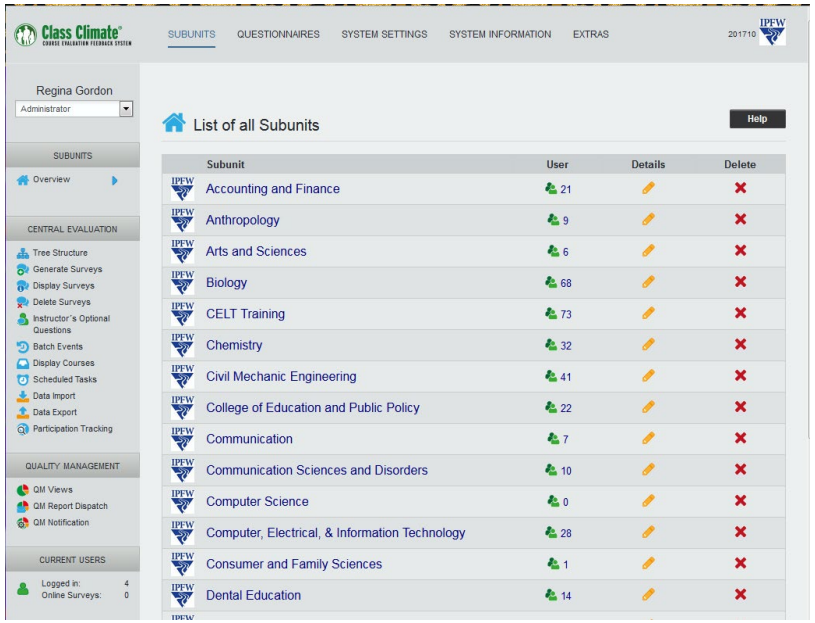
Class Climate Training

Section 1

Basic Navigation

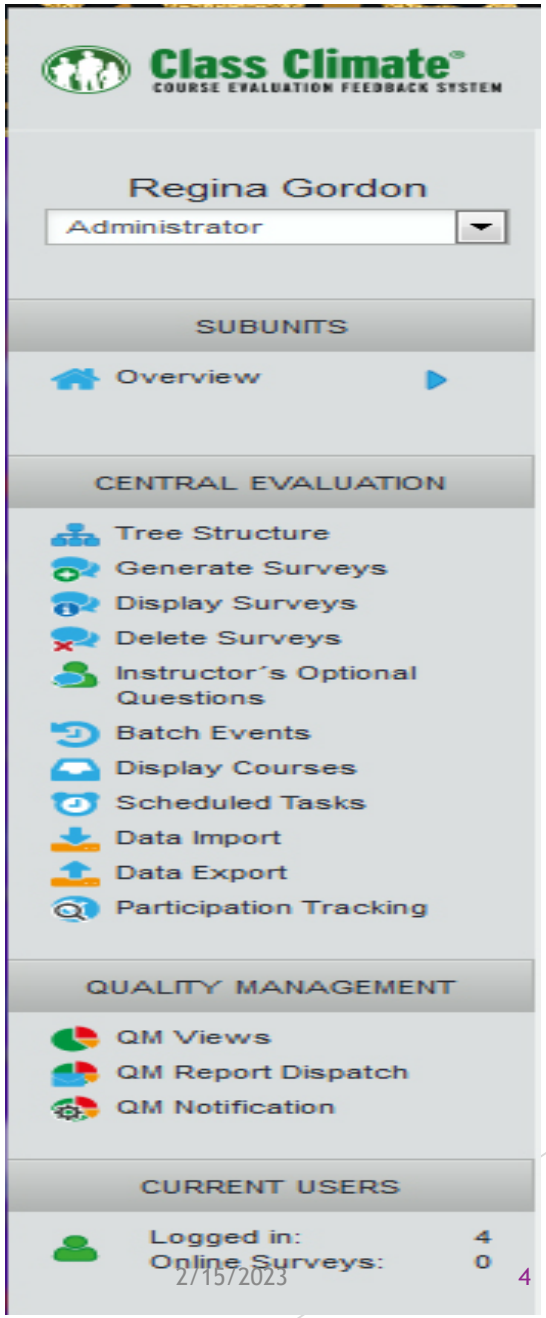
https://classclimate.pfw.edu/classclimate



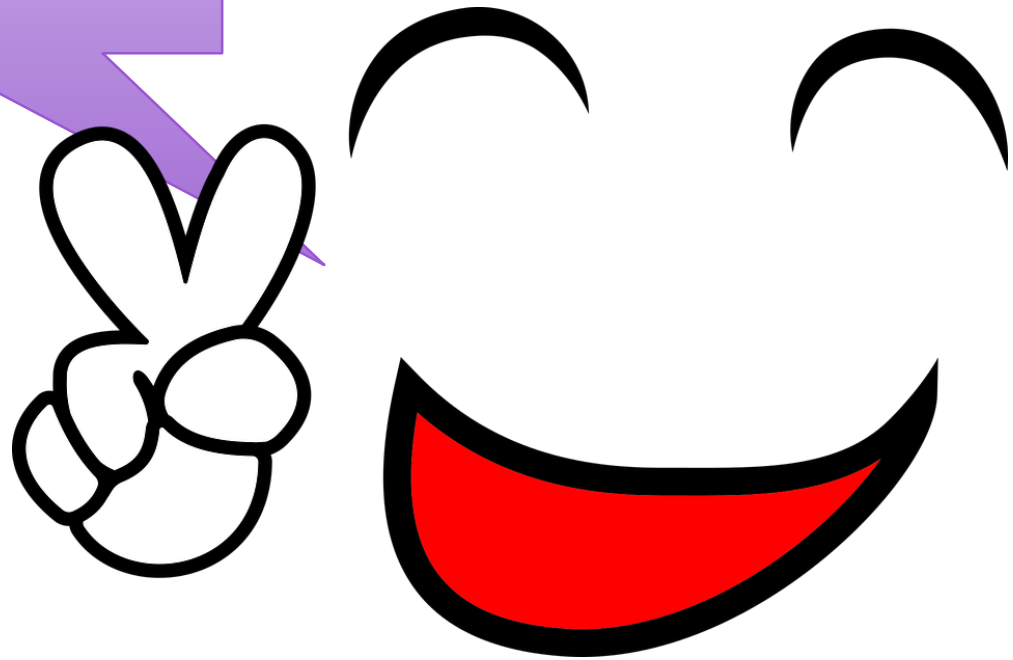
- Never use your browser's back button in Class Climate.
- Always use the back button at the bottom of your screen.

- 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.

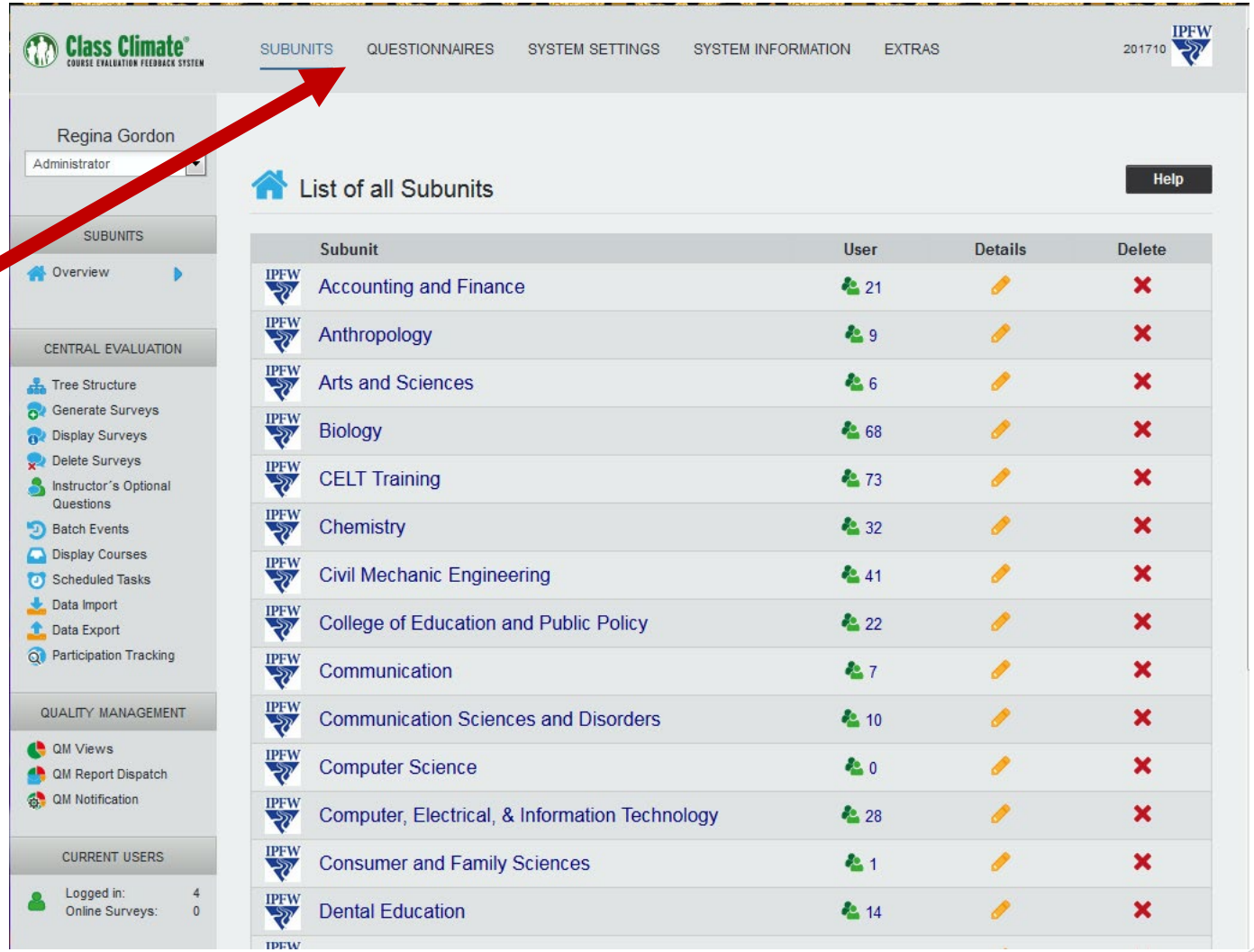


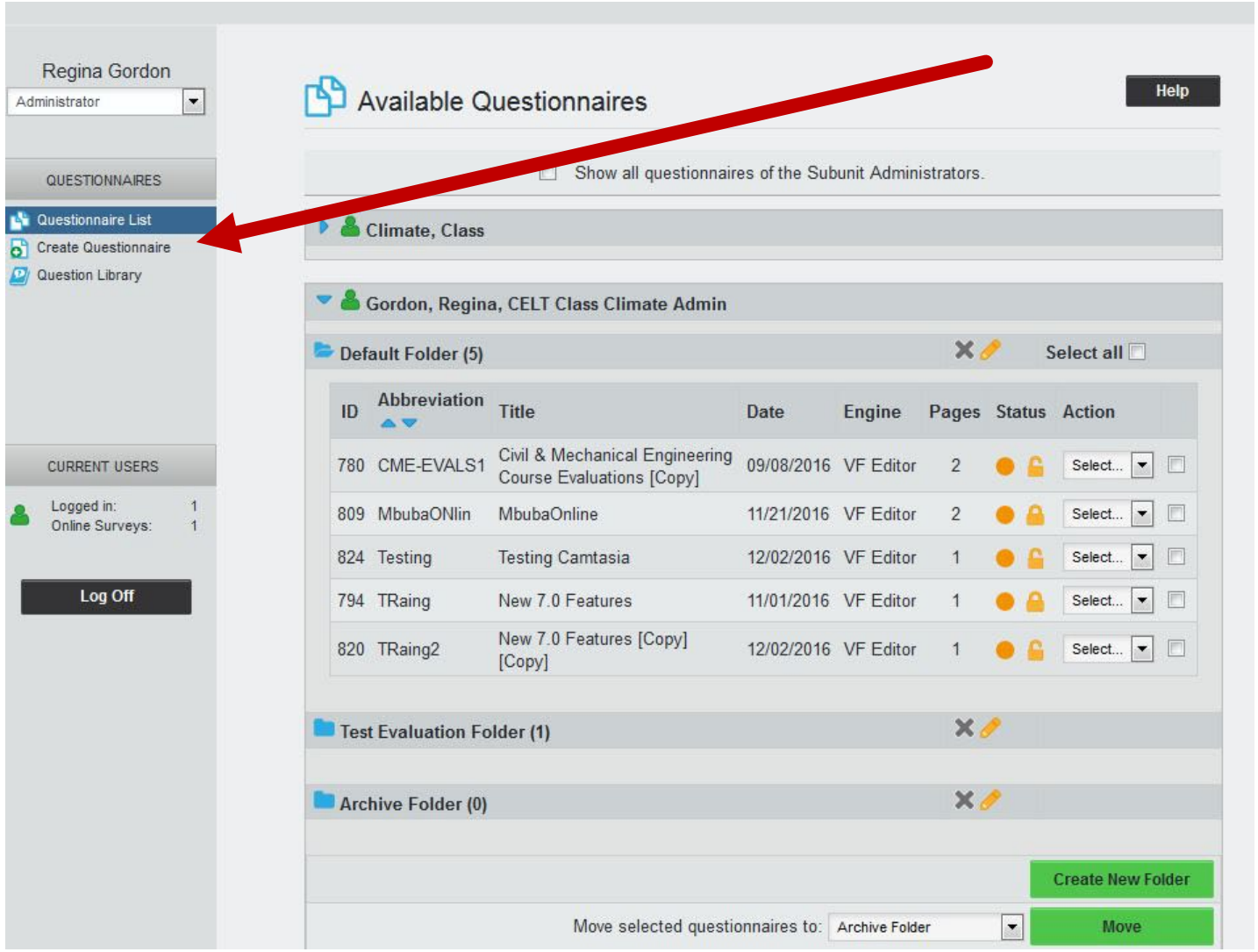
Let's Get Started!

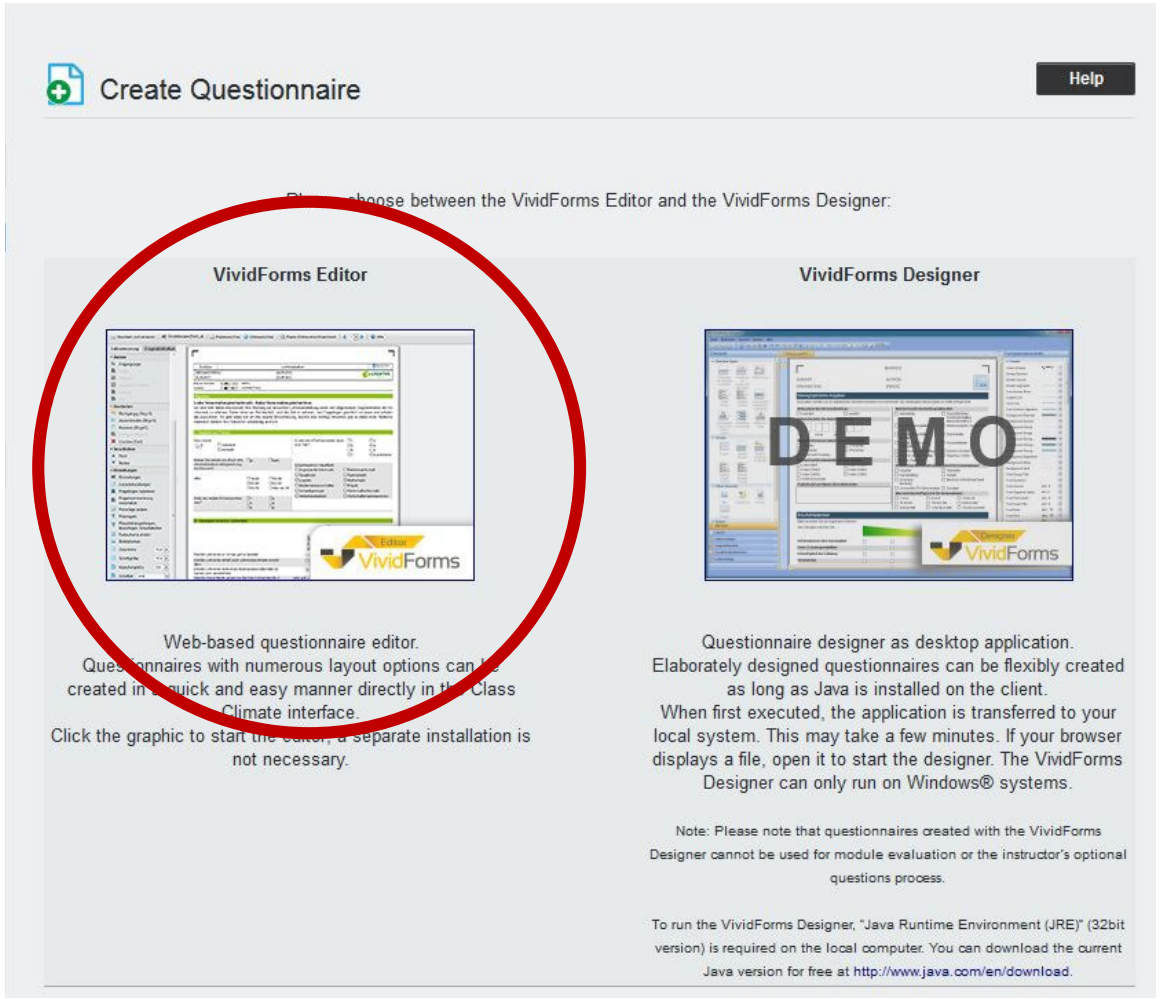


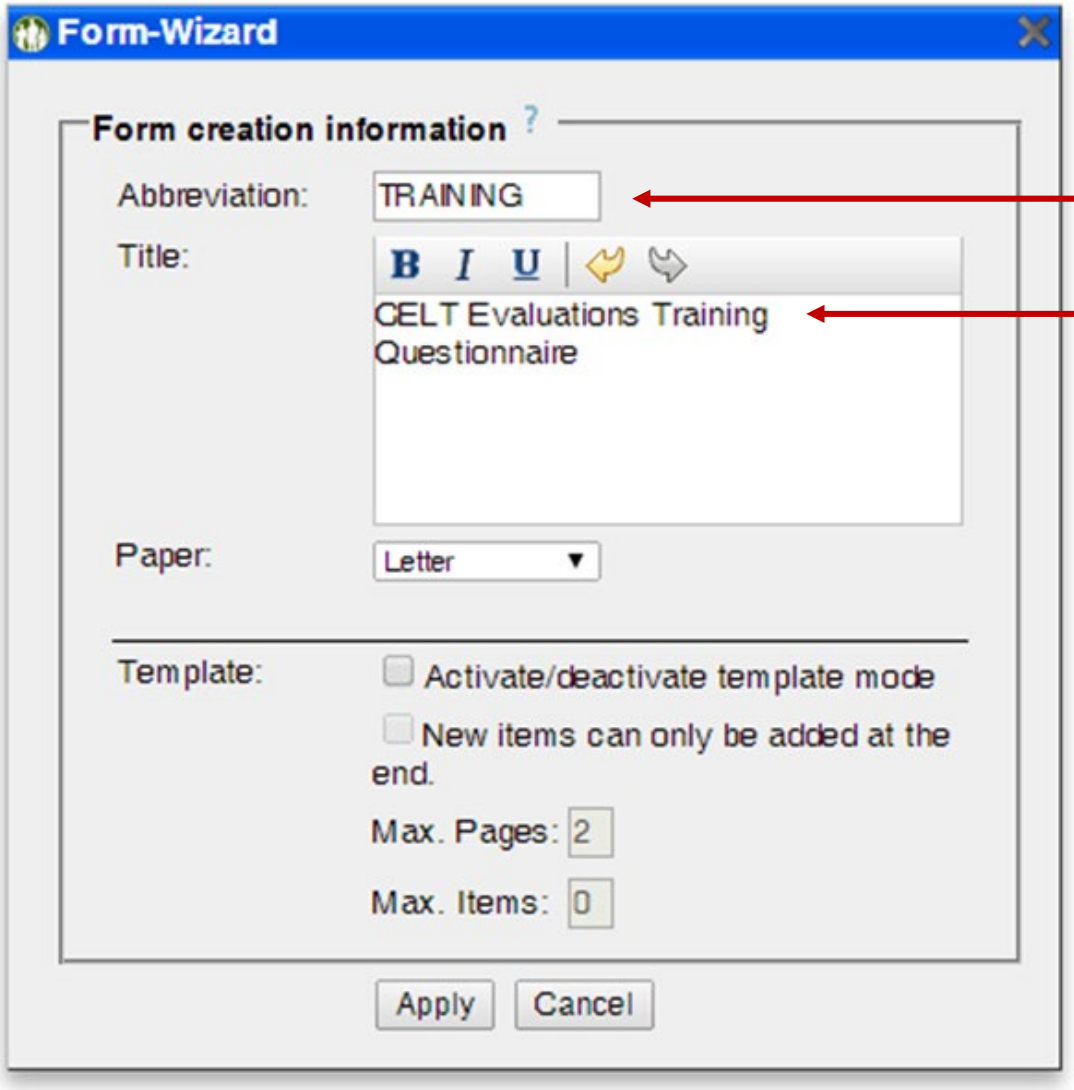
Section 2

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...
809 MbubaONlin MbubaOnline 11/21/2016 VF Editor 2 Select...
824 Testing Testing Camtasia 12/02/2016 VF Editor 1 Select...
794 TRaing New 7.0 Features 11/01/2016 VF Editor 1 Select...
820 TRaing2 New 7.0 Features [Copy] [Copy] 12/02/2016 VF Editor 1 Select...
Test Evaluation Folder (1)
Archive Folder (0)
Create New Folder
Move selected questionnaires to: Archive Folder
Move

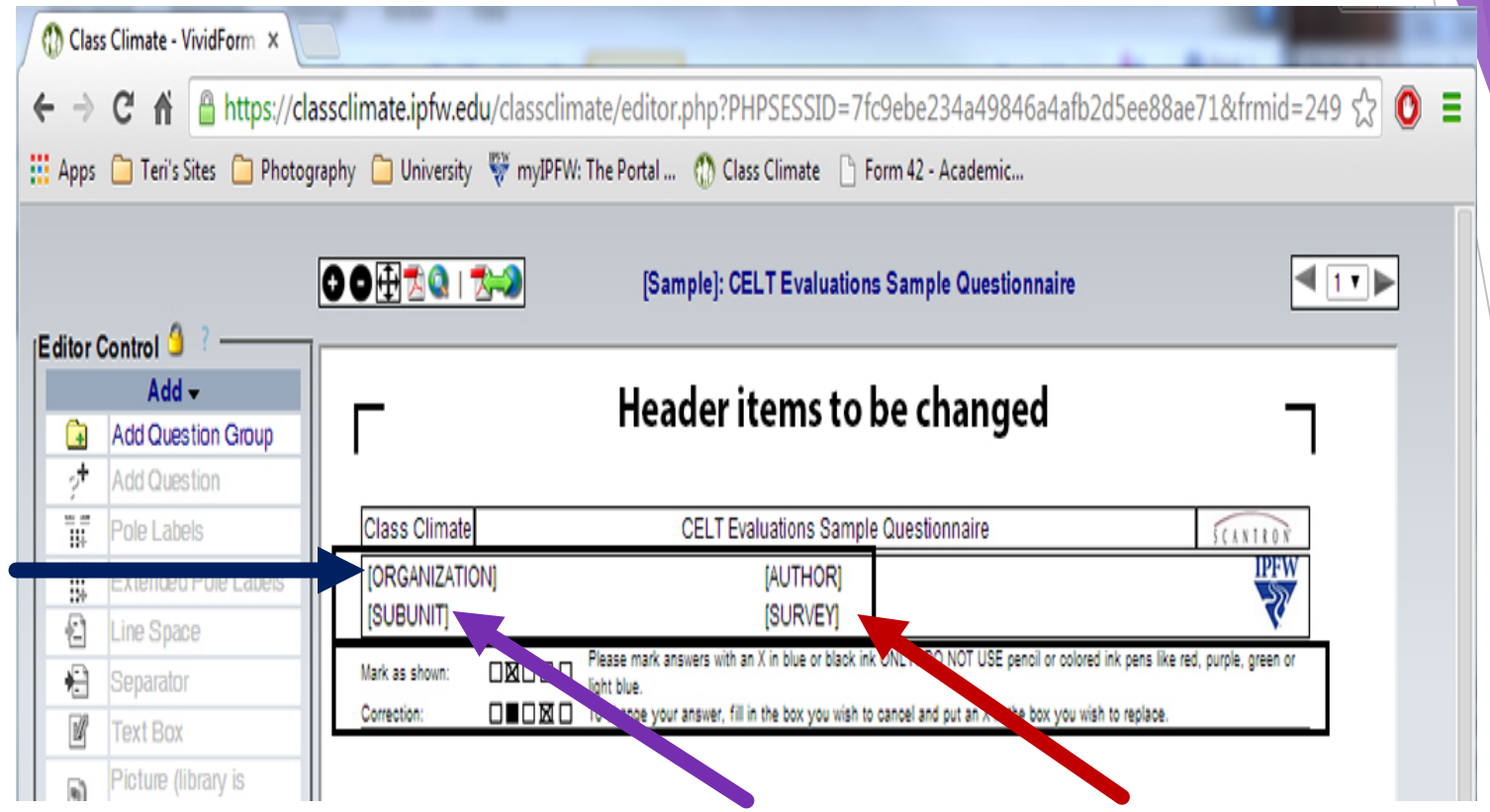

Create Questionnaire
Help
choose between the VividForms Editor and the VividForms Designer:
VividForms Editor
VividForms Designer
DEMO
Web-based questionnaire editor.
Questionnaires with numerous layout options can be
created in a quick and easy manner directly in the Class
Climate interface.
Click the graphic to start the editor, a separate installation is
not necessary.
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.



- **Short Abbreviation**
- **Name the survey**

Defining the Form Information

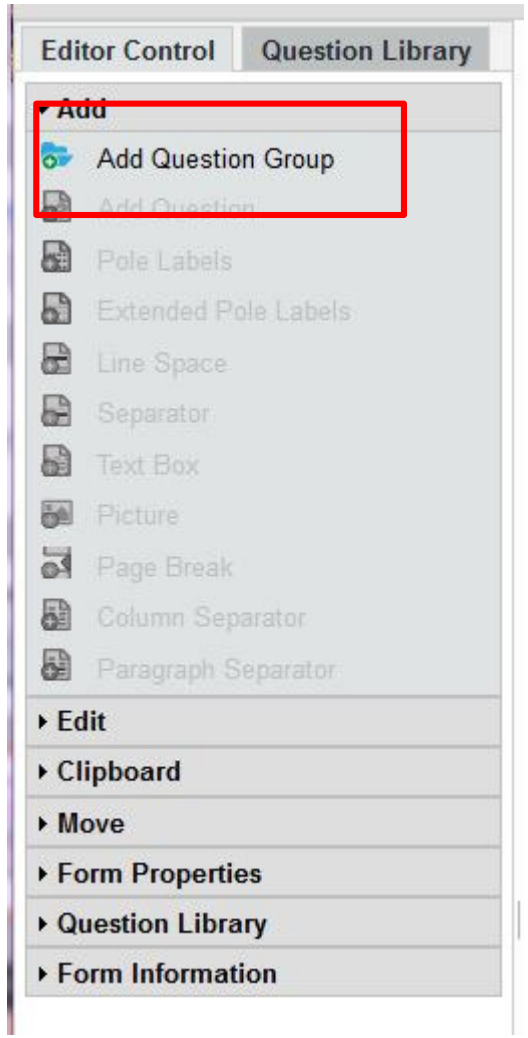
Editing the Header

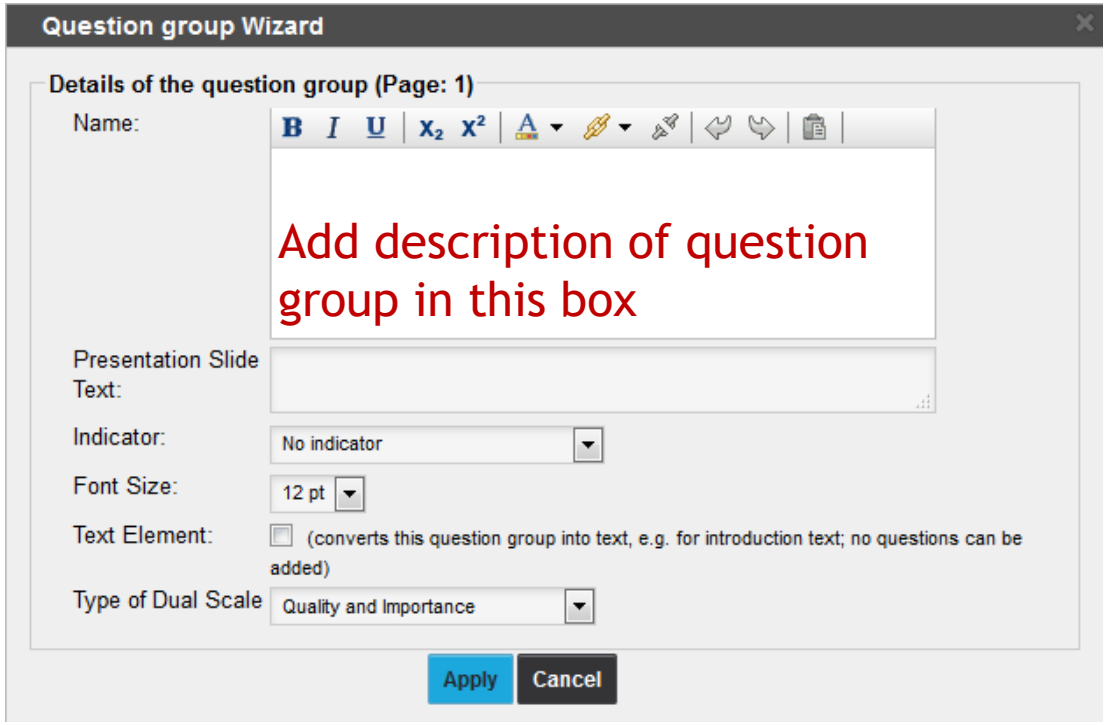


Organization = Purdue Fort Wayne
Survey = **[CUSTOMFIELD_1] [COURSEID]**
Subunit = name of your department

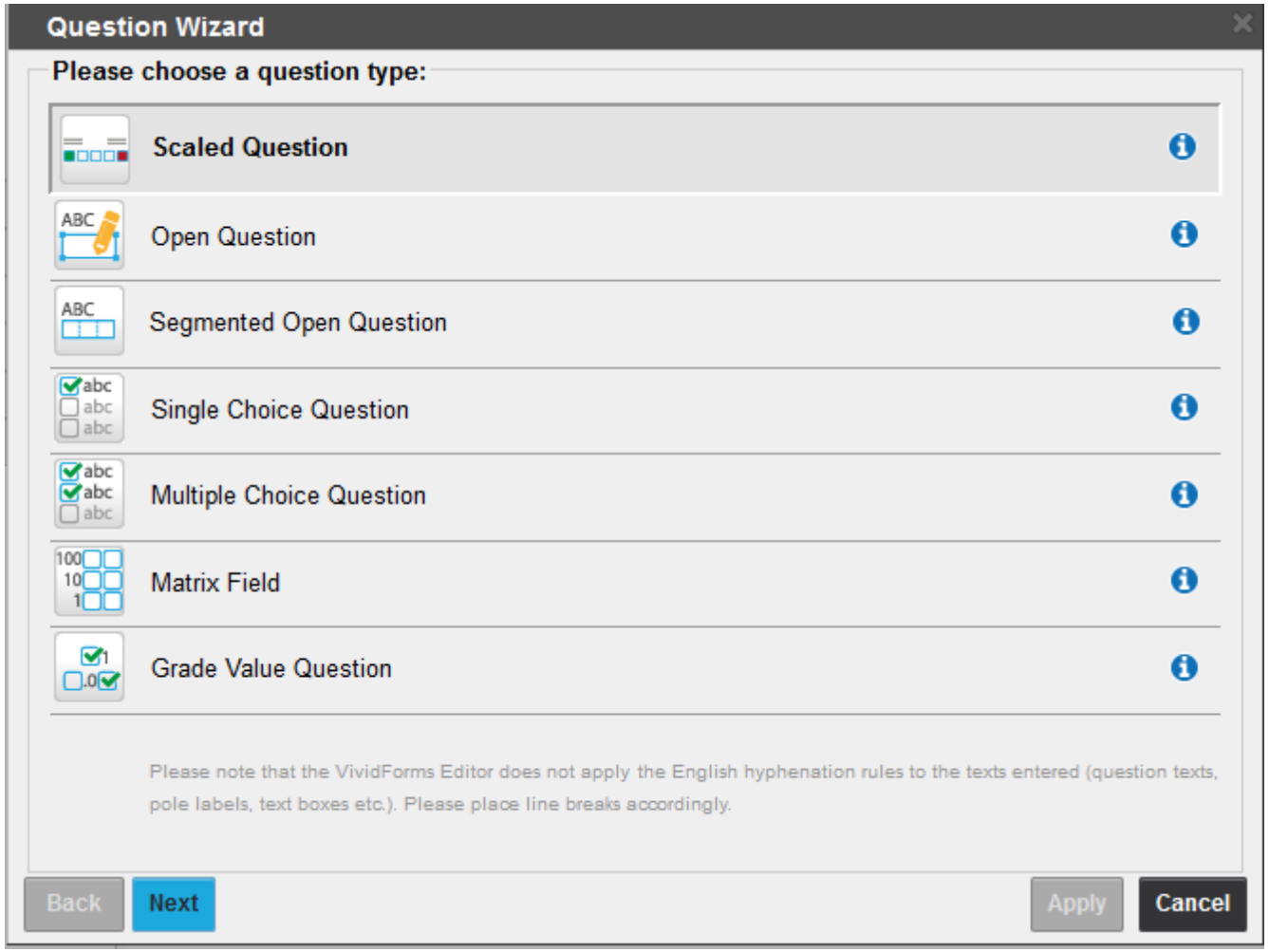
Available Question Types

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

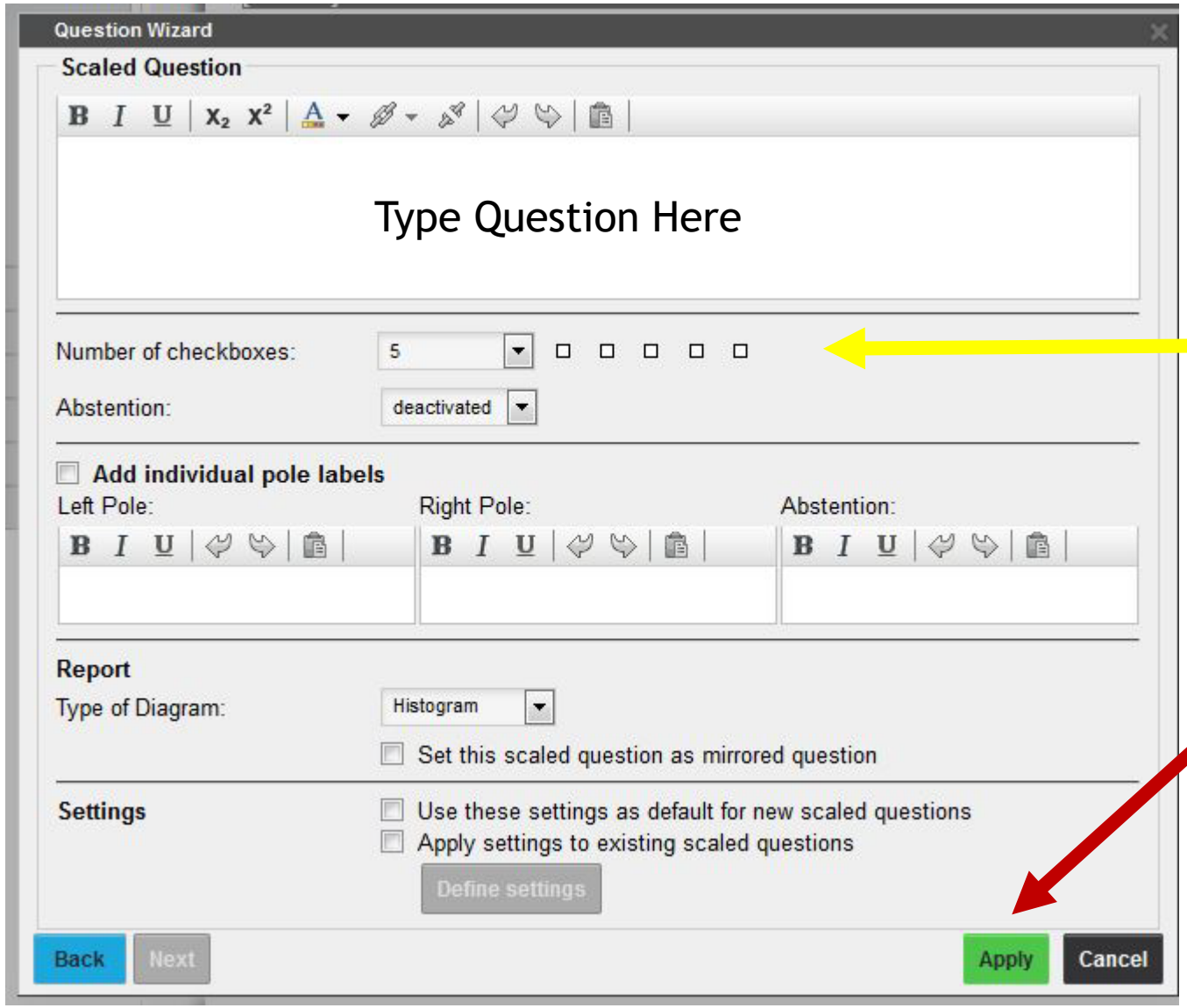




Adding a question group



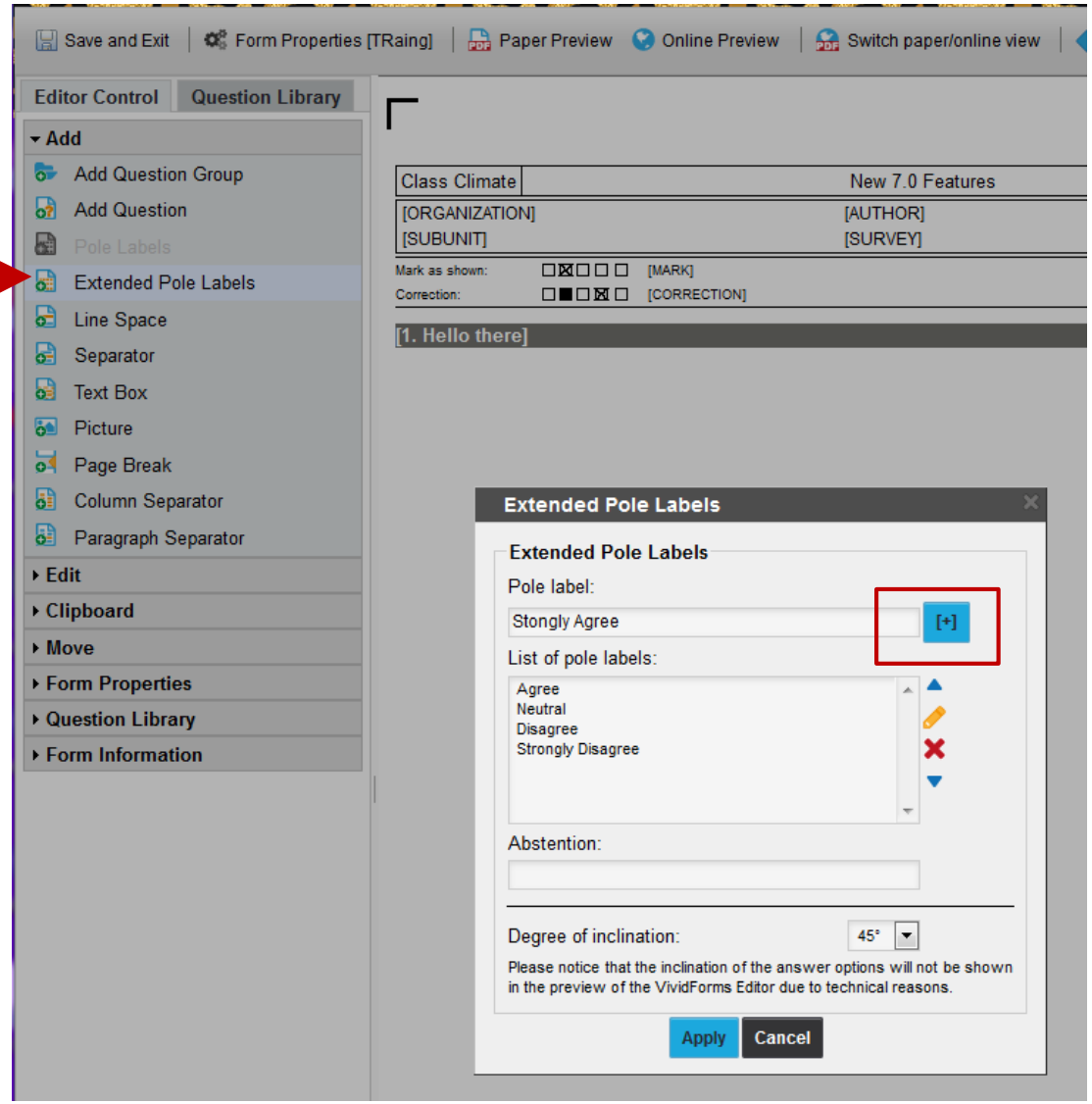
Adding Scaled Questions



Select # of boxes

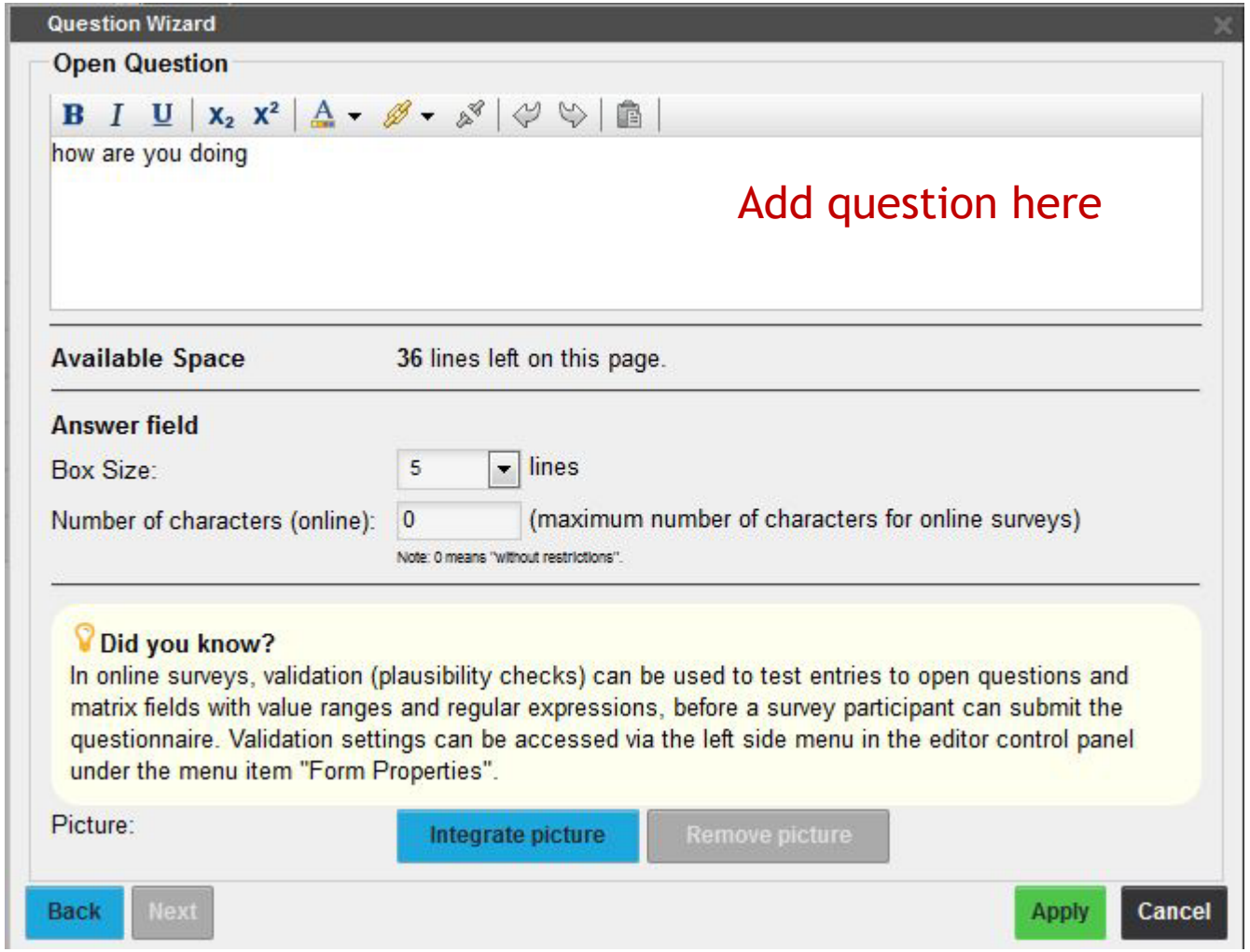
Normal = 5

Extended Pole Labels

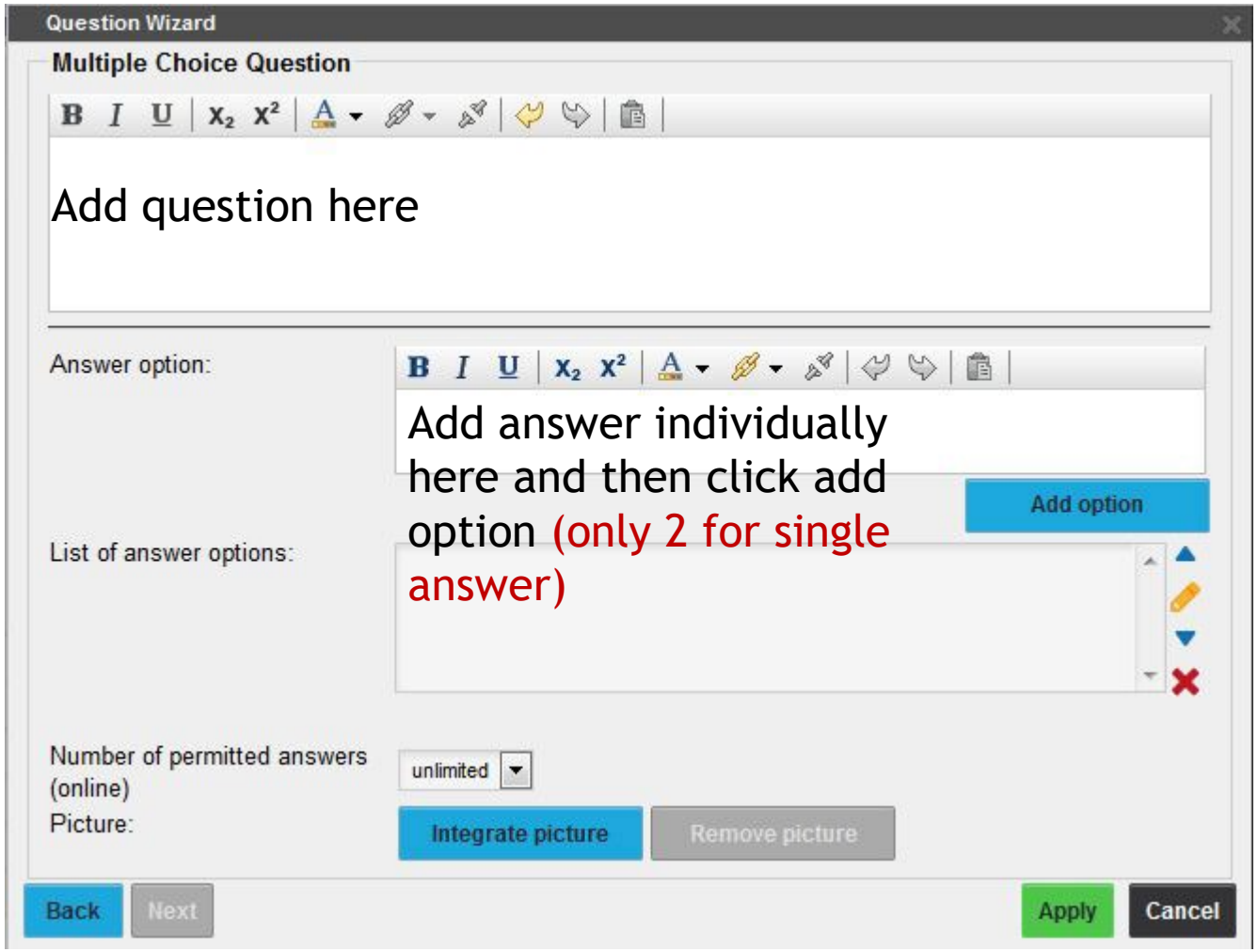


Click plus sign after entering each pole label

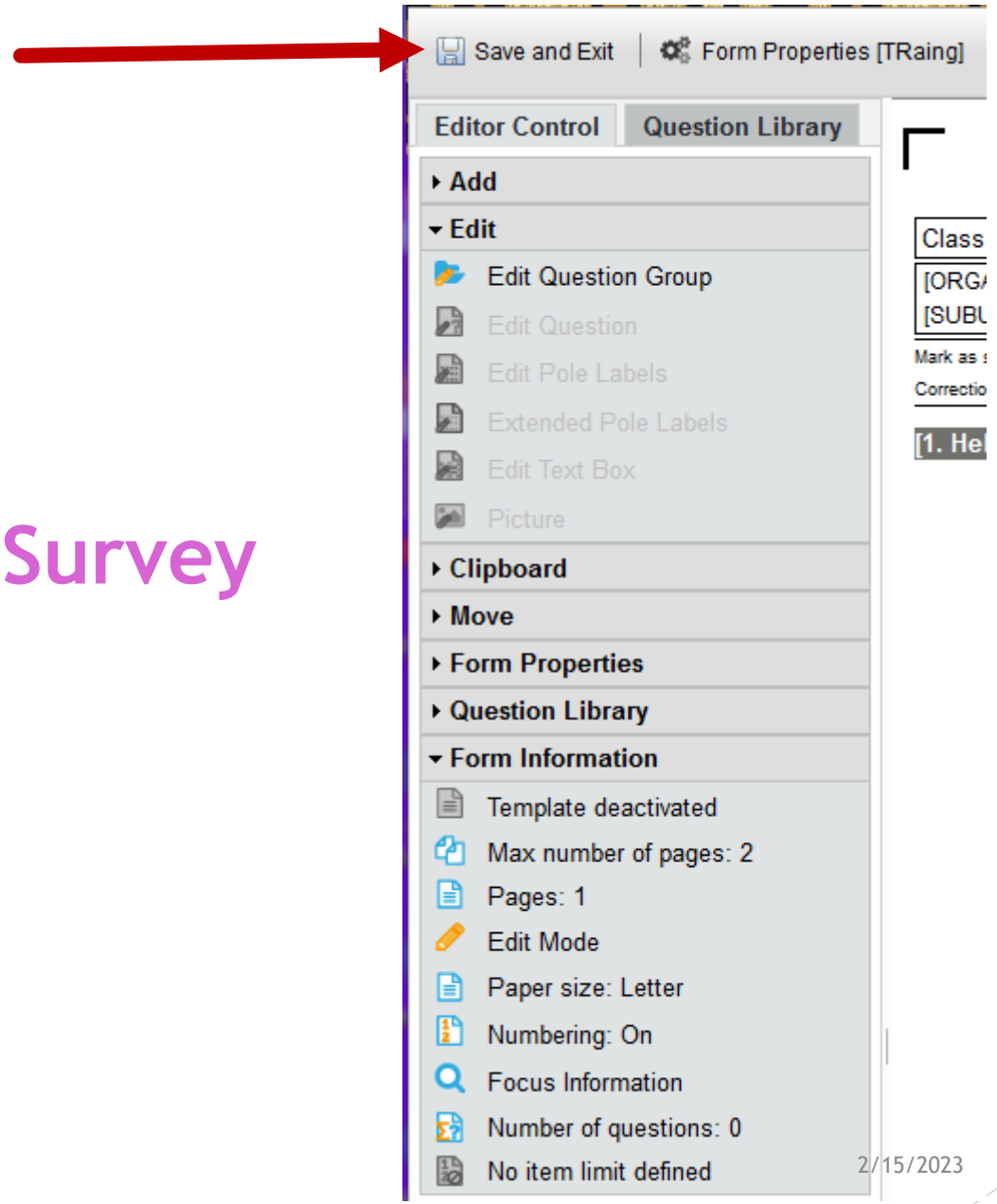
Adding Open Questions

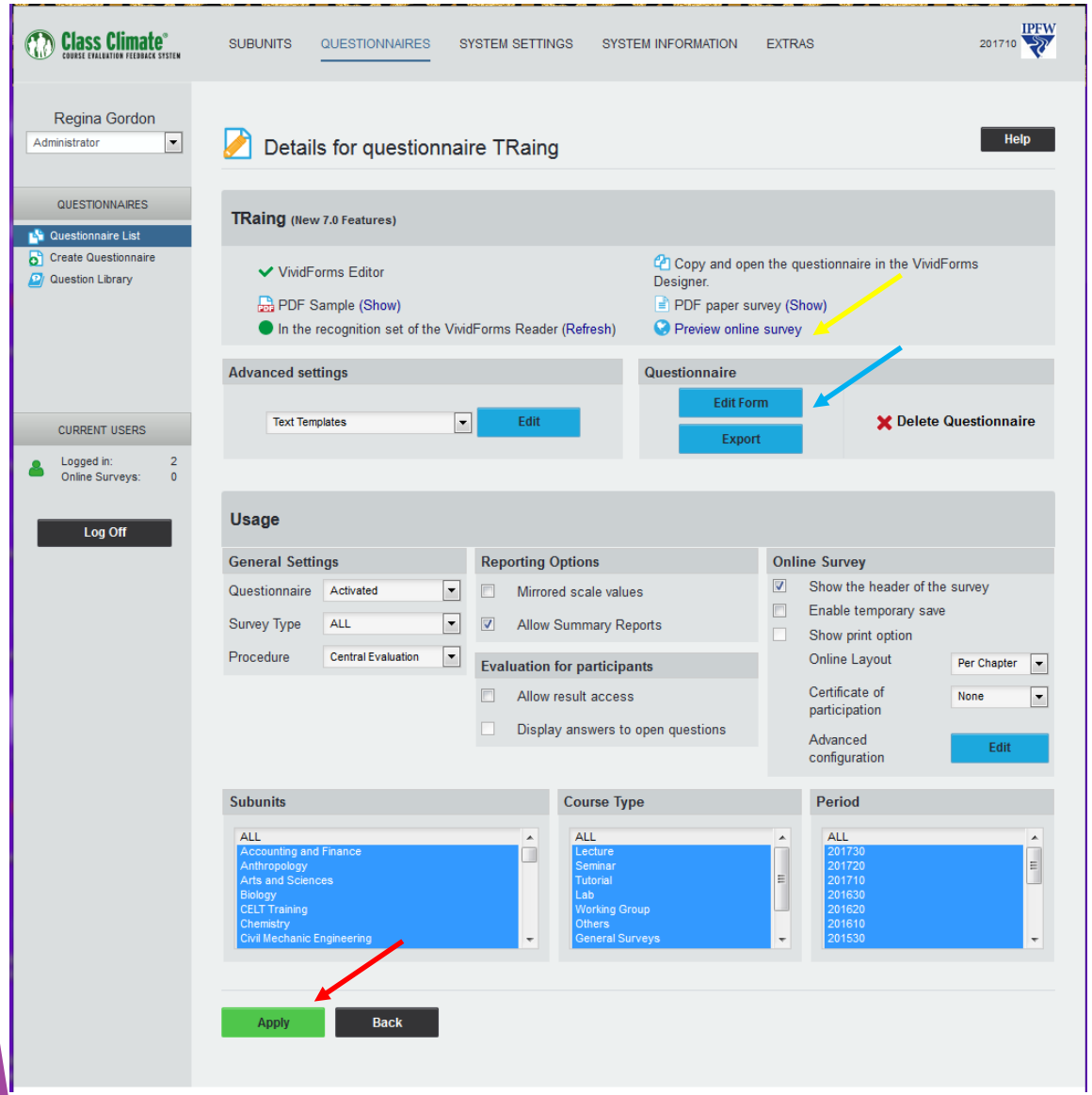


Adding Single Choice Questions/Multiple Choice Questions



Final Steps of Survey Creation





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

gordonr@pfw.edu

481.6354