

*Thinking outside of the box:  
some innovative uses of*



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# Agenda

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- **CoursEval to secure student permission**
  - Our example: press release for Dean's List
  - Other examples: photos on website, contact information on a class list
- **CoursEval to secure student choices with priority given to select groups**
  - Our example: registering for elective courses
  - Other examples: student organization meeting space, class or exam time choices

## Dean's List

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- University Relations submits Dean's List to local and hometown newspapers
- Gatton COP is required to obtain the permission of any student mentioned in any press release

# Dean's List

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- Create a non-anonymous survey with one question. Anonymity options are found in the 'Results Access' Screen on the Survey List.

**Participant Anonymity** - Determine whether or not participants will be identified in reports and exports.

- This is an anonymous survey. Participants will not be identified on reports and exports.
- This is **NOT** an anonymous survey. Participants will be identified on individual response reports and in exports.

- We use the question:

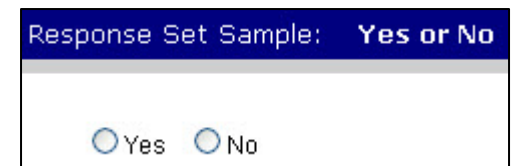
1) I grant my permission for you to include my name in a press release for the Dean's List for the spring 2009 semester. \*

- Yes  No

# Step-by-Step Instructions

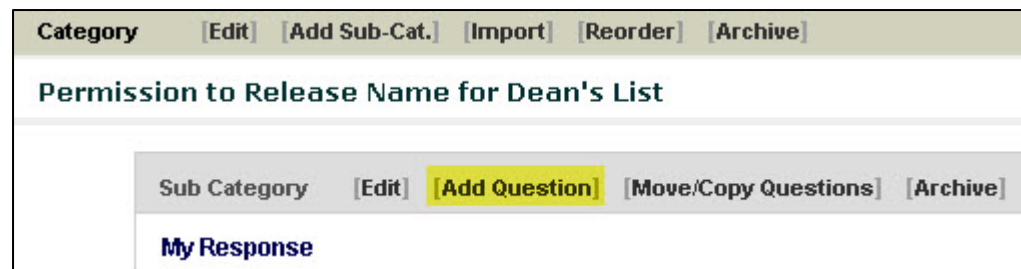
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- Gather Dean's List recipients (outside of CoursEval)
- Create a yes/no response set
- In the category, add your question(s)



Response Set Sample: **Yes or No**

Yes  No



Category [Edit] [Add Sub-Cat.] [Import] [Reorder] [Archive]

Permission to Release Name for Dean's List

Sub Category [Edit] [Add Question] [Move/Copy Questions] [Archive]

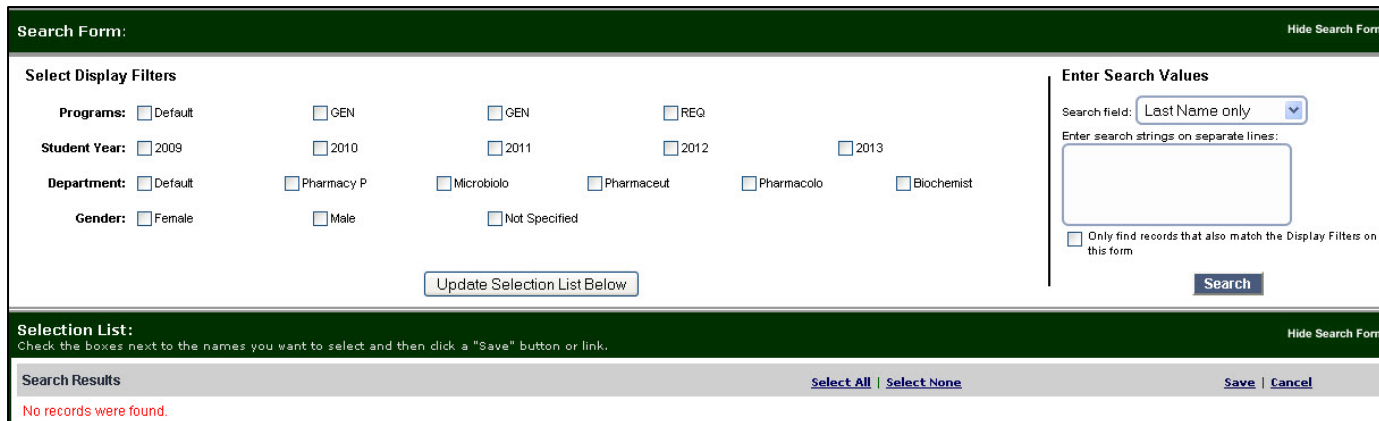
My Response

# Step-by-Step Instructions

- Create a non-course survey in the Survey List 

- Select students who made Dean's List from each class to receive survey

- Check off names from master list



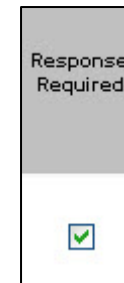
The screenshot displays a web interface for managing a survey list. It is divided into three main sections:

- Search Form:** Located at the top, it includes a "Hide Search Form" link. Below this is the "Select Display Filters" section with checkboxes for Programs (Default, GEN, GEN, REQ), Student Year (2009, 2010, 2011, 2012, 2013), Department (Default, Pharmacy P, Microbiolo, Pharmaceut, Pharmacolo, Biochemist), and Gender (Female, Male, Not Specified). An "Update Selection List Below" button is positioned below the filters. To the right is the "Enter Search Values" section, which has a "Search field:" dropdown set to "Last Name only", a text input area for "Enter search strings on separate lines:", and a "Search" button. A checkbox option "Only find records that also match the Display Filters on this form" is also present.
- Selection List:** A green header bar with a "Hide Search Form" link on the right. Below the header, it contains the instruction: "Check the boxes next to the names you want to select and then click a 'Save' button or link."
- Search Results:** A grey bar at the bottom showing "Search Results" on the left, and "Select All | Select None" and "Save | Cancel" on the right. The main content area below this bar displays the message "No records were found."

# Step-by-Step Instructions

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- Under Display Options, select “Response Required”

A vertical rectangular form element. The top half is a grey bar with the text "Response Required" in white. The bottom half is white and contains a small blue square checkbox with a white checkmark inside.

- Under “Results Access”, Select “Non-Anonymous” option.

**Participant Anonymity** - Determine whether or not participants will be identified in reports and exports.

- This is an anonymous survey. Participants will not be identified on reports and exports.
- This is **NOT** an anonymous survey. Participants will be identified on individual response reports and in exports.

# Step-by-Step Instructions

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- Set survey open and close dates

**Automated Survey Open/Close:**

Date/Time to open this survey:	None - [Manually Open] ▼	-	▼
Date/Time to close this survey:	None - [Manually Close] ▼	-	▼

- Prepare and send a group email
- Wait for responses to pour in
  - One of the few surveys for which you can easily get a 100% response rate!

## CoursEval to Register for Electives

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- Students must select their elective from among several options.
  - GCOP student schedules are set except for elective
  - No course registration mechanism
- Create a non-anonymous survey with details for each elective option
  - Request students to select their first, second and third choice

# Step-by-step Instructions

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- Determine list of electives to be offered by consulting Department Chairs
- Create a Radio Response Set
  - List elective course names being offered for the upcoming semester

Response Set Sample: **Electives-Fall 2009**

- Diabetes Management
- Non-Medicinal Drug Use
- Special Problems
- Toxicology
- Epidemiology-In Class
- Epidemiology-Online
- Beginning Spanish for Health Care I

# Step-by-step Instructions

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- In a new category, add your question(s).
  - We ask three required questions: students must provide their first, second and third choice.

Elective Choices	
1)	My FIRST CHOICE is:
2)	My SECOND CHOICE is:
3)	My THIRD CHOICE is:

- Each semester we update the response set for each question because the electives change, but the three questions stay the same.

## Step-by-step Instructions

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- Create a rotation survey or non-course survey.
  - We use a rotation survey because courses are first-come, first-served with priority given to more senior students.
  - This allows us to use one survey but two blocks so that third year students (P3) can register before the survey opens to second year students (P2).

## Step-by-step Instructions

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- Create a rotation survey or non-course survey (continued).
  - NOTE: by using a rotation survey, we had to create two 'dummy' courses for the survey, which we call CLASS P2 and CLASS P3. A faculty member's name must be attached to each course, so we list the Associate Dean for Academic Affairs as the faculty.

# Step-by-step Instructions

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- Under Setup → Block List, add the time periods that the surveys will be available for each of the courses evaluated. We use two blocks: “Electives-P2s” and “Electives-P3s”.
  - We use these blocks each semester and simply edit the dates each semester as needed.

Block Code:	<input type="text" value="Elective"/>
Block Name:	<input type="text" value="Elective-P2"/>
Assessment Dates:	Start Month / Day: <input type="text" value="1 / 1"/> <input type="button" value="v"/> End Month / Day: <input type="text" value="1 / 30"/> <input type="button" value="v"/> <input type="button" value="?"/>
Order:	<input type="text" value="1"/> <input type="button" value="v"/>

# Step-by-step Instructions

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- Under Setup → Courses → Rotation Info, select the correct block of time for “Electives-P2s” (CLASS P2 course) and the block for “Electives-P3s” (CLASS P3 course).

Rotation Block Setup: CLASS P2 - Class of P2 Students

Select the Block(s) in which this Course occurs:

<input type="checkbox"/> Block A	<input type="checkbox"/> Block B	<input type="checkbox"/> Block C
<input type="checkbox"/> Block D	<input type="checkbox"/> Block E	<input type="checkbox"/> Block F
<input type="checkbox"/> Block G	<input type="checkbox"/> Block H	<input type="checkbox"/> Block I
<input type="checkbox"/> Block J	<input checked="" type="checkbox"/> Electives-P2s	<input type="checkbox"/> Electives-P3s

# Step-by-step Instructions

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- Under “Display Options”, add a introduction.
  - We include course titles and descriptions as well as instructors’ names, day and time courses are offered, and location.

## ELECTIVES FOR FALL, 2009

### **PMPR 7103 Evidence-Based Diabetes Management (3 credit hours) (Max Enrollment: 30) Course Coordinator: Rick Hess**

This elective would provide an evidence-based foundation in the principles of diabetes therapy and management. The student will develop their knowledge and ability to assess, manage, educate, monitor, and recommend pharmacotherapy for patients with diabetes. Students successfully completing the elective will have the knowledge and basic skill set to begin practicing diabetes management. Diabetes within the rural Appalachian region will be emphasized with students interviewing and observing pharmacists practicing advanced management skills.

***Prerequisite: Successful completion of the P2 year in the pharmacy curriculum. Meets on Friday 3:10-5:00 PM in VA Bldg. 7, Room 215***

- We select “Response Required” for each of the three questions.

Response Required
<input checked="" type="checkbox"/>

# Step-by-step Instructions

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- Under Survey List → Select Courses, select all of your dummy courses  
*e.g. CLASS P2 and CLASS P3.*

The following courses have been selected for this survey:

<input checked="" type="checkbox"/> CLASS P2 001 - Class of P2 Students	<input checked="" type="checkbox"/> CLASS P3 001 - Class of P3 Students
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# Step-by-step Instructions

- Under "Select Blocks", check the two blocks and confirm the dates that the survey is to be available to each group of students.

Electives-P2s							<a href="#">Save</a>	<a href="#">Refresh</a>
Select [All] [None]	Block	Course Number	Course Name	Location	Available From	Available Until		
<input checked="" type="checkbox"/>	EP2	CLASS P2 001	Class of P2 Students	Default	11/02/2008	11/10/2008		

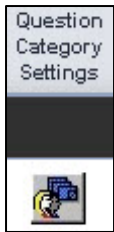
  

Electives-P3s							<a href="#">Save</a>	<a href="#">Refresh</a>
Select [All] [None]	Block	Course Number	Course Name	Location	Available From	Available Until		
<input checked="" type="checkbox"/>	EP3	CLASS P3 001	Class of P3 Students	Default	10/27/2008	11/10/2008		

# Step-by-step Instructions

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- Check:



- Question Category Setting

- make sure the boxes are checked in this screen.



- Preview survey

- Check survey for typos and any display errors.

- Set survey open and close dates.

**Automated Survey Open/Close:**

Date/Time to open this survey:

Date/Time to close this survey:

## Step-by-step Instructions

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- Prepare two group emails, one for each of your courses  
*e.g. one for P3s and one for P2s.*  
Send emails at the appropriate time when the survey opens for each group. We open the survey one week later for the P2s.

## Step-by-step Instructions

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- Because we tell students in advance when the survey will open and what the elective options are, the students are ready to respond immediately. Last spring we received the first response 46 seconds after survey opened; we had responses from 51 of 71 students within the first three minutes.

Questions?

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<http://www.etsu.edu/pharmacy/>