



SAINT Support Team

Module Surveys via e:Vision

How to process Module Surveys via e:Vision

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The SAINT team welcomes feedback on its documentation. Please email any comments on the content of this document to saint@bradford.ac.uk

For other SAINT documentation please see:
<http://www.brad.ac.uk/admin/SAINT/traindocs.php>

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1. Module Surveys via e:Vision

This document will give you instructions as to how to launch Module Surveys via e:Vision for students taking your Modules.

Log into e:Vision, and select the “Questionnaire Manager” link as shown in figure 1a:

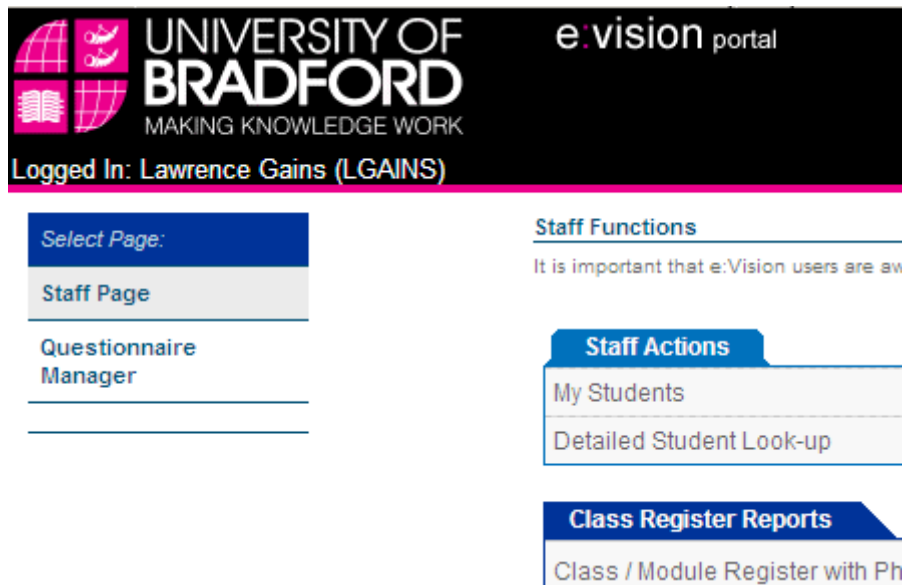


Figure 1a – Questionnaire Manager Link displayed

The link below is now displayed figure 1b:

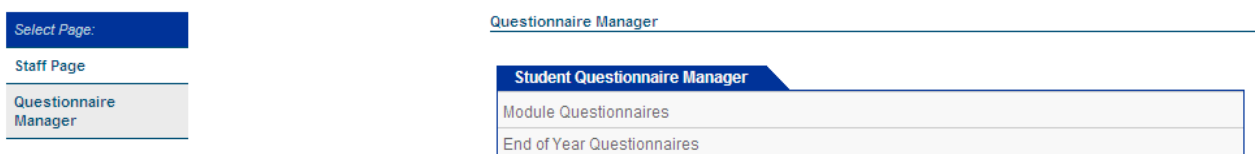


Figure 1b – Module and End of Year Questionnaires links displayed

Clicking the ‘Module Questionnaires’ link will display the relevant modules that you are the Module Leader for as defined in SAINT. See figure 1c:

Please ensure Opening / Closing dates are populated - otherwise your Module Survey will not get launched.

This screen displays all modules for you which are defined as the Module Leader and/or if you are a Head of Department - for viewing Questionnaire Results.

You must set the opening and closing dates and you may also define two module specific questions. Once a questionnaire has "opened" to students no further adjustments may be made but you can begin viewing the Results.

Module	Year	Period	Occ	Module title	Opening date	Closing date	No. Students	Action	Results
EM-0001D	2010/1	SEM1	A	Mathematics for Media 1			21	Create	Results
EM-0007D	2010/1	SEM2	A	Mathematics 2			23	Create	Results
CM-0126D	2010/1	SEM1	A	Fundamental Mathematics 1			30	Create	Results

Figure 1c – relevant modules that you are the Module Leader for as defined in SAINT

Clicking the link entitled "Create" will display Figure 1d, unless your School Administrator has not yet defined your 'School Specific' module questions, then Figure 1d.1 will be displayed:

Cannot proceed with creation of module survey

You may not specify module questions at this stage. School questions need to be defined first.

Figure 1d.1 – cannot proceed with creation of module survey

The screen above will display if your School Administrator has not defined your 'School Specific' module questions. Contact your Departmental Administrator if this occurs. Clicking 'Exit' will return you to Figure 1b.

Select Page:
[Staff Page](#)
[Questionnaire Manager](#)

Module Questionnaire - HP-0107M - Musculoskeletal II - The Upper Limb, 2009/0, SEM2, A

Click on the "Define additional module questions and dates" button to define up to 2 additional questions for your module.

This survey gives you the opportunity to express anonymously your experience in [Module]. Your feedback is very important to us as, along with other information, it will be used to help review and improve the module.
 All radio button questions are mandatory.

Module Questionnaire

5: Definitely agree	4: Mostly agree	3: Neither agree nor disagree	2: Mostly disagree	1: Definitely disagree	N/A: Not Applicable	
	5	4	3	2	1	N/A
The learning objectives and marking criteria of this module were made clear to me.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The module was well organised and ran smoothly.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I found the class sessions or learning activities intellectually stimulating.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The lecturer/tutor was responsive to my needs.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Academic support facilities (e.g. library, IT, audio/visual) were adequate.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The module helped me to understand sustainability issues relevant to the subject.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The learning environment was conducive to my learning	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My experiences on this module helped me to prepare for the assessment/s	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall, this module was worthwhile to me.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
What were the major strengths of this module?	<input type="text"/>					
How could this module be improved?	<input type="text"/>					
Please make any further comments about the module here.	<input type="text"/>					

[\[Top of Page\]](#)

Figure 1d – basic University Module Questionnaire with any additional School Questions

The Module Questionnaire displayed above displays all the basic University Module questionnaire questions together with any additional School Specific questions. The example above displays the School of Health additional school specific questions. Clicking the “Define additional module questions and dates” button will display Figure 1e:

Select Page:
 Staff Page
 Questionnaire Manager

Additional Questions

Edit questions for **2009/0, SEM1, A**

This table contains additional questions.
 Now showing records 1 x 2 of 2

In Use?	Question text
<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>

Next

Figure 1e – enter additional questions here

Two additional module specific questions may be entered if you choose; ensure you tick the “In Use?” tick box before clicking the ‘Next’ button. You can skip adding any additional module specific questions by just clicking ‘Next’ and leaving the above boxes blank. See Figure 1f:

Select Page:
 Staff Page
 Questionnaire Manager

Additional Questions

Edit questions for **HP-0107M, Musculoskeletal II - The Upper Limb, 2009/0, SEM2, A**

This table contains additional questions.
 Now showing records 1 x 2 of 2

In Use?	Question text
<input checked="" type="checkbox"/>	The workbook provided was a valuable learning resource
<input checked="" type="checkbox"/>	Blackboard (VLE) was a useful source for learning materials

Next

Figure 1f – enter up to 2 additional module specific questions

Use the Calendar button to select the relevant opening and closing dates for your specific module. See Figure 1g:

Update opening and closing dates

If, after entering appropriate dates and you have clicked 'Update' and the screen re-displays - there is an error - check the dates you have entered are valid!

Opening date must be greater than today's date:

Closing date - this must be greater than the opening date:

Update Exit

E:Vision Calendar - Mozilla Firefox
 brad.ac.uk https://evision.brad.ac.uk/turd

<< September >> << 2010 >>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

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Figure 1g – enter relevant opening and closing dates

Click 'Update' to confirm the dates you have selected. Ensure you choose an 'Opening date' that is greater than today's date – and that the 'Closing date' is after the 'Opening Date' – otherwise the screen will just prompt you to enter the dates again. See Figure 1h for a correct date entry:



Update opening and closing dates	
If, after entering appropriate dates and you have clicked 'Update' and the screen re-displays - there is an error - check the dates you have entered are valid!	
Opening date must be greater than today's date:	<input type="text" value="20/12/2010"/> 
Closing date - this must be greater than the opening date:	<input type="text" value="14/01/2011"/> 
<input type="button" value="Update"/> <input type="button" value="Exit"/>	

Figure 1h – enter relevant opening and closing dates

If you have entered valid opening / closing dates and you click 'Update' – any additional questions you have added will be displayed. See Figure 1i.

If you have entered any invalid opening / closing dates the screen above, Figure 1h, will get re-displayed.

To check that all relevant details have been entered correctly, you need to click on the 'Module Questionnaires' link as per Figure 1b. If you have entered valid opening / closing dates, these will be displayed as per Figure 1j below:

Please ensure Opening / Closing dates are populated - otherwise your Module Survey will not get launched.

This screen displays all modules for you which are defined as the Module Leader and/or if you are a Head of Department - for viewing Questionnaire Results.

You must set the opening and closing dates and you may also define two module specific questions. Once a questionnaire has "opened" to students no further adjustments may be made but you can begin viewing the Results.

Module	Year	Period	Occ	Module title	Opening date	Closing date	No. Students	Action	Results
EM-0001D	2010/1	SEM1	A	Mathematics for Media 1	Mon 20 Dec 2010	Fri 14 Jan 2011	21	Edit	Results
EM-0007D	2010/1	SEM2	A	Mathematics 2			23	Create	Results
CM-0126D	2010/1	SEM1	A	Fundamental Mathematics 1			30	Create	Results

Figure 1j – relevant Opening / Closing dates now displayed

As can now be seen, the relevant opening and closing dates have been set and the 'Action' column now displays the word 'Edit'. You may 'Edit' the additional module questions and dates if you wish. Once a questionnaire has "opened" to students no further adjustments may be made but you can begin viewing the Results.

When the survey opens, an email will be sent to the relevant students informing them that the survey has opened; you can then begin to monitor the results – and 'encourage' your students to complete your survey.

2. Results

Once the survey has opened, you can click on the 'Results' link to monitor the progress of the completion of your survey. If any surveys have been completed they will be displayed as per Figure 2a. If there are no completed surveys to view because the survey has not yet opened, or no students have submitted their responses the screenshot in Figure 2b will be displayed.

Module	[REDACTED]
Year / Period / Occurrence	2009/0 / SEM1 / A
Response statistics	
Start date	07/Dec/2009
End date	25/Dec/2009
Not started	244
Submitted	114
Declined	3
Started	9
Total sent	370
5: Definitely agree 4: Mostly agree 3: Neither agree nor disagree 2: Mostly disagree 1: Definitely disagree 0: Not Applicable	

Student Module Questionnaire

Report generated: 15/Sep/2010 08:58

Report profile	
Period slot (PSL) code	SEM1 Semester 1
Academic year (AYR) code	2009/0 2009/10 ACADEMIC YEAR
MAV occurrence	A
Module (MOD) code	[REDACTED]

Institution-wide questions

	5	4	3	2	1	0	Average
The learning objectives and marking criteria of this module were made clear to me.	2	4	0	1	0	0	4.0
The module was well organised and ran smoothly.	2	4	1	0	0	0	4.1
I found the class sessions or learning activities intellectually stimulating.	1	2	2	0	0	2	3.8
The lecturer/tutor was responsive to my needs.	2	4	1	0	0	0	4.1
Academic support facilities (e.g. library, IT, audio/visual) were adequate.	1	2	2	1	0	1	3.5
The module helped me to understand sustainability issues relevant to the subject.	2	2	3	0	0	0	3.9

School-defined questions

	5	4	3	2	1	0	Average
The learning environment was conducive to my learning	0	0	1	2	2	1	4.2
My experiences on this module helped me to prepare for the assessment/s	0	1	0	4	2	0	4.0

Final module question

	5	4	3	2	1	0	Average
Overall, this module was worthwhile to me.	0	0	2	1	4	0	4.3

Free-text open questions

What were the major strengths of this module?
 Inform[REDACTED]
 plans [REDACTED]

Having two pr[REDACTED] had understood the aims of the module.

The module helped me evaluate my own strengths and weaknesses and [REDACTED]
 [REDACTED] It also helped [REDACTED] own personal development

I found this focus [REDACTED]
 real[REDACTED]

Figure 2a – Results screen

Module	EM-001D - Mathematics for Media 1
Year / Period / Occurrence	2010/1 / SEM1 / A
Response statistics	
Start date	20/Dec/2010
End date	14/Jan/2011
Not started	0
Submitted	0
Declined	0
Started	0
Total sent	0
5: Definitely agree 4: Mostly agree 3: Neither agree nor disagree 2: Mostly disagree 1: Definitely disagree 0: Not Applicable	

No BSV records found matching criteria. No results could be generated.

Figure 2b – No Survey records found as not yet open or no responses submitted

3. Student View

On the morning of the opening date of the survey, all relevant students registered to take the module will receive the following type of email. See Figure 3a

Date: Wed, 15 Sep 2010 9:42:14 +0100 [09:42:14 BST]
From: uob_mod_surveys@Bradford.ac.uk
To: [REDACTED]
Subject: Module Questionnaire for MAN0101M: Business Economics

The University is now using the electronic submission of module evaluation questionnaires.

The feedback you provide is very useful and we therefore encourage you to spend a few minutes completing the questionnaire for MAN0101M: Business Economics

This questionnaire is open from 09/Dec/2010 and closes on 09/Jan/2011.

Please log into e:Vision using the link below:
<https://evision.brad.ac.uk/>

PLEASE DO NOT REPLY TO THIS EMAIL. IT HAS BEEN SENT FROM AN UNATTENDED MAILBOX.

Figure 3a – email inviting student to complete online module questionnaire

When they log into e:Vision they will see something like the screenshot in Figure 3b:

Student Questionnaires

This screen lists all your module and stage questionnaires. Check the "Status" box for the questionnaires that you still need to fill in. When completing on-line questionnaires, please remember to adhere to the [University Policy and Code of Practice on the Use of Electronic Communication](#) and use appropriate language.

Questionnaire list					
Questionnaire name	Start	Expires	Year	Type	Status
Student Module Questionnaire	15/Sep/2010	06/Oct/2010	2009/0	Module - HEA3002T Support for Learning in Practice (Level 3)	<input type="button" value="Start"/>

Figure 3b – 'Start' link displayed to student

When the student clicks on the 'Start' link, they will see the relevant module survey with the module code / title displayed; if any additional module specific questions were added, they will be displayed to the student too. See Figure 3c:

Select Page:
[Student Page](#)
[Messages](#)

HP-0107M - Musculoskeletal II - The Upper Limb
 This survey gives you the opportunity to express anonymously your experience in Musculoskeletal II - The Upper Limb (HP-0107M). Your feedback is very important to us, along with other information, it will be used to help review and improve the module.
 All radio button questions are mandatory.

If you do not wish to participate in this survey then please click the "Decline" button [Decline](#)

Module Questionnaire

5: Definitely agree	4: Mostly agree	3: Neither agree nor disagree	2: Mostly disagree	1: Definitely disagree	N/A: Not Applicable
5	4	3	2	1	N/A
The learning objectives and marking criteria of this module were made clear to me.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The module was well organised and ran smoothly.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I found the class sessions or learning activities intellectually stimulating.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The lecturer/tutor was responsive to my needs.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Academic support facilities (e.g. library, IT, audio/visual) were adequate.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The module helped me to understand sustainability issues relevant to the subject.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The learning environment was conducive to my learning	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My experiences on this module helped me to prepare for the assessment/s	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The workbook provided was a valuable learning resource	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Blackboard (VLE) was a useful source for learning materials	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall, this module was worthwhile to me.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
What were the major strengths of this module?	<input type="text"/>				
How could this module be improved?	<input type="text"/>				

Figure 3c – student view of online module questionnaire

4. End of Year Questionnaires

The opening / closing dates and distribution of End of Year Questionnaires is managed by your Departmental Administrator.

Once an End of Year Questionnaire has been launched, the results can be monitored by clicking on the 'End of Year Questionnaires' link. See Figure 4a:



Figure 4a – Questionnaire Manager Links displayed

When the link is clicked the following screen will be displayed. See Figure 4b:

Course survey results > Select department	
Please specify the school department you wish to see results for	
<input type="radio"/>	CM - School of Computing, Informatics and Media (Dept of Computing)
<input type="radio"/>	CM-PI-MDIS - PI - Computing (MDIS)
<input type="radio"/>	CTY - School of Computing, Informatics and Media (Creative Technology)
<input type="radio"/>	CY - School of Informatics (Cybernetics)
<input type="radio"/>	EM - School of Informatics (EIMC)
<input checked="" type="radio"/>	INF - School of Computing, Informatics and Media
<input type="radio"/>	MS - School of Computing, Informatics and Media (Bradford Media School)
<input type="radio"/>	MT - School of Computing, Informatics and Media (Department of Mathematics)
<input type="button" value="Next"/>	

Figure 4b – facility to select department displayed

Select the department you are interested in looking at the results for and click the 'Next' button. The available 'Routes' will now be displayed. See Figure 4c:

Course survey results > Select route	
Please specify the route you wish to see results for	
<input type="radio"/>	IIEMPGT - Informatics - Erasmus Mundus E-link PGT
<input type="radio"/>	IEMPGR - Informatics Erasmus Mundus E-link PGR
<input type="radio"/>	FENTIT - Foundation Degree in Enterprise in Information Technology
<input type="radio"/>	FDDICE - Foundation Degree in Digital and Creative Enterprise
<input type="radio"/>	IEMUGT - Informatics Erasmus Mundus E-link UGT
<input checked="" type="radio"/>	FOUINF - Foundation Year in Informatics
<input type="radio"/>	CFSITE - Certificate in Foundation Studies in Information Technology
<input type="button" value="Back"/> <input type="button" value="Next"/>	

Figure 4c – facility to select 'route'

Clicking 'Next' will allow you to choose the year/block and mode of attendance. Clicking 'Back' will allow you to alter the 'department' selected. See Figure 4d:

Course survey results				
Programme	Foundation Year SCIM			
Route	Foundation Year in Informatics			
Please specify the occurrence you wish to see results for				
	Year	Block	Occurrence	Study Level
<input type="radio"/>	2009/0	1	A	0
Select mode of attendance				
<input checked="" type="radio"/>	All modes of attendance			
<input type="radio"/>	Full-time			
<input type="radio"/>	Part-time			
<input type="button" value="Back"/> <input type="button" value="Next"/>				

Figure 4d – facility to select relevant Year/Block and mode of attendance

If any students have submitted their responses, the results are then displayed. See Figure 4e. If no responses have been submitted then see Figure 4f:

Course Questionnaire							
The teaching on my course							
	5	4	3	2	1	0	Average
Staff are good at explaining things.	6	9	2	1	0	0	4.1
Staff have made the subject interesting.	7	5	5	1	0	0	4.0
The course is intellectually stimulating.	4	7	6	1	0	0	3.8

Assessment and feedback							
	5	4	3	2	1	0	Average
The criteria used in marking have been clear in advance.	4	10	2	2	0	0	3.9
Assessment arrangements and marking have been fair.	3	12	3	0	0	0	4.0
Feedback on my work has been prompt.	1	6	7	3	1	0	3.2
I have received detailed comments on my work.	2	5	7	3	1	0	3.2
Feedback on my work has helped me clarify things I did not understand.	4	4	6	2	2	0	3.3

Figure 4e – End of Year Questionnaire Results displayed

Survey results

No BSV records found matching criteria. No results could be generated.

Figure 4f – No Survey records found as not yet open or no responses submitted

If results are displayed as per Figure 4e, any free-format comments (if any have been made), will be displayed towards the bottom of the page.

At this point, you can now either go 'Back' and amend the search criteria, or 'Exit' to return to the Questionnaire Manager opening page.

To identify which department / route / year / block / mode of attendance to select for specific students, reference can be made to your Departmental Administrator.

5. Who sees what?

For Module Questionnaires – the current position is that only the Module Leader and the relevant Head of Department can see the results via e:Vision.

For End of Year Questionnaires – any member of the School can see any survey for any Course in all Departments within the member's School.

6. Copying / Pasting

If you wish to include the tables / comments produced on the e:Vision pages into say an overview Module critique document, then the relevant sections of the web page can be highlighted and copied. See Figure 5a:

	5	4	3	2	1	0	Average
The learning objectives and marking criteria of this module were made clear to me.	44	37	26	6	1	0	4.0
The module was well organised and ran smoothly.	41	36	27	7	3	0	3.9
I found the class sessions or learning activities intellectually stimulating.	20	28	38	11	17	0	3.2
The lecturer/tutor was responsive to my needs.	23	44	29	5	9	4	3.6
Academic support facilities (e.g. library, IT, audio/visual) were adequate.	37	51	20	3	1	2	4.1
The module helped me to understand sustainability issues relevant to the subject.	26	41	33	9	5	0	3.6
Module-defined questions							
	5	4	3	2	1	0	Average
The module has helped to improve the quality of my work on other modules this semester	24	47	27	9	6	1	3.7
The module has given me a good understanding of the requirements for performing well at university	33	44	25	8	2	1	3.9
Final module question							
	5	4	3	2	1	0	Average
Overall, this module was worthwhile to me.	29	39	27	9	10	0	3.6

Figure 5a – Relevant section of web page highlighted

This can then be 'pasted' into a relevant Microsoft Word document. See Figure 5b:

These are the statistics for my module. As can be seen they all above 3.2 out of 5:

	5	4	3	2	1	0	Average
The learning objectives and marking criteria of this module were made clear to me.	44	37	26	6	1	0	4.0
The module was well organised and ran smoothly.	41	36	27	7	3	0	3.9
I found the class sessions or learning activities intellectually stimulating.	20	28	38	11	17	0	3.2
The lecturer/tutor was responsive to my needs.	23	44	29	5	9	4	3.6
Academic support facilities (e.g. library, IT, audio/visual) were adequate.	37	51	20	3	1	2	4.1
The module helped me to understand sustainability issues relevant to the subject.	26	41	33	9	5	0	3.6

Figure 5b – Relevant section of web page pasted into a Microsoft Word document