



# Quick Start Guide

V9.1

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## **Imprint**

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# 1. Introduction

The “evasys Quick Start Guide” offers a quick overview of the most important evasys functions. It is designed as a step-by-step introduction for subunit administrators and administrators who want to get accustomed with workflows and procedures in evasys.

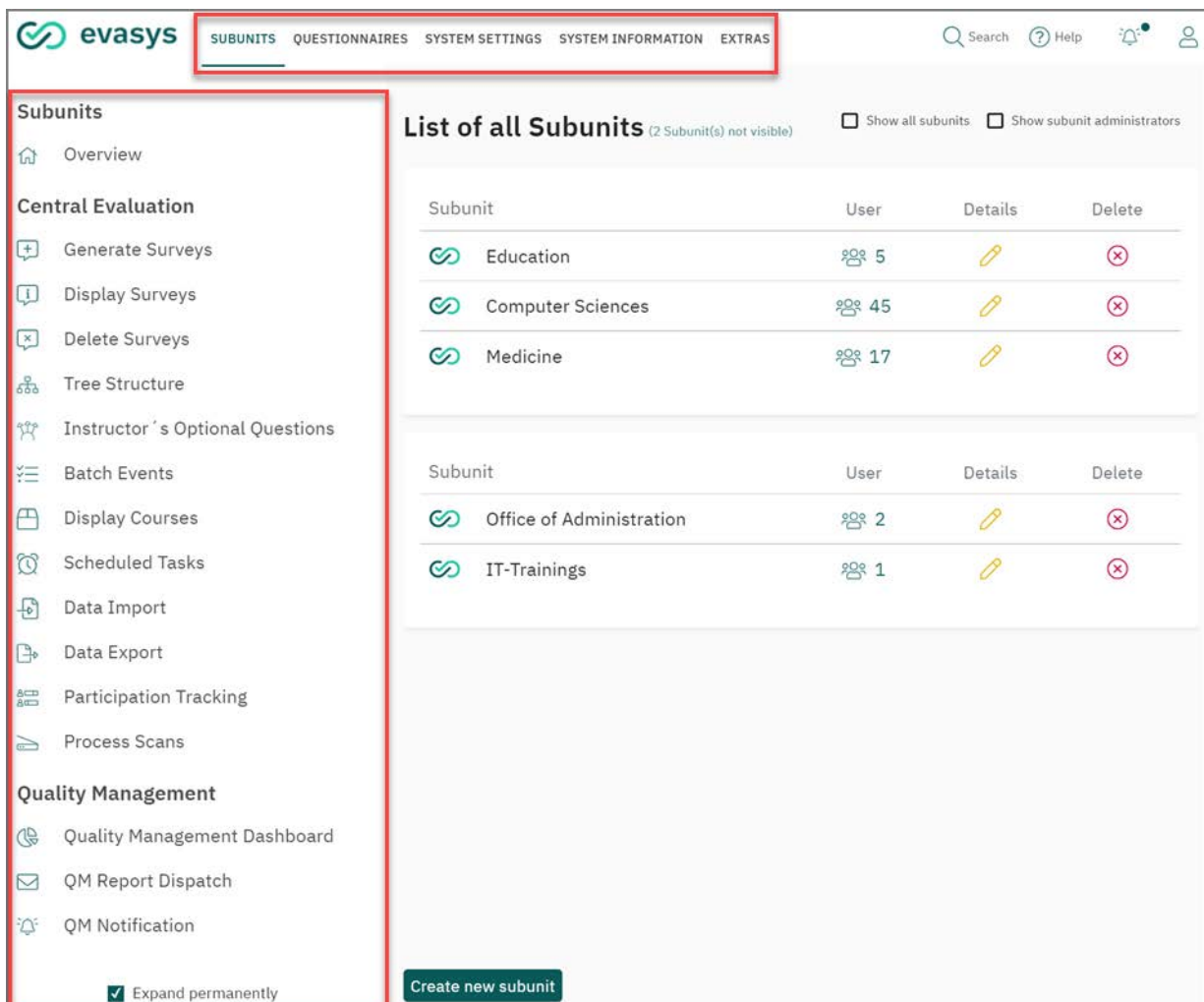
At the end of this manual you will find a short glossary explaining the most important evasys terms.

## 1.1. Login: Accessing evasys

evasys is controlled via a web browser. We recommend the use of Microsoft Edge, Google Chrome or Mozilla Firefox in a current version.

Log in to the system with the user name and password you have received.

## 1.2. User Interface



The screenshot shows the evasys web interface. The top navigation bar includes the evasys logo and menu items: SUBUNITS, QUESTIONNAIRES, SYSTEM SETTINGS, SYSTEM INFORMATION, and EXTRAS. The side menu on the left is expanded, showing categories like Subunits, Central Evaluation, and Quality Management. The main content area displays a 'List of all Subunits' table with columns for Subunit, User, Details, and Delete. A 'Create new subunit' button is visible at the bottom.

Subunit	User	Details	Delete
Education	5		
Computer Sciences	45		
Medicine	17		
Office of Administration	2		
IT-Trainings	1		

Figure 1: evasys Main Menu and Side Menu (Administrator)

After having logged inside successfully a list of subunits will be displayed. In the header of the page you will find the main menus “Subunits”, “Questionnaires”, “System Settings”, “System Information” and “Extras”. On the left side you will find a sub menu displaying the functions contained in the respective main menu.

### Menu Subunits

- Generate, administrate, print and send surveys
- Open, print and send reports

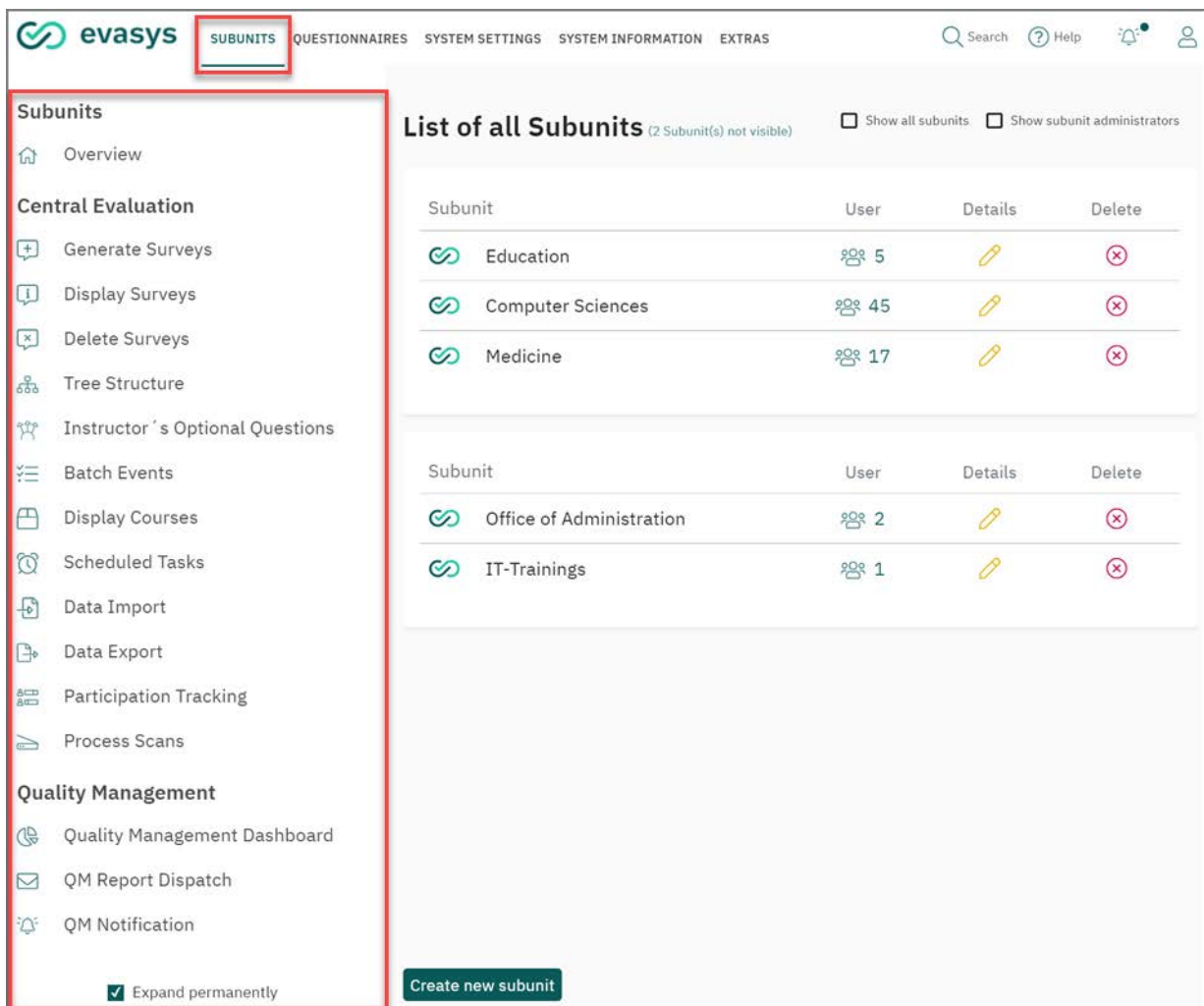


Figure 2: Menu Subunits

### Menu Questionnaires

- Create, configure and administrate questionnaires
- Create and administrate the question library

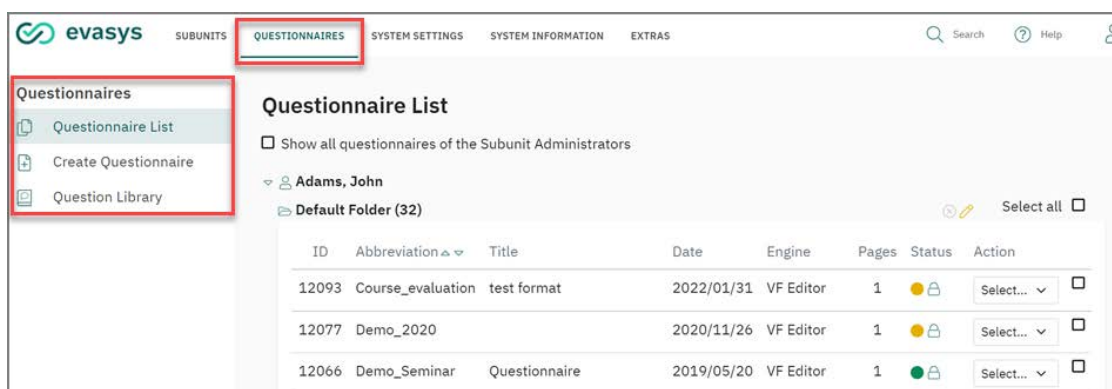


Figure 3: Menu Questionnaires

## Menu System Settings

- Define system settings
- Documents and Templates
- Report settings and administration
- User profile

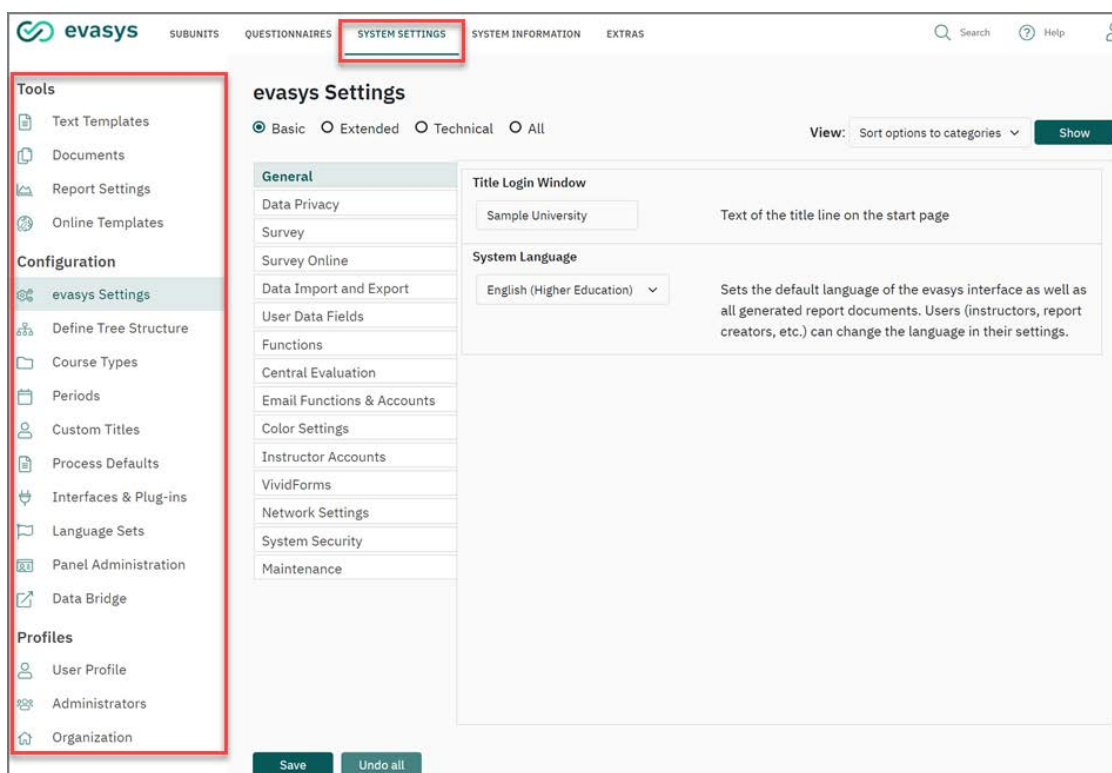


Figure 4: Menu System Settings

## Menu System Information

- Search
- Usage statistics
- Maintenance functions and license administration
- Documentation

The screenshot shows the 'SYSTEM INFORMATION' page in the evasys interface. The navigation menu on the left is highlighted with a red box and includes sections for Information, Maintenance, Documentation, and Protocols. The 'License Management' section displays the following system information:

Product	evasys Central Evaluation	
Version	V9.0 (Build: 2400)	<a href="#">Installed Fixes</a> <a href="#">Check for Updates</a>
Web server / Database	IIS / MySQL (127.0.0.1)	
Paper Surveys	Licensed	
Online Surveys	Licensed	
Handwriting recognition	Licensed	
Use in Research and Teaching	Licensed	
VividForms Designer Licenses	5 (Version 1.5.0.33)	
Scanstation Licenses	5	
Scan Upload	Licensed	
Data Bridge	Extended	
LTI® Interface	Professional	
SOAP API and Plug-ins	Extended	
User licenses	unlimited (Campuslicense)	

The 'License Key' section contains the following form:

Customer name:

License key:  [Save](#)

The 'VividForms Designer Licenses' section displays the following table:

	Name	Last used	public templates
1	Adams, John	<a href="#">i</a> 2016/06/20 11:21:43	<input type="checkbox"/> <a href="#">x</a>
2	Not in use yet.		
3	Not in use yet.		

Figure 5: System Information



Please do not use the browser navigation to browse through the system as sometimes not all functions can be performed as desired. Use the buttons and menus in the system instead.

**Hint:**

If you tend to use the browser navigation, it can be a good idea to switch your browser to full screen mode. In most of the browsers, the full screen mode can be started by using the key "F11".

## Menu Extras

- Add-ons
- Questionnaires
- Manuals
- Trainings
- Hosting

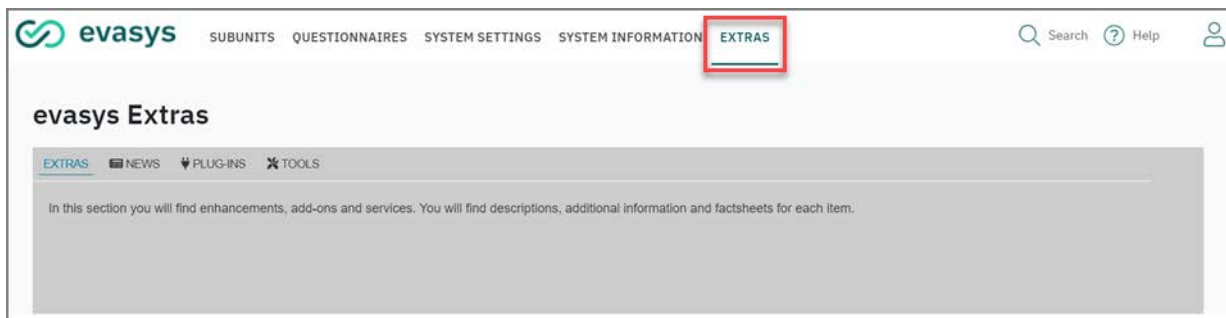


Figure 6: Menu Extras

## 1.3. Help

The question mark icon is always displayed in the upper right corner. The button opens the detailed user guide in the relevant chapter.

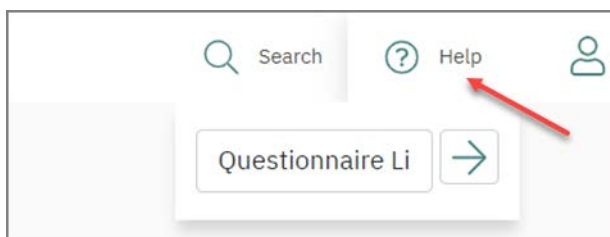


Figure 7: Question mark Icon

## 1.4. Adapt your Own Profile

Before you start working with the system, you should check your user profile and change your password. You will find your user profile in the menu “System Settings/ Profiles”.

The screenshot shows the 'evasyS' interface with the 'SYSTEM SETTINGS' menu item highlighted. The 'User Profile of Administrator' form is displayed with the following fields and values:

- Form of Address: neutral
- Title: (empty)
- First name: Clyde
- Last name\*: Bell
- Phone: (empty)
- Email: John.Adams@example.com
- Language: English (Higher Education)
- Login name\*: 2022136658496658
- Password: (empty)
- New password: (empty)
- Confirm new password: (empty)
- Additional roles:  Report Creator,  Data Entry Assistant,  Verifier

The left sidebar shows the 'User Profile' menu item highlighted with a red arrow. The 'Expand permanently' checkbox is checked.

**Figure 8: User Profile**

Mandatory fields are marked with a red asterisk. If you want to change your password you will first have to enter the old password. Below this, you can define your new password. The new password has to be entered twice. Thereby wrong entries can be avoided. After clicking the green button “OK” your profile will be saved.

**Information**  
The user information has been updated.

### User Profile of Administrator

Form of Address:  ▾

Title:

First name:

Last name\*:

Figure 9: Updated User Profile

## 2. Build up the evasys Structure

The organizational structure in evasys consists of three levels:

- Subunits (e.g. departments, faculties)
- Users (e.g. instructors, deans, report creators)
- Courses (these are always assigned to instructors and deans)

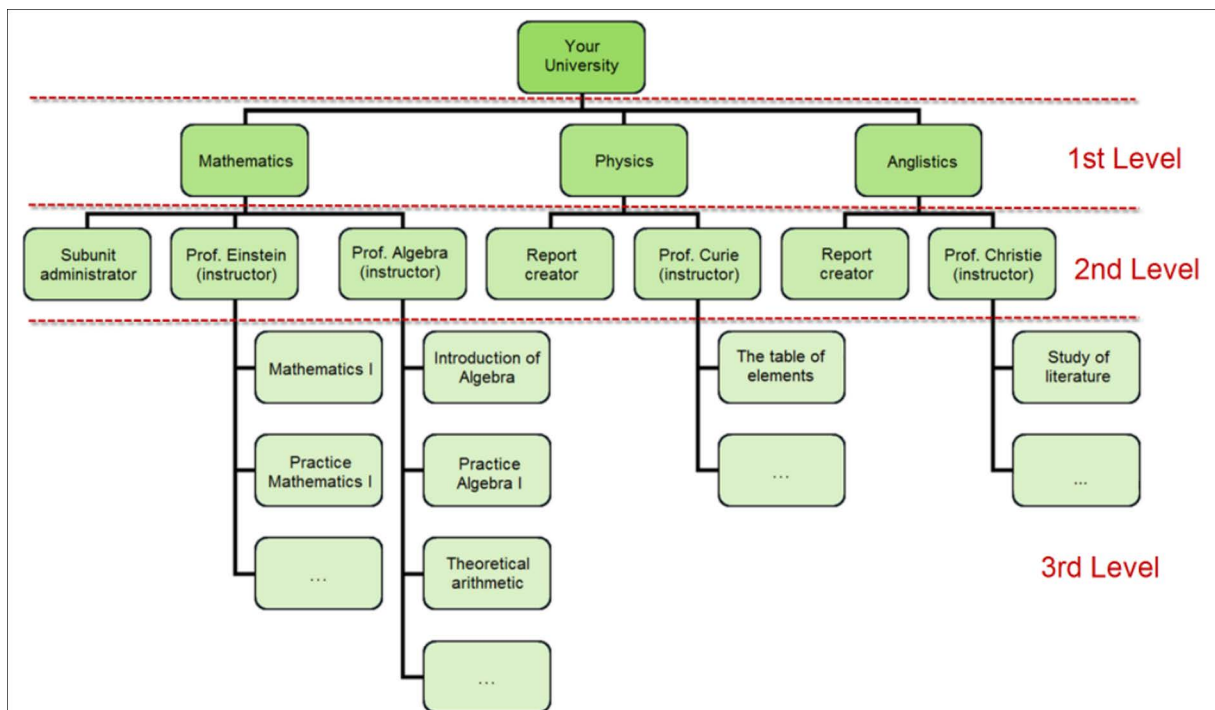


Figure 10: Three Levels

## 2.1. Surveys: General Principle

In evasys, a survey is created by connecting a course (i.e. an item on the third level) with a questionnaire and a period. A questionnaire can be used for as many surveys as you like.

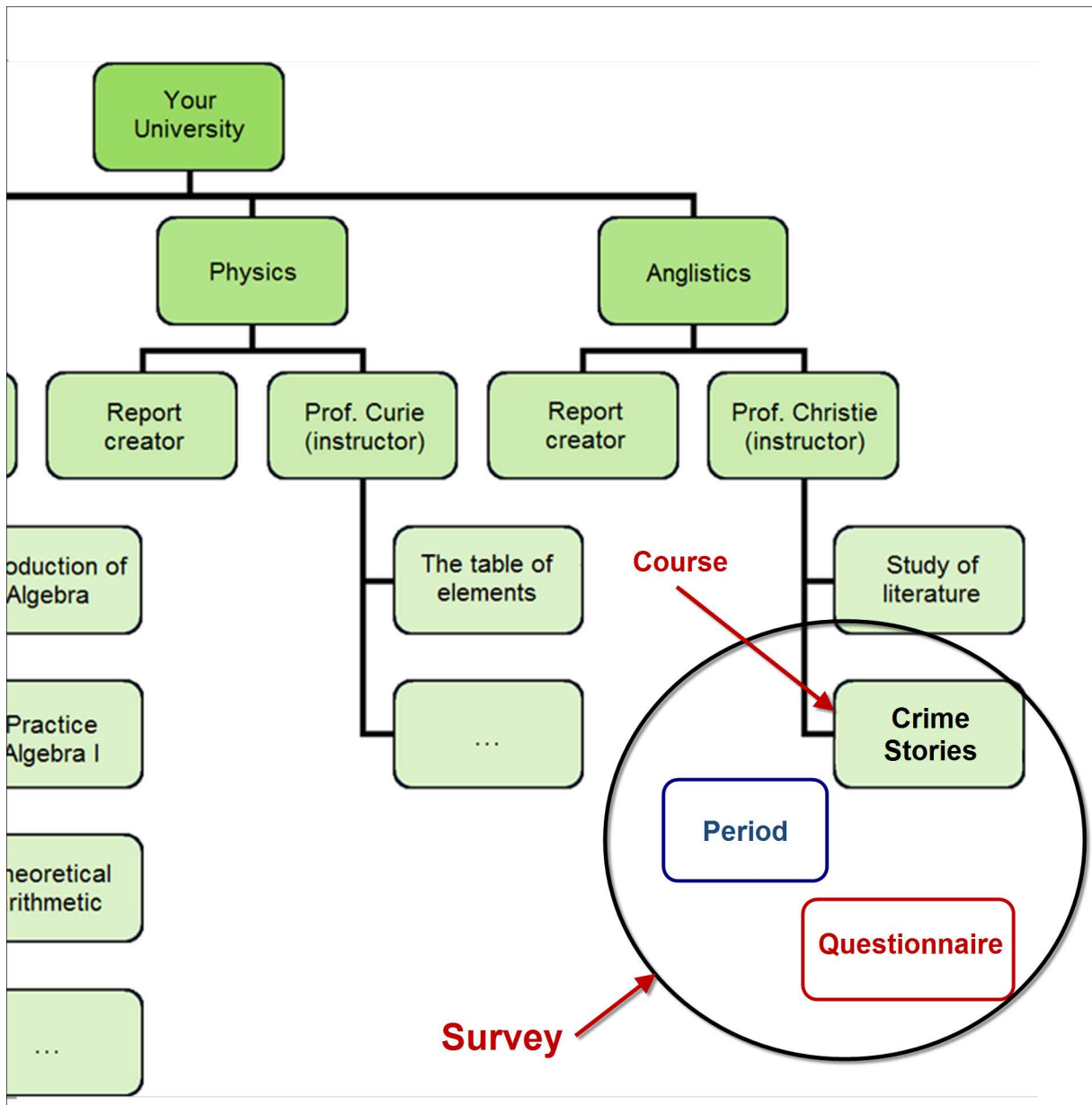


Figure 11: Survey: General Principle

Each connection can only be done once so you can never accidentally run into creating a survey twice. To create a survey you always need all three levels.

## 2.2. Create a Subunit

If you are a subunit administrator or an “evasys Cloud Standard” user, you cannot create new subunits yourself. In this case, please proceed with chapter A 2.3. "Edit a Subunit".

As an administrator you can create new subunits. Go to the menu “Subunits” and click the button [Create new subunit] in the subunit overview.

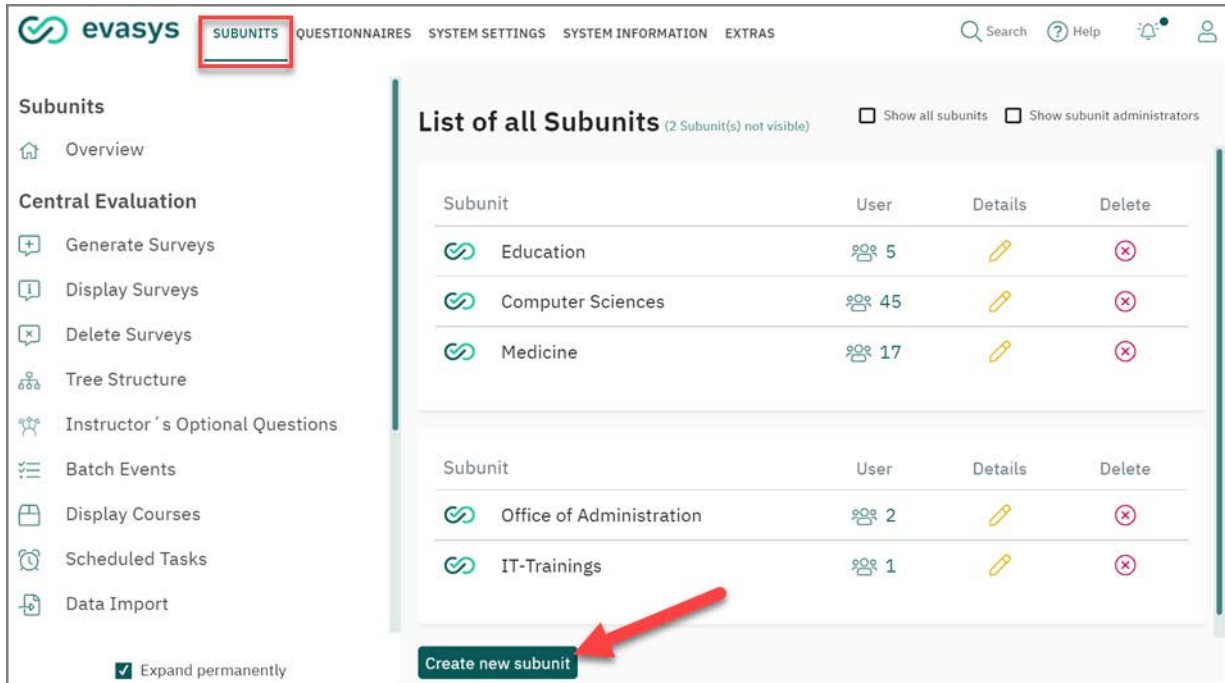




Figure 12: Create new subunit

In the first place it is important to enter the name of the subunit. Please enter the name and click [OK].


### Subunit details

#### Subunit

Name*	IT-Trainings	Number	103		Logo File	system logo	
-------	--------------	--------	-----	---	-----------	-------------	---

[Expand contact data](#) ▾

Online template	default	User licenses	<input checked="" type="checkbox"/> unlimited
-----------------	---------	---------------	---

URL	<a href="http://localhost/evasys_8.1_/online/">http://localhost/evasys_8.1_/online/</a>	
-----	---	---

Subunit visibility	Unrestricted
--------------------	--------------

#### Handling of Handwritten Texts in Reports

- Direct display (Displays the original text as a scanned image)
- Display after manual collection (Display as electronic text; note customizable threshold in the menu "System Settings / evasys Settings / Data Privacy")
- Never display (No open questions displayed in the report)

Figure 13: Create Subunit

The new subunit will now appear in the list.

The screenshot shows the 'List of all Subunits' page in the evasys system. The page has a sidebar on the left with navigation options like 'Overview', 'Central Evaluation', 'Generate Surveys', etc. The main content area displays two tables of subunits. The first table lists 'Education' (5 users), 'Computer Sciences' (45 users), and 'Medicine' (17 users). The second table lists 'Office of Administration' (2 users) and 'IT-Trainings' (1 user). A red arrow points to the 'IT-Trainings' subunit. At the bottom, there is a 'Create new subunit' button and a checked 'Expand permanently' option.

Subunit	User	Details	Delete
Education	5		
Computer Sciences	45		
Medicine	17		

Subunit	User	Details	Delete
Office of Administration	2		
IT-Trainings	1		

**Figure 14: List of Subunits**













Click on the name of the subunit to enter the subunit (or use the menu bar on the left). In the following, the user list of the subunit will be displayed. At the moment it is still empty as you have not yet created a user.

## 2.3. Edit a Subunit









Depending on the level of your evasys access you can edit one or more than one subunit. To edit a subunit, click the pencil icon in the subunit overview.



**List of all Subunits** (2 Subunit(s) not visible)  Show all subunits  Show subunit administrators

Subunit	User	Details	Delete
 Education	 5		
 Computer Sciences	 45		
 Medicine	 17		



Subunit	User	Details	Delete
 Office of Administration	 2		
 IT-Trainings	 1		

**Figure 15: Edit subunit**


You can, for example, change the name of the subunit or modify the anonymization settings for open questions or the online template for online surveys.

### Subunit details

#### Subunit

Name*	Number		Logo File	
IT-Trainings	103		system logo	

[Expand contact data](#) ▾

Online template	User licenses	<input checked="" type="checkbox"/> unlimited
<a href="http://localhost/evasys_8.1_/online/">http://localhost/evasys_8.1_/online/</a>	URL 	Subunit visibility
		Uneingeschränkt

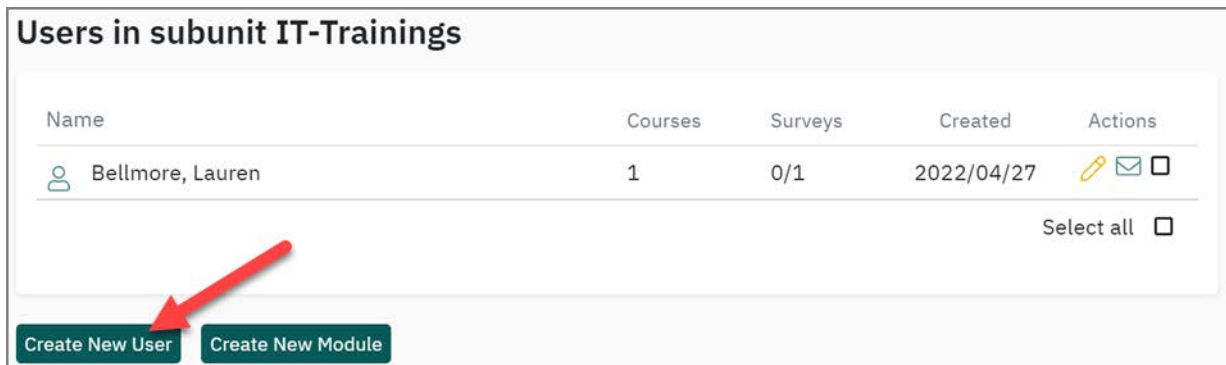
#### Handling of Handwritten Texts in Reports




- Direct display (Displays the original text as a scanned image)
- Display after manual collection (Display as electronic text; note customizable threshold in the menu "System Settings / evasys Settings / Data Privacy")
- Never display (No open questions displayed in the report)

Figure 16: Subunit details

## 2.4. Create a User Account

As explained above, click on the name of your subunit to enter the user list. Click the button [Create new user].

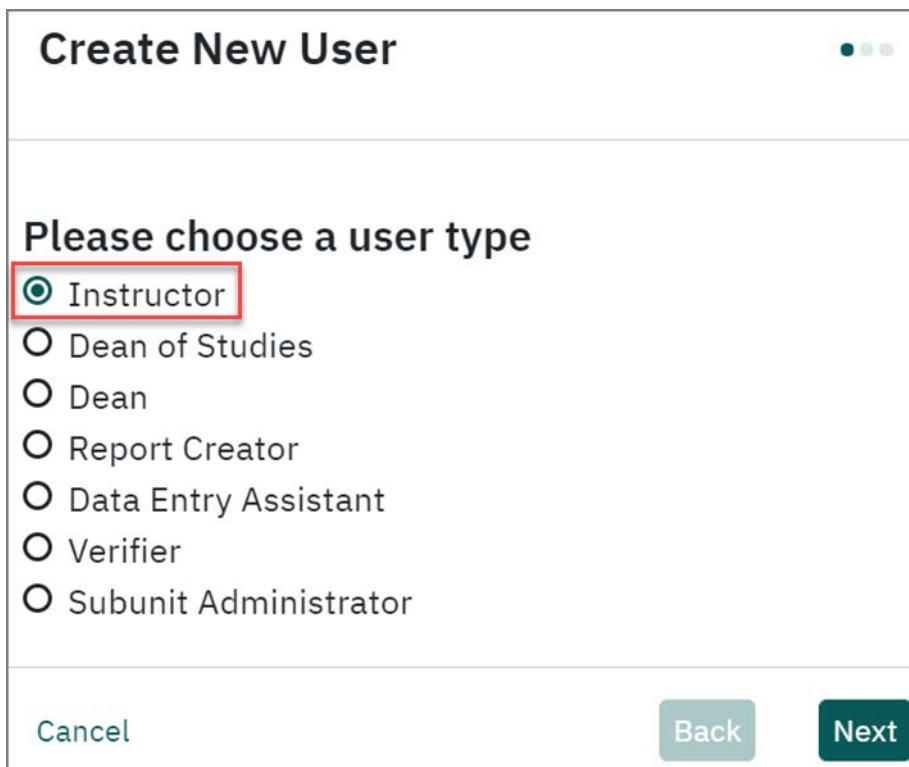


Name	Courses	Surveys	Created	Actions
 Bellmore, Lauren	1	0/1	2022/04/27	  <input type="checkbox"/>
				Select all <input type="checkbox"/>

**Create New User** **Create New Module**

Figure 17: Create New User

### Step 1: Select User Type



**Create New User**

Please choose a user type

- Instructor
- Dean of Studies
- Dean
- Report Creator
- Data Entry Assistant
- Verifier
- Subunit Administrator

Cancel Back Next

Figure 18: Step 1 Choose user type

The user type “Instructor” is preselected. Click [Next].

## Step 2: Define User Attributes

Enter the data of the user. Then click [Next].

### Please define the attributes of this user

Form of Address  
Mr. ▾

Title

First name  
John

Last name\*  
Doe

external ID  
jd@example.com

Email

Inform user about profile creation via email

**Search same user**

Phone:

Address

Profile image  
No file selected. **Browse...**

Department ID  
0

Language  
Default language ▾

Login name\*  
20220608125105620860

New password\*  
..... ⓘ

Confirm new password\*  
.....

Cancel **Back** **Next**

Figure 19: Create user – Step 2

### Step 3: Define User Rights

Assign the access rights for quality management views and the questionnaire editor. These rights are only relevant if your instructor is allowed to log into the system and create his/her own questionnaires. If you are using evasys as a Cloud user, the instructors you create cannot create their own questionnaires. The user rights are deactivated.

#### Please define the user rights

QM Views  
 No QM Views ▼

**additional subunits for QM views:**

Archive  
 Education  
 Computer Sciences  
 Medicine  
 Office of Administration  
 Demo DSC

Questionnaires  
 Only extend templates ▼

Cancel
Back
Save

Figure 20: Create User– Step 3

After having clicked the button [Save], the new user account will appear in the user list of your subunit.













Users in subunit IT-Trainings				
Name	Courses	Surveys	Created	Actions
 Bellmore, Lauren	1	0/1	2022/04/27	  <input type="checkbox"/>
 Doe, John	0	0/0	2022/06/08	  <input type="checkbox"/>
Select all				<input type="checkbox"/>

Figure 21: User list in a Subunit

## 2.5. Create Courses

Click on the number in square brackets [0] in the column “CO”. You will find the column in the user list next to the user name. The list of courses (at the moment still empty) will be displayed.

Users in subunit IT-Trainings				
Name	Courses	Surveys	Created	Actions
 Bellmore, Lauren	1	0/1	2022/04/27	  <input type="checkbox"/>
 Doe, John	0	0/0	2022/06/08	  <input type="checkbox"/>
				Select all <input type="checkbox"/>

**Figure 22: Enter Course List**

Click [Create new course].

### Add course to Doe, John

in subunit IT-Trainings

Course name * Evaluation 101	ID Eva-101JD
Program of Study Evaluation	Period Repetitive
Course Type * Lecture	Location

Expand user data fields

### Participants' data

Enrollment \*  
23

Anonymous survey participants  
 Non anonymous survey participants (panel)

Administrate participants

### Additional report recipients (secondary instructors)

exist for this course  
 sort by subunit  
 sort by user name

Instructors Add

Secondary instructors Remove

Save Cancel

**Figure 23: Create Course**

Fill in the form as shown in the example.

Name: Evaluation 101  
Program of Study: Evaluation  
ID: Eva-101-JD  
Enrollment: 23

Confirm your entries by clicking [OK].

The new course will now appear in the course list.

Number	Course name	Program of Study	ID	Period	Course Type	Participants	Surveys	Actions
948	Evaluation 101	Evaluation	Eva-101JD	Repetitive	Lecture	23		

[Create new course](#) [Back](#)

**Figure 24: Course list**

Click [Back] to get back to the user list. You will now see a [1] in the column “CO” of your instructor because you have just created a course.

Now all levels required by the system (Subunit, Instructor, Course) are created. In the next step you can create the questionnaire you want to use for your survey.

### 3. Create Questionnaire

In this chapter you will learn how to create a VividForms questionnaire.

ID	Abbreviation	Title	Date	Engine	Pages	Status	Action
12093	Course_evaluation	test format	2022/01/31	VF Editor	1		Select...
12077	Demo_2020		2020/11/26	VF Editor	1		Select...

**Figure 25: List of all questionnaires**

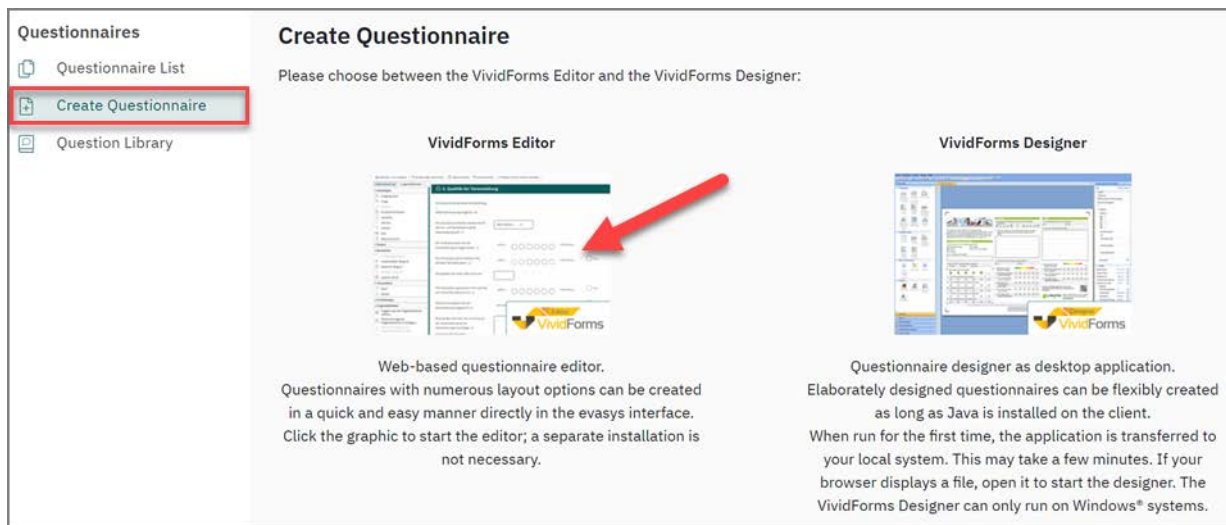
Open the main menu “Questionnaires” by clicking the link in the header of the evasys system. A list of available questionnaires will be displayed. The questionnaires are sorted according to users and folders. If you are a subunit administrator, you will see your own questionnaires and the questionnaires of the administrator which are publicly available.

Click on “Create Questionnaire” in the left menu bar to start creating a new questionnaire.

In the following screen you can now either select the VividForms Editor or the VividForms Designer to create your questionnaire. The VividForms Designer can only be used when it is licensed. This manual only refers to the VividForms Editor.

Click the VividForms Editor to create a new questionnaire.





**Figure 26: Start the VividForms Editor**

The questionnaire editor will open and the “Form Wizard” will be shown. Fill in the form. Please note the following:

**Abbreviation:**

5-25 characters, no space characters, system-wide unique abbreviation

**Title:**

Name of the questionnaire, may be used more than once in the system. The Paper format should be set to A4/Letter. The template mode should not be activated.

**Note:**

The template mode is supposed to be used when creating questionnaires which can be adapted by instructors. This function is not described in this manual. For further information please refer to the evasys User Guide.

Form Wizard

Form creation information

Abbreviation: Eval\_01

Title: Course Evaluation

Paper size: A4

Instructor's Optional Questions:  Customizable optional questions (please activate template mode)  
 Predefined optional questions  
 Outcome-based evaluation

max.: [input field]

Template:  Activate/deactivate template mode  
 New items can only be added at the end.

Max. Pages: 2

Max. Items: 20

Apply Cancel

Figure 27: Form Wizard

Click [Apply] to proceed creating the questionnaire.

### 3.1. Questionnaire Editor: Overview

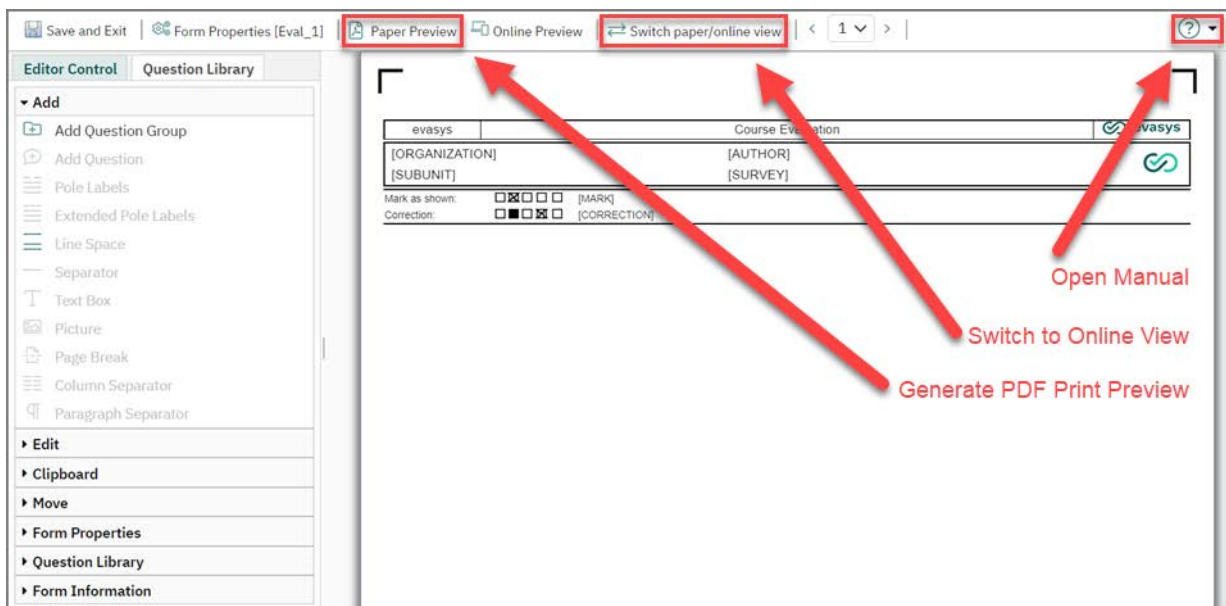


Figure 28: VividForms Editor

## 3.2. Add Question Group

First of all you have to add a question group to the questionnaire. Question groups are chapters of your questionnaire. All questions and items are stored in a question group. Therefore you must remember the rule "No question without a question group".

To add a question group, click on "Add Question Group" in the section "Add" of the Editor Control. In the following wizard you can enter the name of the question group.

Figure 29: Add Question Group

Click [Apply] to add the question group to the form. The title will now be displayed in the preview. You can now add questions or further items to your questionnaire.

Figure 30: Added Question Group in the Editor

### 3.3. Questions

#### 3.3.1. Question Types

Each question has a defined question type and a special analysis. In VividForms there are seven different question types. The question types define the layout and analysis of your questionnaire.

In addition, you can add text boxes for explanation texts or design elements such as pictures, line spaces, separators and page breaks to you form.

#### 3.3.2. Scaled Questions

Scaled questions are questions about the quality. They can later on be used for establishing quality guidelines and norming. You can add 2-11 point scaled questions.



Figure 31: Scaled Question

Analysis: Histogram or others.



Figure 32: Analysis of Scaled Question

#### 3.3.3. Open Questions

These questions are used to capture free comments and notes of the participants. For paper based surveys, these handwritten comments can be anonymized.

1.9 What was the best aspect of this course?

Figure 33: Open Question

Analysis: As text (online survey) or as image (paper survey). Further options are anonymization and categorization.

3. Questions about the course

Please give us your feedback about the course as well as suggestions for improvement:

Perfect Preparation for professional life.  
 Many current information - very well. Thanks.  
 Many information concerning the current prob. discussion.  
 The course was highly informative.

Figure 34: Analysis of Open Question

### 3.3.4. Single Choice Questions

Single choice questions (e.g. questions about age, sex etc.) have several answer options. The participants may select only one option.

What is your age?

18-29       30-39       40-49       50-59

60-69       Older than 69

Figure 35: Single Choice Question

Analysis: Bar diagram

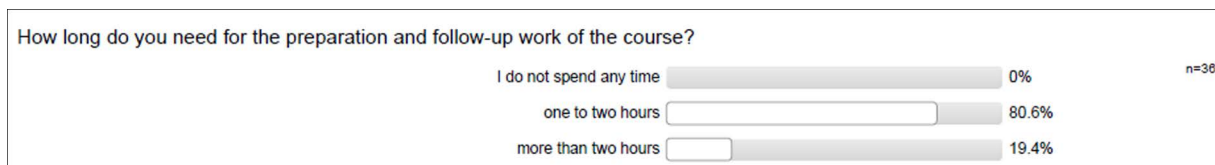


Figure 36: Analysis Single Choice Question

### 3.3.5. Multiple Choice Questions

Multiple choice questions (e.g. language skills etc.) have several answer options. The participants may select more than one option.

I attend the course... (check as many as apply):

- because I am interested in the topic.
- because I need to earn the credit hours.
- because the instructor is really good.
- because it is important for my professional life.
- for the preparation of my exam.
- for other reasons.

Figure 37: Multiple Choice Question

**Note:**

In the editor view multiple choice questions are marked with a red “MC” note so they cannot be mixed up with single choice questions. Please be careful to always select the correct question type. As single and multiple choice questions cannot be distinguished by the participants, it can be a good idea to add a note to the question text such as “Only mark one option” / “More than one answer is allowed”

Analysis: Bar diagram

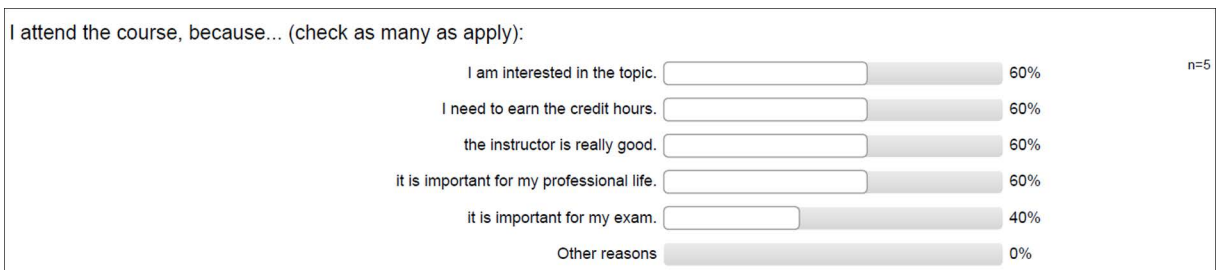


Figure 38: Analysis of Multiple Choice Question

### 3.3.6. Ranking Question

The ranking question allows the user to rank items by placing them into a preferred order. This way, answer options can be ranked according to importance, for example.

3. Questions about the choice of a seminar

3.1 Which aspects are particularly relevant for you when choosing a seminar? Please rank the following answer options according to their importance.

1. 2. 3. 4.

Topicality of the subject

Practical relevance

Provision of a script

Venue

Figure 39: Ranking Question

The results are evaluated in a bar diagram.

### 3.3.7. Segmented Handwriting (ICR)

This question type is used to capture short handwritten segmented texts such as numbers (age, date of birth, postal code etc.) or names. If you have an ICR license, you can do an analysis based on frequencies.

1.1 Date of Birth

1.2 Place of Birth

Figure 40: Segmented Handwriting (ICR)

Analysis: If the question contains only numeric values, they results are displayed in 10 groups as a bar diagram. If other characters are used, the question is treated like an open question.

1.1) Date of Birth

- 10/23/1988
- 12/06/1993
- 12/24/1991

Figure 41: Analysis of ICR Question

### 3.3.8. Matrix Field

This question is used to capture numbers such as participant IDs, postal codes etc.

Horizontal: Up to 5 digit numbers (99.999)

Vertical: Up to 10 digit numbers (9.999.999.9999)

Figure 42: Matrix Field

Analysis: Bar diagram, it is possible to choose how many groups are used.

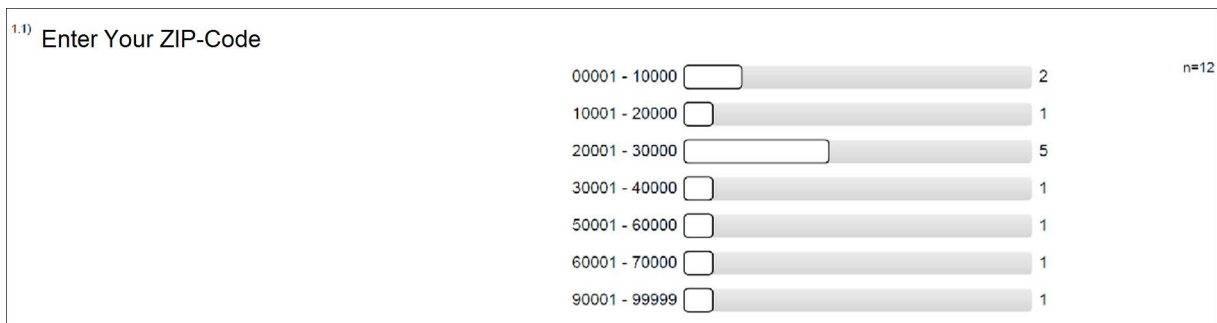


Figure 43: Analysis of Matrix Field

### 3.3.9. Grade Value Question

The grade value question can be used to capture grades (e.g. "What is the grade of your school gradation?"). It is based on the German grading system and covers a grading scale from 1.0 to 5.0.

Figure 44: Grade Value Question



Analysis: Mean value and standard deviation



**Figure 45: Analysis of Grade Value Question**

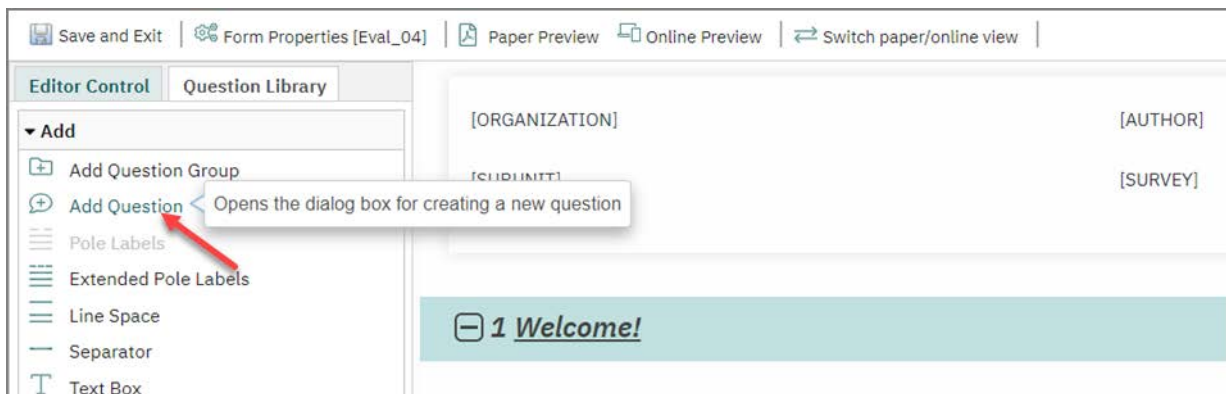
### Note:

The grade value questions cannot be used for comparisons or quality guidelines. You should therefore not use it to have the participants grade a specific aspect but only to capture existing grades. To grade a course or instructor, you should instead use a scaled question.

## 3.4. Add Question

Please keep in mind that you first have to create question group before you can create a question. (See chapter A 3.2. “Add Question Group”)

Click on “Add Question” in the menu “Add”.



**Figure 46: Add Question**

A question wizard opens. In the first step select the question type. If you move the mouse over the info icon, a preview of the question type will be displayed.

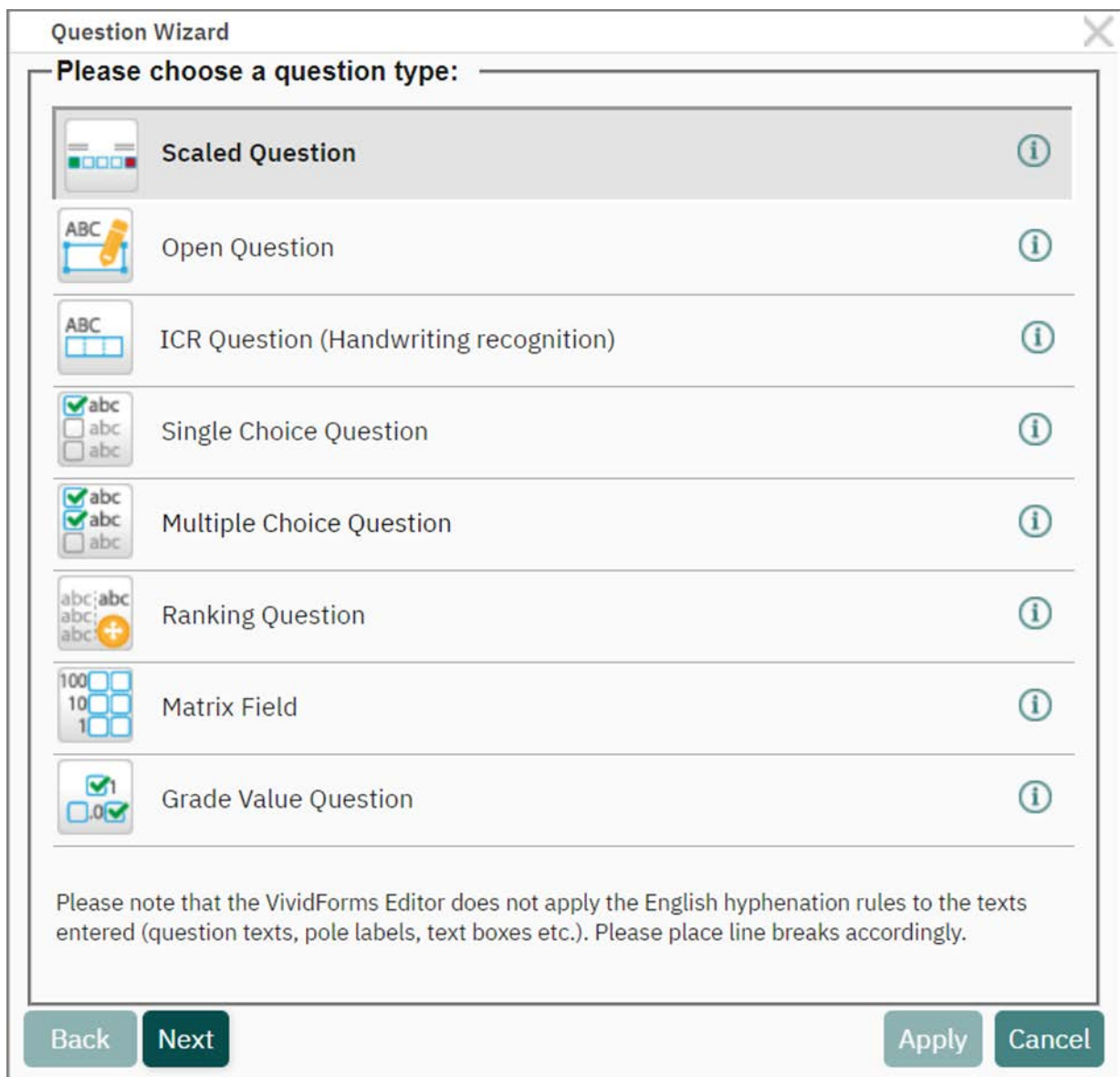


Figure 47: Question Wizard: Question Types

After having selected the question type, click [Next]. A dialog appears allowing you to enter settings for the question text and answer options.

In the following example you will see the dialog for the scaled question and the dialog for the single choice question.

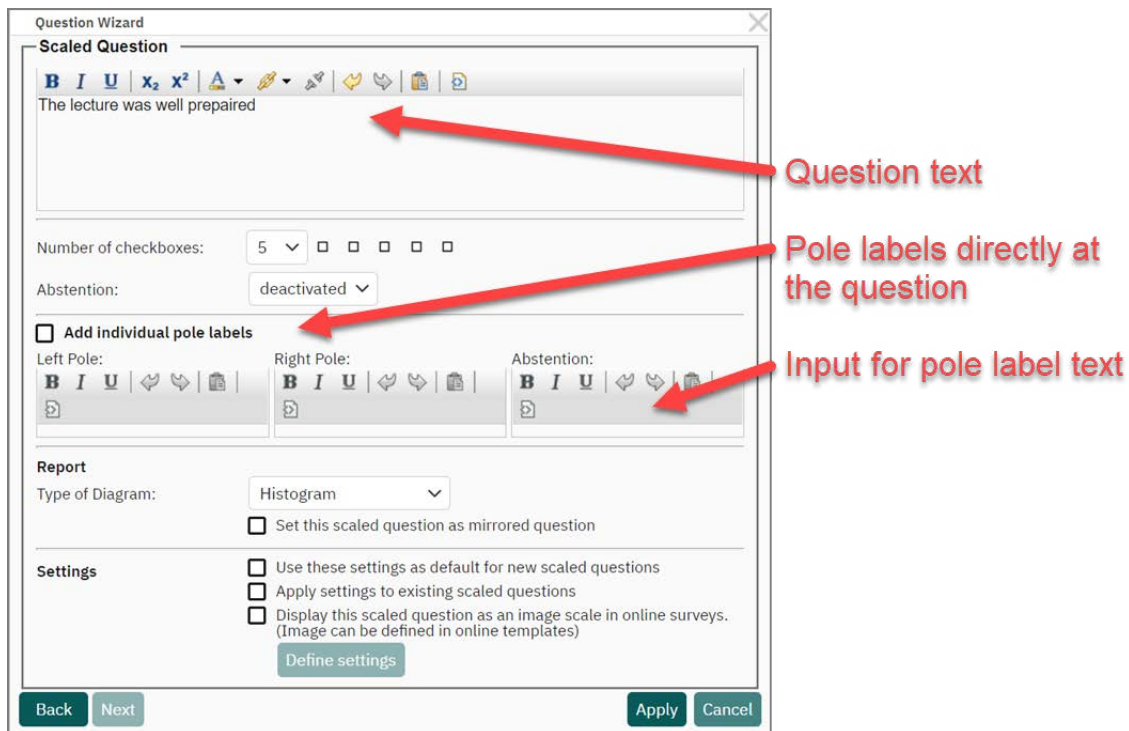


Figure 48: Question Wizard: Scaled Question

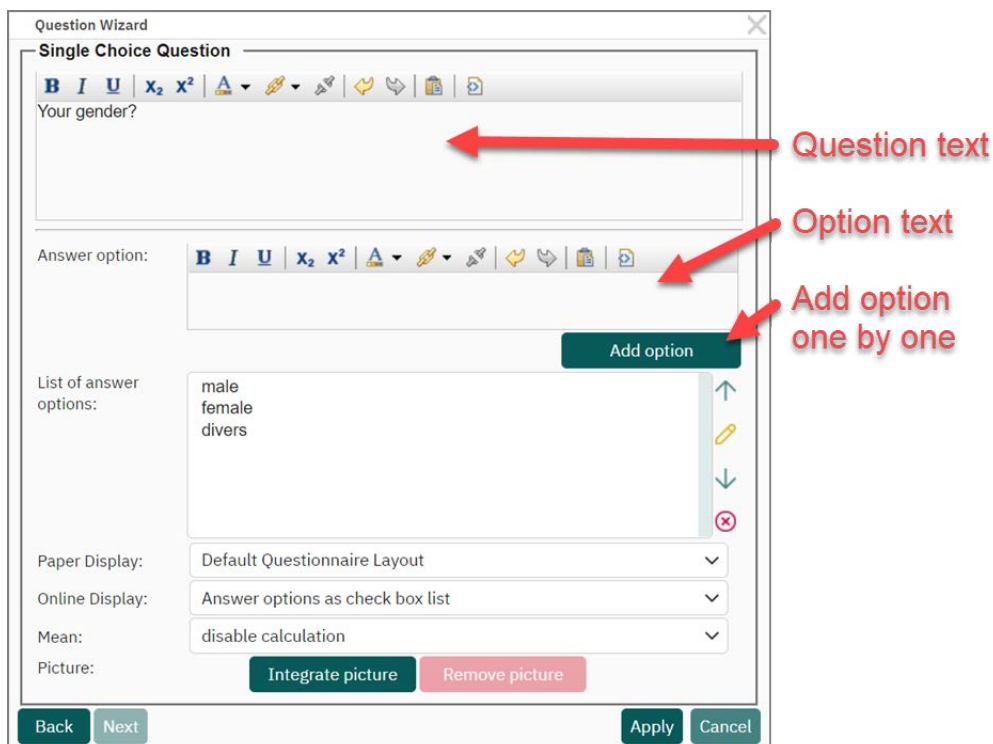


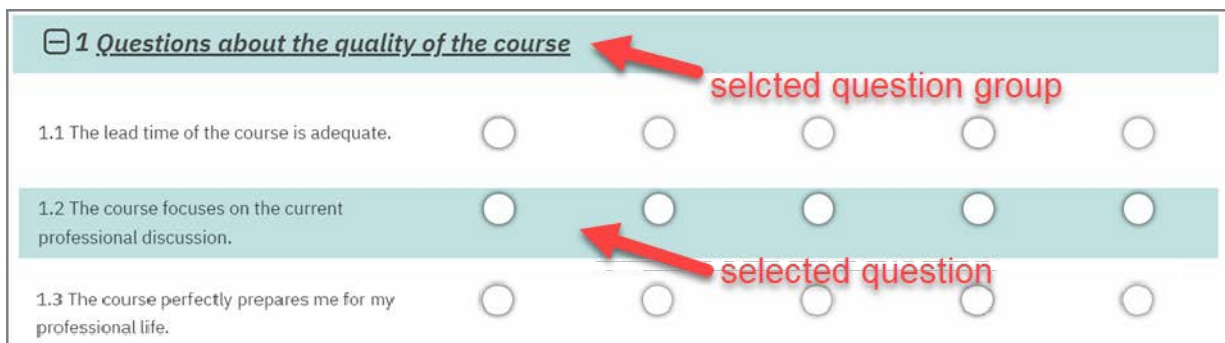
Figure 49: Question Wizard: Single Choice Question

Change your settings and click [Apply]. The question will be added to the questionnaire.

## 3.5. VividForms Editor: Usage

### Where am I?

In the VividForms Editor all items are added below each other. To add a question or another item between two questions or items, click the item which shall be located above the new one. The item is now marked (you can recognize this by the blue background color). A new item will now be placed below this marked item.



**Figure 50: Insert Position**

The question group which is currently active is marked by square brackets and bold characters.

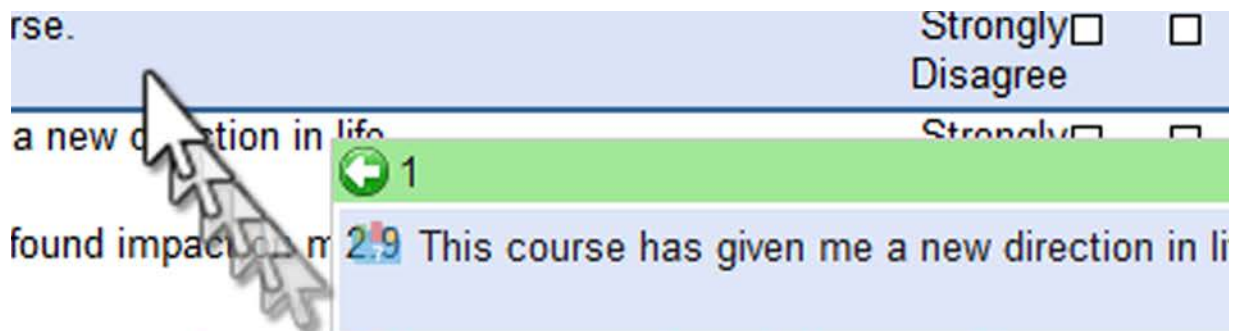
### Edit

To edit an item you just need to double-click it.

### Move

You can move each single item with the help of drag & drop. Do not drag an item into a blank area of your form. You always have to drag it onto an existing item.

- If you drag it onto the upper part of an item it will be placed above.
- If you drag it onto the lower part of an item it will be placed below.



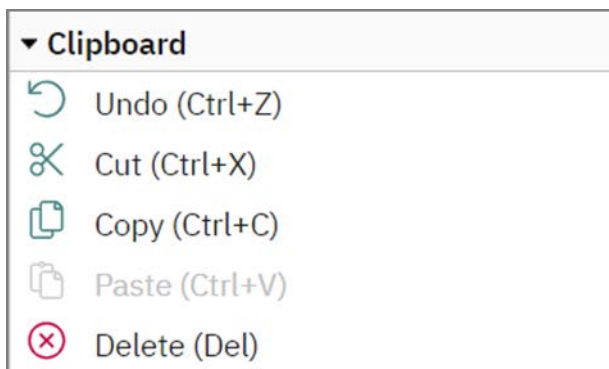
**Figure 51: Move**

Question groups cannot be moved by drag & drop, but they can be moved with all questions and items contained therein by using the “Move” menu in the Editor Control.

### Undo, Cut, Copy, Paste, Delete

- Undo (Ctrl+Z)
- Cut (Ctrl+X)
- Copy (Ctrl+C)
- Paste (Ctrl+V)

As an alternative, all functions are available in the “Clipboard” menu in the Editor Control.



**Figure 52: Clipboard Menu**

For further information on creating questionnaires with the VividForms Editor please refer to the VividForms Editor manual, which can be opened by clicking Help in the Editor.

### 3.6. Questionnaire Preview

The editor view is not exactly equal to the print view of the questionnaire. Click on “Paper Preview” to open a PDF version of the questionnaire.

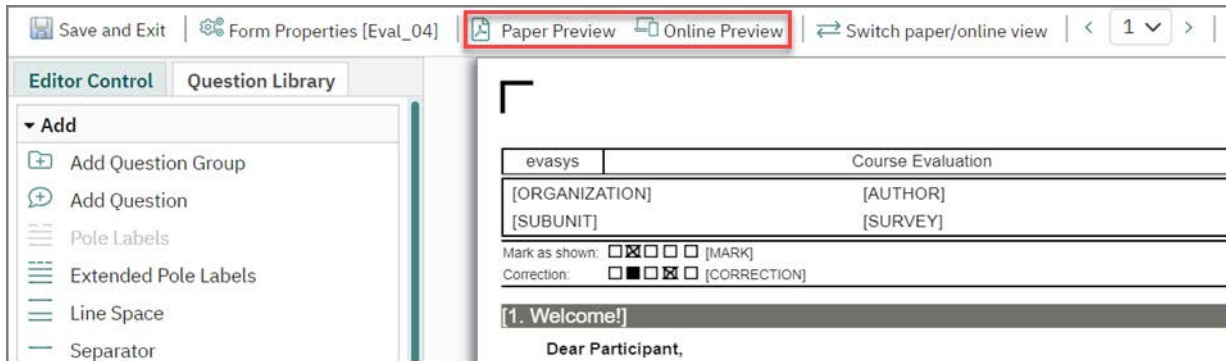


Figure 53: Paper and Online Preview

The PDF view shows the questionnaire in the way it will be used for your survey when printing the form. The placeholders in the questionnaire header (such as [ORGANIZATION], [SUBUNIT] etc.) will be substituted with the information of your survey when printing the forms in the hardcopy procedure.

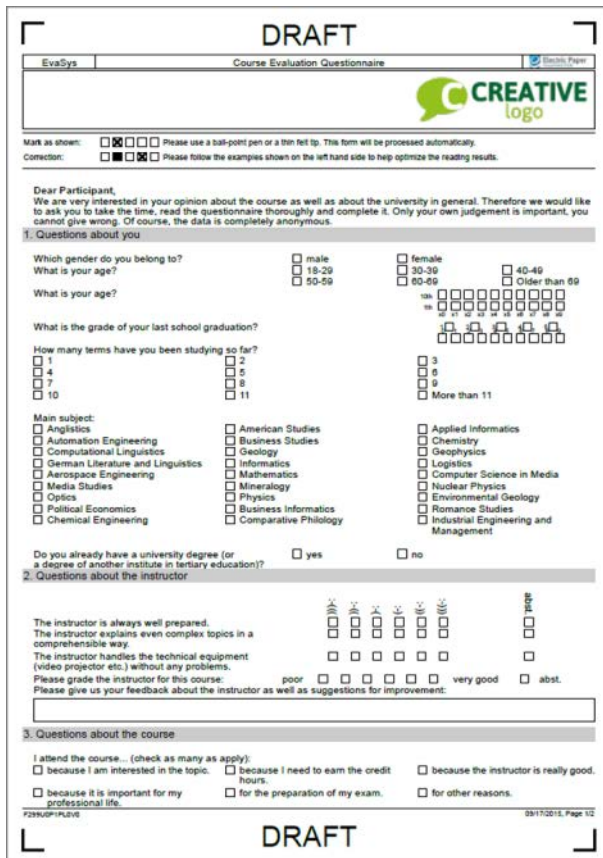
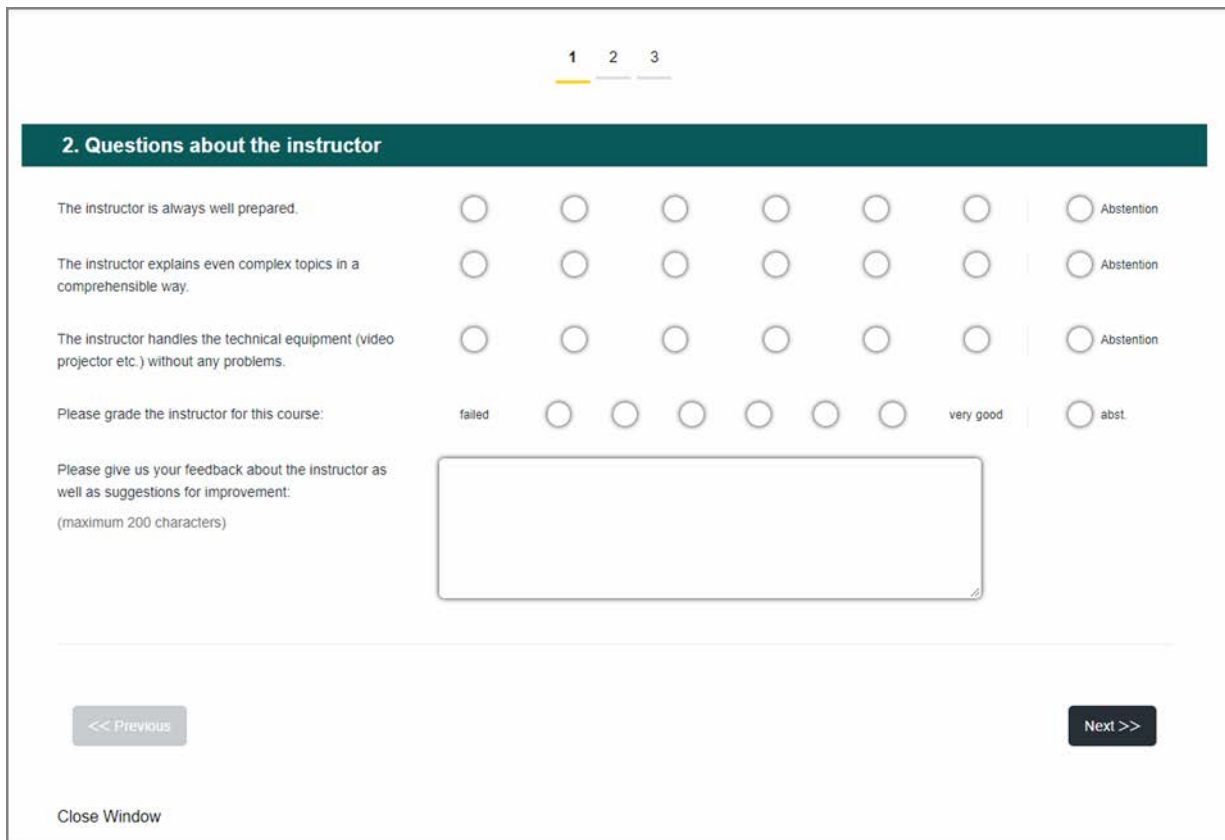


Figure 54: PDF Preview

Click on “Online Preview” to open a preview of the questionnaire for the online survey.



The screenshot displays a questionnaire preview interface. At the top, there are three numbered steps: 1, 2, and 3. Step 2 is highlighted with a yellow bar. Below this, a dark green header contains the section title "2. Questions about the instructor".

The questionnaire consists of five questions, each with a set of radio buttons for selection:

- Question 1: "The instructor is always well prepared." with 7 radio buttons and an "Abstention" option.
- Question 2: "The instructor explains even complex topics in a comprehensible way." with 7 radio buttons and an "Abstention" option.
- Question 3: "The instructor handles the technical equipment (video projector etc.) without any problems." with 7 radio buttons and an "Abstention" option.
- Question 4: "Please grade the instructor for this course:" with a scale from "failed" to "very good" and an "abst." option.
- Question 5: "Please give us your feedback about the instructor as well as suggestions for improvement: (maximum 200 characters)" with a large text input area.

At the bottom of the form, there are two navigation buttons: "<< Previous" on the left and "Next >>" on the right. A "Close Window" link is located in the bottom left corner.

**Figure 55: Online Preview**

In the end, close the preview and exit the VividForms Editor by clicking “Save and Exit” in the upper left corner. You will now be directed to the details of the questionnaire.



1 2 3 4 **5** 6

---

#### 4. Questions about the refectory

The temperature of the meals is...	Very bad	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Very good	Very unimportant	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Very important
The freshness of the meals is...	Very bad	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Very good	Very unimportant	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Very important
The taste of the meals is...	Very bad	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Very good	Very unimportant	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Very important

#### 5. Questions about the studying conditions

	Strongly disagree					Strongly agree	Abst.
The university is connected to the public transportation very well.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The technical equipment of the university is excellent.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I got access to the technical resources (computer centre etc.) very quickly.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<< Previous Next >>

Figure 56: Questionnaire Details

Please ensure that your questionnaire is allowed to be used in your subunits, for your course types and periods. If this is not the case, select the required subunits, course types and periods in the select boxes at the bottom of the page (use Ctrl + mouse click for multiple selections) and click [Apply].

You can also open the details of the questionnaire by clicking on the name of the questionnaire in the questionnaire list.



## 4. Paper Based Surveys

When you have created your instructor and course and your questionnaire, you can now generate your survey. In evasys, two different types of paper surveys are available: hard copy surveys or cover sheet surveys.

### Cover Sheet Procedure

- No personal data or survey data on the questionnaire. The form is neutral, which means it is not assigned to a specific course. The forms are assigned to the course during scanning with the help of a cover sheet.
- You can use one questionnaire to do surveys for different courses and periods.
- You can mass produce questionnaires.
- You will not have remainders.

The figure displays two pages of a survey form. The left page, titled 'Course Evaluation', includes a header with the 'evasys' logo and 'Course Evaluation' text. It contains instructions for marking and correction, a 'Dear Participant' message, and two main sections of questions. Section 1, 'Questions about you', asks for gender, university degree status, age, graduation grade, number of terms studied, and main subjects. Section 2, 'Questions about the instructor', includes a Likert scale for instructor preparedness and a section for grading the instructor. The right page, titled 'Evaluation Sheet', is a form for recording survey data. It has fields for Subunit (Medicine), Program of Study (Medicine|Biochemistry|Human Biology|Therapeutics), Instructor (Ph.D. Kelly Avilla), Course (Directed Research), ID (02-MED-49870), Questionnaires (47), and Questionnaire (Train\_en2). It also has a 'Number of returns' field and a signature line.

Figure 57: Cover Sheet Survey

## Hard Copy Procedure

- Forms are clearly assigned to a course by means of the questionnaire header and barcode.
- You can add serial numbers (which means that a set of questionnaires in one batch cannot be mixed up).
- You can scan forms from more than one survey at the same time. The questionnaires will be automatically assigned to the correct survey.

The image shows a survey form for 'Course Evaluation' by evasys. It includes instructions for marking (e.g., 'Mark as shown: [X] [ ] [ ] [ ] Please use a ball-point pen or a thin felt tip. This form will be processed automatically.') and a 'Dear Participant' message. The form is divided into three sections:

- 1. Questions about you:** Includes questions about gender, university degree, age, and school graduation.
- 2. Questions about the instructor:** Features a Likert scale from 'Strongly disagree' to 'Strongly agree' for statements like 'The instructor is well prepared' and 'The instructor explains even complex topics in a comprehensible way'. It also includes a 'Please grade the instructor for this course' section with options: Failed, Very good, and Abst.
- 3. Questions about the course:** Asks why the participant attends the course, with options like 'because I am interested in the topic', 'because I need to earn the credit hours', and 'because the instructor is really good'.

At the bottom, there is a feedback box and a barcode.

Figure 58: Hard Copy survey

Select the cover sheet procedure if you want to mass print your questionnaires and if you want to use them for more than one course. When using this procedure you must ensure that you are able to assign the correct cover sheet when collecting the surveys.

Select the hard copy procedure when you are not able to ensure that you know in which courses the forms have been used when they get back to you. With the help of questionnaire header and barcode these forms can be assigned automatically.

## 4.1. Generate a Paper Survey

Open the main menu “Subunits”. Then click on “Generate Surveys” in the left side menu.

The screenshot shows the 'Generate Surveys' interface in the evasys system. The interface is divided into a left sidebar and a main content area. The sidebar has a 'Subunits' section with 'Generate Surveys' highlighted in red. The main content area is titled 'Generate Surveys' and contains five numbered steps: 1. Subunit (with a list of subunits like Education, Computer Sciences, etc.), 2. Survey Period (Year 2022, Spring 2022), 3. Course Type (Excursion, Lab, Lecture, Seminar), 4. Questionnaire (Course\_evaluation, Demo\_2020, etc.), and 5. Course(s) (listing courses like Computer Animation, Directed Research, etc.). A red box highlights the 'Paper survey' options, including 'Hard Copy Procedure', 'Cover Sheet Procedure', and 'Verification', along with a 'Generate Surveys' button.

**Figure 59: Generate Surveys**

Select the desired options:

1. Subunits
2. Survey Period
3. Course Type(s)
4. Questionnaire
5. Course(s)

Survey Type: Paper Survey - Hard Copy Procedure or Cover Sheet Procedure

Click [Generate Surveys].

**Hint:**

If the desired course or questionnaire does not appear in the list, check if you have already generated the survey in this period. You cannot create a survey in a period more than once. If you have not yet generated the survey, please check the following:

- Have you assigned the course to a specific period in the course details?
- Is your questionnaire allowed to be used in the selected subunit, for the course type and period?

The survey you have just created will now be displayed in the survey list of the subunit. You can enter this list by clicking on the name of the instructor or by selecting the desired subunit, instructor, period and questionnaire in the menu “Display Surveys”.

Type	Name	Status	# Forms	Processed	Form	Report	Export	Actions
	Computer Animation (09-CSC-36432)	In Progress	000	00 %	EVAL_01	Show Questionnaire		

**Figure 60: Generated Survey in Survey List**

Click on “Show Questionnaire”.

Please note the personalized header of the PDF questionnaire.

evasys	FEVOR Questionnaire	evasys
Example University	Roque Abeyta Arévalo	
Computer Sciences	Computer Animation	

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.

**Figure 61: Personalized Header**

At the bottom of the page the questionnaire shows a 2D barcode which will be used to identify, assign and process the survey when scanning the forms.

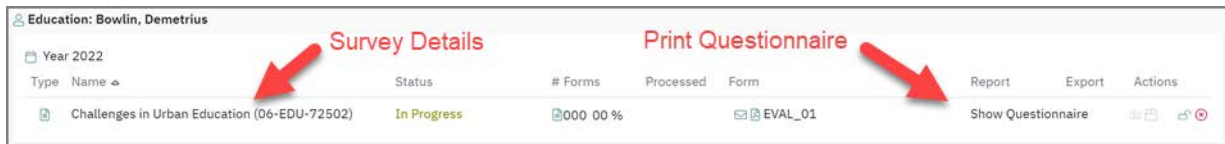
F12080U1134815817P1PL0V0

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**Figure 62: Bottom of the Questionnaire**

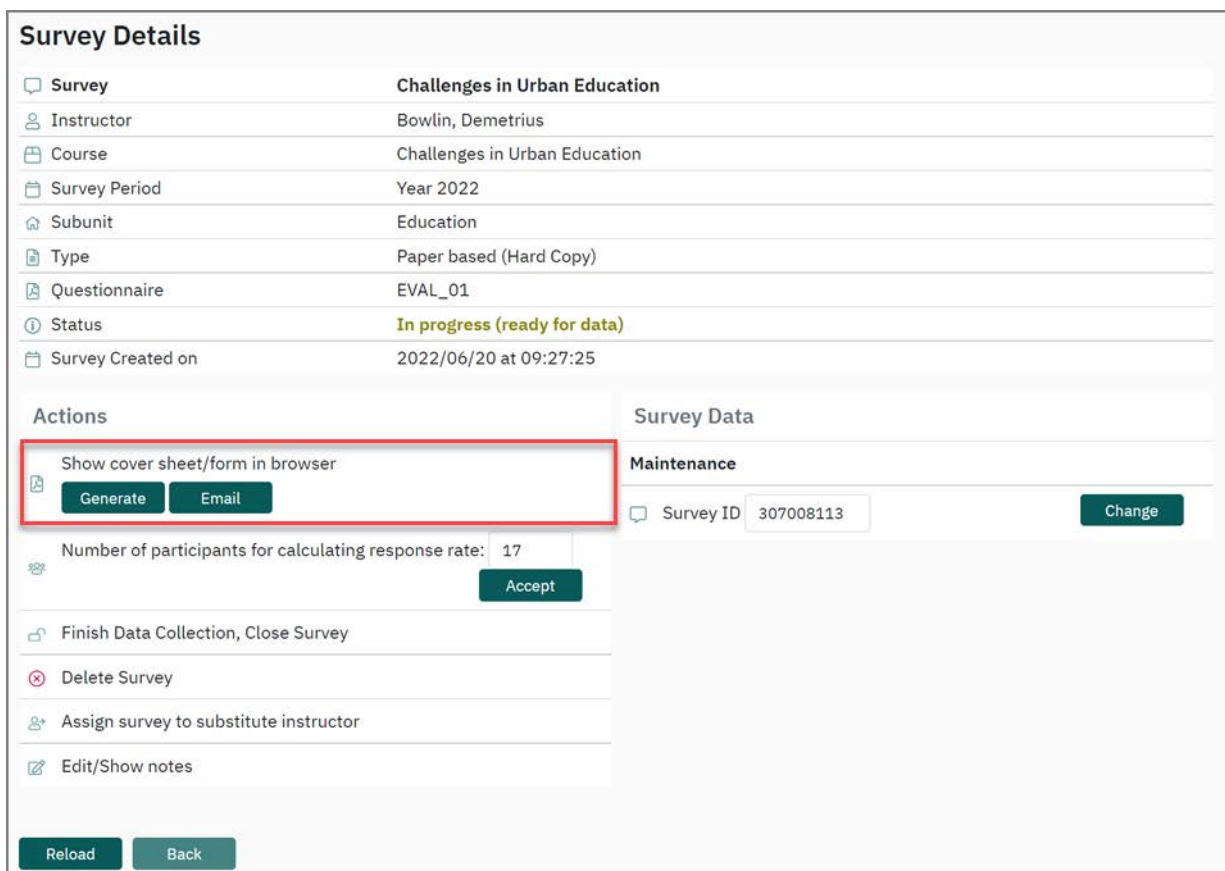
## 4.2. Print and Fill in Questionnaires

You can print the questionnaires via the survey list or the survey details.



Education: Bowlin, Demetrius									
Year 2022									
Type	Name	Status	# Forms	Processed	Form	Report	Export	Actions	
	Challenges in Urban Education (06-EDU-72502)	In Progress	000	00 %	Eval_01	Show Questionnaire			

Figure 63: Print Questionnaire



### Survey Details

Survey	Challenges in Urban Education
Instructor	Bowlin, Demetrius
Course	Challenges in Urban Education
Survey Period	Year 2022
Subunit	Education
Type	Paper based (Hard Copy)
Questionnaire	EVAL_01
Status	In progress (ready for data)
Survey Created on	2022/06/20 at 09:27:25

#### Actions

- Show cover sheet/form in browser
 

Generate
Email
- Number of participants for calculating response rate: 17
 

Accept
- Finish Data Collection, Close Survey
- Delete Survey
- Assign survey to substitute instructor
- Edit/Show notes

Reload
Back

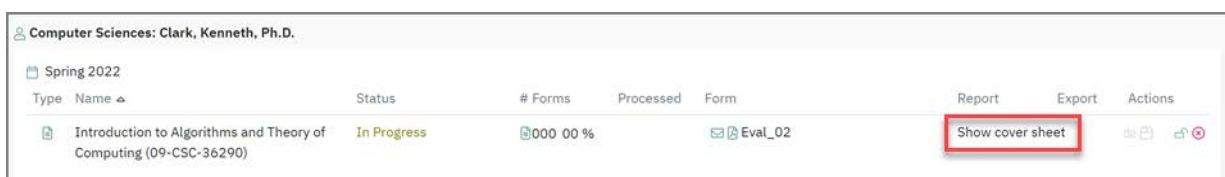
#### Survey Data

#### Maintenance

Survey ID: 307008113 Change

Figure 64: Print Questionnaire in Survey Details

If you have generated a survey with the cover sheet procedure, you must print the cover sheet in addition to the neutral questionnaire. The cover sheet must be placed on top of the batch when scanning the forms. It assigns the forms to the survey.



Computer Sciences: Clark, Kenneth, Ph.D.									
Spring 2022									
Type	Name	Status	# Forms	Processed	Form	Report	Export	Actions	
	Introduction to Algorithms and Theory of Computing (09-CSC-36290)	In Progress	000	00 %	Eval_02	Show cover sheet			

Figure 65: Generate Cover Sheet

The PDF is set by default to the printing option “Actual Size”. You should not change this setting. evasys is able to process shrunken forms, but you should avoid any unnecessary changes to the print image.

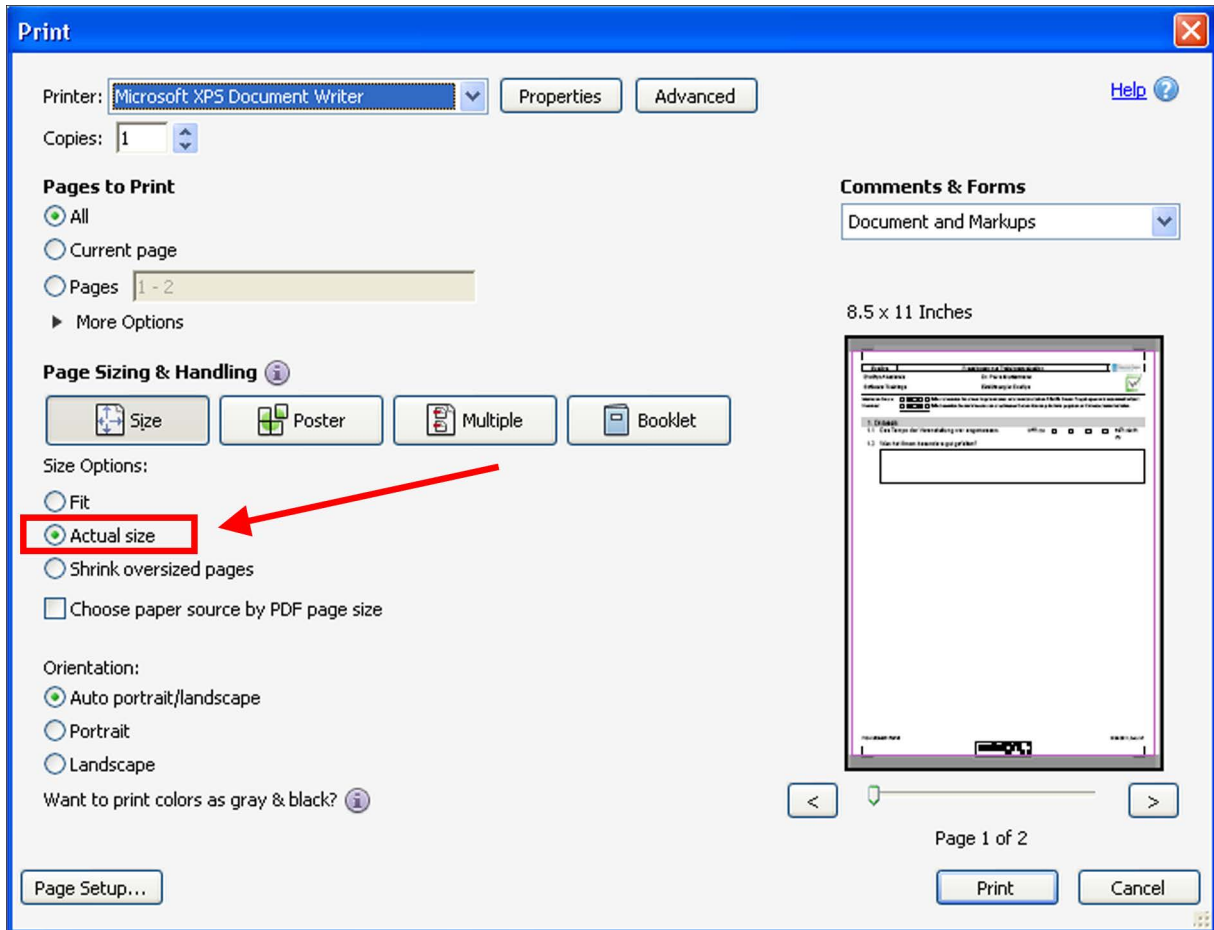


Figure 66: Printing Notice

### 4.3. General Notes on Printing

- Use white paper (no colored paper) of at least 80g/m<sup>2</sup>
- Print in Letter / Legal
- Page adjustment is deactivated by default and should not be activated
- Do not copy forms! Questionnaires always have to be printed!
- Pay attention on the printing quality (enough toner, clear printing)

## 4.4. Scan Questionnaires

When the questionnaires have been printed and filled in they can be scanned with the help of a document scanner (recommended) or multifunctional device. The scanning device must be able to produce files in TIFF format (multipage TIFF).

There are, depending on the system and license, various software options to transmit the completed questionnaires to evasys for processing.

	Scanstation	Scanstation light + Scan Upload
<b>evasys Suite</b>	Available per default	Licensable Add-on
<b>Cloud Standard</b>	Licensable Add-on	Available per default

### Hint: Which way to choose?

#### Scanstation

With the Scan Station you can remotely control your scanner if it has a so-called TWAIN interface. If the Scanstation is once configured, the scans are taken directly from the scanner with the correct settings and uploaded to your evasys for direct processing. The Scanstation offers extensive configuration options and an optimum error analysis. With an appropriate document scanner you achieve the best results.

#### Scanstation light

The Scanstation light is a simple form of the Scanstation with limited configuration options. If licensed, it can be downloaded directly from evasys and installed on your local computer. The scans are captured via a connected document scanner and uploaded to your evasys system for direct processing. The scanned batches are shown in the "Process Scans" menu in evasys and can be further processed there.

#### Scan Upload

The Scan Upload function can be selected if your scanned questionnaires are already available as files and if you do not want or cannot install additional software on your PC. Besides, you should select this method if your scanning device does not support a TWAIN interface. When using the Scan Upload you have to ensure that your scanning device is configured correctly (multipage TIFF, 200dpi, duplex, black&white mode).

If licensed, both Scanstation light and Scan Upload are available as transmission paths, which means both variants can be used.

The Scanstation can be operated in addition to Scanstation light and Scan Upload. However, be aware of the following: A Scanstation light and a Scanstation cannot be installed at the same time on the same client!

Regardless of the selected transfer method, the scanning device has to fulfill the requirements for paper processing in evasys. We recommend using scanners which have the following functions:

- ADF (Automatic Document Feeder)



- Duplex Scanning (front and back page are scanned at a time)

The scanner has to be configured in the following way:

- Paper format A4/Letter
- Black&White mode
- 200 dpi resolution
- Duplex mode

The scanner should use the compression procedure TIFF group 4 b/w resp. CCITT Fax b/w in order to work with evasys.

### **Note:**

You should adhere to the following rules when scanning your forms:

- Before scanning, please do a quick visual check of your paper questionnaires. Ensure that on all pages at least three corner stones are visible and undamaged and that the barcode is not stained, colored or damaged. If more than one corner stone is missing or if the barcode is damaged, the form cannot be automatically processed.
- Remove scribbling paper from the questionnaire batch.
- If you have stapled your questionnaires, remove the staples before scanning the forms. Please cut off the corner neatly and do not remove the staples with the help of pincers, as this may lead to paper jam in the scanner due to jammed pages.
- Put the paper into the paper feeder of the scanner. Make sure that it is put straightly in the feeder.
- If you have more questionnaires than fit into the feeder, scan your forms in several batches one after another.
- If you have not used serial numbering, please ensure that you scan your forms in the correct order so that the questionnaire sets are kept together. If multipage questionnaires have been mixed up and you have not used serial numbering, the datasets cannot be held together correctly. This does not affect the overall result of the survey, but it affects further subgroup analysis.
- Clean your scanner regularly.
- Check the state of the rubber roles.

### **Hint:**

Before printing and distributing a large amount of questionnaires, always make a test scan in order to check if your scanner is able to produce suitable TIFF files for evasys.



## 4.5. evasys Scanstation

In general, the evasys Scanstation is installed on the client PC which is connected to the document scanner. It controls the scanner and transfers the scanned images to the evasys server. The evasys server communicates back to the Scanstation and delivers information on batch processing.

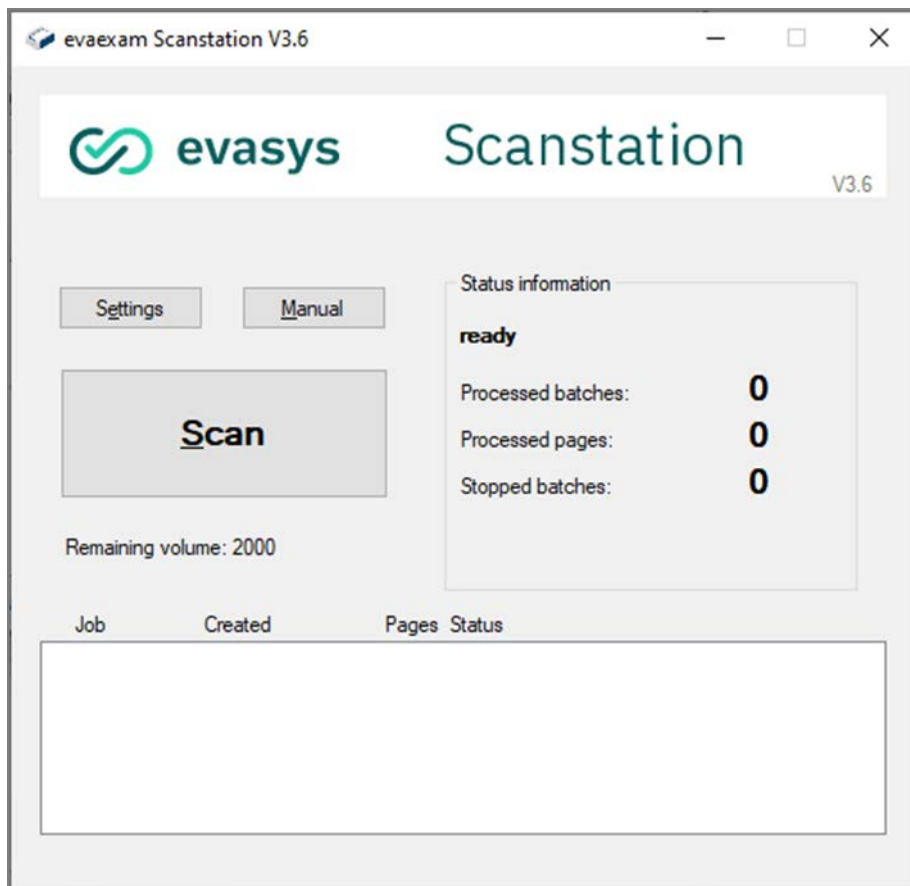


Figure 67: evasys Scanstation

### 4.5.1. Scanner Settings for the Scanstation

The Scanstation is already configured during installations, which means that the correct settings are already defined. To check the settings, start the evasys Scanstation, click on the button [Settings], enter the password (by default "evasys") and click the button [Test Scan] in the "Scanner" tab.

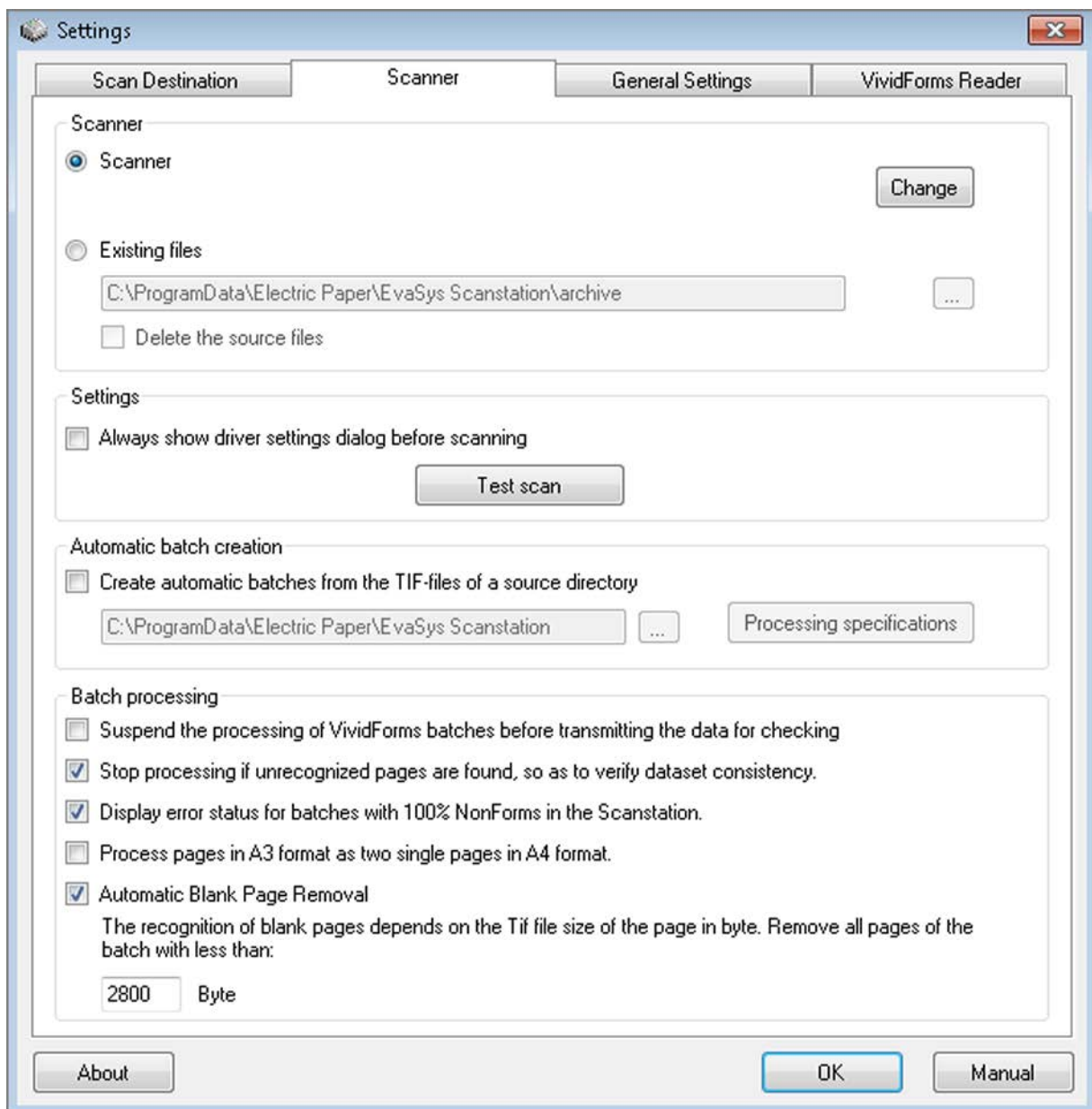


Figure 68: Scanner Tab

A scanner specific dialog opens where you can check the settings.

The correct settings are:

- Black&White mode
- Paper Size A4 / Letter
- Resolution: 200 DPI
- Duplex scan
- Brightness: Threshold slightly darker than the average
- Automatic Corrections should be deactivated

## 4.5.2. Scanning Process

Start the evasys Scanstation and put the filled in questionnaires into the feeder of the scanner. When using the cover sheet procedure, the first sheet of the batch has to be the cover sheet. You should only scan forms from one cover sheet survey per batch.

When using the hard copy procedure forms of more than one survey may be in one batch. You should never mix up cover sheet and hard copy surveys.

Click [Scan].

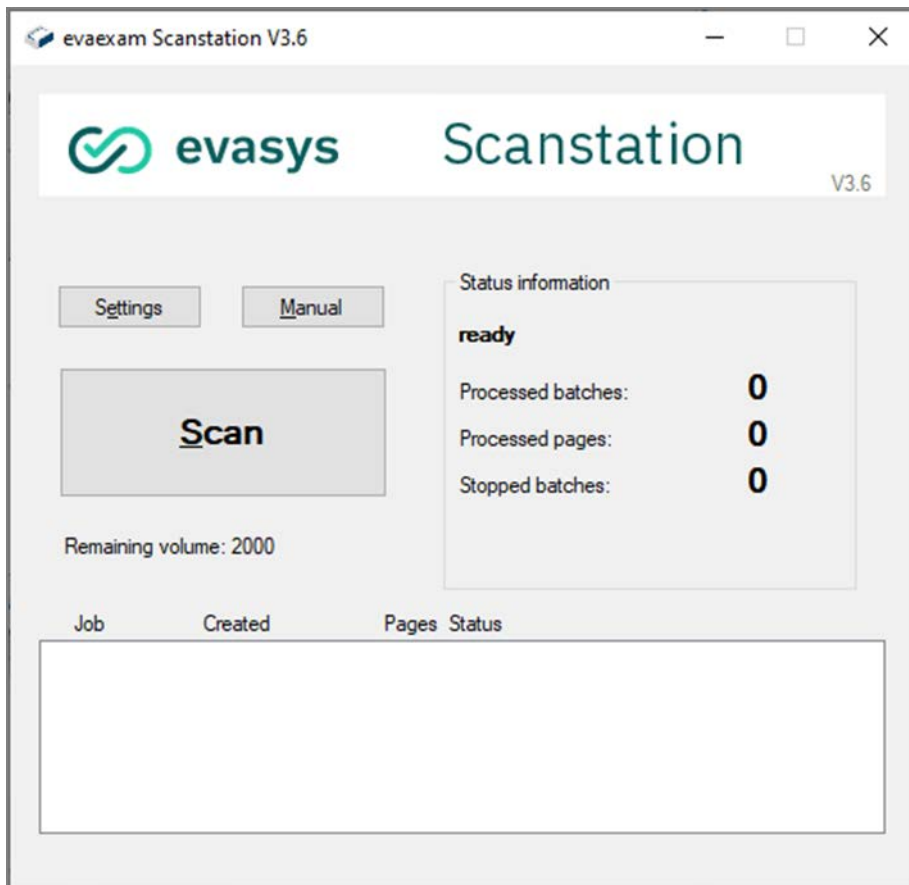
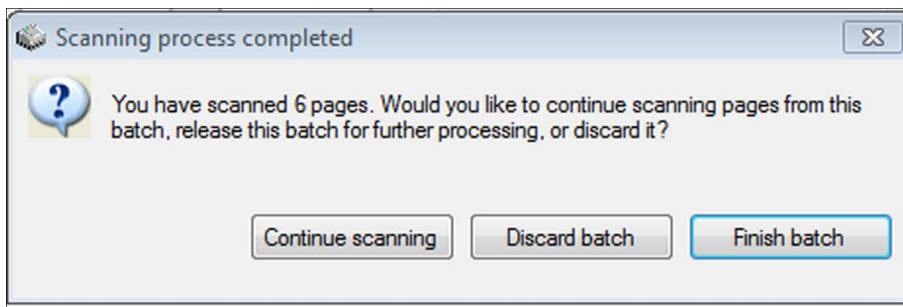


Figure 69: Start Scan

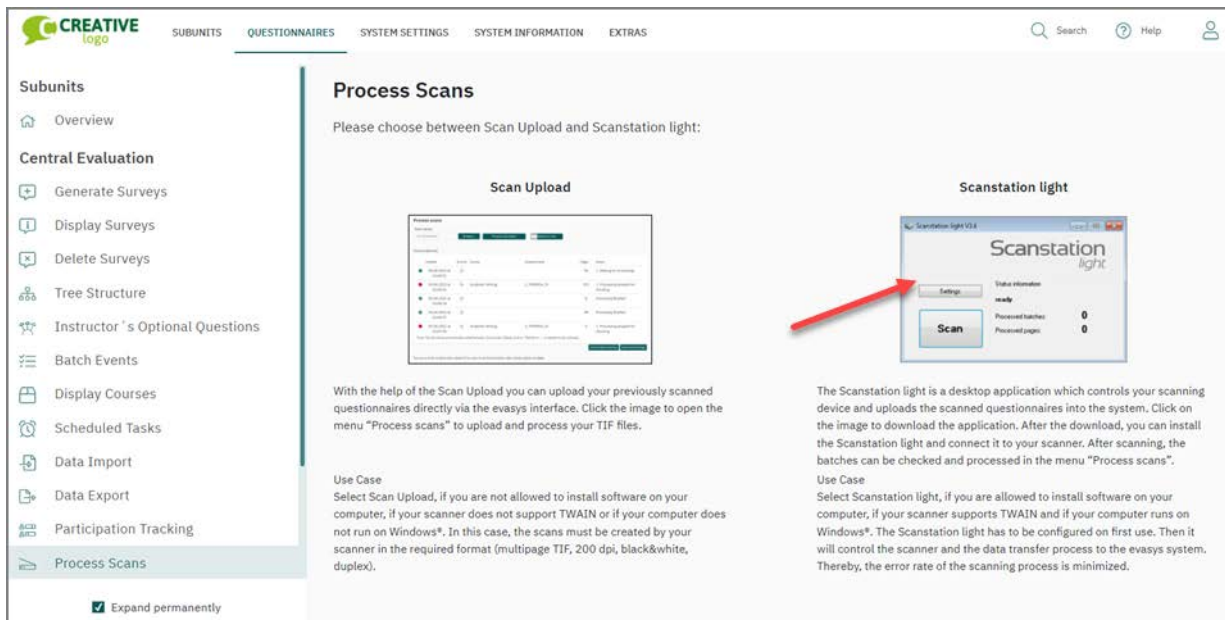
After having scanned the forms a message appears. We recommend scanning not more than 200 pages per batch. You can process surveys in several batches without any problems. Click [Finish batch] to initiate the image files transfer to the evasys server.



**Figure 70: Scanning process completed**

By releasing the batch all scanned images will be transferred to the VividForms Reader for processing. After processing the images, the VividForms Reader will transfer the data to the evasys server. **Scanstation light**

Open the menu "Process scans" in the "Actions" menu and click on the image labeled "Scanstation light". Now the setup file for the scanstation software will be downloaded.



**Figure 71: Selecting the Scanstation light**

A download message is shown. Please start the download by clicking [OK].

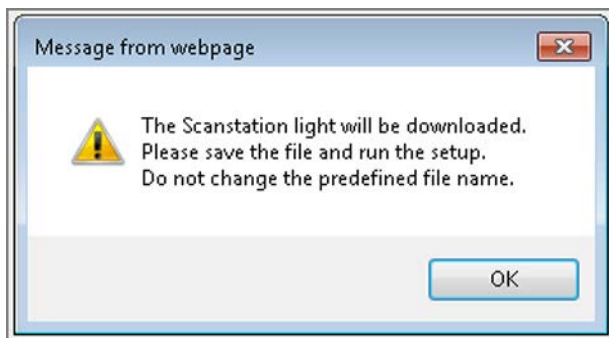


Figure 72: Download Message

**Note:**

Do not change the file name of the downloaded setup file, as your configuration settings are encoded in the file name. If you change the file name, the scanstation will not be operable.

Run the setup. After the installation, the Scanstation light can be started.

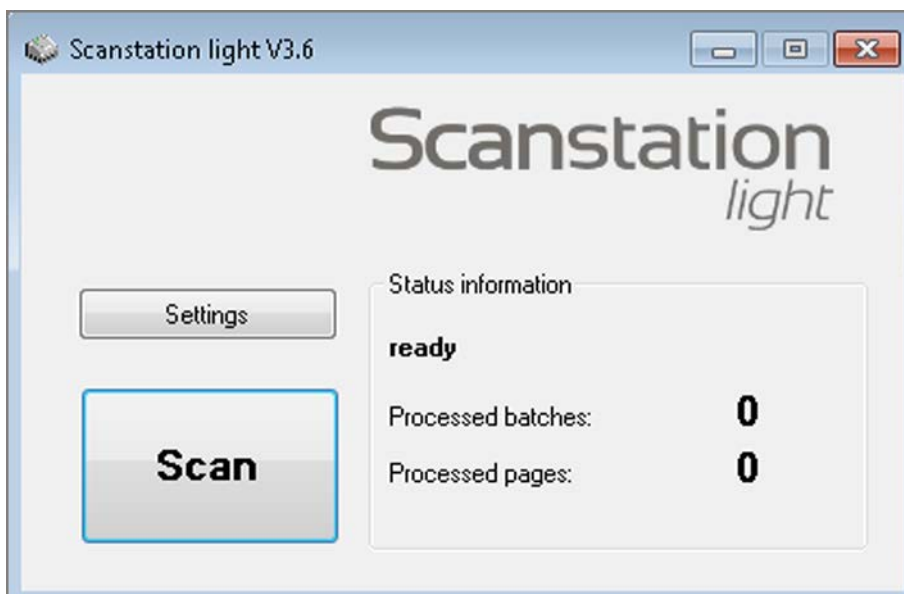


Figure 73: Scanstation light

**Settings in the Scanstation light**

Click the [Settings] button to open the settings menu for the Scanstation light.

The settings menu has two tabs: Scanner and General Settings.

## Scanner Tab

In the Scanner tab you can configure the scanning device. Besides, you can activate automatic archiving of the scanned batches in a local directory.

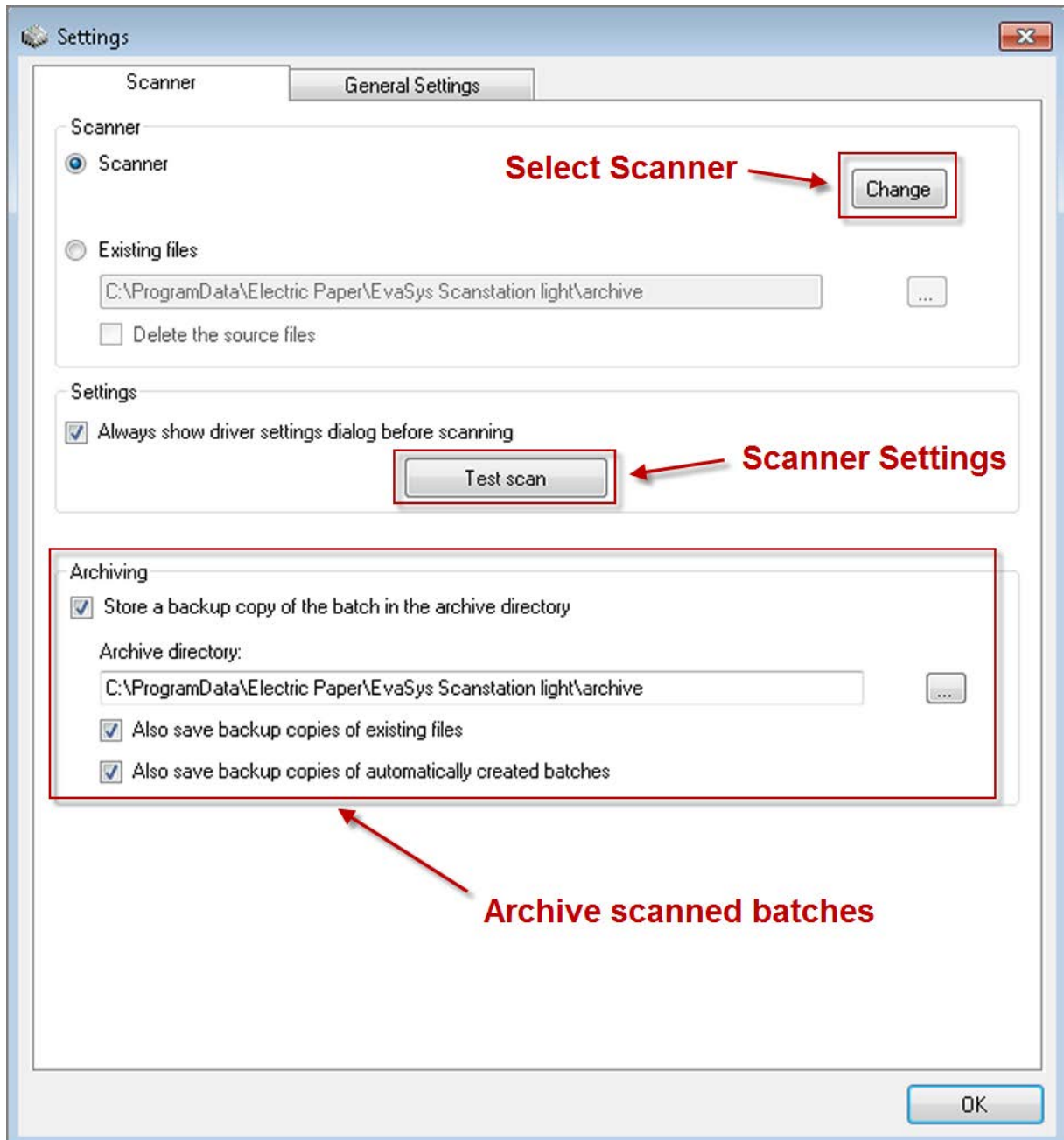


Figure 74: Scanner Tab

The document scanner should be installed before you start the Scanstation light. Via the button [Change] you can select the scanner.

**Note:**

The scanner must have a TWAIN interface. It must be able to produce group 4 compressed multipage TIFF files, 200dpi, black&white mode, and duplex scan should be available. Most of the document scanners will be able to produce such files.

After you have selected the scanner, you can configure it via the button [Test scan].

The settings dialog looks a bit different depending on the scanning device. If in doubt, consult the scanner documentation.

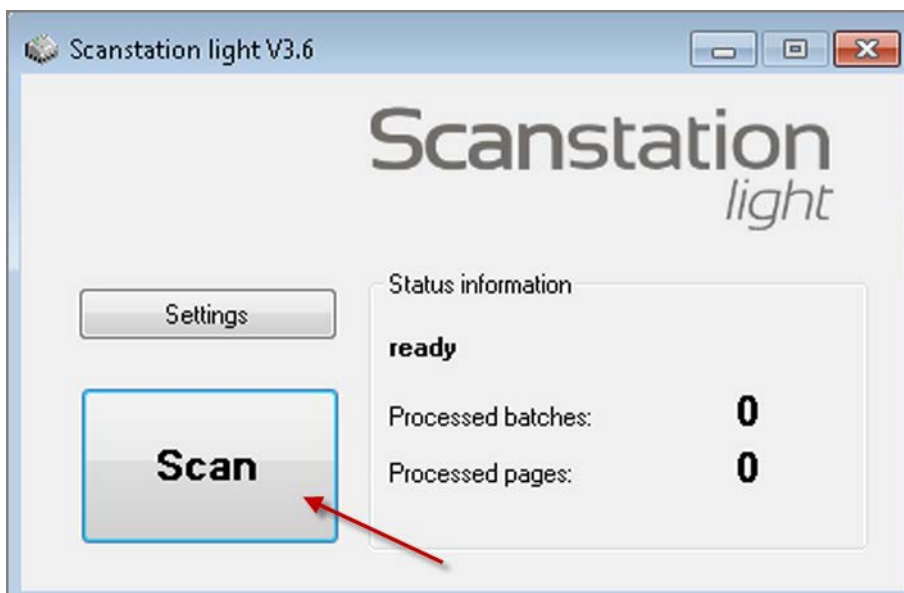
The following settings are important:

- Color: Black&White (b/w)
- Resolution: 200dpi
- Page size: DIN A4
- Duplex
- Lightness slightly darker than the medium value

Further scanning options such as automatic page scaling etc. should be deactivated.

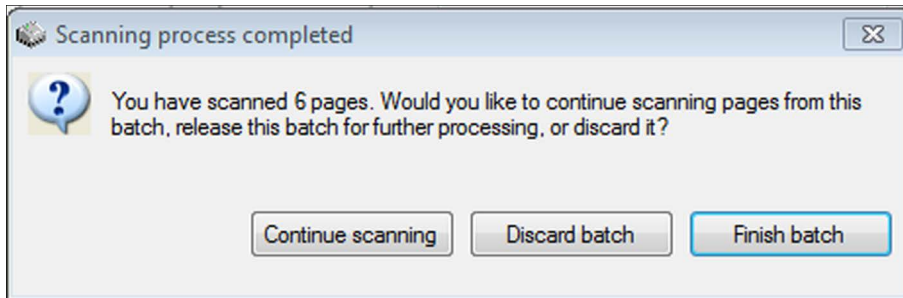
**Scanning with the Scanstation light**

Put the questionnaires into the feeder of your scanner. Then start the scanning process by clicking the button [Scan] in the Scanstation interface.



**Figure 75: Start Scanning Procedure**

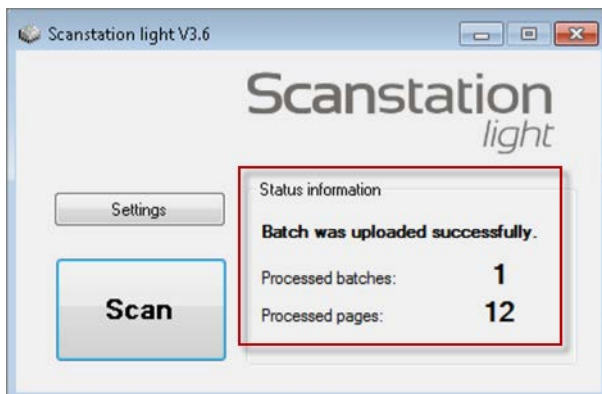
After the scans of a batch have been scanned you are asked if you wish to scan more questionnaires (if, for example, not all pages fit into the feeder), if you wish to delete the batch (if, for example, there was a double feed or paper jam), or if you wish to release the batch (if everything went fine).



**Figure 76: Complete Scanning Procedure**

Do not scan too many pages within a batch. We recommend not to scan more than 200 pages within a batch.

If the batch has been successfully uploaded, this will be shown in the status information. The systems indicates how many batches and pages have been processed. Blank pages are removed automatically.



**Batch successfully scanned**



## 4.6. Scan Upload

The Scan Upload can be also accessed in the menu "Subunits/Process scans".

**Process Scans**

Please choose between Scan Upload and Scanstation light:

**Scan Upload**

With the help of the Scan Upload you can upload your previously scanned questionnaires directly via the evasys interface. Click the image to open the menu "Process scans" to upload and process your TIF files.

**Use Case**  
Select Scan Upload, if you are not allowed to install software on your computer, if your scanner does not support TWAIN or if your computer does not run on Windows\*. In this case, the scans must be created by your scanner in the required format (multipage TIF, 200 dpi, black&white, duplex).

**Scanstation light**

The Scanstation light is a desktop application which controls your scanning device and uploads the scanned questionnaires into the system. Click on the image to download the application. After the download, you can install the Scanstation light and connect it to your scanner. After scanning, the batches can be checked and processed in the menu "Process scans".

**Use Case**  
Select Scanstation light, if you are allowed to install software on your computer, if your scanner supports TWAIN and if your computer runs on Windows\*. The Scanstation light has to be configured on first use. Then it will control the scanner and the data transfer process to the evasys system. Thereby, the error rate of the scanning process is minimized.

**Figure 77: Start Scan Upload**

Scan your questionnaires with your document scanner and produce a TIFF file.

Click the button [Browse...] and select the TIFF file of the questionnaires you want to upload to the system. Click [Process new batch] to upload the file and start processing the forms.

**Process Scans**

Scan Upload

No file selected. [Browse...](#) [Refresh in 13s](#)

[Process new batch](#)

Scanned Batches

Created	Source	Survey	Questionnaire	Pages	Status
2022/06/09 at 13:58:26				4	▶ Waiting for processing

Note: The list will be automatically refreshed every 30 seconds. Please, click on "Refresh in ..." to reload the list manually.

[Show hidden batches](#) [Advanced Settings](#)

**Figure 78: Upload scan**

The file will now be uploaded. At first, the status “Waiting for processing” will be shown. When the forms have been recognized by the system, the status will change to „Processing finished“.

The screenshot shows the 'Process Scans' interface. At the top, there is a 'Scan Upload' section with a file selection area (currently empty, showing 'No file selected.'), a 'Browse...' button, and a 'Refresh in 13s' button. Below this is a 'Process new batch' button. The main section is 'Scanned Batches', which contains a table with the following columns: Created, Source, Survey, Questionnaire, Pages, and Status. A single row is visible in the table, representing a scanned batch. The 'Status' column for this row is highlighted with a red box and shows 'Processing finished'. Below the table, there is a note: 'Note: The list will be automatically refreshed every 30 seconds. Please, click on "Refresh in ..." to reload the list manually.' At the bottom right of the interface, there are two buttons: 'Show hidden batches' and 'Advanced Settings'. At the very bottom, there is a footer message: 'You are currently using the Scan Upload. If you want to use the Scanstation light instead, please click here.'

Created	Source	Survey	Questionnaire	Pages	Status
2022/06/09 at 13:58:26			2_train-en	4	Processing finished

Figure 79: Processing Finished

**Note:**

Please keep a backup of your TIFF files and do not delete them immediately after uploading. This way, in case of problems you will later be able to upload the files again without having to scan the paper sheets a second time.

If there have been issues when processing the forms a message will be shown in the status window. In the figure below a batch was moved to the NonForms folder because the forms could not be recognized.

**Process Scans**

Scan Upload

No file selected. [Browse...](#) [Refresh in 13s](#)

[Process new batch](#)

Scanned Batches

Created	Source	Survey	Questionnaire	Pages	Status
2022/06/09 at 13:58:26				4	Batch moved into NonForms folder
2022/06/09 at 13:58:26		Evaluation 101	2_train_en	4	Processing finished

Note: The list will be automatically refreshed every 30 seconds. Please, click on "Refresh in ..." to reload the list manually.

[Show hidden batches](#) [Advanced Settings](#)

You are currently using the Scan Upload. If you want to use the Scanstation light instead, please click [here](#).

**Figure 80: Scan Upload Error**

When clicking on a status message (marked by the pencil icon "Edit") an error description will be shown. In this case, the system could not find any valid forms (only so-called NonForms). It is possible to view these invalid forms by clicking the button [Show NonForms]. You can then discard the batch and delete it without processing.

**Identifier:** WEBSCAN\_220621\_171019\_62b1df5b7e132

**Current status:** Batch moved into NonForms folder (1240)

Created on: 21.06.2022 at 17:10:19

Total number of pages in batch: 8

A NonForm is a scanned page that is not recognized as a questionnaire.

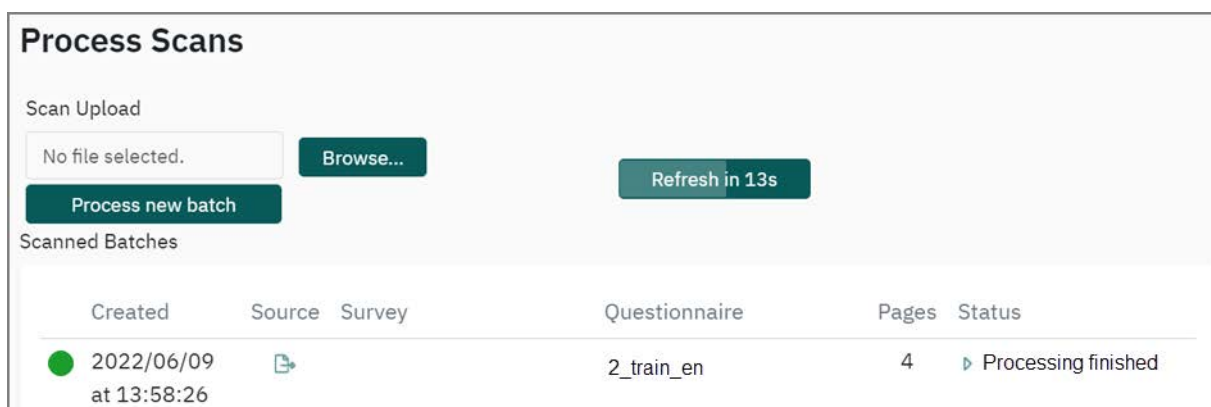
**Number of NonForms: 8** [View NonForms](#)

[Cancel batch](#) [Proceed](#) [Back](#)

**Figure 81: Batch Information**

#### 4.6.1. Advanced Settings of the Scan Upload

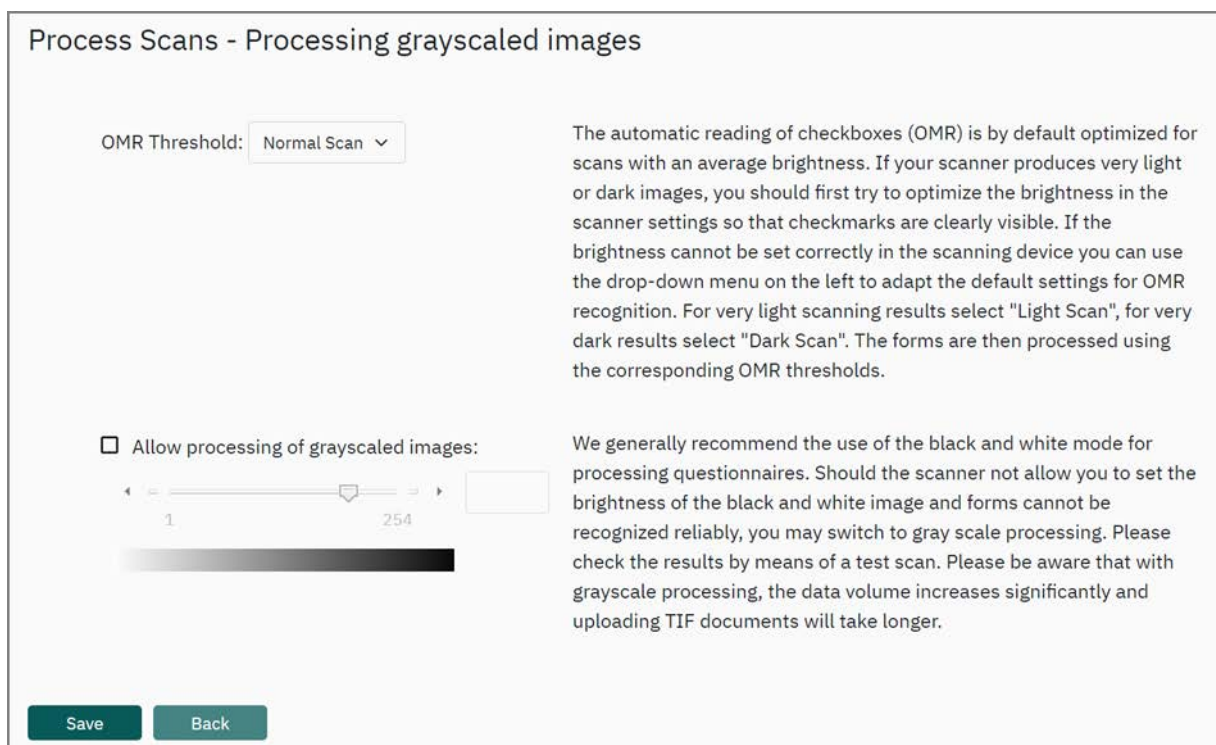
If the scanning device cannot be configured in a suitable way and if your scans are too light or dark or cannot be created in black & white mode, then you can adapt the OMR thresholds and the processing mode in the advanced settings of the Scan Upload. To do this, click [Advanced Settings].



**Figure 82: Open Advanced Settings**

By adapting the OMR thresholds you can optimize the reading results for too light or dark scans. If your scans are too light or dark, select the corresponding option from the drop-down list.

If the scanning device is not able to produce black & white images, you can switch to grayscale processing. This should only be done if there is no way to configure the scanner for black & white scanning. In this case, activate the corresponding option and set the brightness manually. Check the results with the help of a test scan.



**Figure 83: Advanced Settings of the Scan Uploads**

**Note:**

These settings should only be adapted in case of absolute need. Please always try to configure the scanner first.

## 4.6.2. Change the Transfer Method

You can change the transfer method of your scanned paper forms at any time. To do this, click on the link below the batch list. You will then be redirected to the selection page for the transfer method.

**Process Scans**

Scan Upload

No file selected. [Browse...](#) [Refresh in 13s](#)

[Process new batch](#)

Scanned Batches

Created	Source	Survey	Questionnaire	Pages	Status
2022/06/09 at 13:58:26			2_train-en	4	▶ Processing finished

Note: The list will be automatically refreshed every 30 seconds. Please, click on "Refresh in ..." to reload the list manually.

[Show hidden batches](#) [Advanced Settings](#)

You are currently using the Scan Upload. If you want to use the Scanstation light instead, please click [here](#).

Figure 84: Change the Transfer Method

## 5. Online Surveys

In evasys there are two different kinds of online surveys: PSWD based online surveys and single password online surveys.

### PSWD Based Online Survey

A PSWD is provided for each participant. This PSWD can be either printed and distributed to the participants or sent by email. The PSWD based online survey is characterized as follows:

- Individual passwords
- Defined number of participants
- Participants can only take part once (afterwards participation PSWD becomes invalid)

### Single Password Online Survey

A general password is used for the whole survey which can be distributed to all participants. It can be opened as a QR code and, for example, be published on a flyer or poster. The single password online survey is characterized as follows:

- General password (5-25 characters)
- Any number of participants

- Participants could take part multiple times

Select the PSWD based online survey if you know your group of participants and if you want to guarantee, that every participant fills in the form only once.

Select the single password online survey if you want to reach a large group of participants even without knowing the individual people and if you can accept that a participant might fill in the form twice.

## 5.1. Generate an Online Survey

Open the main menu “Subunits”. In the left side menu select the option “Generate Surveys” and select your subunit, survey period, course type, questionnaire and course. Select “PSWD based” and click [Generate Surveys].

The screenshot shows the 'Generate Surveys' interface. It includes sections for selecting a subunit, survey period, course type, questionnaire, and course(s). There are also options for survey type (Paper, Hybrid, Online) and a 'Generate Surveys' button. The 'Online' section is highlighted with a red box, showing 'PSWD based' as the selected option.

Figure 85: Generate Online Surveys

The survey will be displayed in the survey list..

Type	Name	Status	# Forms	Processed	Form	Report	Export	Actions
🔒	Evaluation 101 (Eva-1013D)	In Progress	000	00 %	📧 train_en	Show PSWDs		🗑️ 🔄 🚫

Figure 86: Online Survey in Survey List

Click “Show PSWDs” to open a PDF file containing the passwords for the survey. These passwords can now be distributed.



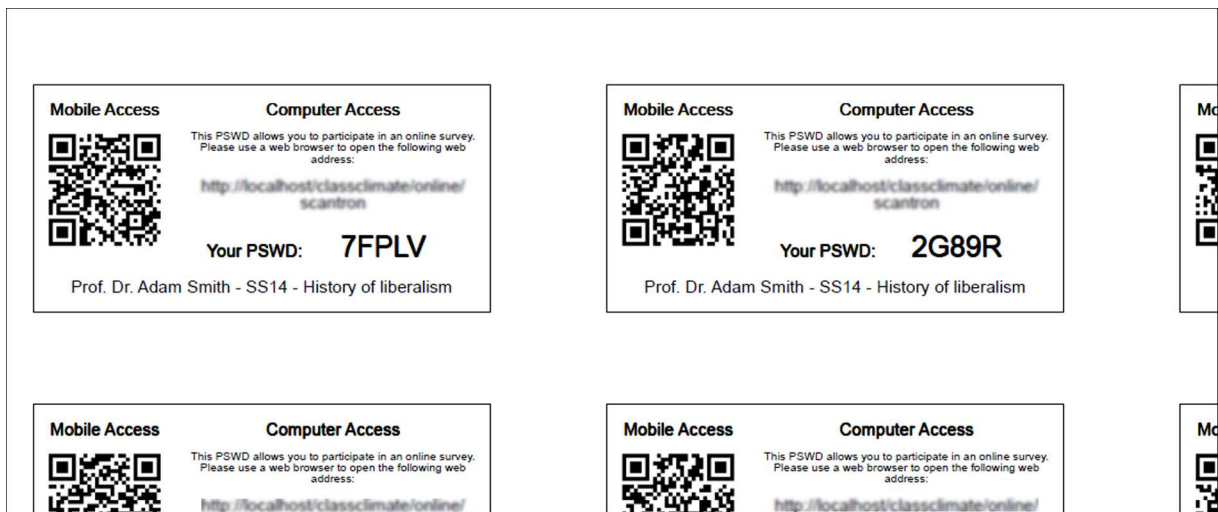


Figure 87: PSWDs

## 5.2. Send PSWDs

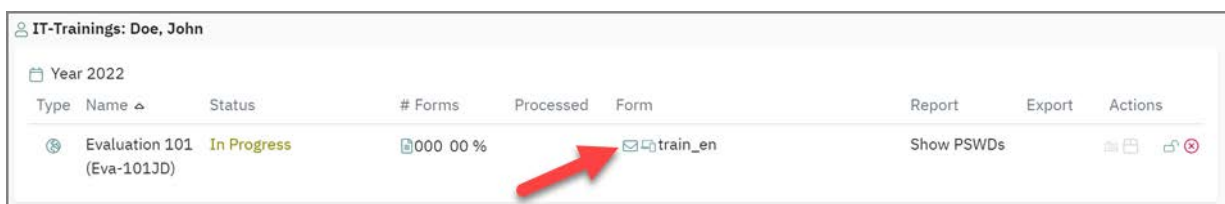


Figure 88: Send PSWDs

If you click the envelope symbol you can send the PSWDs directly to your participants.

A warning message opens stating that the email delivery will start. When clicking [OK] a mask opens where you can enter the participants email addresses. The email addresses have to be entered below one another and not in a row as each participant receives his/her own email with an individual PSWD.

The addresses can be inserted by copying them from an Excel file. You can adapt sender name and email address.

### Send PSWDs by email to respondents

**Survey: Software Management and Economics - Instructor: Bell**

Note: After clicking on send and sending the email, please do not use the browser function REFRESH or RELOAD (F5), as this results in the submission being repeated.

**There are 28 PSWDs available.**

Language:

Recipient:

Sender (name):

Sender (email):

**Figure 89: Email Input Mask**

After clicking [Submit] the mailing window will open.

Here you can change the email text. Please do not delete the placeholder [DIRECT\_ONLINE\_LINK] as it will be automatically substituted by the link and password to the survey. If you delete the placeholder, people will not be able to take part in your survey!

Click [Check emails] to check if the syntax of all entered email addresses is correct. Click [Send Email] to finally send the emails. Do not close the window until the button [Close] will be presented. Otherwise you will interrupt the mailing process.



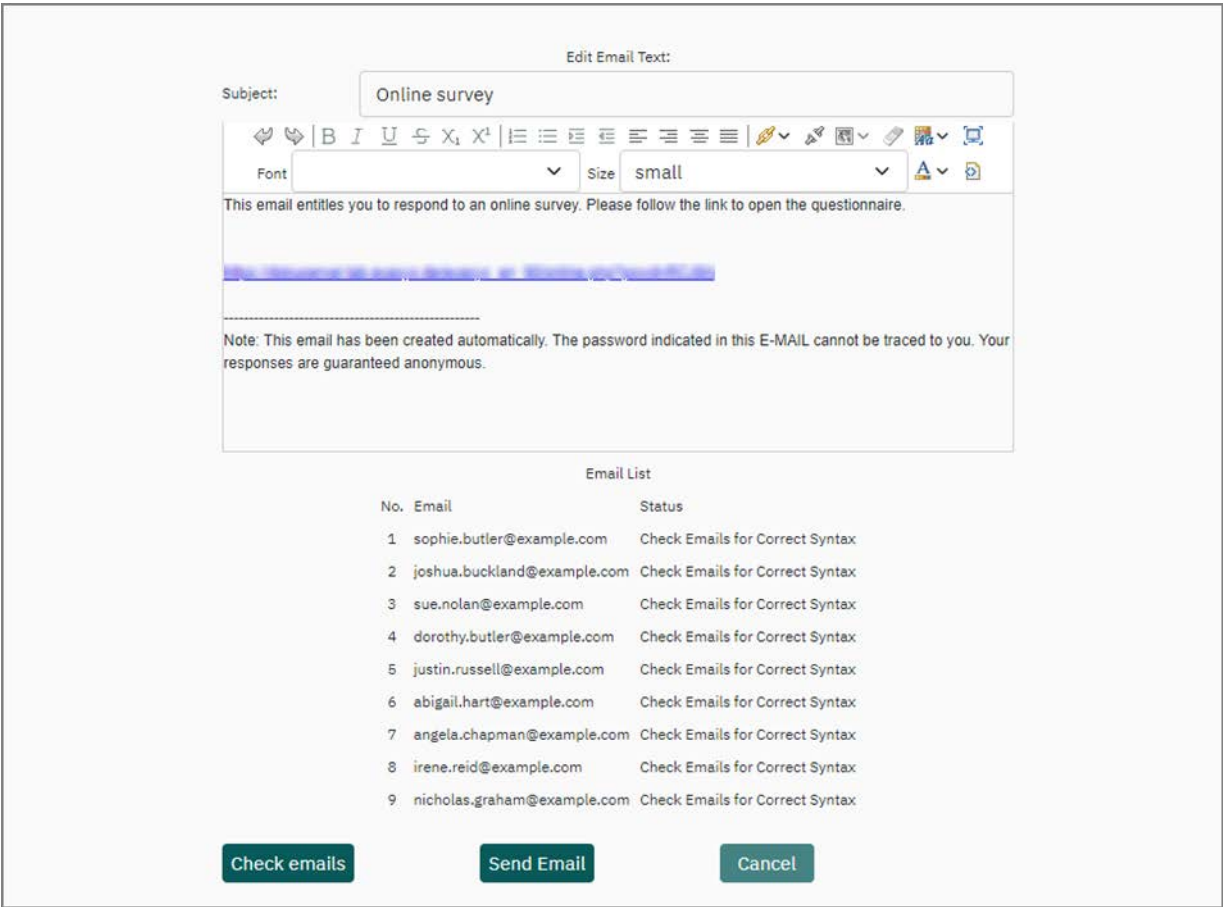


Figure 90: Edit Email Text & Check Emails

### 5.3. Generate more PSWDs

In case the number of PSWDs should not be sufficient, you can create more PSWDs in the details of a survey (which can be accessed by clicking on the name of the survey).

The screenshot shows the 'Survey Details' page for a survey titled 'Advanced Mobile Devices and Game Consoles'. The survey is currently 'In progress (ready for data)'. Under the 'Actions' section, the 'Generate more PSWDs: 0' option is highlighted with a red box, and a 'Generate' button is visible next to it. Other actions include 'Show PSWDs in browser', 'Receive PSWDs by email', 'Send PSWDs by email to respondents', 'Download PSWDs in CSV File', and 'Send reminder to respondents'. Below the actions, there are settings for 'Number of participants for calculating response rate' (52), 'Online template' (Design Template), 'Online Layout' (Use questionnaire default), and 'Evaluation for participants' (Use questionnaire default).

Survey Details	
Survey	Advanced Mobile Devices and Game Consoles
Instructor	Bell, Clyde
Course	Advanced Mobile Devices and Game Consoles
Survey Period	Year 2022
Subunit	Education
Type	Online (using PSWDs)
No. of PSWDs	47 of 52 PSWDs are still available
Questionnaire	EVAL_01
Status	In progress (ready for data)
Survey Created on	2022/06/15 at 17:25:06

**Actions**

- Show PSWDs in browser
- Receive PSWDs by email
- Send PSWDs by email to respondents
- Download PSWDs in CSV File
- Send reminder to respondents
- Generate more PSWDs: 0** **Generate**

Number of participants for calculating response rate: 52 **Accept**

Preview online survey

- Online template: Design Template **OK**
- Online Layout: Use questionnaire default **OK**
- Evaluation for participants: Use questionnaire default **OK**

Scheduled Tasks

Figure 91: Generate more PSWDs

## 5.4. Scheduled Tasks

With time control you can automate the procedure of online surveys. Time control can be activated when generating the survey or later on in the survey details (via the option “Scheduled Tasks”).

**Generate Surveys**

Switch to Module Surveys

**1. Subunit**

- Education
- Computer Sciences
- Medicine
- Office of Administration
- IT-Trainings**

**2. Survey Period**

- Year 2022**
- Spring 2022
- Show all periods

**3. Course Type**

- Lab
- Lecture**
- Seminar

**4. Questionnaire**

- Testbow
- train\_3
- Train\_8.2
- train\_en
- Train\_en
- Train\_en1**
- Train\_en2
- train\_en3
- train\_en4
- Train\_51a

Select program of study

**5. Course(s)**

- Doe, John**
- Evaluation 101 (Eva-101JD)**
- Harwood, Donna**
- Web Design/XHTML 1 (DEMO171)
- Hernandez, Carlos**
- Introduction to the New Economy (DEMO100)
- Legal environments (DEMO110)
- Organizational Ethics (PHIL140)
- Personal financial planning (DEMO120)
- Sociology 101 (DEMO105)
- Huddle, Grace**
- Human Resource Management (DEMO104)
- Leadership Development (LDRSHP140)
- Organization and Management (DEMO101)
- Meyer, Richelle**

Paper survey

- Hard Copy Procedure
- Cover Sheet Procedure
- Verification
- All ▾

Hybrid (Online + Paper)

- Hybrid Survey
- Verification
- All ▾

Online

- PSWD based
- Single Password based
- Use Time Control**

**Generate Surveys**

**Figure 92: Activate Time Control (Scheduled Tasks)**

You can configure four different actions:

### PSWD to respondents

Here you can define a date when the passwords are supposed to be automatically sent to the participants.

### Online survey reminder

You can define a date when the system will send reminder emails to participants who have not yet taken part in the survey.

### Response Rate Notification

The system can send an automatic notification to one or more persons in your system, if the survey has not reached a defined response rate at a certain time.

## Finish survey

You can define a date when the survey will be closed. After this, it is no longer possible to participate. If you would like to, the PDF report can be sent automatically to the instructor.

### Scheduled Tasks

Evaluation 101 (Train\_en1, Year 2022)

<input checked="" type="radio"/> 1. PSWD to respondents	Deactivated	<input type="button" value="Activate"/>
<input type="radio"/> 2. Online survey reminder	Deactivated	
<input type="radio"/> 3. Response Rate Notification	Deactivated	
<input type="radio"/> 4. Finish survey	Deactivated	

Date:

Note: Please note that due to the execution of additional tasks, there could be small delays in processing.

Inform the course instructor about the dispatch.  
(Please use the text template "Notification to the instructor about the survey start" for this task. It can be edited in the "Text Templates" menu.)

Sender (email):  Sender (name):

Reference:

Recipient (max. 23)

Text:

This email entitles you to respond to an online survey. Please follow the link to open the questionnaire.

[\[DIRECT\\_ONLINE\\_LINK\]](#)

You can edit the text.  
Do not remove the placeholder [Server] and [PSWD] or [DIRECT\_ONLINE\_LINK]!

Note: Merging of scheduled emails is activated, so the questionnaire uses the default text template (or the system-wide template). Changes to the text template displayed here will be ignored.

Figure 93: Scheduled Tasks

## 6. Hybrid Surveys

Hybrid surveys are combined paper and online surveys. The participants can decide whether to fill in the paper form or take part online. It is guaranteed that every participant can only take part once in the survey.

### 6.1. Prepare Questionnaire

To conduct a hybrid survey you must add the placeholders [PSWD] and [SERVER] to your questionnaire header. These placeholders are then substituted by the password and URL to the online survey. If you would like to, you can substitute the logo in the questionnaire header with a QR code.

**Note:**

It is important to extend the placeholder [SERVER] across both columns of the questionnaire header so that the server address will not be cut off.

Placeholder Wizard

Form header settings

Number of lines: 3

Define Placeholders

Default Placeholder: [SURVEY]

Please choose a placeholder and/or individualize the form header.

Placeholder: [Icons] further...

Online Participation Server: [SERVER]

Participant Placeholder: First name +

Placeholder across both columns:  (Note: The placeholder in the other column of this line will be deleted automatically.)

Apply Cancel

Figure 94: Placeholder for Online Server



<b>EvaSys</b>	<b>Course Evaluation Hybrid</b>	
EvaSys Academy	Donna Harwood	
Department Training	EvaSys User Types	
Online Participation Server: <a href="http://192.168.241.128/evasys/online/">http://192.168.241.128/evasys/online/</a>		
Password: 5GQUZ		
Mark as shown:	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Please use a ball-point pen or a thin felt tip. This form will be processed automatically.	
Correction:	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Please follow the examples shown on the left hand side to help optimize the reading results.	

Figure 95: Hybrid survey Questionnaire Header

## 6.2. Generate a Hybrid Survey

In the menu “Subunits / Generate Surveys” you can generate your hybrid survey. When clicking the [Generate Surveys] button, a warning message is shown which reminds you to check that your questionnaire has to contain the placeholders [PSWD] and [SERVER].

### Generate Surveys

Switch to Module Surveys

**1. Subunit**

- Education
- Computer Sciences
- Medicine
- Office of Administration
- IT-Trainings**

**2. Survey Period**

- Year 2022**
- Spring 2022
- Show all periods

**3. Course Type**

- Lab
- Lecture**
- Seminar

**4. Questionnaire**

- Testbow
- train\_3
- Train\_8.2
- train\_en
- Train\_en
- Train\_en1**
- Train\_en2
- train\_en3
- train\_en4
- Train\_8.2

Select program of study

**5. Course(s)**

- Harwood, Donna**  
Web Design/XHTML 1 (DEMO171)
- Hernandez, Carlos**  
Introduction to the New Economy (DEMO100)  
Legal environments (DEMO110)  
Organizational Ethics (PHIL140)  
Personal financial planning (DEMO120)  
Sociology 101 (DEMO105)
- Huddle, Grace**  
Human Resource Management (DEMO104)  
Leadership Development (LDRSHP140)  
Organization and Management (DEMO101)
- Meyer, Richelle**  
How to Survive College - Study Skills (DEMO106)  
Starting your Own Business (LDRSHP144)  
Time Management (DEMO103)

**Paper survey**

- Hard Copy Procedure
- Cover Sheet Procedure
- Verification

All ▾

**Hybrid (Online + Paper)**

- Hybrid Survey
- Verification

All ▾

**Online**

- PSWD based
- Single Password based
- Use Time Control

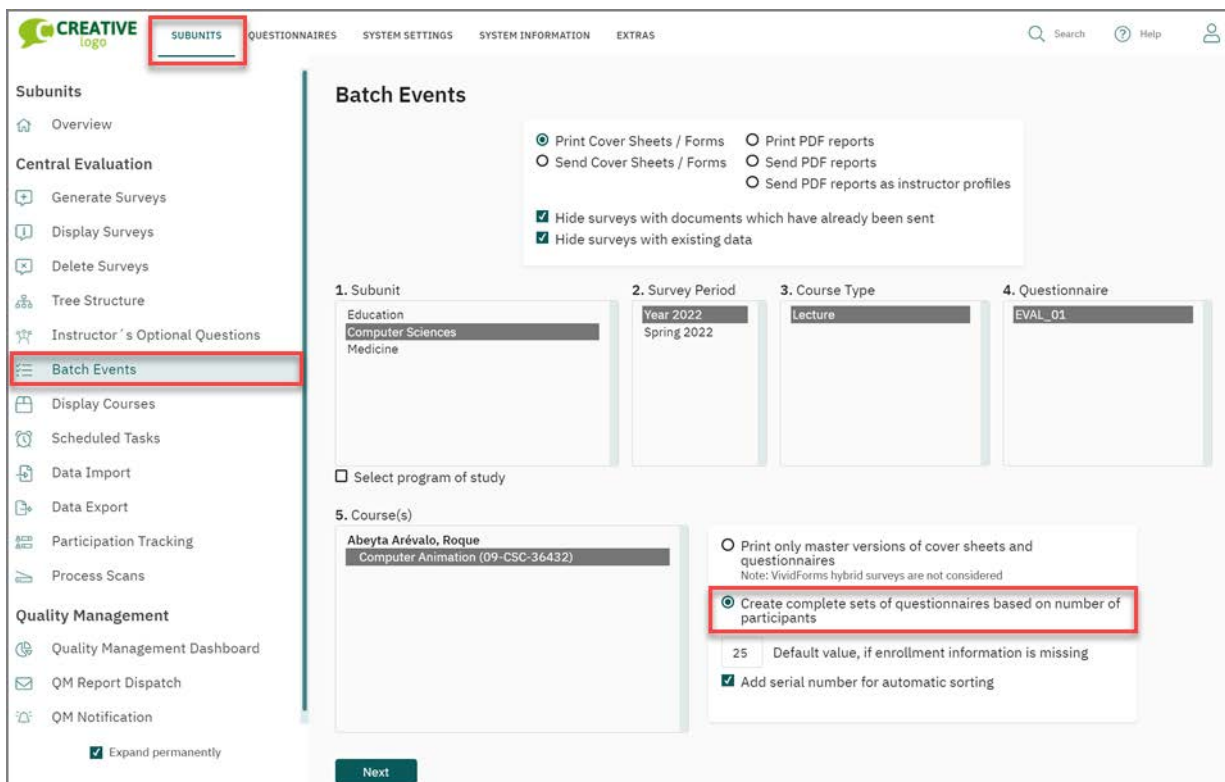
**Generate Surveys**

Figure 96: Generate Hybrid Surveys

## 6.3. Print Hybrid Surveys

Hybrid surveys are printed by means of serial printing. You can print a PDF file containing the questionnaires for all participants. Each set of questionnaires has its own PSWD and its own barcode.

To print the forms, open the menu “Batch Events” in the main menu “Subunits”. Select the option “Print Cover Sheets / Forms” and select your subunit, period, course type, questionnaire and course.



**Figure 97: Batch Printing of Hybrid Surveys**

Select the printing option “Create complete sets of questionnaires” and click [Request]. You will be forwarded to an overview on the print job. The number of questionnaires equals the number of PSWDs available for this survey. If you need more questionnaires, you have to generate further PSWDs in the survey details.



### Questionnaire batch print

Computer Sciences: Abeyta Arévalo, Roque

Year 2022

Name	Form	Already printed	No. of Participants	Copies
<input checked="" type="checkbox"/> Computer Animation	EVAL_01	0	35	<input type="text" value="35"/>
<input checked="" type="checkbox"/> Select all				Pages to print: 70

Figure 98: Questionnaire batch print

When clicking [Request] the PDF file will be created. You can print and distribute the forms.

**EvaSys Course Evaluation Questionnaire**

Example University Prof. Dr. Adam Smith  
 Business Studies Introduction into macroeconomics  
 Online Participation Server: <http://192.168.241.128/evasysonline/>  
 Password: MEU9X

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.

Dear Participant,  
 We are very interested in your opinion about the course as well as about the university in general. Therefore we would like to ask you to take the time, read the questionnaire thoroughly and complete it. Only your own judgement is important, you cannot give wrong. Of course, the data is completely anonymous.

**1. Questions about you**

What is your gender?  m  f  
 What is your age?  18-29  30-39  40-49  
 50-59  60-69  Older than 69

What is the grade of your last school graduation?  
 1  2  3

Figure 99: Batch Print PDF

When processing the paper forms, evasys will only consider questionnaires whose PSWD has not yet been used. When a paper form has been scanned the corresponding PSWD will be invalid. This way it is ensured that each participant can only take part once.



## 7. Analysis

If you want to open the analysis of your survey, open the menu “Display Surveys” in the main menu “Subunits”.

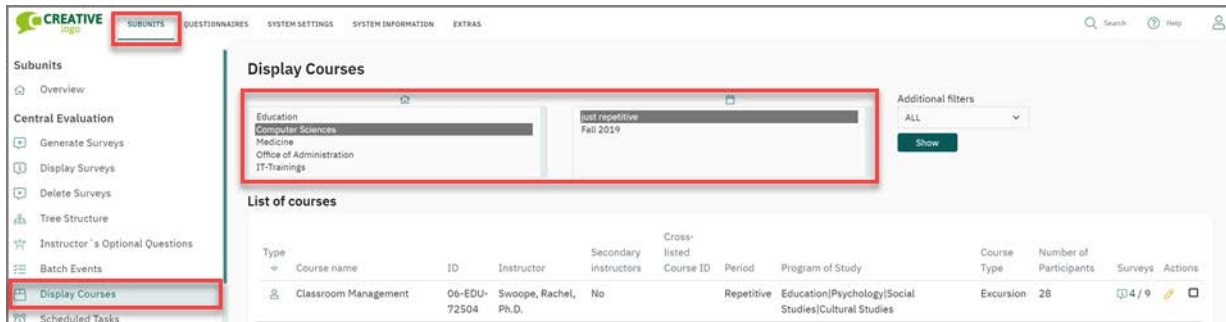


Figure 100: Display Surveys

Select the relevant subunit, instructor, period and questionnaire and click [Show]. The survey will then be displayed in the survey list.

### 7.1. Open HTML Report or PDF Report

The HTML or PDF report can be retrieved either in the survey overview or in the survey details.

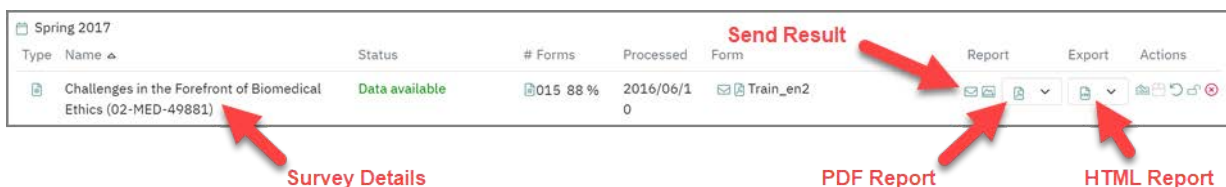
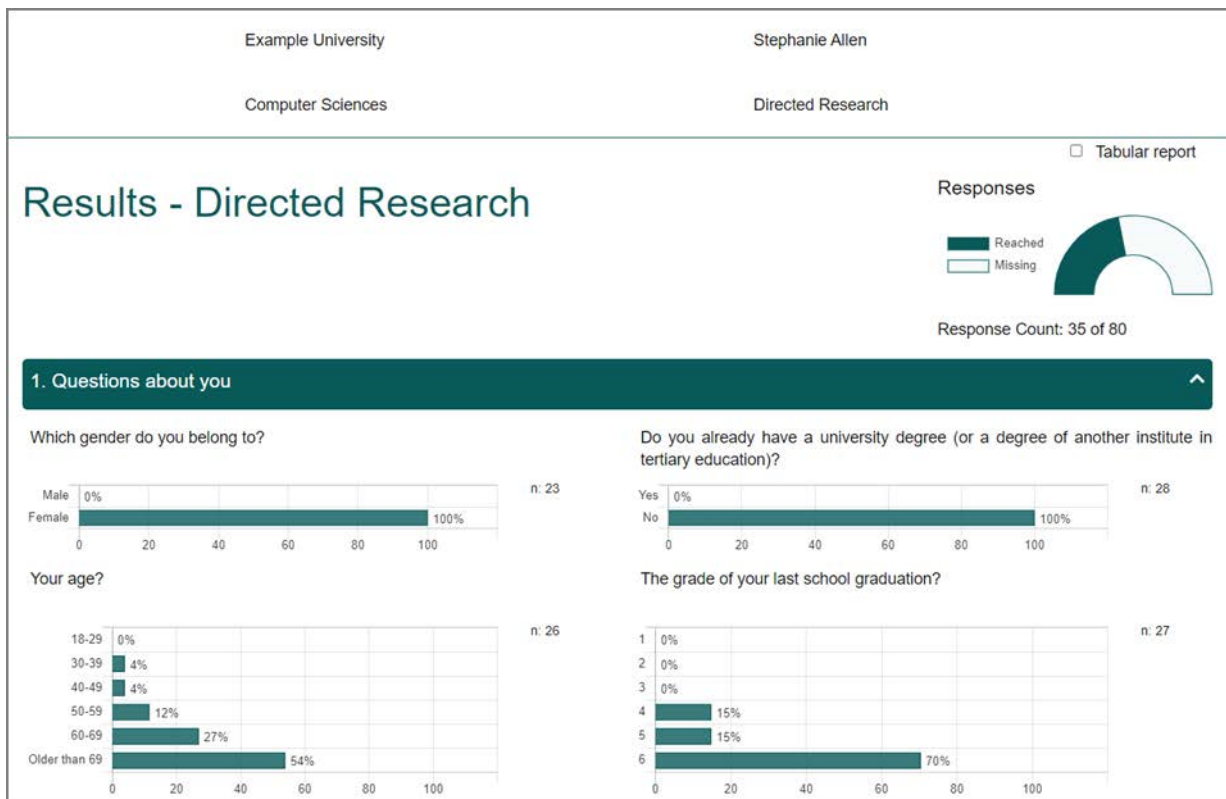


Figure 101: Download and Send Reports

The HTML report offers a first look into the general evaluation results. In addition, you can filter the results directly by simply clicking on the respective answer options and thus carry out an initial analysis. Further information can be found in the evasys User Guide.



**Figure 102: HTML-Report**

The PDF report contains the answers to closed and open questions of your questionnaire. It can be comprehensively configured to your needs (see chapter A 7.2. "PDF Report Settings") and it can be automatically dispatched.

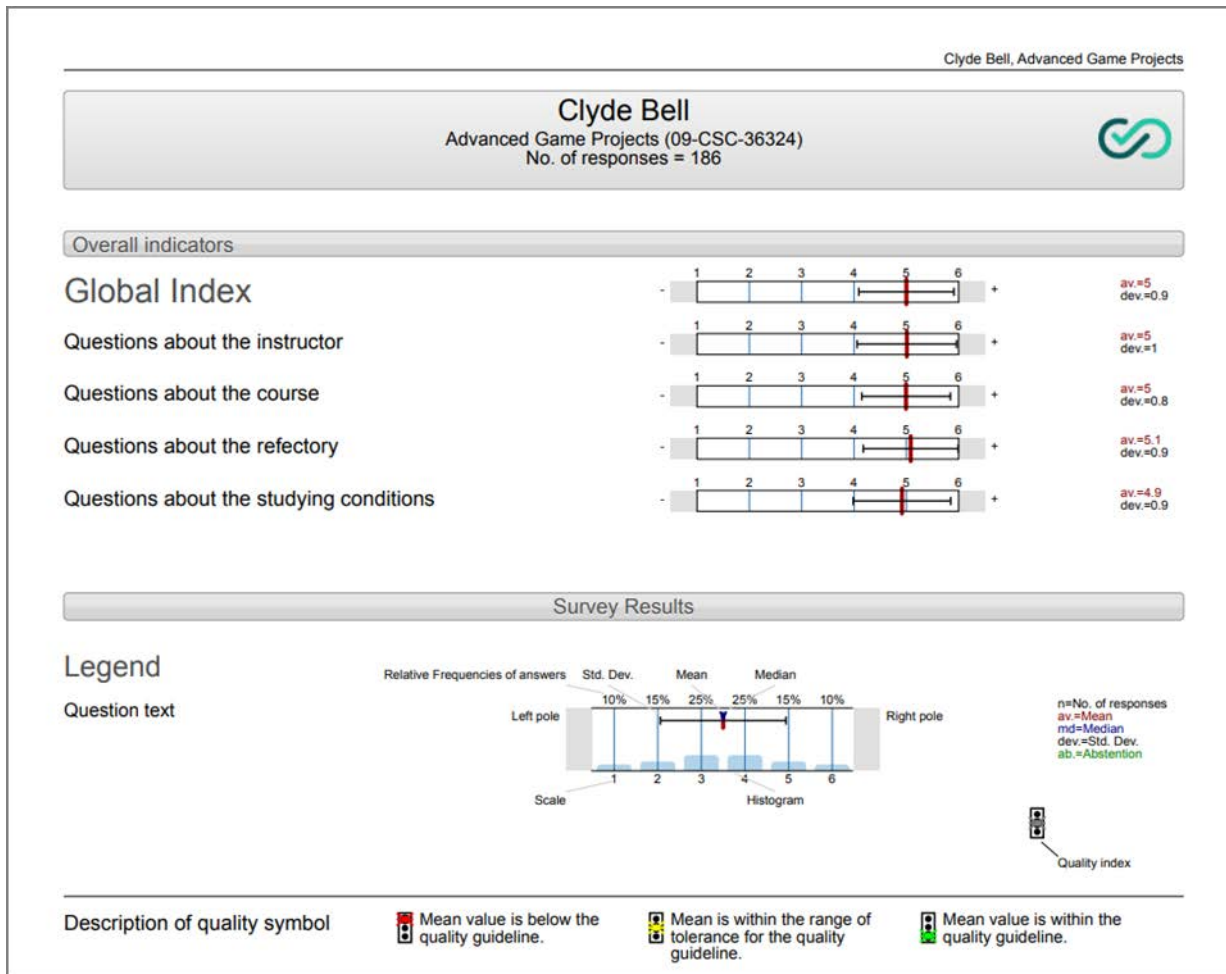


Figure 103: PDF Report in Adobe Reader

### Survey Details

Survey	Challenges in the Forefront of Biomedical Ethics
Instructor	Avilla, Kelly, Ph.D.
Course	Challenges in the Forefront of Biomedical Ethics
Survey Period	Spring 2017
Subunit	Medicine
Type	Paper based (Hard Copy)
Questionnaire	Train_en2
Status	Data available, report available
Survey Created on	2016/06/10 at 10:53:05
Last data collection On	2016/06/10 at 10:54:01
No. of Returns	15 of 17 course participants (Response Rate 88 %)

#### Actions

Show cover sheet/form in browser

German v

Generate Email

Number of participants for calculating response rate:  Accept

Finish Data Collection, Close Survey

Restore Survey

Delete Survey

#### Survey Data

Results in HTML format

Comparison Report

None selected v

Results in PDF format

EvaSys PDF report v

German v

Show Email

Raw data in SPSS format Codebook

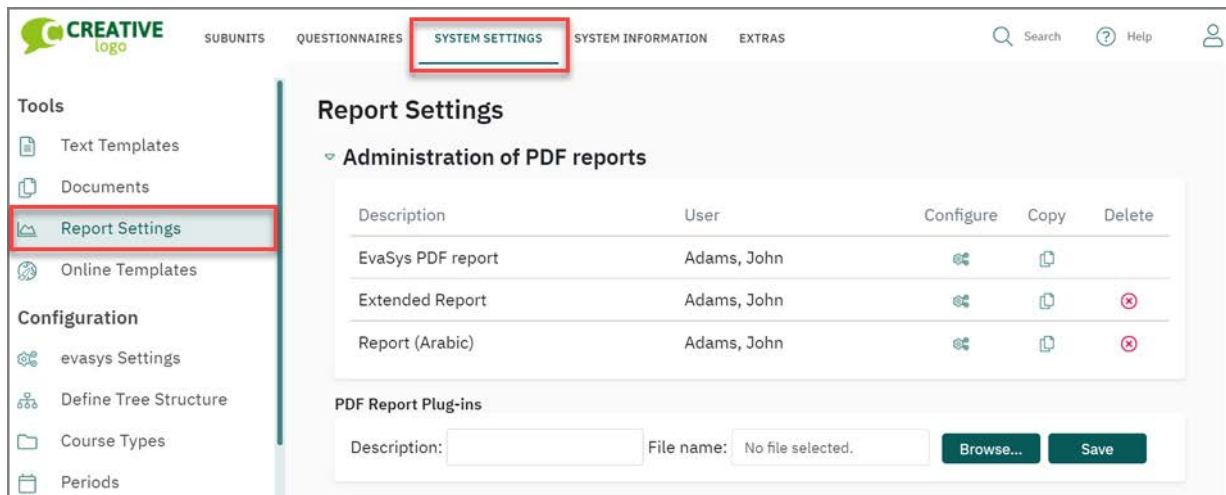
**Figure 104: Generate PDF Report in Survey Details**

If you would like to, you can also send it to the instructors by email.

Furthermore, the raw data of the survey can be downloaded as a CSV or SPSS file.

## 7.2. PDF Report Settings

In the menu “System Settings / Report Settings” you can adapt the layout and content of the PDF report. You can create different versions of the PDF report, for example a short and easy version or a complex and detailed report.



**Figure 105: Report Settings**

Only the administrator is allowed to configure the default evasys PDF report. Subunit administrators are only allowed to copy the report and work on the copy.



**Figure 106: List of Report Plug-ins**

In the column “Configuration” you can rename the report, adapt the layout and content. If you click on the icon, the report editor opens. Here you can make general settings as well as settings related to the individual report elements. For all settings the effect is described in the column on the right.

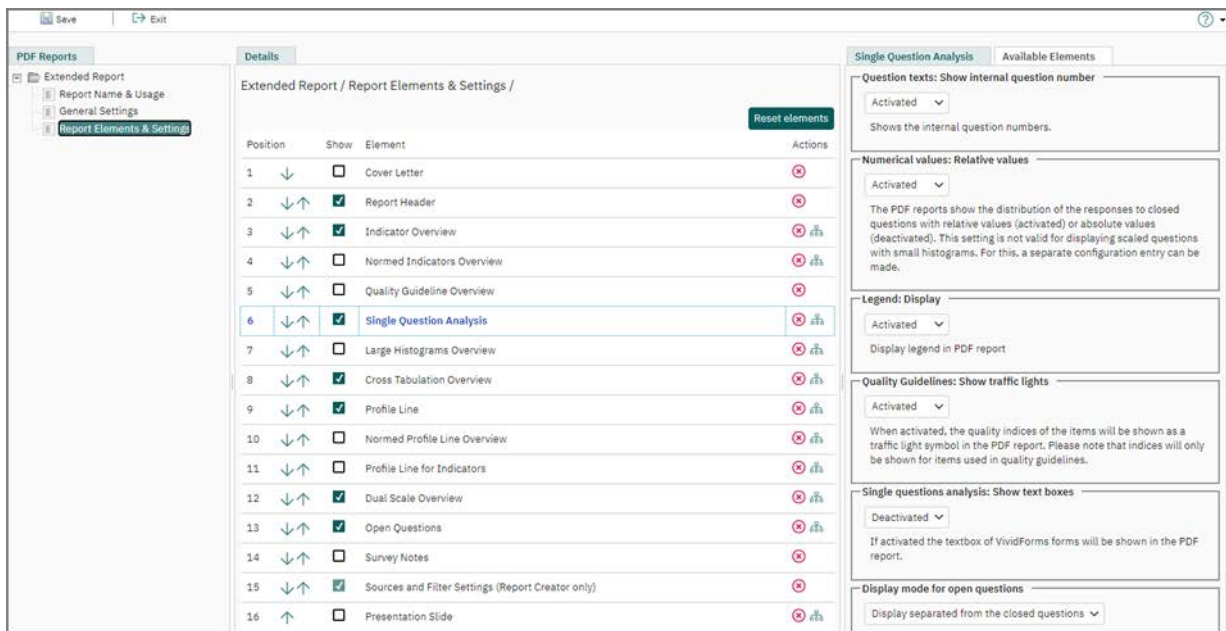
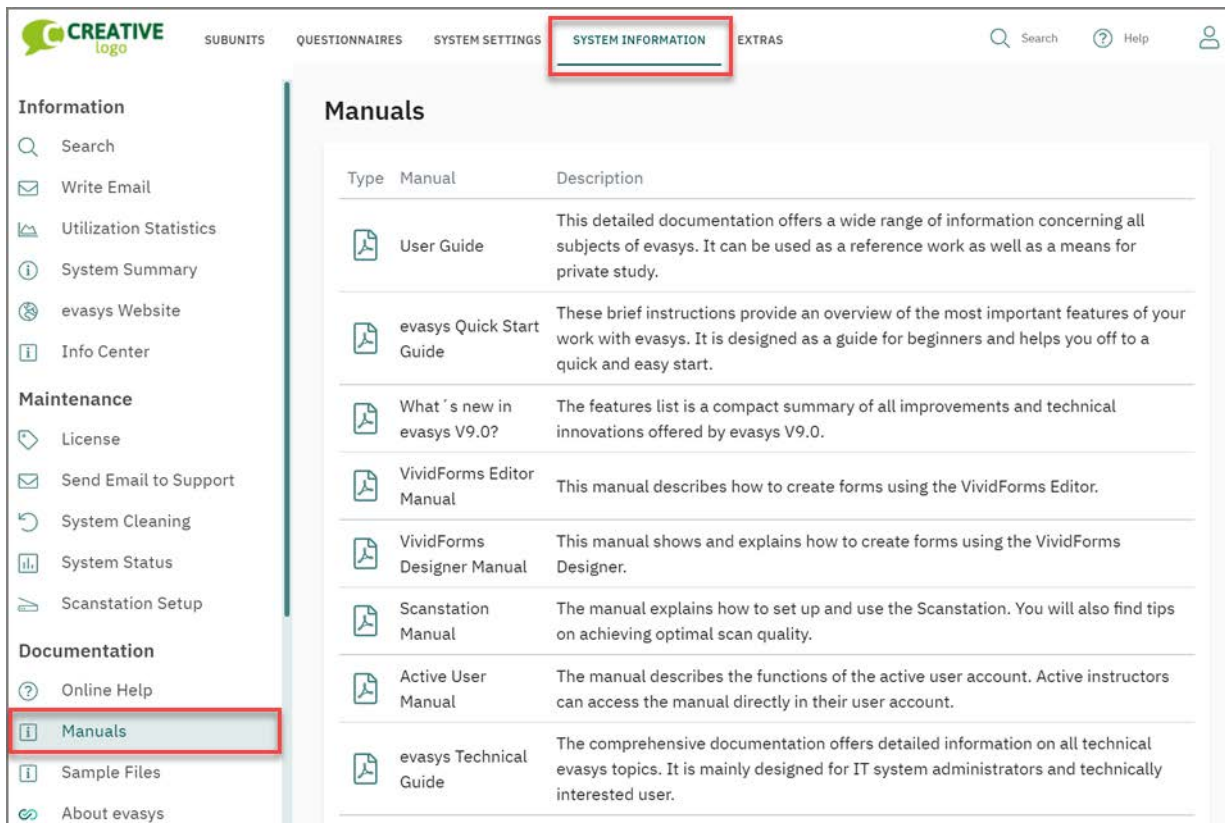


Figure 107: Report Editor

Click [Save] to save your settings and click [Exit] to leave the report editor.

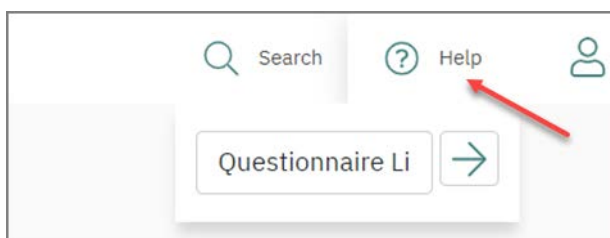
## 8. Further Information

In the menu “System Information / Documentation” you will find further manuals and sample files for your work with evasys.



**Figure 108: Further Documentation**

Additionally you can open the comprehensive user guide when clicking the [Question mark] button at many places in the system. The user guide will open in the correspondent chapter.



**Figure 109: Question mark icon**

## 9. Glossary

### **Administrator**

The administrator can access the whole system and does the basic settings for course types, periods and reports. If desired, s/he can create subunit administrators to delegate administrative tasks for one or more subunits.

### **Bar code**

Every paper questionnaire shows a bar code in the footer. This bar code assigns a questionnaire to its survey when processing the forms. The bar code may not be overruled or changed. Questionnaire without bar code cannot be processed.

### **Report**

After data has been transferred to the evasys database you can immediately open an HTML or PDF report. This live report is created for the survey on the basis of the current data pool.

### **Cloud**

evasys Cloud Systems are hosted by Electric Paper Evaluationssysteme GmbH. A user of evasys Cloud Standard works as a subunit administrator in one subunit. Cloud Standard solution has a reduced functional range. Nevertheless it provides all necessary functions to conduct and analyze a survey.

### **Cover Sheet (Procedure)**

The Cover Sheet procedure allows you to mass print large numbers of neutral questionnaires and use them for different surveys. The cover sheet helps to assign a batch of questionnaires to the correct survey. See also Hard Copy Procedure.

### **Evaluation period**

The evaluation period connects a survey to a specific time frame such as a semester, trimester, quarter of a year etc. Periods are predefined by the administrator.

### **Questionnaire**

In evasys, a questionnaire is not the same as a survey. The term refers to the paper/online form you create. Thus, the questionnaire is a tool to conduct surveys.

### **Questionnaire header**

The questionnaire header contains placeholders and/or static text. When creating an online or hard copy paper survey, the placeholders are substituted by the information on the survey. For hybrid surveys the questionnaire header can also contain a QR code.



**Question Group**

Question groups are chapters on the questionnaire. All items added to the form (such as questions, texts, pictures) are contained within a question group. You need to have at least one question group on your form.

**Question Types**

There are seven different question types in evasys. For further information see chapter A 3.3.1. "Question Types".

**Scheduled Tasks**

Also called Time Control. The scheduled tasks are a tool to automate online surveys. For further information please refer to chapter A 5.4. "Scheduled Tasks".

**Courses**

A survey is always conducted for a specific course. As a rule, the name of the survey equals the name of the course. Courses are always assigned to instructors. Each course can only be evaluated once in a specific evaluation period with a specific questionnaire.

**Single Password**

The single password is a general access password for online surveys.

**Online Survey**

There are two types of online surveys: PSWD based and single password online surveys. In PSWD based online surveys each participant receives his/her own individual password (PSWD) to enter the survey. In single password surveys there is only one general password for all participants.

**PDF Report**

Immediately after you have scanned the forms or captured data in an online survey, you can open the analysis as a PDF report. This report can be configured by the administrator and subunit administrator.

## **Placeholder**

evasys uses placeholders in text templates, questionnaire headers and PDF report headers. These placeholders are automatically substituted by information on the survey (such as survey name, instructor name etc.). Placeholders can be recognized by capital letters and square brackets. As an example, evasys uses the following placeholders:

[SUBUNIT] - Subunit

[PERIOD] – Evaluation period

[SURVEY] – Name of the course / survey

The complete list of placeholders can be found in the evasys User Guide.

## **Pole Labels**

Pole labels define the direction and value of scaled questions (such as “Agree / Disagree”).

## **QR Code**

Allows to access online or hybrid surveys by scanning a code with the help of a mobile device.

## **Scanner**

To scan paper forms we recommend using a document scanner with feeder which can produce black & white multi page TIFF files in 200 dpi resolution.

## **Scanstation**

The evasys Scanstation is a software tool which controls the document scanner and transfers the scanned forms to the evasys system. The Scanstation communicates with the evasys server and can deliver information on the processing status of the scanned forms.

## **Scan Upload**

evasys Cloud Standard users do not use the Scanstation to process their forms but use a reduced scanning function in the evasys interface, the Scan Upload.

## **Hard Copy Procedure**

Questionnaires produced in hard copy procedure carry information about the survey in the questionnaire header and bar code. This way they can be automatically assigned to a specific survey. The placeholders in the questionnaire header are substituted by the survey data. See also Cover Sheet Procedure.

**PSWDs**

Individual Passwords for participants in online surveys. A PSWD consists of an arbitrary combination of numbers and letters. It allows participants to access an online or hybrid survey. In evasys there is no connection between the PSWD and the participants' survey data, so anonymity can be guaranteed.

**Subunit**

The subunit is the top level within the organizational structure. A subunit administrator can have one or more subunits. evasys Cloud Standard users can only have one subunit.

**Survey**

In evasys, a survey is a combination of a course, a questionnaire and an evaluation period. This combination is unique. A survey can only exist once in the system.

**VividForms Editor**

The VividForms Editor is a web based tool to quickly and easily create questionnaires directly in the evasys interface.

