

Quick Reference Guide to the Offline Template

The Offline Template allows you to conduct password-based online surveys, even when the internet connection is temporarily interrupted. The data is saved offline and transferred to your Class Climate server afterwards, making it easier to conduct tablet based interviews and observer surveys.

The online template is not part of the update; you need to download it separately from the menu "Extras" in the "Tools" section.

Depending on the browser or operating system, there may be deviation in representation or functional restrictions. For this reason, we advise you to test the template in advance on the mobile device that you are using for the survey. Should any problems or errors occur, please send an e-mail to Scantron support.

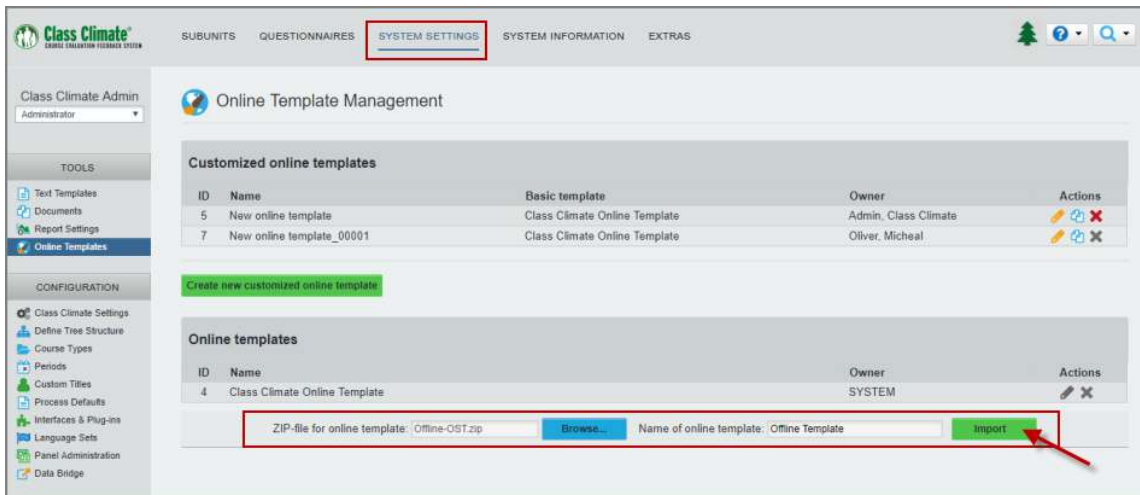
Class Climate Version 7.1 (2152) and up must be installed in order to use the offline template.

The following usage limitations are known and need to be considered:

- When creating a customized online template (colors, logo, etc.) based on the offline template, there is no preview displayed.

To set up a template that you can use to conduct surveys:

1. Go to System Settings > Online Templates.
2. Click **Browse** to navigate to, and select the zip file. Enter a name and click **Import**.



The screenshot shows the 'System Settings' interface for 'Online Template Management'. It features a sidebar with navigation options like 'Text Templates', 'Documents', 'Report Settings', and 'Online Templates'. The main content area displays two tables: 'Customized online templates' and 'Online templates'. Below these tables is a form to create a new customized online template, which includes a file selection field with a 'Browse...' button, a text input for the template name, and an 'Import' button. A red box highlights the 'Import' button, and a red arrow points to it.


3. Go to Subunits. Click the yellow pen in the subunit list to open the subunit details. Select the uploaded offline template in the "Online Template" area and save your

changes. This setting applies to the entire subunit and to all the online surveys it contains. You can create a separate subunit for special applications, if necessary.

Subunit

Name: Training

Dept. No: 4 Note: In the system settings (submenu Functions / General) you can specify that this field is used to sort subunit lists

Logo File: system logo  [Manage logos](#)

Phone: 04131 7360 0

Fax:

Street Address: Konrad-Zuse-Allee 13

ZIP Code City: 21337 Lüneburg

Email:

Online template: **Offline Template (Class Climate Admin)**

Server address for online surveys of this subunit: https://dev.evasys.de/classclimate/71/online/

Subunit visibility: Unrestricted Show the subunit in the context menu "Subunits".

Define user licenses per subunit: unlimited

4. Generate a single password based survey in the respective subunit.

Note:

It is only possible to use single password-based online surveys, not PSWD-based online surveys.

Generate Surveys

Switch to Module Surveys

1. Subunit: Demo Subunit, Sample Neutral Subunit, Training, School of Education, General Surveys, LTI

2. Survey Period: Summer17, 2017, WS16/17, SS16, 2016, WS15/16, SS15, 16 SPG, SS14

3. Program of Study: DEMO, DEMO + PHIL, DEMOC, LDRSHP, MS, MSC1, undefined

4. Course Type: Lecture, Seminar

5. Questionnaire: Train_2017, Train_cc, Train_cc1, VFE-001, VFE-Hybrid, VICTO, WINCED, WynneMed, xyzab

Select program of study

6. Course(s): DG, JP_XML, Business Mathematics 1 (E-M068), Course2 (ree999), Marketing (E-M191), Professional Sales Techniques (AT-01), Doe, John, **Class Climate Basic Training (CC-12545)**, JP, Course 1 (fd1967999), passive, Wynne, Rick, Safety Conference 2014

Paper survey
 Hard Copy Procedure
 Cover Sheet Procedure
 Verification All

Hybrid (Online + Paper)
 Hybrid Survey
 Verification All

Online
 PSWD based
 Single Password based
 Use Time Control

Generate Surveys

- Open the survey details and access the questionnaire via the direct link to the online survey.

Note:

The questionnaire must be opened when the Internet connection is active. If you are conducting the survey at a different location without an Internet connection, make sure that you have already opened the questionnaire.

Survey Details

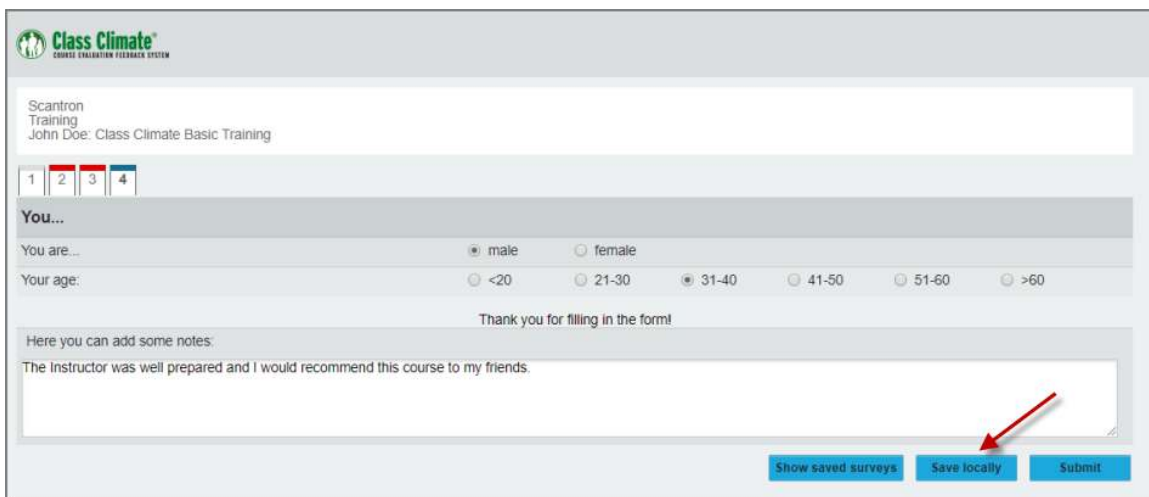
Survey	Class Climate Basic Training
Instructor	Doe, John
Course	Class Climate Basic Training
Survey Period	2017
Type	Single Password based (EMC8L)
Questionnaire	Train_cc1 - https://dev.evasys.de/classclimate/71/online.php?p=EMC8L
Status	In progress (ready for data)
Survey Created on	09/20/2017 at 02:16:28 pm

Actions

- Download QR code for this survey
- Share Link to Survey [Share](#) [Tweet](#) [Share](#)
- Change password
- Send password via email to participants
- Preview online survey
- Number of participants for calculating response rate: [Accept](#)
- Online Layout: [Use questionnaire default](#) [OK](#)
- Finish Data Collection, Close Survey
- Delete Survey
- Assign survey to substitute instructor
- Edit/Show notes

[Reload](#) [Back](#)

- Fill in the questionnaire for the first participant. If you have an Internet connection, click **Submit** to transfer the questionnaire to the Class Climate server. If you are offline, click **Save locally** to store the data temporarily on your computer.



Class Climate[®]
COURSE EVALUATION FEEDBACK SYSTEM

Scantron
Training
John Doe: Class Climate Basic Training

1 2 3 4

You...

You are... male female

Your age: <20 21-30 31-40 41-50 51-60 >60

Thank you for filling in the form!

Here you can add some notes:

The Instructor was well prepared and I would recommend this course to my friends.

Show saved surveys Save locally Submit

7. Clicking **Save locally** forwards you to the list of saved data records. To re-open the form and prepare it for the next participant, click **-Fill out another questionnaire**.



Class Climate[®]
COURSE EVALUATION FEEDBACK SYSTEM

Scantron
Training
John Doe: Class Climate Basic Training

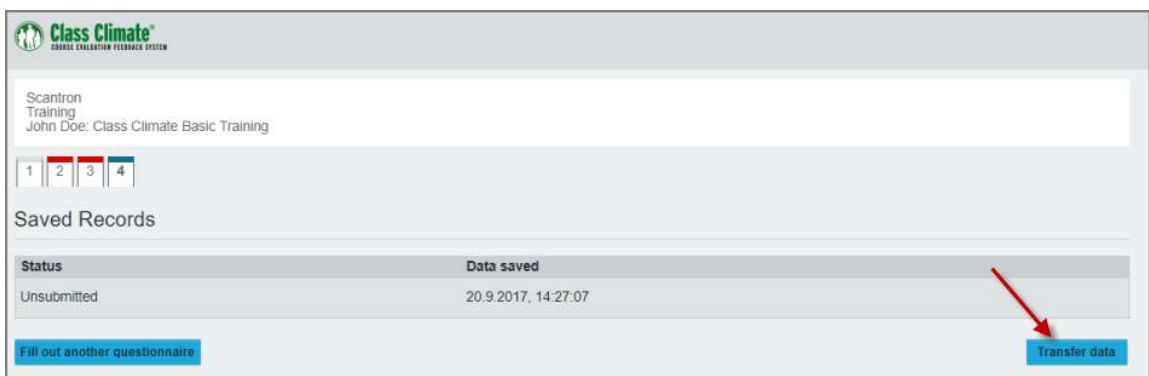
1 2 3 4

Saved Records

Status	Data saved
Unsubmitted	20.9.2017, 14:27:07

Fill out another questionnaire Transfer data

8. When you are reconnected to the internet, click **Show saved surveys** to view the data that has not been transmitted and click **Transfer data** to transfer the data to Class Climate.



Class Climate[®]
COURSE EVALUATION FEEDBACK SYSTEM

Scantron
Training
John Doe: Class Climate Basic Training

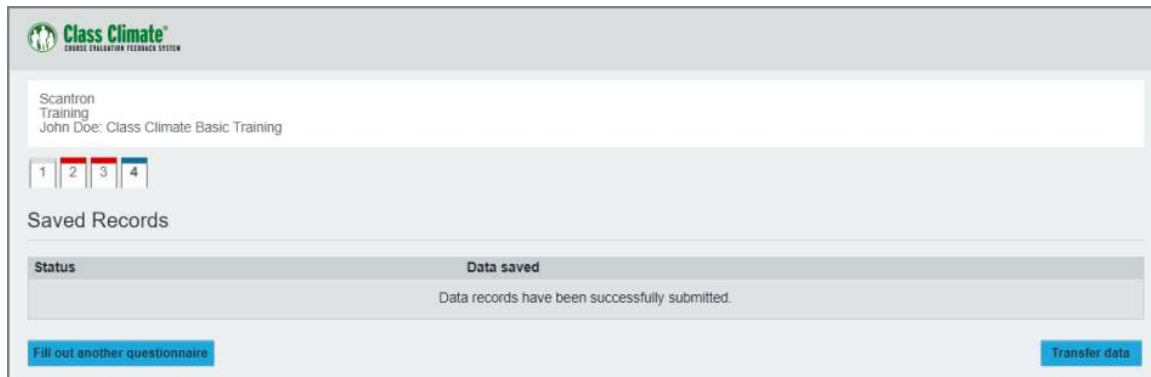
1 2 3 4

Saved Records

Status	Data saved
Unsubmitted	20.9.2017, 14:27:07

Fill out another questionnaire Transfer data

9. After the data has been transmitted successfully, a status message appears.



10. As long as the survey is open, you can access the questionnaire at any time via the direct link or by selecting **Fill out another questionnaire**. You do not have to transfer the data all-at-once. You can repeat the data transfer whenever new forms are completed.