

ClassMate *for* Adult Education

Student Survey



Student Surveys

Overview

The ClassMate student surveys functionality has been created to allow users to collect student placement and survey information. ClassMate users can choose to use all or only some of the survey functionality based on need.

Users can create three types of categories and include up to 5 questions for each category. The response options are as follows: Excellent, Good, Average, Fair, poor and N/A.

After creating the categories and questions a blank survey can be printed and distributed. Once the replies have been received, users can enter the responses into ClassMate so all your student data is consolidated in one database.

| Customer Satisfaction Survey | | | | | | |
|---|--|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|-------------------------------------|
| Name: <u>William J Zimmer</u> | <input checked="" type="checkbox"/> Male | | <input type="checkbox"/> Female | | | |
| Program: <u>Arc Welding</u> | Instructor: <u>Akian</u> | | | | | |
| Your evaluation of the instructor and program is very important. It will help us improve the program for future students. We review each evaluation so please consider each question carefully. | | | | | | |
| | Excellent | Good | Average | Fair | Poor | N/A |
| <u>Instructor Professionalism</u> | | | | | | |
| Was the Instructor Knowledgeable? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Was well prepared? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Made the goals and objectives clear at the beginning of the class? | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Stimulated discussion and involvement within the class? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Provided individual help when needed? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <u>Curriculum</u> | | | | | | |
| Is the timeline realistic to complete the course? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| The content of the subjects met my expectations | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| The subjects formed a coherent whole in terms of content and level. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| The courses were divided over the programme in a logical manner | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |



Student Surveys

What we'll Learn.....

Survey Pre-Requisites

- Base Data Setup: Master Codes Survey Categories
 - Survey Categories
 - Survey Questions
 - Survey Comments

Survey

- Survey Tab
- Comments Tab
- Status Tab
- Instructional Experience Tab
- Placement Reporting Tab

Getting Started

Double Click **My Modules**>Double click
Base Data>Click **Master Codes**

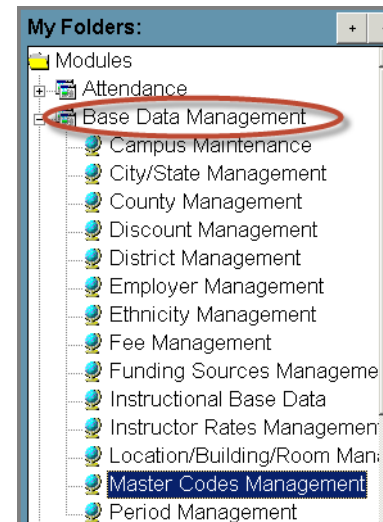
Module & Report Assignments

Administrative Modules

- Student Survey Module
- Instructional Course Offerings
- Student Registration/Enrollment
- CWDS Processing

Administrative Reports

- Blank Survey
- Student Satisfaction Survey
- Instructional Experience Survey
- Student Status Survey



Student Surveys

Base Data Setup: Master Codes Survey Categories Setting Up Categories, Questions and Comments

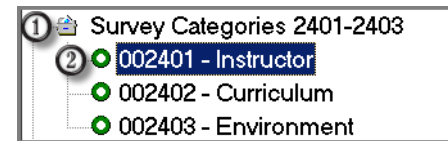
Scroll Master Codes to locate:

- Survey Categories 2401-2403
- Survey Questions 2501-2515
- Survey Comments 2601-2605



There are 3 **Survey Categories** available for use. ClassMate users can customize the 3 categories. These categories **MUST** have the established ID's and cannot be changed. They are:

- 2401
- 2402
- 2403



To Customize a Survey Category:

- ① Select the **Survey Categories** Heading from the Master Codes Listing
- ② Select the **Category Name** to be Customized

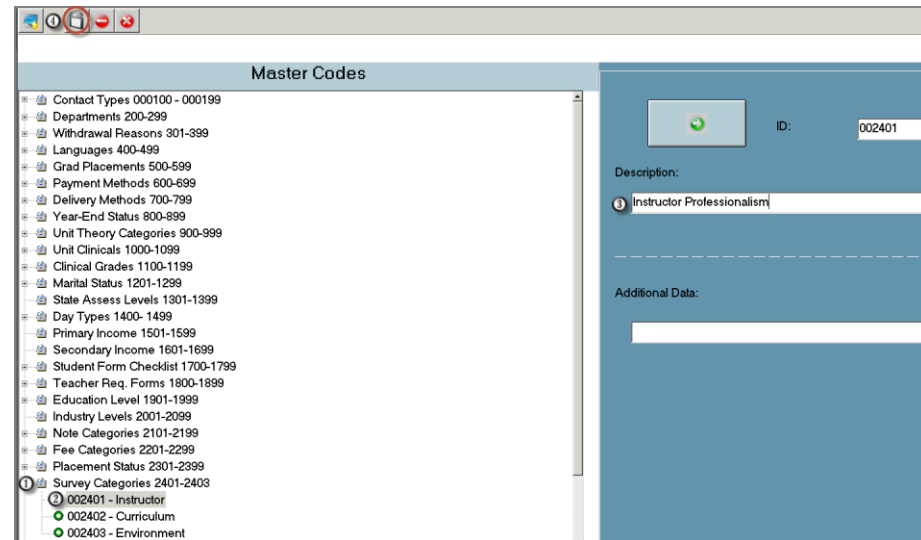
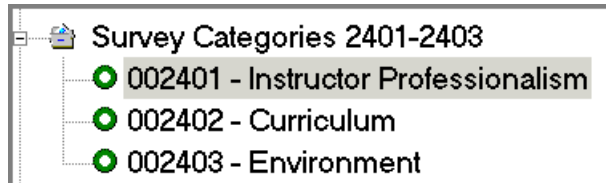


Student Surveys

Base Data Setup: Master Codes Survey Categories

Setting Up Categories, Questions and Comments

- 3 Enter/Edit the category Description into the **Description Field**
- 4 Select **Save** to update the category



Helpful Hint: The Survey Categories are setup globally and will appear the same for ALL courses.



Student Surveys

Base Data Setup: Master Codes Survey Categories Setting Up Categories, Questions and Comments

Scroll Master Codes to locate:

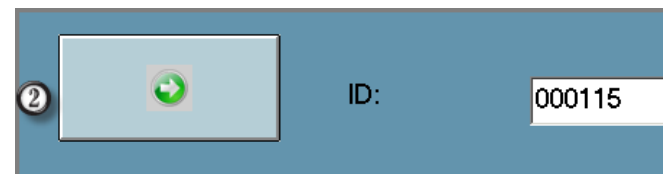
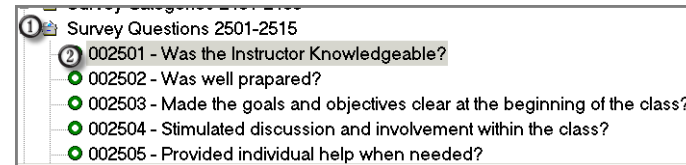
- Survey Categories 2401-2403
- Survey Questions 2501-2515
- Survey Comments 2601-2605



There are 15 **Survey Questions** available for use. ClassMate users can customize the questions but the additional data field is **MANDATORY** to establish the link from the question to the category. The customizable questions have ID #'s that fall between 2501-2515

To Customize a Survey Question:

- ① Select the **Survey Questions** Heading from the Master Codes Listing
- ② Select the **Question** to be Customized/edited
OR
- ② Create a new question by Selecting the Button with **GREEN** arrow to auto-generate The next sequential ID number available.

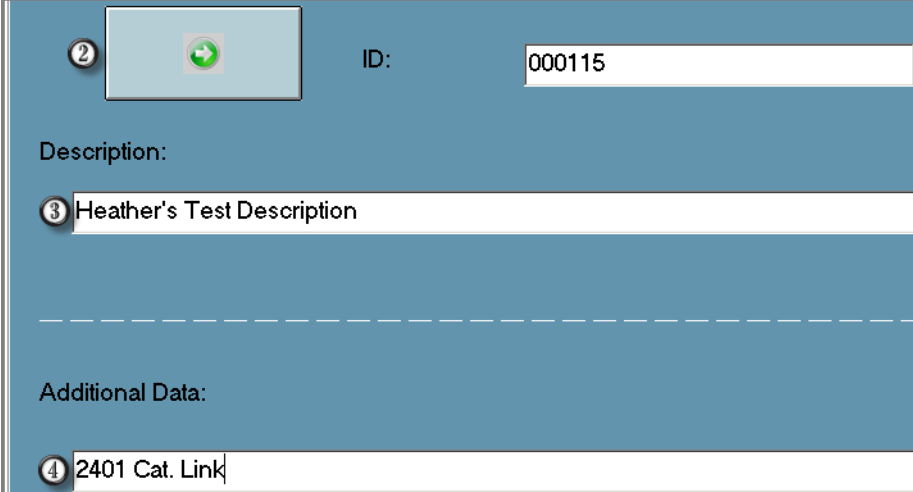



Student Surveys

Base Data Setup: Master Codes Survey Categories

Setting Up Categories, Questions and Comments

- 3 Enter/Edit the question into the Description Field
- 4 **MANDATORY:** Users Must link the newly created question to a category so it will display properly. Users select one the three ID's to link the question. Options: 2401, 2402 or 2403
- 5 Select **Save** to update the question



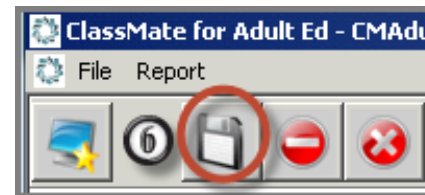
2  ID: 000115

Description:

3 Heather's Test Description

Additional Data:

4 2401 Cat. Link



Helpful Hint: The Survey Categories are setup globally and will appear the same for ALL courses.

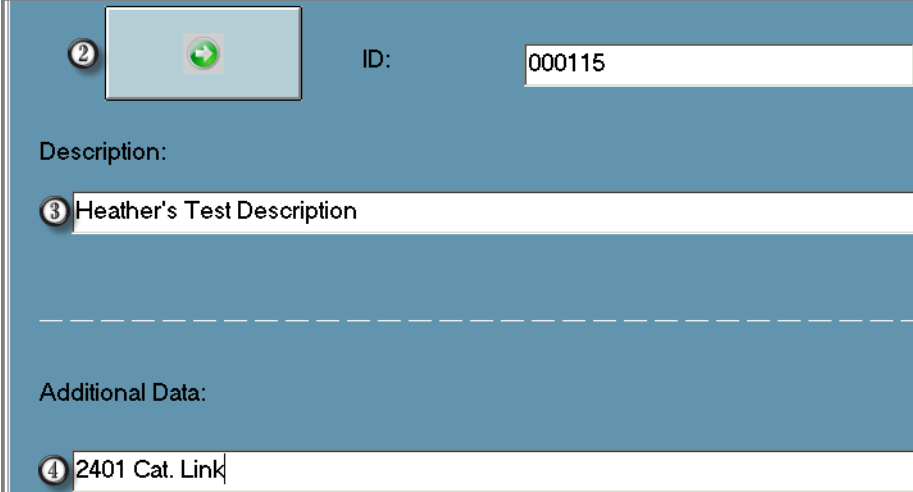



Student Surveys

Base Data Setup: Master Codes Survey Categories

Setting Up Categories, Questions and Comments

- 3 Enter/Edit the question into the Description Field
- 4 **MANDATORY:** Users Must link the newly created question to a category so it will display properly. Users select one the three ID's to link the question. Options: 2401, 2402 or 2403
- 5 Select Save to update the question



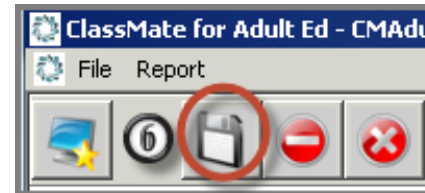
2  ID: 000115

Description:

3 Heather's Test Description

Additional Data:

4 2401 Cat. Link



Helpful Hint: The Survey questions are setup globally and will appear the same for ALL courses.



Student Surveys

Base Data Setup: Master Codes Survey Categories Setting Up Categories, Questions and Comments

Scroll Master Codes to locate:

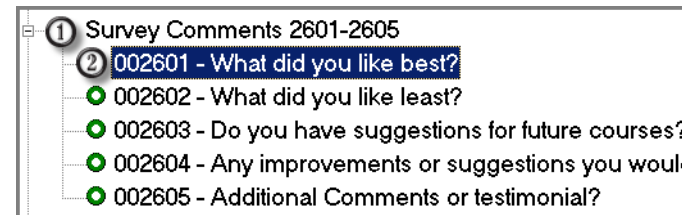
- Survey Categories 2401-2403
- Survey Questions 2501-2515
- Survey Comments 2601-2605



There are 15 **Survey Questions** available for use. ClassMate users can customize the questions but the additional data field is **MANDATORY** to establish the link from the question to the category. The customizable questions have ID #'s that fall between 2501-2515

To Customize a Survey Comment:

- ① Select the **Survey Comments Heading** from the Master Codes Listing
 - ② Select the **Comment** to be Customized/edited
- OR**
- ② Create a new question by Selecting the Button with **GREEN** arrow to auto-generate The next sequential ID number available.



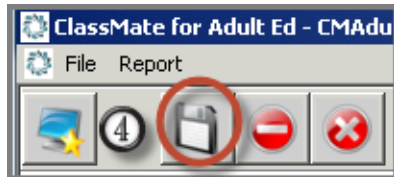
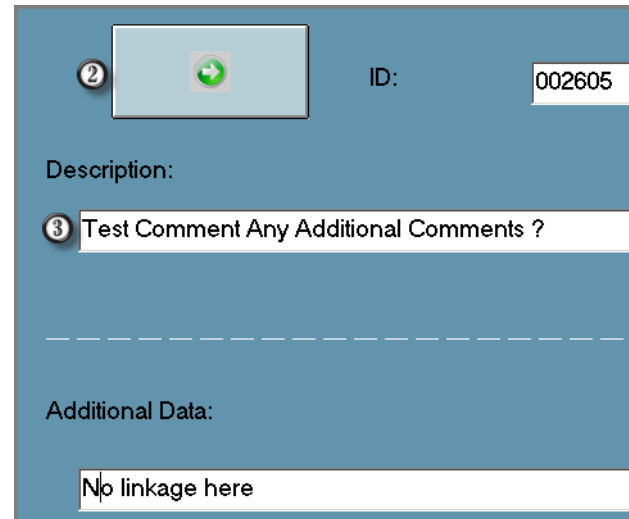
Student Surveys

Base Data Setup: Master Codes
 Survey Categories

Setting Up Categories, Questions and
 Comments

3 Enter/Edit the comment into the
 Description Field

4 Select Save to update the question

Helpful Hint: The Survey Comments are setup globally and will appear the same for ALL courses.

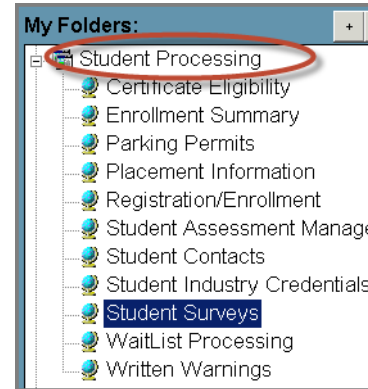


Student Surveys

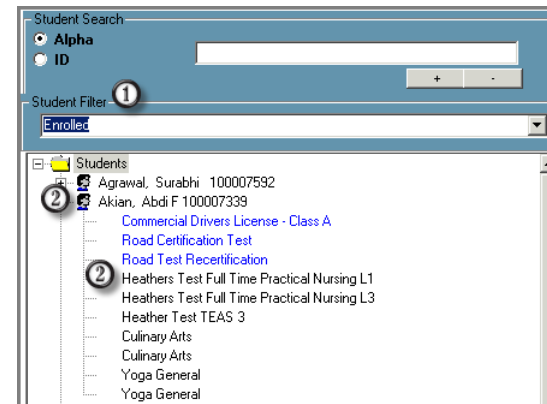
Getting Started

Double Click **My Modules**>Double click **Student Processing** >Click **Student Surveys**

The newly created Categories, Questions & Comments will now display on the survey tab. Users can now enter the Student survey results into module.



- 1 Select the appropriate **Student Filter**
- 2 Select the **Student Name**
- 3 Select the **Course**



Helpful Hint: As the surveys are populated, the course display name will turn **BLUE** to indicate the survey has data



Student Surveys

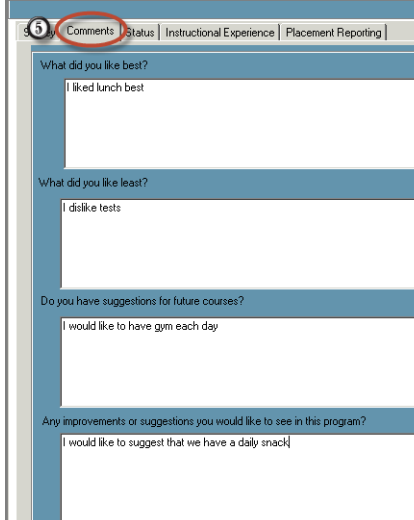
- 4 Select the appropriate **Radio Buttons** to reflect the received student responses for each course surveyed



The screenshot shows the 'Survey' tab selected. A table lists five questions with radio button options for 'Excellent', 'Good', 'Average', 'Fair', 'Poor', and 'N/A'. A callout bubble points to the radio buttons with the text: 'select the radio buttons to reflect the student responses'.

| Question | Excellent | Good | Average | Fair | Poor | N/A |
|--|----------------------------------|----------------------------------|----------------------------------|-----------------------|-----------------------|-----------------------|
| Heather's Test Question | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Made the goals and objectives clear at the beginning of the class? | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Provided individual help when needed? | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Stimulated discussion and involvement within the class? | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Was the Instructor Knowledgeable? | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

- 5 Enter student responses related to the comments on the **Comment Tab**. The comments are customized in Master Codes



The screenshot shows the 'Comments' tab selected. It contains four text input fields with the following prompts:

- What did you like best? (Response: I liked lunch best)
- What did you like least? (Response: I dislike tests)
- Do you have suggestions for future courses? (Response: I would like to have gym each day)
- Any improvements or suggestions you would like to see in this program? (Response: I would like to suggest that we have a daily snack)

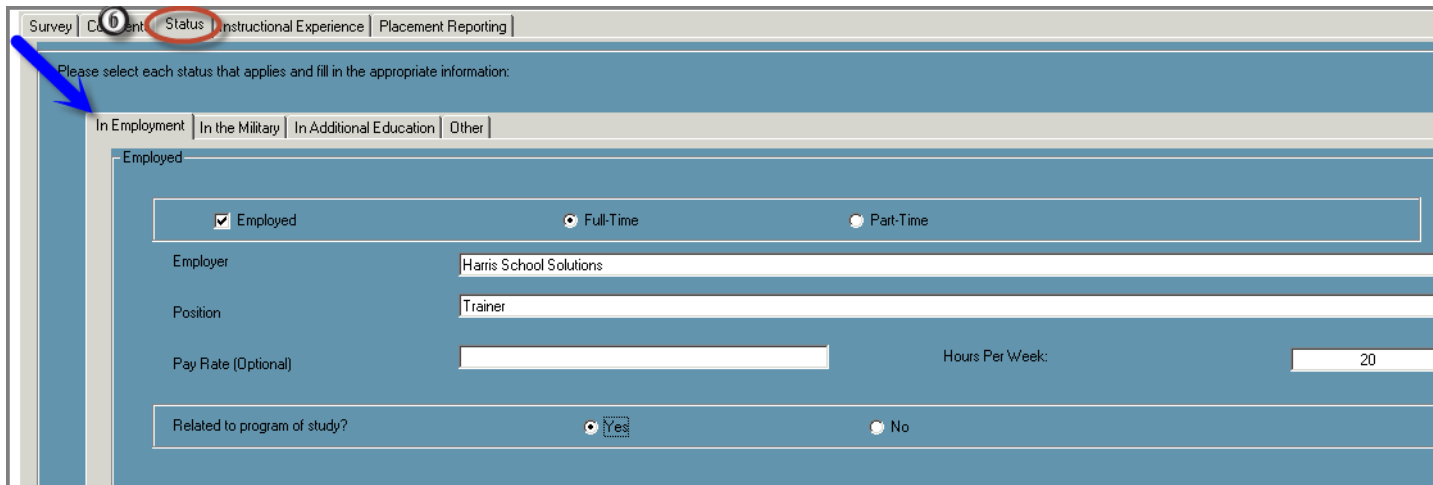
Helpful Hint: The Survey Tab response options excellent, Good, Average, Fair, Poor or N/A. These options are not customizable.



Student Surveys

6 Select the **Status Tab** to enter responses related to:

- Employment
 - ✓ Employed (Full Time or Part Time)
 - ✓ Employer
 - ✓ Position
 - ✓ Pay Rate
 - ✓ Hours per Week
 - ✓ Related to program of Study



Survey | Client | **Status** | Instructional Experience | Placement Reporting

Please select each status that applies and fill in the appropriate information:

In Employment | In the Military | In Additional Education | Other

Employed

Employed Full-Time Part-Time

Employer: Harris School Solutions

Position: Trainer

Pay Rate (Optional): Hours Per Week: 20

Related to program of study? Yes No

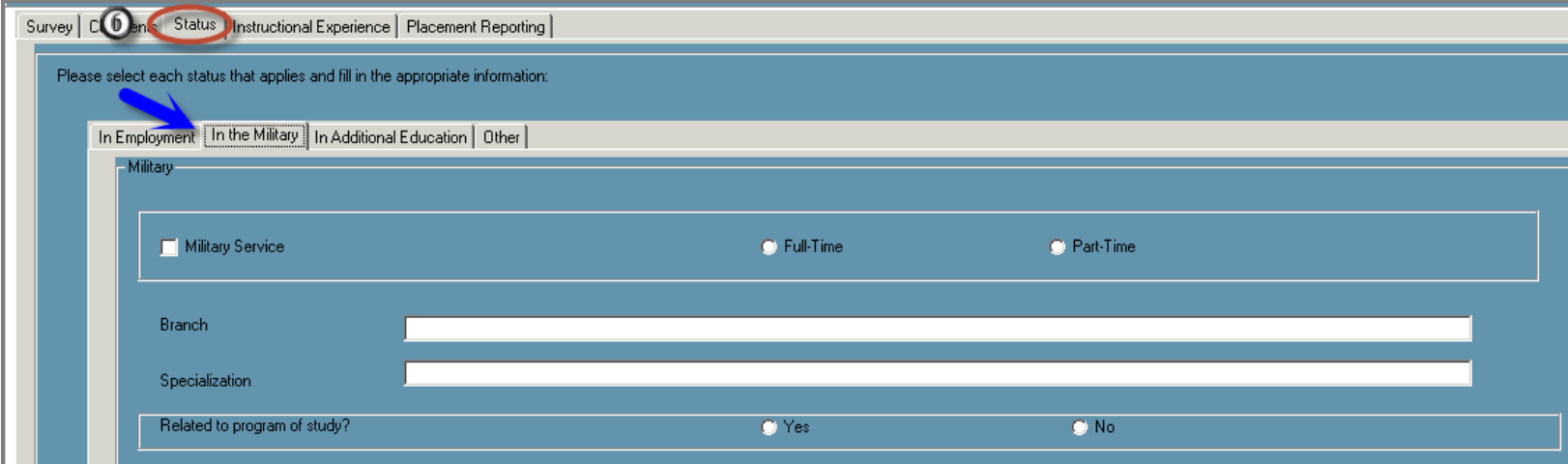
Helpful Hint: The Status tab contains 5 additional areas for data collection Employment, Military Service, Additional Education & Other Information



Student Surveys

6 Select the **Status Tab** to enter responses related to:

- In the Military
 - ✓ Military Service (Full Time or Part Time)
 - ✓ Branch
 - ✓ Specification
 - ✓ Related to Program of Study



Survey | **6** Status | Instructional Experience | Placement Reporting

Please select each status that applies and fill in the appropriate information:

In Employment | **In the Military** | In Additional Education | Other

Military

Military Service Full-Time Part-Time

Branch

Specialization

Related to program of study? Yes No

Helpful Hint: The Student Survey Module and its components are all optional for data collection

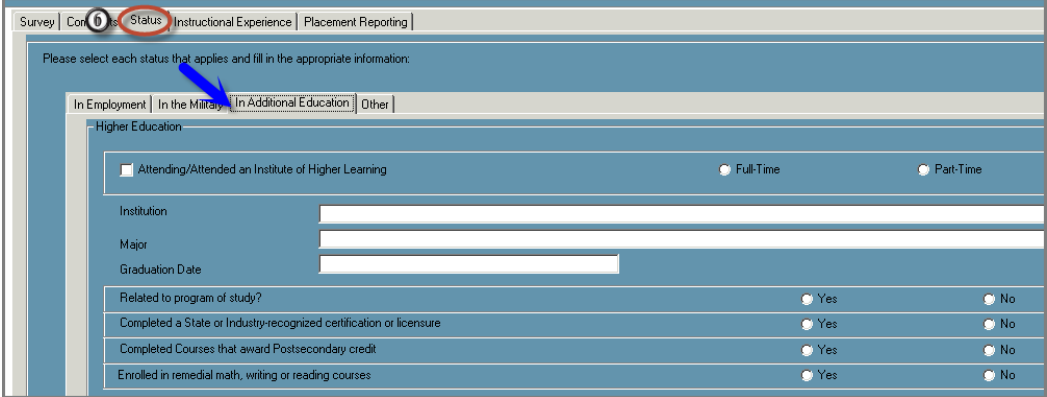


Student Surveys



Select the **Status Tab** to enter responses related to:

- In Additional Education
 - ✓ Attending /Attended an Institution of Higher Learning (Full Time or Part Time)
 - ✓ Institution
 - ✓ Major
 - ✓ Graduation Date
 - ✓ Related to Program of Study
 - ✓ Completed a state or Ind. Recognized certification or license
 - ✓ Completed courses that awarded post-secondary credit
 - ✓ Enrolled in a remedial math, reading or writing course



Survey | Conf | **Status** | Instructional Experience | Placement Reporting

Please select each status that applies and fill in the appropriate information:

In Employment | In the Military | **In Additional Education** | Other

Higher Education

Attending/Attended an Institute of Higher Learning Full-Time Part-Time

Institution

Major

Graduation Date

Related to program of study? Yes No

Completed a State or Industry-recognized certification or licensure Yes No

Completed Courses that award Postsecondary credit Yes No

Enrolled in remedial math, writing or reading courses Yes No

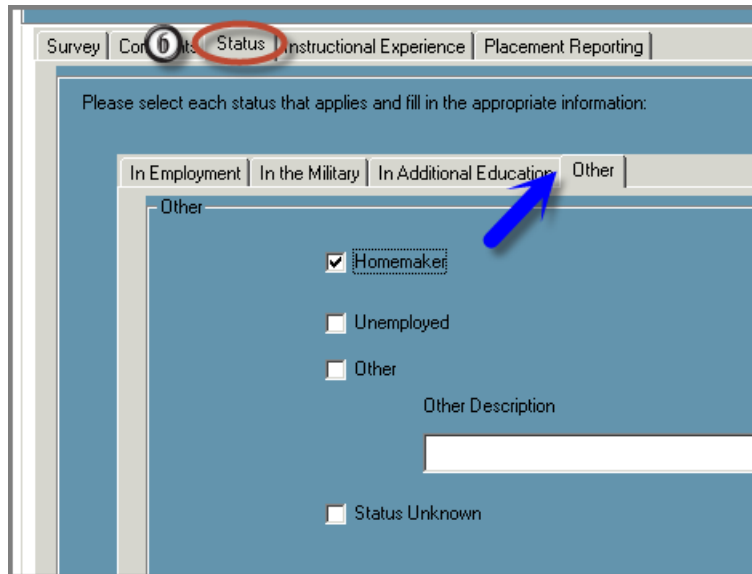
Helpful Hint: The Student Survey Module and its components are all optional for data collection



Student Surveys

6 Select the **Status Tab** to enter responses related to:

- Other
 - ✓ Homemaker
 - ✓ Unemployed
 - ✓ Other (Other Description)
 - ✓ Status Unknown



The screenshot shows a web application interface for a student survey. At the top, there are several tabs: 'Survey', 'Contacts', 'Status', 'Instructional Experience', and 'Placement Reporting'. The 'Status' tab is selected and highlighted with a red circle. Below the tabs, the instruction reads: 'Please select each status that applies and fill in the appropriate information:'. There are four sub-tabs: 'In Employment', 'In the Military', 'In Additional Education', and 'Other'. The 'Other' sub-tab is selected and highlighted with a blue arrow. Under the 'Other' sub-tab, there are four checkboxes: 'Homemaker' (checked), 'Unemployed', 'Other', and 'Status Unknown'. Below the 'Other' checkbox, there is a text input field labeled 'Other Description'.

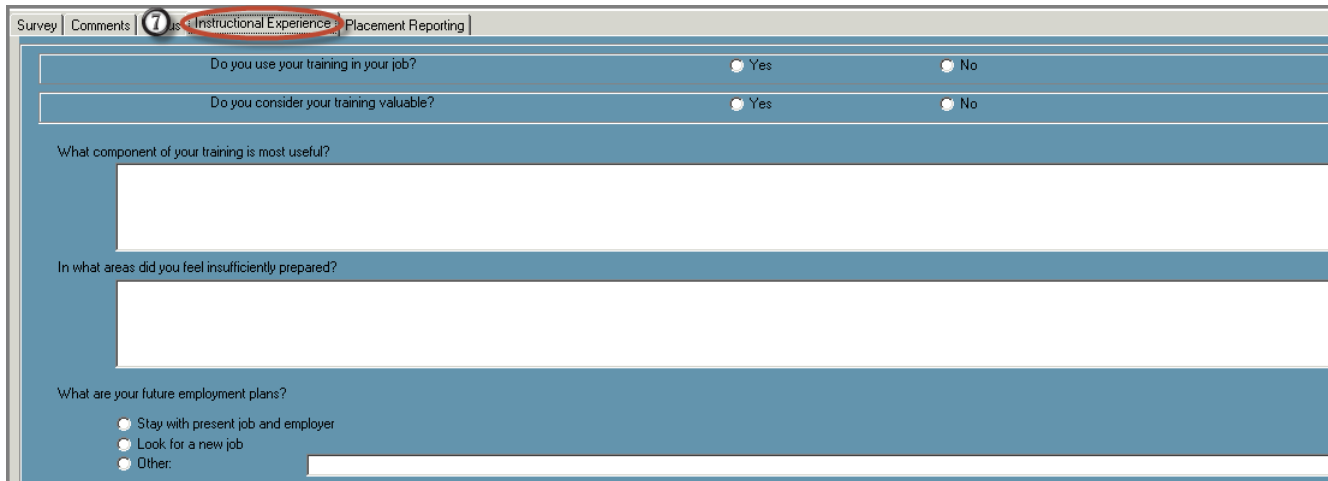
Helpful Hint: The Student Survey Module and its components are all optional for data collection



Student Surveys

⑦ Select the **Instructional Experience** to enter responses related to:

- Do you use your training in your job?
- Do you consider your training valuable?
- What component of your training is most useful?
- In what areas do you insufficiently prepared?
- What are your future employment plans?
 - ✓ Stay with present job and employer
 - ✓ Look for a new job
 - ✓ Other



The screenshot shows a web-based survey interface. At the top, there are tabs for 'Survey', 'Comments', 'Instructional Experience' (which is selected and circled in red), and 'Placement Reporting'. Below the tabs, there are three questions:

- 'Do you use your training in your job?' with radio buttons for 'Yes' and 'No'.
- 'Do you consider your training valuable?' with radio buttons for 'Yes' and 'No'.
- 'What component of your training is most useful?' followed by a large text input area.

Below these are two more questions:

- 'In what areas did you feel insufficiently prepared?' followed by a large text input area.
- 'What are your future employment plans?' with radio buttons for 'Stay with present job and employer', 'Look for a new job', and 'Other', followed by a text input field.

Helpful Hint: The Student Survey Module and its components are all optional for data collection



Student Surveys: Reporting

Getting Started

Double Click **My Reports**>Double click **Student Processing**

The following companion reports should be assigned to those using the survey functionality.

- Blank Survey
- Customer Satisfaction Survey
- Instructional Experience Survey
- Student Status Survey

| | | Excellent | Good | Average | Fair | Poor | N/A |
|---|--|--|--------------------------|---------------------------------|--------------------------|--------------------------|--------------------------|
| ClassMate Adult Ed 1730 Hans Herr Drive Willow Street, PA 17584 | | | | | | | |
| Customer Satisfaction Survey | | | | | | | |
| Name: <u>Jason L. Einstein</u> | | <input checked="" type="checkbox"/> Male | | <input type="checkbox"/> Female | | | |
| Program: <u>ABC Apprenticeship HVAC</u> | | Instructor: <u>Akian</u> | | | | | |
| Your evaluation of the instructor and program is very important. It will help us improve the program for future students. We review each evaluation so please consider each question carefully. | | | | | | | |
| Instructor Professionalism | | | | | | | |
| Was the Instructor Knowledgeable? | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Was well prepared? | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Made the goals and objectives clear at the beginning of the class? | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Stimulated discussion and involvement within the class? | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Provided individual help when needed? | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Heather's Test Question | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Curriculum | | | | | | | |
| Is the timeline realistic to complete the course? | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| The content of the subjects met my expectations | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| The subjects formed a coherent whole in terms of content and level. | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| The courses were divided over the programme in a logical manner | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Environment | | | | | | | |
| I had sufficient access to current information and sources of information | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| There were sufficient workstations/study areas and opportunities to work on campus | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| There were sufficient facilities for students with a physical impairment | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I received sufficient advice regarding my academic career | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| The lecture halls were appropriate for the chosen teaching methods | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Please Comment: | | | | | | | |
| What did you like best? | | | | | | | |

Helpful Hint: The Student Survey Module and its components are all optional for data collection



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Questions? Contact us!

ClassMate HelpDesk

855-984-1228

support.classmate.net

