brightspace
TUDUBLIN

Adding the Q6A Survey to your Brightspace module

The VLE for TU Dublin City Campus – Brightspace!
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What is the Q6A?

The Q6A questionnaire is given to students by the lecturer in order to obtain the views of students on their experience of an academic module. The feedback enables the lecturer to review the module delivered. The Q6A survey is available as a paper form or through an online survey in Brightspace The instructions below relate to making the survey available in Brightspace. The results of the Q6A are anonymous, are available to the relevant lecturer, and are retained by the relevant lecturer.

NB – PLEASE READ - MAKE SURE THE Q6A IS ANONYMOUS!

If you already have a Q6A survey in your module (under "Assessment" – "Surveys"),please make sure that the survey is set as **"anonymous"**.

How do I check if I already have the Q6A in my module?
And that it is anonymous?

To check if you already have a Q6A survey, and to check the anonymity settings:
- Log into the relevant Brightspace module
- Click on the Assessment Tab
- Click on Surveys
- If the Q6A already exists in your module it will be included on your list of Current Surveys
  (if the Q6A is not listed just skip to the section below - "I don't have the Q6A –how do I add it?")
- Click the dropdown arrow to the right of Q6A Survey
- Click Edit
- Scroll down to "anonymous" – "make results anonymous"
  If the checkbox is not already ticked, tick it now
- SAVE AND CLOSE

NB! You should not make the Q6A visible to students unless "make results anonymous" is positively ticked

I don't have the Q6A in my Brightspace module – how do I add it?

You need to download a zip file from the link below and import that into the relevant Brightspace module
- Recommended browsers: Google Chrome / Microsoft Edge
- Download the Q6A zip from the FAQ about the Q6A on our FAQs page. **NB!!** When you click on the link you will see the contents of the zip file listed on screen. *Do not download these!* Navigate to the download option at the top left of the window and use this to **download the file called Q6A_Brightspace.zip ONLY**
- Select Download and save the Q6A_Brightspace.zip file to your desktop
- Log into the relevant Brightspace module
- Click on Module Tools – Module Admin – Import/Export/Copy Components
- Select "Import Components" and "from a module package"
- Click "Start"
- Click "Upload" and locate the Q6A_Brightspace.zip file on your desktop, double click it to select
- Click "Import All Components"

- Wait a short time (max 30 seconds) and you will get a message saying "Your module package was successfully imported"
- Click "View Content"
- Click Assessment tab and select Surveys – your Q6A will now be there (and immediately available to students via the Assessment – Surveys tab)

I can see the Q6A in my Surveys list – how do I highlight it to students?

- Log into the relevant Brightspace module
- Go to "Content"
- Add a new unit called "Feedback Q6A" and click into that unit
- Click into "Existing Activities" and select "Surveys" from the dropdown list
- Click on the Q6A and it will automatically be added to the unit
- Once you've added the Q6A to the unit you can add a descriptive message if you wish – from within the unit click the dropdown arrow to the right of Q6A and select "Edit properties in place"
- Click on "add a description" and add whatever text you wish eg. "Students – please make sure to complete this Q6A survey which lets me know your experiences of this module" Click Update.
- The Q6A survey is now available to students from both within the Content area of your module and also via the Assessment tab

How do I view the results of the Q6A survey?

To view the results of your Q6A survey within Brightspace:
- Log into the relevant Brightspace module
- Go to "Assessment" tab and select "Surveys"
- Click the dropdown to the right of the Q6A and select "statistics"
- This screen will show you all completed survey submissions – for text answers you will need to click "Expand Responses"

To download PDF or Excel version of your Q6A survey results:
FIRST – you need to create a report (*you only need to do this ONCE*)
- Log into the relevant Brightspace module
- Go to "Assessment" tab and select "Surveys"
- Click the dropdown to the right of the Q6A and select "edit"
- Click into the "Reports setup" tab
- Click "add report"
- Complete the New Report form – give it an appropriate name eg "Q6A MOD1000 Dec 2023" and accept all the default settings
- Under "Release Report To" select "Lecturer"
- Click "Save" and then "Save & Close"
SECOND – generate the report whenever you need an updated version
- Log into the relevant Brightspace module
- Go to "Assessment" tab and select "Surveys"
- Click the dropdown to the right of the Q6A and select "Reports"
- Click on the report name and on this screen you have the option of generating CSV, Excel or HTML reports, and then download to your desktop
- For HTML if you wish to print the report make sure that before you hit "Print Report" that you "Expand Responses" (otherwise you won't see text responses). Printing to Adobe PDF gives the best result – you can then save this to your desktop and print whenever needed