

## How to Generate Component Surveys in EvaSys

The following guide was written in light of the College's decision in October 2018 to standardise the question set asked for all module and teaching evaluations. These questions were updated for module evaluations starting in 2022/23. It was agreed that all Faculties would ask the same set of questions in order to obtain data on the modules that they run. In order to do so, all Faculties must attach their modules to a centrally controlled template survey.

The Component Survey<sup>1</sup> gives the opportunity of running module evaluations and individual teaching evaluations. Regardless of whether a Faculty is running teaching evaluations or not, all surveys created from 1<sup>st</sup> March 2019 onwards must use the component survey approach, and all previously issued guidance should be disregarded.

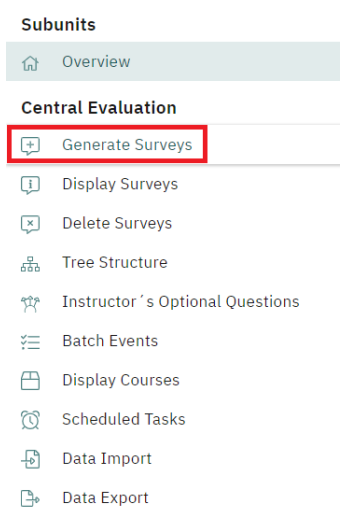
*The guide assumes a basic knowledge of the EvaSys interface, and is supported by screen shots. Further information is available on the [Module Evaluation - Information for Staff](#) webpage.*

### 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](#).

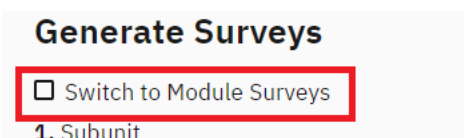
### Step 2

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



### Step 3

Check the box that says 'Switch to Module Surveys'



<sup>1</sup> The Component Survey is also referred to in EvaSys as a 'Modular' or 'Module' survey. Any King's specific documentation will use the term 'Component Survey'

## Step 4

Choose the Subunit that is to be surveyed from Column 1 (This will load the Survey Periods into Column 2)

The screenshot shows two columns. Column 1, titled '1. Subunit', contains a list of subunits: A&H QMI Test, Academic Neuroscience, Addictions (highlighted), Adult Nursing, Analytical & Environmental Sciences Research Division, Anatomy, Asthma Allergy & Lung Biology Research Division, Basic & Clinical Neuroscience, and Basic and Medical Biosciences. Column 2, titled '2. Survey Period', contains a list of survey periods: Autumn 22/3 (highlighted), Spring 22/3, Spring 21/2, Autumn 21/2, Spring 20/1, Autumn 20/1, Spring 19/0, and Autumn 19/0.

## Step 5

Choose the relevant Period from Column 2 (this will load the Modules associated with the Subunit into Column 3)

The screenshot shows three columns. Column 1, '1. Subunit', has 'Addictions' selected. Column 2, '2. Survey Period', has 'Autumn 22/3' selected. Column 3, '3. Module', contains a list of modules: Introduction to Addiction Science and Theory (7PCAAINT 2022/3 SEM1 000001), Psychopharmacology of Drug Action and Addiction (7PCAAPSY 2022/3 SEM1 000001), Research Methods, Critical Appraisal and Statistics (7PCAARME 2022/3 SEM1 000001), and Treatment of Addiction Critical Issues (7PCAITAC 2022/3 SEM1 000001).

## Step 6

Select the modules that are to be surveyed.

*Ctrl+click* function allows the user to select multiple modules, *Ctrl+A* selects all modules in Column 3

The screenshot shows a single column titled '3. Module' containing a list of modules: Introduction to Addiction Science and Theory (7PCAAINT 2022/3 SEM1 000001), Psychopharmacology of Drug Action and Addiction (7PCAAPSY 2022/3 SEM1 000001), Research Methods, Critical Appraisal and Statistics (7PCAARME 2022/3 SEM1 000001), and Treatment of Addiction Critical Issues (7PCAITAC 2022/3 SEM1 000001). The first three modules are highlighted.

*Note: Accurate Faculty records are integral to this process. Modules must be manually selected in accordance with their type (i.e. by default, all modules are automatically populated in EvaSys so that the component survey attaches to the Taught Modules survey). During this initial selection, only those modules taught in class should be selected. Surveys for modules that are online, placement based, taught in the laboratory, or dissertation/project based must be set up separately. Guidance on how to change the default to survey is found on the [Module Evaluation - Information for Staff](#) webpage.*

### Step 7

In the box at the bottom of the screen, select 'PSWD based' and 'Use Time Control' in the section titled Online. Click Generate Surveys.

Paper survey  
 Hard Copy Procedure  
 Cover Sheet Procedure  
 Verification

Hybrid (Online + Paper)  
 Hybrid Survey  
 Verification

Online  
 PSWD based  
 Single Password based  
 Use Time Control

Generate Surveys

This loads the Scheduled Tasks screen, in which the dates and times the surveys open and close, and reminders/prompts are sent out.

### Step 8

Click the 'Activate' button on the right of the Scheduled Tasks screen.

Delivering the Healthy Child Programme (7KCFM786 2020/1 TERM1 000001) (8GDJWM5F, Summer 21/2)

<input checked="" type="radio"/> 1. PSWD to respondents	Deactivated	Activate
<input type="radio"/> 2. Online survey reminder	Deactivated	
<input type="radio"/> 3. Response Rate Notification	Deactivated	
<input type="radio"/> 4. Finish survey	Deactivated	

### Step 9

Click on the calendar icon, and set the date that the surveys are to be released to students (Number 1, 'PSWD to respondents' will be set).

Delivering the Healthy Child Programme (7KCFM786 2020/1 TERM1 000001) (8GDJWM5F, Summer 21/2)

<input checked="" type="radio"/> 1. PSWD to respondents	Deactivated	Deactivate
<input type="radio"/> 2. Online survey reminder	Deactivated	
<input type="radio"/> 3. Response Rate Notification	Deactivated	
<input type="radio"/> 4. Finish survey	Deactivated	

Date:

Note: Please note that due to the execution of additional tasks, there could be small delays in processing.

Inform the course instructor about the dispatch.  
(Please use the text template "Notification to the instructor about the survey start" for this task. It can be edited in the "Text Templates" menu.)

### Step 10

Scroll down and click Apply to All (for multiple surveys) or Save (if only one survey is being released)



### Step 11

Select number 2 'Online survey reminder', and click Activate to set the date those students who have not completed the survey receive a reminder. Reminders can be set to go out once only (by leaving the Single Reminder button checked), or multiple reminders can be sent out (by checking the Multiple Reminders every X Days button and select the regularity of these).

Delivering the Healthy Child Programme (7KCFM786 2020/1 TERM1 000001) (8GDJWM5F, Summer 21/2)

<input type="radio"/> 1. PSWD to respondents	28.10.2022 at 11:47:00	
<input checked="" type="radio"/> 2. Online survey reminder	Deactivated	<input type="button" value="Activate"/>
<input type="radio"/> 3. Response Rate Notification	Deactivated	
<input type="radio"/> 4. Finish survey	Deactivated	

Date:

Single reminder  
 Multiple reminders every  Day(s)

Note: Please note that due to the execution of additional tasks, there could be small delays in processing.

Scroll down and click Apply to All (for multiple surveys) or Save (if only one survey is being released)

### Step 12

Select number 3 'Response Rate Notification' and click Activate to set a date that a notification email is sent to the Module Leader if the response rate is below a set figure (it is recommended to stick with the default 50% figure). Leave the 'Method of calculating the response rate' dropdown at the default option ('on the basis of PSWDs created'). Additional recipients of this email can be selected from the dropdown list, using the Add button.

Delivering the Healthy Child Programme (7KCFM786 2020/1 TERM1 000001) (8GDJWM5F, Summer 21/2)

<input type="radio"/> 1. PSWD to respondents	28.10.2022 at 11:47:00	
<input type="radio"/> 2. Online survey reminder	11.11.2022 at 11:50:00	
<input checked="" type="radio"/> 3. Response Rate Notification	Deactivated	<input type="button" value="Activate"/>
<input type="radio"/> 4. Finish survey	Deactivated	

Date:

Note: Please note that due to the execution of additional tasks, there could be small delays in processing.

Notification at a response rate below  %

Method of calculating the response rate

List of recipients

Click Apply to All (not captured in picture) or Save button at the bottom of the screen

### Step 13

Select number 4 'Finish Survey' and click Activate to set the date that the survey closes. Check the box for 'Automatic report dispatch (PDF) to the instructor(s) after closing the survey.'

Delivering the Healthy Child Programme (7KCFM786 2020/1 TERM1 000001) (8GDJWM5F, Summer 21/2)

<input type="radio"/> 1. PSWD to respondents	28.10.2022 at 11:47:00	
<input type="radio"/> 2. Online survey reminder	11.11.2022 at 11:50:00	
<input type="radio"/> 3. Response Rate Notification	17.11.2022 at 12:11:00	
<input checked="" type="radio"/> 4. Finish survey	Deactivated	<input type="button" value="Activate"/>

Date:

Note: Please note that due to the execution of additional tasks, there could be small delays in processing.

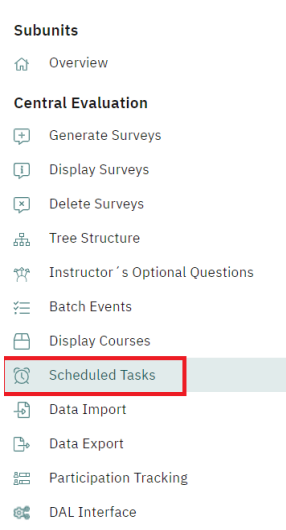
Automatic report dispatch (PDF) to the instructor(s) after closing the survey

Click Apply to All (not captured in picture) or Save button at the bottom of the screen

**Surveys have now been set up to go out on the specified dates. These dates can be changed up until the time of release.**

### Good Housekeeping

Click on 'Scheduled Tasks' (from the Central Evaluation menu on the left hand side of the screen)



Select your subunit, survey period and questionnaire and click 'Show'. Should there be any lines with a white, lower case letter 'i', these flag a potential issue with the survey.

Date	Task	Status	Actions
28.10.2022 at 11:47:00	PSWD to respondents	Open	
11.11.2022 at 11:50:00	Online survey reminder	Open	
17.11.2022 at 12:11:00	Response Rate Notification	Incomplete / Incorrect	
23.12.2022 at 12:14:00	Finish survey	Open	

Clicking on the icon will give additional information. Please contact [IT Support](#) with relevant screen shots if assistance resolving the issue is required.