



Formative Evaluations

Qualtrics Instructions for Teachers

<https://auckland.au1.qualtrics.com>

This guide shows the process of copying a survey template to your own Qualtrics account and distributing the survey to your class.

See also the guide for viewing results <http://tinyurl.com/zwnkqwc>

Prepared by the Centre for Learning and Research in Higher Education

www.clear.auckland.ac.nz

Intention

The Qualtrics formative evaluation instrument is not intended to replace the University's Quality and Planning Offices' Summative Evaluation Tool (SET). This template may be useful for formative evaluation by individual academics, including tutors, to get feedback on their teaching. We encourage each teacher to set up their own surveys so the responses are relevant to what that teacher wants feedback on. Responses are only available to the individual staff member, unless you share the results with others.

If faculty administrators intend to use Qualtrics in a summative manner, e.g. to create surveys on behalf of tutors, GTAs and demonstrators that will evaluate their performance, it is important that students are able to clearly identify their tutor and course being evaluated. You could include a "Your tutor's name" and "Course Code" question or create a separate survey for each tutor/course.

Copy a survey template

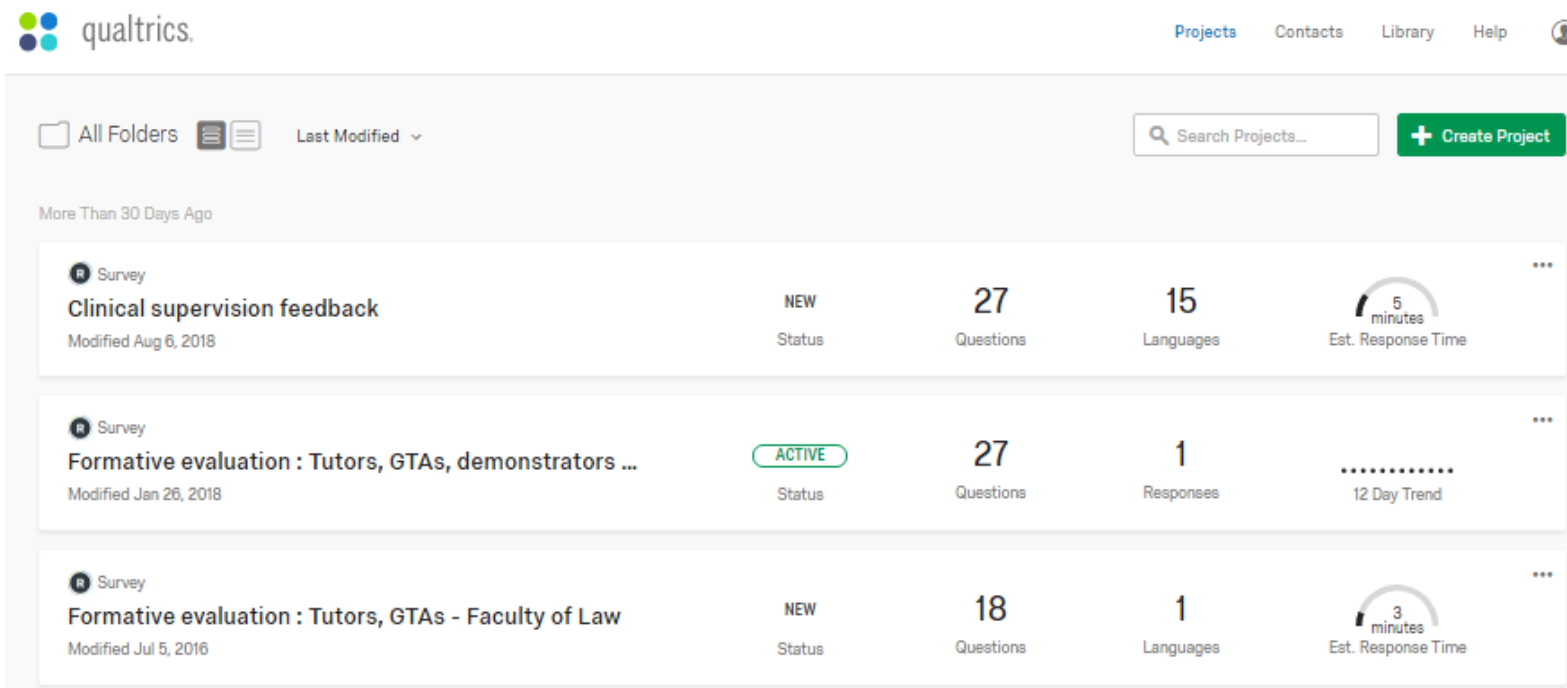
All staff and doctoral students at the University of Auckland have access to Qualtrics.

<https://auckland.au1.qualtrics.com>

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 is a list of surveys (Projects) attached to your account, including those that others have shared with you.

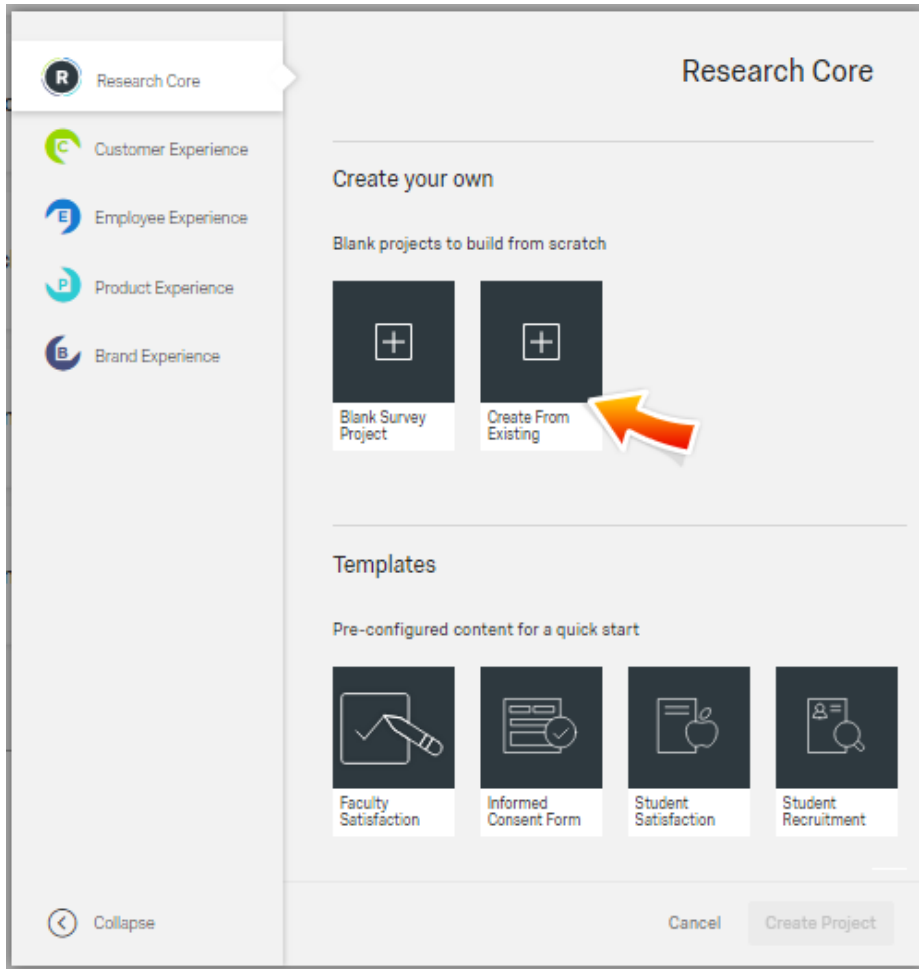
Click "Create Project".



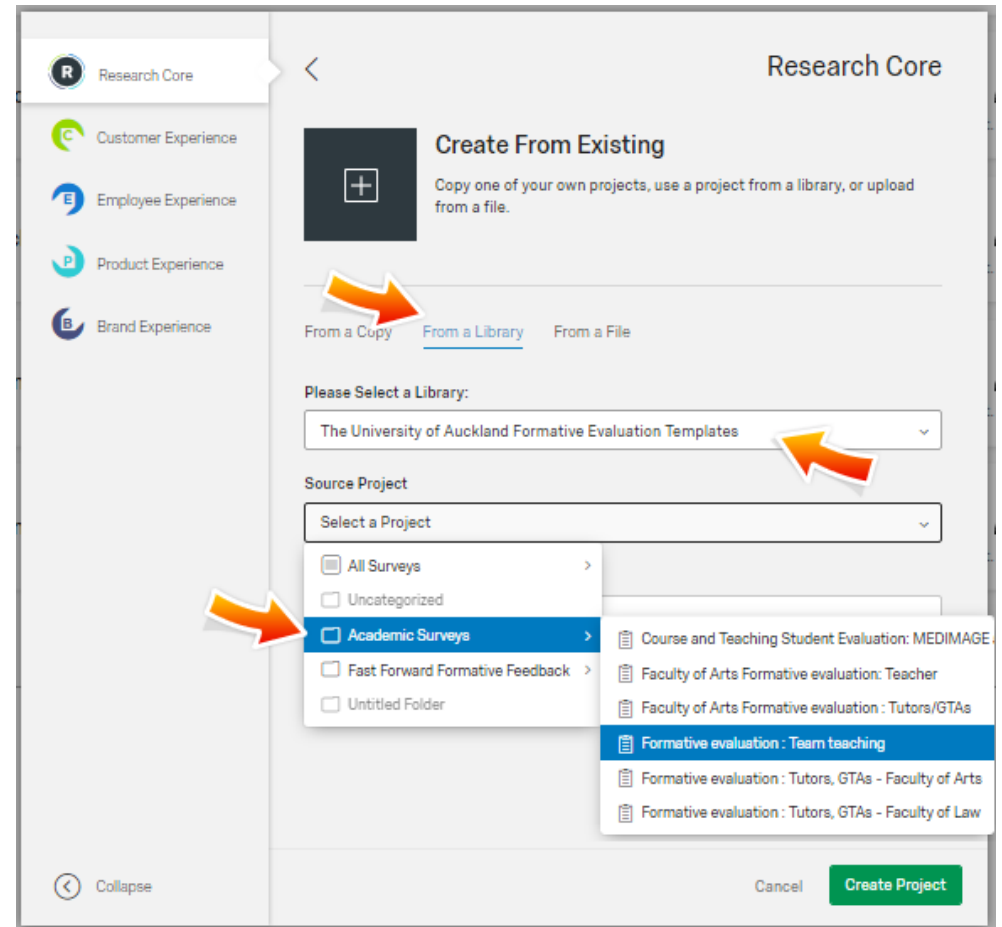
The screenshot shows the Qualtrics dashboard interface. At the top left is the Qualtrics logo. On the right, there are navigation links for "Projects", "Contacts", "Library", and "Help", along with a user profile icon. Below the navigation is a search bar labeled "Search Projects..." and a green "Create Project" button. The main content area displays a list of surveys under the heading "More Than 30 Days Ago". Each survey entry includes a "Survey" icon, the survey title, the modification date, the status, the number of questions, the number of languages, and the estimated response time. The first survey is "Clinical supervision feedback" (NEW, 27 Questions, 15 Languages, 5 minutes). The second is "Formative evaluation : Tutors, GTAs, demonstrators ..." (ACTIVE, 27 Questions, 1 Responses, 12 Day Trend). The third is "Formative evaluation : Tutors, GTAs - Faculty of Law" (NEW, 18 Questions, 1 Languages, 3 minutes).

Survey Title	Status	Questions	Languages	Est. Response Time
Clinical supervision feedback Modified Aug 6, 2018	NEW	27	15	5 minutes
Formative evaluation : Tutors, GTAs, demonstrators ... Modified Jan 26, 2018	ACTIVE	27	1	12 Day Trend
Formative evaluation : Tutors, GTAs - Faculty of Law Modified Jul 5, 2016	NEW	18	1	3 minutes

- Choose “Create From Existing.”



- Choose “From a Library”, select “The University of Auckland Formative Evaluation Templates”, then “Academic Surveys,” select the project template that best fits your teaching style, e.g. “Formative evaluation: Team Teaching.”
- Give the survey a meaningful name, e.g. add the course number, semester and year “Formative evaluation: LAW121 Sem Two 2016”.
- Click “Create Project”.



The survey template will be copied to your account where you can tailor the default survey questions to your needs.

Edit the survey questions

You can change the wording of the questions by clicking the question text. Some questions may not be relevant to your context so we expect that you will need to delete some; click the red dot. You may also insert questions via the green dots.

Don't worry about question numbers as numbering is turned off under "Survey Options", and will not display to the students.

Note: Changes that you make here are updated automatically; there is no "Save" button.

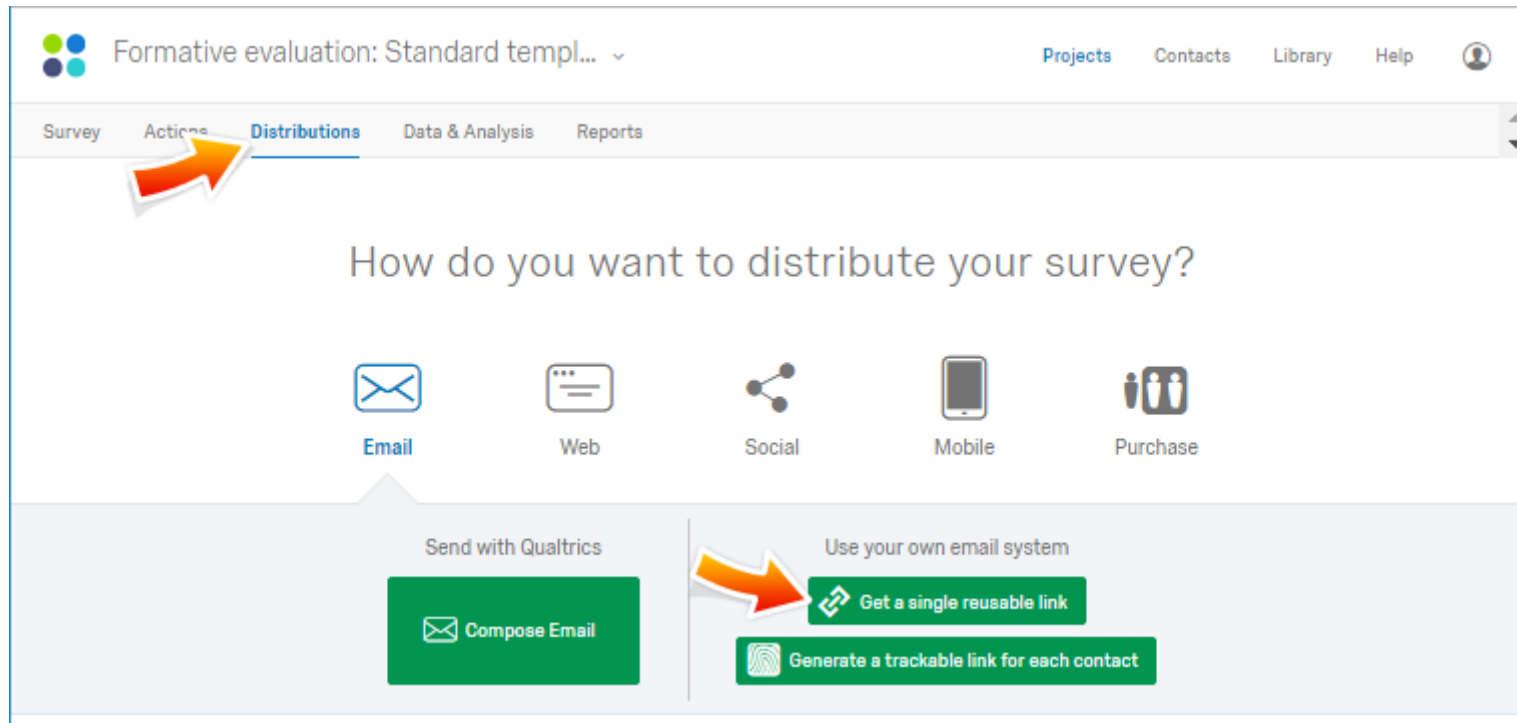
To view what your students will see, click "Preview."

Instructions for editing questions is available on the Qualtrics Help and Support site.

www.qualtrics.com/support/survey-platform/survey-module/editing-questions/creating-questions

The screenshot displays the Qualtrics survey editor interface for a survey titled "Formative evaluation : LAW121 Sem Two 2016 raters - standard template". The interface includes a top navigation bar with options like "Survey", "Actions", "Distributions", "Data & Analysis", and "Reports". A secondary bar contains "Look & Feel", "Survey Flow", "Survey Options", "Tools", "Collaborate", "Preview", and "Analyze and Publish" buttons. The main content area shows a question block with the text: "At this point in the course, you are invited to provide feedback about your tutor. This information will be used to improve the course. Answers to this questionnaire are anonymous. You may be asked to complete a different survey in the University's SET system at the end of the semester that will be used for formal, summative evaluation of the course and its teachers. Please answer honestly and constructively. Thank you for your help." Below this is a text entry field with the question "Enter the first name and surname of the tutor you are evaluating." and a red asterisk indicating a required field. The right sidebar offers options to "Change Question Type" (currently set to "Text Entry"), "Text Type" (Single Line, Multi Line, Essay Text Box, Form, Password), "Validation Options" (Force Response checked), and "Validation Type" (None, Minimum Length, Maximum Length, Character Range, Content Validation, Custom Validation). Red and green arrows point to the red asterisk and the green plus sign, respectively, indicating deletion and insertion points.

Under the Distributions tab, click "Get a single reusable link." This will publish the survey and present you with options for distributing the survey to your students.

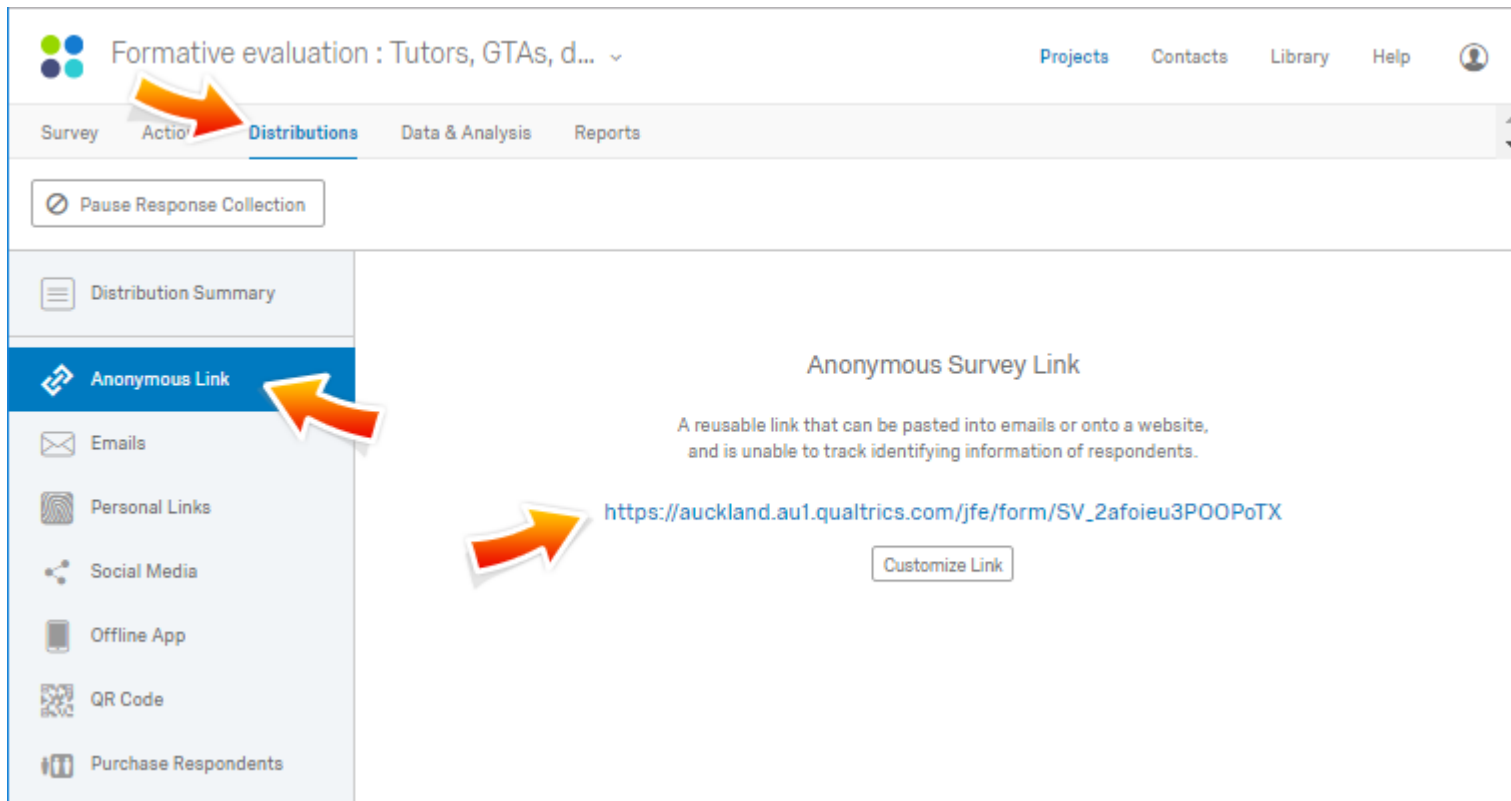


The screenshot shows the Qualtrics interface for a survey titled "Formative evaluation: Standard templ...". The navigation bar includes "Survey", "Actions", "Distributions", "Data & Analysis", and "Reports". The "Distributions" tab is selected, indicated by a red arrow. Below the navigation bar, the main heading asks "How do you want to distribute your survey?". There are five distribution options: "Email", "Web", "Social", "Mobile", and "Purchase". The "Email" option is highlighted with a white callout box. Below this callout, there are two main sections: "Send with Qualtrics" and "Use your own email system". Under "Send with Qualtrics", there is a green button labeled "Compose Email". Under "Use your own email system", there are two green buttons: "Get a single reusable link" (highlighted with a red arrow) and "Generate a trackable link for each contact".

Distribute the survey to your students

We recommend two options for distributing your survey:

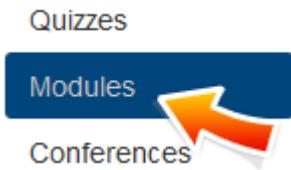
Option 1 - Send the class an email with a link to the survey. From the “Distributions” tab, select the Anonymous Link option. Copy the link and paste it in an email. You can use the Announcements feature in Canvas, or if you prefer to use Outlook, you can get your student’s emails by exporting a class list to Excel from the UoA Toolbox in your Canvas Course. Copy the students’ emails into the [Bcc field](#) in Outlook.



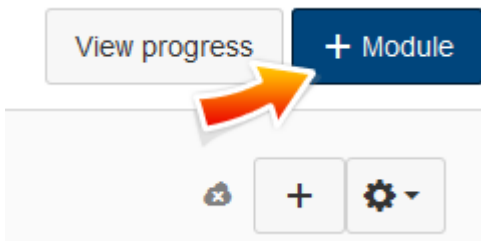
The screenshot displays the Canvas LMS interface for a survey titled "Formative evaluation : Tutors, GTAs, d...". The "Distributions" tab is selected, and the "Anonymous Link" option is highlighted in the left sidebar. The main content area shows the "Anonymous Survey Link" with a description: "A reusable link that can be pasted into emails or onto a website, and is unable to track identifying information of respondents." The survey link is https://auckland.au1.qualtrics.com/jfe/form/SV_2afoieu3POOPoTX, and a "Customize Link" button is visible below it. A "Pause Response Collection" button is located at the top of the distribution options.

Option 2 - Embed the survey into you 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.

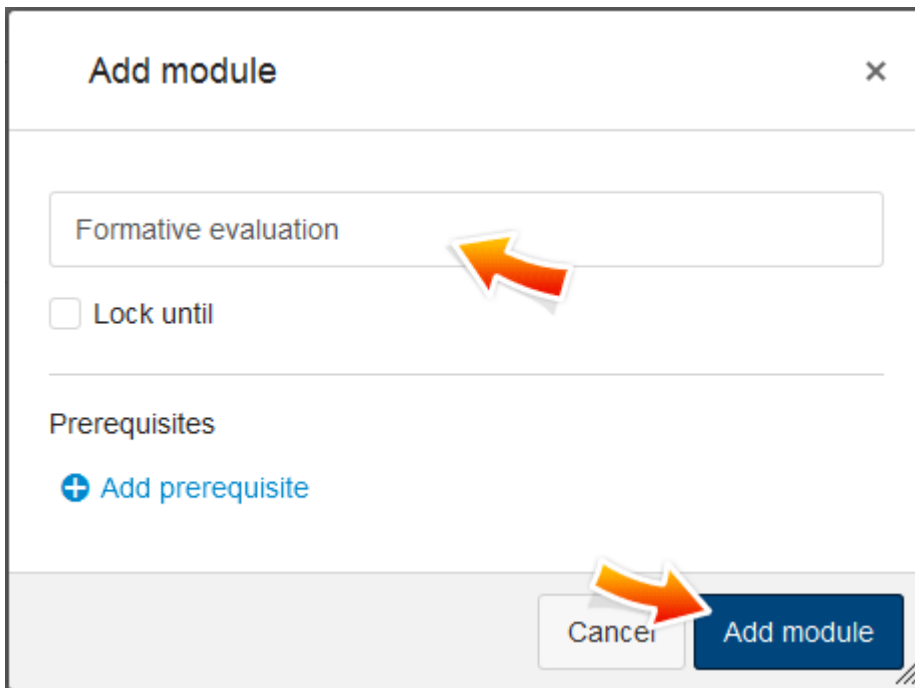
www.canvas.auckland.ac.nz



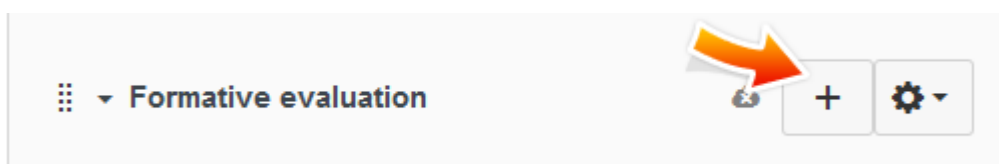
Click the “+ Module” button at the top right of the screen.



Name the module “Formative evaluation” and click “Add module”.



Click the “+” button next to the module name to add a module item.



Choose "External URL" and paste the Anonymous Survey Link as outlined in Option 1. Type in a page name and click "Add item".

Add item to Formative course assessment ×

Add **External URL** to Formative evaluation

Enter a URL and page name to add a link to any website URL to this module.

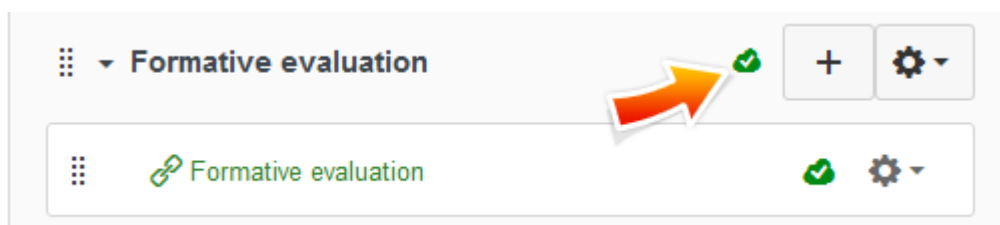
URL:

Page name:

Load in a new tab

Indentation:

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.

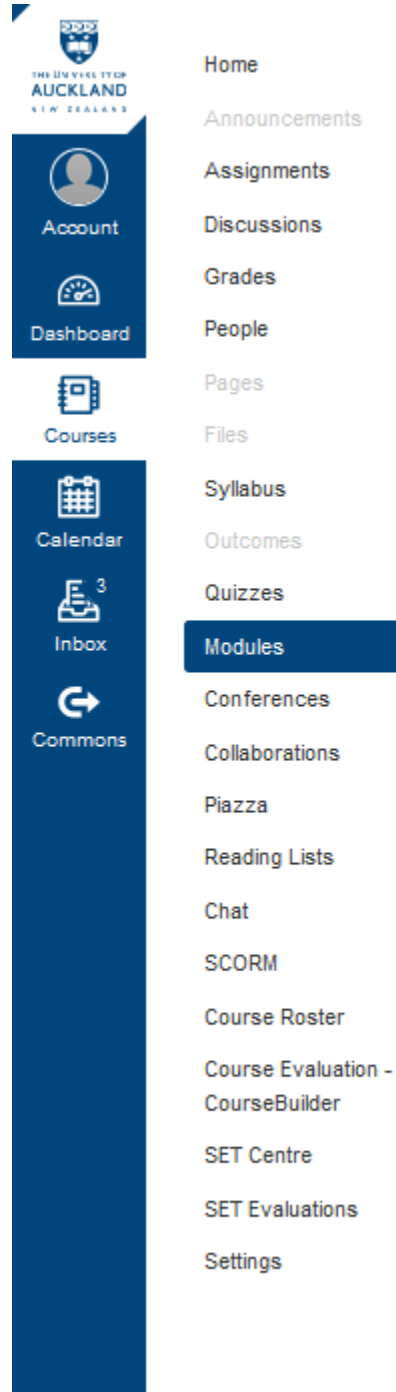


You can see the students' responses from the Qualtrics control panel, Data & Analysis tab:

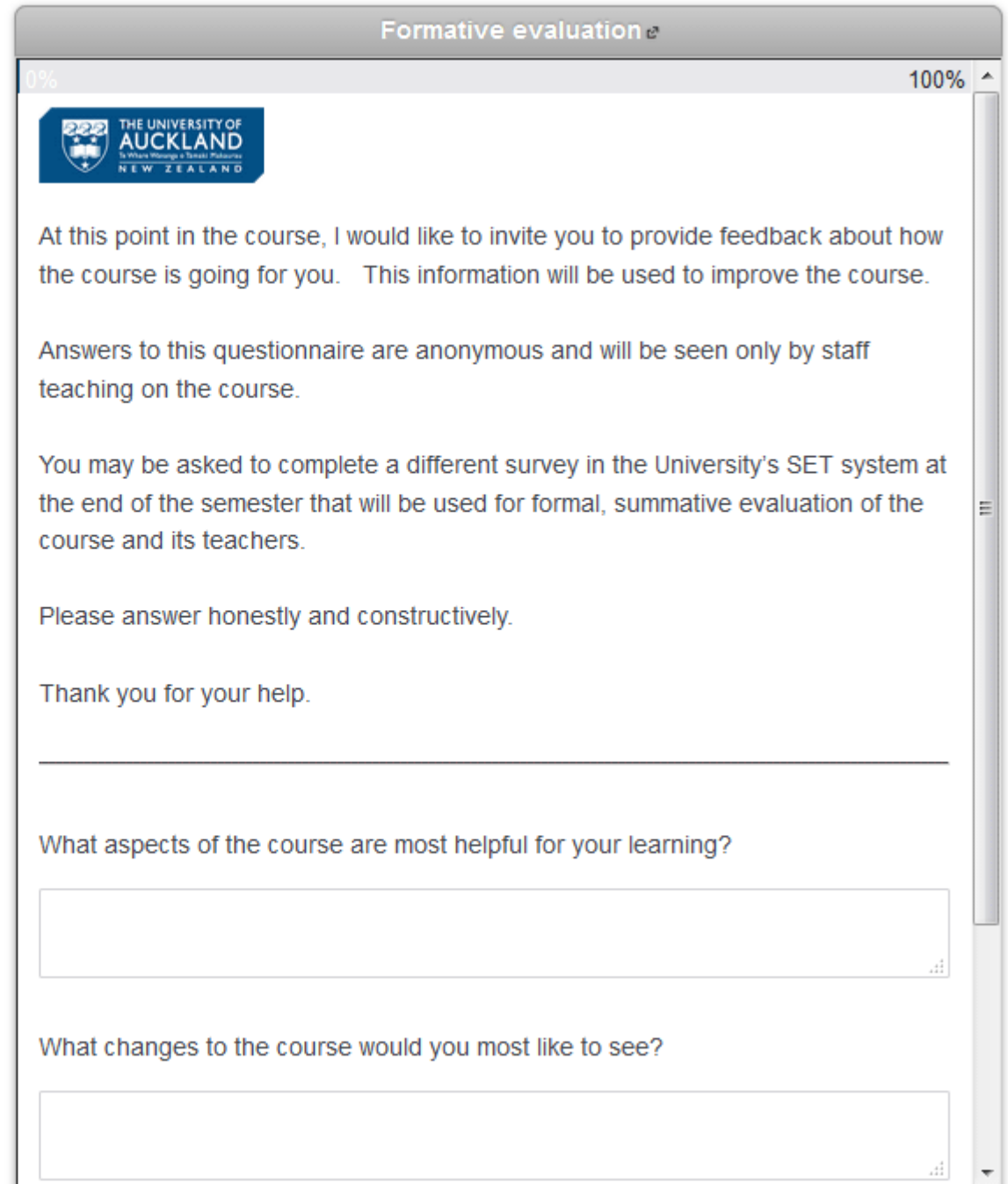
<https://auckland.au1.qualtrics.com>

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.

You can return to Qualtrics to deactivate the survey after the submission deadline. Go to the Distributions tab and click "Pause Response Collection".



The image shows the Canvas LMS navigation sidebar for The University of Auckland. At the top is the university logo. Below it are icons and labels for: Account, Dashboard, Courses, Calendar, Inbox (with a '3' notification), and Commons. A vertical list of course-related items follows: Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Quizzes, Modules (highlighted in blue), Conferences, Collaborations, Piazza, Reading Lists, Chat, SCORM, Course Roster, Course Evaluation - CourseBuilder, SET Centre, SET Evaluations, and Settings.



The image is a screenshot of a 'Formative evaluation' survey in Canvas. The title bar shows 'Formative evaluation' with a small external link icon. The progress bar at the top indicates 0% completion on the left and 100% on the right. The survey content includes the University of Auckland logo, a message from the instructor: 'At this point in the course, I would like to invite you to provide feedback about how the course is going for you. This information will be used to improve the course.', a note that 'Answers to this questionnaire are anonymous and will be seen only by staff teaching on the course.', a mention of a future survey in the SET system, a request to 'Please answer honestly and constructively.', and a 'Thank you for your help.' message. Below the message are two text input fields: 'What aspects of the course are most helpful for your learning?' and 'What changes to the course would you most like to see?'. The interface includes a vertical scrollbar on the right side.