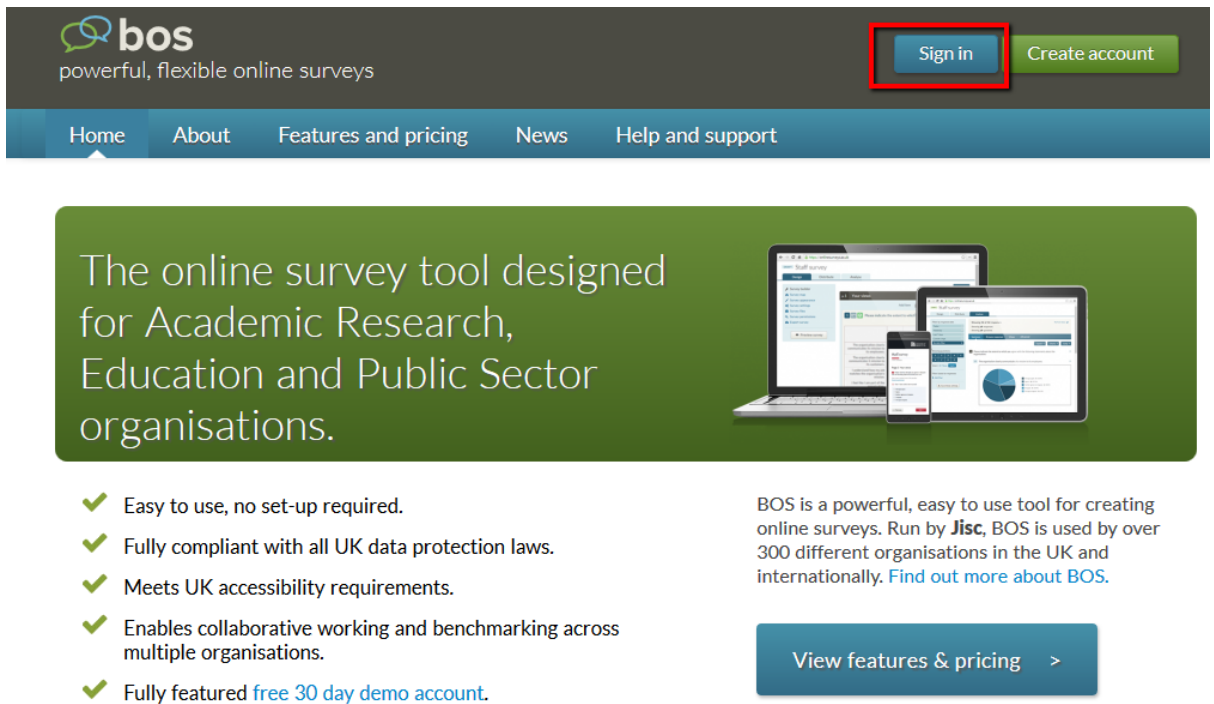


Module Feedback

Step 1: Creating the feedback forms

1. Go to <https://www.onlinesurveys.ac.uk/> and login using your email address and the password you set up when responding to the invite request.



bos
powerful, flexible online surveys

Sign in Create account

Home About Features and pricing News Help and support

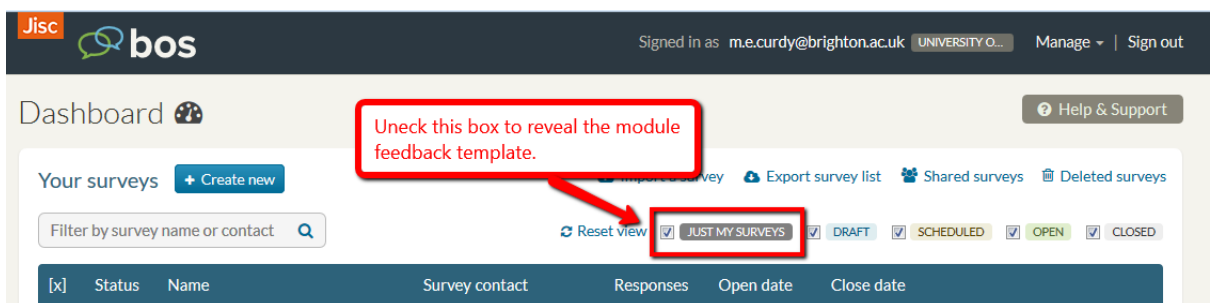
The online survey tool designed for Academic Research, Education and Public Sector organisations.

- ✓ Easy to use, no set-up required.
- ✓ Fully compliant with all UK data protection laws.
- ✓ Meets UK accessibility requirements.
- ✓ Enables collaborative working and benchmarking across multiple organisations.
- ✓ Fully featured [free 30 day demo account](#).

BOS is a powerful, easy to use tool for creating online surveys. Run by **Jisc**, BOS is used by over 300 different organisations in the UK and internationally. [Find out more about BOS.](#)

View features & pricing >

2. When you login you need to uncheck the 'Just my Surveys' field to see the Module Feedback template that has been shared with you.



Jisc **bos** Signed in as m.e.curdy@brighton.ac.uk UNIVERSITY O... Manage | Sign out

Dashboard Help & Support

Your surveys + Create new

Filter by survey name or contact

Reset view JUST MY SURVEYS DRAFT SCHEDULED OPEN CLOSED

| [x] | Status | Name | Survey contact | Responses | Open date | Close date |
|-----|--------|------|----------------|-----------|-----------|------------|
|-----|--------|------|----------------|-----------|-----------|------------|

3. You will be creating a copy of this template for each of your modules

The screenshot shows the Jisc bos dashboard. At the top, it says "Signed in as m.e.curdy@brighton.ac.uk". Below the "Your surveys" section, there is a table with columns: [x], Status, Name, Survey contact, Responses, Open date, and Close date. One survey is listed: "Module Feedback SET TEMPLATE" with status "DRAFT", contact "m.e.curdy@brighton.ac.uk", 0 responses, open date "7 Dec 2017", and close date "6 Jan 2018". A red box highlights the survey name, and another red box highlights the "Copy" icon in the table's action column. A callout box points to the "SET TEMPLATE" text with the instruction: "Look for the SET TEMPLATE and take a copy of the template for each of your modules, name each copy by the module code".

Below the table, a modal dialog titled "Copy survey 'Module Feedback SET TEMPLATE'" is open. It has a "New survey name *" field containing "Module Feedback GG123". A red box highlights this field with the instruction: "Enter module code and click Copy Survey". Below the field is a note: "Please note that for large surveys this copy action might take some time". At the bottom of the modal are two buttons: "Copy survey" (green) and "Cancel".

Step 2 – Launching the survey

1. You are now going to launch the survey and set the dates for which the survey will be available to the students.

The screenshot shows the Jisc bos dashboard. Below the "Your surveys" section, there is a table with columns: [x], Status, Name, Survey contact, and Responses. Two surveys are listed: "Module Feedback GG123" and "Module Feedback SET TEMPLATE", both with status "DRAFT" and contact "m.e.curdy@brighton.ac.uk". Below the "Module Feedback GG123" row, there are three links: "Design", "Distribute", and "Analyse". A red box highlights the "Distribute" link with the instruction: "To launch the survey click Distribute below the survey title".

2. Click **Distribution Settings** and enter the dates for the surveys availability and click **Save**

Dashboard

DRAFT Module Feedback GG123

Design Distribute Analyse

Survey launchpad
Survey access control
Pre-population parameters
Distribution settings
Piping overview

Preview survey

Distribution settings

Opening date * 07/12/2017 14:27

Closing date * 06/01/2018 14:27

Public survey name * Module Feedback GG123

Survey short name * https://brighton.onlinesurveys.ac.uk/module-feedback-gg123

Survey responses

Survey redirects

Survey messages

Survey emails

Save Cancel

3. Click **Survey Launchpad**, copy the **Public URL** and click **Launch survey**

Jisc bos

Signed in as m.e.curdy@brighton.ac.uk UNIVERSITY OF BRIGHTON Manage Sign out

Dashboard

DRAFT Module Feedback GG123

Design Distribute Analyse

Survey launchpad
Survey access control
Pre-population parameters
Distribution settings
Piping overview

Preview survey

Survey launchpad

Survey status DRAFT Unlaunched

Opening date/time 7 Dec 2017, 14:27 (GMT) 1 week, 3 days ago

Closing date/time 6 Jan 2018, 14:27 (GMT) 2 weeks, 5 days from now

Survey contact m.e.curdy@brighton.ac.uk

Public survey name Module Feedback GG123

Survey short name module-feedback-gg123

Public URL https://brighton.onlinesurveys.ac.uk/module-feedback-gg123

Launch survey

Launched surveys open automatically on your specified opening date/time.

Survey access control

No survey access control enabled. If you want to restrict survey access either:

- Set a survey password
- Create a list of respondents

Survey map

Step 3 – Making the Survey Available to the students

Now open studentcentral and the relevant module from which you will launch the survey.

Create an announcement and paste the copied URL into the announcement.

Create Announcement

New Announcements appear directly below the repositionable bar and can be dragged to new positions to modify the order.

[More Help](#)

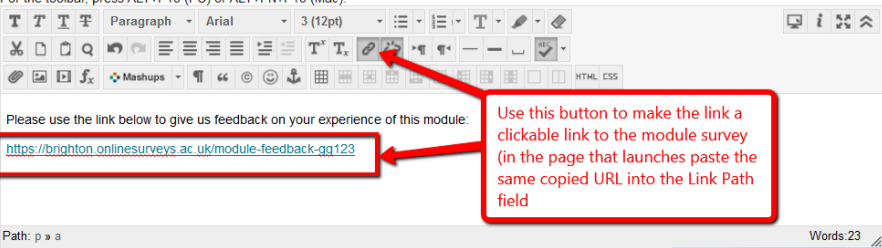
** Indicates a required field.*

ANNOUNCEMENT INFORMATION

* Subject Black

Message

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



Please use the link below to give us feedback on your experience of this module:

<https://brighton.onlinesurveys.ac.uk/module-feedback-gg123>

Words: 23

Use this button to make the link a clickable link to the module survey (in the page that launches paste the same copied URL into the Link Path field)

WEB ANNOUNCEMENT OPTIONS

Duration Not Date Restricted Date Restricted

Email Announcement Send a copy of this announcement immediately
Students are still notified of this announcement even if this option is not selected

COURSE LINK

Click **Browse** to choose an item.

Click **Submit** to finish. Click **Cancel** to quit.

Insert/Edit Link - Mozilla Firefox

https://studentcentral.brighton.ac.uk/webapps/vtbe-tinymce/tiny_mce/plugins/advlink/1 110%

General

Link Path

When attaching a file from your computer, you must first submit the content item, so that the file is assigned a permanent URL.

Target

Title

Class