

Adding the Q6A Survey to your Brightspace module

What is the Q6A?

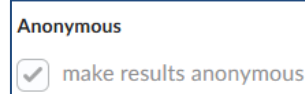
The Q6A questionnaire is given to students to obtain the views of students on their experience of an academic module. The feedback enables the lecturer to review the module delivered. The Q6A survey can be set up as an online survey in Brightspace. The results of the Q6A are anonymous, are available to the relevant lecturer, and are retained by the relevant lecturer.

The Q6A survey is set as “**anonymous**” by default.

How to check if the Q6A is already in a module?

To check if you already have a Q6A survey (if module content has been imported from another module) and to check the anonymity settings:

- Access the relevant Brightspace module
- Click on the **Assessment>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, 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 – it should be greyed out.
If it is not greyed out and the checkbox is not already ticked, please tick it
- SAVE AND CLOSE



Anonymous

☒ make results anonymous

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

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

Download the 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. **NB!!** When you click on the link, the contents of the zip file are listed. **Do not download these!** Navigate to the **download** option at top left of the window and save the file called **Q6A_Brightspace.zip** to your device
- Log into the relevant Brightspace module
- Click on **Module Tools>Module Admin>Import/Export/Copy Components**
- Select **Import Components>from a module package**
- Click **Start**
- Click **Upload** and click the Q6A_Brightspace.zip file on your desktop OR drag and drop the .zip file in the Upload area
- Click **Import All Components**
- In a few moments you will get a message “Your module package was successfully imported”
- Click **View Content**
- Click **Assessment>Surveys** – your Q6A Survey will now be there and immediately available to students. You may control visibility of the survey, if necessary, via the drop-down option beside the survey and selecting **Hide from Users/Make Visible to users**

How do I highlight the Q6A survey to students?

- You may create an announcement instructing students to access the survey via **Assessment>Surveys** or within your module content
- Go to **Content** and add a new unit called “Feedback” or “End of year survey”
- Click **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 – 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 and click **Update**.
- The Q6A survey is now available to students from both within the Content area of your module and via the Assessment tab

How do I view the results of the Q6A survey?

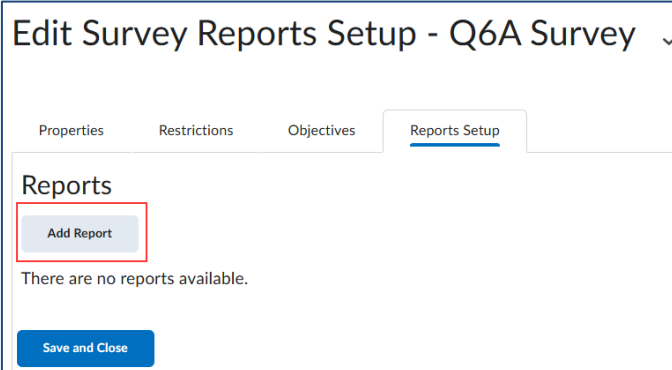
To view the results of your Q6A survey within Brightspace:

- Log into the relevant Brightspace module
- Go to **Assessment>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. please **Expand Responses**

To download the PDF or Excel version of your Q6A survey results:

1) You need to create a report (*you only need to do this ONCE*)

- Log into the relevant Brightspace module
- Go to **Assessment>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 and accept all the default settings
- Under **Release Report To** select **Lecturer**
- Click **Save** and then **Save & Close**



Edit Survey Reports Setup - Q6A Survey ▾

Properties Restrictions Objectives **Reports Setup**

Reports

Add Report

There are no reports available.

Save and Close

2) Generate the report whenever you need an updated version

- Log into the relevant Brightspace module
- Go to **Assessment>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