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

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www.clear.auckland.ac.nz

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**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”.

• 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
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.
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.
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 Anonymous Survey Link as outlined in Option 1. Type in a page name 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?