Class Climate
Online Survey
Training Manual
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Getting Started

• Open up Internet Explorer or Mozilla Firefox and put in the following URL:
  – For class purposes, type in:  http://classevalsdev.utsa.edu
  – For full production of survey, type in:  https://classevals.utsa.edu/classclimate
  – Log into Class Climate using the User Name and Password that has been given to you in class, then click “OK”.

![Class Climate website screenshot](attachment:ClassClimate_screenshot.png)
What Is A Subunit?

- There are 11 subunits at UTSA. A subunit is classified as a college or a separate department that offers UTSA courses.
- Each (college) subunit will have all the departments included in that subunit, i.e., College of Engineering includes the Departments of Biomedical, Civil, Electrical and Mechanical Engineering.
- Each subunit will have a representative to put questions into the survey.
What Happens After I Log In?

- Once you have logged in, select the “System Settings” tab at the top of the screen.
- You will then be directed to the “Available Questionnaires” screen (shown below). A listing of the Questionnaires available in your college/department will appear.
How Do I Create A Questionnaire?

• Items to consider before you start:
  – Will I be creating a Questionnaire using questions from the Question Library (go to page 6)?
  – Will I be creating a Question Group not in the Question Library (go to page 12)?
  – Will I be adding customized questions in the Questionnaire (go to page 16)?
  – Do I need to create a template, move a set of questions, edit, delete or copy a Questionnaire (go to page 40)?

• We will cover each of these examples in this manual.

• Click “VividForms Editor” to start the creation of a new Questionnaire. This is located on the left hand side of the screen under “Instruments”.

[Image of VividForms Editor interface]
Working With The VividForms Editor

• Once you click “VividForms Editor”, a blank form and the Form Wizard with a dialog box will appear.

• Type in the following information:
  
  – Abbreviation of your survey – i.e., DEMO1. **NOTE:** Abbreviation must have 5-10 characters.
  
  – Title: Demo for October Training.
  
  – Paper: Select Letter.
  
  – Template: Do not check the 2 boxes. Keep the Max. Pages as “2” and Max Items as “0”.
  
  – Click the word “Apply”.

![Image of the VividForms Editor interface showing the Form Wizard and Form creation information window with arrows pointing to the Abbreviation field, Title field, and Paper selection. The Template section is highlighted, showing checkboxes for activating/deactivating template mode and adding items. The Apply button is also highlighted.]
CREATING A QUESTIONNAIRE
USING THE QUESTION LIBRARY
After you name your Questionnaire, you will then get a new survey with the following headings: “Organization”, “Subunit”, “Author”, “Survey”, “Mark” & “Correction”.

The following blocks are not to be changed in any way:

\[
\begin{align*}
\text{[ORGANIZATION]} & & \text{[AUTHOR]} \\
\text{[SUBUNIT]} & & \text{[SURVEY]} \\
\text{[MARK]} & & \text{[CORRECTION]}
\end{align*}
\]

To start putting questions in using the “Question Library”, click on the “Question Library” tab on the left hand side of the screen.
• Click on “Choose a question from the library...”. This will bring up the “Question Group Selection – Question Group” box.

• Select the group that includes the questions you want to ask, i.e., “Student Development – Knowledge”. Click “Next”. The group name will create a Question Group heading on the survey form.
After you have clicked the “Next” button, you will then be brought to the “Question Selection” block. This is where you will be able to choose which questions you want to use.
• Highlight the questions you want to ask. You may choose specific questions or select all of them. If you want to choose specific questions, use “CTRL” on the keyboard, then select the ones you want.

• Once you have selected your questions, click “Apply”. This automatically creates the heading with the questions filled in below.
Once you click the word, “Apply”, your finished Questionnaire will look like the example below.

To add additional questions from the Question Library, click “Choose a question from the library....”

To add a question not in the Question Library, go to page 12.

If you like the way your Questionnaire looks, click “Save Form and Exit Editor”, located on the left hand side of the screen.
ADDING A QUESTION GROUP
NOT IN THE QUESTION LIBRARY
Adding A Question Group Not In The Question Library

- ONE VERY IMPORTANT ITEM – When you have decided where you want your new question group to be added, you **MUST** highlight the group name listed before it. This tells the system where you want your new question group. For example, in the question below, you would highlight “1. Required Questions” if you wanted your new question group to be displayed after “1. Required Questions” but before “2. Required – Demographic.”
In order to make additions to your Questionnaire, you will need to select “Add Question Group” under “Add” at the left hand side of the screen.
New Question Group

- “Question groups” unite questions that are thematically similar under a general heading, so that indicators can be calculated.

- Once selected, you will then have a “New Question Group” box come up. This is where you can put in a:
  - Title – Enter a title for the new Question Group heading.
  - Presentation Slide Text – Does not need to be filled in.
  - Indicator – Select either “No Indicator” or “Scaled questions from 2 options to 11 options”.
  - Font size – Change if preferred.
  - Text element – Do not mark.

- In the example below, “Personal Data” was placed in the text block. You can change the Font Size. Once finished, click “Apply”. This will automatically generate a new Question Group heading.
ADDING CUSTOMIZED QUESTIONS
Adding Customized Questions

• To start adding your questions, Select “Add Question” located under “Add” on the left hand side of the screen. A Question Wizard box will come up.

• You will then need to choose a question type. There are many types of questions that you can choose from:
  
  - Scaled Question – This question can be on a scale from 1 to 11. For example, Poor to Excellent or Strongly Disagree to Strongly Agree. See pages 18-24.
  - Open Question – This is considered a text box (used for Comments). See pages 25-29.
  - Single Choice – This is a question for which a single answer can be selected. See pages 30-34.
  - Multiple Choice – This is a question for which multiple answers can be selected. See pages 35-39.
  - Matrix Field – Do Not Use
  - Grade Value – Do Not Use
ADDING A SCALED QUESTION
Adding A Scaled Question

Scaled questions are used to gauge the respondents’ experiences.

• To add a scaled question, select “Add Question” under the tab “Add”. A Question Wizard box will come up.

• Select “Scaled Question” and click “Next”.

![Image of the Question Wizard box where the user can select the question type]

Please choose a question type:

- [ ] Scaled Question
- [ ] Open Question
- [ ] Single Choice
- [ ] Multiple Choice
- [ ] Matrix Field
- [ ] Grade Value

Please note that the VividForms Editor does not apply the English hyphenation rules to the text entered (question texts, pole labels, text boxes etc.). Please (space the words accordingly).
Adding A Scaled Question (Continued)

- A “Question Text” box will appear.
- You can now enter the text of the scaled question. You can either type or cut and paste a question. You also have the option of changing the font appearance. Once finished, click “Next”.

![Image of a computer screen showing the process of adding a scaled question]
Defining Options For Scaled Questions

Once you have clicked “Next”, a “Define Options” box will appear. This is where you can customize the question with the following options:

- Abstention – Please leave on “Deactivated”.
- Checkboxes – Check the amount of boxes you would like to use for your scale (from 2-11). Most questions use a five-point scale.
- Individualize Pole Labels – This is where you define your range of answers. See next page for instructions. Examples are: Strongly Disagree to Strongly Agree or Poor to Excellent.
- Type of Diagram – Check the diagram for the result data, i.e., Histogram, Bar, Pie, Line or Donut. Recommend that you use Bar.
- “Use these settings as default for scaled questions”; “Set this scaled question as mirrored question”; and “Combine to dual scale with previous question” – do not select.
- Do not click “Apply” until you add your Individualized pole Labels.
**Individualized Pole Labels**

- To define your pole labels, check the “Individualize pole labels” box.
- In order to put words in the shaded blocks, click on the highlighted pencil at the end of a shaded block.
• Once the “Individualized pole labels” box and the highlighted pencil are selected, “Left Pole and Right Pole” text boxes will come up. Enter the negative response option in the Left Pole box (e.g., Poor or Strongly Disagree) and the positive response option in the Right Pole box (e.g., Excellent or Strongly Agree). Once done, click “Apply”.
• Example of a final scaled question.

• Before saving your form, you can add additional questions either from the Question Library or create your own.

• If you want to add additional questions from the Question Library, click “Question Library”, then click “Choose a question from the library...”

• To add a question not in the Question Library, go to page 12.

• If you like the way your Questionnaire looks, click “Save Form and Exit Editor”, located on the left hand side of the screen.

• If you save your questionnaire before it is final, i.e., you are not finished and want to add or make changes, at the “Details for Questionnaire ___” page, click “Edit Form” under the Questionnaire block. This will take you back to your form for edit purposes. See page 44.
ADDING AN OPEN QUESTION
Adding An Open Question

Open Question is used when you wish to add a Comment box. A Comment box is considered a question, not an extra box.

- To add an open question, select “Add Question” under the tab “Add”. A Question Wizard box will come up.
- Select “Open Question”, and click “Next”.

![Image of the VividForms Editor - Question Wizard]

Note: Please choose a question type:
- Scaled Question
- Open Question
- Single Choice
- Multiple Choice
- Matrix Field
- Grade Value

Please note that the VividForms Editor does not apply the English hyphenation rules to the text entered (question text, pole labels, text boxes etc.). Please place line breaks accordingly.
• You can now enter the text of the open question. You can either type or cut and paste a question. You also have the option of changing the font appearance.
• Once finished, click “Next”.

Adding An Open Question (Continued)
Defining Options For Open Questions

• Once you have clicked “Next”, a “Define Options” box will appear. This is where you can customize the question with the following options:
  • Box size – The selection is from 1-45 lines for the box. We recommend you choose between 5-10 lines.
  • Max. Number of Characters (Online Survey) – The maximum number of characters allowed for the answer can be any number, but if you want the participants to have an unlimited amount of characters for the block, put in a value of “0”.
  • Handwriting Recognition, Characters, Language, Segmented, Format, New Format and Style of Segmented Box – Do Not Use
  • Once done, click “Apply”.

![Image of Define Options for Open Questions](image-url)
• Example of a final open question.

• Before saving your form, you can add additional questions either from the Question Library or create your own.

  • If you want to add additional questions from the Question Library, click “Question Library”, then click “Choose a question from the library…”

  • To add a question not in the Question Library, go to page 12.

  • If you like the way your Questionnaire looks, click “Save Form and Exit Editor”, located on the left hand side of the screen.

  • If you save your questionnaire before it is final, i.e., you are not finished and want to add or make changes, at the “Details for Questionnaire ___” page, click “Edit Form” under the Questionnaire block. This will take you back to your form for edit purposes. See page 44.
ADDING A SINGLE CHOICE QUESTION
Adding A Single Choice Question

A single choice question allows the respondent to choose only one option to answer the question posed.

• To add a single choice question, select “Add Question” under the tab “Add”. A Question Wizard box will come up. Select “Single Choice”.
• Once finished, click “Next”.

![Image showing the process of adding a single choice question](image-url)
Adding a Single Choice Question (Continued)

• A “Question Text” box will appear. You can now enter the text of the single choice question. You can either type or cut and paste a question. You also have the option of changing the font appearance.

• Once finished, click “Next”.

![Image showing the process of adding a single choice question](image.png)
Defining Options For Single Choice Questions

• Once you have clicked “Next”, a “Define Options” box will appear. You will then be asked to make other selections.

• Option – You can type in a statement here and change the font. Click on “Add Option” when through. If you have multiple choices for them to choose from, type in first option, i.e., Freshman, then click on “Add Option”. It will place it in the block below.

• Option List – The following options are available to you:
  - Up arrow – Moves text up
  - Pencil – Edit
  - Down arrow – Moves text down
  - “X” – Delete selection in box

• Online – Can choose between a Checkbox or Drop down list. Our recommendation is a Checkbox.

• Mean – Can enable or disable the calculation of the question. We recommend that you use the “Disable Calculation”.

• Position of the answer options – You can choose: “Default Questionnaire Layout”, “Next Question Text” or “Beneath Question Text”. Our recommendation is the “Default Questionnaire Layout”.

• Once done, click “Apply”.

![Image of Define Options box with options for single choice questions]
• Example of a final single choice question.

• Before saving your form, you can add additional questions either from the Question Library or create your own.

• If you want to add additional questions from the Question Library, click “Question Library”, then click “Choose a question from the library...”

• To add a question not in the Question Library, go to page 12.

• If you like the way your Questionnaire looks, click “Save Form and Exit Editor”, located on the left hand side of the screen.

• If you save your questionnaire before it is final, i.e., you are not finished and want to add or make changes, at the “Details for Questionnaire ___” page, click “Edit Form” under the Questionnaire block. This will take you back to your form for edit purposes. See page 44.
ADDING A MULTIPLE CHOICE QUESTION
Adding a Multiple Choice Question

Multiple choice questions allow the respondents to select more than one option to answer questions posed.

• To add a multiple choice question, select “Add Question” under the tab “Add”. A Question Wizard box will come up.

• Select “Multiple Choice” and click “Next”.

![Image of the VividForms Editor: Question Wizard]

Please choose a question type:

- Scaled Question
- Open Question
- Single Choice
- Multiple Choice
- Metric Field
- Grade Value

Please note that the VividForms Editor does not apply the English hyphenation rules to the text entered (question texts, label texts, text boxes etc.). Please please the hyphenate accordingly.

![Image of the VividForms Editor: Question Group]

- Add Question Group
- Add Question
- Label
- Text Box
- Page Break

![Image of the VividForms Editor: Question Library]

- Save form and exit
ditor
- Delete form and exit
ditor
• A “Question Text” box will appear. You can now enter the text of the multiple choice question. You can either type or cut and paste a question. You also have the option of changing the font appearance.

• Once finished, click “Next”.
Defining Options For Multiple Choice Questions

• Once you have clicked “Next”, you will then be asked to make other selections.
  • Option – You can type in a statement here and change the font. Click on “Add Option” when through. If you have multiple choices for them to choose from, type in the first option, i.e., Freshman, then click on “Add Option”. It will place it in the block below.
  • Option List – The following options are available to you:
    • Up arrow – Moves text up
    • Pencil – Edit
    • Down arrow – Moves text down
    • “X” – Delete selection in box
  • Max – Maximum Number of choices, example – if you have 4 choices, put 5 in the Max block. You may decide to add an additional one at a later date – hence the 5 choices instead of 4.
  • Once done, click “Apply”.

![Diagram of Define Options window](image-url)
• Example of a final multiple choice question.

• Before saving your form, you can add additional questions either from the Question Library or create your own.

  • If you want to add additional questions from the Question Library, click “Question Library”, then click “Choose a question from the library…”

  • To add a question not in the Question Library, go to page 12.

  • If you like the way your Questionnaire looks, click “Save Form and Exit Editor”, located on the left hand side of the screen.

  • If you save your questionnaire before it is final, i.e., you are not finished and want to add or make changes, at the “Details for Questionnaire ___” page, click “Edit Form” under the Questionnaire block. This will take you back to your form for edit purposes. See page 44.
OTHER OPTIONS
When you click on the “System Settings” tab, you will be directed to the “Available Questionnaires” page.

You have a choice to either click on:

- Details – This will display the details for the Questionnaire.
- Edit – This will open the VividForms Editor so that you can make changes to the Questionnaire.
- Copy – This will make a copy of the Questionnaire as a possible backup.
- Delete – This will delete the Questionnaire that you have created – permanently!
• Clicking the “Details” option will display the selected Questionnaire’s details (as shown on the next page).
Details For Questionnaire

- This is another way to access the Questionnaire form for edits. Please only use this form if you cannot access the Available Questionnaire screen.
- Clicking the “Edit” option will open the VividForms Editor so that you can modify the Questionnaire (see page 41).
Copy Option

- If you choose the “Copy” mode, it will make a copy of the selected Questionnaire and a new copy will be displayed on the “Available Questionnaires” screen (see page 41).
Delete Option

- If you want to “Delete” a Questionnaire, please make sure you have selected the correct one.
- After selecting “Delete”, the following message will appear, “Do you really want to delete the Questionnaire __________. There are ___ surveys based on this form. Please note that all corresponding surveys and results will be deleted too.”
- If ok to delete, click “OK”. If not, click “Cancel”.

![Image of the delete confirmation message]
To edit your Question Group or your Question, you can use the following Edit options.

- Highlight the item(s) to be edited.
- Select either “Edit Question Group” or “Edit Question”. Only one can be selected at a time.
- When the “Question Text” block appears, repeat the steps used to create the original Question Group or Question (see pages 12-39). Then make any changes. Once done, click “Apply”.
- If you make a mistake while editing, you can click “Undo”. This will bring back your latest cut, paste, copy or delete.
To make any changes in your Questionnaire without deleting the whole form, you can use the following Clipboard options.

- Highlight the item(s) to be cut, copied or deleted.
- If you want to cut the item(s), click on “Cut”. Put your cursor where you want the item to go, and then click on “Paste”. The item will automatically move to the new location on the Questionnaire.
- If you want to copy the item(s), click on “Copy”. Put your cursor where you want the item to go, and then click on “Paste”. The item will automatically appear in the new location on the Questionnaire.
- If you want to delete the item(s), click on “Delete”. This will delete your highlighted item.
- If you make a mistake, you can click “Undo”. This will bring back your latest cut, paste, copy, or delete.
Moving Questions

- Choose the item (question group or question) that you want to move by clicking on it. This will highlight the item that you selected.
- Click on “Move” on the left hand side of your screen.
- Click on “Up” or “Down” to move the item to the desired location in the Questionnaire.
Logging Out

• When you are finished with your session, please always do the following:
  • Click on your “Back” button when available.
  • Click on the “Log Off” button.
If you need assistance, please call or e-mail:

Doug Atkinson @ x4709 (doug.atkinson@utsa.edu) or
Lisa Johnston @ x4965 (lisa.johnston@utsa.edu).