



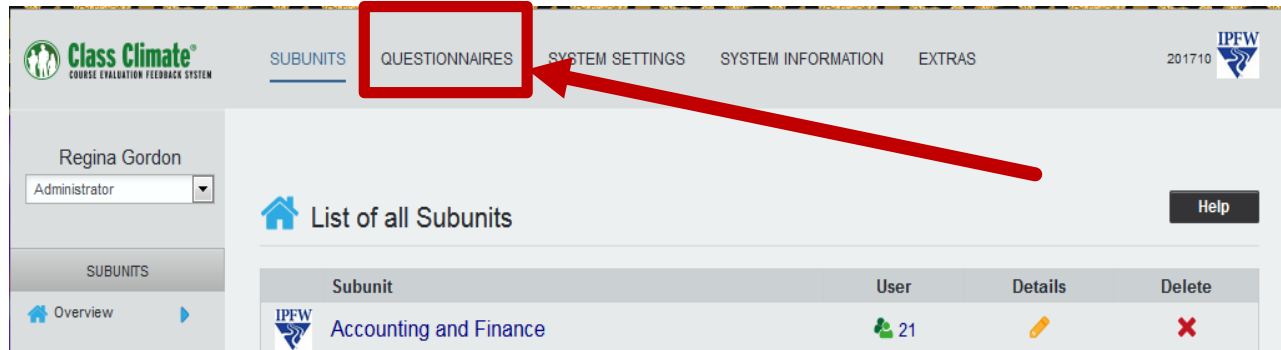
Class Climate Training

EDITING LETTERS

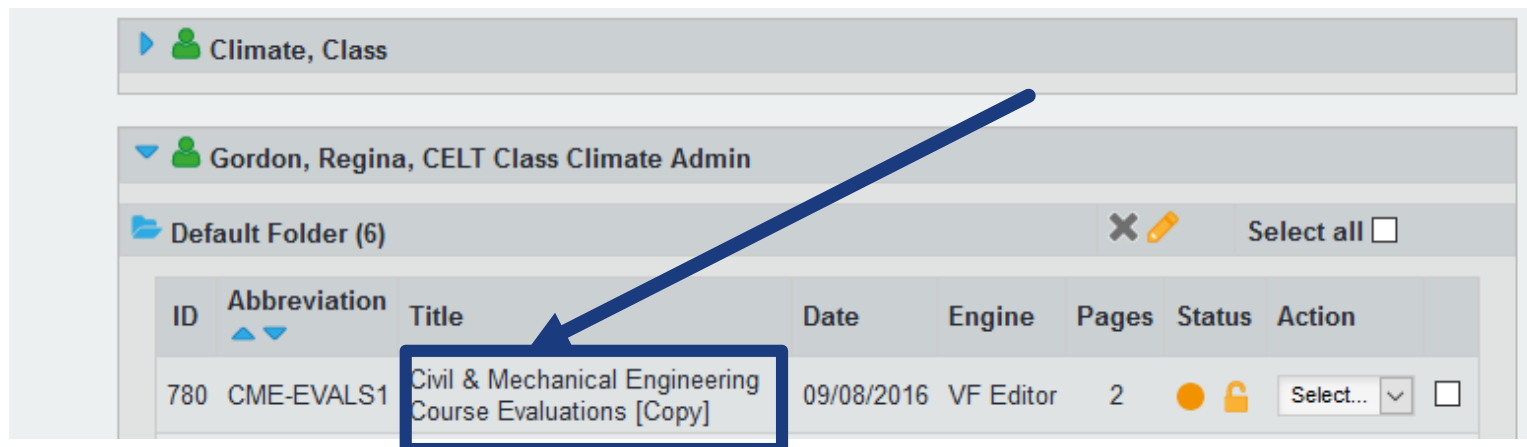
<https://classclimate.pfw.edu/classclimate>

EDITING LETTERS

Navigating To The Survey



- Click Questionnaires



- Select Survey by clicking the name of survey

EDITING LETTERS

TEXT TEMPLATES

hello (Practice)

✓ 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

Usage

General Settings	Reporting Options	Online Survey
Questionnaire <input type="text" value="Activated"/>	<input type="checkbox"/> Mirrored scale values	<input checked="" type="checkbox"/> Show the header of the survey
Survey Type <input type="text" value="ALL"/>	<input checked="" type="checkbox"/> Allow Summary Reports	<input type="checkbox"/> Enable temporary save
Procedure <input type="text" value="ALL"/>	Evaluation for participants	<input type="checkbox"/> Show print option
	<input type="checkbox"/> Allow result access	Online Layout <input type="text" value="Per Chapter"/>
	<input type="checkbox"/> Display answers to open questions	Certificate of participation <input type="text" value="None"/>
		Advanced configuration <input type="button" value="Edit"/>

- We are at Question Details dialog box
- Advanced Settings: Click Edit
- New box will open

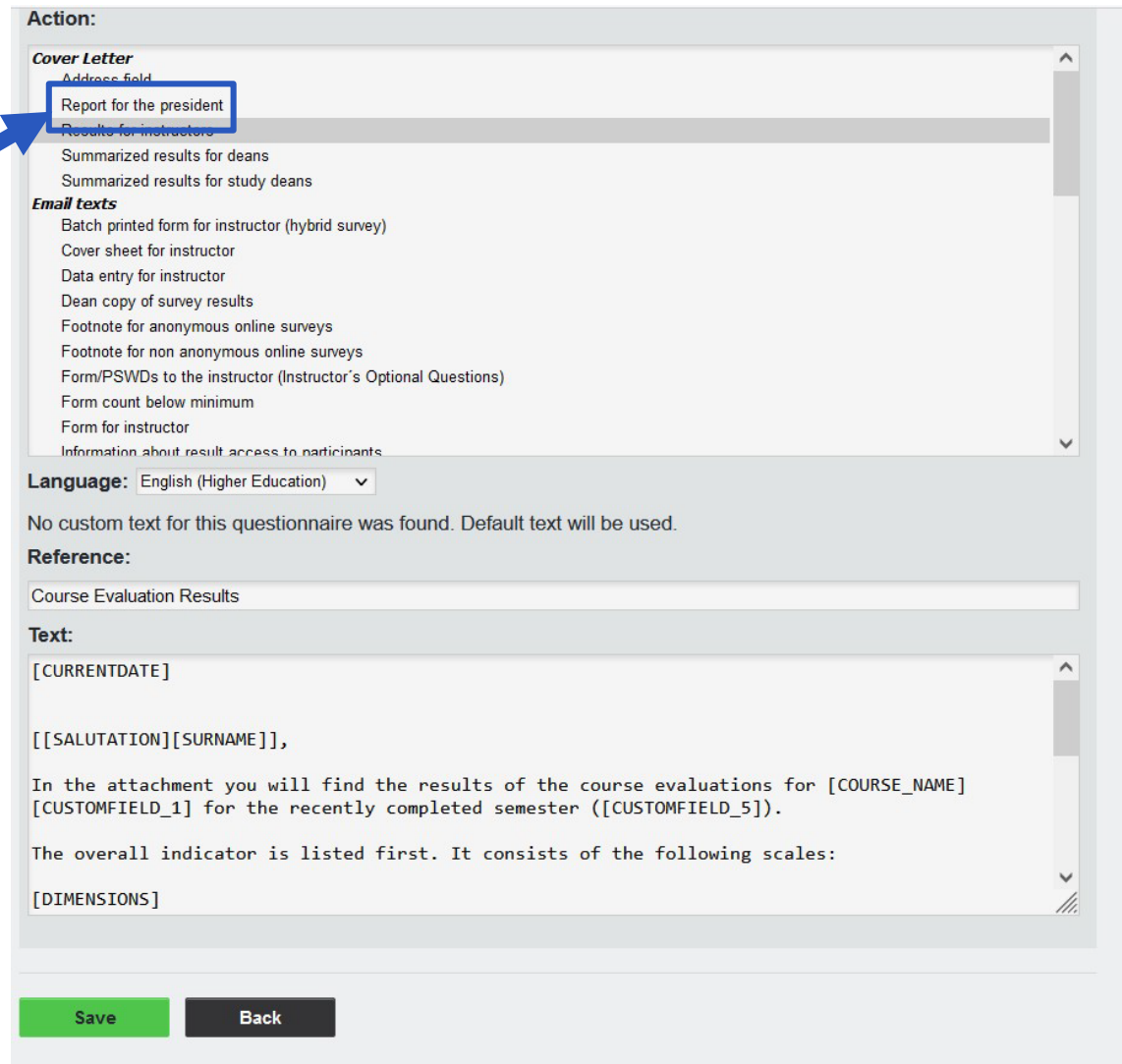
EDITING LETTER TO INSTRUCTOR

Cover Letter: Results for Instructors

Here you can change the Salutations and Surname. However, we are just going to make sure all fields here are correct.

Click Cancel

At bottom of screen click **“save”** then click **“back”**



Action:

- Cover Letter**
 - Address field
 - Report for the president**
 - Results for instructors
 - Summarized results for deans
 - Summarized results for study deans
- Email texts**
 - Batch printed form for instructor (hybrid survey)
 - Cover sheet for instructor
 - Data entry for instructor
 - Dean copy of survey results
 - Footnote for anonymous online surveys
 - Footnote for non anonymous online surveys
 - Form/PSWDs to the instructor (Instructor's Optional Questions)
 - Form count below minimum
 - Form for instructor
 - Information about result access to participants

Language: English (Higher Education) ▾

No custom text for this questionnaire was found. Default text will be used.

Reference:

Course Evaluation Results

Text:

[CURRENTDATE]

[[[SALUTATION]][SURNAME]],

In the attachment you will find the results of the course evaluations for [COURSE_NAME] [CUSTOMFIELD_1] for the recently completed semester ([CUSTOMFIELD_5]).

The overall indicator is listed first. It consists of the following scales:

[DIMENSIONS]

Save **Back**

EDITING LETTER TO PARTICIPANTS

ONLINE USE ONLY

Editing of email and template texts of questionnaire AandS

Action:

- Notification to the instructor about the survey start
- PSWD for online survey participant**
- PSWD for instructor
- Password for online survey participant
- Reminder for online survey participants (Password)
- Remind online survey participant
- Results of a survey

Class Climate texts

- Instruction text for PSWD cards

PDF-report texts

- Format of the instructor name
- Header
- Header (Report Creator)
- Header line (upper right corner)
- Header line (upper right corner) (Report Creator)
- Information text for filtered questions

Norm PDF-report texts

Language: English (Higher Education)

Please take note of the separate text templates for the footer.
No custom text for this questionnaire was found. Default text will be used.

Reference:

Course evaluation notification

Text:

Font: Arial Size: small

You are receiving this email because you are enrolled in a **[COURSENAME]** class. Please follow the link below and take our survey with honest feedback about this course. Your response is requested on or before (insert deadline here)

[DIRECT_ONLINE_LINK]

(If the URL above does not appear as a link, please copy and paste it into your web browser.)

All information disclosed in the evaluation is strictly confidential. The instructor will not see the compiled results until after grades are submitted.
Please contact me with any questions or concerns.

Sincerely

Save Back

Email Texts: PSWD for Online survey participant

Change to [COURSENAME] (in bold)

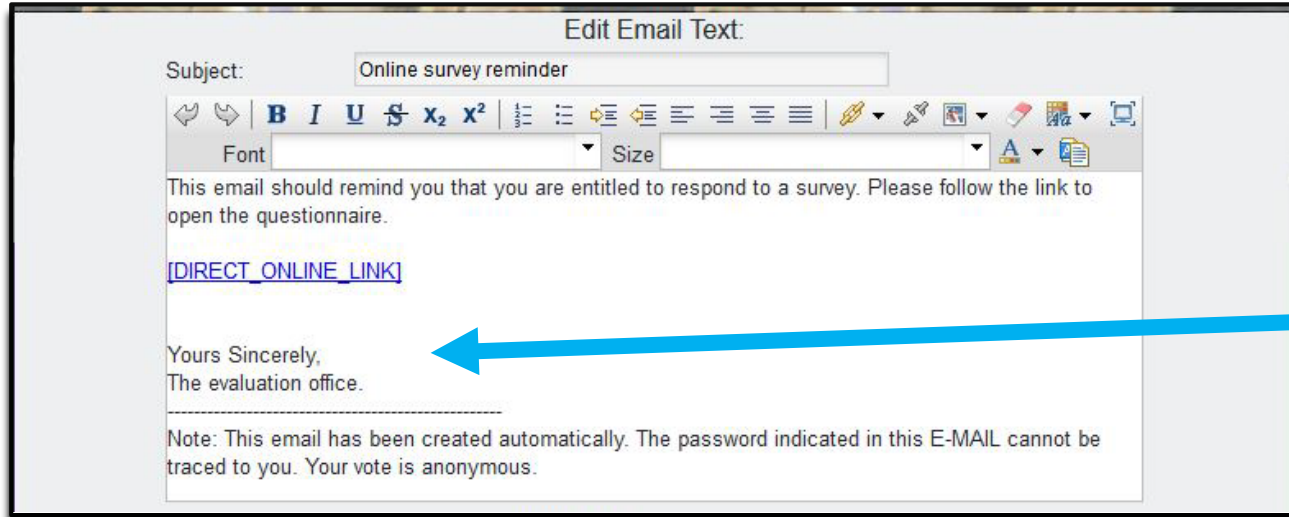
Change Deadline Date

Your Contact Information

At bottom of screen click “save” then click “back”

EDITING LETTER TO PARTICIPANTS

ONLINE - REMINDER LETTER



The screenshot shows a web-based email editor titled "Edit Email Text:". The subject line is "Online survey reminder". The main body of the email contains the following text:

This email should remind you that you are entitled to respond to a survey. Please follow the link to open the questionnaire.

[\[DIRECT_ONLINE_LINK\]](#)

Yours Sincerely,
The evaluation office.

Note: This email has been created automatically. The password indicated in this E-MAIL cannot be traced to you. Your vote is anonymous.

A blue arrow points from the text on the right towards the signature line in the email draft.

**Email Text: Remind
online survey
participant**

Place your contact information here. This letter can be found in the "Text Edit" box as "Reminder to Student"

At bottom of screen click **"save"** then click **"back"**

The screenshot shows the 'Class Climate' interface for editing a questionnaire named 'TRaing'. The page is divided into several sections:

- Header:** 'Class Climate' logo, navigation tabs (SUBUNITS, QUESTIONNAIRES, SYSTEM SETTINGS, SYSTEM INFORMATION, EXTRAS), and user information (Regina Gordon, Administrator).
- Left Sidebar:** 'QUESTIONNAIRES' menu with options like 'Questionnaire List', 'Create Questionnaire', and 'Question Library'. 'CURRENT USERS' shows 2 logged in and 0 online surveys.
- Main Content Area:**
 - TRaing (New 7.0 Features):** Includes 'VividForms Editor', 'PDF Sample (Show)', 'Copy and open the questionnaire in the VividForms Designer', 'PDF paper survey (Show)', and 'Preview online survey' (highlighted with a purple arrow).
 - Advanced settings:** Features a 'Text Templates' dropdown and an 'Edit' button (highlighted with a blue arrow).
 - Questionnaire:** Contains 'Edit Form' (highlighted with a pink arrow), 'Export', and 'Delete Questionnaire' buttons.
 - Usage:** Divided into 'General Settings', 'Reporting Options', and 'Online Survey' sections with various checkboxes and dropdowns.
 - Filters:** 'Subunits', 'Course Type', and 'Period' lists with scrollable options.
 - Footer:** 'Apply' (highlighted with a green arrow) and 'Back' buttons.

Questionnaire Details

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



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