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UVACOLLAB

ELECTRONIC TEACHING ANALYSIS POLL (ETAP)

UVaCollab User Guide Series | collab-support@virginia.edu

LAST UPDATED: 2/14/2011

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ELECTRONIC TEACHING ANALYSIS POLL OVERVIEW



The Teaching Resource Center and ITC are pleased to announce the eTAP (electronic Teaching Analysis Poll), a simple solution for collecting mid-semester feedback from your students. The eTAP is a short, anonymous, student feedback instrument which is grounded in the literature on effective teaching and learning. It offers a great way to find out what your students think most helps and impedes their learning in your course and also elicits suggestions for improving their overall learning experience. Best of all, you can take advantage of the information immediately—not next semester.

The eTAP, available through the Test & Quizzes feature of UVaCollab, includes [eleven questions](#), four open-ended, qualitative questions and seven likert-scale questions. Similar to end-of-semester evaluations, you are welcome to add additional questions to help you learn more about your specific learning environment. Whether you choose to use only the pre-set questions or add your own, all of the feedback collected from the eTAP is available only to you, the instructor.

We recommend that you conduct the eTAP sometime between the 4th and 10th weeks of the semester, mid-term is ideal. This timeframe helps you confirm strengths of your course(s) and identify areas for improvement. Small changes you make based on the feedback will help you and your students get more from the course—with no delay.

To use the eTAP, simply add the Test & Quizzes feature to your courses' UVaCollab sites, import the eTAP survey, and publish it (detailed directions below), and then invite your students to participate. We suggest giving them 4-7 days to complete the eTAP. Once the feedback period closes, you'll immediately be able to analyze the data.

To learn more about the benefits of collecting mid-semester feedback, strategies for identifying areas for improvement, and suggestions for implementing changes to your learning environment, visit the Teaching Resource Center's website: http://trc.virginia.edu/Resources/Evals/Student_Evals.htm

Help us out! Take this short, 2-minute survey to help the TRC learn about your reasons for using eTAP, and - later on - assess the impact it has on your teaching and your students' learning: <http://www.surveymonkey.com/s/eTAP>.

OBJECTIVES

This user guide will walk you through the steps to:

- Add the Tests & Quizzes tool to your course site,
- Download the survey instrument and import it into Tests & Quizzes,
- Add questions to your poll,
- Configure delivery dates and publish the eTAP, and
- View student submissions.

SETTING UP THE ETAP

ADD TESTS & QUIZZES TO YOUR UVACOLLAB SITE

Note: if Tests & Quizzes already appears in your site's left-hand menu, [skip to the next section](#).

1. In your course site, go to **Site Info** and click **Edit Tools** at the top of the screen.
2. In the list of available tools, check the box next to **Tests & Quizzes**, then scroll to the bottom of the screen and click **Continue**.
3. Click **Finish** to complete the process. The *Tests & Quizzes* tool will appear in the left-hand menu of your site.

DOWNLOAD THE SURVEY INSTRUMENT AND IMPORT TO TESTS & QUIZZES

1. Click this link, [eTAP.zip](#), to download and **Save** the file to your Desktop.
2. In your UVaCollab course site, click **Tests & Quizzes** in the left-hand menu.
3. Under the *New Assessment* section, click the **Import** button.
4. On the *Import Assessment* screen, click **Browse** to navigate to the location of the file on your Desktop.
5. Select the **eTAP.zip** file and click **Open** in the Browse dialog box.
6. You'll be returned to the *Import Assessment* screen in your site. Click the **Import** button.
7. The imported survey will appear in the list of *Pending Assessments* under the title of **Electronic Teaching Analysis Poll**.

The screenshot shows the 'Assessments' interface. Under the 'New Assessment' section, there are options to 'Create a new assessment' and 'Choose Existing Assessment Type' with a dropdown menu set to 'select' (optional). Below this is a 'Title' input field and 'Quick Create' and 'Create' buttons. At the bottom, there is an 'Import assessment' section with an 'Import' button circled in red.

The screenshot shows the 'Pending Assessments' list. The first entry is titled 'Electronic Teaching Analysis Poll' with a small triangle icon to its left. Below the title are links for 'Copy', 'Export', 'Remove', and 'Settings'. A red arrow points from the text 'Electronic Teaching Analysis Poll' in the list to the 'Import' button in the previous screenshot.

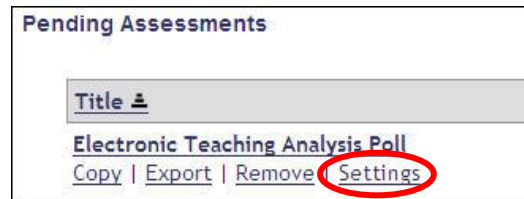
ADD QUESTIONS TO YOUR POLL

1. Click the **assessment title**, *Electronic Teaching Analysis Poll*, to access the questions screen and review existing questions.
2. To add a new question, click the **Add Question** drop-down menu to select a *Survey* or *Short Answer/Essay* question type. Other question types are not useful in this context.
3. Enter your question text in the **Question Text** editor. For *Survey* questions, select the **Strongly Disagree** -> **Strongly Agree** response option to match the response options of existing survey questions. Note that **no points** should be associated with any new questions you add, since this is a survey and not a graded assessment.
4. Assign the question to the appropriate **Part 4: Instructor's Questions** on the *Assign to Part* drop-down menu.
5. **Save** the question.
6. Repeat steps 2-5 as needed.
7. Click the **Assessments** link at the top of the screen to return to the main screen.

CONFIGURE DELIVERY DATES AND PUBLISH THE ETAP

The settings in the eTAP have been preconfigured to ensure that student responses remain anonymous and the use of the eTAP to collect student feedback assumes that instructors will abide by the assertion of anonymity that is presented to students in the survey. Ideally, the only setting you should configure before publishing the eTAP is the **Delivery Dates**.

1. On the *Assessments* screen, under *Pending Assessments*, click the **Settings** link under the assessment title to access and configure settings for your eTAP.
2. Click on the **Delivery Dates** option. Enter a date and time for the **Available Date** and **Due Date**. You can ignore the **Retract Date**. We recommend conducting the eTAP sometime between the 4th and 10th weeks of the semester and limiting the availability timeframe to 4-7 days. Students will be able to access the eTAP to submit responses as long as the assessment remains *Active* (up until the Due Date/Time).



N.B. Although you can change the **Assessment Released To** option from *Anonymous Users* to your *Site Participants* or a group in your site, doing so will violate the anonymity agreement. **DO NOT CHANGE THIS SETTING.**

3. Click the **Save and Publish Settings** button at the bottom of the screen.
4. On the *Publish Confirmation* screen, copy the **Published Assessment URL** to paste later into an email or announcement to your students.
5. Click **Publish** at the bottom of the confirmation screen.
6. Send the **Published Assessment URL** to your students in an email or announcement. This is the only way your students will be able to access the eTAP. *Students will not see the assessment listed in the Tests & Quizzes tool in your site.*

Publish Assessment Confirmation	
<p>! Are you sure that you want to publish this assessment? Please verify the information below. If you want to wait before you publish, click Cancel. You can publish later from the Assessments page.</p>	
Title	Electronic Teaching Analysis Poll
Available Date	Immediate
Time Limit	No Time Limit
Number of Submissions Allowed	1
Feedback Type	No Feedback
Released To	Anonymous Users
Published Assessment URL	http://collab.itc.virginia.edu/samigo/servlet/Login?id=psg3a1295443118370
<p><small>* If you wish to take this assessment using the Published Assessment URL, please open a new browser window.</small></p>	
<p><input type="button" value="Publish"/> <input type="button" value="Cancel"/></p>	

You can also locate the **Published Assessment URL** after you have published the assessment by clicking the **Settings** link under the title of the published version of the assessment and then click on **Assessment Released To**.

VIEWING STUDENT SUBMISSIONS


When one or more students have submitted responses to the eTAP, a **Scores** link will appear under the title of the assessment in the *Published Assessments* section of Tests & Quizzes.

Published Assessments	
Active (testing in progress)	
Title 	Release to
Electronic Teaching Analysis Poll Settings Remove Scores	Anonymous Users

- To access the screens to view student responses and statistical data calculated for all responses, click the **Scores** link under the title of the published assessment.

The default screen is the *Total Scores* screen on which will be listed the Submission IDs for each student's submission. This screen also provides links to *Question* responses, *Statistics*, *Item Analysis*, and an *Export* feature to export responses to an Excel spreadsheet.

- You may access individual student responses to all questions by clicking a **Submission ID**.
- Alternatively, you may view all student responses to individual questions by clicking the **Questions** link. Question navigation appears at the top of this screen as Q1, Q2, Q3, etc.

Total Scores : Electronic Teaching Analysis Poll						
Submission Status	Total Scores	Questions	Statistics	Item Analysis	Export	
Max Score Possible:0						
Submission Id 	Role	Submit Date	Status	Total Score	Adj	Final
107779	N/A	01/19/2011 08:28:06 AM		0	0.0	0

LEARN MORE

BUILT-IN HELP

For complete help documentation on using this feature in UVaCollab, refer to the built-in **HELP**. **HELP** is accessed from each site's left-hand menu.

ATTEND A TUTORIAL DEMO

If you are new to UVaCollab, we recommend that you attend a demo to become acquainted with features and learn tips and tricks for putting them to best use for your group or course. View the **DEMO SCHEDULE** available from the Gateway (login) page left-hand menu.

CONTACT A CONSULTANT

If you have questions or encounter problems using features in UVaCollab, contact collab-support@virginia.edu for assistance.

To learn more about the benefits of collecting mid-semester feedback, strategies for identifying areas for improvement, and suggestions for implementing changes to your learning environment, visit the Teaching Resource Center's website: http://trc.virginia.edu/Resources/Evals/Student_Evals.htm

APPENDIX A: DEFAULT ETAP QUESTIONS*Part 1: [open-ended response]*

1. What aspects of this course help you learn? Please be specific.
2. What aspects of this course impede your learning? Please be specific.
3. What suggestions do you have for improving your learning in this course? Please be specific.

Part 2: [provost-level likert scale: strongly agree, agree, neutral, disagree, strongly disagree]

4. The course's goals and requirements are defined and adhered to by the instructor.
5. The learning activities in the course (e.g. lectures, discussions, demonstrations) are engaging and help me learn the material.
6. The assignments help me explore course material in meaningful ways.
7. I frequently receive constructive feedback on my learning from my peers and/or the instructor(s).
8. The learning environment is inclusive and supportive.
9. The instructor is approachable and makes himself/herself available to students outside the classroom.
10. Overall, the instructor is an effective teacher.

Part 3: [open-ended response]

11. Please make any overall comments or observations about this course.

Part 4: [instructor's questions]