



May 26, 2015

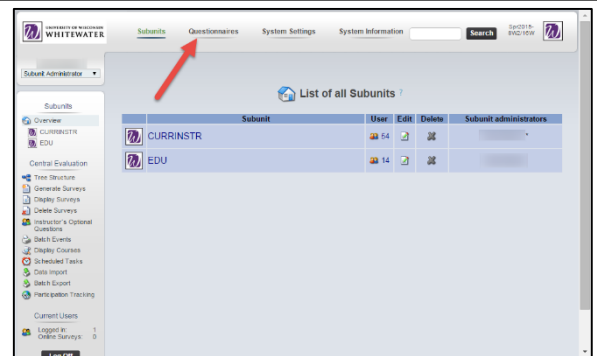
Class Climate: Editing Questionnaires

OVERVIEW

This guide will walk you through the steps to make basic changes to a Class Climate questionnaire/survey.

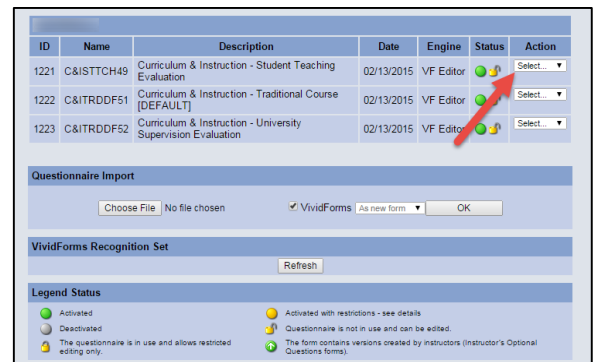
Edit Existing Questions

Step 1. From the Class Climate webpage, click the “Questionnaire” link at the top of the page.



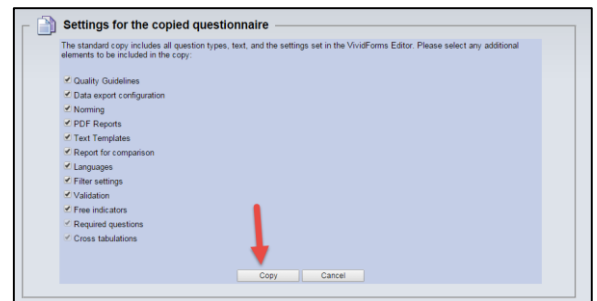
Step 2. Locate the questionnaire you wish to edit.

Step 3. From the “Action” column, use the dropdown to select “Copy”.



NOTE: The system will not allow you to make edits to a questionnaire that has been sent previously. You must copy an existing questionnaire, then edit the copy to make changes.

Step 4. Make sure all options are selected, then press the **Copy** button.



Step 8. Click the **Apply** button to save your changes.

ID	Name	Description	Date	Engine	Status	Action
1221	C&ISTTCH49	Curriculum & Instruction - Student Teaching Evaluation	02/13/2015	VF Editor		Select...
1233	C&ISTTCH50	Curriculum & Instruction - Student Teaching Evaluation [Copy]	03/10/2015	VF Editor		Select... Select... Details Copy Delete Select...
1222	C&ITRDD51	Curriculum & Instruction - Traditional Course [DEFAULT]	02/13/2015	VF Editor		
1223	C&ITRDD52	Curriculum & Instruction - University Supervision Evaluation	02/13/2015	VF Editor		

Questionnaire Import

☒ VividForms

VividForms Recognition Set

Legend Status

- Activated
- Deactivated
- The questionnaire is in use and allows restricted editing only.
- Activated with restrictions - see details
- Questionnaire is not in use and can be deleted.
- The form contains versions created by instructors (Instructor's Optional Questions forms).

Question Wizard

Scaled Question

Question

B I U \times_2 \times^2

I provided my university supervisor a copy of my teaching schedule.

Checkboxes: 5 ☐ ☐ ☐ ☐ ☐

Abstention deactivated ☐

☐ **Individualize pole labels**

Left	Right	Abstention
B I U	B I U	B I U

Report

Type of Diagram: Histogram ☐ Set this scaled question as mirrored question

Settings

☐ Use these settings as default for scaled questions.

☐ Apply settings to all other scaled questions

[Define Settings](#)

[Back](#) [Next](#) [Apply](#) [Cancel](#)

Step 10. When done, click the **Save and Exit** button from in the top left corner of the page.

Edit **Save and Exit** **Form Properties** **QUESTIONS** **Page Properties** **Online Presence** **Feedback** **Administrative Tools** **Media Center** **Help**

Editor Control **Jump to Question Library**

- Add Question Group
- Add Question
- Add Label
- Export Data Labels
- Use Export
- Separator
- New Item
- Policies
- Page Tools

Self-evaluation

These questions must be filled in for your student learning experience and include the performance of your university supervisor. Please do not consider the completion of the program (such as the classes, portfolio, school placement, etc.) as a condition. Focus on the supervisor's work with you. Use consider characteristics of capabilities, attitudes, knowledge, and improvement of your supervisor. Your feedback is important to us. Thank You!

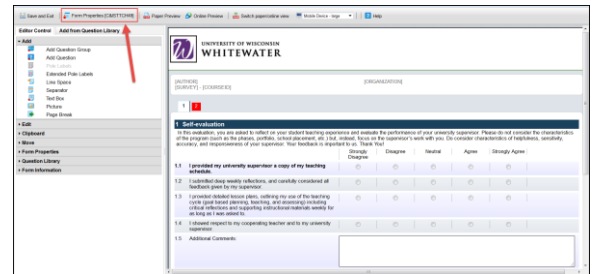
Self-evaluation

Comments (You must be logged in for your student learning experience and include the performance of your university supervisor. Please do not consider the completion of the program (such as the classes, portfolio, school placement, etc.) as a condition. Focus on the supervisor's work with you. Use consider characteristics of capabilities, attitudes, knowledge, and improvement of your supervisor. Your feedback is important to us. Thank You!)

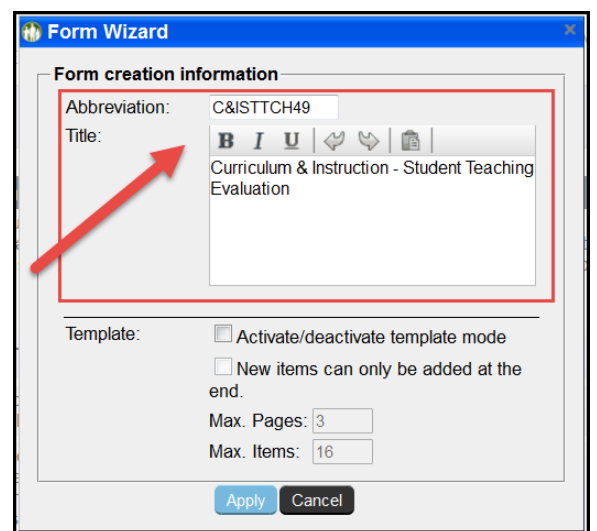
	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
1. I received my university supervisor a copy of my teaching portfolio.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. I received student feedback, including the use of my teaching portfolio, from my students, and discussed my teaching with them and my supervisor. We discussed my teaching as well as my use of my new ideas.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. I received feedback from my supervising teacher and/or my university supervisor.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Additional Comments:	<input type="text"/>				

Edit Questionnaire Name

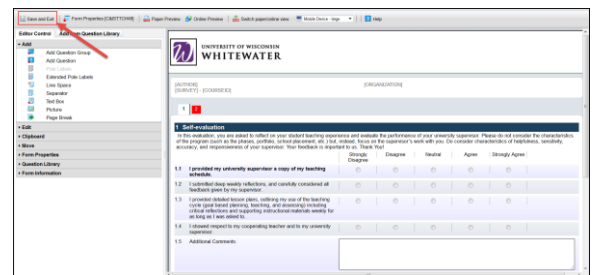
- Step 1.** Open up your questionnaire with the form editor.
- Step 2.** Click the **Form Properties** button from the top menu.



- Step 3.** Change the for “Abbreviation” name. Cannot be longer than 10 characters.
- Step 4.** Change the form “Title”.
- Step 5.** Click the **Apply** button to save your changes.



- Step 6.** Make any additional changes necessary to modify your questionnaire.
- Step 7.** When done, click the **Save and Exit** button from in the top left corner of the page to exit the form editor.



Add a Question

- Step 1.** Open up your questionnaire with the form editor.
- Step 2.** Locate, then select an existing question where you would like to place your new question.
- Note:** New questions will go below your current selected question.

The screenshot shows the VividForms Editor interface. On the left is a sidebar with a 'Question Library' section. The main area displays a questionnaire form for 'UNIVERSITY OF WISCONSIN WHITEWATER'. The form contains a table of questions. Question 1.2, 'Submitted deep weekly reflections, and carefully considered all feedback given by my supervisor.', is highlighted with a red box. The table has columns for 'Strongly Disagree', 'Disagree', 'Neutral', 'Agree', and 'Strongly Agree'.

- Step 3.** Click the **Add Question** button from the left-side menu.

This screenshot is similar to the previous one, but a red arrow points to the 'Add Question' button in the 'Question Library' section of the left sidebar. The main questionnaire form is visible in the background.

- Step 4.** Select the type of question you wish to insert, then click **Next**.

Note: Typically the question choice is “Scaled Question” or “Open Question”.

The screenshot shows the 'Question Wizard' dialog box. It prompts the user to 'Please choose a question type:'. There are seven options listed with corresponding icons: 'Scaled Question', 'Open Question', 'Segmented Open Question', 'Single Choice', 'Multiple Choice', 'Matrix Field', and 'Grade Value'. Each option has a blue information icon to its right. At the bottom, there is a note: 'Please note that the VividForms Editor does not apply the English hyphenation rules to the texts entered (question texts, pole labels, text boxes etc.). Please place line breaks accordingly.' Below the note are 'Back', 'Next', 'Apply', and 'Cancel' buttons.

- Step 5.** Enter your question in the available text box.
- Step 6.** Click the **Apply** button to save your new question.
- Step 7.** Make any additional changes necessary to modify your questionnaire.

When done, click the **Save and Exit** button from in the top left corner of the page to exit the form editor.

Delete a Question

- Step 1.** Open up your questionnaire with the form editor.
- Step 2.** Locate, then select the question you wish to delete. Once selected, the question will be **Bold** in color.

- Step 3.** Select “Clipboard” from the left-side menu.
- Step 4.** Click the **Delete** button.

Once the page has refreshed your selected question should be gone.

- Step 8.** Make any additional changes necessary to modify your questionnaire.

When done, click the **Save and Exit** button from in the top left corner of the page to exit the form editor.

Need Additional Help?

Email training@uww.edu



UNIVERSITY OF WISCONSIN
WHITEWATER

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