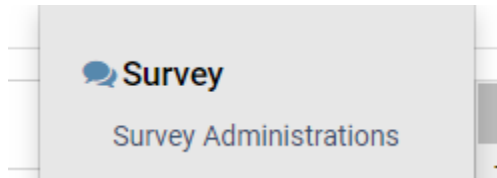
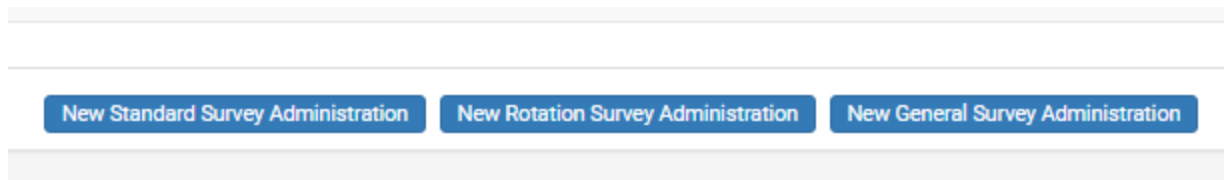


Creating a Department Survey by Copying an Existing Survey

1. Go to <http://courseval.valpo.edu> and log in as a Manager through the **Manager Portal**. (You will use your VU network username and password.)
2. Click on the **Survey** icon in the upper right corner of the screen and then click on **Survey Administrations**.



3. Click on the **New Standard Survey Administration** button in the upper right corner of the screen below the Survey icon.



4. Type in the **Survey Name**. (When naming surveys, the general naming convention is to start with the course term – 2019SP, 2019SMR, 2019FA.)

Assessment Focus is Students will assess Faculty.

Program is A.BS.PHYS (in this example). Please use your appropriate academic program.

Period is the course term.

In the **Copy Settings** section, select **Copy Settings from survey** and select the survey you would like to reuse.

Click the **Add** button.

New Standard Course Evaluation Administration: *New*

Create New: Standard: Survey Template

Survey Name: 2019FA_Physics and Astronomy Senior Exit Survey

Assessment Focus: Students will assess Faculty

Program: A.BS.PHYS

Period: 2019FA

Copy settings: Do not copy settings from an existing survey or template.
 Copy Settings from template: ART :
 Copy Settings from survey: 2016 : 2016SP : 2016SP_Physics and Astronomy Senior Exit Survey
 Copy all Courses

[Return to List](#) [?](#) [Add](#) [Cancel](#)

5. Your survey will now be listed on the **Survey Administration** page. All your questions and display options have been copied from the previous survey. If you do not see your survey, make sure that the **Status** drop down box is set to **No Status**.

6. You will need to select the course(s) for this survey. Click on the **Select Courses** icon for your survey. This is the book icon in the second column from the right.

Survey Administration New Standard Survey Administration | New Rotation Survey Administration | New General Survey Administration

Survey/Template: Survey | Type: Standard | Focus: Stu→Fac | Year: 2019 | Period: 2019FA | Status: No Status

Program: Show All | Search: Survey Name | Starts with: 2019FA_

Survey Administration Information				Content, Layout, and Results Access						Data Selection	
Survey Administration Name	Focus	Open/Close	Deadline	Select Q's	# Q's Ovr/Ppl	Set Order	Display Options	Results Access	Feedback Q's	Select Courses	Detailed Settings
2019FA_Physics and Astronomy Senior Exit Survey	Stu→Fac	manual manual	Dec 18, 2019 extend set		39 (39/0)				Not Enabled		No Courses Selected

1 record found.

No courses have been selected.

Filters

Leave all filters blank and select **Apply Data Filters** below to find all Courses that apply for the selected survey period.

Data Filters

- | | | | | |
|------------------------------------|------------------------------------|------------------------------------|------------------------------------|---|
| <input type="checkbox"/> AAA (21) | <input type="checkbox"/> AE (3) | <input type="checkbox"/> ART (15) | <input type="checkbox"/> BIO (53) | <input type="checkbox"/> CBA (67) |
| <input type="checkbox"/> CC (38) | <input type="checkbox"/> CE (19) | <input type="checkbox"/> CEU (5) | <input type="checkbox"/> CHEM (53) | <input type="checkbox"/> CIS (47) |
| <input type="checkbox"/> COMM (34) | <input type="checkbox"/> CON (54) | <input type="checkbox"/> CORE (38) | <input type="checkbox"/> ECE (41) | <input type="checkbox"/> ECON (17) |
| <input type="checkbox"/> ED (45) | <input type="checkbox"/> ENGL (38) | <input type="checkbox"/> ENVS (1) | <input type="checkbox"/> FORL (46) | <input type="checkbox"/> GE (37) |
| <input type="checkbox"/> GEO (32) | <input type="checkbox"/> GS (26) | <input type="checkbox"/> HADM (7) | <input type="checkbox"/> HCL (8) | <input type="checkbox"/> HIST (12) |
| <input type="checkbox"/> HUED (12) | <input type="checkbox"/> IS (14) | <input type="checkbox"/> ITA (1) | <input type="checkbox"/> KIN (44) | <input type="checkbox"/> LS (3) |
| <input type="checkbox"/> ME (47) | <input type="checkbox"/> MST (80) | <input type="checkbox"/> MUS (89) | <input type="checkbox"/> NS (1) | <input type="checkbox"/> NUR (1) |
| <input type="checkbox"/> OCHT (4) | <input type="checkbox"/> PA (19) | <input type="checkbox"/> PHIL (10) | <input type="checkbox"/> PHS (7) | <input checked="" type="checkbox"/> PHYS (29) |
| <input type="checkbox"/> POLS (31) | <input type="checkbox"/> PSY (59) | <input type="checkbox"/> ROTC (12) | <input type="checkbox"/> SOC (16) | <input type="checkbox"/> SOCW (9) |
| <input type="checkbox"/> THEO (41) | <input type="checkbox"/> THTR (21) | | | |

Course Type: Default (1307)

Course Designation: Default (1307)

- Year: 1 (354) 2 (248) 3 (249) 4 (259) 5 (67)
 6 (92) 7 (17) 9 (21)

Enrollment: from to

7. Check the box next to the **PHYS** department and click on the **Apply Data Filters** button in the lower left corner of your screen.

Apply Data Filters

Apply Search String Filter

Apply Data & Search String Filters

Hide Search Results



8. Click on the course(s) you want to include in the survey and click on the **Save** button.

Search Results

[Select All](#) [Select None](#) [Save](#) [Cancel](#) 29 records found

- | | | | |
|---|---|---|--|
| <input type="checkbox"/> ASTR-101 - A [Astronomy] | <input type="checkbox"/> ASTR-101L - A [Astronomy Laboratory] | <input type="checkbox"/> ASTR-101L - EV [Astronomy Laboratory] | <input type="checkbox"/> ASTR-492 - LL1 [Resrch Or Reading in Astronomy] |
| <input type="checkbox"/> PHYS-111 - A [Essentials of Physics] | <input type="checkbox"/> PHYS-141 - A [Newtonian Mechanics] | <input type="checkbox"/> PHYS-141 - B [Newtonian Mechanics] | <input type="checkbox"/> PHYS-141 - C [Newtonian Mechanics] |
| <input type="checkbox"/> PHYS-141L - A [Experimental Physics I] | <input type="checkbox"/> PHYS-141L - C [Experimental Physics I] | <input type="checkbox"/> PHYS-141L - D [Experimental Physics I] | <input type="checkbox"/> PHYS-141L - E [Experimental Physics I] |
| <input type="checkbox"/> PHYS-141L - EVB [Experimental Physics I] | <input type="checkbox"/> PHYS-141L - F [Experimental Physics I] | <input type="checkbox"/> PHYS-141L - H [Experimental Physics I] | <input type="checkbox"/> PHYS-141L - I [Experimental Physics I] |
| <input type="checkbox"/> PHYS-141L - J [Experimental Physics I] | <input type="checkbox"/> PHYS-141L - K [Experimental Physics I] | <input type="checkbox"/> PHYS-151 - A [Newtonian Mechanics - Honors] | <input type="checkbox"/> PHYS-190 - A [Topics in Physics] |
| <input type="checkbox"/> PHYS-243 - A [Physics: Atoms & Nuclei] | <input type="checkbox"/> PHYS-281 - BX [Electricity and Electronics] | <input type="checkbox"/> PHYS-345 - A [Experimental Physics IV] | <input type="checkbox"/> PHYS-371 - A [Electromagnetic Fields] |
| <input type="checkbox"/> PHYS-421 - A [Quantum Mechanics I] | <input checked="" type="checkbox"/> PHYS-445/ASTR-445 [Physics and Astronomy Exit Survey] | <input type="checkbox"/> PHYS-492 - AG1 [Research or Reading in Phys] | <input type="checkbox"/> PHYS-492 - TS1 [Research or Reading in Phys] |
| <input type="checkbox"/> PHYS-499 - A [Physics Colloquium] | | | |

Courses selected for this survey

- The course(s) will then be shown in the **Courses selected for this survey** section. Click on the **Return to List** button.

Courses selected for this survey (NO results received)

Select All Select None Save Cancel 1 records found

PHYS-445/ASTR-445 [Physics and Astronomy Exit Survey]

- You are now on the **Survey Administration** page. You can double check your work by clicking on the **Detailed Settings** icon which is in the farthest right column and selecting **Preview Survey** by clicking on the magnifying glass. You can preview the survey by clicking on the magnifying glass icon for the standard view or the cell phone icon for the mobile view. You should always preview the survey after you make any changes

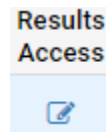
Detailed Survey Settings: 2019FA_Physics and Astronomy Senior Exit Survey Return to List ?

Department: PHYS View Option: View Responsible Faculty Action: Select Action... Search: Course Number Starts with

Course Number (Section ID)	Course Name (Code)	Year	Custom Start/ End/ Release	Actual Availability From/ To/ Report	Custom Questions Selected	Participants Selected (Received)	Responsible Faculty	Question Category Settings	Preview Survey
PHYS-445/ASTR-445 (n/a)	Physics and Astronomy Exit Survey (n/a)	4	set start set end n/a	n/a Dec 18, 2019 11:59 PM	0	3/3 (0)	Gibson-Even, Adam Leisman, Lukas Stanislaus, T.D. Change		

Return to List ? 1 record found.

- Hit **Return to List** to go back to the **Survey Administration** page.



- Click on the **Results Access** icon (third column from the right).

- You are now on the **Report Options** screen.

Participant Anonymity – This is an anonymous survey. (All surveys are anonymous.)

In the **Results Access Settings** section, click on **Allow no access to survey results**. This will allow you to manually enter a date to release survey results after grades have been submitted.

Results Access Settings

Enable Access to Survey Results:

Allow access on

- Allow no access to survey results.
- Allow access to results after the survey is **Closed**.
- Allow access to results while this survey is **Active**. [?](#)
- Allow access to results after the survey is **Closed** -OR- while it is **Active** for Courses utilizing a *Custom End* date/time that has passed.

i If you have selected the first option, *Allow no access to survey results*, no access to the results for this survey will be permitted, regardless of the settings below.

- Only allow access if at least responses have been received. [?](#)
- Only allow access if there are at least participants selected. [?](#)
- Enable custom release dates. [?](#)
- Do not allow access until days after survey availability ends. [?](#)

i If you select to use custom report release dates it will override this option.

- Check the **Role Security Settings** to ensure that the appropriate faculty can see the results. Click the **Save** button to exit out of the screen.

Role Security Settings

	Overall Questions		People-based Questions				FeedBack Questions
	Graphic Numeric (overall)	Comments (overall)	Graphic Numeric (self)	Graphic Numeric (others)	Comments (self)	Comments (others)	Enter Feedback
Responsible Faculty	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Course Department Administrators	<input checked="" type="checkbox"/>	<input type="radio"/> none <input checked="" type="radio"/> view <input type="radio"/> edit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/> none <input checked="" type="radio"/> view <input type="radio"/> edit	<input type="checkbox"/>
Faculty Department Administrators	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/> none <input checked="" type="radio"/> view <input type="radio"/> edit	<input type="checkbox"/>
Course Administrators	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Assessed Individuals	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>

[?](#)

- Click on the name of the survey in the **Survey Administration** page to enter the survey launch dates. Please use the survey open, close and results release dates for the general survey.

Set the **auto-open date/time**.

Set the **auto-close date/time**.

Set the **auto-release date/time**.

Click on the **Confirmation** box and enter an email to receive a confirmation message. (Only one address can be entered.)

Make sure that the **Synchronize with auto-close date** box is checked so that the **Published Deadline** will coincide with the **Auto-Close date/time** when the settings are saved.

Survey Administration: 2019FA_Physics and Astronomy Senior Exit Survey Return to List

Survey Type: Standard - Students will assess Faculty

Survey Name: 2019FA_Physics and Astronomy Senior Exit Survey

Description:

Year / Period: 2019 / 2019FA (1 course selected from this period)

Program: General

Survey Status: No Status

Please verify the layout, content and options for this survey before changing the status to Active.

There are some options that can NOT be changed after survey status has been set to Active.

Published Deadline: 12-18-2019 Extend deadline Synchronize with auto-close date

Allow Responsible Faculty and Course Administrators to set custom survey windows

Survey Automation:

Auto-Open date/time: 12-01-2019 06:00 AM

Auto-Close date/time: 12-08-2019 11:59 PM

Auto-Release date/time: 12-18-2019 06:00 PM

Confirmation: Send Confirmation Email Message to Address below:
Lynn.Wellsand@valpo.edu

Relative to Courses: Open: Do not use this feature 0

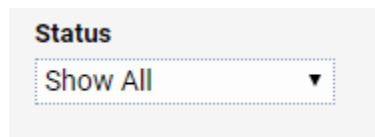
Close: Do not use this feature 0

Enable Send Proof: Allow Students to send proof of survey completion.

Participation Incentives: Enable Contest Incentives for this survey

Allow Faculty to leave feedback for Students: Never

16. Click on the **Save** button. The survey is now scheduled and should turn blue on the **Survey Administration page**. (Make sure that the **Status** drop down box is set to Show All.)



The survey will turn pink when the survey opens and turn green after the survey closes.