

Instructions for creating school, subject or staff specific questions

Question types

The question types detailed here are all School owned questions, and can be added to any module evaluations that use the Standard structure.

- **School specific questions** are used for all evaluations in a School.
- **Subject Specific questions** can be used for a group of modules in a particular subject area, or for a particular programme or stage.
- **School Staff Specific questions** can be used in addition to the standard Staff Specific questions, which can be viewed on the module evaluation webpage at <http://www.ncl.ac.uk/ltds/student/module>. As with the standard Staff Specific questions, a set of School Staff Specific questions will be added to the evaluation for each teaching contributor who is named in MOFS as 'to be evaluated'.

It is also possible to add School owned questions at the level of the individual module, using the Module Specific Questions tool. **Module Specific Questions** can be added to evaluations that use any of the available question structures. Instructions for using the tool are available in User Guide 11 on the module evaluation webpage

(<http://www.ncl.ac.uk/ltds/student/module>)

1. Contact newcastlestudentsurveys@newcastle.ac.uk, who will issue you with the correct EvaSys abbreviation (code) for your question set.
2. In EvaSys, click Questionnaire section at the top of screen, select 'Create Questionnaire' from the menu at the left of the screen
3. Select 'VividForms Editor'
4. In the pop-up, fill in the abbreviation using the code provided, plus the academic year, e.g. ABC-1314. Use the title 'XXX Specific Questions - year', where XXX describes the school or subject group that the question set is for. Leave all other items as set and select Apply.
5. In 'Form Properties' select 'Edit Pole Template'
 - a. Left Pole = Strongly Disagree
 - b. Right Pole = Strongly Agree
 - c. Text for abstention = N/A
6. Click on the 'Add Question Group' option, and type in 'School Specific Questions', 'Subject Specific Questions', or 'School Staff Specific Questions' as the title.
7. Add Pole Labels – just select the option from the 'Add' section and they'll go in automatically.
8. **To add a scaled question:** click on 'Add Question'. The default question type is scaled, which you should use for all except open questions.
 - a. Click 'Next'.
 - b. Input the question text, and click 'Next'.
 - c. For the first scaled question that you create, change the dropdown box for Abstention to 'Activated'.
 - d. Again for the first scaled question that you create, tick the boxes 'Use these settings as default for scaled questions' and 'Apply settings to all other scaled

questions.’ The settings will now be applied to each additional scaled question that you create.

e. Click apply. Your question will appear in the questionnaire.

9. To add an open question:

a. click on ‘Add Question’. Select ‘Open question, and click ‘Next.’

b. Input the question text, and click ‘Next’.

c. In the ‘Define Options’ window leave the settings as they are.

d. Click apply. Your question will appear in the questionnaire.

10. Repeat step 8 or 9 for each question that you need to create.

<p>Note: the recommended maximum number of school, subject or staff specific questions is 5. The absolute limit is 7.</p>
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11. You can change the order of the questions if you wish by clicking on the question you want to move to select it (a grey/blue background will appear behind the question).

Click on ‘Move’, and use the up and down arrows to move the highlighted question.

12. If you need to delete a question highlight it in the same way, by clicking on it so that the grey/blue background appears behind it. Click on ‘Clipboard’ and press delete to remove the highlighted question.

13. Once you have finished adding your questions press the ‘Save form and exit editor’ button on the left hand menu.

14. Contact NUIT and ask them to link the questionnaire to the relevant course type.

15. You will be notified once this has been done. You will then be able to pull in your School, Subject, or School Staff Specific questions when you generate .xml files using the MEG (Module Evaluation Data Generator). See EvaSys User Guide 1 for instructions on using the MEG.