



Student Questionnaire – Instructions for use (6_studqnr.doc)



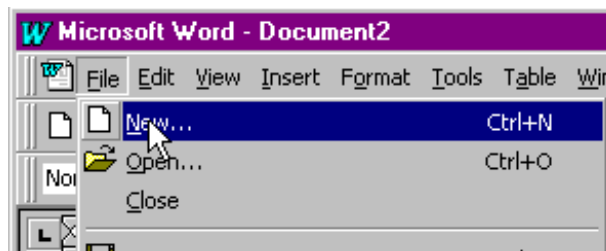
This document provides instructions on how to create a new student questionnaire using the file 6_studqnr.dot which can be found on the CD-ROM included with this manual.

Before you construct a questionnaire for your evaluation there are a few pieces of information that you should get from the pre-visit interview or the package review. In particular, you should know how to refer to the course or module that the students use the package in, and the subject or topic they are supposed to learn from it (example courses might be digital electronics, thermodynamics, and product design; example subjects might be logic gates, the Carnot cycle and a case study of Dyson vacuums). You should also know what features the software has by way of use of multimedia, formative and summative assessment, and how to refer to these in ways that the students will understand (for example, end of unit tests, marked tests).

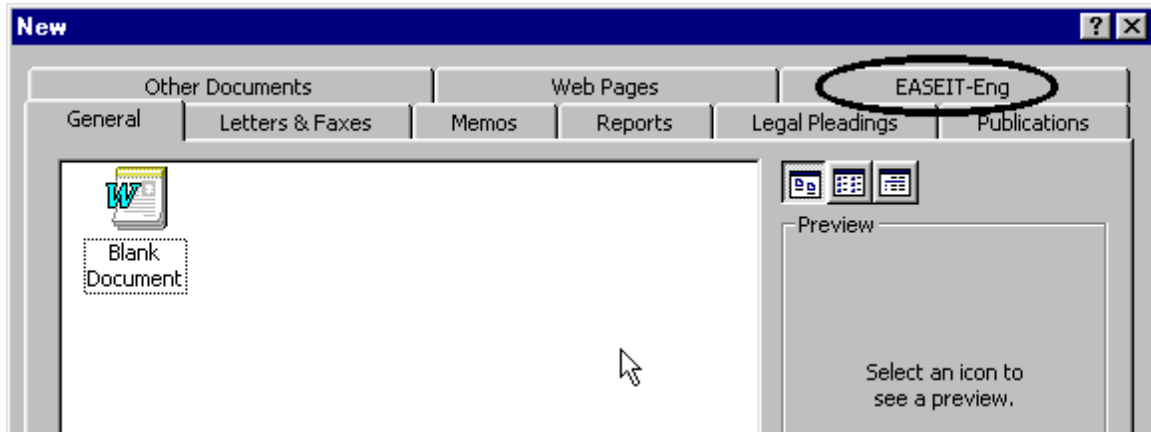
Student questionnaires are created from a master-questionnaire which is in the form of a MS Word template and uses some of Word tricks normally used for form-letter and mail merges.

The first time you do this you will probably have to install the word template (the .dot file). Create a subdirectory of “C:\Program Files\Microsoft Office\Templates\” [or wherever your installation of MS Office keeps templates] called “Easeit-Eng” and copy the file student_qnr_template_v2d1.dot into this new directory.

Open Word and start a new document using File | New from the menu.



When the “new file” dialog box comes up it should have a tab for EASEIT-Eng, (see below). Click on this tab and double click on the student questionnaire template.



A new Student Questionnaire document will appear with a dialog box asking you for the name of the package. Type in the name you want to call the software being evaluated throughout the questionnaire and press return. Two more dialog boxes will appear prompting you for the course name and subject studied.

Notes: Use names that the students will be familiar with. Use short names where possible (e.g. EDEC not Electronic Design Education Consortium). The subject studied should be as specific as possible without being too wordy.

If you ever want to change your mind about what you enter here you can do so by double-clicking where the “click **here**” words on page 1. (This is the only reason why page 1 is there).

If you scroll through the document some words will appear on a grey background—this text will normally need to be customised for each evaluation. If you click with the mouse on the grey area and type you will select all the text in that field which you can then replace by typing whatever is more relevant to the evaluation you are doing.

The other customisation that you will nearly always have to do is to delete any questions that are inappropriate to you evaluation, e.g. delete questions about simulations or self-tests if the package you are evaluating does not contain them. The question heading numbers and the question lettering are should update automatically since they use seq (sequence) field codes (look under seq in the MS word help index for more details). The small text question numbering on the right hand margin should not change — this is in order to allow us to identify questions in the excel spreadsheet used for data analysis.

You may occasionally have to add questions. The main complication in doing so is that you will have to use the appropriate seq field code to number the question—cutting and pasting an existing field heading is probably the quickest way to do this. Please contact Phil Barker if you think there is a question which should be added to the next version of the template.

You should proof read the document thoroughly, checking for grammatical errors and confusions introduced by the global insertion of the package name, course name and subject name. At this stage you should also make sure that page-breaks are in appropriate places. In the final edit you can over-ride any of the inserted text by double-clicking on it and over-typing with your preferred word or phrase (but be warned, the text can no longer then be updated automatically).

You may find that you need to ‘select all’ in the document and then press ‘F9’ to update the numbering.