

## How to Change the Template Survey Sent Out via EvaSys

Questions were reviewed and updated on all existing survey templates for use from Semester One 2022/23. Additionally, new for 2022/23 King's has developed an additional online survey template to help better evaluate those modules which are taught online.

The following survey templates are now in use:

1. Taught modules
2. Laboratory based modules,
3. Placement based modules,
4. Modules that are focused on dissertations/projects (i.e. independent study).
5. Online modules

All faculties are to use the appropriate template, with no deviation from the agreed questions. The questions that are used in the surveys are found on the [Module Evaluation homepage](#).

*All modules are automatically entered into EvaSys via an overnight feed that takes information from Student Records. The default is that modules are in the EvaSys system attached to the 'KCLmod22' survey (i.e. the taught module survey). This guide demonstrates how to change the survey template to the appropriate one. It assumes a basic knowledge of the EvaSys interface, and is supported by screenshots.*

***Changing the template is reliant upon local records (i.e. it is assumed that Faculties/Departments have records of which modules are delivered in the lab, are placement based etc).***

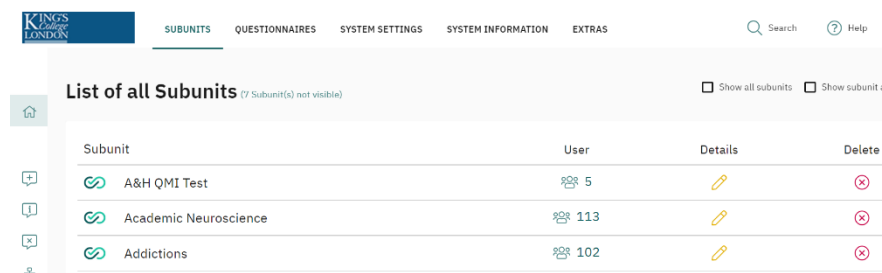
### Step 1













Login to [EvaSys](#) using your King's user ID and password.

EvaSys access is obtained by sending your K number to [IT Support Services](#). Please include some brief explanatory text as to what your role within Faculty is and your expected use of the system.

### Step 2

Select the relevant Subunit Department from the list that appears.



Subunit	User	Details	Delete
 A&H QMI Test	 5		
 Academic Neuroscience	 113		
 Addictions	 102		

### Step 3

Scroll down the page past any staff names until reaching the list of modules within the subunit (identifiable through the cube icon next to the module name, code etc)

Name	Courses	Surveys	Created	Actions
Arts and Humanities in Midwifery Practice (6KNIMW11 2017/8...	1	0/0	04.10.2017	
Arts and Humanities in Midwifery Practice (6KNIMW11 2018/9...	2	0/0	12.09.2018	
Arts and Humanities in Midwifery Practice (6KNIMW11 2019/0...	3	3/3	14.10.2019	
Arts and Humanities in Midwifery Practice (6KNIMW11 2020/1...	3	3/3	24.08.2020	
MRS NATASHA ASC [Arts and Humanities in Midwifery Practice]	6	35/35	20.03.2018	

#### Step 4

Using the search box at the top right hand corner of your screen, search for the module code for the Dissertation/Placement/Lab module.

#### Step 5

Click on the number to the right of the module under the heading Courses (be careful to select the current teaching period/teaching period that is to be surveyed, hovering your mouse over the module title will provide you with this information).

Name	Courses	Surveys	Created	Actions
[Audience and Population Behaviour & Influence (7SSWM121 2...	3	3/3	24.09.2020	
[Audience and Population Behaviour & Influence (7SSWM121 2...	3	3/3	23.09.2021	
[Audience and Population Behaviour and Influence (7SSWN121...	3	3/3	17.09.2021	
[Audience and Population Behaviour and Influence (7SSWN121...	3	0/0	01.09.2022	
[Authoritarianism at (7SSWN121 2021/2 SEM1 000001)] DR KIRK	3	3/3	12.09.2018	
[Authoritarianism at PLANGGER SSW3019 2021/...	4	8/8	25.08.2021	

#### Step 6

Check you are amending the right line, it will say MODCORE if you haven't changed it before. Scroll to the right and click the pencil icon to edit the module record

2	Audience and Population Behaviour and Infl...	7SSWN121-2021/2-SEM1-...	Autumn 21/2	KCLmod22 (MODCORE)
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#### Courses of "Test PK"

#	Course name	Program of Study	ID	Evaluation period	Questionnaire (Course Type)	Location	Participants	Report recipient (instructor)	Surveys	Actions	Mod-Field 1	Mod-Field 2	Mod-Field 3	Mod-Field 4	Mod-Field 5	Mod-Field 6	Mod-Field 7	Teach-Field 1	Teach-Field 2	Teach-Field 3
	Test PK			Autumn 22/3			2													
1	Biology of Cancer (CORE)			Autumn 22/3	KCLmod22 (MODCORE)		2													

#### Step 7

Click on the drop down menu for 'Questionnaire (Course Type)

The screenshot shows a form with the following fields:

- Course name \***: Audience and Population Behaviour and Influence (CORE)
- ID**: 7SSWN121-2021/2-SEM1-00000
- Questionnaire (Course Type) \***: KCLmod22 (MODCORE) (highlighted with a red box)
- Location**: (empty)

On the left side of the form, there are three icons: a plus sign in a speech bubble, a downward arrow in a speech bubble, and an 'x' in a speech bubble.

### Step 8

Select the relevant Questionnaire:

- KCLdis22 (MODDISS) = Dissertation/Project Module
- KCLlab22 (MODLAB) = Lab-based Taught Module
- KCLpla22 (MODPLAC) = Placement Module
- KCLonline22 (ONLINE-MODCORE) = Online Module

### Step 9

Select the save button at the bottom of the screen to save.