

CREATING CUSTOM ONLINE FORMS

HOW DO I LOGIN TO CREATE FORMS?

Log into: <https://unt.iasystem.org/>

Sign in using UNT credentials

NAVIGATE TO REPORTS

Select “Manage” from Main Menu.

Select “Online Forms” from Dropdown. You are now on the Online Forms page.

MANAGE ONLINE FORMS

The Manage Online Forms feature allows you to view available standard and custom forms, create and publish new online custom forms, and manage draft forms. Customized evaluation forms can be created by adding or deleting questions and saving revised forms for use by specific departments, colleges, or the entire institution that you have been given access to view.

Navigate to View Available Forms

1. On the Online Forms page, you will be brought to the “View Available Forms” tab, which displays both standard *IASystem*™ forms and any previously created custom forms.
2. The “IASystem” tab provides a preview of all standard *IASystem*™ evaluation forms.
3. The “Custom Forms” tab provides a preview of published custom evaluation forms that have been created by UNT users.





IASystem™ forms are structured into five sections with different question types: Summative, Formative, Student Engagement, Demographic, Open-Ended.

The different sections on *IASystem™* evaluation forms support different evaluative functions and some sections include items that are tied to different computed indices. **Because of this, the Summative and Student Engagement sections cannot be modified when customizing a form.** The following chart describes the purpose of the different sections and ability to edit those sections:

SECTIONS	PERMISSIONS & PURPOSE
Summative	<p><i>Section required. Individual questions may not be edited.</i></p> <p><i>IASystem™</i> Summative Items provide an overall rating of the class and instructor and cannot be deleted or edited. These items and their arithmetic mean, the Combined Median, are used to make decisions relating to faculty merit, promotion, and tenure.</p>
Formative	<p><i>Individual questions may be added, deleted or reordered.</i></p> <p>Formative items are used by instructors to improve their courses. They are rated on a variety of scales. Select items that ask for information relevant to a particular course.</p> <p>Formative items are grouped by rating scales. Questions are further grouped by whether or not they have a “header” or descriptive text that contextualizes the question. An example of this is:</p>



	<p><input checked="" type="checkbox"/> Header: How frequently was each of the following true of this course?</p> <p><input type="checkbox"/> The course was integrated with the rest of the curriculum.</p> <p><input type="checkbox"/> The instructor created an atmosphere of engagement.</p>
Student Engagement	<p><i>Section required. Individual questions may not be edited.</i></p> <p><i>IASystem™</i> Student Engagement items provide information on students in the course, workload and expected grade and cannot be edited or deleted. Some items are used to compute the Challenge and Engagement Index (CEI) and others can be used to correct summative items for bias by computing adjusted medians.</p>
Demographic	<p><i>Individual questions may be added, deleted or reordered.</i></p> <p>Demographic items provide more detail about students in the class. They are most interesting if you intend to export student ratings for further analysis.</p>
Open Ended	<p><i>Individual questions may be added, deleted or reordered.</i></p> <p>Student comments often provide the most detailed feedback about a class. This is an opportunity to ask about particular aspects of the class that the instructor is most interested in changing.</p>

CREATING CUSTOM FORMS.

Navigate to Create Custom Forms

1. There are two options when creating a custom online form.
2. **Option 1:** Start from a **Blank Form**. The blank form option does not start with any selected questions other than the two required sections. The other sections are blank and questions can be selected from the entire the entire *IASystem™* item bank or new questions can be created.
3. **Option 2:** Start from an **Existing Form**. The existing form option starts with questions listed on the chosen form. Existing questions can be reordered or deleted. Additional questions can be selected from the *IASystem™* item bank or new questions can be created.

View Available Forms

Create Custom Forms

Manage Draft Forms

Create Custom Forms

Select an existing form below to use as a template or use blank form.

START FROM ☐ Blank form ☒ Existing form

FORM Form H - Lab PREVIEW

DESCRIPTION

Continue

4. To begin creating a custom form: Select the “Create Custom Forms” tab on the Online Forms page.
5. Choose either the **Blank Form** radio button or the **Existing Form** radio button.
6. If you choose **Existing Form**, select an evaluation form from the drop down. You can select the Preview button to view the form content.
7. In the **Description** text box, type a name for your custom form (this can be edited later if desired). Follow the naming convention of **Custom Form (insert Department Name)**.
8. Select the blue **Continue** button; this will open a series of pages to view or customize the Summative, Formative, Student Engagement, and Demographic and Open Ended sections of the form.

***Note:** The content of the existing form can be viewed by selecting the Preview button to the right of the dropdown.*

Form Description: CustomForm PREVIEW

Summative

Formative

Student Engagement

Demographic

Open Ended

MANAGING QUESTIONS

In the Formative, Demographic and Open-Ended Sections you can add, delete, reorder and create new questions.



ADDING QUESTIONS

1. There are two options to add questions in these sections.
2. **Option 1:** Choose the **Select From All (Formative, Demographic, Open-Ended) Questions** blue button. This will open another page that displays **all** *IASystem*™ scales and their corresponding items.
3. **Option 2:** Select the **Add A Question** link located at the bottom of a particular scale. This will open another page that lists all the available questions for the selected scale.
4. Select/deselect the “Header” to display the corresponding questions. Select/deselect the questions you want to include or exclude. You may also create custom questions by typing in the text box at the bottom of each scale and clicking the blue **Add** button.

A screenshot of the SPOT form editor interface. At the top, there is a header for a "RATING SCALE" with a 7-point scale: "Much Higher (7)", "(6)", "(5)", "Average (4)", "(3)", "(2)", and "Much Lower (1)". Below this, there is a section for selecting questions. It starts with a checked checkbox labeled "Header: None". Below that are two unchecked checkboxes with text: "Compared to other students in this class, the amount I had to work in order to succeed was:" and "Compared to other students in this class, the amount of help I received from the instructor was:". At the bottom of this section is a text input field and a blue "Add" button.

5. When you have gone through each of the form sections and finished customizing your form you can either save the form as a draft or publish the form.
6. “Save as Draft” will save changes and place the form in the “Manage Draft Forms” list.
7. “Publish” will open another page where you can set filters for your form and make it available for immediate use in the “Forms” dropdown when creating online evaluations.

A screenshot of the SPOT form editor interface. At the top, there's a "Form Description:" label with a text input field containing "CustomForm" and a "PREVIEW" button. Below this is a horizontal navigation bar with tabs: "Summative", "Formative", "Student Engagement", "Demographic", and "Open Ended". The "Open Ended" tab is selected. Underneath the tabs, a text block states: "Student comments often provide the most detailed feedback about a class. This is an opportunity to ask about particular aspects of the class that the instructor is most interested in changing." Below this is a blue button labeled "Select From All Open Ended Questions". The main area is titled "COMMENT ITEMS" and contains a text input field with the placeholder text "Do you have any other thoughts about the learning environment of this class?". Below the input field is an "ADD A QUESTION" button. At the bottom right, there are three buttons: "Previous", "Save as Draft", and "Publish". Two red arrows point upwards to the "Save as Draft" and "Publish" buttons.

PUBLISHING FORMS

Selecting "Publish" will open the publish form page. Once the form is published it will be immediately available for use in the form dropdown list when creating online evaluations.


On this page you can rename the form description, preview the form content, and Add Filter(s) to the form by clicking the "Add Filter" link and selecting one or more filters to apply to the form.

Adding a filter to your form means only users who have the same (or greater) filter access can view the form. In the example below the following users would be able to view this custom form:

1. Users who have no filters (i.e. can view everything in the institution)
2. Users who are filtered to the entire College of Arts & Sciences
3. Users who are filtered to the entire subcollege of Arts
4. Users who are filtered to the Art & Art History departments

Form W45 Description: PREVIEW

Publish Form
Clicking the red Publish button will make the form available for use based on selected data filters. Once published, a custom form cannot be deleted; however, the form name and data filters can be updated.

FORM VISIBILITY	COLLEGE	SUBCOLLEGE	DEPARTMENT	
 Add Filter				
Save Filters				
Add Filter	College Of Arts And Sciences	Arts	Art	Delete
	College Of Arts And Sciences	Arts	Art History	Delete
Save Filters				

Cancel Publish

Note: Once your evaluation form is published, you can no longer edit the content of the form. However, you can change the Form Description and the filters for the custom form by clicking the edit icon next to the chosen evaluation form on the “Available Forms” tab.

Note: Users can filter the form to other parts of the institution based on their own privileges.





MANAGE PUBLISHED FORMS



Once an evaluation form is published, you can no longer edit the content of the form. However, you can edit the Form Description and data filters. If the form is not in use, it can also be deleted.

Select the “View Available Forms” tab on the [Online Forms](#) page.

View Available Forms
Below are the evaluation forms available for use in IASystem.

IASYSTEM CUSTOM FORMS

Form C3 - Nursing Seminar Form Created on February 28, 2016 by Deborah Smith	  PREVIEW
Form X3 - Economics Form X Created on January 21, 2016 by Deborah Smith	  PREVIEW




- To **EDIT** a published evaluation form, click the edit  icon. This will take you back to the Edit form page where the form description or data filters can be changed.
- To **DELETE** a published evaluation form, click the delete  icon. A confirmation dialog box will pop asking Are you sure you want to delete this form? Click “OK” or “Cancel”.
- FORMS IN USE cannot be deleted; the delete icon will be disabled and grayed out.

MANAGE DRAFT FORMS

Draft forms are saved, but not available for use until they are published. The content for draft forms can be edited as well as the Form Description and data filters. Draft forms can also be deleted.

Select the “Manage Draft Forms” tab on the Online Forms page.



- To **EDIT** a draft evaluation form, click the edit  icon. This will take you back to the section pages that allow you to manage questions.
- To **DELETE** a draft evaluation form, click the delete  icon. A notification confirming your decision to delete the form will pop up. Click “Delete” or “Cancel.”
- To **PUBLISH** a draft evaluation form, click the publish  icon. This will take you back to the “Publish Form” page.