

How to:

# Create evaluations

Vula 11.x (Last updated: Dec 2016)

Centre for Innovation in Learning and Teaching, UCT

For more resources: [www.cilt.uct.ac.za/cilt/vulahelp](http://www.cilt.uct.ac.za/cilt/vulahelp)



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## Introduction

The Course Evaluation tool in Vula provides a means of **surveying site participants** for the purposes of course **evaluation, feedback and review**. It can also be used to gather **anonymous** data for other forms of research and analysis.

The tool has a **suite of standard templates** which can be used as they are or adapted to suit your needs. If necessary, templates can be made from scratch and, if desired, added to the public list for others to see and share. A **wide range of question types allow for flexible design** and structure, while detailed settings control which lecturers and tutors are being evaluated, how participants access the survey, and who may view the results. **Several reporting options** are also available to help you collate and analyse participants' responses.

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## Getting started

- 1) Login to Vula at <http://vula.uct.ac.za>
- 2) Click on the tab for the site in which you want to run an evaluation

### Adding the Course Evaluation tool to your site

If your site doesn't have the Course Evaluation tool yet, you need to first add it to your site.

- 1) Click 'Site Setup'
- 2) Click on 'Edit Tools' in the horizontal options bar
- 3) Check the box alongside 'Course Evaluation'
- 4) Scroll down, click the 'Continue' button
- 5) On the following page, click the 'Finish' button

You will now see a link to the Course Evaluation tool in the left menu of your site.



## Changing the name of the Course Evaluation tool

If you would like to name the Course Evaluation tool something else (e.g. 'Survey' or 'Feedback') you can change this via Site Setup.

- 1) In the Site Setup tool, click 'Organise Tools' in the horizontal options bar
- 2) Click on the edit icon alongside Course Evaluation
- 3) Edit the text and click the save icon below
- 4) Click the 'Save' button at the bottom of the page

Note: You can follow the same steps to change the name of any tool in Vula

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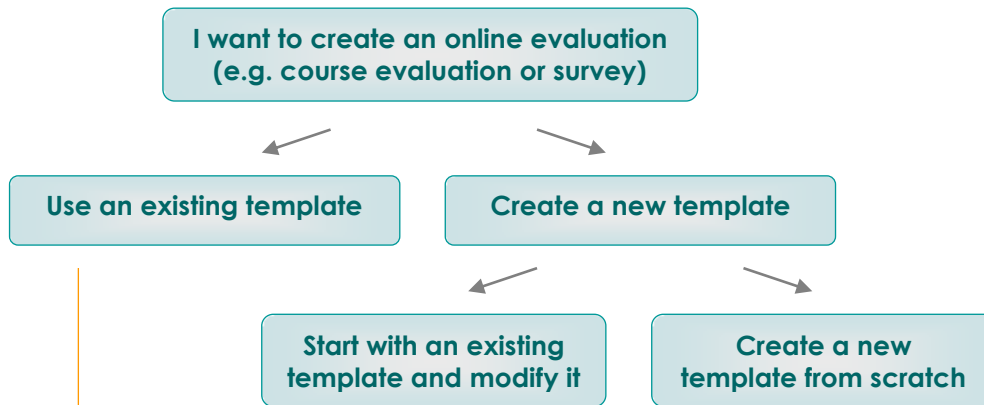
**Note:** Before you start to set up your evaluation, **please use the flowchart on the next page** to familiarise yourself with the process. This could save you significant time and effort! Step by step instructions for each stage of the process are detailed below.

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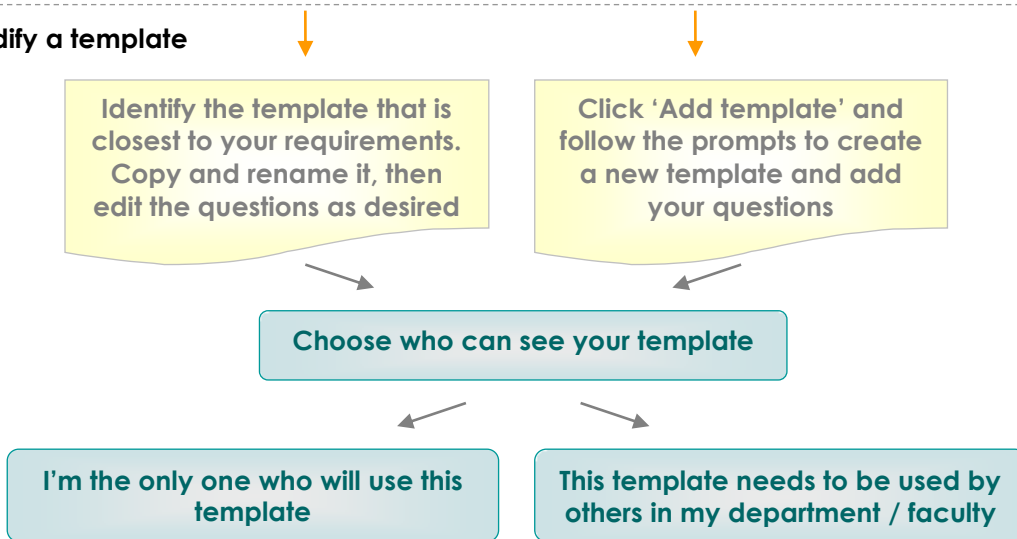


# Overview: How to create an evaluation in Vula

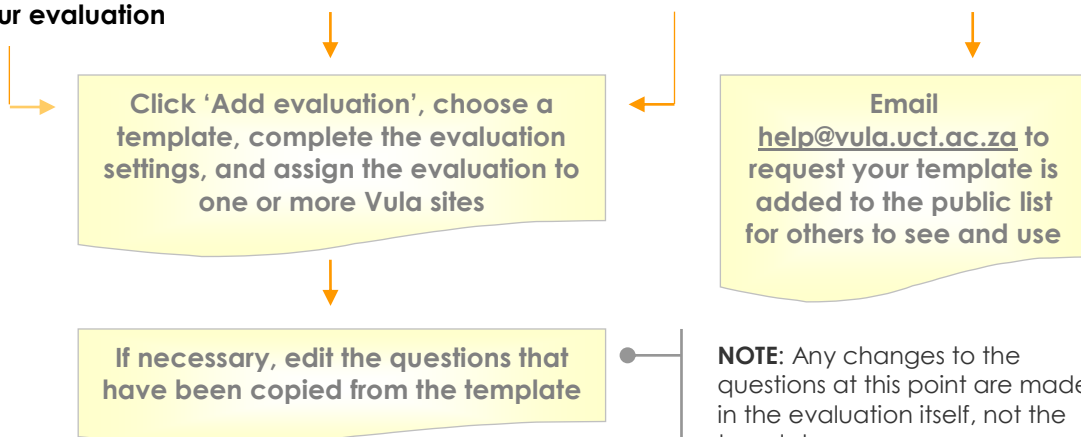
## 1 Decide what kind of evaluation you want to create



## 2 Create or modify a template



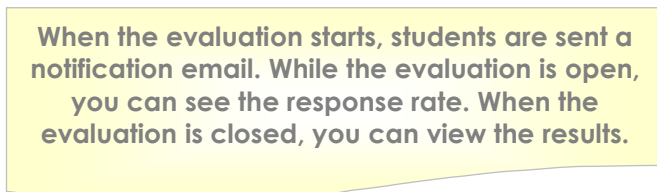
## 3 Create your evaluation



**NOTE:** Any changes to the questions at this point are made in the evaluation itself, not the template.

An evaluation, unlike a template, cannot be replicated, therefore only minor editing is advised.

## 4 Run the evaluation and view reports



# Creating your evaluation

## **STEP 1: Decide what kind of evaluation you want to create**

The evaluation tool uses templates to generate evaluations. Templates are generic by nature and can be used to create any number of evaluations in various sites. By contrast, evaluations (which must be based on a template) are unique to a site and cannot be reused. Depending on the evaluation's purpose, you may prefer to start with an existing template or create your own from scratch. To view the suite of standard templates, click 'My Templates' in the options bar at the top of the page and then 'Preview' alongside the template title to see if it suits your needs.

**Note:** Some templates contain repeating sets of questions for lecturers and tutors. In the preview, these will be indicated by placeholder titles. If you choose to use this template, you will be able to select which lecturers and tutors are assessed when you create the evaluation. A set of questions will be generated for each. (For further information, see the special section on 'Repeating question sets for lecturers and tutors' below.)

If you can use an existing template as it is (or with very minor changes), skip Step 2 and proceed directly to Step 3.

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## **STEP 2: Create or modify a template**

### **a. Modify a standard template**

If you find a template that mostly meets your needs, but requires some changes (e.g. fewer or additional questions, a change in wording) you can copy, modify and save it as a new template.

- 1) Click 'Copy' alongside the template you wish to modify
- 2) Another template with the same title followed by '(copy)' will be added to the list. Your name will be listed as the owner of the template.
- 3) Click 'Edit'
- 4) In the first block, click 'Edit' to change the template title and description
- 5) Reorder, edit, add and remove questions as required.
- 6) To see the template as a whole, click 'Preview' alongside the template title

### **b. Create your own template from scratch**

If none of the existing templates come close to suiting the needs of your evaluation, you can create a new template.



1) Click 'Add template' on the Dashboard or My Templates page

2) Give your template a title and description

Note: Templates can be used many times over for different sites, so the title and description should summarise the function of the template rather than its application through a specific evaluation e.g. 'Short mid-term evaluation' rather than 'ABC1234X course evaluation'.

3) Add your questions using the 'Add item' dropdown box.

Note: Questions that you create will be added to My Items so that you can reuse them in other templates or evaluations at a later stage.

4) You can preview, reorder, edit and remove questions.

5) To see the template as a whole, click 'Preview' alongside the template title

### Compact display

Questions with the same rating scale can be grouped together so that they appear as one compact block instead of many separate questions (Diagram 1). To group questions, check the tick boxes alongside the relevant items and then click 'Create question group' at the bottom of the list.

\* 5. Rate the organisation of the course:  
The course is well-planned and well-managed.

strongly agree  agree  neutral  disagree  strongly disagree

[Add a comment](#)

Rate the learning activities offered on this course:  
I believe the learning activity is useful and coherent.

	strongly agree	agree	neutral	disagree	strongly disagree
* 6. lectures	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
* 7. tutorials	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
* 8. practicals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
* 9. workshops	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
* 10. seminars	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Diagram 1

### Sharing templates with other users

The templates you create are private – no one else may see or use them unless you choose to make them available on the public list. If you'd like to share your template with others (e.g. fellow lecturers in your department or faculty) send an email to [help@vula.uct.ac.za](mailto:help@vula.uct.ac.za) requesting that we add your template



to the public list. Other Vula users will then be able to see your template and use or modify it to suit their requirements.

### Repeating question sets for lecturers and tutors

Questions are organised according to categories. By default, questions are put in the general Group/Course category and will be displayed in the order you choose. If you would like some questions to be repeated for each lecturer and/or tutor, you need to select either the Lecturer or Tutor category in the 'Display Settings' when you add or edit a question (Diagram 2).

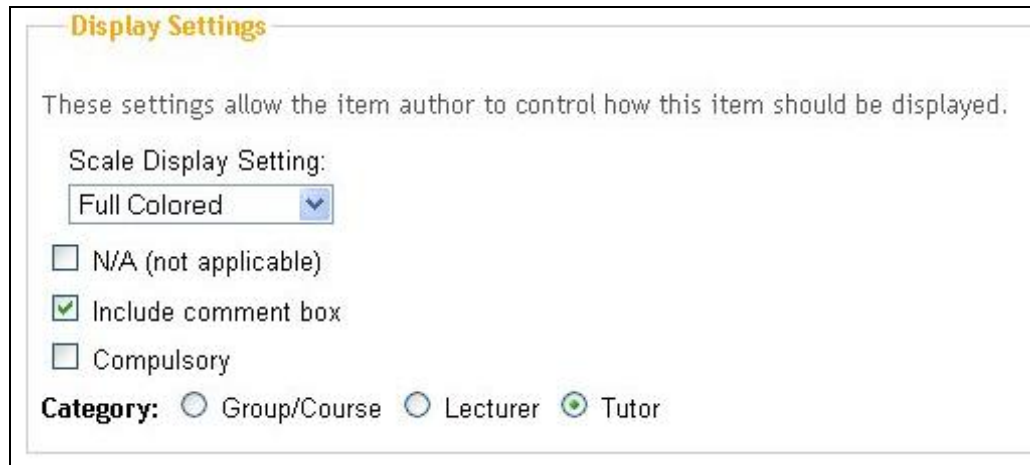


Diagram 2

Regardless of the order in which you place your questions, those that belong in the same category will be grouped together and appear as a separate section at the bottom of your template. These will be indicated by placeholder titles in the template preview (Diagram 3).

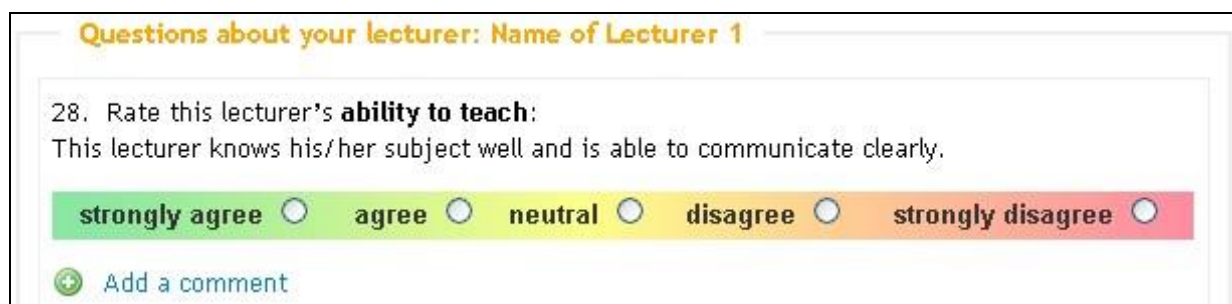


Diagram 3

Later, when you set up an evaluation using this template and assign it to one or more courses, you will be asked to select lecturers and tutors for the evaluation for each course: (Diagram 4).

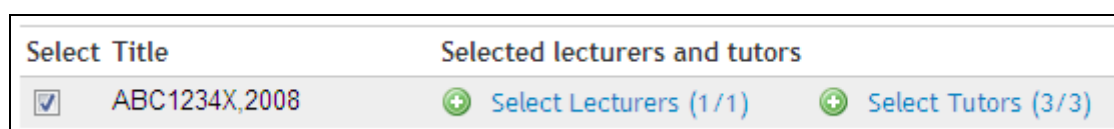


Diagram 4



When you select lecturers or tutors, you select both how many lecturers and tutors each respondent should evaluate, and identify the individuals to be included in the evaluation. (Diagram 5)

Select Lecturers from ABC1234X, 2008 for Mid-term course evaluation

How many lecturers should respondents evaluate?

- Respondents evaluate all lecturers included in the evaluation
- Respondents select one lecturer to evaluate
- Respondents select one or more lecturers to evaluate

Choose the lecturers to be included in this evaluation.

<input checked="" type="checkbox"/> Select	Username	Name
<input checked="" type="checkbox"/>	01404877	Marquard, Stephen
<input checked="" type="checkbox"/>	t0016405	Ressell, Andrea

[Save selection](#) [Cancel](#)

Diagram 5

If **all lecturers and/or tutors** on a course are being evaluated, then repeating sets of questions will be automatically generated and titled accordingly (Diagram 7). These will appear at the end of the evaluation.

Questions about your lecturer: Stephen Marquard

38. Rate this lecturer's ability to teach:  
This lecturer knows his/her subject well and is able to communicate clearly.

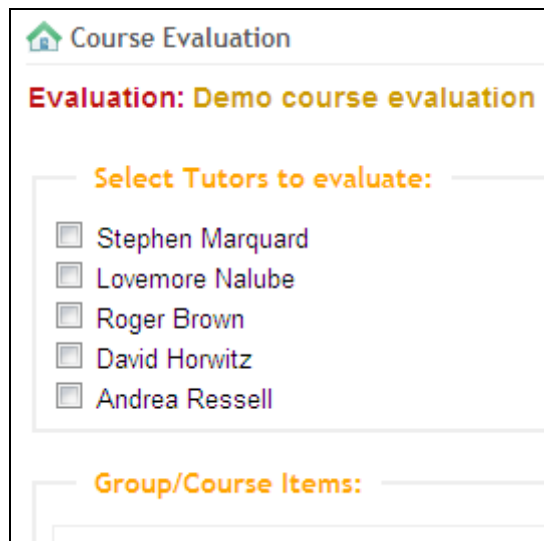
strongly agree  agree  neutral  disagree  strongly disagree

[Add a comment](#)

Diagram 6



If students have to **select one or more lecturers and/or tutors to evaluate**, they will be presented with a list (Diagram 7) that is drawn from the selections you made when setting up the evaluation. Every checkbox ticked will automatically generate a set of questions for that individual, placed at the end of the evaluation.



The screenshot shows a web interface for 'Course Evaluation'. At the top, there is a home icon and the text 'Course Evaluation'. Below that, it says 'Evaluation: Demo course evaluation'. The main section is titled 'Select Tutors to evaluate:' and contains a list of five names, each with an unchecked checkbox: Stephen Marquard, Lovemore Nalube, Roger Brown, David Horwitz, and Andrea Ressel. Below this list is another section titled 'Group/Course Items:' which is currently empty.

Diagram 7

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### STEP 3: Create your evaluation

Every evaluation must be based on a template. Questions copied from the template can be edited in the evaluation itself before it opens, but it is advisable to limit these to minor modifications. (If you make substantial changes in the evaluation and then decide at a later stage that you want to reuse your design, you will have to do all the work to the original template again!)

- 1) To set up a new evaluation, click 'Add evaluation' on the Dashboard or My Evaluations page. If you are still on the template editing page you can click 'New evaluation' alongside the title.
- 2) Give your evaluation a title e.g. 'ABC1234X mid-term evaluation' and provide any special instructions
- 3) If you haven't already done so, select a template you'd like to use from the list provided
- 4) Complete the rest of the form:

- a. Set the opening and closing dates
- b. Choose how students will access the evaluation

Note: Use '**Login required**' for **course evaluations**. This means that participants will have to login to Vula to fill in the evaluation. Responses will remain anonymous, but you will be able to track who has or has not completed the evaluation.

Use '**None**' for **anonymous surveys**. Participants will not need to login to take the evaluation, and you will not be able to tell who has or has not completed it. The evaluation





will also not be visible in the Vula site, so you will need to provide participants with the direct link to the evaluation.

- c. Choose whether you want email reminders to go out and edit this text if necessary.
  - d. Select who can view the results.
- 5) Click 'Continue to Assign to Courses'
  - 6) Select the course(s) you want this evaluation to be assigned to, and select the lecturers and tutors to be evaluated for each where relevant (as shown in Diagram 4 and 5 above).
  - 7) Click 'Save evaluation'
  - 8) To preview your evaluation, click the evaluation title.

Note: **The preview will not necessarily show the final student view.** Placeholder titles will be displayed for repeating sections.

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#### **STEP 4: Run your evaluation and view reports**

When the evaluation opens site participants will be sent a notification email. Reminders may also be sent out depending on the evaluation's notification settings.

While the evaluation is open you will not be able to make any changes to the questions or see the individual responses as they come in. You will, however, be able to see the response rate.

Once the evaluation is closed, you can view the results by clicking 'Report'. Various export options are available at the top of the page, including CSV, Excel and PDF files. If necessary, evaluations can also be reopened to allow for further responses to be submitted.

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Also see online video 'Using Course Evaluations in Vula' at <http://tinyurl.com/vula-video-tutorials>. For further assistance please contact [help@vula.uct.ac.za](mailto:help@vula.uct.ac.za)

