

Newcastle University

EvaSys New User Workshop

Module Evaluations

The aim of this workshop is to provide new users with guidance on how to use the EvaSys to set up Module Evaluations

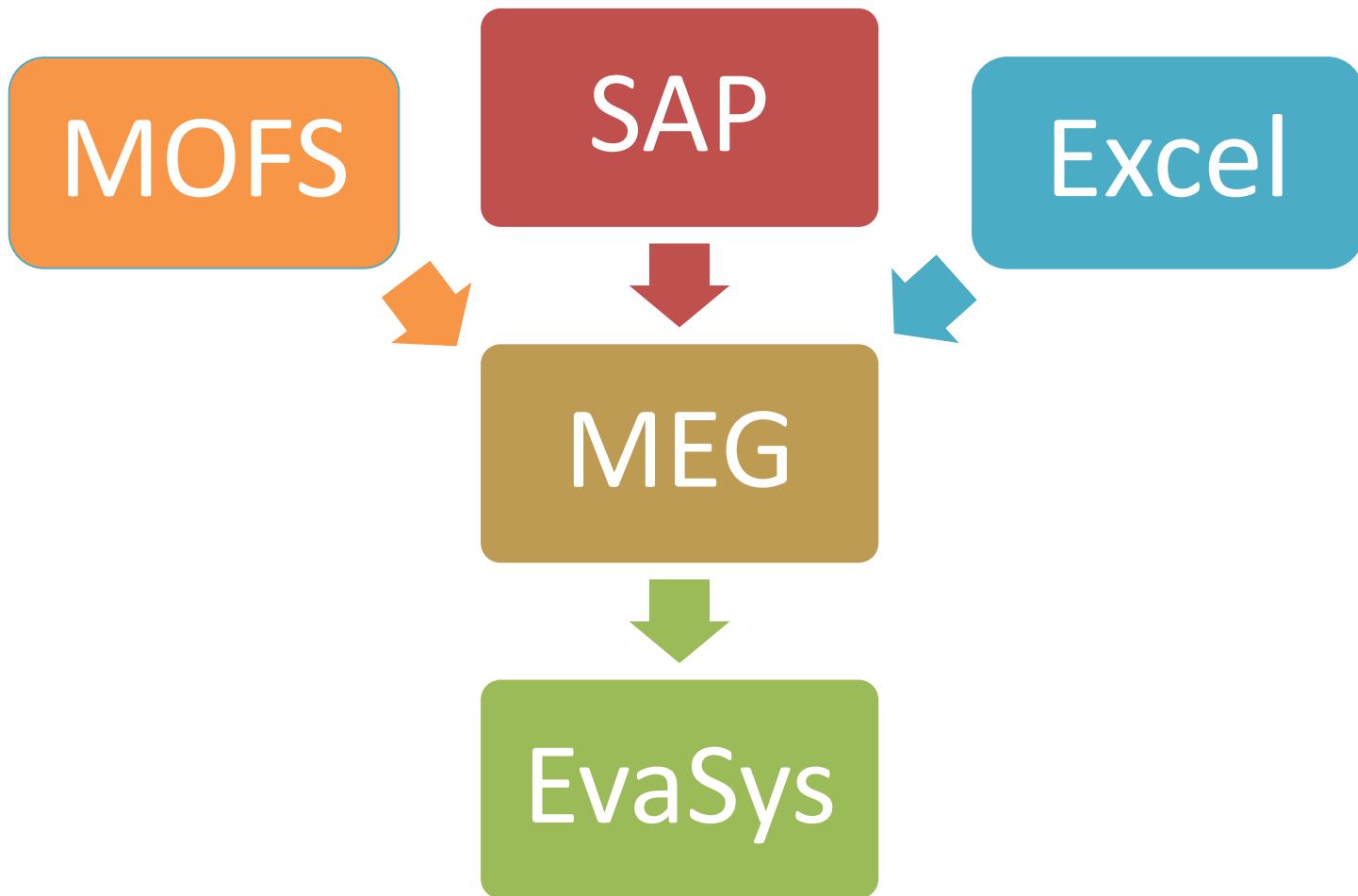
Before you get started.....

- You will need to contact NUIT who will provide you with a login and password for EvaSys. Your log in for the Module Evaluation Data Generator (MEG) is your standard university log in. NUIT will need to give you access to the correct data in the MEG.
- They will require authorisation from the School Manager/Administrator of your academic unit that you require access to EvaSys.

Background to EvaSys and Online Evaluations

- In order to generate surveys using EvaSys for module evaluations it is necessary to know how the systems work together as a whole.
- EvaSys pulls student data from SAP, and module data from MOFS.
- This data is pulled together by an internally built system called the Module Evaluation Data Generator (MEG).

Pulling Data into EvaSys



Using the MEG

Login at <https://apps.ncl.ac.uk/meg> (also accessible by staff homepage)

Your username and password is your usual University login name and password.



MEG - Module Evaluation data Generation

Login

Login

Username*:

Password*:

Login

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From outside the UK dial +44 191 208 6000

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Using the MEG

MEG - Module Evaluation data Generation



[Home](#) [Module Search](#) [Programme Search](#) [User Search](#)

Module Search - Generate Data for Survey

This form is used to search and generate data for the module evaluation system.

Search

Module Code:	<input type="text"/>	Academic Year:	<input type="text" value="2017/18"/>
Survey Type:	<input type="text" value="Online"/>	UG / PG:	<input type="text"/>
School:	<input type="text"/>		
Semester:	<input type="text" value="Semester 1 (Mid)"/>		

Note that any compulsory question sets are automatically included in the xml file and so are not available to select. The full question set structure is viewable on the [module evaluation support website](#).

Evaluation Parameters

Structure:	<input type="text" value="Standard"/>	School Questions:	<input type="text" value="No"/>
Seminar Core:	<input type="text" value="No"/>	Subject specific code:	<input type="text"/>
Practical Sessions:	<input type="text" value="No"/>	School Staff specific:	<input type="text" value="No"/>
Group/Team Work Core:	<input type="text" value="No"/>		

Search

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- Once you have logged in to the MEG you will come to the search screen which defaults to module search.
- In the top part of the screen, you can search for modules by module code, prefix or school.
- The survey type is always 'online'
- Your school or academic unit should be listed under 'school'
- The semester should be set to when the module took place.
- The academic year will always default to the current academic but you may generate data for the previous year.

Using the MEG

Note that any compulsory question sets are automatically included in the xml file and so are not available to select. The full question set structure is viewable on the [module evaluation support website](#).

Evaluation Parameters

Structure:	<input type="text" value="Standard"/>	School Questions:	<input type="text" value="No"/>
Seminar Core:	<input type="text" value="No"/>	Subject specific code:	<input type="text"/>
Practical Sessions:	<input type="text" value="No"/>	School Staff specific:	<input type="text" value="No"/>
Group/Team Work Core:	<input type="text" value="No"/>		

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- The bottom part of the screen allows you to select the questionnaire structure. The default is standard, depending on the module (independent study, field trip etc.) other question sets can be selected.
- There are also optional seminar, practical and group/team work questions you can select if required.
- The 'School Questions' are optional questions which are written and owned by the school. These need to be set up in EvaSys and detailed guidance is available.
- **The School Staff Specific and Subject specific code are no longer used.**
- Click 'Search'

Using the MEG

Search

Module Code:

Survey Type: Academic Year:

School:

UG / PG:

Semester:

Note that any compulsory question sets are automatically included in the xml file and so are not available to select. The full question set structure is viewable on the [module evaluation support website](#).

Evaluation Parameters

Structure:

Seminar Core: School Questions:

Practical Sessions: Subject specific code:

Group/Team Work Core: School Staff specific:

Search **Generate data**

Evaluate? <input checked="" type="checkbox"/>	Code	Title
<input checked="" type="checkbox"/>	ACE1000	Introduction to Marketing and Consumer Behaviour
<input checked="" type="checkbox"/>	ACE1010	Environment and Land use Field Course
<input checked="" type="checkbox"/>	ACE1022	Crop Pests
<input checked="" type="checkbox"/>	ACE1040	Academic and Professional Skills
<input checked="" type="checkbox"/>	ACE1041	Investigating Agri-food Systems from Farm to Folk
<input checked="" type="checkbox"/>	ACE1042	Animal Health
<input checked="" type="checkbox"/>	ACE1044	Introduction to Animal Physiology
<input checked="" type="checkbox"/>	ACE1045	Investigating Rural Landscapes
<input checked="" type="checkbox"/>	ACE1046	Plants, Environment, Agriculture
<input checked="" type="checkbox"/>	ACE1047	Introduction to Agri-Food Business Management
<input checked="" type="checkbox"/>	ACE1054	Introduction to Consumer Behaviour

Generate data

- Clicking search will bring up the available modules in the Semester selected. If a module is missing check the MOF. If you change any evaluation parameters you will need to search again.
- Click on 'Generate Data' to move to the next step.

Using the MEG

Generated Data for Survey

This form is used to display the generated data for use in the module evaluation system.

Generate Xml File

Module	Module Leader	To be evaluated	Participants
ACE1000 -- Introduction to Marketing and Consumer Behaviour (End Sem 2 17/18)	No	Dr Sharron Kuznesof Dr Beth Clark	306 Participants:
ACE1010 -- Environment and Land use Field Course (End Sem 2 17/18)	Mrs Helen Adamson	Mrs Helen Adamson	16 Participants:
ACE1022 -- Crop Pests (End Sem 2 17/18)	Dr Paul Bilsborrow	Dr Paul Bilsborrow Dr Ethan Hack Dr Neil Boonham Dr Giles Budge	40 Participants:
ACE1040 -- Academic and Professional Skills (End Sem 2 17/18)	Mrs Helen Adamson	Mrs Helen Adamson	148 Participants:
ACE1041 -- Investigating Agri-food Systems from Farm to Folk (End Sem 2 17/18)	Mr Simon Parker	Mr Simon Parker	199 Participants:
ACE1042 -- Animal Health (End Sem 2 17/18)	Dr Abdul Chaudhry	Dr Abdul Chaudhry Dr Jonathan Guy Dr Miguel Velazquez	47 Participants:

- Once you have clicked the 'Generate Data' button you will be taken to a summary screen.
- It is very important this screen is checked for any errors, as any errors in this screen will prevent data from importing into EvaSys.
- There should always be a name under 'Module Leader' if at any point there is a 'No' then data needs updating in MOFS before you can generate the survey data for that module.
- Check that all expected contributors are displayed in 'To be evaluated'. If not check the MOF.
- If everything is correct click 'Generate Xml File' and save the file somewhere easy to find.

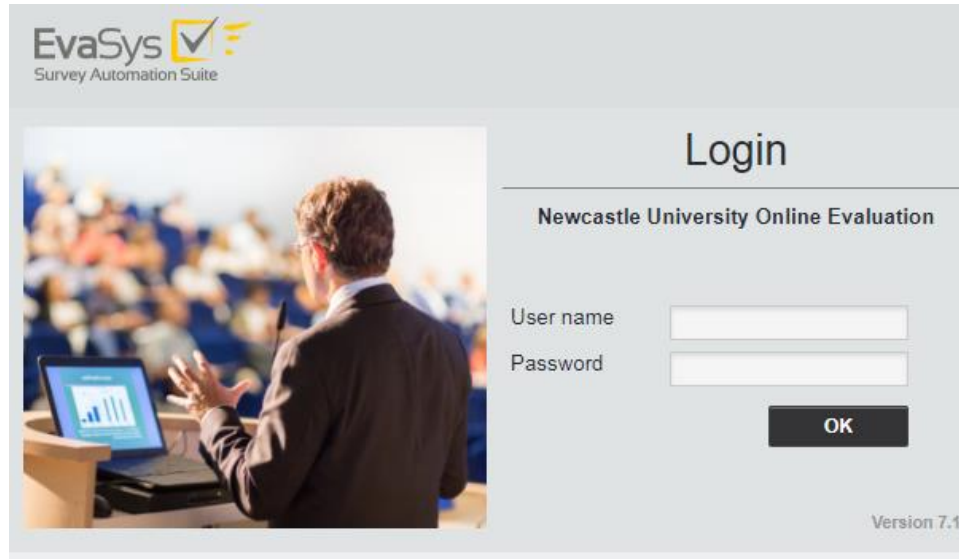
Common Problems

Most problems encountered by users can be traced back to;

- Incorrect Semester in MOF.
- Contributors incorrect or missing from MOF.
- Contributors not attached to School in MOF.
- 'Long title' – character limit, easy to spot and amend.

Using EvaSys

<https://ncl.evasys.co.uk/evasys/indexeva.php>



The screenshot shows the login interface for EvaSys. At the top left is the logo for 'EvaSys Survey Automation Suite'. The main heading is 'Login' for 'Newcastle University Online Evaluation'. There are two input fields: 'User name' and 'Password'. Below these is an 'OK' button. A version number 'Version 7.1' is visible in the bottom right corner. On the left side of the login area, there is a photograph of a man in a suit presenting to an audience, with a laptop displaying a bar chart on the desk in front of him.

- To log into EvaSys you must first have received a login name and password from NUIT.
- Accessible via staff homepage.

Using EvaSys

The screenshot shows the EvaSys Survey Automation Suite interface. At the top, there is a navigation bar with the following items: SUBUNITS (highlighted), QUESTIONNAIRES, SYSTEM SETTINGS, SYSTEM INFORMATION, and EXTRAS. On the left side, there is a sidebar with the user name 'NCLAdmin Administrator' and a list of subunits under the heading 'SUBUNITS'. The main content area displays a message: 'List of all Subunits (1 Subunit(s) not visible.)' followed by a table of subunits.

Subunit	User	Details	Delete
<input checked="" type="checkbox"/> Agriculture, Food & Rural Development	813		
<input checked="" type="checkbox"/> Architecture, Planning & Landscape	750		
<input checked="" type="checkbox"/> Arts & Cultures	725		
<input checked="" type="checkbox"/> Biology	377		
<input checked="" type="checkbox"/> Biomedical Sciences	538		
<input checked="" type="checkbox"/> Careers Service	37		
<input checked="" type="checkbox"/> Chemical Eng & Advanced Materials	539		
<input checked="" type="checkbox"/> Chemistry	241		
<input checked="" type="checkbox"/> Civil Engineering & Geosciences	635		

- Once logged in you should see the home screen which will look something like this.
- You should only be able to see your own 'subunit'.
- If you need access to more than one subunit you will need more than one log in account.
- If working in SAgE there are generic log in accounts available for access to data in the old school structure.

Importing Data

CENTRAL EVALUATION					
<input checked="" type="checkbox"/>	Mathematics & Statistics		568		✗
<input checked="" type="checkbox"/>	Mechanical & Systems Engineering		559		✗
<input checked="" type="checkbox"/>	Medical Sciences Education Development		33		✗
<input checked="" type="checkbox"/>	Medical Sciences Faculty Office		311		✗
<input checked="" type="checkbox"/>	Modern Languages		715		✗
<input checked="" type="checkbox"/>	Newcastle Law School		260		✗
<input checked="" type="checkbox"/>	Newcastle University Business School		1265		✗
<input checked="" type="checkbox"/>	Newcastle University London		37		✗
<input checked="" type="checkbox"/>	Overseas Immersion Programme		8		✗

- Tree Structure
- Generate Surveys
- Display Surveys
- Delete Surveys
- Instructor's Optional Questions
- Batch Events
- Display Courses
- Administrative Dashboard of Scheduled Tasks
- Data Import**
- Data Export
- Participation Tracking
- DAL Interface
- DAL Excel Export
- MSQ Addon

- To import data into EvaSys select 'Data Import' on the left hand side of the screen within the 'Central Evaluation'
- This will take you to the screen below where you can browse for your XML file. Once the file has been selected click on import.

SYSTEM SETTINGS SYSTEM INFORMATION EXTRAS

Data Import

XML-Import for subunits, instructors, courses and modules

Load XML File

Note: When importing large amounts of data the import can take several minutes. During this time there is no feedback from the browser.
Note: Only files in XML format can be imported. XML schema files (.xsd) for validating your XML files can be found in the in the doc-subfolder on the server, or here: [Courses] [Modules].
You can find the CSV import for instructors in the appropriate subunit.

Administration of survey participants

Number of existing survey participants in the system: 1 Data sets found

Import courses with multiple course-IDs

Import survey participant data

Export existing survey participants as a CSV file

Delete all survey participant data

Importing Data

XML Module Import

Change the evaluation period for all courses: SEM2-17/18 Undo

Status	Subunit	Module	Course	Course Type	ID	Instructors	Period	
<input checked="" type="checkbox"/>	New	Newcastle University Business School	ACC1003 -- Introduction to Accounting and Finance (for Business School Students) (End Sem 2 17/18)	ACC1003 - Introduction to Accounting and Finance (for Business School Students)	MODCORE1	0001-2017_4_ACC1003	Mr No Body Ms Juanjuan Xia Miss Roba Abdelbadie	SEM2-17/18
<input checked="" type="checkbox"/>	New	Newcastle University Business School	ACC1003 -- Introduction to Accounting and Finance (for Business School Students) (End Sem 2 17/18)	ACC1003 - Dr Khansaa Tezeny	MOD-TEACH	0002-2017_4_ACC1003_00059025	Dr Khansaa Tezeny	SEM2-17/18
<input checked="" type="checkbox"/>	New	Newcastle University Business School	ACC1003 -- Introduction to Accounting and Finance (for Business School Students) (End Sem 2 17/18)	ACC1003 - Ms Juanjuan Xia	MOD-TEACH	0003-2017_4_ACC1003_00077391	Ms Juanjuan Xia	SEM2-17/18
<input checked="" type="checkbox"/>	New	Newcastle University Business School	ACC1003 -- Introduction to Accounting and Finance (for Business School Students) (End Sem 2 17/18)	ACC1003 - Miss Roba Abdelbadie	MOD-TEACH	0004-2017_4_ACC1003_00084256	Miss Roba Abdelbadie	SEM2-17/18
<input checked="" type="checkbox"/>	New	Newcastle University Business School	ACC1003 -- Introduction to Accounting and Finance (for Business School Students) (End Sem 2 17/18)	ACC1003 - Open Questions	MOD-OPEN	0005-2017_4_ACC1003	Mr No Body	SEM2-17/18
<input checked="" type="checkbox"/>	New	Newcastle University Business School	ACC1000 -- Introduction to Non-Specialist Accounting and Finance (End Sem 2 17/18)	ACC1000 - Introduction to Non-Specialist Accounting and Finance	MODCORE1	0001-2017_4_ACC1000	Mr No Body Ms Ana Noveria	SEM2-17/18
<input checked="" type="checkbox"/>	New	Newcastle University Business School	ACC1000 -- Introduction to Non-Specialist Accounting and Finance (End Sem 2 17/18)	ACC1000 - Ms Ana Noveria	MOD-TEACH	0002-2017_4_ACC1000_00085639	Ms Ana Noveria	SEM2-17/18
<input checked="" type="checkbox"/>	New	Newcastle University Business School	ACC1000 -- Introduction to Non-Specialist Accounting and Finance (End Sem 2 17/18)	ACC1000 - Dr Khansaa Tezeny	MOD-TEACH	0003-2017_4_ACC1000_00059025	Dr Khansaa Tezeny	SEM2-17/18
<input checked="" type="checkbox"/>	New	Newcastle University Business School	ACC1000 -- Introduction to Non-Specialist Accounting and Finance (End Sem 2 17/18)	ACC1000 - Open Questions	MOD-OPEN	0004-2017_4_ACC1000	Mr No Body	SEM2-17/18

Status	Subunit	Instructor
<input type="checkbox"/>	unchanged	Newcastle University Business School Mr No Body
<input checked="" type="checkbox"/>	New	Newcastle University Business School Dr Khansaa Tezeny
<input checked="" type="checkbox"/>	New	Newcastle University Business School Ms Juanjuan Xia
<input checked="" type="checkbox"/>	New	Newcastle University Business School Miss Roba Abdelbadie
<input checked="" type="checkbox"/>	New	Newcastle University Business School Ms Ana Noveria

Import Cancel

- You should then be take to a summary screen for a final data check before the data is imported.
- It is vitally important to change 'Repetitive' to the correct Semester and academic year.
- Blue means the data already exists in EvaSys – pink that it is new.
- Check that all modules selected in the MEG are present – if not check the MOF.
- When you have done this, click 'Import' at the bottom of the screen
- A prompt will appear at the top of the screen which states 'Import procedure was completed successfully'

Before You Generate Surveys...

- Before moving on to 'Generate Surveys', check whether you need to amend or add to the evaluation data you have imported into EvaSys. You will need to do this if any of the following apply to the evaluations you are setting up.
 - A. You are using module specific questions
 - B. You need to add an external staff member to the survey
 - C. You need to manually add participant
- If you need to do two or more of these steps you are advised to complete them in the order shown here.
- You cannot make any of the above changes once a survey has been generated.
- Detailed guidance is available for all of the above in the main user guide.

Generating Surveys

Subunit	Count	Status
Mathematics & Statistics	568	✗
Mechanical & Systems Engineering	559	✗
Medical Sciences Education Development	33	✗
Medical Sciences Faculty Office	311	✗
Modern Languages	715	✗
Newcastle Law School	260	✗
Newcastle University Business School	1265	✗

Generate Surveys

Switch to Module Surveys

1. Subunit
History, Classics and Archaeology
Human Resources - Staff Development Unit
INTO Newcastle University
Marine Science & Technology
Marketing & Student Recruitment
Mechanical & Systems Engineering
Medical Sciences Faculty Office
Natural and Environmental Sciences
Newcastle Law School

2. Survey Period
SEM2-17/18

3. Module
ACE1010 -- Environment and Land use Field Course (End Sem 2 17/18)
ACE1022 -- Crop Pests (End Sem 2 17/18)
ACE1040 -- Academic and Professional Skills (End Sem 2 17/18)

Paper survey
 Hard Copy Procedure
 Cover Sheet Procedure
 Verification

Hybrid (Online + Paper)
 Hybrid Survey
 Verification

Online
 PSD based

Use Time Control

Generate Surveys

- Click on Generate Surveys in the Central Evaluation.
- In the Generate Survey screen select your subunit, the survey period and the modules.
- You must select 'PSWD Based' and 'Use Time Control'
- If a module isn't showing – check the MOF.
- Once happy, click Generate Surveys.

Generating Surveys

Information 3 surveys have been added

Scheduled Tasks

Previous survey Survey (1/3): ACE1010 -- Environment and Land use Field Course (End Sem 2 17/18) (KLPAYYJQ, SEM2-17/18) Next survey

1. PSWD to respondents Deactivated Edit	2. Online survey reminder Deactivated Edit	3. Response Rate Notification Deactivated Edit	4. Finish survey Deactivated Edit
---	--	--	---

Deactivate

Date: Inform the instructor of the course about the PSWD dispatch.
(Please use the text template "Notification to the instructor about the survey start" for this task. It can be edited in the "Text Templates" menu.)

Note: Please note that due to the execution of additional tasks, there could be small delays in processing.

Sender (email): Sender (name):

Reference:

Text:

Dear Student,

Newcastle University appreciates and values your feedback. The following provides some guidance on making the most of module evaluations.

- Module, course and unit evaluations give you the opportunity to make your voice heard.
- The more students complete an evaluation the more significance the results have.


Recipient (max. 16)

```
a.graham7@newcastle.ac.uk
a.jefferies@newcastle.ac.uk
b.eccles@newcastle.ac.uk
c.powell@newcastle.ac.uk
d.foster4@newcastle.ac.uk
e.reynolds2@newcastle.ac.uk
h.mccabe@newcastle.ac.uk
j.davidson5@newcastle.ac.uk
j.st-prix@newcastle.ac.uk
j.zbogor-ward@newcastle.ac.uk
m.patterson7@newcastle.ac.uk
n.gregan@newcastle.ac.uk
o.jones3@newcastle.ac.uk
s.dwyer@newcastle.ac.uk
s.willis@newcastle.ac.uk
t.roberts4@newcastle.ac.uk
```

Apply to All Save

- The next set of screens are where you apply the required settings to your surveys.
- Click on activate and then set the date and time the survey should open.
- Tick 'inform the instructor...' if you would like the module leader to be informed when the survey opens.
- Look out for the number of surveys added.
- Do not amend any of the email details.
- Check there are recipients.
- Click 'apply to all' if setting up surveys in bulk.


Generating Surveys

 Scheduled Tasks

Previous survey Survey (1/3): ACE1010 -- Environment and Land use Field Course (End Sem 2 17/18) (KLPAWYJQ, SEM2-17/18) Next survey

1. PSWD to respondents 02.03.2018 at 09:42:00 Edit	2. Online survey reminder Deactivated Edit	3. Response Rate Notification Deactivated Edit	4. Finish survey Deactivated Edit
--	--	--	---

[Deactivate](#)


Date:  Single reminder
 Multiple reminders every Day(s)

Note: Please note that due to the execution of additional tasks, there could be small delays in processing.

Sender (email): Sender (name):

Reference:

Text:



Dear Student,

This is a reminder to complete the evaluation for ACE1010 -- Environment and Land use Field Course (End Sem 2 17/18).


Following this link will take you directly to the evaluation.
[DIRECT_ONLINE_LINK]

You can find out more about evaluations and how they are used from the Module Evaluation Student Webpage <http://www.ncl.ac.uk/students/vousaidwedid/internal>

[Apply to All](#) [Save](#)

- This screen is for setting the reminder emails to students who have NOT completed the survey if required.
- Set the date/time and select whether there should be a single or multiple reminders.
- Do not amend the email text.
- Remember to click apply all if setting up surveys in bulk.


Generating Surveys

 Scheduled Tasks

Previous survey Survey (1/3): ACE1010 -- Environment and Land use Field Course (End Sem 2 17/18) (KLPAWYJQ, SEM2-17/18) Next survey

1. PSWD to respondents 02.03.2018 at 09:42:00 Edit	2. Online survey reminder Deactivated Edit	3. Response Rate Notification Deactivated Edit	4. Finish survey Deactivated Edit
--	--	--	---

[Deactivate](#)

Date: 

Note: Please note that due to the execution of additional tasks, there could be small delays in processing.

Notification at a response rate below %

Method of calculating the response rate
 ▼

List of recipients
 ▼ [Add](#)

[Remove](#)

[Apply to All](#) [Save](#)

- This section sends an email to nominated staff about the response rate at a set date.
- Select date and time.
- Add the required staff.
- Remember to click apply to all if setting up in bulk.

Generating Surveys

The screenshot shows a 'Scheduled Tasks' interface. At the top left is a clock icon and the text 'Scheduled Tasks'. Below this is a header for 'Survey (1/3): ACE1022 -- Crop Pests (End Sem 2 17/18) (WL415PGE, SEM2-17/18)'. On the left, a 'Previous survey' button is visible. On the right, a 'Next survey' button is visible. The main area contains four task cards:

- 1. PSWD to respondents
02.03.2018 at 09:42:00
[Edit]
- 2. Online survey reminder
Deactivated
[Edit]
- 3. Response Rate Notification
Deactivated
[Edit]
- 4. Finish survey
Deactivated
[Edit]

Below the cards is a 'Deactivate' button, a 'Date:' input field with a calendar icon, and a note: 'Note: Please note that due to the execution of additional tasks, there could be small delays in processing.' There is also a checkbox for 'Automatic report dispatch (PDF) to the instructor(s) after closing the survey'. At the bottom are 'Apply to All' and 'Save' buttons.

- The final screen is where the closing date/time is set.
- If results are to be automatically sent to the module leader and contributors tick 'Automatic report dispatch...'
- Click apply to all if setting up surveys in bulk.

Checking your Surveys

CENTRAL EVALUATION	
Tree Structure	
Generate Surveys	
Display Surveys	
Delete Surveys	
Instructor's Optional Questions	
Batch Events	
Display Courses	
Administrative Dashboard of Scheduled Tasks	
Data Import	
Data Export	

<input checked="" type="checkbox"/>	Mechanical & Systems Engineering	559		
<input checked="" type="checkbox"/>	Medical Sciences Education Development	33		
<input checked="" type="checkbox"/>	Medical Sciences Faculty Office	311		
<input checked="" type="checkbox"/>	Modern Languages	715		
<input checked="" type="checkbox"/>	Natural and Environmental Sciences	5		
<input checked="" type="checkbox"/>	Newcastle Law School	260		
<input checked="" type="checkbox"/>	Newcastle University Business School	1365		

- It is advisable to check your surveys before they open in order to establish if they have all be set up correctly, and to identify any issues not spotted during other stages of the process.
- One way of doing this is through 'Administrative Dashboard of Scheduled Tasks'.

Administrative Dashboard of Scheduled Tasks

1. Subunit

- Medical Sciences Faculty Office
- Modern Languages
- Natural and Environmental Sciences
- Newcastle Law School
- Newcastle University Business School

2. Survey Period

SEM2-17/18

3. Questionnaire

- KLPAWYJQ
- WL415PGE
- X19AMZAV

[Show](#)

Survey / Instructor	Date	Task	Status	Actions
ACE1010 -- Environment and Land use Field Course (End Sem 2 17/18) Mrs Helen Adamson KLPAWYJQ, SEM2-17/18	02.03.2018 at 09:42:00	PSWD to respondents	Open	
		Online survey reminder	Deactivated	
		Response Rate Notification	Deactivated	
ACE1022 -- Crop Pests (End Sem 2 17/18) Dr Paul Bilsborrow WL415PGE, SEM2-17/18	04.03.2018 at 12:03:00	Finish survey	Open	
	02.03.2018 at 09:42:00	PSWD to respondents	Open	
		Online survey reminder	Deactivated	
ACE1040 -- Academic and Professional Skills (End Sem 2 17/18) Mrs Helen Adamson X19AMZAV, SEM2-17/18		Response Rate Notification	Deactivated	
	04.03.2018 at 12:03:00	Finish survey	Open	
	02.03.2018 at 09:42:00	PSWD to respondents	Open	
	Online survey reminder	Deactivated		
	Response Rate Notification	Deactivated		
	04.03.2018 at 12:03:00	Finish survey	Open	

- Select Subunit, Survey Period and all of the results in the Questionnaire box.
- You can see all surveys set up in the subunit and the status of the scheduled tasks that have been set up.

Checking your Surveys

Users in subunit Natural and Environmental Sciences

Name	CO	Surveys	Created	Actions
Dr Giles Budge	[0]	0 / 0	28.02.2018	
Dr Neil Boonham	[0]	0 / 0	28.02.2018	
[ACE1010 -- Environment and Land use Field Course (End Sem 2 17/18)] Mrs Helen Adamson	[4]	0 / 1	28.02.2018	
[ACE1022 -- Crop Pests (End Sem 2 17/18)] Dr Paul Bilsborrow	[7]	0 / 1	28.02.2018	
[ACE1040 -- Academic and Professional Skills (End Sem 2 17/18)] Mrs Helen Adamson	[4]	0 / 1	28.02.2018	

- You can preview the survey in order to check that all contributors have been added and any additional questions are present.
- In your subunit home screen click into the module.

Display Surveys

Additional filters 1&2

ALL
SEM2-17/18

ALL
KLPAWYJQ

ALL
ALL

Show

No. of Surveys: 1

Natural and Environmental Sciences: ACE1010 -- Environment and Land use Field Course (End Sem 2 17/18)

SEM2-17/18

Type	Name	Status	# Forms	Processed	Form	Report	Export	Actions
	ACE1010 -- Environment and Land use Field Course (End Sem 2 17/18)	In Progress	000	00 %	KLPAWYJQ	Show PSWDs		

Back

- Click into the link under the 'Form' column to preview the survey as students will see it.

If you Encounter Difficulties...

- Consult the main user guide.
- Look out for supplementary guidance/hints and tips.

If unable to resolve using online resources:

- Call or email the IT Service Desk.

Remember:

Do not leave setting up surveys until the last minute. Support is available and all issues can be resolved however problems cannot always be fixed same day.