

Quick reference guide for web-based course evaluations of doctoral (third-cycle) courses in Websurvey

Version 3.4

February 2015

Web-based course evaluations with template for doctoral (third-cycle) courses

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KI general course evaluation survey for doctoral (third-cycle) courses – a step-by-step guide

Background to the generic course evaluation survey

The web-based generic evaluation survey for third-cycle courses has been produced as part of the Board of Doctoral Education's quality drive. You can easily produce web-based surveys and send them to course participants via email or post them on a website with the support of the Websurvey tool. The results are compiled in a web-based report that you can send out as a file or as a link. The program offers the possibility of creating different types of question and adapting the appearance of the survey.

Since 2002 it has been mandatory for KI course organisers to implement course evaluations (Higher Education Ordinance 1993:100). All third-cycle course evaluations have been handled electronically since January 2010. The students have the right to share their experiences and express their opinions but they cannot be forced to do so.

The Higher Education Ordinance indicates in section 14, dealing with course evaluations, that: "*Higher education institutions shall enable students who are participating in or have completed a course to express their experiences of and views on the course through a course evaluation to be organised by the higher education institution. The higher education institution shall collate the course evaluations and provide information about their results and any actions prompted by the course evaluations. The results shall be made available to the students. Ordinance (2000:651).*"

The purpose of the course surveys is to enable the quality of the courses to be checked and to help improve the quality of future courses. A general course evaluation template for all courses enables comparisons to be made concerning the quality of the courses.

The evaluations will be of interest to:

1. Teachers and administrators
2. The doctoral students attending the course and new applicants to the course
3. The course and programme committee under the Board of Doctoral Education
4. The steering committee for courses included in the doctoral programmes and schools
5. The KI department that is running the course

It is in the interest of everyone to obtain a high response rate.

Suggestions:

- Tell students about the course evaluation at the beginning of the course. This can e.g. be done in the introductory lecture in connection to the explanation of the intended learning outcomes (ILOs) of the course, the course design, the assessment procedure and providing practical information.
- Tell students about the views of the participants of the last course and how those have been handled (where the course has been organized previously)
- Tell students what has not been changed and why the recommendations of the previous students were not followed
- Tell students what kind of information is expected to be obtained with the survey and how the information is intended to be used
- Tell students when they can expect to get feedback about the questionnaire and how. Statistics can be sent back by simply pushing a button.

It is important that the students know that they have been listened to. Moreover, the students often say that they will get more involved if they know that their opinions are taken into account

USER-ID

Study administrators, contacts and teachers responsible for courses at third-cycle level can apply for a Websurvey user-ID via Textalk.

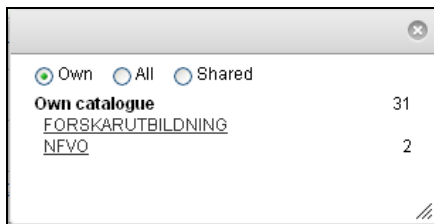
Send an email to websurvey@textalk.se and apply for a Websurvey user-ID, specifying that it concerns DOCTORAL EDUCATION and Karolinska Institutet. They also need your name and e-mail address as well as name of KI department.

Login

1. Go to the link <https://websurvey.textalk.se> and select language



2. Login with your user-ID: your email address and password.
3. If you forget your password, follow the instructions under "Forgot password?" and it will be automatically re-sent to you.



Navigation

A structure has been created to ease your navigation through the system. When you obtain a user account, you are automatically directed to the part of the structure to which you need access, in this case FORSKARUTBILDNING (EN: DOCTORAL EDUCATION). Click on [Folders](#) (and then on **Own catalogue**) in the middle of the page slightly to the right.

If, for example, you are a teacher on a doctoral level course, you will only see this part of the structure. The structure is divided into your **Own Catalogue** (to which no one else has access), the common catalogues (All), which give the principal administrators exclusive access to all the surveys in the system, and the Shared Surveys.

You navigate through the catalogues by clicking on one of the three headings (Own, All, Shared).

CREATING A NEW SURVEY USING THE TEMPLATE

1. Once you have logged in to Websurvey (see above), you will find yourself (by default) on the **Surveys** page. It is important that you are in your **Own Catalogue** (own survey folders), see picture next to **Navigation** above. "Own" must be selected.

2. Click on **Create new survey**.

Surveys Participant lists Reports Survey templates Participant list templates

Surveys [Folders](#) [Symbols](#) [Create new survey](#)

| ID | Title | Start/stop | Answers |
|----|-------|------------|---------|
|----|-------|------------|---------|

3. Next to Title:

- a) Write in the **Course code number in KIWAS, Title of the course in KIWAS, course occasion/instance (the latter only if you have several courses running during the term) and term**.
- b) Select "Forskarutbildningskurs" as "Utbildningstyp". Under "Forskarutbildningskurs" select "Utbildningstyp".
- c) Indicate Term (not mandatory).
- d) Select **(35369) KI:s kursutvärderingsmall för kurser på forskarnivå** when choosing template under "Based on template".
- e) New participant list should be selected New Participant List should be selected. Then click on (v)

Surveys Participant lists Reports Survey templates Participant list templates

New survey

Standard Satisfaction survey

Title

Utbildningstyp

Termin: (HTxx, VTxx, SOxx)

Based on template

New participant list

The course evaluation template nr. 35369 contains in total 22 questions, all required in the course evaluation, but some voluntary to answer. The questions are divided into 4 categories:

| | |
|---|--|
| Question 1 – 10: <i>Achievements of learning outcomes</i> | Obligatory questions |
| Question 11 – 13: <i>Motivation and participation</i> | Obligatory questions |
| Question 14 – 16: <i>Perceived personal skill development</i> | Voluntary questions |
| Question 17 – 22: <i>General statements</i> | Voluntary questions (except question 21) |

The order of the standard questions SHOULD NOT be changed. It is otherwise difficult to compare surveys. You may add your own questions after question 22 if you wish so. Click on **Preview** in the top right if you want to preview the survey. Otherwise click on **Continue**.

PREFERENCES

4. You can now indicate some preferences for the survey. Click on the tab **Preferences**.

Surveys Participant lists Reports Survey templates Participant list templates

Survey questions Preferences Participants The survey's reports Tools

Main preferences Confirmation email Appearance Spelling Sharing

Main preferences

Survey header

Title

Introductory text

Show introductory text

Note

Based on template [\(35369\) KI:s kursutvärderingsmall för kurser på forskarnivå](#)

5. **Important! You have to state the Intended learning Outcomes (Sv: “lärandemål”) for the course** in the Introductory text box. You can paste in the text for the learning outcomes from the syllabus in KIWAS.
6. Now go down to the heading **Time period**. Change the date for the start and the end of the survey (this is the period during which the survey may be completed). Please note that the survey ends at 00.01 a.m. on the end date.
7. Go down to the heading **Survey with participant list**.
- The box **Yes** should be ticked at Participant list (closed survey).
 - The box **Yes** should be ticked at Anonymous answers.

Survey with participant list

Participant list (closed survey) Yes No

Anonymous answers Yes No

Password type

Next survey

Redirect to next survey if answer already registered Yes No

- Go down to the heading **E-mail**. Indicate **E-mail address and name for the contact person who will send out the survey** (e.g. The contact person for the course). **Same name and email address for "Reply to"**.
- Go down to **Confirmation after answer** and change if needed.

| Confirmation after answer | |
|-----------------------------|----------------------------------|
| Text after completed survey | Thank you for your co-operation! |

- Click on

Update

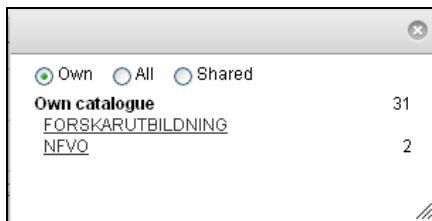
on the top or the bottom of the page. You can do this whenever you want during the time you create the survey and continue updating the survey later on.

- You can preview the survey by clicking **Test survey** at the top of the page. The title including the course code and the intended learning outcomes should be visible.

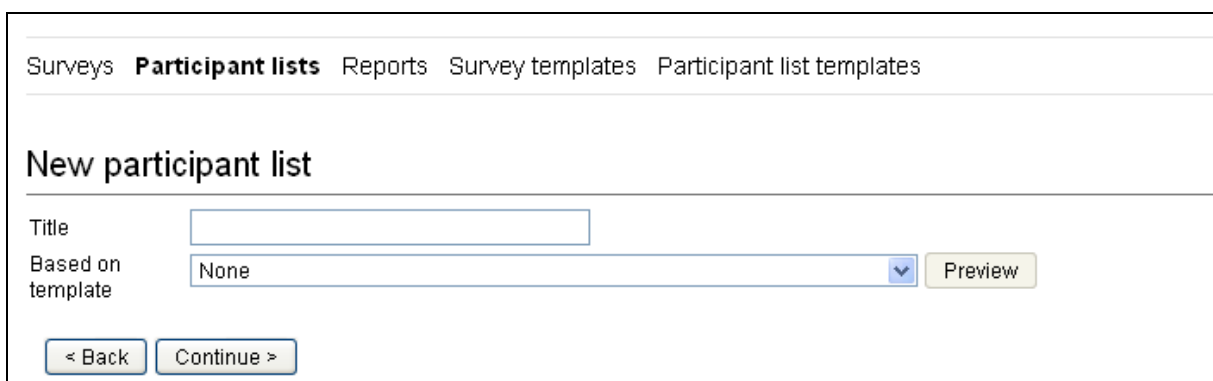
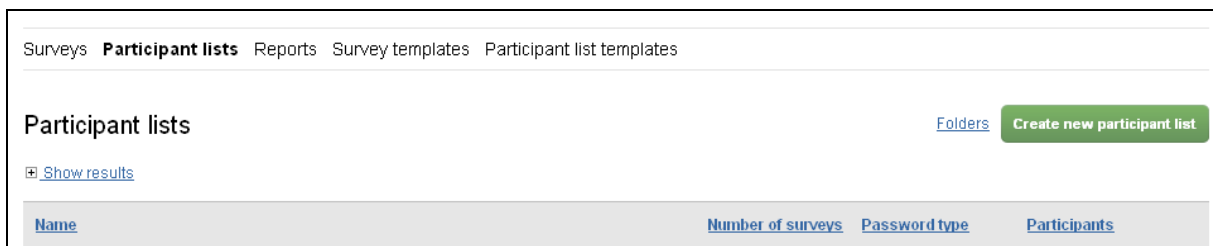
CREATE A PARTICIPANT LIST AND LINK THE PARTICIPANT LIST TO THE SURVEY

Log into Websurvey if you are not logged in yet.

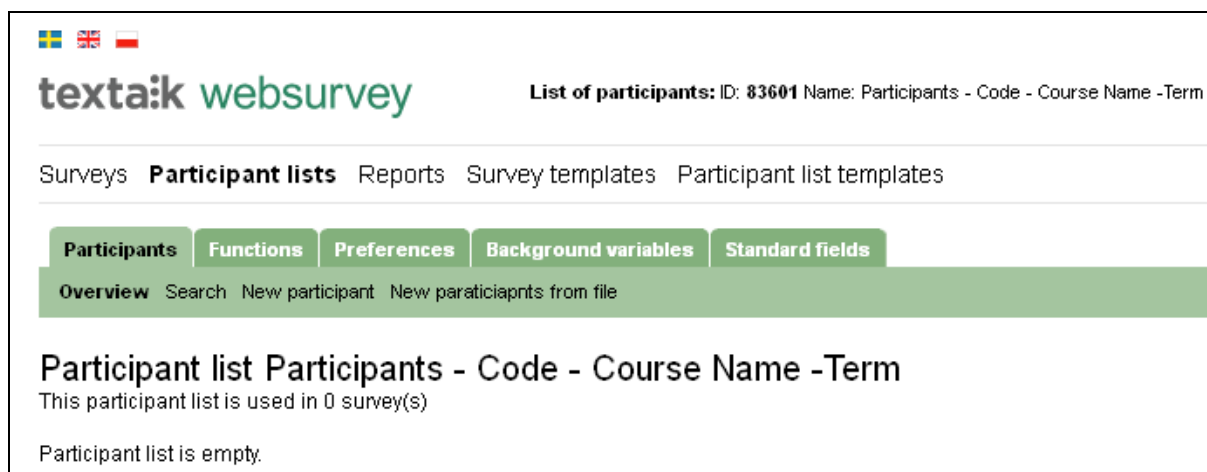
1. It is important that you are in your **own catalogue** (own survey folders), see picture next to **Navigation** on page 4. "Own" must be ticked.



2. Go to the heading **Participant lists** in the main menu and click on **Create new participant list**.



3. Title: **Participants – Course code number – Course instance (if more than one course/term) – term for the evaluation**
4. Based on template: choose "None". Click on **Continue>**.



textaik websurvey List of participants: ID: 83601 Name: Participants - Code - Course Name -Term

Surveys **Participant lists** Reports Survey templates Participant list templates

Participants Functions Preferences Background variables Standard fields

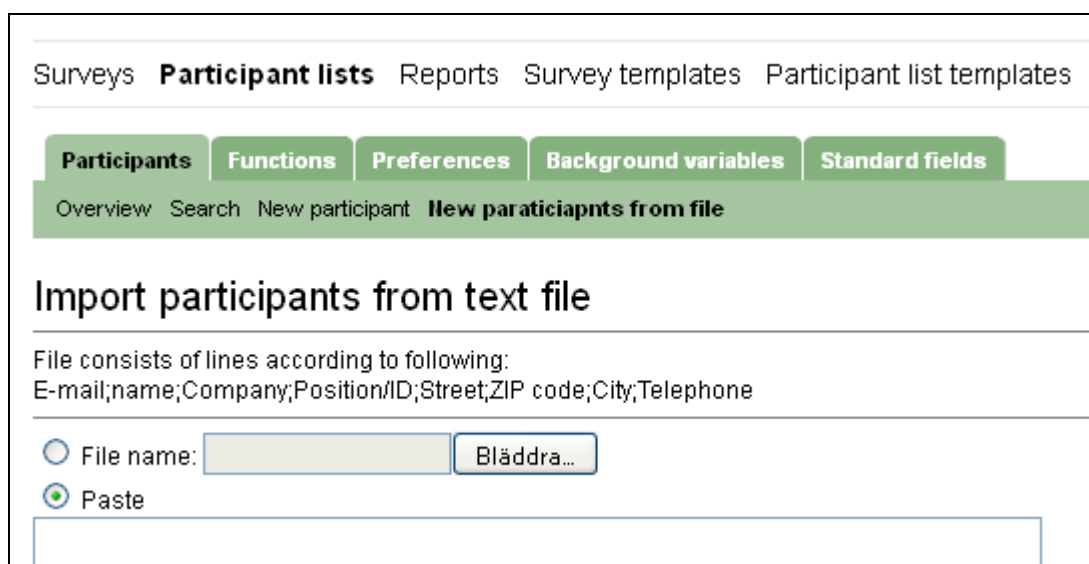
Overview Search New participant New paratiapiants from file

Participant list Participants - Code - Course Name -Term

This participant list is used in 0 survey(s)

Participant list is empty.

- Click on **New participants from file** (if you have very few participants you may also enter them one by one. Click on **New participant**, specify only name and email address and click Add).
- Do not use the alternative "File name:" with "Bläddra", but instead select "Paste" in the window that has opened.



Surveys **Participant lists** Reports Survey templates Participant list templates

Participants Functions Preferences Background variables Standard fields

Overview Search New participant **New paratiapiants from file**

Import participants from text file

File consists of lines according to following:
E-mail;name;Company;Position/ID;Street;ZIP code;City;Telephone

File name:

Paste

- The next step is to create a *semi-colon delimited* (;) text or list that you can paste into Websurvey in the space under Paste. This you do as follows:
Open Excel. Open the file with the students admitted to the course. Open a new page and **paste the email addresses of the participants in the first column and the names in the second column** (Please note: Not the reverse order!).
- Copy and paste the contents of these two columns together in a Word file.** You will get a table with two columns in Word (the first column will contain email addresses and the second column names). **Mark the text of the two columns and convert the table to text** choosing *semi-colon (;) as delimiter*. How to "convert table to text" depends on the version of Word. You can use help in Word to find out how to do this in your version of Word.
- The resulting semi-colon delimited text can be **copy-pasted** into Websurvey.
- After that you click on **Import** at the bottom of the page then on **OK**. You will see how many participants have been imported.

11. Now link your participant list to your survey. Return to your survey by selecting **Surveys** in the main menu and by clicking on the relevant survey.
12. Select the Preferences tab. Go down to **Survey with participant list**. At Participant list (closed survey) select the list you have just created (alternatively first select a test list you have created with one or two participants including yourself).
13. Click on **Update**.
14. Click on the heading **Participants**.

15. Click on the **Info by e-mail** heading. Make any changes you wish to make in the default message (see below). You do **not** normally need to change anything other than , the **Subject** (e.g. from WebSurvey information to Course evaluation: *course name*). It is a good idea to Preview with a list of participants with yourself and someone else first.
16. Do not forget to Click on **Save** (near the centre of the page).

Surveys Participant lists Reports Survey templates Participant list templates

Survey questions Preferences Participants The survey's reports Tools Test survey

Overview Info by e-mail Info by letter Remind by e-mail Remind by letter Import answers

Inform participants by e-mail

E-mail will be sent to those who have not yet been informed and have not got their username and password.

From:
"Ingeborg van der Ploeg" <Ingeborg.van.der.Ploeg@ki.se>

Subject:
KI doctoral course evaluation <Title>

Message:

To: \$FIRSTNAME \$LASTNAME

In order to improve our courses at doctoral level, please answer the course evaluation form regarding \$TITLE

All responses will be taken into consideration.

You can access the evaluation form through the link below.

\$FULLURL

Please send us your thoughts as soon as possible, but latest \$ENDDATE

Yours sincerely

\$SENDER

Activate HTML links

Save

Use following codes to customize your letter

\$FULLURL Link to survey with automatic login (username and password are included in the link)

\$URL Link to survey (username and password must be entered)

\$FORWARD URL to forward the survey

\$NAME Username

\$PASS Password

\$FULLNAME First name and family name

\$FIRSTNAME First name

\$LASTNAME Family name

\$COMPANY Company

\$POSITION Position

\$STREET Address

\$POSTAL_CODE Postal code

\$CITY City

\$TELE Telephone

17. Choose the "Send to all who have not been informed" option on the bottom of the same page, and then click on "Send now" or on "Send later" and choose the desired date. Remember to click on **Update!** **Suggestion:** *Do not send the evaluation at the same time as the exam – students often object to that. Send the survey 1-2 days after the final assessment/ last day of the course.*

18. You can now (or return to this later if you prefer so) add a reminder that is to go out to those who did not respond to the survey. Select "Remind by email" and repeat the same procedure as for Info by email (select from the options at the bottom of the page. Click on Send now or on Send later). It is acceptable to send two reminders (sending more than two reminders usually does not increase the response rate and can cause irritation).

When the survey has closed, create a report from the results and distribute it. See the section on creating and sending reports.

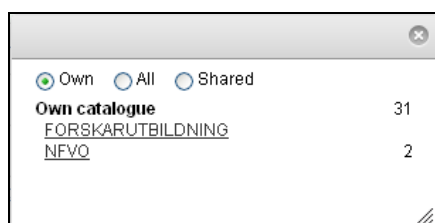
CREATING AND SENDING REPORTS

A result report can be created and distributed quickly and simply. There are two types of report: one report with all questions (see **A**) and one report with only the first 10 questions (see **B**).

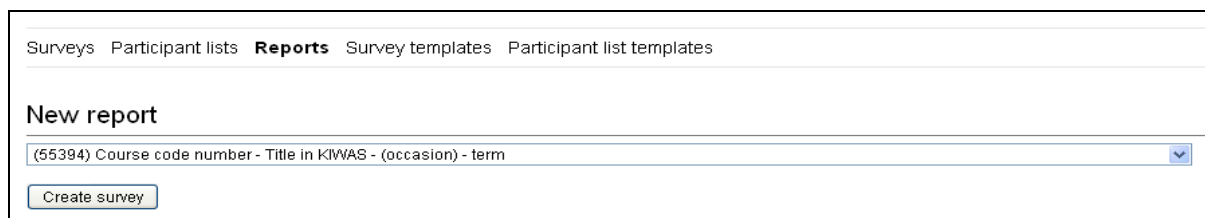
A. Report containing answers to all questions included in the survey (at least all 21 questions that are in the template)

Recipients: The teachers and the participants on the course, the steering group for the program or the doctoral/research school, the Committee for courses connected to the Board of Doctoral Education (please, remember to send the results to doctoralcourses@ki.se if the Committee finances the course. The most suitable time point (and the latest) is in connection to requisition of funding. The answers to the questionnaire should preferably be sent as a PDF-file, otherwise as a public link (see item **4** below) or in paper form.

Ensure that you are in your **Own catalogue** (see also page 4).



1. Click on Reports in the main menu.
2. Click on **Create new report**.
3. Choose the survey of interest. Click on **Create survey** (should say: **Create new report**)



4. Click on Show report. The survey ID number and the Report ID number are indicated at the top of the page. The report's "Uniform Resource Locator" (URL, link) is also indicated. The link can only be opened with a password (*default*). Each report has its own ID number. Each participant in the survey has their own password which was sent out when the questionnaire was sent out. However, if you wish, the link can be opened without password. In that case the link has to be made public. This can be done in two different ways:
 - a) Go to **The survey's reports** and **Preferences** and click on the small box next to Public to turn it green. Do not forget to **Update** at the bottom of the page.

Surveys Participant lists Reports Survey templates Participant list templates

Survey questions Preferences Participants **The survey's reports** Tools

Overview **Preferences** Overall filter Linked report Send Show report

Report title

Report comment
(will be shown directly under the title)







Catalogue

Public

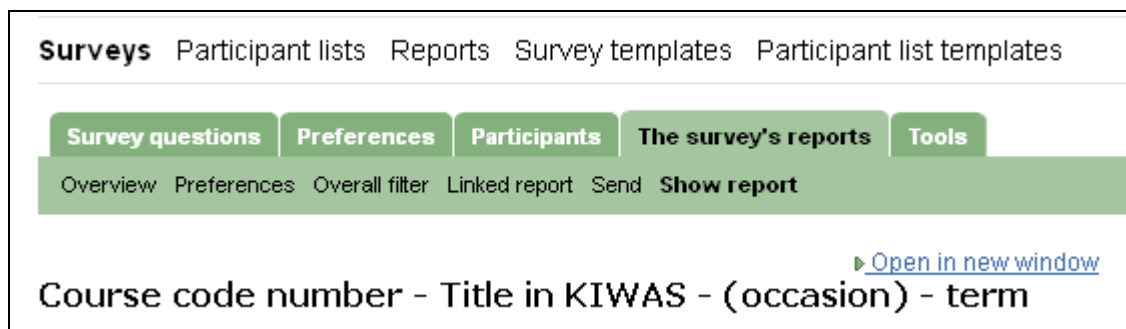
b. Go to **Reports** in the main menu. Tick in the small box under **Public** for the report concerned.

Surveys Participant lists **Reports** Survey templates Participant list templates

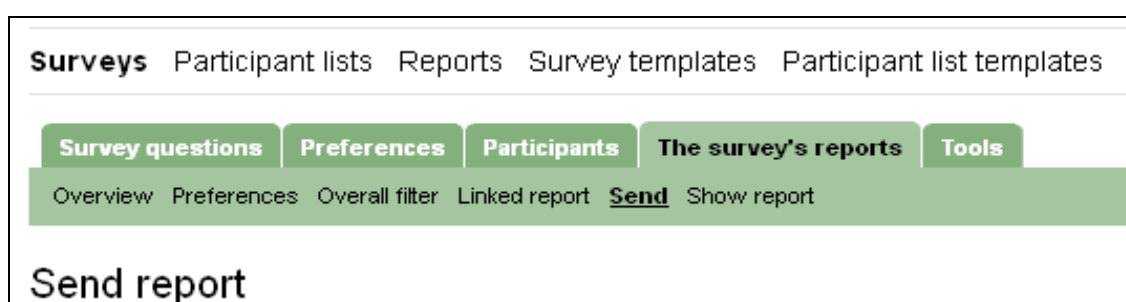
Reports Folders [Create new report](#)

| ID | Title | Survey | Public | Functions |
|-------|---|--|-------------------------------------|--|
| 46558 | Course code number - Title in KIWAS - (occasion) - term | (55394) Course code numbe... | <input checked="" type="checkbox"/> | Skicka   |
| 46531 | Studierektors workshop | (55246) Studierektors wor... | <input type="checkbox"/> | Skicka   |
| 46529 | Test 2012 | (55394) Course code numbe... | <input checked="" type="checkbox"/> | Skicka   |

5. You can now print the report from the tab **The survey's reports** followed by **Show report**. For best results first select "[Open in new window](#)" before printing.



6. You can send out the report to the participants through Websurvey by clicking on Send. See below. Change what is needed in the default text. Remember to choose the correct participant list. Suggestion: Preview with a participant list with yourself (and someone else) first.

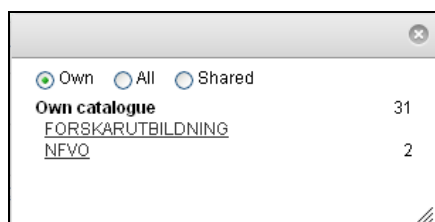


7. Remember to choose the correct participant list. **Suggestion: Test with a participant list with yourself (and someone else) first.**

B. Reports containing the answers to the first 10 questions (concerning the intended learning outcomes) and to question 21 (concerning recommendation of the course to other doctoral students).

Recipients: The Course committee of the Board of Doctoral Education (NB: Remember to send the results of the survey as a link (which everyone must be able to open and cannot be protected with a password) or as a PDF-file to doctoralcourses@ki.se. A PDF-file with only the results of question 1 - 10 and 21 will be published when the course is announced again. There may possibly be other recipients (e.g. The steering group for the doctoral programme concerned or external assessors).

Start in Own catalogue (see also page 4).



1. Click on Reports in the main menu.
2. Click on **Create new report**.
3. Choose the survey of interest. Click on **Create survey** (it should say: **Create new report**)

Surveys Participant lists **Reports** Survey templates Participant list templates

New report

(55394) Course code number - Title in KIWAS - (occasion) - term

Create survey

4. Delete questions 11 -20 and question 22 as below. Click on Delete selected questions. Remember to click on **Update!**

Survey questions Preferences Participants The survey's reports Tools Test survey

Overview Preferences Overall filter Linked report Send Show report

Report questions

- Choose new question for report - Add

| Question | Page break | Filter | Delete |
|--|--------------------------|--------|-------------------------------------|
| <input type="checkbox"/> Q1. The level of the course correlates with the description of the cour... | <input type="checkbox"/> | | <input type="checkbox"/> |
| <input type="checkbox"/> Q2. The intended learning outcomes (ILOs) of the course were adequately... | <input type="checkbox"/> | | <input type="checkbox"/> |
| <input type="checkbox"/> Q3. There was a clear connection between the content, the intended lear... | <input type="checkbox"/> | | <input type="checkbox"/> |
| <input type="checkbox"/> Q4. The course design facilitated achievement of the intended learning ... | <input type="checkbox"/> | | <input type="checkbox"/> |
| <input type="checkbox"/> Q5. The examination was focused on understanding and/or application of ... | <input type="checkbox"/> | | <input type="checkbox"/> |
| <input type="checkbox"/> Q6. I achieved the intended learning outcomes (1 = strongly disa... | <input type="checkbox"/> | | <input type="checkbox"/> |
| <input type="checkbox"/> Q7. The teachers facilitated the achievement of the intended learning o... | <input type="checkbox"/> | | <input type="checkbox"/> |
| <input type="checkbox"/> Q8. How challenging was the course for you? For me the level of the cou... | <input type="checkbox"/> | | <input type="checkbox"/> |
| <input type="checkbox"/> Q9. I have received relevant feedback during the course (1 = stro... | <input type="checkbox"/> | | <input type="checkbox"/> |
| <input type="checkbox"/> Q10. This course has fulfilled my expectations of what ought to be a doc... | <input type="checkbox"/> | | <input type="checkbox"/> |
| <input type="checkbox"/> Q11. I was highly motivated in taking this course (1= strongly dis... | <input type="checkbox"/> | | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> Q12. I had sufficient prior knowledge to be able to fully participate in... | <input type="checkbox"/> | | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> Q13. I have contributed to and engaged in the course (1=strongly d... | <input type="checkbox"/> | | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> Q14. The course has increased my knowledge of recent advances within my ... | <input type="checkbox"/> | | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> Q15. The course has increased my understanding of relevant research meth... | <input type="checkbox"/> | | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> Q16. The course has increased my ability to critically analyse and evalu... | <input type="checkbox"/> | | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> Q17. Are there any parts of the course that have been excellent? Please ... | <input type="checkbox"/> | | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> Q18. Are there any parts of the course that did not help you to achieve ... | <input type="checkbox"/> | | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> Q19. Did the course cover the areas that you expected? If not what was m... | <input type="checkbox"/> | | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> Q20. Do you have any recommendations as to how the course could be furth... | <input type="checkbox"/> | | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> Q21. I would recommend this course to others enrolled in doctoral educat... | <input type="checkbox"/> | | <input type="checkbox"/> |
| <input type="checkbox"/> Q22. In what capacity did you attend this course? | <input type="checkbox"/> | | <input checked="" type="checkbox"/> |

Update Delete selected questions

5. It is possible to indicate “mean” and/or “median” for the results of each question. Click on each report question and select the desired statistical term. **Update!** Click on Report questions and go on to the next question and do the same.
6. Click on **Show report**. The Survey ID and the Report ID are indicated at the top of the page. The “Uniform Resource Locator” (URL link) is also indicated. The link can at this point only be opened with a password. You need to make the link public. This can be done in two different ways:

- a. Go to **The survey's reports** and **Preferences** and tick the little box next to Public. Do not forget to **Update** at the bottom of the page.

Surveys Participant lists Reports Survey templates Participant list templates

Survey questions Preferences Participants **The survey's reports** Tools

Overview **Preferences** Overall filter Linked report Send Show report

Report title

Report comment (will be shown directly under the title)

Catalogue

Public

- b. Go to **Reports** in the main menu. Tick the little box under **Public** for the report concerned.

Surveys Participant lists **Reports** Survey templates Participant list templates

Reports Folders [Create new report](#)

| ID | Title | Survey | Public | Functions |
|-------|---|--|-------------------------------------|------------------------|
| 46558 | Course code number - Title in KIWAS - (occasion) - term | (55394) Course code numbe... | <input checked="" type="checkbox"/> | Skicka |
| 46531 | Studierektors workshop | (55246) Studierektors wor... | <input type="checkbox"/> | Skicka |
| 46529 | Test 2012 | (55394) Course code numbe... | <input checked="" type="checkbox"/> | Skicka |

Please check that you can open the link without password before you send it to doctoralcourse@ki.se. It is very important that the course code/number, course title, term and if there are several course occasions each term, the course dates are indicated in the title of the report. If not, you can give this information in the Report comments, see **Preferences** for the report;

Surveys Participant lists Reports Survey templates Participant list templates

Survey questions Preferences **Participants** The survey's reports Tools

Overview **Preferences** Overall filter Linked report Send Show report

Report title: Test 2012

Report comment (will be shown directly under the title):
Course catalogue number: xxx
Term: xxx
Occasion: x

Catalogue: Own catalogue

Public:

Remember to click on Update (bottom of the page). Open the URL link of the report. You can now print the report and/or make a PDF-file of it.

CONTACT FOR WEBSURVEY ACCOUNT AND SUPPORT:

TEXTALK: E-mail: websurvey@textalk.se; Tel: 031-872 920

Please note: This quick reference guide is specifically produced for surveys using the general template for doctoral level courses. There is also a manual for Websurvey (e.g. for when preparing additional questions), however only in Swedish, see <http://bridge.kib.ki.se/websurvey/player.html> and it is produced for the former general course evaluations for undergraduate courses at KI.

You can send an email to doctoralcourses@ki.se if you have any suggestions as to how to improve this Quick reference guide.