Instructions for amending scheduled tasks in EvaSys

Once you have set up your module evaluations in EvaSys you can go in to change the settings if required for any of the scheduled tasks that have not already taken place. These are

- the date the survey opens
- reminder emails to students
- response rate notification email
- the date the survey closes

You can amend the scheduled tasks for an individual evaluation, or if the evaluations were originally created in a batch you can amend the tasks for the whole batch at the same time.

To change any of the scheduled tasks:

1. In the 'Subunit' tab, click on the 'Scheduled Tasks' option on the left hand menu. Select your School and the survey period (e.g. 'SEM1 – 14/15'). Leave all the items in the 'Questionnaire' list selected, and click 'Show'.
2. You'll see a list of all the evaluations for your School and selected survey period, with four rows of information for each one, relating to each of scheduled tasks. Tasks that are scheduled but have not yet taken place have 'Open' as the status, ones that have taken place already will say 'Executed'. If you have chosen not to use the response rate notification email it will have the status 'Deactivated'.
3. If you need to amend the dates of all of the scheduled tasks for a particular survey or batch of surveys, the order you should do this in depends on whether you are bringing the survey forward (making the dates earlier), or putting the survey back (making the dates later):
   - **If you are making the dates later** start by editing the 'Finish Survey' task, then work backwards in order through the tasks.
   - **If you are making the dates earlier** start by editing the 'PSWD to respondents' task, then work forwards in order through the tasks.
4. To amend a scheduled task click on the 'edit' pencil icon in the relevant row.
5. If the survey you have selected is part of a batch that you created together, a message titled 'Summary of scheduled tasks' will appear. If you want to edit the task for all of the surveys in that batch, click 'Yes'. If you only want to edit the task for that particular survey, click 'No'.
6. The Scheduled Tasks screen will open. Make amendments to the task in the same way as when you first set up a survey or batch of surveys (see EvaSys User Guide 2: Creating Online Evaluations for instructions). Remember to always click 'Save' to apply your changes.
7. If you need to change the frequency of the reminder emails that are sent to the students, go into the 'Online Survey Reminder' task. You can do this even if the first reminders have already been sent out – the status in scheduled tasks will show 'Executed' if this is the case, but you can change the frequency for subsequent reminders. Click on the edit pencil icon, and set the date when you want the next reminder to be sent out by clicking on the calendar icon. You can also edit the

frequency of reminders by changing the number in the dropdown box that says 'Multiple reminders every x Day(s)'. Click 'Save'. The status in scheduled tasks list will change back to 'Open'.