



First Steps with EvaSys V5.1

Imprint

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1. Introduction

This document describes the basic procedures in your work with EvaSys Central Evaluation. EvaSys helps universities, corporate training departments and other educational institutions perform fast and effective course evaluations.

This document assumes you have installed the EvaSys Software according to the instructions in the EvaSys “Installation Manual”.

2. User Interface

Use an Internet browser to work with EvaSys.

The following browsers are recommended when working with EvaSys:

- Microsoft Internet Explorer V7.0 or higher
- Mozilla Firefox V3.0 or higher

Access EvaSys using one of the following methods:

- If you are working directly at the computer on which EvaSys was installed, navigate to <http://localhost/evasys>.
- If the web server was configured to allow other computers to access it, navigate to [http://\[server IP address or DNS name\]/evasys](http://[server IP address or DNS name]/evasys).

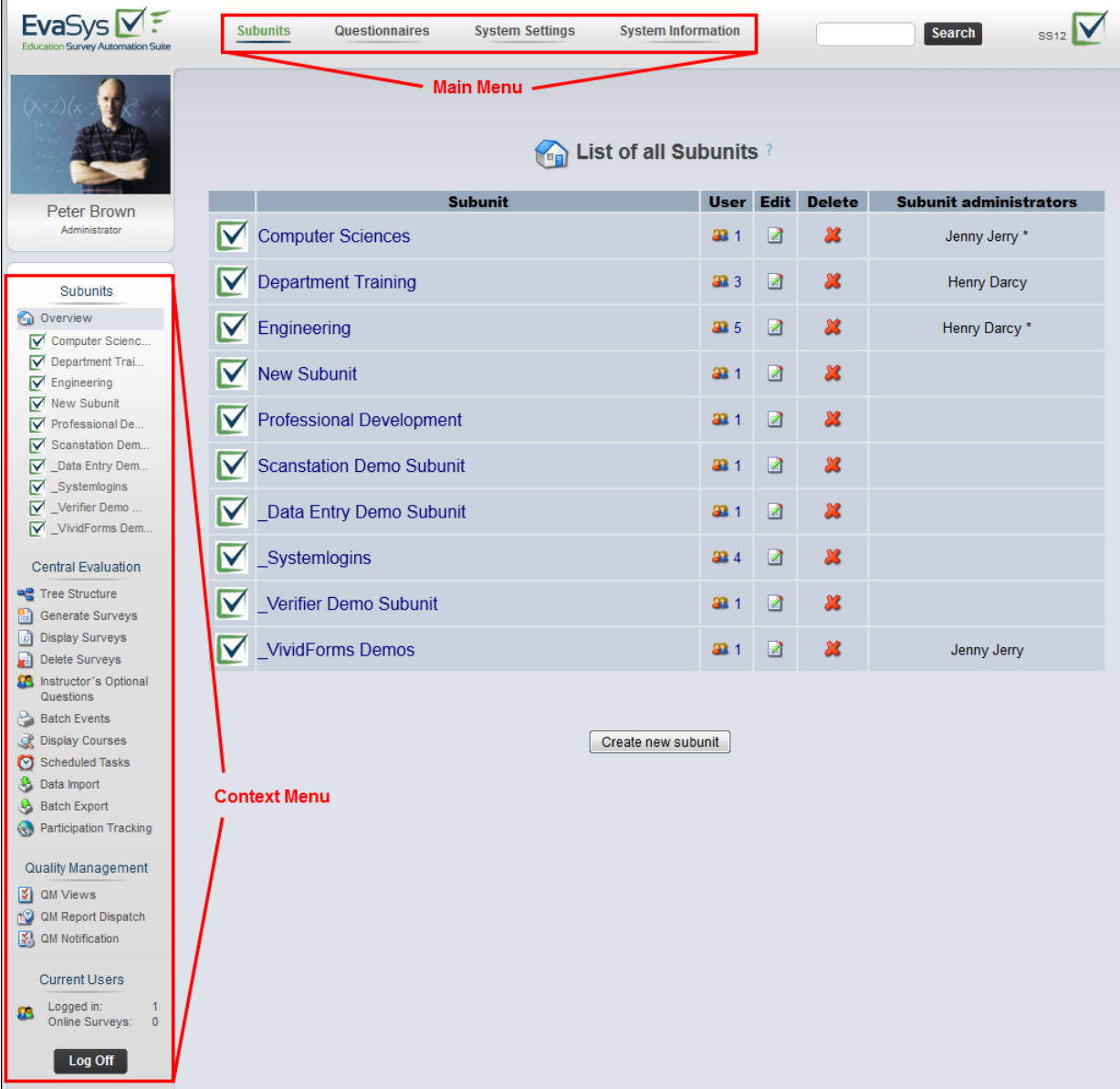


Figure 1: EvaSys Login Window

Log in as an administrator using the user name “admin” and the password “admin” (if the login information has been customized, contact your system administrator for the login).

After the successful login a list of subunits is displayed. In the upper main menu the sections “Subunits”, “Questionnaires”, “System Settings” and “System Information” appear.

The left context menu shows the functions associated to the corresponding main menu area.



Main Menu

Context Menu

List of all Subunits ?

	Subunit	User	Edit	Delete	Subunit administrators
<input checked="" type="checkbox"/>	Computer Sciences	1			Jenny Jerry *
<input checked="" type="checkbox"/>	Department Training	3			Henry Darcy
<input checked="" type="checkbox"/>	Engineering	5			Henry Darcy *
<input checked="" type="checkbox"/>	New Subunit	1			
<input checked="" type="checkbox"/>	Professional Development	1			
<input checked="" type="checkbox"/>	Scanstation Demo Subunit	1			
<input checked="" type="checkbox"/>	_Data Entry Demo Subunit	1			
<input checked="" type="checkbox"/>	_Systemlogins	4			
<input checked="" type="checkbox"/>	_Verifier Demo Subunit	1			
<input checked="" type="checkbox"/>	_VividForms Demos	1			Jenny Jerry

Create new subunit

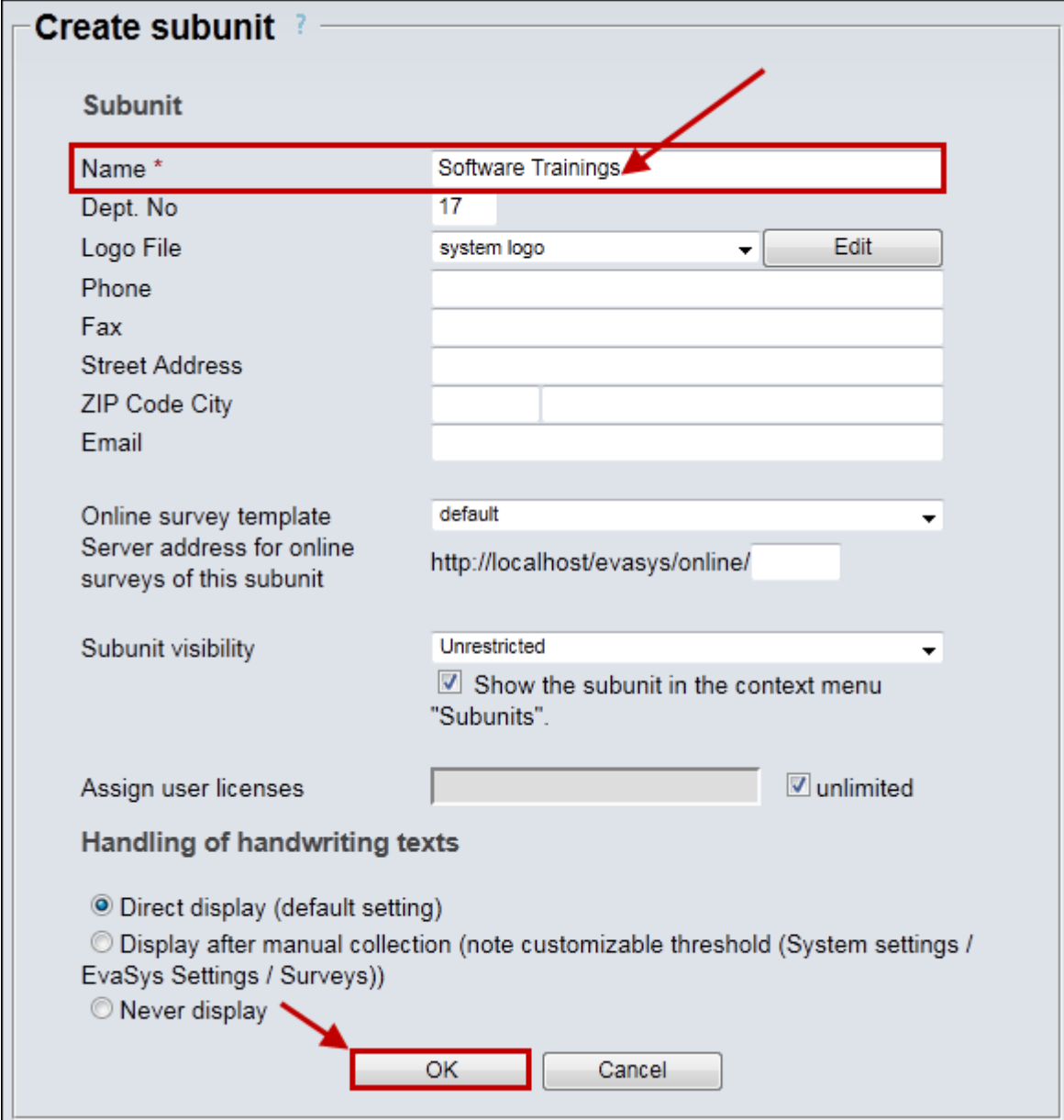
Figure 2: EvaSys Menus

3. Creating the Organizational Structure

3.1. Creating a Subunit

In this section you will create a subunit, a user account and a course.

1. Click on [Create new subunit] in the overview "List of all Subunits".



Create subunit ?

Subunit

Name * Software Trainings

Dept. No 17

Logo File system logo Edit

Phone

Fax

Street Address

ZIP Code City

Email

Online survey template default

Server address for online surveys of this subunit http://localhost/evasys/online/

Subunit visibility Unrestricted

Show the subunit in the context menu "Subunits".

Assign user licenses unlimited

Handling of handwriting texts

Direct display (default setting)

Display after manual collection (note customizable threshold (System settings / EvaSys Settings / Surveys))

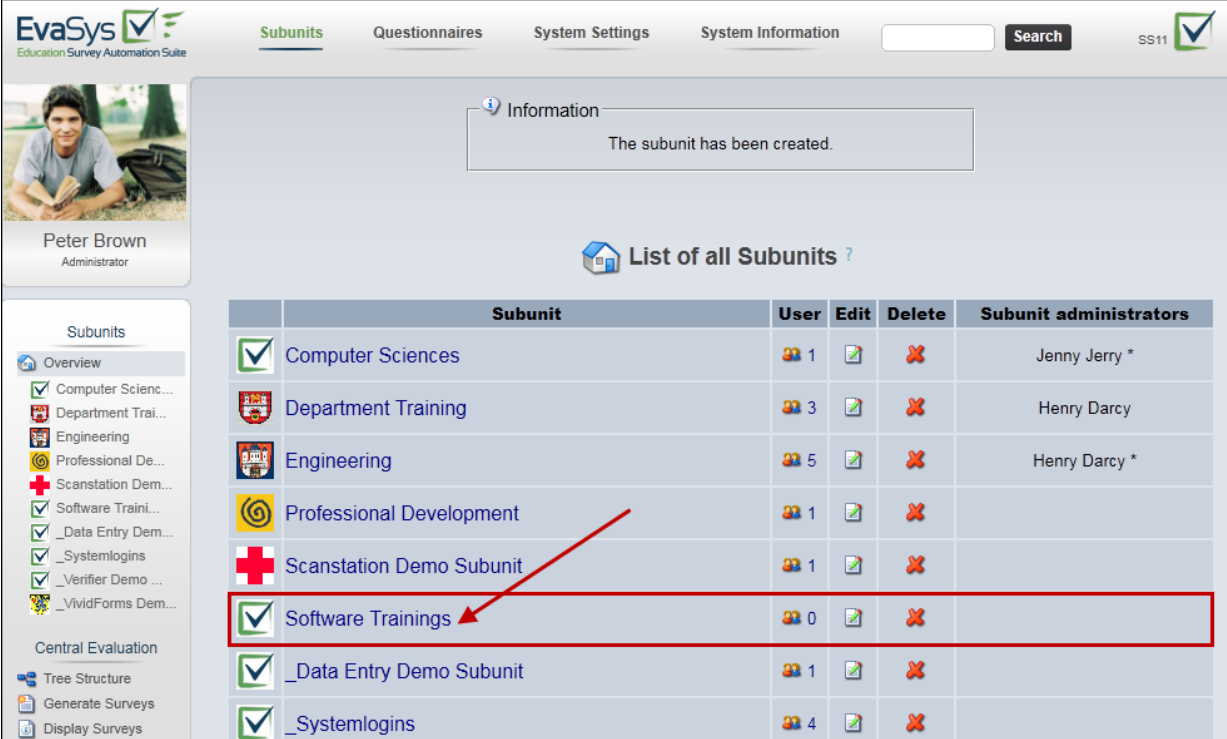
Never display

OK Cancel

Figure 3: Create New Subunit

2. Enter the name of the new subunit and confirm by clicking [OK].

The new subunit appears in the list now:



Information
The subunit has been created.

Peter Brown
Administrator

Subunits

- Overview
- Computer Scienc...
- Department Trai...
- Engineering
- Professional De...
- Scanstation Dem...
- Software Traini...
- _Data Entry Dem...
- _Systemlogins
- _Verifier Demo ...
- _VividForms Dem...

Central Evaluation

- Tree Structure
- Generate Surveys
- Display Surveys

List of all Subunits ?

	Subunit	User	Edit	Delete	Subunit administrators
<input checked="" type="checkbox"/>	Computer Sciences	1			Jenny Jerry *
	Department Training	3			Henry Darcy
	Engineering	5			Henry Darcy *
	Professional Development	1			
	Scanstation Demo Subunit	1			
<input checked="" type="checkbox"/>	Software Trainings	0			
<input checked="" type="checkbox"/>	_Data Entry Demo Subunit	1			
<input checked="" type="checkbox"/>	_Systemlogins	4			

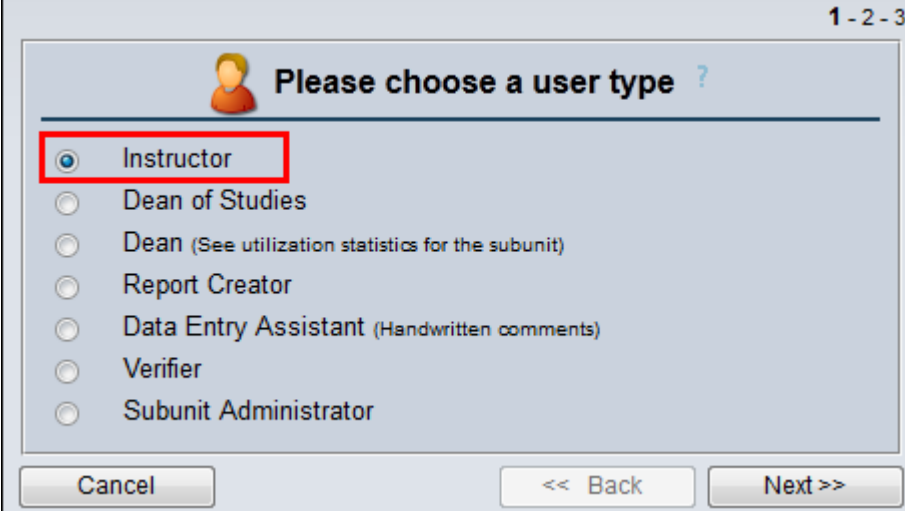
Figure 4: New Subunit Created

Click on the name of the subunit to open it, either in the list or in the left context menu.


A list of the users assigned to this subunit appears. If the list is empty, you need to create user accounts. See the next section for details.

3.2. Creating a User Account

Click on the button [Create New User] in the list of your new subunit and complete the form. The user type “Instructor” is selected by default.



1 - 2 - 3

 Please choose a user type ?

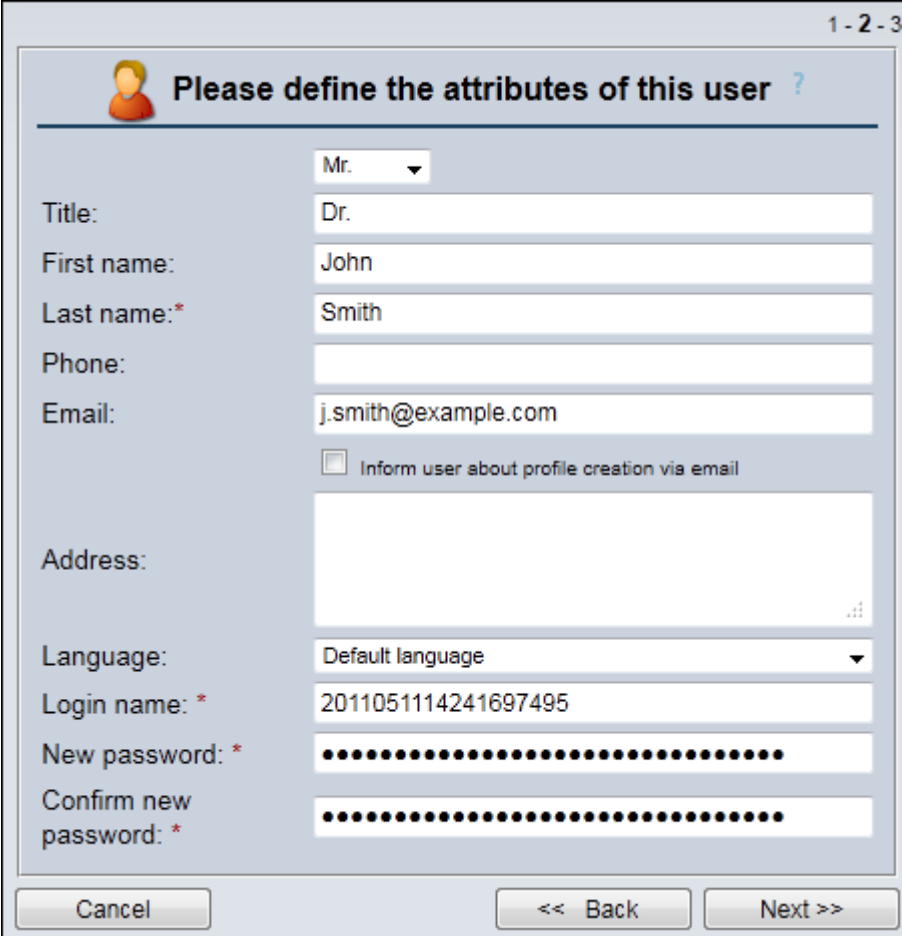
- Instructor
- Dean of Studies
- Dean (See utilization statistics for the subunit)
- Report Creator
- Data Entry Assistant (Handwritten comments)
- Verifier
- Subunit Administrator

Cancel << Back Next >>


Figure 5: Create New User – Step 1

Click on the button [Next>>] to enter the user data.

Title: Dr.
First name: John
Last name: Smith
Email: j.smith@example.com



1 - 2 - 3

 **Please define the attributes of this user ?**

Title: Mr.

First name:

Last name: *

Phone:

Email:

Inform user about profile creation via email

Address:

Language:

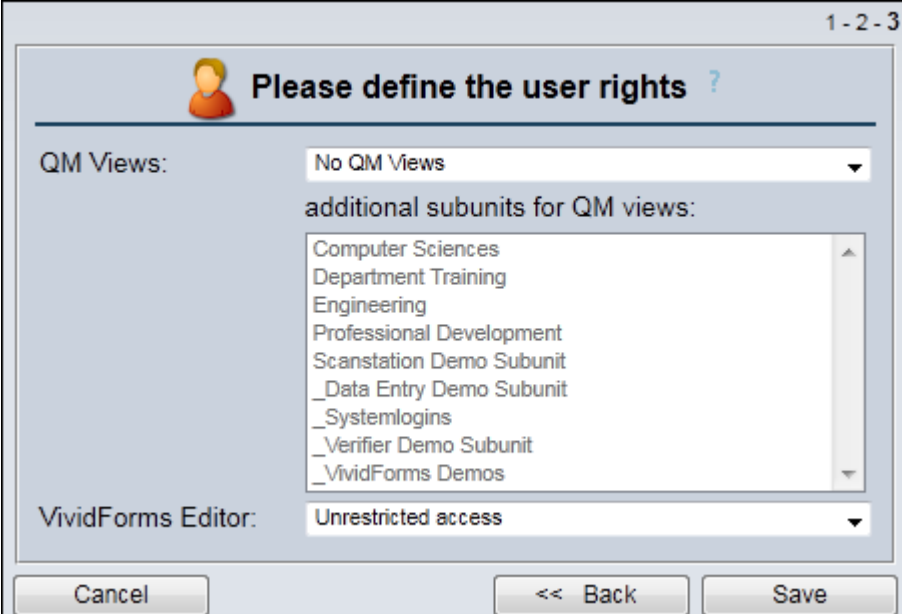
Login name: *

New password: *


Confirm new password: *

Figure 6: Create New User – Step 2

Click on [Next>>] to define the user rights.



1 - 2 - 3

 **Please define the user rights ?**

QM Views:

additional subunits for QM views:

- Computer Sciences
- Department Training
- Engineering
- Professional Development
- Scanstation Demo Subunit
- _Data Entry Demo Subunit
- _Systemlogins
- _Verifier Demo Subunit
- _VividForms Demos

VividForms Editor:

Figure 7: Create New User – Step 3

Click on [Save] to create the new user account. The account now appears in the user list of the subunit.








Users in subunit Software Trainings ?					
	Name	CO	Surveys	Created	Actions
	Dr. John Smith	[0]	 0 / 0	05/11/2011	   
					Select all <input type="checkbox"/>

Figure 8: New User Created

NOTE: This guide explains how to conduct centrally-controlled surveys. Switch the user account to passive by clicking the user-icon to the left of the user name.

If you want to conduct a locally-controlled survey, you would leave the account active.

Icons with a portrait but no padlock stand for active user profiles. Icons with a portrait and a padlock stand for passive user profiles.

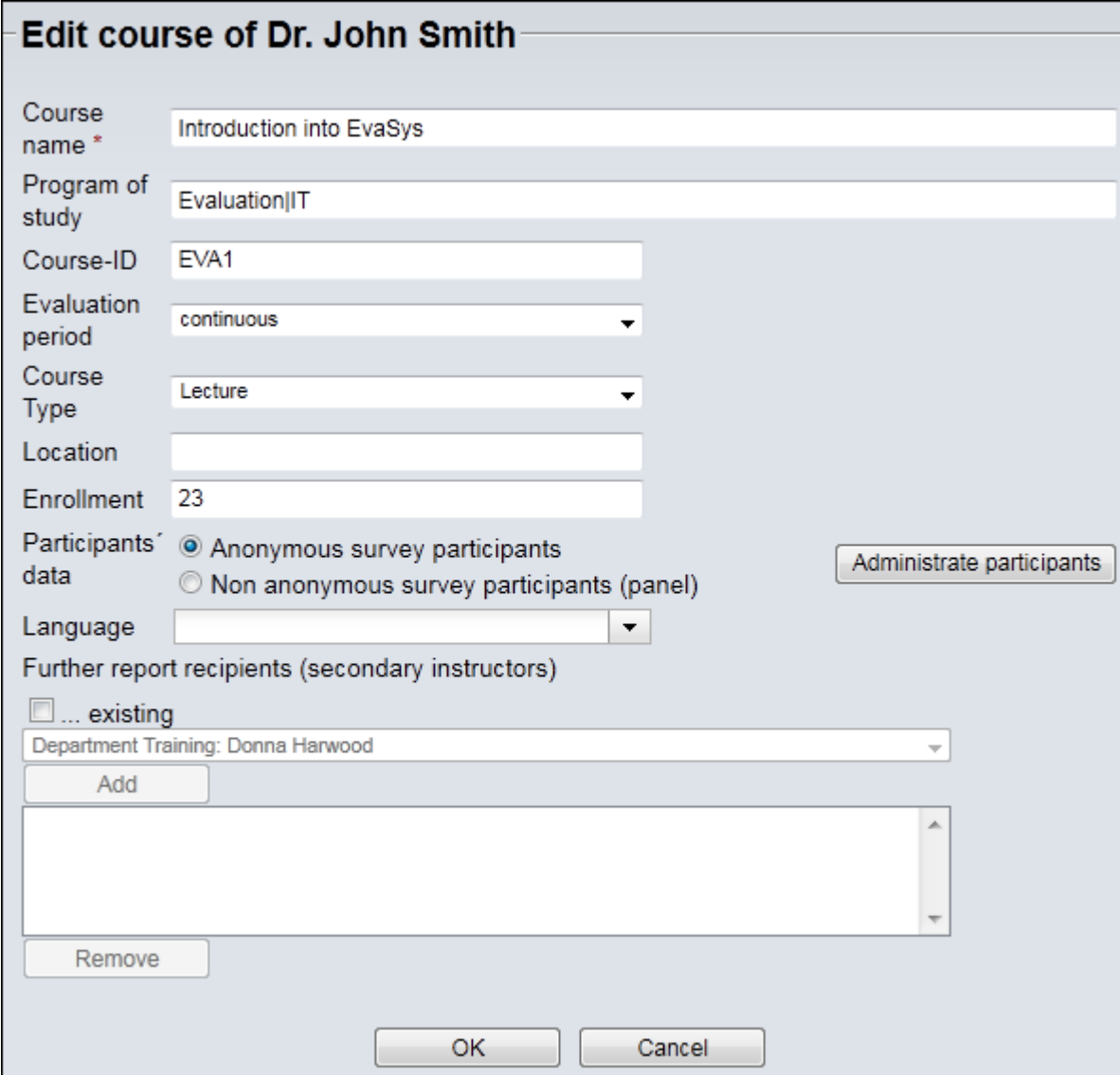
	Clarissa Data (Data Entry Assistant)
	Mary Report (Report Creator)

Figure 9: Activated (Clarissa Data) and Deactivated (Mary Report) User Accounts

If a user account is passive/deactivated then the individual will not be able to login to the EvaSys server. If he does try to log in then he will see a message that his account has been blocked by the administrator.

3.3. Creating a Course

In the column “CO” (courses) click on [0] (you find the column in the subunit overview right of the user name). After clicking, an empty listing of courses will be shown. Click on [Create new course].



Edit course of Dr. John Smith

Course name *

Program of study

Course-ID

Evaluation period

Course Type

Location

Enrollment

Participants' data Anonymous survey participants Non anonymous survey participants (panel)

Language

Further report recipients (secondary instructors)

... existing


Figure 10: Create New Course

Complete the form as follows:

Name: Introduction into EvaSys
 Program of study: Evaluation|IT
 Course ID: EVA1
 Enrollment: 23

Confirm by clicking on [Ok].

The new course will now be listed in the course listing:

 **Courses of Dr. John Smith** ?



Number	Course name	Program of study	Course-ID	Evaluation period	Course Type	Location	Participants	Language	Secondary instructors	Actions
73	Introduction into EvaSys	Evaluation IT	EVA1	continuous	Lecture		23			 


Figure 11: New Course Created

Click on [Back] to return to the subunit overview. The column “CO” now displays [1], which represents the course which you just created.

4. Creating a Questionnaire

In this section you will create a short VividForms questionnaire.

Click on “Questionnaires” in the main menu. A listing of the questionnaires available in your system appears:

 **Available Questionnaires**

Show all questionnaires of the Subunit Administrators.

Show deactivated questionnaires at the end of the listing (including module questionnaires).





Peter Brown						
ID	Name	Description	Date	Engine	Status	Action
254	Eva11	...	10/30/2008	TeleForm		Select... ▼
240	FB_Text	Exempel utvärderingsformulär	09/03/2007	VF Editor		Select... ▼
18	Non_Anonym	Evaluation	05/22/2009	VF Editor		Select... ▼
259	Quest_01	Evaluation Questionnaire	05/05/2009	VF Editor		Select... ▼

Figure 12: Available Questionnaires

Click on “Create Questionnaire” in the left context menu to create a new questionnaire.

In the following window either the VividForms Editor or (if licensed) the VividForms Designer can be selected to create a new questionnaire.

Click on “VividForms Editor” to start the creation of a new questionnaire.

An empty form and a dialog “Form-Wizard” appears.

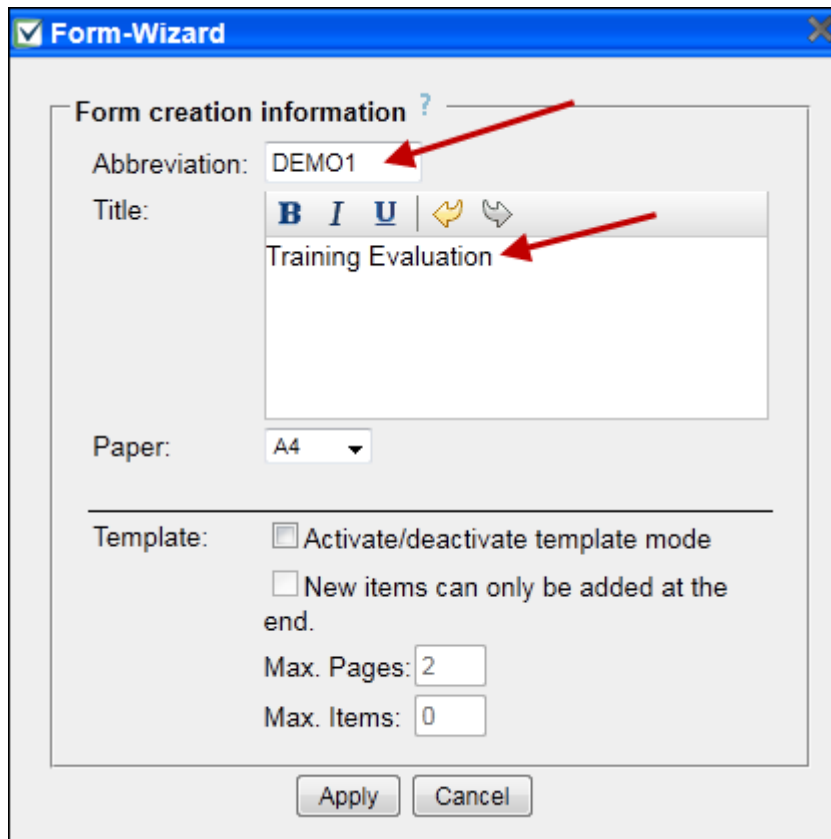


Figure 13: Create New Questionnaire

Complete the dialog as follows:

Abbreviation: DEMO1

Title: Training Evaluation

Click on [Apply] to continue editing the new form.

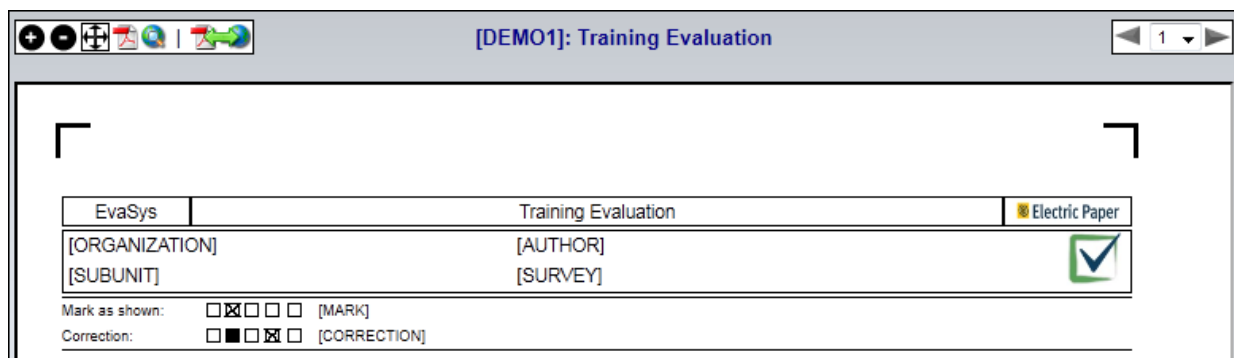


Figure 14: First Questionnaire

In the Editor Control click on “Add Question Group” to create a question group. Enter “Didactics” and choose the option “Scaled questions with 4 options” from the “Indicator” option list.

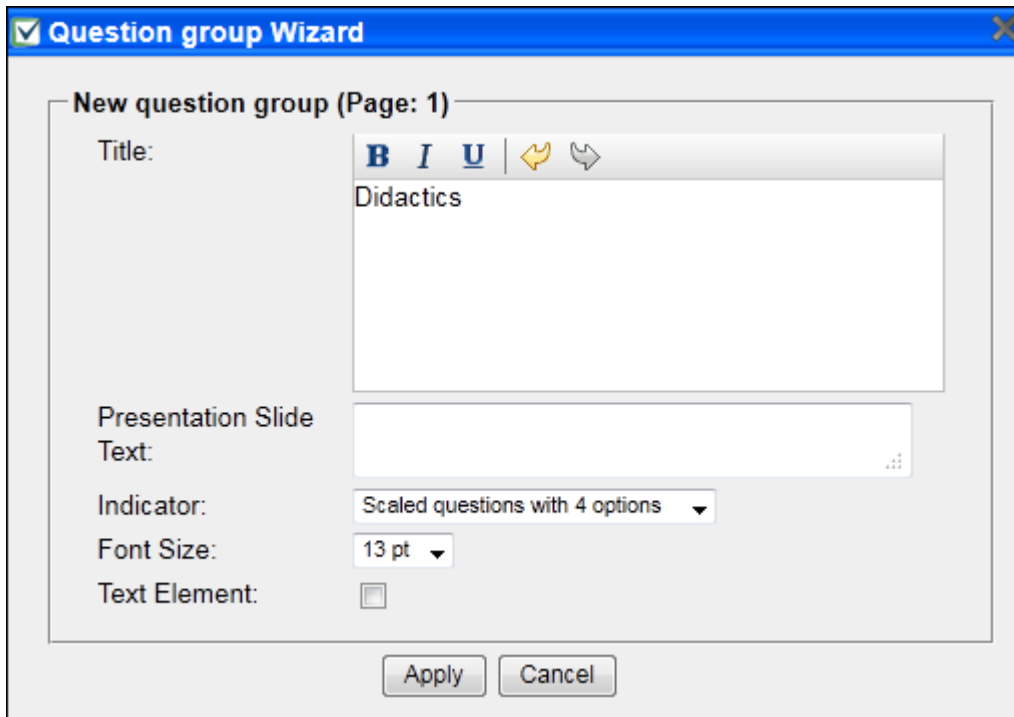


Figure 15: Create New Question Group

Click on [Apply] to create the question group. Shortly afterwards the new question group header will appear on the questionnaire preview screen.

Note: Each change on the form causes the preview screen content to be reloaded. Your changes may not appear on-screen until this reload is complete. This effect is normal and will only seem to be disturbingly long if your server is performing slowly.

Click on “Add Questions” to add a question to the new question group.

Choose the option “Scaled Question” from the dialog and click on [Next].

Now enter the question text “The speed of the course was adequate” and click [Next].

In the following screen select 4 checkboxes and activate the option “Individualize pole labels”.

Now click the pencil icon next to “Left Pole” or “Right Pole”.

Enter “Agree” for the left pole and “Disagree” for the right pole.

Click on [Apply] to return to the dialog.

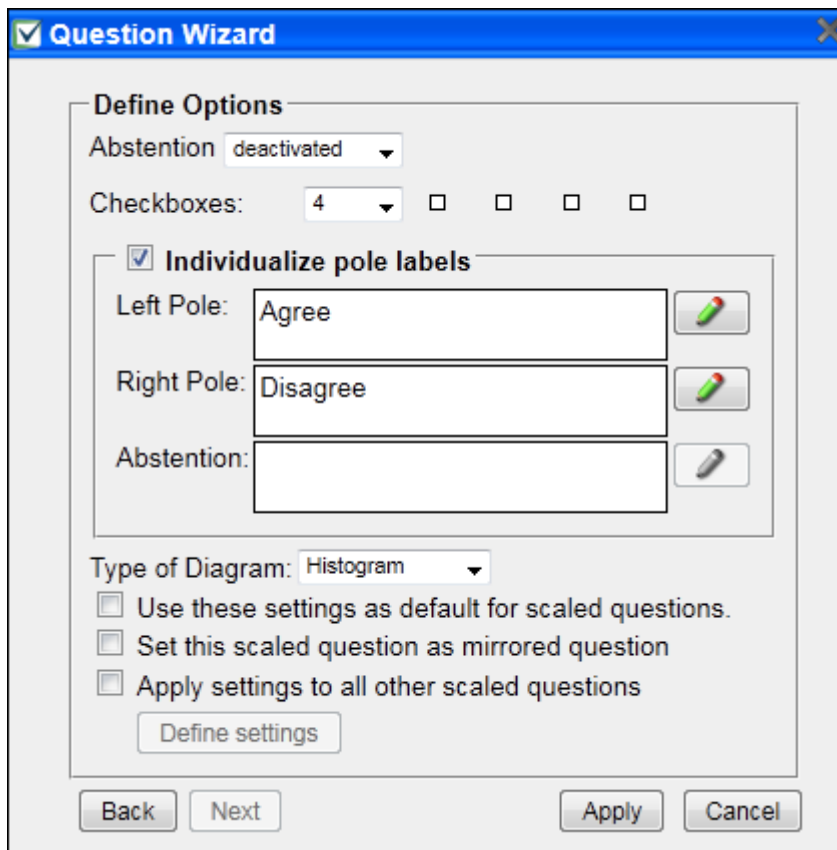


Figure 16: Individualize Pole Labels

Click on [Apply] to add the question to the form.



EvaSys	Training Evaluation	
[ORGANIZATION]	[AUTHOR]	
[SUBUNIT]	[SURVEY]	
Mark as shown:	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> [MARK]	
Correction:	<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> [CORRECTION]	
[1. Didactics]		
1.1 The speed of the course was adequate.		Agree <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Disagree

Figure 17: New Scaled Question Created

Now click on “Add Question” again and choose the question type “open question”.

Click on [Next].

Enter the question text “What did you like best about this course?” and click [Next].

On the last dialog page the number of lines will be configured. Keep the default setting of “5” and click on [Apply] to create the question.



EvaSys	Training Evaluation	 Electric Paper
[ORGANIZATION]	[AUTHOR]	
[SUBUNIT]	[SURVEY]	
Mark as shown: <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> [MARK]		
Correction: <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> [CORRECTION]		
[1. Didactics]		
1.1	The speed of the course was adequate.	Agree <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Disagree
1.2	What did you like best about this course?	
<div style="border: 1px solid black; height: 60px; width: 100%;"></div>		

Figure 18: New Open Question Created

Click on the PDF symbol above the form preview to display the PDF version of the questionnaire.



Figure 19: Show PDF Version of the Questionnaire

DRAFT

EvaSys	Training Evaluation	Electric Paper
--------	---------------------	----------------

Mark as shown: Please use a ball-point pen or a thin felt tip. This form will be processed automatically.

Correction: Please follow the examples shown on the left hand side to help optimize the reading results.

1. Didactics

1.1 The speed of the course was adequate Agree Disagree

1.2 What did you like best about this course?

F296U0P1FL0V0
03/22/2012, Page 1/1

DRAFT

Figure 20: PDF Version of the Questionnaire

The PDF view shows how the printed version of the form will look like. The placeholders in the form header ([ORGANIZATION], [SUBUNIT], etc.) will be automatically replaced for each survey.

Close the preview and click on “Save form and exit editor” to complete the form creation. After that the settings of the questionnaire will be displayed. Keep the default settings.

5. Conducting a Paper Survey

In this section you will conduct a paper survey using the questionnaire created in the previous section.

5.1. Generating a Survey

Click on “Subunits” in the main menu. In the left context menu you find the function area “Central Evaluation”. Click on the option “Generate Surveys”.

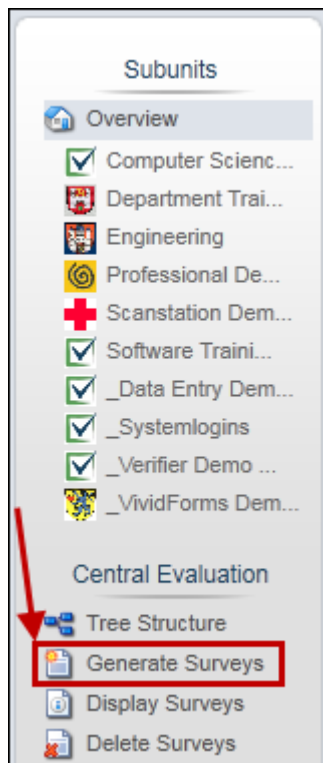


Figure 21: Administrator – Context menu Subunits

Please define the following options following the numbering order on the screen:

1. Subunit: Software Trainings
2. Survey Period: SS12
3. Course Type: Lecture
4. Questionnaire: DEMO1
5. Course(s): Introduction into EvaSys (EVA1)
6. (Survey Type): Paper survey / Hard Copy Procedure

Click on [Generate Surveys].

The newly created survey now appears in the survey overview of the subunit. You can reach this list by clicking on the name “Dr. John Smith” in the subunit overview.









Software Trainings: Dr. John Smith ?									
SS12									
Type	Name ▲	Status	# Forms	Processed	Form	Report	Export	Actions	
	Introduction into EvaSys (EVA1)	In Progress	000	-- %	 DEMO1	Show Questionnaire			 

Figure 22: List of Surveys Related to the Instructor

Now click on “Show Questionnaire”.

Confirm the notice for printing in the dialog by clicking [Print Questionnaire]. Now the PDF document will be opened in your browser window.

Please note the personalized header fields on the PDF form:

EvaSys	Training Evaluation	
EvaSys Academy	Dr. John Smith	
Software Trainings	Introduction into EvaSys	

Mark as shown: Please use a ball-point pen or a thin felt tip. This form will be processed automatically.

Correction: Please follow the examples shown on the left hand side to help optimize the reading results.

1. Didactics

1.1 The speed of the course was adequate. Agree Disagree

1.2 What did you like best about this course?

Figure 23: PDF-Version of the Questionnaire (Ready for Printing)


F293U63556P1PL0V0	05/11/2011, Page 1/1
	

Figure 24: 2D-Barcode of the Questionnaire

The bottom of the form shows a 2D-Barcode which will enable the system to identify, assign and process the forms after scanning.

5.2. Printing and Filling in the Questionnaire

Now print the questionnaire twice.

Change the option “Page Scaling:” to “None” in the printing dialog. The default option “Fit to Printer Margins” would lead to a shrinking of the form. Although EvaSys is able to read forms which have been scaled down up to 15% it is important to avoid any negative influences on the form appearance which could interfere with the form processing after scanning.

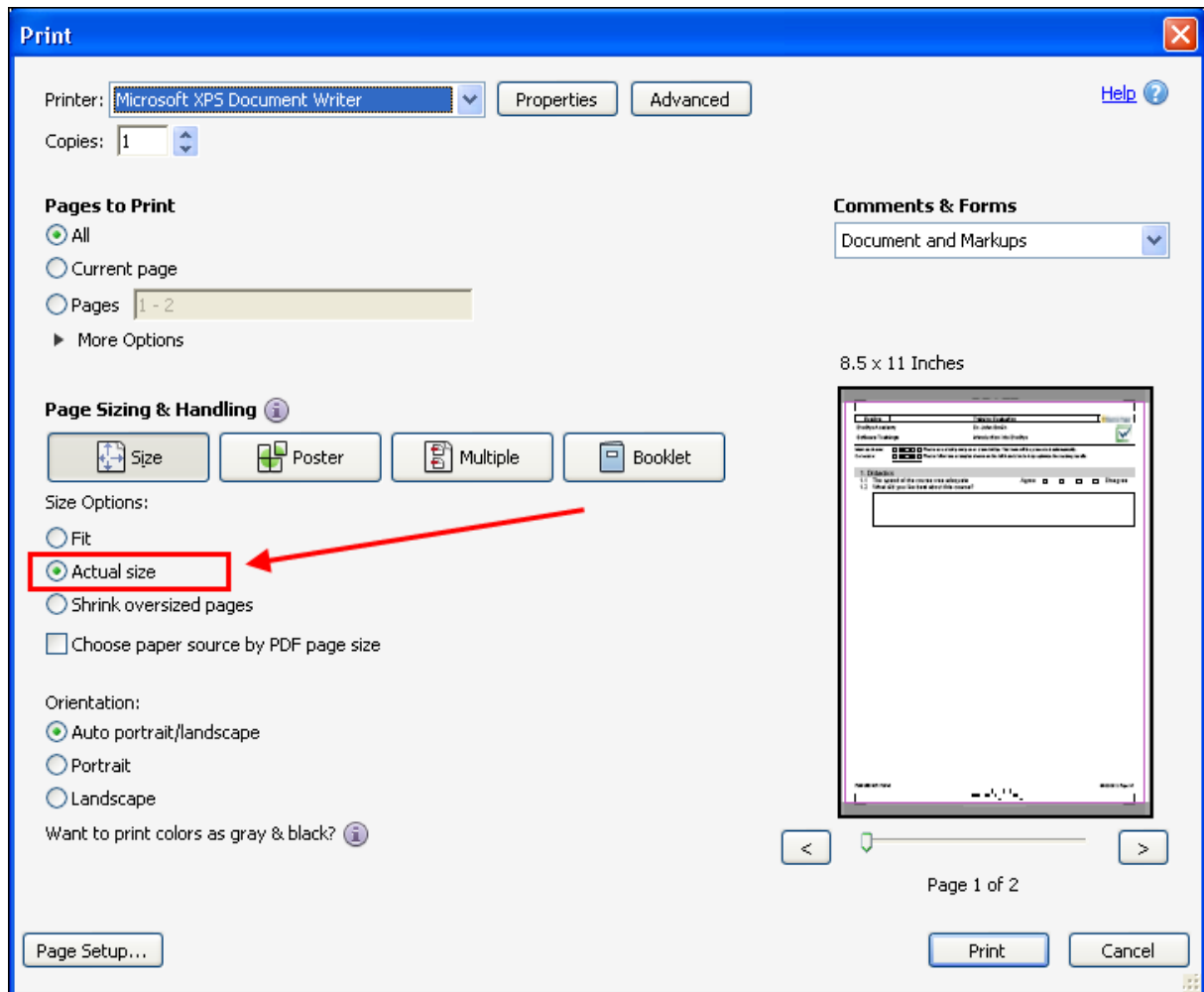


Figure 25: Recommended Printing Options

Fill in both questionnaires as shown in the example.

The image displays two identical questionnaire forms side-by-side, each titled 'Training Evaluation' and marked as 'Electric Paper'. The forms are for 'EvaSys Academy' and 'Software Trainings' by 'Dr. John Smith' on the topic of 'Introduction into EvaSys'. Both forms include instructions on how to mark answers and a section for handwritten feedback.

Left Form (Example 1):

- Section: 1. Didactics
- Question 1.1: The speed of the course was adequate. Answer: Agree Disagree
- Question 1.2: What did you like best about this course? Answer: We had enough time to ask questions. Thanks.

Right Form (Example 2):

- Section: 1. Didactics
- Question 1.1: The speed of the course was adequate. Answer: Agree Disagree
- Question 1.2: What did you like best about this course? Answer: Enough breaks, many examples

Figure 26: Filled In Questionnaires

5.3. Scanning Completed Forms

Start the EvaSys Scanstation. Place the completed forms into the scanner feeder and click [Scan].

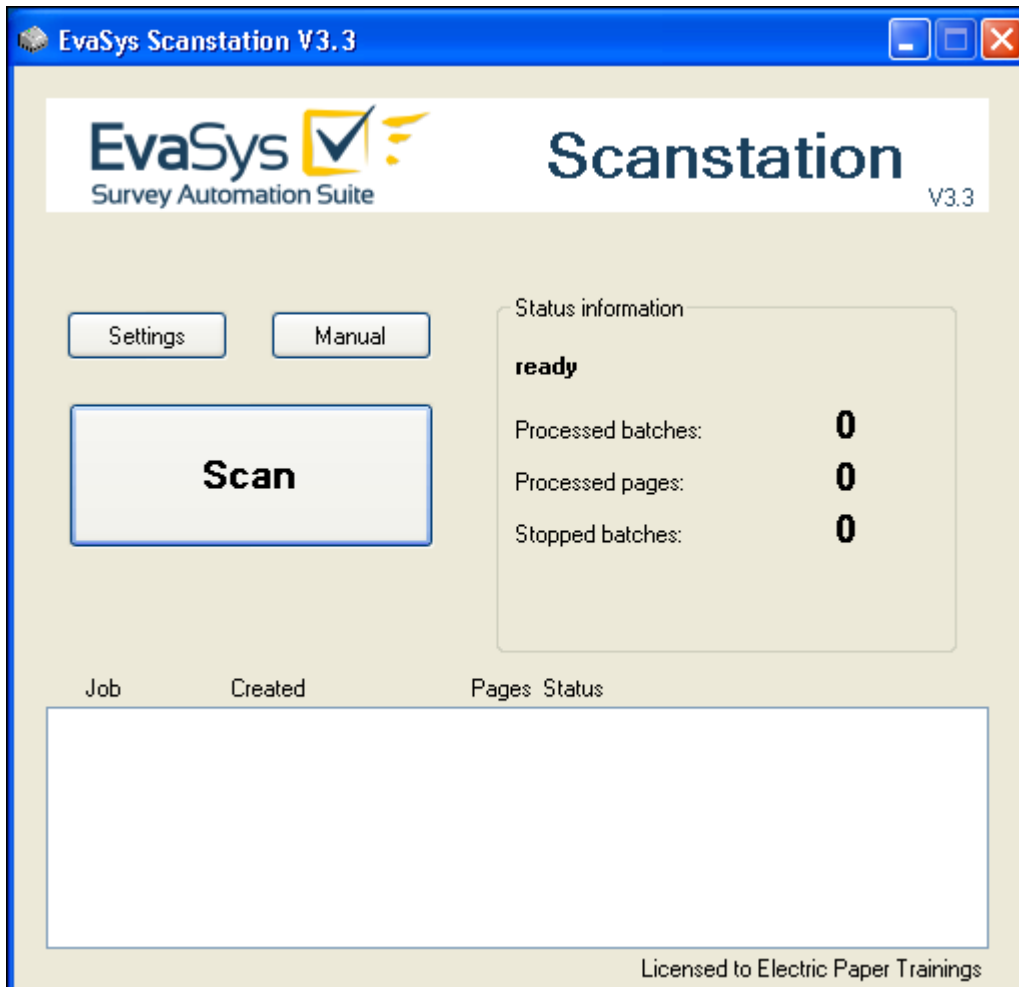


Figure 27: Scanstation Main Window

After scanning the questionnaires a dialog is shown. Click on [Finish batch] to initiate the image transfer to the EvaSys server.

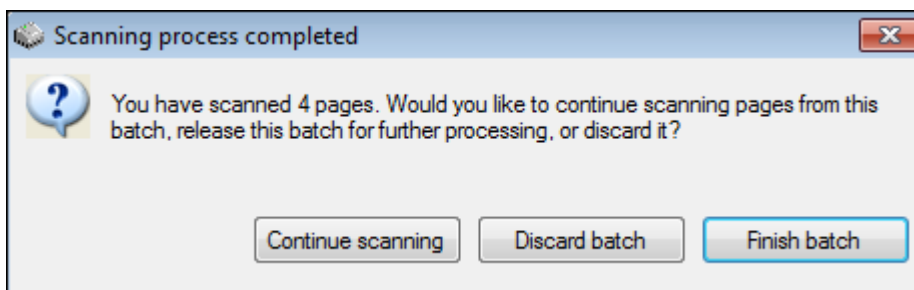
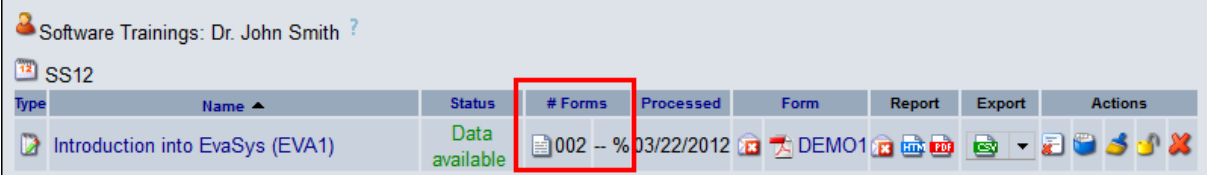


Figure 28: Completed Scan Process

If you choose not to run VividForms Reader as a service please make sure the VividForms Reader application is running.

5.4. Viewing Reports

Log in to EvaSys as administrator using your web browser. Open the surveys of “Dr. John Smith” in the subunit “Software Trainings”.










Type	Name ▲	Status	# Forms	Processed	Form	Report	Export	Actions
	Introduction into EvaSys (EVA1)	Data available	002	03/22/2012	DEMO1			   

Figure 29: Survey with Data in the Survey List

The screen shows that two forms have been processed and that the reports are available.

Click on the PDF symbol to open the PDF report. Check if the data contained in the report is correct and the hand written comments are readable.

If the report is not available and the survey still has the status “ready” please check the correct installation and configuration of the Scanstation. Please consult the manuals of the Scanstation, the VividForms Reader and the Installation manual for further information.

6. Conducting an Online Survey

In this section you will conduct an online survey.

6.1. Generating an Online Survey

In the left context menu area “Central Evaluation” click on “Generate Surveys”.

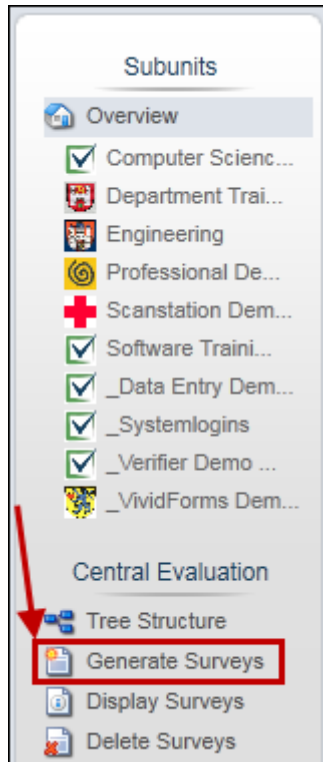


Figure 30: Context Menu Subunits

Then select the following items according to the order on the screen:

1. Subunit: Software Trainings
2. Survey Period: WS12/13
3. Course Type: Lecture
4. Questionnaire: DEMO1
5. Course(s): Introduction into EvaSys (EVA1)
6. (Survey Type): Online / PSWD based

Now click on [Generate Surveys].

The newly created survey now appears in the survey overview of the subunit.

You reach this list by clicking on the name “Dr. John Smith” in the subunit overview:







Type	Name ▲	Status	# Forms	Processed	Form	Report	Export	Actions
	Introduction into EvaSys (EVA1)	In Progress			  DEMO1	Show PSWDs		 

Figure 31: Online Survey in the Survey List

Click on “Show PSWDs” to display the passwords of this online survey:

<p>Diese TAN berechtigt Sie zur Teilnahme an einer Online-Befragung. Bitte öffnen Sie mit einem Webbrowser die folgende Webadresse: http://192.168.241.128/evasy_01/online/</p> <p>Your PSWD: 4A2CS</p> <p>Survey: WS12/13 - Introduction into EvaSys</p>	<p>Diese TAN berechtigt Sie zur Teilnahme an einer Online-Befragung. Bitte öffnen Sie mit einem Webbrowser die folgende Webadresse: http://192.168.241.128/evasy_01/online/</p> <p>Your PSWD: 9WWGS</p> <p>Survey: WS12/13 - Introduction into EvaSys</p>
<p>Diese TAN berechtigt Sie zur Teilnahme an einer Online-Befragung. Bitte öffnen Sie mit einem Webbrowser die folgende Webadresse: http://192.168.241.128/evasy_01/online/</p> <p>Your PSWD: V92N3</p> <p>Survey: WS12/13 - Introduction into EvaSys</p>	<p>Diese TAN berechtigt Sie zur Teilnahme an einer Online-Befragung. Bitte öffnen Sie mit einem Webbrowser die folgende Webadresse: http://192.168.241.128/evasy_01/online/</p> <p>Your PSWD: V8EM6</p> <p>Survey: WS12/13 - Introduction into EvaSys</p>

Figure 32: Preview of PSWDs

Write down one of the passwords.

6.2. Completing the Survey

Open the web address shown on the PSWD password cards.

In this case it is: <http://localhost/evasys/online/>

Enter the password you wrote down. After clicking [Ok] you will reach the HTML-version of the questionnaire:



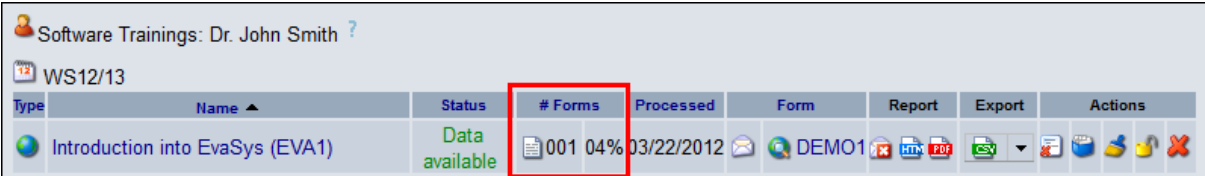
Figure 33: Online Survey

NOTE: The appearance of the questionnaire can be modified to meet your requirements. Please consult the administrator manual for further information.

Complete the questionnaire and click on [Submit].

6.3. Accessing Reports

Log in to EvaSys as administrator and open the surveys of “Dr. John Smith” by clicking on his name in the subunit “Software Trainings”:













Type	Name ▲	Status	# Forms	Processed	Form	Report	Export	Actions
	Introduction into EvaSys (EVA1)	Data available	001	04%	03/22/2012		  	    

Figure 34: Online Survey with Data

The screen shows that one form was received for this survey. Click on the PDF symbol to open the PDF report.

7. Summary

Congratulations! You have just learned how to use the most important features working with EvaSys. To explore the manifold further features of this system we suggest participating in a two-day training offered by your EvaSys vendor.

The extensive documentation also offers all required information to self-educate yourself if necessary. All manuals can be found in the menu “System Information/Manuals”.

To clarify any remaining questions please do not hesitate to contact the support helpdesk of your vendor.

We wish you success in your work with EvaSys!