (Mod Overview)"; "Optional/User Defined Fields" points to the "Language Spoken in Class" dropdown menu. Below these fields is a section for "Report recipient (instructor)*" with a checked checkbox "exist for this course" and a list of instructors: "Mobile Technology: Juan Alvarez", "SVM Demo: Donna Harwood", "SVM Demo: Carlos Hernandez", and "Mobile Technology: Juan Alvarez". Callouts also point to the "Add" and "Remove" buttons next to the instructor list, and a box labeled "Instructors who will receive this piece of the report" points to the list itself. At the bottom of the form are "OK" and "Cancel" buttons. A note at the bottom reads: "*Please see the setting 'Module evaluation: Delivery of module sections with no instructor' in the settings."

ADDING THE SUB-MODULES TO BE EVALUATED, CONT.

Enter all the information about the subsequent elements to be evaluated.

Edit course of "Drivers Education"

Course name * Donna Harwood - Studying for the Written
 ID DE101 - 2014DE-101A
 Questionnaire (Course Type) INSTEVAL (Mod Instructor)
 Location
 Language Spoken in Class
 Report recipient (instructor)*
 exist for this course
 SVM Demo: Donna Harwood
 Add
 Remove

*Please see the setting "Module evaluation: Delivery of module sections with no instructor" in the settings.

OK Cancel

NOTES:

By including the Name of the Instructor with the Course ID, the Report Creator will be able to see this entry and combine with other statistics when creating Compilation of Instructor reports

Be sure to choose the appropriate Questionnaire/Course ID combination for the questions desired in this portion of the Questionnaire.

To insure the Instructor receives their portion of the Evaluation, include them as a Secondary Instructor.

Enter the remaining two sub-modules and identify the specific Instructors / Speakers / Booths. When you have completed all components of the Module, your screen should appear as follows:

#	Course name	Program of Study	ID	Evaluation period	Questionnaire (Course Type)	Location	Participants	Language Spoken in Class	Report recipient (instructor)	Surveys	Actions
	Drivers Education			Spring 2014			0				
1	Overall Evaluation		DE101	Spring 2014	COURSEVA (Mod Overview)	Classroom 113	0		✓		
2	Donna Harwood - Studying for the Written		DE101-14DE-101A	Spring 2014	INSTEVAL (Mod Instructor)		0		✓		
3	Juan Alvarez - Behind the Wheel		DE101-14DE-101B	Spring 2014	INSTEVAL (Mod Instructor)	Parking Lot A	0		✓		
4	Carlos Hernandez - Parallel Parking		DE101-14DE-101C	Spring 2014	INSTEVAL (Mod Instructor)	Parking Lot C	0		✓		

The sequence of the entries for the Questionnaire may be adjusted by moving the Components "up" / "down", by clicking the appropriate orange arrow.

GENERATING A MODULE SURVEY

The Generate process is slightly different from non-Module Surveys. After choosing Generate Surveys from the SubUnits Tab, the following appears:

Note: You must click the "Switch to Module Surveys" checkbox.

If it does not appear, Modules are no longer Activated in the System Settings or there is an error in the construction of the Module.

You may choose either Hard Copy Procedure, Or Online

Hybrid Surveys are not currently allowed for Modules

Choose the appropriate deployment method and click Generate Survey.

The following Survey appears.

Type	Name	Status	# Forms	Processed	Form	Report	Export	Actions
Drivers Education		In Progress	000	-- %	F5LA1URW	Show Questionnaire		

This Questionnaire will be initially stored in the Archive Folder of the person who generated this Survey. It may be relocated to any existing Folder.

VIEWING THE MODULE SURVEY

The following preview is the Online Module Survey. Because the Questionnaires were designated “Chapter” Presentation, each section is on its own page. The respondents will simply click “next” to navigate through the survey.

The image displays four sequential screenshots of an online survey interface. Each screenshot shows a different section of the survey, with the section title circled in red. The interface includes a header with the 'Class Climate' logo, course information (Scantron Module Spring 2014, Sam Drum Drivers Education), and navigation buttons like '<< Previous' and 'Next >>'. The survey questions are presented in a table format with a 5-point Likert scale.

Section	Statement	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1 Overall Evaluation - Course Evaluation	1.1 After taking this course, I am confident I can pass the DMV Exam.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	1.2 I feel I could not have gotten to this point relying on friends and family.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	1.3 The content of the course met my expectations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	1.4 I would recommend this course to my friends.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2 Donna Harwood - Studying for the Written - About the Instructor:	2.1 The instructor was patient.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	2.2 The instructor took the time to answer all my questions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	2.3 I would take a class from this instructor again.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3 Juan Alvarez - Behind the Wheel - About the Instructor:	3.1 The instructor was patient.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	3.2 The instructor took the time to answer all my questions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	3.3 I would take a class from this instructor again.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4 Carlos Hernandez - Parallel Parking - About the Instructor:	4.1 The instructor was patient.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	4.2 The instructor took the time to answer all my questions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	4.3 I would take a class from this instructor again.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

The paper version of this same Survey is on the next page.

NOTICE, EVERYTHING IS ON ONE PAGE !!!

Class Climate	Drivers Education	
Scantron	Sam Drum	
Module Spring 2014	Drivers Education	

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. Overall Evaluation - Course Evaluation

	Strongly Agree	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Strongly Disagree
1.0 After taking this course, I am confident I can pass the DMV Exam.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.1 I feel I could not have gotten to this point relying on friends and family.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2 The content of the course met my expectations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3 I would recommend this course to my friends.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Donna Harwood - Studying for the Written - About the Instructor:

	Strongly Agree	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Strongly Disagree
2.0 The instructor was patient.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.1 The instructor took the time to answer all my questions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2 I would take a class from this instructor again.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Juan Alvarez - Behind the Wheel - About the Instructor:

	Strongly Agree	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Strongly Disagree
3.0 The instructor was patient.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.1 The instructor took the time to answer all my questions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2 I would take a class from this instructor again.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Carlos Hernandez - Parallel Parking - About the Instructor:

	Strongly Agree	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Strongly Disagree
4.0 The instructor was patient.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1 The instructor took the time to answer all my questions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2 I would take a class from this instructor again.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

F11419L 3/31EP 1PLUM-0
12/20/2010, Page 1/1

VIEWING THE MODULE REPORTS

Choose Display Surveys from the SubUnit Navigation Bar.
 Choose the appropriate Module to be displayed:

“Drivers Education” will include the information for all 4 Sub-Modules.

Type	Name	Status	# Forms	Processed	Form	Report	Export	Actions
Overall Evaluation (DE101)		Data available	001 20%	12/23/2013	COURSEVA	PDF CSV	X	Refresh Print X
Drivers Education		Data available	001 20%	12/23/2013	FLDDXZ71	PDF CSV	X	Refresh Print X
Juan Alvarez - Behind the Wheel (DE101-14DE-101B)		Data available	001 20%	12/23/2013	INSTEVAL	PDF CSV	X	Refresh Print X
Carlos Hernandez - Parallel Parking (DE101-14DE-101C)		Data available	001 20%	12/23/2013	INSTEVAL	PDF CSV	X	Refresh Print X
Donna Harwood - Studying for the Written (DE101-14DE-101A)		Data available	001 20%	12/23/2013	INSTEVAL	PDF CSV	X	Refresh Print X

Overall Course Evaluation will include just the information about the Overall Course.

Instructors will only contain only the individual results.

NOTE: For the Overall Course Evaluation, you may include Juan, Donna, and Carlos as Secondary Instructors so they can receive the Overall Report as well.

Congratulations!

**YOU HAVE SUCCESSFULLY COMPLETED
 THE MODULE SURVEY PROCESS**