













Quick Guide Voting Template & Live Report (v1.0.3)

General information and prerequisites for use

The plug-in enables you to conduct online surveys, e. g. within a course or meeting, and to display the subsequent evaluation in the form of a ranking. Participants are given a certain number of values (e. g. hours, points) which can be distributed to the different answer options of the survey. The results are presented in tabular form.

Feature	Description	Value	Sum	Votes	Area
Data privacy	The possibility to limit access for certain users eg. to allow IT to manage all licenses while restricting their access to evaluation results	20	20	5	
Quick Wi	A package of seven minor improvements	20	40	5	
Usability	Allow Subunit administrators to assign course types for a module evaluation	20	60	5	
Methodology	Improved scheduled tasks (single password surveys, late registration and removal of participants)	46	106	5	
Reporting	Improved categorization and automated text analysis	48	154	5	
Reporting	A more flexible PDF report regarding its structure and its extensions	106	260	5	
Software Development Kit (SD)	Improvement and extension of the SOAP API	24	284	4	
Usability	Improve the usability of the question library	30	314	4	
Quick Wi	A package of nine minor improvements	40	354	4	
Reporting	Develop the HTML report as an interactive dashboard	40	394	3	
Reporting	Extend PDF reports to merge data based on items	50	444	3	
Methodology	The ranking question as a new question type as well as further options for question types	60	504	3	

Example: You would like to ask your group of participants about feature requests for a new version of your software and enter the number of hours needed to implement a feature after each answer option in brackets. You tell your participants that you have 400h of available time to distribute it among the response options.

A suitable online template is available for using this plug-in, which you can adjust according to your survey plan. The plug-in shows the participant in the header area the value reached by the response options.

Stephanie Allen
Computer Sciences
Feature Voting

194 hours

1	2	3	4	5	6	7	8	9	10	11
---	---	---	---	---	---	---	---	---	----	----

Reporting

Please select all topics you'd prefer the most as a new feature.

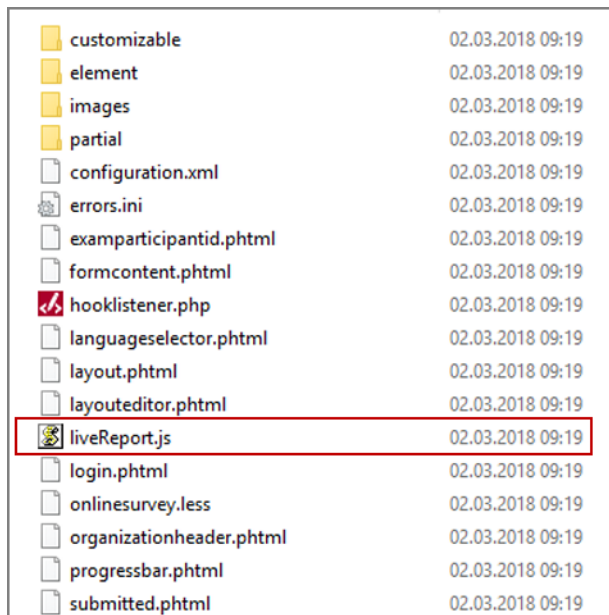
<input type="checkbox"/> Extend PDF reports to merge data based on items (50)	
<input checked="" type="checkbox"/> Improved categorization and automated text analysis (48)	
<input checked="" type="checkbox"/> A more flexible PDF report regarding its structure and its extensions (106)	
<input checked="" type="checkbox"/> Develop the HTML report as an interactive dashboard (40)	
<input type="checkbox"/> Percentile rank norms and external data for profile line comparisons (30)	

With reference to the example above, it would mean that depending on the choice made by the participant, the sum of the hours would appear in the top right-hand corner of the template. The participant can therefore always check how many remaining hours he or she can allocate.

Download the "LiveReport" plug-in from the "Extras/ Plug-ins" menu and save it locally. Then upload the ZIP file from the "System Settings/ Interfaces & Plug-ins" menu by clicking [Browse]. Use the [Upload] button to transfer the plug-in to your system.

Adjusting and uploading the online template

Unpack the ZIP file. Select the file "liveReport.js" and open it in a text editor of your choice (e.g. Notepad++).



Now you can define the unit of the values to be entered (for example, hours "h"), a maximum value (for example "320"), a warning if the value has been exceeded, and a message if the participant is below the maximum value when sending the survey and can select further response options. Finally, save your settings.

```

1 // Configuration
2 var unit =
3 var maxEffort =
4 var alert_OverMaxEffort =
5 var alertSubmit_OverMaxEffort =
6 var alertSubmit_BelowMaxEffort =
7
8 // Do not change below this line
9 // -----
10 function getEffort()
11 {
12     var i, n, nEffort = 0;
13     for (i = 0, n = form_onlinesurvey.elements.length; i < n; i++)
14     {
15         if (form_onlinesurvey.elements[i].type == "checkbox")
16         {
17             var oElement = form_onlinesurvey.elements[i];
18             if (oElement.checked)
19             {

```

To upload the file, you need to create a ZIP file. To do this, please zip all the files within the folder but not the parent folder.

Upload the zip file into the system in the menu “System Settings/Online Templates”.

The screenshot shows the Class Climate web application interface. The top navigation bar includes 'SUBUNITS', 'QUESTIONNAIRES', 'SYSTEM SETTINGS' (highlighted with a red box), 'SYSTEM INFORMATION', and 'EXTRAS'. The left sidebar contains 'Class Climate Admin', 'TOOLS' (with 'Text Templates', 'Documents', 'Report Settings', and 'Online Templates' listed), and 'CONFIGURATION'. The main content area is titled 'Online Template Management' and shows a table of 'Customized online templates'.

ID	Name	Basic template	Owner	Actions
5	New online template	Class Climate Online Template	Admin, Class Climate	[Edit] [Delete]

A green button labeled 'Create new customized online template' is visible at the bottom of the table.

Click [Browse] to select the zip file, choose a name and click [Import].

The screenshot shows the 'Online templates' section. It contains a table with the following data:


ID	Name	Owner	Actions
4	Class Climate Online Template	SYSTEM	[Edit] [Delete]
11	Extended Online Template	Admin, Class Climate	[Edit] [Delete]
12	Voting Template	Admin, Class Climate	[Edit] [Delete]

Below the table is a form for uploading a new template:


ZIP-file for online template: Name of online template:

A red arrow points to the 'Browse...' button.

Switch to the “Subunits” menu. Open the subunit report by clicking on the yellow pen button in the subunit list. Select the uploaded offline template in the “Online Template” area and save your changes.

 **Subunit details**

Subunit

Name	<input type="text" value="Computer Sciences"/>
Dept. No	<input type="text" value="4"/> <small>Note: In the system settings (submenu Functions / General) you can specify that this field is used to sort subunit lists.</small>
Logo File	<input type="text" value="Circle"/> <input type="button" value="Manage logos"/> 
Phone	<input type="text"/>
Fax	<input type="text"/>
Street Address	<input type="text"/>
ZIP Code City	<input type="text"/>
Email	<input type="text"/>
Online template	<input type="text" value="Voting Template"/> <input type="button" value="v"/>
Server address for online surveys of this subunit	<input type="text" value="https://feedback_demo.example.com/online/"/>
Subunit visibility	<input type="text" value="Unrestricted"/> <input type="button" value="v"/> <input checked="" type="checkbox"/> Show the subunit in the context menu "Subunits".
Define user licenses per subunit	<input type="text"/> <input checked="" type="checkbox"/> unlimited

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

Structure of the questionnaire

To use the live report in the form of a traffic light system, you need to add multiple-choice questions to the questionnaire which end with **(Figure)**. The value put in brackets is to be summed.

Example: As described in the above example, participants are allowed to choose from a list of features. The number inside the brackets indicates the number of hours required to implement the feature.







“Additional graphics tools (60)”

The questionnaire can also contain other question types. The evaluation of these questions does not appear in the live report overview, but in the PDF report.

In the live report overview, the text entered in the question group appears as well as the included answer options. The questions do not appear in the overview.

Configuration options of the plug-in

To use this plug-in, you must enter some information in the configuration. The configuration menu of the plug-in can be accessed via "Settings/Interfaces & Plug-ins". In the plug-in list, click on the gearwheel icon next to the corresponding plug-in to access the settings.

Plug-in ID	Version	Description	Menu entry	Install date	Actions
 LiveReport	 1.0.2	With this plug-in, the evaluation of an online survey can be displayed in the form of a ranking.		2018-03-02 09:10:18	   

Plug-in - Settings

Survey ID

Questionnaire ID

Limit 1
Limit value between the green and yellow range.

Limit 2
Limit value between the yellow and red range. Value has to be above limit 1.

Report Title
Appears in the upper part of the report.

Topic
The content of the question group appears here.

Description
In this column, the answer options of the questionnaire appear.

Value
In this column, the number assigned to the respective answer option is displayed.

Value summarized
In this column, the value of an item is summed with the preceding item.

Votes
Displays the number of votes for a specific item.

Area
In this column, the respective traffic light color appears depending on how the limit value was defined.

Banner
Optimum width for the banner is 1200px. You can either exchange the banner directly in the plug-in file or enter an alternative link here.

For detailed information on configuring the plug-in, please click on the blue info icon in the "Actions" column.

- **Survey ID:** Enter the survey ID here. You find the ID in the URL of the survey if you switch to the survey details.

Example:

https://example.classclimate.com/example/fadmin.php?mode=show_surveydetails&umfid=125585564

- **Questionnaire ID:** Enter the questionnaire ID here. The questionnaire ID can be found in the questionnaire list via "Questionnaires/ Questionnaire List" and is displayed next to the short name of the questionnaire.

- **Limit 1:** Limit value between the green and yellow range.
- **Limit 2:** Limit value between the yellow and red range. The value must be above limit 1.
- **Report title:** Appears in the upper part of the report.
- **Topic:** The content of the question group appears here.
- **Description:** In this column, the answer options of the questionnaire appear.
- **Value:** In this column, the number assigned to the respective answer option is displayed.
- **Value summarized:** In this column, the value of an item is summed with the preceding item.
- **Votes:** Displays the number of votes for a specific item.
- **Area:** In this column, the respective traffic light color appears depending on how the limit value was defined.
- **Banner:** Optimum width for the banner is 1200px. You can either exchange the banner directly in the plug-in file or enter an alternative link here.

Please note: The terms marked with an asterisk (*) are the titles of the respective column in the live report. You can rename the column headers as you wish by entering an alternative name in the free field.

Generating surveys

Via the menu “Subunits/ Generate Surveys” you can generate surveys in the subunit where the template is defined as standard template. You can both generate PSWD based and Password based online surveys. In the case of Password based surveys, please keep in mind that a unique participation is not ensured.

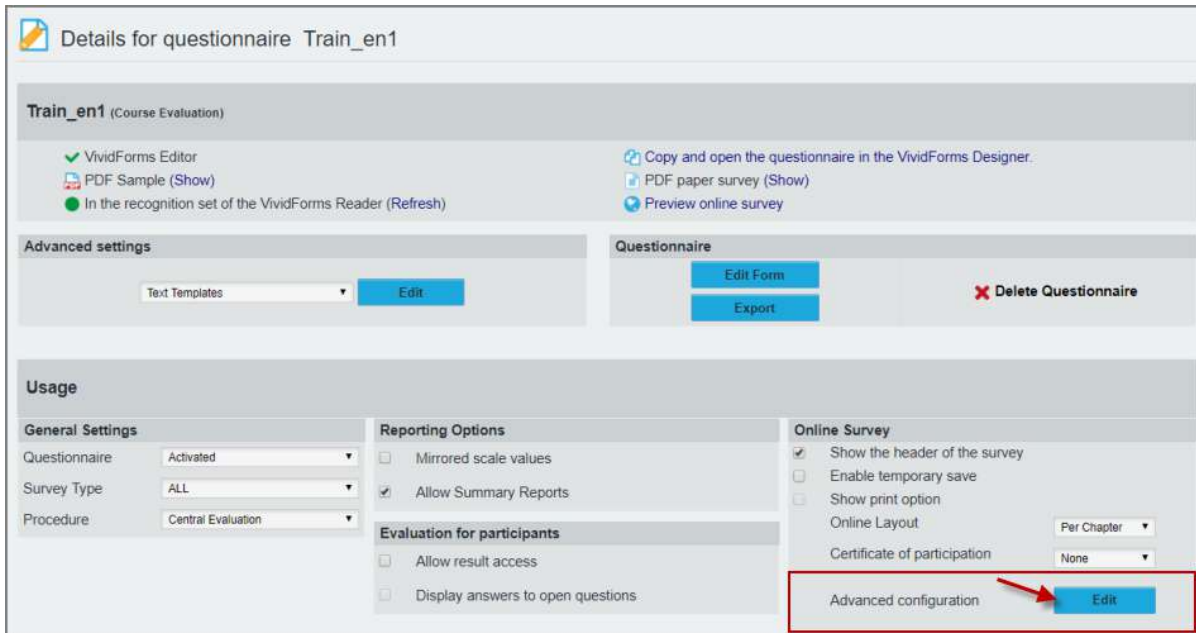
Once the participants have completed and submitted the questionnaire, the data is sent and is included in the voting process.

View Report

To view the live report, please enter the following URL in your browser:

[http://\[YOUR CLASS CLIMATE URL\]/classclimate/data/customer/LiveReport/index.php](http://[YOUR CLASS CLIMATE URL]/classclimate/data/customer/LiveReport/index.php)

Optionally, you can also allow participants to access the live report via a questionnaire-based forwarding. To do this, please switch to the questionnaire details.



Details for questionnaire Train_en1

Train_en1 (Course Evaluation)

- ✓ VividForms Editor
- PDF Sample (Show)
- In the recognition set of the VividForms Reader (Refresh)
- Copy and open the questionnaire in the VividForms Designer.
- PDF paper survey (Show)
- Preview online survey

Advanced settings

Text Templates Edit

Questionnaire

Edit Form Export Delete Questionnaire

Usage

General Settings

Questionnaire: Activated

Survey Type: ALL

Procedure: Central Evaluation

Reporting Options

Mirrored scale values

Allow Summary Reports

Evaluation for participants

Allow result access

Display answers to open questions

Online Survey

Show the header of the survey

Enable temporary save

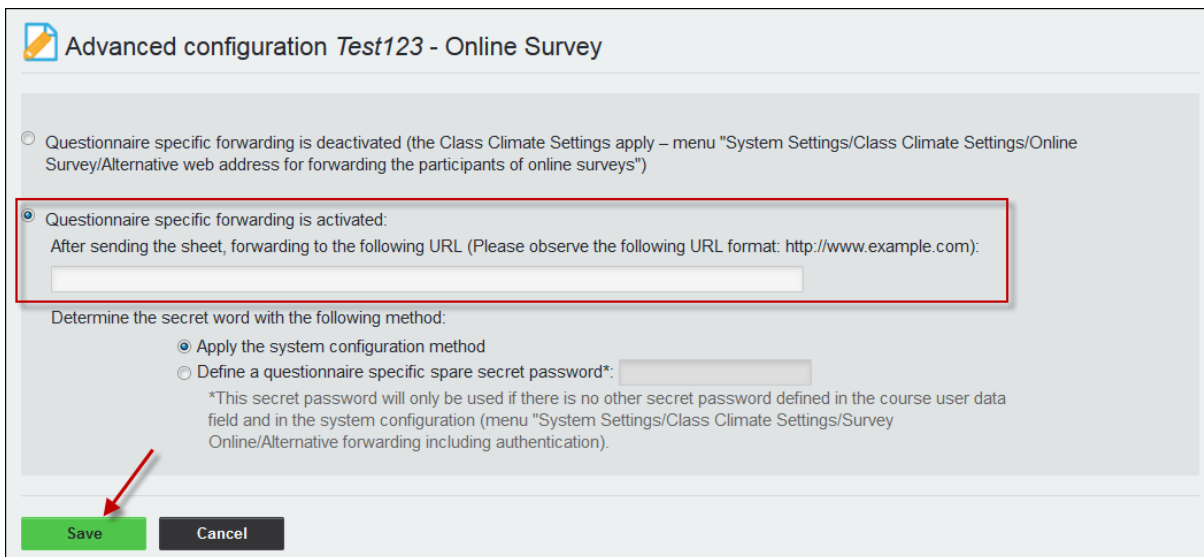
Show print option

Online Layout: Per Chapter

Certificate of participation: None

Advanced configuration Edit

In the "Online Survey/ Advanced configuration" area, you can enter the URL so that the current live report can be displayed after the survey has been sent.



Advanced configuration Test123 - Online Survey

Questionnaire specific forwarding is deactivated (the Class Climate Settings apply – menu "System Settings/Class Climate Settings/Online Survey/Alternative web address for forwarding the participants of online surveys")

Questionnaire specific forwarding is activated:
After sending the sheet, forwarding to the following URL (Please observe the following URL format: http://www.example.com):

Determine the secret word with the following method:

Apply the system configuration method

Define a questionnaire specific spare secret password*:

*This secret password will only be used if there is no other secret password defined in the course user data field and in the system configuration (menu "System Settings/Class Climate Settings/Survey Online/Alternative forwarding including authentication).

Save Cancel

Checklist

Before conducting a survey with the live report plug-in, make sure that

- ✓ the online template is configured.
- ✓ the template is defined as standard template in the subunit.
- ✓ your questionnaire contains multiple-choice questions ending on (figure).
- ✓ all relevant information is entered in the configuration of the plug-in, such as survey ID and questionnaire ID.