

## Quick Guide “Extended Online Template”

The extended online template for Class Climate comes with some useful additional functions, which you can use for the execution and evaluation of your Password-based or PSWD-based online surveys. If you want to use this template, Class Climate V7.1 (2150) is required. The following features are included and/ or have been added:

- **Separate links to imprint and data privacy guidelines**  
A link to the imprint and/or to the data privacy guidelines of your organization (or to a website of your choice) can be displayed in the footer area of an online survey.
- **Option “Display of dual scale questions”**  
With the updated version, you have the possibility to adjust the display of dual scale questions. Dual scales can now be displayed either one below the other or next to each other.
- **Time recording**  
This template can be used to measure the amount of time a participant needs to complete an online survey.
- **Option “Other”**  
Single-choice or multiple-choice questions which contain an answer option “Other” can be provided with a text field so that the participant can enter more precise information.

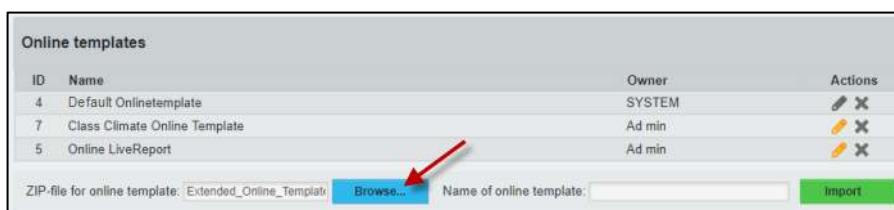
The new version of the template allows you to make many settings directly in Class Climate, such as the integration of the links to the imprint and the data privacy statement as well as the display of dual scale questions. It is no longer necessary to modify the files in the template folder.

To use the other two functions, the settings – as before – must be made on the questionnaire which is used for the online survey.

### Installation of the Online Template

To upload and use the online template in Class Climate, proceed as follows:

- Login to Class Climate as administrator and open the menu “System Settings/ Online Templates”.
- Click [Browse] and select the ZIP-file of the online template. Enter a name for the template and click [Import]. The template is now uploaded.



- To customize the template, please create a new online template based on the Extended Online Template.

**Online Template Management**

**Create new customized online template**

- Basic template: Default Onlinetemplate
- Basic template: Class Climate Online Template
- Basic template: Extended Online Template 2
- Basic template: Online LiveReport

**Next** **Cancel**

The “Online Template Management” screen appears, where you can make your settings.

**Online Template Management**

**Class Climate®**  
COURSE EVALUATION FEEDBACK SYSTEM

Example Institute  
Dr. Silvia Seeland  
business economics  
introduction to business economics

Activate contrast mode

1 2 3 4 5 6

**4. Questions about the teaching material**

Please grade the teaching material in accordance with the following criteria (grade: 1 = very good, 6 = failure):

	6	5	4	3	2	1
It is well structured.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
It benefits from the technical possibilities (Internet, videotaping, blogging etc.).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall grade (teaching material):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please give us your feedback about the teaching material as well as suggestions for improvement. (maximum 200 characters)

**<< Previous** **Next >>**

**Apply** **Back**

**General Settings** | Skins | Navigation | Question Types | Accessibility

**Remaining character counter for open questions**  
 Activate  Deactivate  
Open questions will include a remaining character counter, which displays how many characters from the maximum character limit (if defined) remain.

**Allow deselection of answer options**  
 Activate  Deactivate  
When this option is activated, answers to a question can be deselected by clicking on the answer once more.

**Display scaled questions as a slider**  
 Activate  Deactivate  
Scaled questions will be displayed as a slider.

**Use larger controls**  
 Activate  Deactivate  
Single choice, multiple choice and scaled questions will have larger controls, making selection easier.

**Display of dual scale questions**  
One below the other ▼  
Dual scale questions can optionally be displayed next to each other or one below the other.

## Separate links to the imprint and/or data privacy guidelines

In the “Online Template Management” menu, you can enter the link to the imprint/ to the data privacy guidelines, a link text and a mouse over text in the “General Settings”.

<b>Imprint - Link</b>	<input type="text" value="http://www.example.com/imprint"/>	Link to the imprint of your company/ your organization.
<b>Imprint - Link Text</b>	<input type="text" value="imprint"/>	Displayed link text, which leads to your imprint.
<b>Imprint - Mouseover Text</b>	<input type="text" value="Link to our Imprint"/>	Displayed text which appears when moving the mouse cursor over the link.

You also have these setting options for linking your data privacy guidelines.

<b>Data Privacy - Link</b>	<input type="text" value="http://www.example.com/data_privac"/>	Link to the data privacy regulations of your company/ your organization.
<b>Data Privacy - Link Text</b>	<input type="text" value="Data Privacy Guidelines"/>	Displayed link text, which leads to the data privacy regulations of your company/ your organization.
<b>Data Privacy - Mouseover Text</b>	<input type="text" value="Link to our Data Privacy Guidelines"/>	Displayed text which appears when moving the mouse cursor over the link.

The link to the imprint / data privacy guidelines appears above in the footer area of the template.

Please grade the course altogether:      very good ○ ○ ○ ○ ○ failed      |      ○ abst.

Please give us your feedback about the course as well as suggestions for improvement: (maximum 200 characters)

[<< Previous](#)      [Imprint | Data Privacy Guidelines](#)      [Next >>](#)

## Display mode for Dual Scale Questions

Dual scale questions can appear next to or below each other in an online survey. To change the display mode, switch to the "Question Types" menu in the online template administration.

The screenshot shows the 'Question Types' configuration page. The 'Display of dual scale questions' section is highlighted with a red box. It contains a dropdown menu with three options: 'One below the other' (selected), 'Default', and 'Next to each other'. The text to the right of the dropdown states: 'Dual scale questions can optionally be displayed next to each other or one below the other.'

## Time recording

In order to measure the amount of time a participant needs to fill in an online questionnaire, an open question needs to be added to the underlying questionnaire. When creating the question, please consider

- that it must be added as the last element at the very end of the questionnaire
- that the text [TIME-SPAN] must be defined as the question text (without break or space)

The screenshot shows a questionnaire editor with two questions. Question 2.7 is 'Please give us your feedback about the course as well as suggestions for improvement:' followed by a large text input field. Question 2.8 is '[TIME-SPAN]' followed by a smaller text input field. A 'DRAFT' button is visible at the bottom.

The question is not displayed in the online survey and is only used in the background to record the completion time. The result of the time recording is later displayed in the raw data of the survey. The column [TIME-SPAN] shows the duration for each participant in the format hh: mm: ss.

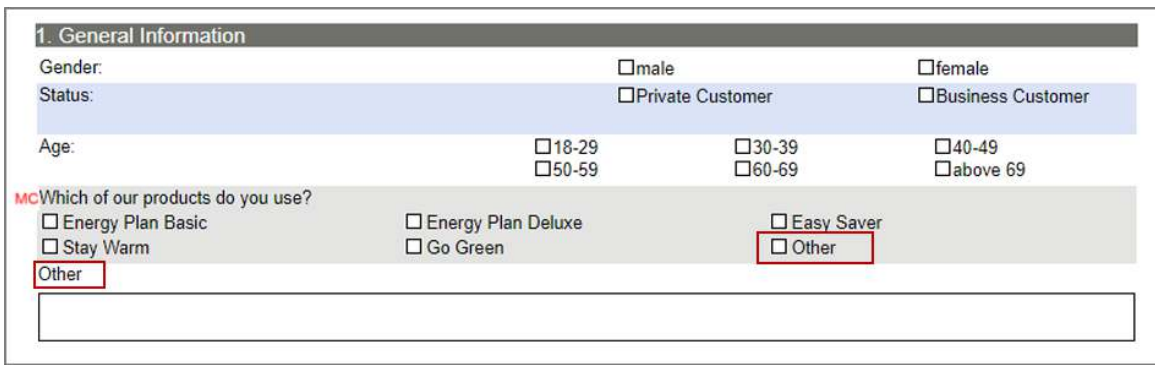
Sheet	Gender:	Status:	Age:	Ener	Ener	Easy	Stay	W.G	Other	Wh	Do	yo	W	What	I	How	mu	The	(	The	ins	Please	Please	Because	Becc	Beccaus	Bec	For	1	Please	Please	give	us	your	feedback	[TIME-SPAN]	Timestamp	Source of dataset	
1	1	1	1	2	1	0	0	1	0	[IMAGE]	1	1	2	3	1	2	2	2	1	[IMAGE]	1	0	1	0	0	4	[IMAGE]											00:00:25	2018/02/08 a O
2	1	1	3	1	0	0	1	0	[IMAGE]	1	1	3	1	1	2	1	1	1	[IMAGE]	1	0	0	0	0	2	[IMAGE]												00:00:32	2018/02/08 a O
3	2	1	1	1	0	0	0	0	[IMAGE]	2	1	1	1	1	2	2	2	4	[IMAGE]	1	0	0	0	0	3	[IMAGE]												00:00:38	2018/02/08 a O

## Option “Other”

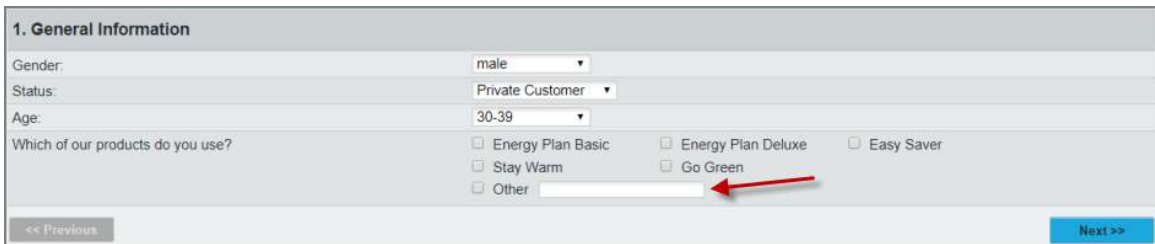
With the Extended Online Template, a text field can be added next to an answer option for single-choice and multiple-choice questions. In this way, answers such as "Other" contain a free input field in which a participant can enter precise information.

To display the text field next to the answer option, proceed as follows:

- Insert a single choice or multiple-choice questions whose last answer option should have an additional text field. In the case of single-choice questions the display of the answer options must be set to “Checkbox”, a Drop-Down view is not possible.
- Insert an open question directly after this question. The question text of the open question must be exactly the same text as the last answer option of the previous single-choice or multiple-choice question. In the example below, it is the text “Other”.



- The online survey combines the two consecutive questions. The input field of the open question appears in a reduced size next to the last answer option of the closed question.



- This is only a different representation of the input field. In the PDF report and in the raw data, the open question will be displayed – as usual – as a regular open question.

### Please note:

No filter may be set on the response option "Other". It is not possible to use the free input field only if the participant selects the "Other" option. In this case, the entire question including the answer options will disappear.

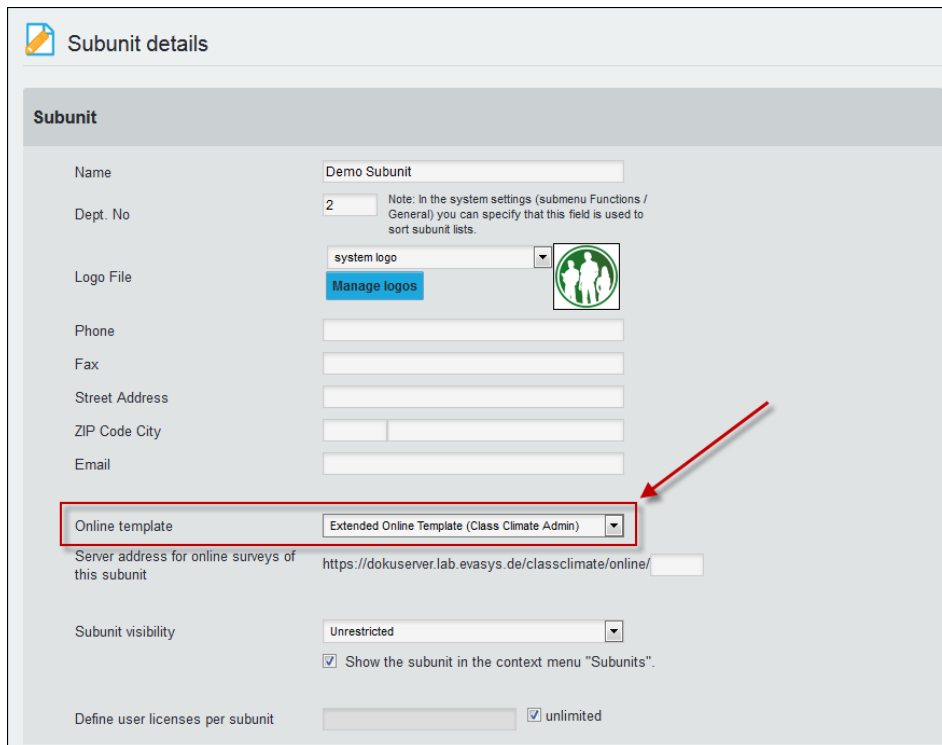
## Using the template for your online surveys

To ensure that the template is used for your online surveys, you can either define it as a system-wide standard template or assign it to one or more subunits.

- To define the template as a standard template, please open the menu “System Settings/Configuration/ Survey Online”. You can select the Extended Online Template, in the option “Design template for online surveys”. Save your settings.



- To define the template for a subunit, open the subunit details and assign the Extended Online Template to the subunit. Save your settings.



For further information on installing and using online templates, please consult the Class Climate user manual.