

## Instructions for reopening a closed evaluation

You can check response rates for any module evaluations in your School (including both those that are currently open and those that have already closed), using the instructions in User Guide 7: Checking Response Rates, available to download from the Module Evaluation webpage at <http://www.ncl.ac.uk/ltds/student/module> If you discover that response rates are lower than expected for a survey that has already closed you can reopen it by following these steps:

1. In the Subunits tab in EvaSys, click on the name of your School on the left hand side of the screen. Find the evaluation you wish to reopen (if there are a large number of evaluations you can press CTRL + F to search for the module code on the page).
2. Click of the name of the evaluation. A screen will open with a table containing a row of information for each question set used in the survey. Find the row that relates to the overall evaluation – this is usually the bottom row. Click on the name in this row.
3. The ‘Survey Details’ screen will open. To make sure that you have selected the survey details for the evaluation as a whole check that it shows the full name of the survey at the top.
4. In the ‘Actions’ box you’ll see an option ‘Unlock Data Collection, Open Survey’, click on this to reopen the survey.
5. Next, you will need to amend the ‘Finish survey’ scheduled task with the new finish date for the survey. You can go straight to the scheduled tasks for this evaluation by clicking on ‘Scheduled Tasks’ in the Actions box.
6. If you generated the evaluation as part of a batch you will see a ‘Summary of scheduled tasks’ message. Click No to change only the tasks only for the current survey.
7. The Scheduled tasks screen will open. Click on the ‘Edit’ button in the forth tab, for the ‘Finish survey’ task. Set the new close date using the calendar function, and click ‘Save’ to apply your changes.
8. It is recommended that you also change the ‘Online survey reminder’ task so that it sends a new reminder email to the students who haven’t yet completed the evaluation. to do this click on the ‘Edit’ button in the second tab for the Online Survey reminder task.
9. Use the calendar function to set the date and time of the next reminder. You can set the next reminder to be sent on today’s date, and the time can be set for any point 5 minutes or more from the current time, so you will be able to send a reminder email almost instantly once you have amended the task. You can also change the frequency of reminders at this stage if required. Click ‘save’ to apply your changes.

**Note:** If you have used the option for ‘Automatic report dispatch (PDF) to the instructor(s) after closing the survey’ in the Finish Survey scheduled task, then results reports will already have been sent to the teaching contributors when the evaluation closed for the first time. You will need to notify all teaching contributors that the evaluation has been reopened, and advise them to disregard the results reports they have already received. The teaching contributors will receive updated results reports that include any new responses when the surveys close at the new Finish Survey date you have set.