Student Feedback on Teaching Survey

THE UP WAY

Adding and attaching Custom Questions

Step 1 - Lecturer EvaluationKIT profile and Custom Question Widget

On the Custom Question widget, the name of the current/active project in which the custom question should be added is reflected in blue. Underneath the name of the project, the start date and the end date within which the custom questions could be added are show shown as **"access from"** and **"access until"**. In addition, on the same line, the date on which the survey would be administered is shown as the **"delivery date"**. If you click on the name of the current project/survey the window shown in figure 2 appears.

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No notifications at this time	bok280_s1_2020	BOK 280 S1 2020	bok280_s1_2020	Response Rates
	http://doi.org/10.000	BOX 380 S1 2020	http://doi.org/1.2020	No Project Found

Figure 1

Step 2 – Create a New Survey and Preview Survey

Click on the **"Create New Survey"** widget in the middle of the page to add custom questions. To review the questions that have already been set up for this project, you click on the magnifying glass blue icon named, "View main Survey for the Project". A page titled "Preview survey", shows. If you scroll down this page, you can review all the questions that have already been set up by the EvaluationKIT administrator (See figure 2).

EvaluationKIT 🚚 Home Results - Cuatom Question Surveys Attach Surveys to Projects Manage Courses			0
Custom Question Survey : Maan Survey to Papers : Galan Question Survey: Custom Question Survey Student feedback on Teaching_Test_2020			
+ Add Custom Question Survey			
No Surveys Found.			
Total 0 Records per page 50 v	H ┥ Page	1 🗸 of 1 🕨	н

Figure 2

Step 3 – Give a name to the Custom Questions & save

Enter the name of the custom questions you are creating in the empty title box, using an understandable convention (figure 3 below). The suggested convention is the module code, underscore, semester or term, underscore, custom questions, underscore, year as follows: ABC123_S1_Custom Questions_2020. You can leave the description box empty. However, if you want to add a description you can add formative or summative in the description window. If you have given a name and /description, save.

EvaluationKIT 🔜	Home Results -	Custom Question Surveys	Attach Surveys to Projects	Manage Courses	instructor +	UP Instructor +	0
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Title ABC123_51_Custom Question Save New Cancel	ns, 2020	Des	cription				
F!							

Figure 3

Step 4 – Adding questions

After saving the "Custom Question Survey" a "Select Question Type box" appears below the save button, including a notice in red with a message: Select a question type from Add New dropdown to add question which appears below the "question type box" as illustrated in figure 4 below. Clicking on the "Select Question type" box will give you the options to add seven additional questions. The type of questions that you can select from are the following:

- a. Single selection students picks one of the many options provides
- b. Multiple selection student selects more than one option that applies
- Matrix selection students use a common response scale to a multiple of options being evaluated.
- d. Numeric selection sets up a numeric range from students can select a single numeric value

- e. Write in selection an open-ended question in which students write their responses or comments. The length of the comments allowed can be chosen.
- f. Label this is used to organise your survey, write instructions or a thank you message. It can be inserted anywhere in the survey.
- g. Item bank questions this is a predeveloped survey applicable to a particular context like (faculty, practicals/lab or departmental etc.) that are added by an EvaluationKIT administrator which can be turned on to allow lecturers to access.

NB: The SFTS procedure dictates that the lecturer does not exceed 7 custom questions to add to the original survey

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Save Cancel				
Select Question Type	Add			
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Figure 4

Step 5 – Adding Custom questions

When adding custom questions from a document use CTRL+C to copy from a document and CTRL+V to paste on the "Question text" box. However, on the response options window you can cut and paste with your mouse as usual as shown in figure 5a. After filling the "Question text" box and the "Response options", one response at a time, you must choose any of the boxes indicated if applicable as shown in figure 5b. For instance, if you choose the non-numeric option, you are adding a "nonapplicable" option to your question, you have to type in "not applicable" within the box after choosing this option; clicking the add comments box enables students to give you additional comments on that question. In terms of question properties, multiple options may be chosen together or separately, viz; reversing the coding of a question, make questions compulsory by choosing the "required" box and a question display horizontally instead of vertically to the student as illustrated in figure 5b.

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Figure 5a

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Include Non-Numeric O	ption (e.g. N/A)					
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Save Cancel						
Figure 5h						

Step 6 - Preview or export Custom Question Survey

Pressing the magnifying glass icon allows you to preview your *Custom Question Survey* that you have created as shown in figure 6a. You may also choose to download a detailed or basic format of the *Custom Question Survey* that you have created in PDF format by click on the blue tray icon as illustrated in figure 6b.

EvaluationKIT 🖳 Home	- Custom Disertion Conserve - Attach Summer to Distance - Manana Extense		Instructor -	UP Instructor •	•
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	The workload required for successful completion of this course is reasonable.				
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O (2) I disagree	O Iam restrai				
O (3) I am neutral	O lagree				
O (4) Lagree	 I absolutely agreeitemChoice 1 				

Figure 6a

EvaluationK	IT 🖵 Home	Results +	Custom Question Surveys	Attach Surveys to Projects	Manage Courses	Instructor +	UP Instructor +	0
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ABC123_51_2020								-
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Question 1						1	×@d +	÷
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O (2) I disagree								
O (3) I am neut	ral							

Figure 6b

Step 7 – Attach survey to project

When you click on the attach Surveys to projects widget as illustrated in figure 7a, the following window, 7b appears. This window alerts you to the fact that you need to select the module/s within which you want the custom questions added. It also reminds you that you may not have saved the custom questions that you created as shown in figure 7b. If you click on add courses at the bottom of 7b window, the following window 7c appears. 7c shows the name/names of the module/s linked to you. If you click of the box of the module you want the custom questions attached and click on "Add selected courses" at the bottom of the window a message on the top of the Add courses window informing you that you have successfully added Custom Question Survey appears as illustrated in figure 7c.

Custon Question Surveys / Attach Surveys to Project Attach Surveys to Project	ts					
Attach Surveys to Projec	.15					
Projects with Custom Question Survey Accu	46					
Project Name	Status	Added to # Courses	Access From	Access Until	Delivery Date	Add Questions
Student feedback on Teaching, Test, 2020	Open	0	6/9/2020 12:00 AM	6/12/2020 11:59 PM	6/14/2020 9:00 AM	+

Figure 7a

EvaluationKIT 📮 Home Results - Custo	m Question Surveys Attach Surveys to Projects	Manage Courses		UP Instructor
/ Custom Question Surveys / Attach Surveys to Projects / Add C	ustom Question Survey / Select Courses for Custom Quest	ion Survey		
elect Courses for Custom	Question Survey Student fe	edback on Teaching_Test_2020		
Selected Survey: ABC125_51_Custom Questions_2020				
Select all courses within specific areas of your account to reo	eive the additional Custom Question Survey			
Select Specific Courses				
Current Selected Courses				
No Courses Selected.				
Total 0	Records per	page 50 v	H 🔺 Page	1 ~ of 1]
Finish : Save Custom Question Survey Add	Courses Cancel			

Figure 7b

Apps	Add Courses	upac.evaluationkit.eu says You have successfully added a Custom Question Survey to your course(s). Click OK to continue.	Cue G Googi	e o Novell WebAccess	XM Queltrics Login	Otherbooknam
select Courses for	Q Search Courses					
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Select all courses within specific areas of	Search Reset					
Select Specific Courses	Projects					
	Course Code Titl	e	Unique ID	Hierarchy Level		
No Courses Selected.	p_abc123_s1_2020 ABC	: 123 51 2020	p_abc123_s1_2020	University of Pretoria		
Total 0	Total 1	Records per page 50 v	H ┥ Page 1	v of1 ► H	H 🔺 Page	1
Finish : Save Custom Question	Add Selected Courses Close					

Figure 7c

Step 8 – Check whether the custom questions were attached

Finally, you profile window will show on the "CustomQuestion.Title" widget on top, that you added the custom questions for which project as illustrated in figure 8a. Furthermore, if you click on "attach survey to projects", a window as in figure 8b will show, showing you that you were able to add the custom questions to one course. If you click on number under "added to #courses", a window as in figure 8c will appear, showing you the module to which you added the custom questions.

valuationKIT 🛁 Home Results	Custom Question Surveys Attach S	urveys to Projects Manage Cours	es	Instructor - UP Instructor -
ustomQuestion.Title				
udent feedback on Teaching_Test_2020 atus: Open Access From: 6/9/2020 12:00 AM Acce	as Until: 6/12/2020 11:59 PM Delivery Date: 6/14/	020 8.00 AM		
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otifications	mow217_s1_2020	MOW 217 S1 2020	mow217_s1_2020	
	bok280_s1_2020	BOK 280 S1 2020	bok280_s1_2020	Response Rates
No notifications at this time				

Figure 8a

ivaluationKIT 🛁					Manage Courses				
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Figure 8c



