

USER GUIDE

WIL Evaluation Tool

This is the University of Tasmania's Work Integrated Learning (WIL) Evaluation Tool User Guide. This Guide is intended to assist staff that would like to use the WIL Evaluation Tool to measure, and report on, student perceptions of their learning while undertaking WIL, including preparation prior to commencing WIL, engagement with active learning while on WIL and opportunities to develop a professional sense of self.

The Tool provides a simple and easy-to-use way to consistently and systematically measure and report on the quality of students' professional learning experiences. Reports generated by the Tool are confidential and are only accessible to those initiating a survey.

For further information about the University of Tasmania's WIL Evaluation Tool, please contact the WIL Project Team at: <u>Cassandra.Saunders@utas.edu.au</u>.



AUSTRALIAN COLLABORATIVE EDUCATION NETWORK LIMITED Strategic leadership for work integrated learning

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1. The WIL Evaluation Tool

The UTAS WIL Evaluation Tool provides a flexible and adaptable online system to consistently and systematically measure, and report on, students' professional learning experiences in order to facilitate continual improvement and better outcomes of student learning within the WIL space. It can be used for evaluation of professional experiences at the Unit/Subject level.

The Tool is accessible via the web at: <u>https://wil-survey.org.au/index.php</u>. It is hosted by the University of Tasmania and uses a secure MySQL-driven website. It has been developed with the aim to:

- Enhance the efficiency, transparency and consistency of approach for evaluating and comparing students' WIL experiences;
- Use this Tool to enhance and improve the quality of professional learning experiences, thereby enhancing the overall student experience.
- Provide a means to investigate how students learn while on professional placement.

The WIL Evaluation Tool has been developed with funding support from the Australian Collaborative Education Network (ACEN).

1.1 Operating Environment

The online WIL Evaluation Tool requires a modern standards-based web browser to function correctly. Compatible browsers include:

- Firefox
- Internet Explorer
- Safari
- Chrome

The Tool will work on iPads and other tablet devices and student surveys can be completed on smaller mobile devices. However, it is <u>not recommended</u> that surveys be designed using smaller mobile devices.

1.2 Contacts

The WIL Evaluation Tool has been designed, and is maintained and monitored, by the WIL Project Team. If you have any enquiries about the Tool, please contact: <u>Cassandra.Saunders@utas.edu.au</u>

2. Accessing the WIL Evaluation Tool

2.1 New User

1. Go to the WIL Evaluation Tool website at: <u>https://wil-survey.org.au/index.php</u>

2. Click on the [**My Account**] menu.



3. Select the [Request Access] option. 2

WIL survey builder	A Home	About Us	Resources	👤 My Account 👻
				🛱 Login
				✓ Request Access
<				>
			< REPORT >	
			Extract and analyse the results.	
			000	

4. Fill in all details (First Name, Surname, Email Address, Institution and Password).

5. Submit request by clicking on [Request Access] button.

2

6. Once access has been approved by the System Administrator, *you will receive an email with your access details*.

2.2 Existing User

- 1. Go to the WIL Evaluation Tool website at: <u>https://wil-survey.org.au/index.php</u>
- 2. Click on the [**My Account**] menu.



3. Select the [Login] option.

WIL survey builder	A Home	About Us	Resources	🙎 My Account 👻
~				Cogin C
			REPORT > Extract and analyse the results. •••	

4. Enter access details (Email Address and Password), then submit request by clicking on [Login] button.

Site Login		×
Email	Email	
Password	Password	
	Forgot Password Login	

You will be directed to the Survey Builders menu.

If there is an issue with your password (i.e. you have forgotten), click on the [**Forgot Password**] button and follow the prompts (see <u>Section 2.3</u>).

2.3 Forgot Password

1. If you have forgotten your password, access the **Site Login** box (see <u>Section 2.2</u>), and click on the [Forgot Password] button.

Site Login		×
Email	Email	
Password	Password	
		_
	Forgot Password Login	

2. Enter the email address associated with your user account, and then click on the

[**Send Reset Details**] button. An email will be sent to the nominated email account with details for updating your password.

Forgot F	Password and details to update your password will be sent to your nominated email address.
Email	Email
Send Reset Details	

3. You will receive an email similar to the below message. This message will contain a reset link (URL) that will allow you to update your password details. Click (or paste into browser address field) on the reset link to take you to the **Reset Password** page.

Hi John, a request was submitted using your email address for a forgotten password for the WIL Survey builder (https://wil-survey.org.au). Please follow this link or paste in browser to change password https://wil-survey.org.au/reset_password.php?code=ec20019911a77ad39d02

4. Enter your new password into both fields (New Password and Re-enter Password), then click [Reset Password]

Reset Pa	assword
New Password	New Password
Re-enter Password	Re-enter Password
Reset Password	

5. Once you have changed your password, you can then login, either using the **link provided**, or via the **[My Account]** menu on the website.

1

	_
Success!	1
Your password has been successfully reset 1 on in to the St	unav Ruilder
Your password has been successfully reset. Log in to the Sc	urvey builder

2.4 Logging Out

2.4 Logging Out 1 To log out of the system, go to the top right hand menu and click on the [Logout] option

WIL survey builder	About Us	Resources			👤 John Citizen 👻
WIL Survey E Welcome to the WIL Survey Builder including adding and importing lists	Builder Here you can update you of survey participants.	ur personal details, including chanç	ing password, email address, etc You o	can also access, creat	Edit Profile and Surveys
My Profile Wew and edit my profile informat My Profile	tion				
My Surveys Wew and edit my surveys, includ My Surveys	ling participants.				
My Files Wew and edit my survey files. My Files					

3. WIL Survey Builder Home Page

Once logged in you will be directed to the User Home Page. From here you will be able to access:

- 1. My Profile: Update your user profile, including password, university, name and email address.
- 2. **My Surveys**: Administer your surveys, including creating new surveys (based off the Master Template) and adding/editing participant access. Once surveys are running, you can export results to a spreadsheet or view a statistical report.
- 3. My Files: Upload documents into the system, so you can attach them to your surveys.



4. Manage Your Profile

1. To view/update your profile, click on the [**My Profile**] button on the **User Home Page**.

My Profile	
View and edit my profile information	
My Profile	

2. Update your details (First Name, Surname, Email Address, Institution and Password), then click the **[Update Profile]** button.

My Profile		
Edit your personal details		★ Required fields
★ First Name	John	
★ Surname	Citizen	
★ Email Address	darreng@utas.edu.au	
★ Institution	University of Tasmania	•
		Only update if changing password details
New Password	New Password	
Re-enter Password	Re-enter Password	
Update Profile		

5. Manage Your Surveys

1. To access your surveys, click on the [My Surveys] button on the User Home Page.



A listing of all your surveys will be displayed, providing numerous options, such as creating and editing surveys, viewing/editing participant lists, previewing surveys, accessing reports and sending emails to survey participants.

Survey Li	st				
Below is a listing your sur	veys.				Create New Survey
Title	Description	Start Date	End Date	Active	
Professional Experience Placement Pilot Survey	Professional Experience Placements (PEPs) provide you with an important opportunity to undertake wor	21/01/2016	21/03/2016	No	Participants [0] Sections Edit Survey Preview Reports
Unit: CSE001 - Something Data Related Year: 2016 Semester: 1					
Professional Experience Placement Pilot Survey	Professional Experience Placements (PEPs) provide you with an important opportunity to undertake wor	21/01/2016	21/04/2016	Yes	Participants [3] Sections Edit Survey Preview Reports
Unit: PEO543 - Data Mining for Dummies Year: 2016 Semester: 1 Send Email					

From the My Surveys page you can:

Button	Action
[Create New Survey]	Create a new survey, based off the Master Template provided
[Participants]	Access the list of participants for a closed survey, includes the ability to add/edit/remove participants. Can also import via conv and paste
[Questions]	Accessing survey questions, gives you access to child Question and Sub Question data. You can add/edit your own Questions, Sub Questions and Scales
[Edit Survey]	Edit existing survey details, including linking files, activating/deactivating, setting access dates and accessing the survey link
[Preview]	Preview of what the live survey will look like
[Reports]	Options include a formatted report and exporting the results to csv file
[Send Email]	Allows you to send an email to the list of survey participants. <u>This option is only</u> available if the Survey is set to closed access in [Edit Survey] , meaning participants must be pre-loaded into the system.

What You Can and Cannot Do with a Survey

- You can create surveys (based off the Master Template).
- You can add/import a participant base and send out emails to participants with instructions.
- You can export results and view a formatted report.
- You can upload supporting files and add them to the start of the survey.
- You can add and edit your own Questions, Sub-Questions and Question Scales.
- But, you cannot make alterations to Sections or default Questions, Sub-Questions and Scales.

5.1 Create a New Survey

1. To add a new survey, click on the [Create New Survey] button.

elow is a listing your surv	veys.				Create New Survey
Title	Description	Start Date	End Date	Active	
Professional Experience Placement Pilot Survey Unit: CSE001 - Something Data Related Year: 2016 Semester: 1	Professional Experience Placements (PEPs) provide you with an important opportunity to undertake wor	21/01/2016	21/03/2016	No	Participants [0] Sections Edit Surve Preview Report
Professional Experience Placement Pilot Survey Unit: PEO543 - Data Mining for Dummies Year: 2016 Semester: 1 Send Email	Professional Experience Placements (PEPs) provide you with an important opportunity to undertake wor	21/01/2016	21/04/2016	Yes	Participants [3] Sections Edit Surve Preview Report

2. Select a base survey from the Select Base Survey field, then click [Create Survey]

Create New Survey						
Once you have selected your Please note: you cannot edit	base survey, you will then be able to add and edit your own questions and question criteria. The base survey elements. But you can add additional questions and criteria					
Select Base Survey	Professional Experience Placement Pilot Survey	-				
Create Survey						

3. Once the survey is created you will automatically be redirected to your Survey List where the new survey will appear.

5.2 Participants

1. To view/edit the participant list, click on the [**Participants**] button for the required survey, on the **My Surveys** page.

Title	Description	Start Date	End Date	Active	
Professional Experience Placement Pilot Survey	Professional Experience Placements (PEPs) provide you with an important opportunity to undertake wor	21/01/2016	21/03/2016	No	Participants [0] Sections Edit Survey Preview Reports
Unit: CSE001 - Something Data Related Year: 2016 Semester: 1					

2. On the **Participant List** page, you will be presented with a list of the existing participants, including details regarding their names, usernames, email address, user code (required for logging into a closed survey) and date fields indicating when the participant started and finished the survey.

Participant List							
Below is a listing participants for the surv	ey "Professional Experience Placeme	ent Pilot Survey" .					
			Import		Ac	ld Participant	
Participant [Username]	Email Address	User Code	Start	Finish			
Barstool, Barry [0e9b_4]	barstool@g-m.com	b6a243747c				View/Edit	
Ickington, Larry [0e9b_10]	larry@g-m.com	084afd913a				View/Edit	
Jones, John [0e9b_2]	jj@g-m.com	f6a30e49f1				View/Edit	
Sheehan, Barry [0e9b_5]	barshe@g-m.com	c4d856156b			13	View/Edit	
Delete Selected participants							

5.2.1 Import Participants (Applies to Closed Surveys ONLY)

If you have opted to administer a 'Closed Survey' by selecting this option in **[Edit Survey]**, you can import participants in bulk or individually

5.2.1.1 Import Participants in Bulk

1. Participants can be imported in bulk by ensuring the values are in an appropriate format (outlined below) and pasting them into the **Add Participants** field, then clicking on the [**Import Participants**] button.

Import sur	vey participants
For import, participants sho lastly Email address. Plea	buid be in a specific order, this being First name , followed by a comma (.), Surname , followed by a comma (.), and se ensure each participant is placed on a new line.
Example format: Bob, Dole, bdole@gm.com Mandy, Citizen, mcit@gm.c	om
Add Participants	
Hint: If you create a spreau .csv file. You should be abl the commas between the v Import Participants	dsheet, using three (3) columns for First name , Surname and Email address , then save the spreadsheet as a to copy and paste the values directly from the spreadsheet into the participant list box. It should automatically add alues.

Import Format

Firstname + Comma (,) + Surname + Comma (,) + EmailAddress + New Line (Enter Key)

Examples: John, Citizen, jc@johncit.com

Mary,Partridge,jp@mpart.com

5.2.1.2 Add a Participant Individually

1. You can add participants individually by entering their details in the **Add Participant** form, then clicking the [**Add Participant**] button. All fields are required. The participant must have a First name, Surname and Email Address.

Add Participant								
Add participant into the syste	m for the survey "Professional Experience Placement Pilot Survey".	★ Required fields						
★ First Name	First Name							
★ Surname								
★ Email Address	Email Address							
Enabled	● Yes 💿 No							
Add Participant								

5.2.2 Edit a Participant

1. You can edit existing participant details, such as their First Name and Surname, Email Address and their access status (**Enabled** field determines if participant receive emails and can access the system). Other fields are informational only, such as Username, User Code, Start and Finish Dates.

2. Update participant's details, then click the [**Update Participant Details**] button.

lit the details of the below p	participant, who is associated with the survey "Professional Experience Placement Pilot Survey". * Required field
Username	0e9b_4
🕇 First Name	Barry
★ Surname	Barstool
★ Email Address	barstool@g-m.com
Enabled	● Yes O No
User Code	b6a243747c
Started	NOT STARTED
Finished	INCOMPLETE

5.2.3 Delete a Participant/s

1. To remove one or more **Participants**, select them via their associated check boxes, then click on the [**Delete Selected participants**] button (as above). You will receive a confirmation prompt. Click [**OK**] to remove the **Participant/s**, [**Cancel**] to reverse transaction.

Are you sure you want to remove the participants and their associated data. This opera	tion cannot be reversed.
	Cancel

Note: Once Participant/s have been removed, they and their related survey data cannot be recovered.

5.3 Survey Questions

1. Survey questions can be viewed from the **My Surveys** page, by clicking on the [**Questions**] button for a specific survey.

Survey List								
Below is a listing of all your	surveys.						Create	New Survey
Title	Description	Start Date	End Date	Active				
Professional Experience Placement Pilot Survey	Professional Experience Placements (PEPs) provide you with an important opportunity to	26/04/2016	31/12/2016	Yes	Reports	Participants [1]	Questions	Edit Survey
Unit/Subject: dfsdfsf - dfdfdf Year: 2016 Semester: 2	undertake wor							Preview

2. From this page you can view the survey questions, including viewing standardised questions and adding/editing your own questions.

3. To access **Questions**, click on the **[Questions]** button for a specific **Section** on the **Section List** page.

Section List							
Below is a listing your section	s for the survey "Professional Expe	rience Placement Pilot Survey" .					
Section Title	Description	Order					
Section A: Location		1	Questions				
Section B: Preparedness		2	Questions				
Section C: Engagement with Learning	1	3	Questions				
Section D: Graduate Attribut	es	4	Questions				
Section E: Additional Comm	ents	5	Quartiers				

This will open the **Question List** page, where you can add/edit your own **Questions**, view the details of default survey **Questions** and access child **Sub Questions** and **Question Scales** (where applicable e.g. for array questions).

Question List					
Below is a listing your questions for	the survey "Professional E	xperience Placement	Pilot Surv	/ey" under sect	ion "1) Unit and Location".
Number/Title	Description	FId ID	Туре	Order	Add Question
1: * Please select the unit you were enrolled in for this professional experience placement:		one_one	Ist	1	Sub Questions View Question
2: At which organisation were you located for this professional experience placement? (N.B. This que		one_two	bđ	2	View Question
3. * My own question	My own question	one_three	arr	3	Question Scale Sub Questions View / Edit

Button	Action
[Add Question]	Add your own Question to the currently selected Survey's Section.
[Sub Questions]	View list of Sub Questions for a given Survey Question
[View Question]	View Question details. This option is visible on default Survey Questions. They are
	not editable.
[Question Scale]	Access the Question Scales values for the specified Question.
[Sub Questions]	Access the specified Question's Sub Questions.
	View/Edit Question details. This option is visible on Questions you have created
[View/Edit]	yourself. You can only edit the details of your own Questions. You do not have
	the ability to edit default Questions.

5.3.2.1 View Default Questions

Users do not have the ability to edit the details of a default **Question** (i.e. one imported from the Master Template). However, you can still view the question detail.

1. From the **Question List** page, click on the [**View Question**] button of the specified **Question** to view its details.

Number/Title	Description	FId ID	Туре	Order	
 Please select the unit you were enrolled in for this professional experience placement; 		one_one	Ist	1	Sub Questions View Question

Question D	Details
Question details under the se	ection "1) Unit and Location" for survey "Professional Experience Placement Pilot Survey" .
★ Question Number	1
★ Title	Please select the unit you were enrolled in for this professional experience placement:
Description	Description
Tooltip	Tooltp
★ Question Type	Dropdown List (single selection)
Display Order	1
★ Field ID	one_one
Hide Title	Yes No
Hide Description	Yes No
Required Field	Yes O No
You do not have permission t	to edit question details

5.3.2.2 Add a Customised Question

Although you do not have the ability to edit default Survey Questions, you do have the ability to add (and edit) your own questions before a survey is activated.

1. From the Question List page, click on the [Add Question] button to open the Add Question page.

Question List	
Below is a listing your questions for the survey "Professional Experience Placement Pilot Survey" under section "1) Unit and Location".	
	Add Question

2. Enter details in all required fields [Question Number (i.e. 1-50), Title, Question Type and Field ID].

3. The 'Tooltip' option allows you to provide additional information to survey respondents which appears when they hover over the o in the survey.

N.B. Field ID must be a unique value for a given question. A possible format might be something like the section number, plus the question number, with an underscore (_) in between each value (i.e. one_one, one_two, two_one, two_two, etc...).

a new question to the se	ection "1) Unit and Location" for survey "Professional Experience Placement Pilot Survey". * Required
★ Question Number	1
★ Title	Title
Description	
Tooltip	Tooltip
★ Question Type	Multiple Choice (single selection)
Display Order	1
★ Field ID	Field ID
Hide Title	O Yes 🐵 No
Hide Description	Yes No
Dequired Field	⊙ Yes ● No

3. Once all values have been entered, click [Add Question] button to add the Question to the Survey.

5.3.2.2.1 Types of Questions Available

Question Type		Definition
Multiple Choice (Single Selection)	0 0 0	List of choices, where user can only select one response . Uses radio buttons for selection.
Multiple Choice (Multiple Choice)		List of choices, where user can select multiple responses . Uses check boxes for selection.
Dropdown List (Single Selection)		A dropdown list of choices, where user can only select a single response.
Text (Single Line)		Small, single line text field. Used for short answer responses.
Text (Multiple Line)		Larger, multiple line text field. Used for longer responses.
Grid Array		Used where you have a list/bank of related questions and the responses have the same list of response values (e.g. Strongly Agree, Agree, Neutral, Disagree, Strongly Disagree). Single response for each question in array.

N.B. Once a survey is activated, you can no longer add a customised question.

5.3.2.3 View/Edit a Customised Question

You can edit the details of your own **Questions**, including title, question type, the display order before a survey is activated.

1. From the **Question List** page, click on the [**View/Edit**] button of the specified **Question** to edit its details.

Number/Title	Description	FId ID	Туре	Order			
3: * My own question	My own question	one_three	arr	3	Question Scale	Sub Questions	View / Edit

2. Ensure all required (*) fields have values, then click the [**Update Question**] button to update **Question** details.

Question E	Details
Question details under the se	ection "1) Unit and Location" for survey "Professional Experience Placement Pilot Survey".
★ Question Number	3
★ Title	My own question
Description	My own question
Tooltip	It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum.
★ Question Type	Grid Array
Display Order	3
★ Field ID	one_three
Hide Title	Yes No
Hide Description	e Yes O No
Required Field	💿 Yes 💿 No
Update Question	Delete Question

N.B. Once a survey is activated, you can no longer edit a customised question.

5.3.2.4 Delete a Customised Question

1. To remove a **Question**, click on the [**Delete Question**] button (as above). You will receive a confirmation prompt. Click [**OK**] to remove the **Question**, [**Cancel**] to reverse transaction.

Are you sure you want to remove the question and all its	s associated data. This operation cannot be reversed.
	OK Cancel

N.B. Once a **Question** has been deleted, it cannot be recovered. Also note, this will remove any child **Sub-Question** and **Scale** data.

5.3.3 Question Scales

The Question Scale is the measure applied to a group or array of questions, as per example below.

Q3: During this PEP experience,	to what extent	t did you:		
	Not at All	Somewhat	A Great Deal	Not Sure
Apply (i.e. put into practice) your prior knowledge	0	0	0	0
Build on your prior knowledge	0	0	0	0
Actively engage in learning (e.g. sought information independently, negotiated learning opportunities etc.)	0	0	0	0
Feel supported in your learning by your primary PEP supervisor/preceptor (or equivalent)	0	0	0	0
Have opportunities to develop and apply your ethical principles (e.g. client confidentiality, respect for others etc.)	0	0	0	0
Achieve the unit learning outcomes	0	0	0	0
Achieve your personal learning goals	0	0	0	0

1. To access the Question Scale, click on the [Question Scale] button of a specific question on the Question List page.

Question List	t				
Below is a listing your questions fo	r the survey "Professional Exp	erience Placement F	Pilot Surv	ey" under see	ection "3) Engagement with Learning:". Add Question
Number/Title	Description	FId ID	Туре	Order	
4: * During this PEP experience, to what extent did you:		three_one	arr	1	Question Scale Sub Questions View Question

2. The **Question Scale List** page will appear. From this page you can add and view/edit your own scales. Default question scales are un-editable and do not display any options.

Question Scale List				
Below is a listing your question scales for the survey "Professional Experience Placement Pilot Survey" under section "2) Preparedness" and question "Prior to starting this professional experience placement (PEP). to what extent did your".				
		Add Question Sca	ale	
Title	Entry Value	Display Order		
Not at All	1	1		
Somewhat	2	2		
A Great Deal	3	3		
Not Sure	4	4		
No Response	5	5 View	/ Edit	

5.3.3.1 Add Question Scale

1. To add a Scale, click on the [Add Question Scale] button.



2. Enter all required values (Title and Entry Value), then click the [Add Scale] button to add the Scale to the list of related values.

Add Scale	Details
Add a new scale to question " Preparedness" for survey "	*Prior to starting this professional experience placement (PEP), to what extent did you:", section "2) Professional Experience Placement Pilot Survey".
★ Title	Title
★ Entry Value	Entry Value (Max size of 20 characters)
Display Order	1 ·
Add Scale	

N.B. Display Order is optional and determines where in list the scale is located

5.3.3.2 View/Edit Question Scale

1. To view/edit a Scale, click on the [View/Edit] button to open the Scale Details page.

Question Se	cale List		
Below is a listing your question this professional experienc	scales for the survey "Professional Exp e placement (PEP), to what extent did	erience Placement Pliot Survey" under section you:".	"2) Preparedness" and question "Prior to starting Add Question Scale
Title	Entry Value	Display Order	
Not at All	1	1	View / Edit

2. Update the required values, then click [Update Scale] button.

Scale Deta	ils
Scale details under question Preparedness" for survey "	"Prior to starting this professional experience placement (PEP), to what extent did you:", section "2) Professional Experience Placement Pilot Survey". The Required fields
★ Title	No Response
★ Entry Value	5
Display Order	5
Update Scale	Delete Scale

5.3.3.3 Delete Question Scale (Customised Scales ONLY)

1. To remove a **Scale**, click on the [**Delete Scale**] button (as above). You will receive a confirmation prompt. Click [**OK**] to remove the **Scale**, [**Cancel**] to reverse transaction.

Are you s	sure vou w	ant to remo	we the sc	ale. This o	neration ca	nnot be reversed
	,					
					0K	Cancel
					VI	Cancer

N.B. Once a **Question Scale** has been deleted, it cannot be recovered.

5.3.4 Sub-Questions

A Sub Question is child value or option available to a parent Question, such as the values for a dropdown list, the bank of questions for a question array/grid or the available options in a checkbox (multiple choice, multiple response) or radio (multiple choice, single response) button list.

5.3.4.1 Add Sub-Question

1. To add a **Sub-Question**, click on the [**Add Sub-Question**] button, this will open up the **Add Sub-Question** page.

Sub-Question List			
Below is a listing your sub questions for the survey "Professional Experience Placement Pilo professional experience placement (PEP), to what extent did you:".	t Survey" under section "2) Pre	aparedness" and quest	tion "Prior to starting this
Title	Entry Value	Display Order	Add Sub-Question
East assessed fast laur DED in terms of usur learning (a.e. arise terminates)	feel exercised	1	
Peer prepared for your PEP in terms of your learning (e.g. phor knowledge)	reei-prepareu	1	

2. Enter details in required fields, then click the [Add Sub-Question] button.

on "Prior to starting this professional experience placement (PEP), to survey "Professional Experience Placement Pilot Survey".	what extent did you:", ★ Required fields
try Value (Max size of 20 characters)	
	•
	on "Prior to starting this professional experience placement (PEP), to urvey "Professional Experience Placement Pilot Survey". le try Value (Max size of 20 characters)

N.B. Display Order is optional and determines where in list the sub-question is located

5.3.4.2 View/Edit Sub-Question

1. To view/edit a Sub-Question, click on the [View/Edit] button to open the Scale Details page.

Sub-Question List			
Below is a listing your sub questions for the survey "Professional Experience Placement P professional experience placement (PEP), to what extent did you:".	ilot Survey" under section "2) Pre	eparedness" and que	ation "Prior to starting th
Title	Entry Value	Display Order	Add Sub-Question
Feel prepared for your PEP in terms of your learning (e.g. prior knowledge)	feel-prepared	1	
My Own Sub Question	my-own-subq	2	View / Edit

2. Update the required values, then click [Update Sub-Question] button.

Sub-Quest	ion Details	
Sub-question details under q section "2) Preparedness"	uestion "Prior to starting this professional experience placement (PEP), to for survey "Professional Experience Placement Pilot Survey".	what extent did you:", Required fields
★ Title	My Own Sub Question	
★ Entry Value	my-own-subq	
Display Order	2	•
Update Sub-Question		Delete Sub-Question

5.3.4.3 Delete Sub-Question (Customised Sub-Questions ONLY)

To remove a **Sub-Question**, click on the [**Delete Sub-Question**] button (as above). You will receive a confirmation prompt. Click [**OK**] to remove the **Sub-Question**, [**Cancel**] to reverse transaction.

ОК	Cancel
	ОК

5.4 Edit Survey Details

1. To access the survey form, click on the [Edit Survey] button of the required survey, on the My Surveys page.

Title	Description	Start Date	End Date	Active		
Professional Experience Placement Pilot Survey	Professional Experience Placements (PEPs) provide you with an important opportunity to undertake wor	21/01/2016	21/03/2016	No	Participants [0]	Sections Edit Survey
Unit: CSE001 - Something Data Related Year: 2016 Semester: 1						



2. On the Edit Survey Details form you can edit the following details:

Field	Required (🖈)	Action
Title	Yes	Title of the survey
Description	No	A description of the survey
Unit Code	Yes	The unit/subject code
Unit Title	Yes	The title of the unit
Semester	Yes	Numeric value from 1-5
Year	Ves	Years in list are last two years, with current year as
	105	default
Course	No	Course/program the unit is a part of

Start Date	Yes	The first day the survey will be accessible
End Date	Yes	The end date for the survey, after this date survey will be inaccessible (locked)
Survey Introduction	No	Instructions that will be displayed to participants when they first access survey
Thank You Message	No	Message that is displayed to participant once they submit survey
Email Message	No	Used for contacting participants of Closed surveys. Where you want to send access details, such as survey link and participants user access code. Placeholder fields for the email are available in the Message Field Placeholders section.
Access	Yes	 Closed – requires participants to be manually entered via the Participant section. Each participant requires an email address for communication purposes. User can start survey and go back and continue later. Open – does not require participants to be manually entered. Access to survey is open to anyone who has link to the survey. You provide the survey link and it can be distributed to any number of possible participants.

5.4.1 Edit Primary Survey Information

Before a survey can be made live, all required (*) fields must have values.

te current survey detail:	s. * Required f	fie
🕇 Title	Professional Experience Placement Pilot Survey	
Description	Professional Experience Placements (PEPs) provide you with an important opportunity to undertake work-integrated learning while studying at university. This survey asks you to think about and consider your LEARNING experiences while on PEP. The results from the survey will be available on the University	
★ Unit Code	CSE001	
★ Unit Title	Something Data Related	
★Semester	1	
★Year	2015	
Course		
★Start Date	21/11/2015	
★End Date	21/06/2016	
Survey Introduction	Professional Experience Placements (PEPs) provide you with an important opportunity to undertake work-integrated learning while studying at university. This survey asks you to think about and consider your LEARNING experiences while on PEP. The results from the survey will be available on the University	
Thank You Message	Thank you for completing this survey.	
Email Message	this is an email message	
★ Access	Closed (Email address required)	
Lindoto	(Antivete) Delete Suprey	

Button	Action
[Update]	Update details of above form
[Activate]	Set survey so it can be accessed by users. Once activated, certain elements cannot be edited anymore, such as your own Questions, Sub Questions and Scales.
[Delete Survey]	Remove entire survey, including results and participants

5.4.2 Add an Email Message [Applies to Closed Surveys ONLY]

1. If the survey is a **Closed Survey**, meaning the survey is locked down and each participant needs a unique user code to access the survey, then you will need to include an email message.

	this is an email message	٦
Email Message		
		.::

Message Placeholder Fields

Message Field Placeholders

Use these placeholders within the **Email Message** field above. When email message is sent, placeholders will be replaced with the corresponding survey and participant data.

[firstname]

[surname]

[survey_title]

[survey_url]

[u_code]

Example of placeholder use

[survey_url] will be replaced with "http://localhost/wil_site/usr_svy/index.php?si=f75b757d3459c3e93e98 and [survey_title] will be replaced with "Professional Experience Placement Pilot Survey"

2. You can use the below message to form the basis of your email message:

Hi [firstname], you have been selected to participate in the '[survey_title]' survey. Please go to [survey_url] and complete the survey, using the user code [u_code]. Thank you for your participation.

Placeholder	Description
[firstname]	Is replaced with the first name of participant from participant list
[surname]	Is replaced with the surname of participant from participant list
[survey_title]	Is replaced with the title of the survey
[survey_url]	Is replaced with a link to the survey
[u_codo]	Is replaced with the automatically generated User Code of participant from
[u_coue]	participant list

5.4.3 Adding and Removing Files

5.4.3.1 Add Files to a Survey

1. To attach files to your survey, first ensure you add them via the **My Files** page (see <u>Section 6</u>).

2. Ensure the **Enabled** status is set to **Yes**, otherwise file will not be visible in the list.

3. Select a file from the dropdown list, and click the [**Add File**] button to associate the file with the survey.

Survey File	S) this survey. To add additional files, select from dropdown list and click Add File button.
My Files	SELECT FILE
	Add File

5.4.3.2 Remove Files from a Survey

1. To remove a file, select the check box for the associated file/s and click the [Remove Selected Files] button.

Survey Files Listing of files attached to this survey. To add additional files, select from dropdown list a	and click Add File button.
My Files SELECT FILE	v
	Add File
Survey File List	
File Name	Select
Participant Instructions	
	Remove Selected Files

5.5 Activate a Survey

1. Access the survey form by clicking on the [Edit Survey] button of the required survey, on the My Surveys page.

2. Enter details in all required fields as above (see <u>Section 5.4</u>); click the [**Update**] button to update current information.

3. Once all information is correct, click the [Activate] button to make the survey live.

4. Once active, the buttons/options on the survey form will change.

Stop & Wipe Results	Stop Survey	Update	Delete Survey	
Button			Action	
[Stop & Wipe Results]	Will REMOVE all survey results, so please ensure you download results before proceeding			
[Stop Survey]	Will disable survey, but retain results			
[Update]	Update details of al	oove form		
[Delete Survey] Remove entire survey, including results and participants. You will receive a prompt confirming action before delete operation happens.				

N.B. Once a survey is activated you can no longer add/edit customised questions.

6. Manage Your Files

1. To view/edit your uploaded files, click on the [My Files] button on the User Home page.

This will open the **My Files** page.

My Files					
A listing of my site images and documents.					
File	Туре	Size	Date Added	Add File	
I Geographical Map A map of coordinates.		898 KB	15-04-2016	Edit. Open File	
Participant Instructions Aliquam condimentum, quam in vulputate ullamcorper, risus augue Iacinia Iorem, quis tincidunt nisl nisi venenatis Ieo. Mauris mattis eleifend consectetur. Aenean eu vestibulum diam.		0 KB	15-04-2016	Edit Open File	

The My Files page displays a list of the files you have available in the survey builder. Available options include the following.

Button	Action
[Add File]	Upload new files
(Edit)	Update the details of the file, including title, description and the files
[2010]	access state (enabled/disabled)
[Open File]	View/open the file

Allowable File Types

Images

Image file types the system will accept

- JPEG Joint Photographic Experts Group
- PNG Portable Network Graphic
- GIF Graphics Interchange Format

Documents

Document file types the system will accept

- DOC, DOCX Microsoft Word document
- XLS, XLSX Microsoft Excel spreadsheet document
- PDF Portable Document Format
- TXT Text file

6.1 Add File

1. To add a new file, click the [Add File] button.

My Files				
A listing of my site images and documents.				Add Eile
File	Туре	Size	Date Added	Add The
Geographical Map A map of coordinates.		898 KB	15-04-2016	Edit Open File
Participant Instructions Aliquam condimentum, quam in vulputate ullamcorper, risus augue Iacinia Iorem, quis tincidunt nisl nisi venenatis leo. Mauris mattis eleifend consectetur. Aenean eu vestibulum diam.	۲	0 KB	15-04-2016	Edit Open File

2. When the Add File page opens, click the [**Browse** ...] button to select a file from your computer. If [**Browse**...] is not visible, double click in the 'Select File' box.

: Images (JPEG, PNG and GIF's) and Documents (TXT, DOC, XLS, PDF). If you have any trouble different format, convert it to PDF then upload it.
)

3. Find the file to upload, select it, and then click on the [**Open**] button to attach the file.

• • FILES			- + Searc	h FILES	
Organize 👻 New folder)II •	
🚖 Favorites	Name	Date	Туре	Size	Tags
🎉 Downloads	🔛 080A0417.jpg	5/09/2015 10:16 AM	JPEG image	676	KB
😌 Dropbox	MG_5450.jpg	26/02/2016 12:10 PM	JPEG image	542	KB
Creative Cloud Fi					
Creative Cloud Fi Libraries Documents Music Pictures Videos	[
Creative Cloud Fi Libraries Documents Music Pictures Videos File part	MG 5450 inc	m	- (All File	< (* *)	

4. Add a **Title** (a **Description** and **Enabled** state can also be included, but are not required), then click the [**Upload File**] button.

N.B. Enabled state must be selected in order for a file to be associated with a survey.

6.2 Edit File

The Edit File page allows you to change the **Title**, **Description** and **Enabled** state of the file.

1. To edit the details of an existing file click the [Edit] button.

My Files						
A listing of my site images and documents.			Add File			
File	Туре	Size	Date Added			
Geographical Map A map of coordinates.		898 KB	15-04-2016	Edit Open File		
Participant Instructions Aliquam condimentum, quam in vulputate ullamcorper, risus augue lacinia lorem, quis tincidunt nisl nisi venenatis leo. Mauris mattis eleifend consectetur. Aenean eu vestibulum diam.		0 KB	15-04-2016	Edit Open File		

2. Update details in the Title, Description and Enabled fields, then click [Update File Details]

Edit File					
Edit the Title and Description	values, or remove the file entirely.	★ Required fields			
★ Title	Geographical Map				
Description	A map of coordinates.				
Enabled	● Yes 💿 No				
File	. /upload/5/7-day Tasmania.jpg				
Update File Details		Delete File			

N.B. If you want to update the actual file itself, then you should delete the original file by clicking on the [**Delete File**] button, then add the new file (as per previous section **Add File**).

7. Reports

There are two (2) ways to view survey data from the survey builder tool. These are:

- 1. Formatted Report [View Report]: A formatted report with statistical data and graphs
- 2. Data Extracted into Excel file [Extract Data [Excel]: An Excel file with data structured in columns (survey fields) and rows (one row per participant). Useful for analysis in Statistical software such as NVivo and SPSS.

Survey Reports					
Below is a listing your reports available for your survey.					
Formatted Report					
View Report					
Data Extracted into Excel file Extract Data (Excel)					

7.1 Formatted Report



7.2 Data Extracted to Excel File

one_one	one_two	two_one:feel-prepared	three_one:apply-knowledge	three_one:build-knowledge	three_one:engage-learning	three_one:feel-supported	three_one:opportunities
mpd102	Launceston General Hospital	3	3	3	4	2	3
mpd101	Burnie Hospital	2	3	3	4	2	2
mpd102		1	2	1	3	3	3