

How to add Instructor Optional Questions to module evaluation surveys.

Introduction

The purpose of this document is to provide a quick step by step guide to adding Instructor Optional Questions (IOQ) within the UCD Student Feedback Instructor Portal.

The IOQ function allows you to add supplementary questions to the core questionnaire for module evaluation surveys only.

IMPORTANT: Please review this guide carefully prior to, and during, the addition of IOQ's as this process can only be completed ONCE.

Please contact studentfeedback@ucd.ie for all support enquiries with this process.

Step by Step process

- Login to the UCD Student Feedback Instructor Portal via Brightspace or the evasys+ Instructor Portal ucd.evasysplus.ie (login using your UCD Connect login details)
- Once logged in, click on the 'Closed Survey' tab (no.1) and the list of surveys you are attached to will be displayed.
- Use the questionnaire type (no.2) to locate the module evaluation survey (MODFEED).
- Click on the pencil icon in the IOQ column for the module evaluation survey (no.3).

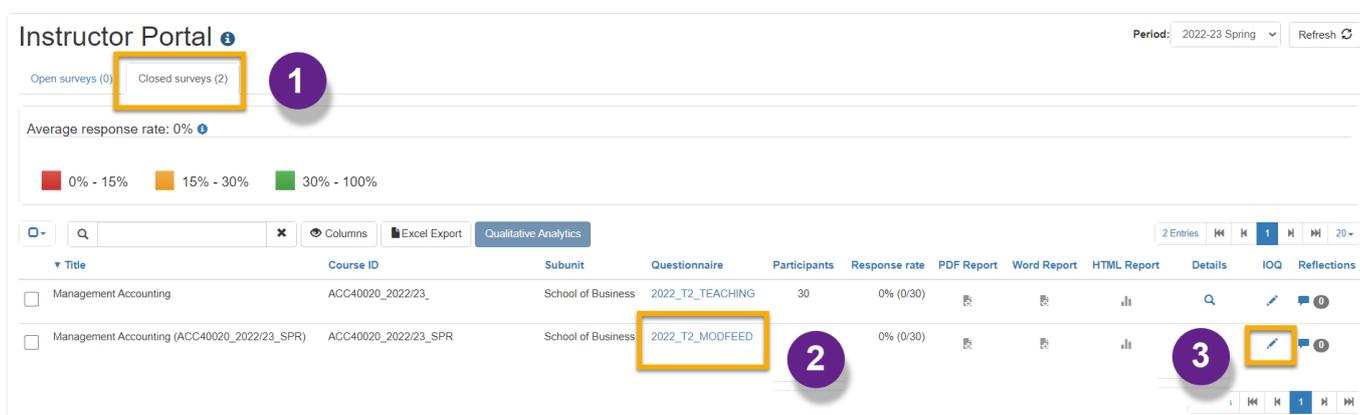


Figure 1 - Instructor Portal Closed Surveys Tab

- The IOQ popout window will appear, see Figure 2.
- The survey details are displayed at the top of the window (no.4). Ensure this is correct before continuing to add any optional questions.
- A maximum of 6 optional questions may be added (this is not mandatory). These can be chosen from either the bank of existing questions from the library (no.5) or compose your own using the individual questions function (no.6).

Instructor's Optional Questions Management Accounting (ACC40020_2022/23_SPR) (2022-23 Spring) ✕

Predefined question sets can be created here for use in future surveys. To create a predefined question set:

- Type the name of your question set in the 'Predefined question set' field below e.g. End of module optional questions
- A blue drop down will appear while typing. Click this drop down box to select and then click the 'Save' button to the right of the screen.
- Next, choose your optional questions by selecting groups of questions, single library questions and/or by creating your own individual questions.
- For individual questions, pole label texts need to be populated.
- Click "Save" again to confirm the predefined question set.

Once created, predefined question sets will be available in the drop down menu to add to future surveys. These are unique to you, users do not have access to each other's question sets.

Predefined question set: Delete Reset Save

Group of Questions (0/6)

Question groups have not been defined thus they can't be used for survey extension purposes. Contact your system administrator for further help.

Library Questions (0/6) Unselect all

- Any changes in this module have been communicated effectively
- Assessment allowed me to show that I have thought about the course material for myself
- I always knew the standard of work that was expected of me in this module
- I enjoyed the case studies
- I have been able to access general IT resources when I need to

Individual Questions (0/6)

+

Pole texts

Abstention
 Mirroring

Cancel Add questions to survey

Figure 2 - IOQ Popout Window

- A count of the number of questions chosen in each section is displayed next to the title. You can choose any combination of questions up to the maximum of 6 from either section, e.g. all from one or the other or a mix between the two.
- To use the Library (no.5), select the required question/s by clicking the adjacent box. The chosen question/s will be highlighted in green and the count will change, see Figure 3.

Library Questions (3/6) Unselect all

- Any changes in this module or teaching have been communicated effectively
- Assessment allowed me to show that I have thought about the course material for myself
- I always knew the standard of work that was expected of me in this module
- I enjoyed the case studies
- I have been able to access general IT resources when I need to

Figure 3 - Chosen questions from the Library

- To add your own, type your question in the box that says 'Enter individual question' (no.7) within the 'Individual Questions' function, see Figure 4.
- Check the 'Abstention' box (no.8) if you wish to allow this as a response option. **DO NOT** check the 'Mirroring' box. This will reverse the polarity of the answers to the question and cause problems for survey reporting.

Individual Questions (0/6) Pole texts

+ Strongly agree Strongly disagree

Abstention
 Mirroring

Figure 4 - Adding your own questions

- Once these actions are complete, click the '+' symbol to the left of the question text. This will upload the question to the list. Each uploaded question will be highlighted in green and the count will change, see Figure 5.
- Repeat these steps to upload more questions, up to the maximum (6) allowed.

Individual Questions (1/6) Pole texts

+	Enter individual question	Strongly agree	Strongly disagree	<input type="checkbox"/> Abstention <input type="checkbox"/> Mirroring
-	The work placement was beneficial to my learning	Strongly agree	Strongly disagree	<input checked="" type="checkbox"/> Abstention <input type="checkbox"/> Mirroring

Figure 5 - Uploaded Individual Question

- Click the minus symbol to the left of any uploaded question if you wish to remove it.
- Once you are happy with the optional questions chosen and or uploaded, click on the 'Add questions to survey' button at the bottom of the window, see Figure 6. This button will become active as soon as one question is selected or created.

Cancel Add questions to survey

Figure 6 - Add Questions to Survey Button

ADDING QUESTIONS TO THE SURVEY IS IRREVERSIBLE ONCE THIS BUTTON HAS BEEN PRESSED NO FURTHER CHANGES CAN BE MADE TO YOUR QUESTIONS. PLEASE DO NOT RUSH THIS PROCESS.

If an issue is noted after the questions have been added, please contact studentfeedback@ucd.ie immediately.

Creating 'Predefined Question Sets' for future use.

Should you wish to use the same questions for future surveys you can create a predefined set by following the instructions at the top of the IOQ popout window, see Figure 7. These are unique to your login, no other system user will have access to your question sets.

Predefined question sets can be created here for use in future surveys. To create a predefined question set:

- Type the name of your question set in the 'Predefined question set' field below e.g. End of module optional questions
- A blue drop down will appear while typing. Click this drop down box to select and then click the 'Save' button to the right of the screen.
- Next, choose your optional questions by selecting groups of questions, single library questions and/or by creating your own individual questions.
- For individual questions, pole label texts need to be populated.
- Click "Save" again to confirm the predefined question set.

Once created, predefined question sets will be available in the drop down menu to add to future surveys. These are unique to you, users do not have access to each other's question sets.

Figure 7 - Predefined Question Set Instructions