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

4 July 2016
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.

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 to clearly identify each 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 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”.

• Click “From a Library” tab.
• Choose “The University of Auckland Formative Evaluation Templates” library.
• Select the project template that best fits your teaching style*, e.g. “Formative evaluation : Standard template” (you’ll need to expand the “Academic surveys” category).
• Rename the survey to something meaningful, 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. Only you will have access to the results unless you choose to share it with a colleague.

* Please note, you can edit all survey questions once you copy the template to your account.
Edit the survey questions

You are free to change the wording of the questions, delete questions or add your own. Some questions may not be relevant to your context so we expect that you will need to delete some. Click the red dot to delete a question.

Don’t worry too much about question numbers as numbering is turned off under “Survey Options”, and will not display in the students’ view.

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

To view what your students will see, click “Preview Survey”.

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

Activate your survey

From the “Distributions” tab, click “Get a single reusable link”.

How do you want to distribute your survey?

- Email
- Web
- Social
- Mobile

Send with Qualtrics

| Compose Email |

Use your own email system

| Get a single reusable link |
| Generate a trackable link for each contact |
Distribute the survey to your students

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

**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 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](http://www.flexiblelearning.auckland.ac.nz/coursebuilder_support/menu0_28.html)
**Option 2 - 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.

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
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”.

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.

Answers to this questionnaire are anonymous and will be seen only by staff teaching on the course.

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.

What aspects of the course are most helpful for your learning?

What changes to the course would you most like to see?