

How to Run a Survey Multiple Times for One Module

This guide has been written in response to requests to run the module evaluation survey multiple times for the same module. Most requests are related to those modules that span two semesters, where there is a desire to survey at the end of the first semester in order to obtain student feedback at the halfway point. However, the process is the same regardless of the length of time that a module runs.

This task involves briefly changing the EvaSys data so that the 'Period' that the module is recorded as running in is temporarily set to another. The additional survey is then generated as usual, before the original (correct) period is restored. The guidance assumes familiarity with the EvaSys interface.


Additional surveys can only be set up once all the mandatory teaching and module surveys have been generated¹ (i.e. those scheduled to take place towards the end of the teaching period). Once the initial generation of surveys has been completed, this guidance should be followed for those modules where there is a desire to survey students more than once over the course of the teaching.

Step 1

Open the Subunit in which the module is located.

Step 2

Click on the number under "Courses" for that module.

Name	Courses
 [Alexander the Great (6AACHI13 2020/1 SY 000001)] DR NICOLETTE PAVLIDES	3

Step 3

Click on the pencil under the Actions tab for the 'umbrella' part (i.e. the first row) of the module on the new page.

#	Course name	Program of Study	ID	Period	Questionnaire (Course Type)	Participants	Surveys	Ac
	Delivering the Healthy Child Programme (7KCFM786 2020/1 TERM1 0...		7KCFM786-2020/1-TERM1-000001	Summer 21/2		1	 	

Step 4

Click on "Period" and change it to a different period to the one that the survey is automatically set to run during (e.g. if the module runs during Autumn 22/23, choose, either Spring 22/23 or Summer 22/23; if the module runs during Spring 19/0, choose Summer 22/23 or Autumn 22/23²).

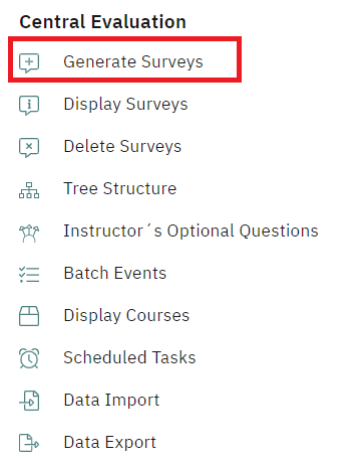
Course name *	ID
Approaches to Understanding Violence and Atrocity in Civil Wars (7SSWN06	7SSWN069-2022/3-SEM1-00000
Program of Study	Period
Location	Autumn 22/3
Level 7 (Cred Fr)	

¹ Generating surveys refers to the action of setting up surveys to go out, not the actual release of surveys to students. Once the initial generating of surveys has been completed, there is no need to wait until these have been released to students.

² It does not matter which period is selected, so long as it is different to the one that the original survey is set to run in

Step 5

Click on Generate Surveys (from the Central Evaluation menu on the left-hand side of the screen)



Step 6

Click on the subunit, select the survey period that was chosen in Step 4, and locate the module required.

Step 7

[Generate the survey\(s\) as usual](#) (click link for guidance on how to do this).

Step 8

Repeat Steps 1-4, this time resetting the Period to the original date it was when commencing this task.