Qualtrics for Course and Teaching Evaluation

- Guide for staff using the Qualtrics survey tool for summative evaluation

1. Introduction

The University’s primary method of summative course and teaching evaluation is the SET online system. At the University of Auckland each course is evaluated each time it is offered. Most taught courses use SET, however there are some courses across the University that are not suitable for SET evaluation. The reasons for this include:

1. Unique delivery (i.e. block taught or taught in non-standard semester timing). Courses not suitable for SET may use Qualtrics, where appropriate, as a substitute for SET. Courses that have a unique delivery timing, with the approval of the Associate Dean (Academic), may contact the Academic Quality Office (quality@auckland.ac.nz) to have the course exempted from SET evaluation.
2. The course does not meet the enrolment threshold for SET evaluation (<10 students).
   NB: an alternative method of evaluation should be considered for classes with a very small number of students.

Qualtrics may also be used in some faculties to evaluate graduate teaching assistants (GTAs) who are not eligible to be evaluated in SET.

Where Qualtrics is to be used in place of SET the University’s core course evaluation questions must be used.

Qualtrics reporting

If your course is using Qualtrics instead of SET you must add the faculty Associate Dean (Academic) responsible for SET as a collaborator on the survey when you set it up (see step three, below). Associate Deans will have access to survey reports and can then report to University teaching and learning quality committee, as occurs with SET.
1. Creating a course and teaching evaluation survey in Qualtrics

**Accessing Qualtrics**
All staff and doctoral students at the University of Auckland have access to Qualtrics - [https://auckland.au1.qualtrics.com](https://auckland.au1.qualtrics.com)

√ **Step one – create an account and set up a project**

You may log in with your University account. If you haven’t used Qualtrics before, click ‘I don’t have a Qualtrics account’ and your account will be created.

The first page you see is the ‘Projects’ page, displaying a list of surveys attached to your account, including those that others have shared with you.

Click ‘Create Project’.
√ Step two – select the survey template

Click ‘Create from Existing’ option


Select [SET] Course and Teaching Evaluation Survey.

If you would like to add some additional questions to the survey you may click on the green ‘plus’ sign to the right of each question or add a new ‘block’ of questions by selecting ‘block options’.
You can preview the survey flow by selecting ‘Preview’ at the top right hand of the screen. The preview will show you the survey as displayed on a computer and a mobile phone.

When you are happy with the questions, rename the Survey to display the Course Code, semester and year: e.g. LAW121 Sem Two 2016’.

Click ‘Create Project’. The survey template (course and teaching questions) will be copied to your account.

✓ **Step three – add an ‘expiry date’ to your survey [optional]**

Select ‘Survey Options’

Nominate the date range the evaluation will be active.

**Survey Options**

☑ **Survey Expiration.** The survey will only be available for a specified date range.

This survey is valid from: 10-02-2016 05:00 to: 10-20-2016 05:00

Time zone: America/Denver
✓ Step four – share your survey with the AD(A)

Under the tools menu, select ‘Collaborate’.

Type in the name of your Associate Dean, (a built-in address book will bring it up) and click ‘Add’.

A pop-up box will invite you to write a customised message to be sent to the collaborator. Click ‘Save’.

You may then manage the permissions your collaborator has.

*** ensure that your Associate Dean has permission to view reports.
Step five – activate your survey

From the ‘Distributions’ tab, click ‘Get a single reusable link’.

Step six - distribute the survey to your students

You can distribute the survey to your class in two ways:

a) Send the class an email with a link to the survey.

From the ‘Distributions’ tab, select the Anonymous Link option. Copy the link to the survey and paste it in an email. You can use the Announcements feature in Canvas, or if you prefer to use Outlook, you can get your student’s emails by exporting a class list from Canvas using the ISOM Canvas Tools extension for Google Chrome.

www.flexiblelearning.auckland.ac.nz/coursebuilder_support/menu0_28.html

b) Embed the survey into your Canvas course.

- Copy the link to the survey as described in option 1. Go to your course in Canvas and browse to the ‘Modules’ section.
  www.canvas.auckland.ac.nz
- Click the ‘+ Module’ button at the top right of the screen. Name the module ‘Qualtrics evaluation’ and click ‘Add module’.
- Click the ‘+’ button next to the module name to add a module item.
- Choose ‘External URL’ and paste the URL to the survey. Type in a page name, e.g. ‘Formative evaluation’ and click ‘Add item’.
- Click the cloud icon next to the module name to publish it. You may need to refresh the page to make sure it’s turned green.
You can see the students’ responses from the Qualtrics control panel, Data & Analysis tab: https://auckland.au1.qualtrics.com

Step seven - communicating with your students

The survey is now available to your students from within Canvas. Use the Canvas ‘Announcements’ feature to inform the class that the survey is available to them in the course ‘Modules’ section.

This is your opportunity to provide feedback on your experience in your courses this semester!

Your feedback is important and will support improvements to the course and the learning experience of students. Please ensure that your feedback is honest, constructive, specific and appropriate and uses language that is consistent with the expectation that members of the University treat one another with respect.

Your feedback is secure and confidential.

Step eight – deactivating the survey

If you haven’t set an expiry date (see step three), you can return to Qualtrics to deactivate the survey after the submission deadline. Go to the Distributions tab and click ‘Pause Response Collection’.
**INFORMATION FOR ASSOCIATE DEANS (SURVEY COLLABORATORS)**

Once users have been invited to collaborate on a project, the collaborators receive an email notifying them, and they will be able to see it listed in their **Shared with Me** folder the next time they log in. To access this folder:

1. Navigate to the Projects landing page by clicking **Projects** or the Qualtrics logo.

2. Click on **Folders** if your folder pane is not already open.

3. Select **Shared with Me**.