

Faculty Instructions

Blue QP & SSI Dates

Revised 7/12/2019



Flash Survey

Table of Contents

Accessing Blue – Faculty Dashboard	2
How to Create a Personalized Question(s)	4
Reviewing and Previewing Questions	7
Saving/Submitting Selected Questions	7
How to Copy Questions to/from One Course to/from Another	7
Changing Survey Open/Start Date.....	9
Reports: Viewing Your Survey Response Results.....	10

Question Personalization/Customization (QP) SSI Date Changes, Response Reports Overview

Blue is the web-based application supported by eXplorance which is used for creating the electronic student survey of instruction for Kent State University. The purpose of this document is to provide KSU faculty with step-by-step procedures for the new functionality available with the implementation of electronic surveys for ALL KSU courses. The three topics related to faculty are the question personalization, changing the survey open/start dates to meet your course needs, and new response reports.

- You (Faculty) can add up to 5 **personalized questions** to each evaluation.
 - Personalized questions may be copied from the question list found at <https://www.kent.edu/flashsurvey/question-bank> or designed by the individual faculty member.
- Personalized questions designed by you, the faculty member, may be true/false, Likert scale (5 point, Almost Always-Almost Never), or open comment.

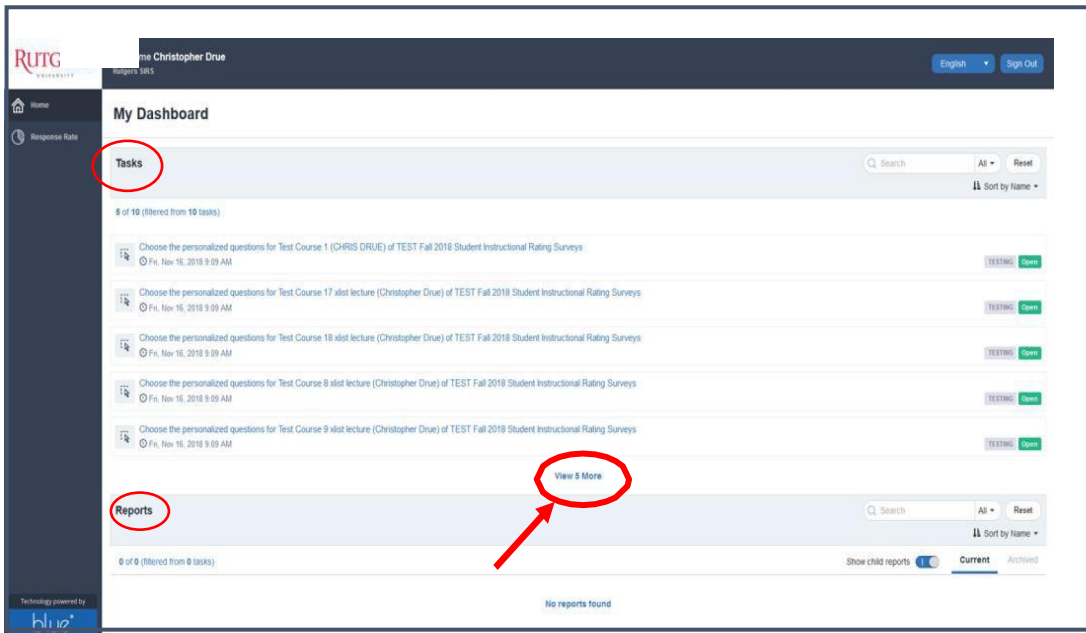
NOTE: *The Likert scale cannot be changed from these 5 points: Almost Always, Often, Sometimes, Rarely, Almost Never.*

- You will be able to change the open/start dates for your courses based on when you want to allow class time to encourage student responses to the electronic survey(s).
 - If you do not want to change the open/start date, it will be calculated with default dates based on the logic found at <https://www.kent.edu/flashsurvey> under the Faculty tab.
- All students/surveys will receive the 4 Demographic questions, the 4 University standard questions, and any academic unit questions (up to 8) regardless of whether you choose to include personalized questions.
- You will be able to view your course survey response rates as soon as the survey is 'opened' for students up until the course end date when all surveys will automatically be closed at 11:59pm.
 - An email will be sent directly to you letting you know when your surveys are open and live. The email will include a link to click on to go directly to the monitoring activity.
- Response reports will be available through the Faculty Dashboard in Blue 11 days after the course end date (to allow time for grade processing to occur).

Accessing Blue – Faculty Dashboard

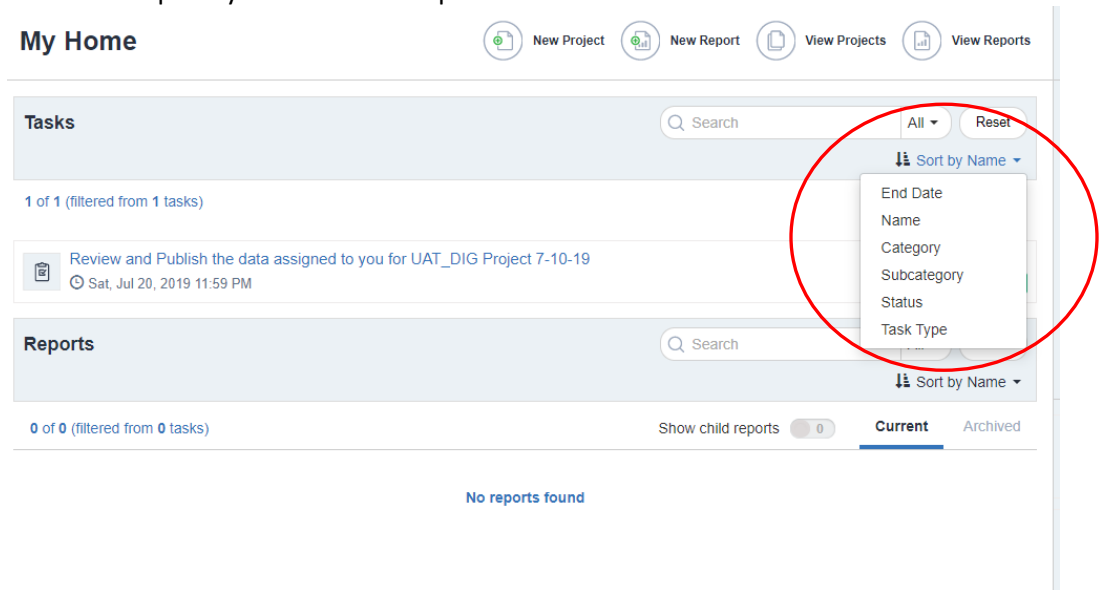
1. You will receive an email from flashsurvey@kent.edu to inform you that you now have access to the Blue system to add questions or change the survey dates of the Student Survey of Instruction (SSI) for your courses.
2. The link within the email will take you to your Faculty Dashboard in Blue, which you can also access directly at <https://flashsurvey.kent.edu>.
 - a. When you click the link or visit <https://flashsurvey.kent.edu>, you will be prompted to sign in with your Flashline credentials.
3. Once signed in, your dashboard will look like the diagram below. It is divided into two sections: 1) Tasks and 2) Reports (response result reports)
 - a. Tasks – these will be all the courses you are linked to in Banner that are available for the student survey of instruction

b. You may have to select the “View More” link at the bottom of the page depending on how

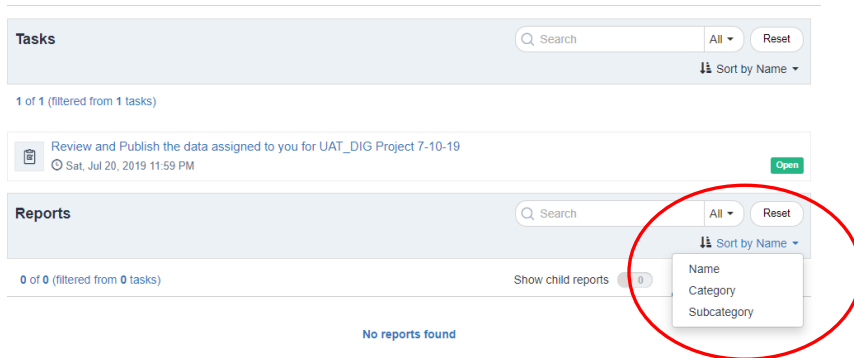


many courses you have this term.

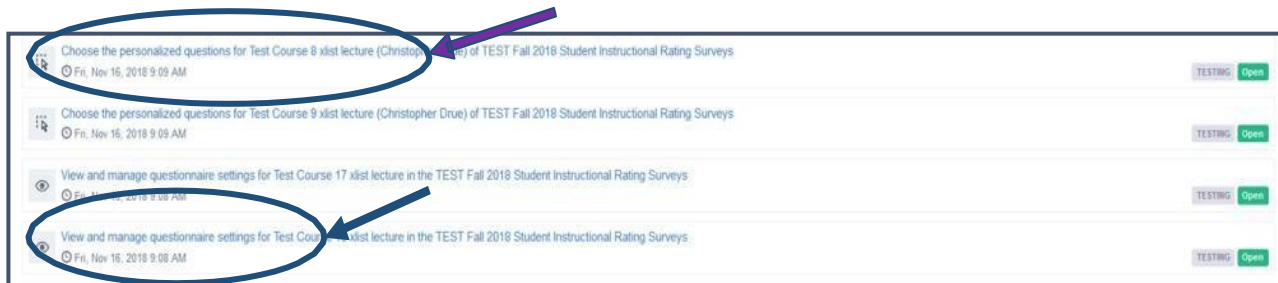
c. At the top of each section you have the dropdown menu to “Sort by...” based on how you want to complete your tasks. Your options are:



d. The report section allows you to sort by the following options:



4. You will see two different tasks for each of your courses. Click on a course to view details for the task.



“Choose the personalized questions for ...” will let you create your custom questions for your survey(s)

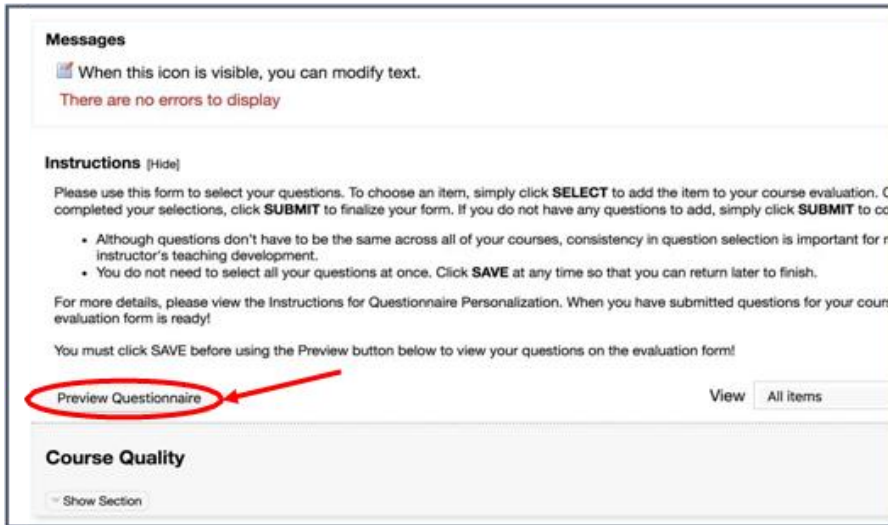
“View and manage questionnaire settings for ...” is where you go to change survey ‘open’ dates

NOTE: It is not required or necessary to change the survey ‘open’ date for any course. By default, all surveys will open 14 days prior to the course end date, and it will be done programmatically. It is recommended that you add Student Survey of Instruction task to your course syllabus each term to ask students to come prepared on that date with an instrument for completing your survey during traditional class time to encourage higher response rates; however, once surveys are opened on the default date, students will be able to complete any of their course surveys electronically during the 14 day period.

5. Reports – this section will be populated with the reports that will automatically be generated and available for viewing 11 days after the official course end date in Banner.
 - a. You will not receive an email to let you know when these reports are available so you may want to set a reminder on your calendar if you have the need to access them as soon as possible.

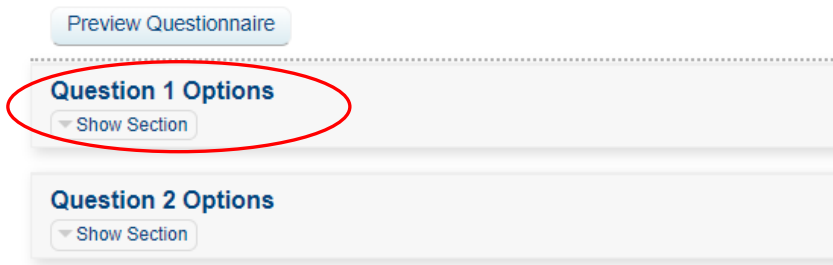
How to Create a Personalized Question(s)

1. Click on the “Choose personalized questions” task link.
2. Click on “Preview Questionnaire” to view all questions on your survey prior to adding personalized questions. This will allow you to avoid duplicating questions that may have already been added by the academic unit. It will open in another window for you to view. Close the window when you’re finished previewing.

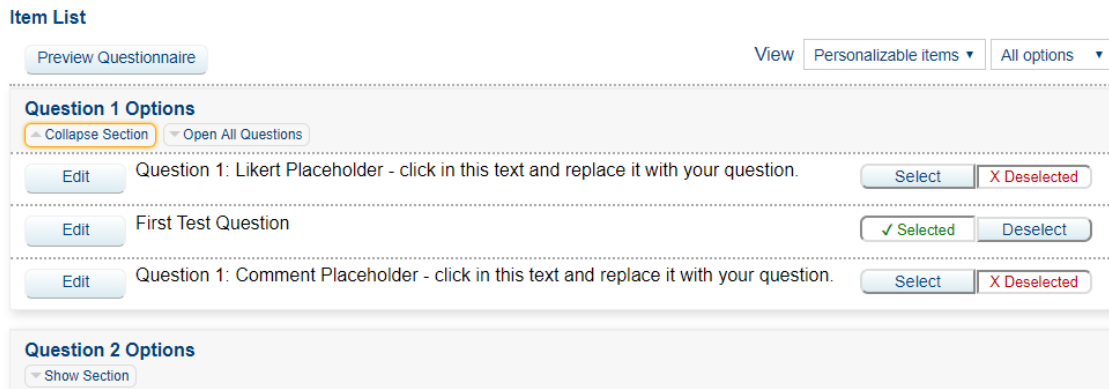


- Find the section titled “Create Your Personalized Questions” and click the “Show Section” button. You will see an expanded section with an option for creating up to **five questions**.

Item List



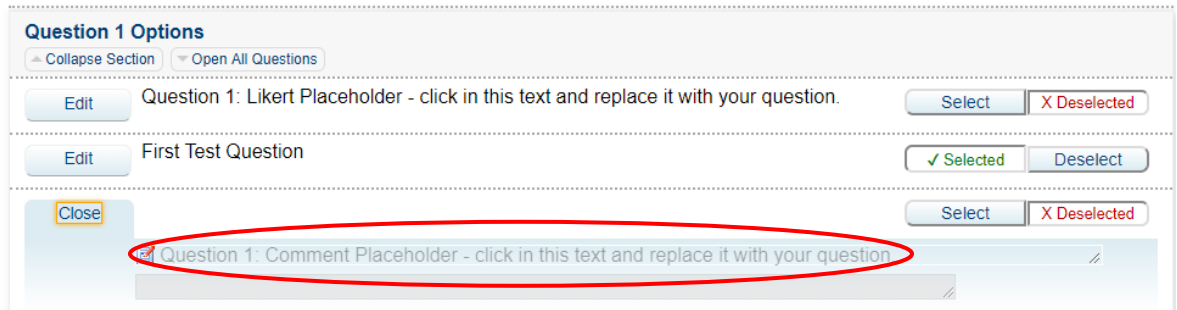
- The three “Placeholders” for the question types display.



-
- Create your question.
 - Click the “Edit” button by the question type you want to enter.



- Once clicked, the question field will expand.



- Click on the phrase “Placeholder for a XXXX Question – click in this text and replace it with your question by just typing in the box.

7. Select questions.

- To select a question, click the “Select” button to the right of the question or you can tab to the next question to save/select. This will automatically select the question.



8. To deselect a question you have selected, click the “Deselect” button to the right of the question.

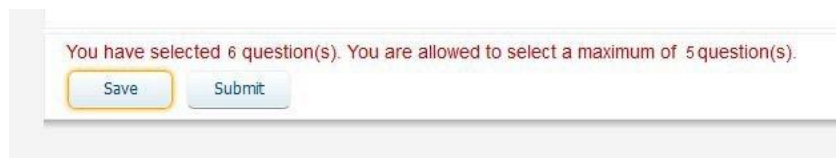
9. Repeat Step 1-3 to create up to a total of five custom questions.

10. Submit the selected questions.

- Once you have finalized your questions, click the “Submit” button at the bottom of the page to add your questions to the evaluation form.

Note that selected questions are not added to the evaluation form until you click on “Submit.” As a reminder, you can only submit a maximum of **five questions total**.

- If you select more than 5 questions to be included on your evaluation, you will receive the warning message below and be unable to submit your questions until you reduce the number of questions selected.

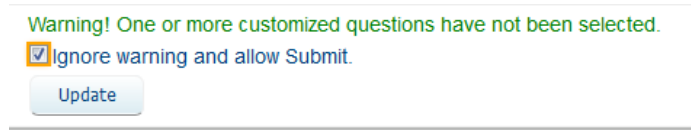


- If you do not select all the questions that you customize to be included on your evaluations (for example, you enter 5 questions but only select 3 of them) you will see the warning below.

Warning! One or more customized questions have not been selected.
 Ignore warning and allow Submit.

You can go back to the deselected question and remove the custom text. This will ‘fool’ Blue in to thinking nothing is there so you will not get the warning. Otherwise, if you want to save the question to potentially change later, you can check the following box.

- If you still wish to use only the selected questions, select the “Ignore warning and allow Submit” checkbox and then click the “Update” button.



Reviewing and Previewing Questions

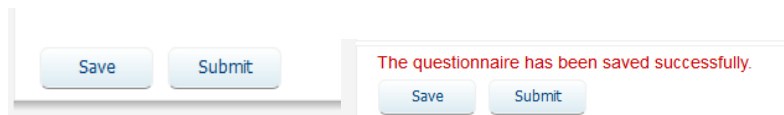
1. Locate the “View” search box
 1. The “View” search box can be found near the top of the question selection/creation page.



- a. **‘Personalizable items’ will be the only “View” option** - Custom written questions are visible. You may filter further to confirm the appropriate custom questions have been selected for your survey by choosing one of the following options (‘All options’ is the default value):
 - i. **All options**-All questions are visible
 - ii. **Selected**-Questions marked as selected are visible
 - iii. **Not Selected**-Questions that may have been created, but not ‘selected’ for use on the survey
2. Click the “Preview the Questionnaire” button at the top right before submitting your final survey to proofread for errors. This will display the entire survey as it will appear to your students.

Saving/Submitting Selected Questions

- If you are unable to complete your question selection/creation in one session, you can save the questions you have selected without submitting the evaluation form.
 - Click the “Save” button at the bottom of the page. You will be able to return to your work later without having to reselect/rewrite those questions.
- Once you have finalized your questions, **you must click “Submit”** in order to add the questions to your student’s surveys and make them available for the survey fill-out period.

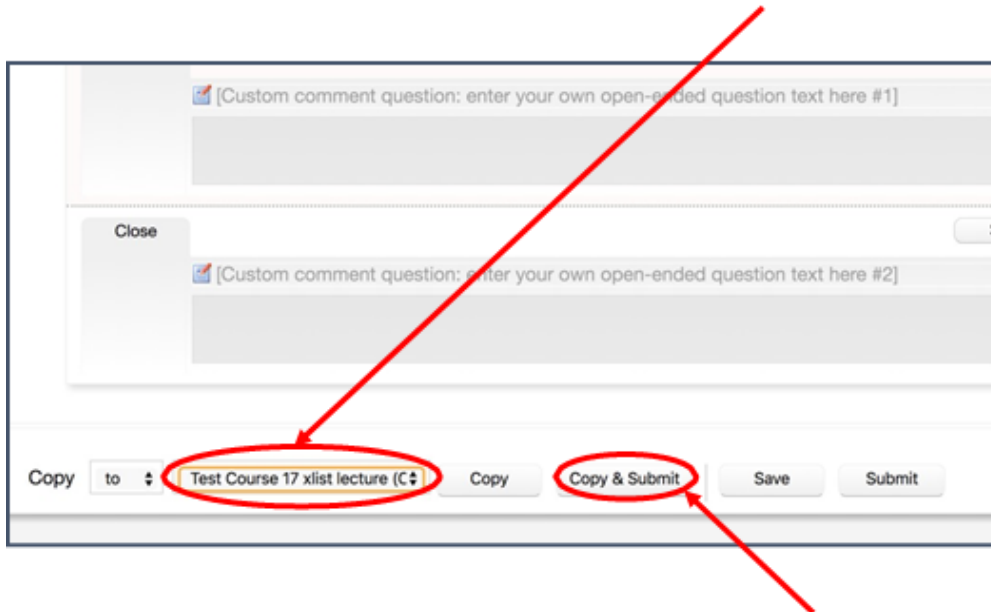


How to Copy Questions to/from One Course to/from Another

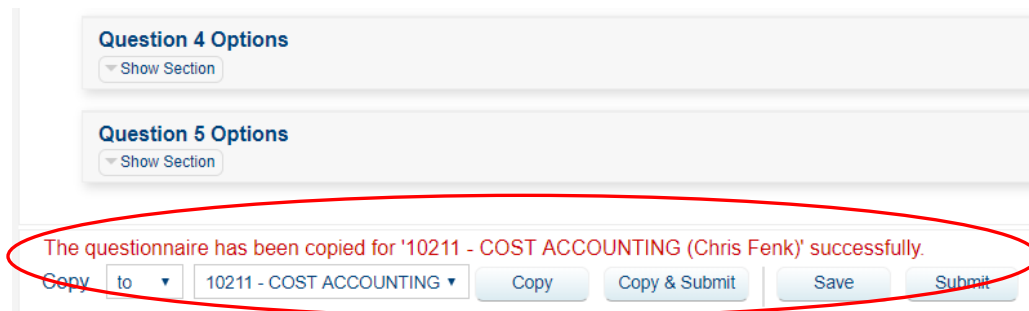
*This feature can be used if you teach multiple courses and wish to apply the same selected and/or custom questions from one course to another course.

Find the course that contains the existing questions you want to copy TO another survey or start with a survey and look for the one to copy questions FROM. The first semester you will be creating custom questions for the first time so most likely you will create questions on a survey and want to copy them TO your other courses.

1. Locate the “Copy” box at the bottom of the screen
2. Select if you would like to copy the selected questions “to” another course, or if you would like to bring selected questions “from” another course into the current evaluation form.



3. Select the destination (to) course or source (from) course from the drop-down box.
4. Select the appropriate button to complete the Copy function
 - a. Selecting “Copy to: CourseNameNumber” from the course drop down list and click on “Copy & Submit” will copy the questions on the survey you have just customized and add them to the course(s) selected in your course list.
 - b. These steps can be repeated if you want to select individual courses to receive these questions.



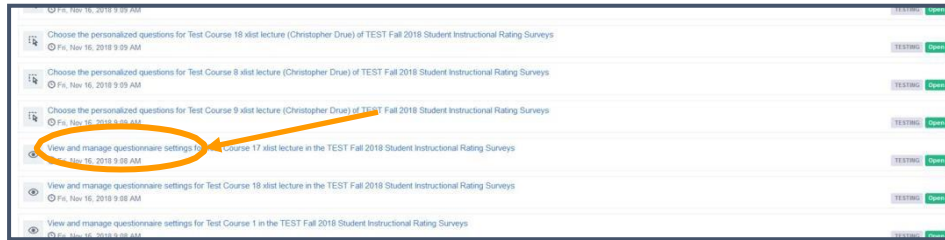
Note that performing this operation will overwrite any question selection/customization that was done previously for the destination course.

- c. Click the “Copy from” button to copy the questions from another course to the existing survey you have open. Select the course that contains the questions you want to copy. Click “Copy & Submit” and they will be added to the existing survey.
- d. Once you are finished copying questions, you must be sure to click on Submit on the original survey.

WARNING: If you click “Copy” your questions will be copied to/from the selected course; however, it will not Submit that other survey as completed! You would have to go back to that specific course and manually submit it to have the questions available on that course survey. Best practice is to always use “Copy & Submit” when performing this function.

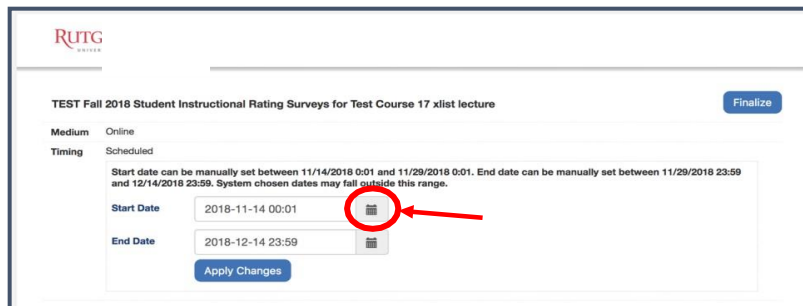
Changing Survey Open/Start Date

1. Click on the task link “View and manage questionnaire settings for ...” from your Dashboard.



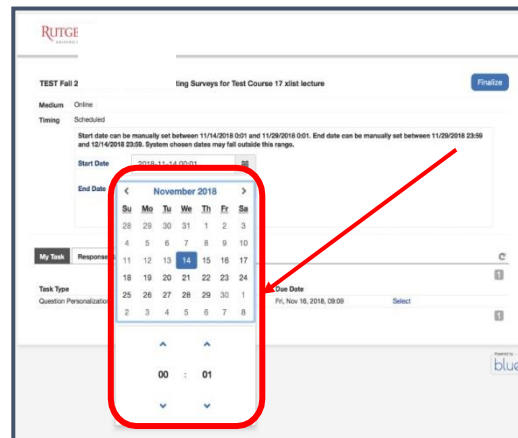
2. Click the calendar next to the current date.

NOTE: The **'Start Date'** (survey opening date) is the *only* date that can be changed based on when you



intend to allow class time for encouraging students to complete their surveys. **ALL** surveys will close by the default end date pre-populated on this screen. The open/start date **must be within the date range prepopulated** on this screen and cannot be outside of this range.

3. Select the date and time you would like the survey to run/open.



4. We recommend setting the time to 00:01 in the start date/time to avoid confusing the students unless you specifically want the time based on your course time.
 - Students get emails when a course survey is open so if you do change your date/time, the student could potentially get separate emails for each course in which they are enrolled.

NOTE: Displayed dates are the default open/start and end dates for all surveys that will be used if no changes are made by faculty during their task time.

5. Click “Apply Changes” to save.

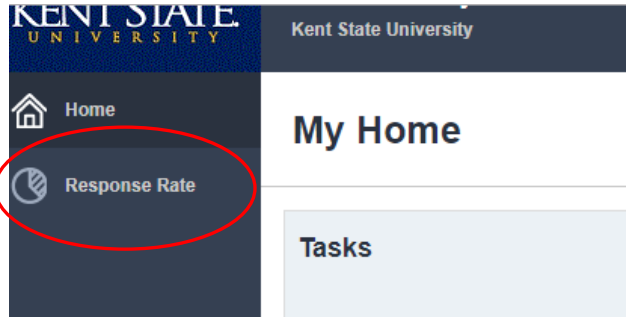
Start Date: 2018-11-14 00:00

End Date: 2018-12-14 23:59

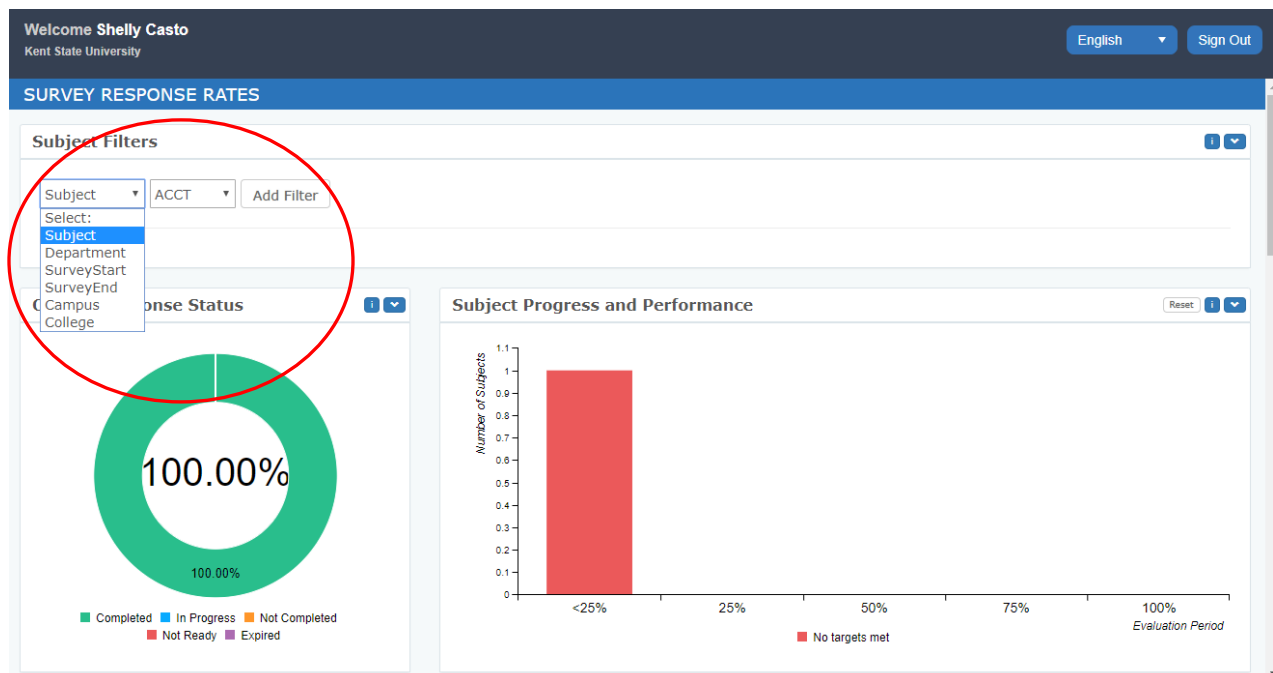
Apply Changes

Viewing Your Open Survey Response Rates

- Log in to your Faculty Dashboard using the link provided when your survey opened or go directly to <https://flashsurvey.kent.edu>
- In the upper left navigation menu, there is a link for Response Rate



- The data displayed can be modified by adding a filter at the top to view specific response rates based on one of the options listed in the dropdown list shown.



- Use these metrics to monitor your response rates while the surveys are open for the 'fill out' task.
 - Encourage students to complete their surveys while emphasizing the importance of the results to both the University and Academic Units.

Reports: Viewing Your Survey Response Results

- Log in to your Faculty Dashboard using the link provided when your survey opened or go directly to <https://flashsurvey.kent.edu>
- Academic Unit reports will NOT include faculty personalized questions.

- All responses are anonymous.
- If a course has less than 3 completed surveys, the course will not appear in any reports to protect student anonymity.
- Report names have not been finalized, but any reports available to you will appear in the list once the surveys have closed.
 - There may be more than one report format so you may decide which one best meets your needs.
 - Individual Faculty reports will contain all your courses which have 3 or more completed surveys and will be cumulative.
 - You may extract individual course responses by clicking on “Show child reports”
 - This is a ‘toggle’ so it can be turned on and off when desired

The screenshot shows a 'Reports' interface with a search bar, a dropdown menu set to 'All', and a 'Reset' button. Below the search bar is a 'Sort by Name' dropdown. The main content area shows '4 of 4 (filtered from 4 tasks)'. A red circle highlights the 'Show child reports' toggle switch, which is currently turned on. To the right of the toggle are tabs for 'Current' and 'Archived'. Below the toggle, there is a list of reports:

- View the Department Report for ART report
UAT_Department Report
Course Evaluations
- View the Instructor Report w/ Custom Questions for 10206 - CORPORATE ACCOUNTING I (Shelly Casto) report
UAT_Individual Report
Course Evaluations
- View the UAT_Department Report report
Course Evaluations
- View the UAT_Individual Report report
Course Evaluations

Find the report in the list that contains the course number and name you are interested in specifically or page through your full report to specific courses.