

May 26, 2015

Class Climate Course Survey – Scheduling Surveys

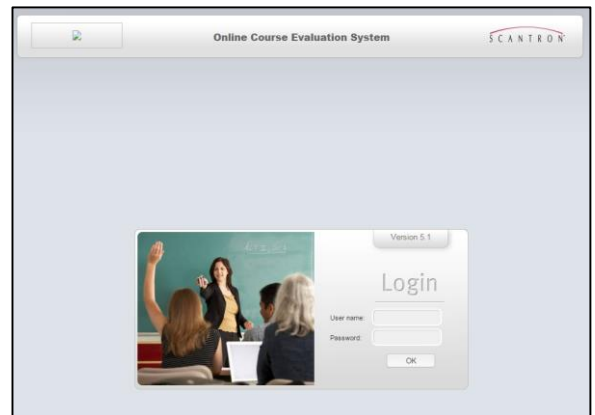
OVERVIEW

This guide will walk you through the steps to select course survey questionnaires and assign them to courses for the current term and session. **NOTE:** The steps below must be complete by the “Survey Close” deadline. You may not select questionnaires after that date for the current term/session.

Step 1

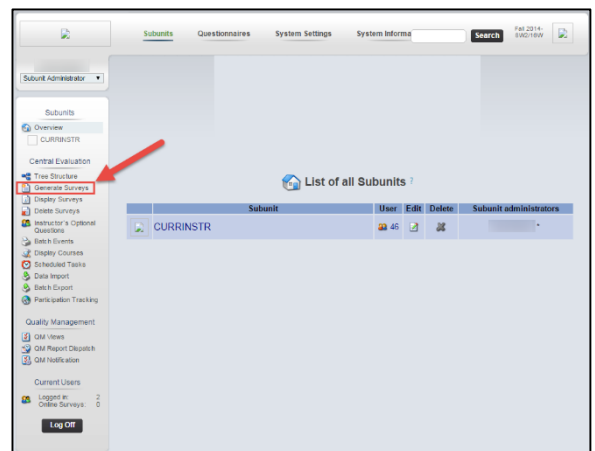
Log into the Class Climate survey website by going to: <http://scantron1.uww.edu/classclimate>

Use your Net-ID and password to login.



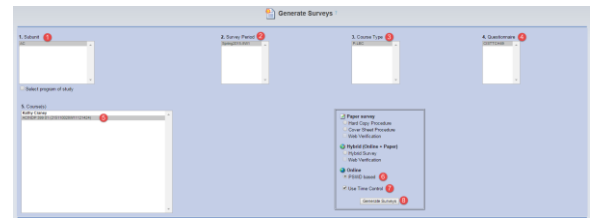
Step 2

Select “Generate Surveys” from the menu on the left side of the page.



Step 3

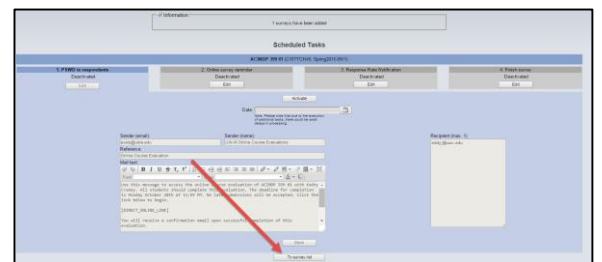
1. Select your department (Subunit) name.
2. Select the current survey period.
3. Select the course types. (Usually select all)
4. Select the questionnaire you would like to use.
5. Select the courses that will use that questionnaire.



TIP: You can select multiple course types by selecting one course, then hold down the Ctrl key and select additional individual courses or the Shift key, then select the last course in the list to select a group of courses.

6. Select “PSWD Based” from the selection box on the bottom right side of the page.
7. Check the box to select “Use Time Control”
8. Click the **Generate Surveys** button to select those surveys for submission.
9. At the “Scheduled Tasks” page, click the **To Survey List** button to continue.

NOTE: You do not need to schedule your surveys to be sent to students. The evals team will schedule surveys for you 1 week before the end of classes.



Need Additional Help?
Email evals@uww.edu