



Class Climate Training



Section 1

Basic Navigation

<https://classclimate.pfw.edu/classclimate>

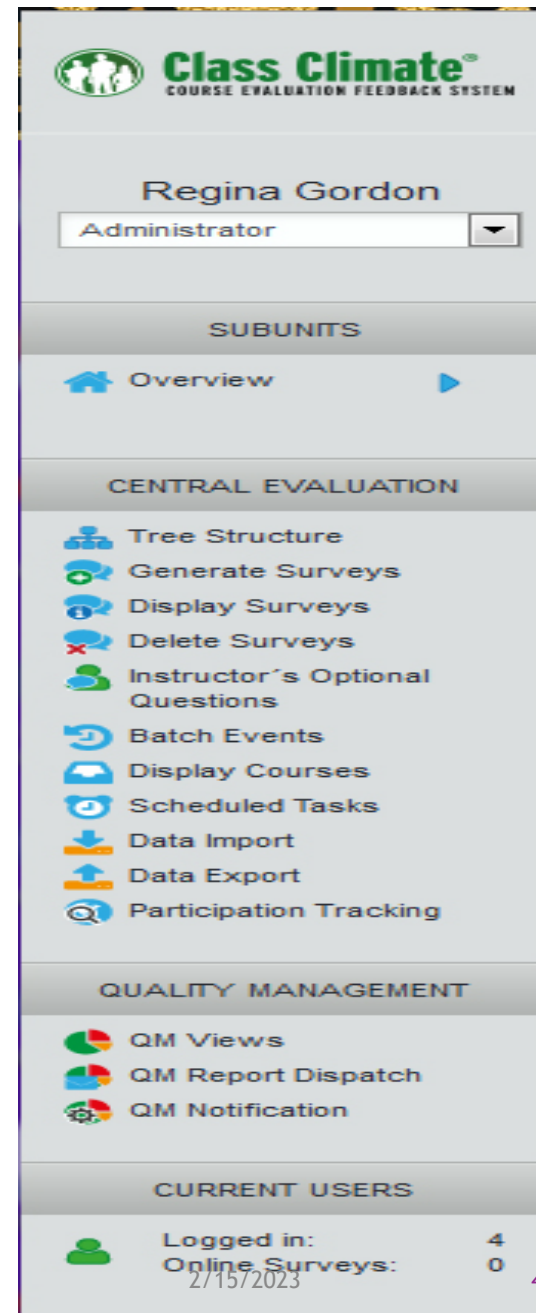
The screenshot shows the Class Climate software interface. At the top, there are navigation tabs: SUBUNITS, QUESTIONNAIRES, SYSTEM SETTINGS, SYSTEM INFORMATION, and EXTRAS. The user is logged in as Regina Gordon, Administrator. The main content area is titled "List of all Subunits" and contains a table with the following data:

Subunit	User	Details	Delete
Accounting and Finance	21	[Pencil icon]	[X icon]
Anthropology	9	[Pencil icon]	[X icon]
Arts and Sciences	6	[Pencil icon]	[X icon]
Biology	68	[Pencil icon]	[X icon]
CELT Training	73	[Pencil icon]	[X icon]
Chemistry	32	[Pencil icon]	[X icon]
Civil Mechanic Engineering	41	[Pencil icon]	[X icon]
College of Education and Public Policy	22	[Pencil icon]	[X icon]
Communication	7	[Pencil icon]	[X icon]
Communication Sciences and Disorders	10	[Pencil icon]	[X icon]
Computer Science	0	[Pencil icon]	[X icon]
Computer, Electrical, & Information Technology	28	[Pencil icon]	[X icon]
Consumer and Family Sciences	1	[Pencil icon]	[X icon]
Dental Education	14	[Pencil icon]	[X icon]

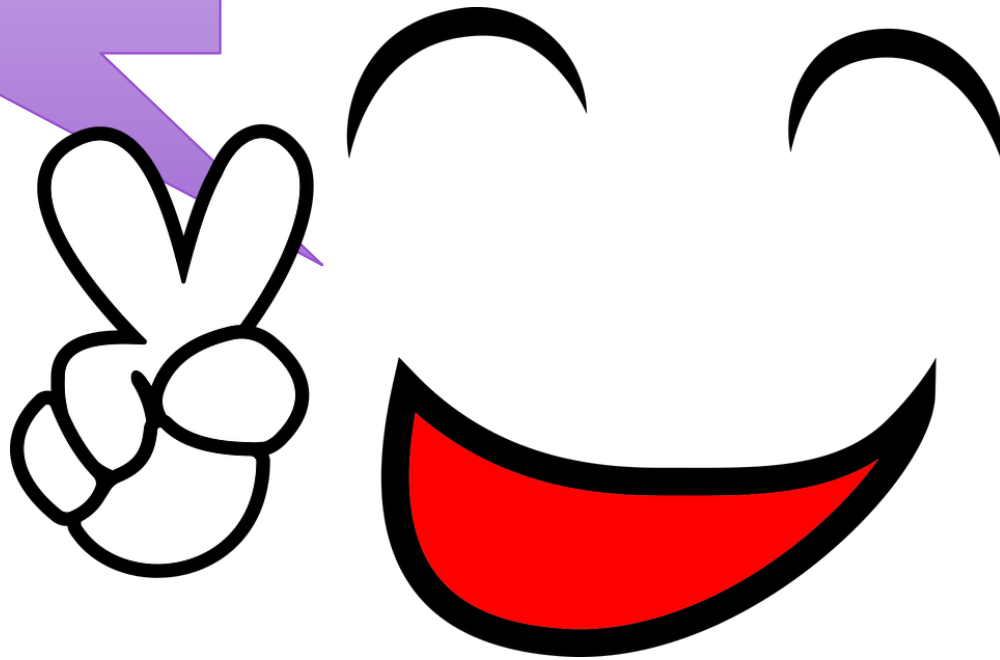
- ▶ Never use your browser's back button in Class Climate.
- ▶ Always use the back button at the bottom of your screen.

➤ Below your name at top of screen, the drop down menu lets you know the various roles you have.

➤ The Navigation side bar is the tool we will use the most.



**Let's Get
Started!**





Section 2

Creating Surveys

Class Climate[®] COURSE EVALUATION FEEDBACK SYSTEM

SUBUNITS QUESTIONNAIRES SYSTEM SETTINGS SYSTEM INFORMATION EXTRAS 201710 IPFW

Regina Gordon
Administrator

SUBUNITS

- Overview

CENTRAL EVALUATION

- Tree Structure
- Generate Surveys
- Display Surveys
- Delete Surveys
- Instructor's Optional Questions
- Batch Events
- Display Courses
- Scheduled Tasks
- Data Import
- Data Export
- Participation Tracking

QUALITY MANAGEMENT

- QM Views
- QM Report Dispatch
- QM Notification

CURRENT USERS

- Logged in: 4
- Online Surveys: 0

List of all Subunits Help

Subunit	User	Details	Delete
Accounting and Finance	21		✖
Anthropology	9		✖
Arts and Sciences	6		✖
Biology	68		✖
CELT Training	73		✖
Chemistry	32		✖
Civil Mechanic Engineering	41		✖
College of Education and Public Policy	22		✖
Communication	7		✖
Communication Sciences and Disorders	10		✖
Computer Science	0		✖
Computer, Electrical, & Information Technology	28		✖
Consumer and Family Sciences	1		✖
Dental Education	14		✖

Regina Gordon
Administrator

QUESTIONNAIRES

- Questionnaire List
- Create Questionnaire
- Question Library

CURRENT USERS

Logged in: 1
Online Surveys: 1

Log Off

Available Questionnaires

Help

Show all questionnaires of the Subunit Administrators.

Climate, Class

Gordon, Regina, CELT Class Climate Admin

Default Folder (5) Select all

ID	Abbreviation	Title	Date	Engine	Pages	Status	Action
780	CME-EVALS1	Civil & Mechanical Engineering Course Evaluations [Copy]	09/08/2016	VF Editor	2		Select... <input type="checkbox"/>
809	MbubaONlin	MbubaOnline	11/21/2016	VF Editor	2		Select... <input type="checkbox"/>
824	Testing	Testing Camtasia	12/02/2016	VF Editor	1		Select... <input type="checkbox"/>
794	TRaing	New 7.0 Features	11/01/2016	VF Editor	1		Select... <input type="checkbox"/>
820	TRaing2	New 7.0 Features [Copy] [Copy]	12/02/2016	VF Editor	1		Select... <input type="checkbox"/>

Test Evaluation Folder (1)

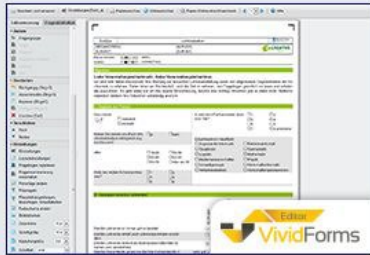
Archive Folder (0)

Create New Folder

Move selected questionnaires to: Archive Folder

Choose between the VividForms Editor and the VividForms Designer:

VividForms Editor

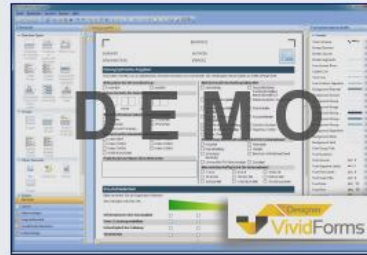


Web-based questionnaire editor.

Questionnaires with numerous layout options can be created in a quick and easy manner directly in the Class Climate interface.

Click the graphic to start the editor, a separate installation is not necessary.

VividForms Designer



Questionnaire designer as desktop application.

Elaborately designed questionnaires can be flexibly created as long as Java is installed on the client.

When first executed, the application is transferred to your local system. This may take a few minutes. If your browser displays a file, open it to start the designer. The VividForms Designer can only run on Windows® systems.

Note: Please note that questionnaires created with the VividForms Designer cannot be used for module evaluation or the instructor's optional questions process.

To run the VividForms Designer, "Java Runtime Environment (JRE)" (32bit version) is required on the local computer. You can download the current Java version for free at <http://www.java.com/en/download>.

The screenshot shows a dialog box titled "Form-Wizard" with a close button (X) in the top right corner. The main area is titled "Form creation information ?". It contains the following fields and options:

- Abbreviation:** A text box containing "TRAINING". A red arrow points from the text "Short Abbreviation" to this field.
- Title:** A text area containing "CELT Evaluations Training Questionnaire". A red arrow points from the text "Name the survey" to this field. Above the text area are formatting icons: Bold (B), Italic (I), Underline (U), a yellow arrow pointing right, and a grey arrow pointing left.
- Paper:** A dropdown menu currently set to "Letter".
- Template:** A section with two unchecked checkboxes:
 - Activate/deactivate template mode
 - New items can only be added at the end.
- Max. Pages:** A spin box set to "2".
- Max. Items:** A spin box set to "0".

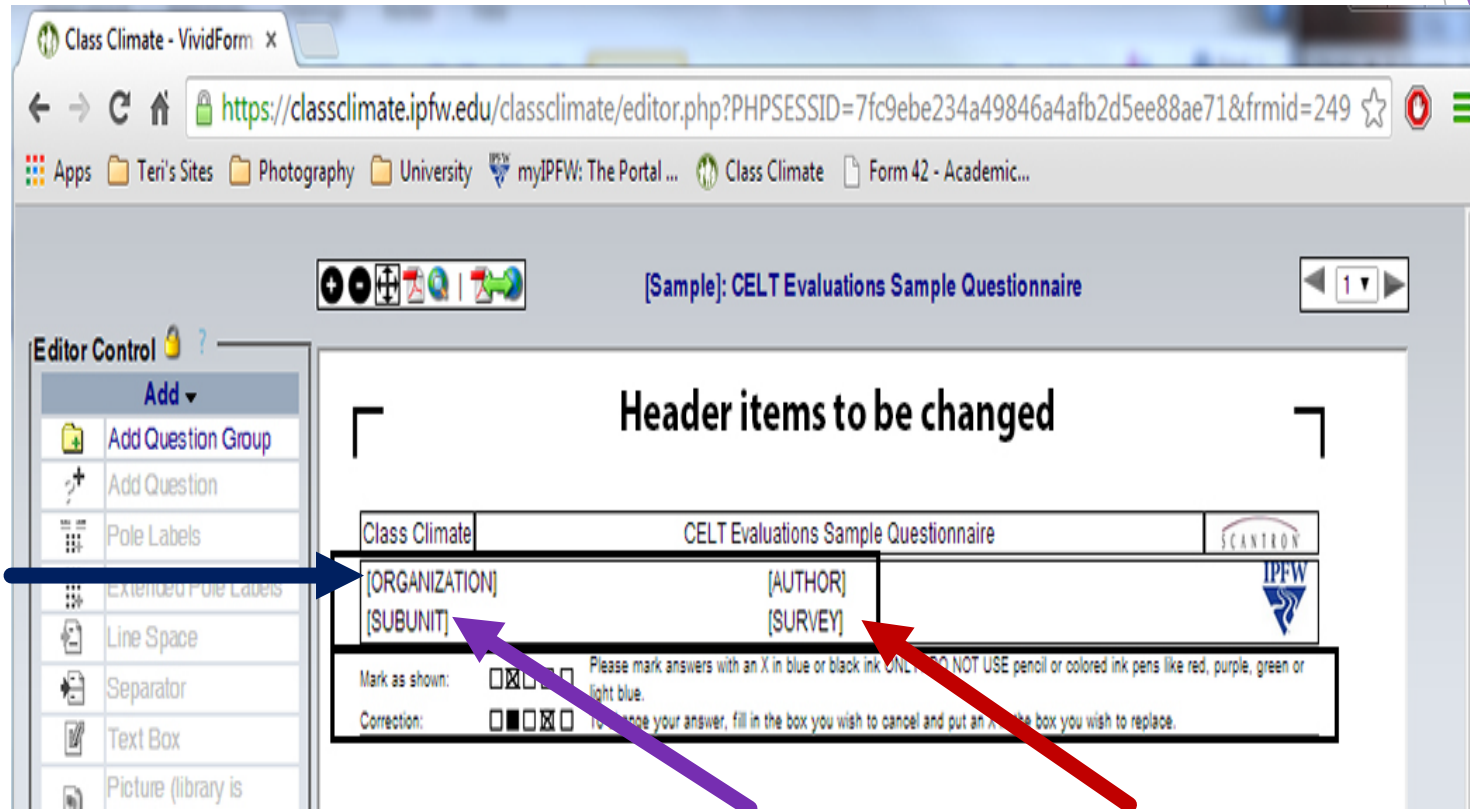
At the bottom of the dialog are two buttons: "Apply" and "Cancel".

• Short Abbreviation

• Name the survey

Defining the Form Information

Editing the Header



Organization = Purdue Fort Wayne

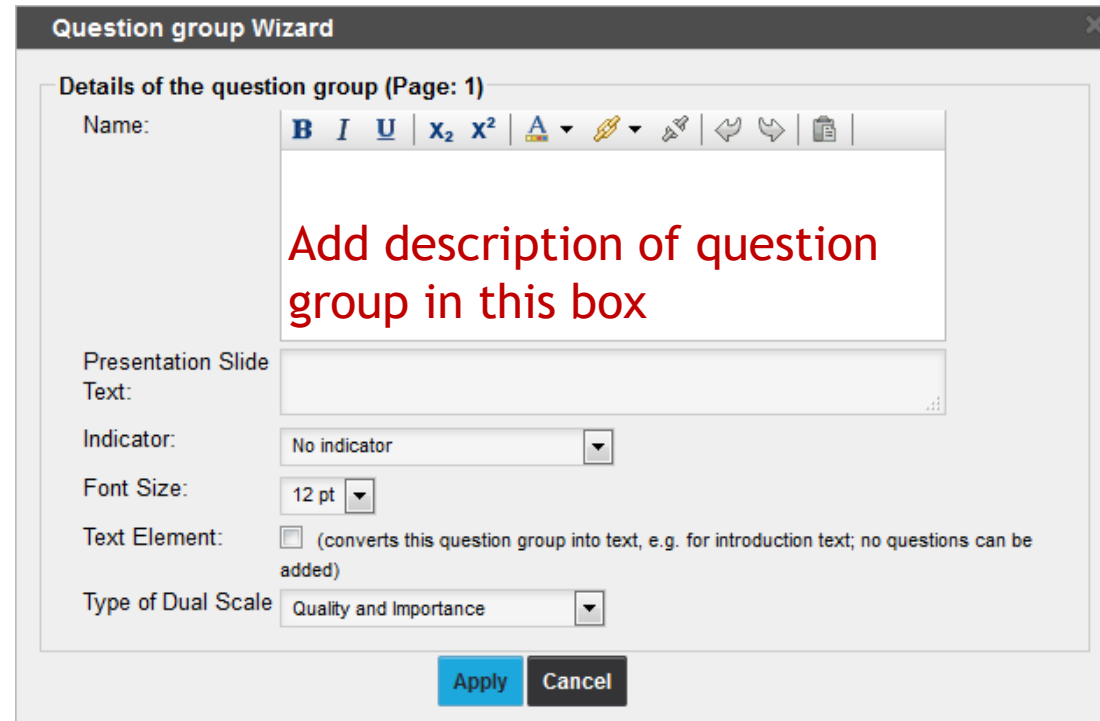
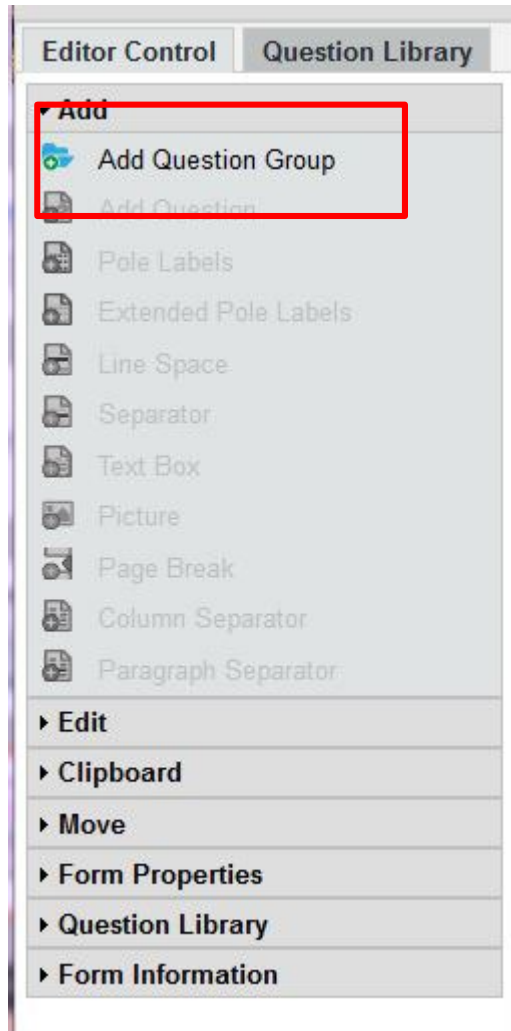
Survey = **[CUSTOMFIELD_1] [COURSEID]**

Subunit = name of your department

Available Question Types










- ▶ Scaled Questions (we use)
- ▶ Open Questions (we use)
- ▶ Multiple Choice Questions (we use)



Adding a question group

Question Wizard ✕

Please choose a question type:

-  Scaled Question i
-  Open Question i
-  Segmented Open Question i
-  Single Choice Question i
-  Multiple Choice Question i
-  Matrix Field i
-  Grade Value Question i

Please note that the VividForms Editor does not apply the English hyphenation rules to the texts entered (question texts, pole labels, text boxes etc.). Please place line breaks accordingly.

Back Next Apply Cancel

Adding Scaled Questions

Question Wizard

Scaled Question

B I U | x_2 x^2 |

Type Question Here

Number of checkboxes:

Abstention:

Add individual pole labels

Left Pole: **B I U** | Right Pole: **B I U** | Abstention: **B I U** |

Report

Type of Diagram:

Set this scaled question as mirrored question

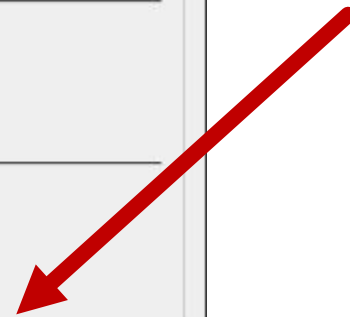
Settings

Use these settings as default for new scaled questions

Apply settings to existing scaled questions

Select # of boxes

Normal = 5



Extended Pole Labels



Class Climate | New 7.0 Features

[ORGANIZATION] | [AUTHOR]
[SUBUNIT] | [SURVEY]

Mark as shown: [MARK]
Correction: [CORRECTION]

[1. Hello there]

Extended Pole Labels

Extended Pole Labels

Pole label: Stongly Agree

List of pole labels:

- Agree
- Neutral
- Disagree
- Strongly Disagree

Abstention:

Degree of inclination: 45°

Please notice that the inclination of the answer options will not be shown in the preview of the VividForms Editor due to technical reasons.

Apply Cancel

Click plus sign after entering each pole label

Adding Open Questions

Question Wizard

Open Question

B I U | x_2 x^2 | **A** | | | | | | |

how are you doing

Add question here

Available Space 36 lines left on this page.

Answer field

Box Size: lines

Number of characters (online): (maximum number of characters for online surveys)

Note: 0 means "without restrictions".

Did you know?

In online surveys, validation (plausibility checks) can be used to test entries to open questions and matrix fields with value ranges and regular expressions, before a survey participant can submit the questionnaire. Validation settings can be accessed via the left side menu in the editor control panel under the menu item "Form Properties".

Picture:

Adding Single Choice Questions/Multiple Choice Questions

The screenshot shows the 'Question Wizard' dialog box for creating a 'Multiple Choice Question'. The main text area contains the placeholder 'Add question here'. Below it, the 'Answer option:' field contains the text 'Add answer individually here and then click add option (only 2 for single answer)'. To the right of this field is an 'Add option' button. Below the 'Answer option:' field is the 'List of answer options:' area, which is currently empty. At the bottom, there is a dropdown menu for 'Number of permitted answers (online)' set to 'unlimited', and two buttons: 'Integrate picture' and 'Remove picture'. The dialog box has 'Back', 'Next', 'Apply', and 'Cancel' buttons at the bottom.

Question Wizard

Multiple Choice Question

Add question here

Answer option:

Add answer individually here and then click add option (only 2 for single answer)

Add option

List of answer options:

Number of permitted answers (online): unlimited

Picture: Integrate picture Remove picture

Back Next Apply Cancel

Final Steps of Survey Creation

The screenshot displays the 'Form Properties [TRaing]' menu in a survey creation application. A red arrow points to the 'Save and Exit' icon at the top of the menu. The menu is divided into two tabs: 'Editor Control' and 'Question Library'. The 'Editor Control' tab is active, showing a list of options:

- ▶ Add
- ▼ Edit
 - Edit Question Group
 - Edit Question
 - Edit Pole Labels
 - Extended Pole Labels
 - Edit Text Box
 - Picture
- ▶ Clipboard
- ▶ Move
- ▶ Form Properties
- ▶ Question Library
- ▼ Form Information
 - Template deactivated
 - Max number of pages: 2
 - Pages: 1
 - Edit Mode
 - Paper size: Letter
 - Numbering: On
 - Focus Information
 - Number of questions: 0
 - No item limit defined

On the right side of the interface, there are several input fields and buttons:

- Class
- [ORG/
- [SUBU
- Mark as :
- Correctio
- [1. He

At the bottom right of the screenshot, the date '2/15/2023' and the page number '19' are visible.

Class Climate®
COURSE EVALUATION FEEDBACK SYSTEM

201710 IPFW

Regina Gordon
Administrator

QUESTIONNAIRES

QUESTIONNAIRE LIST

QUESTIONNAIRES

QUESTIONNAIRE LIST

Create Questionnaire

Question Library

Details for questionnaire TRaing

TRaing (New 7.0 Features)

✓ VividForms Editor

PDF Sample (Show)

In the recognition set of the VividForms Reader (Refresh)

Copy and open the questionnaire in the VividForms Designer.

PDF paper survey (Show)

Preview online survey

Advanced settings

Text Templates

Edit

Questionnaire

Edit Form

Export

Delete Questionnaire

Usage

General Settings

Questionnaire: Activated

Survey Type: ALL

Procedure: Central Evaluation

Reporting Options

Mirrored scale values

Allow Summary Reports

Evaluation for participants

Allow result access

Display answers to open questions

Online Survey

Show the header of the survey

Enable temporary save

Show print option

Online Layout: Per Chapter

Certificate of participation: None

Advanced configuration

Edit

Subunits

ALL

Accounting and Finance

Anthropology

Arts and Sciences

Biology

CELT Training

Chemistry

Civil Mechanic Engineering

Course Type

ALL

Lecture

Seminar

Tutorial

Lab

Working Group

Others

General Surveys

Period

ALL

201730

201720

201710

201630

201620

201610

201530

Apply

Back

- Preview (online)
- Edit Form
- Text Edit
- Apply



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