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.

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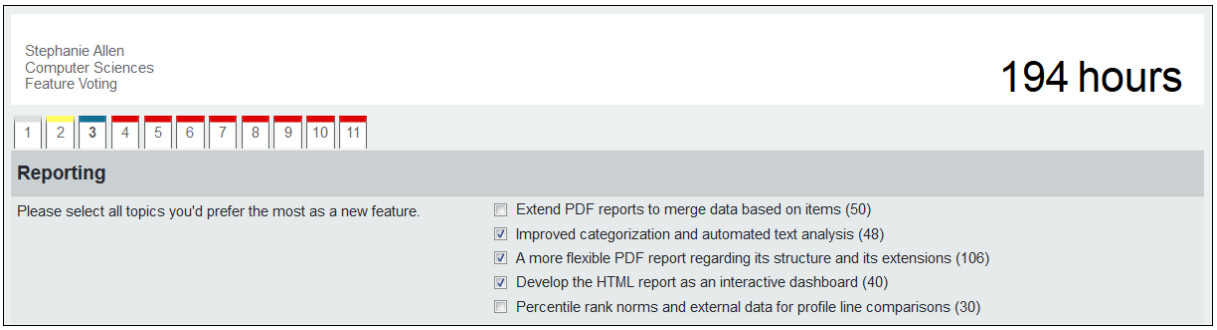
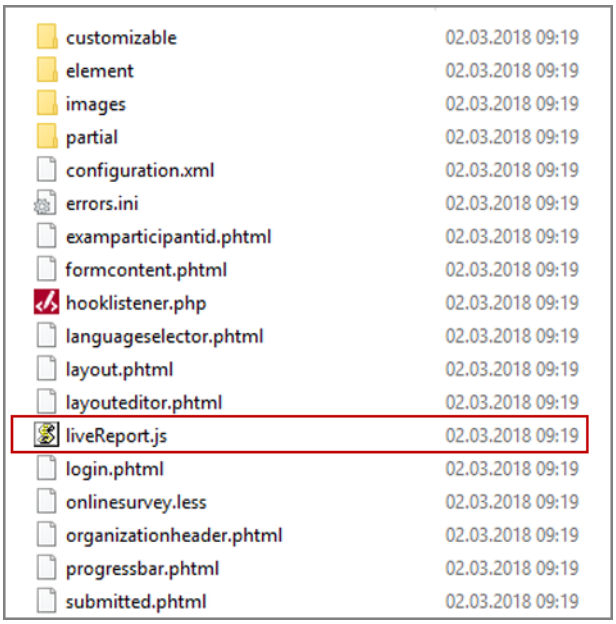


With reference to the example above, it would mean that depending on the choice made by the participant, the sum of the hours would appear in the top right-hand corner of the template. The participant can therefore always check how many remaining hours he or she can allocate.

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.

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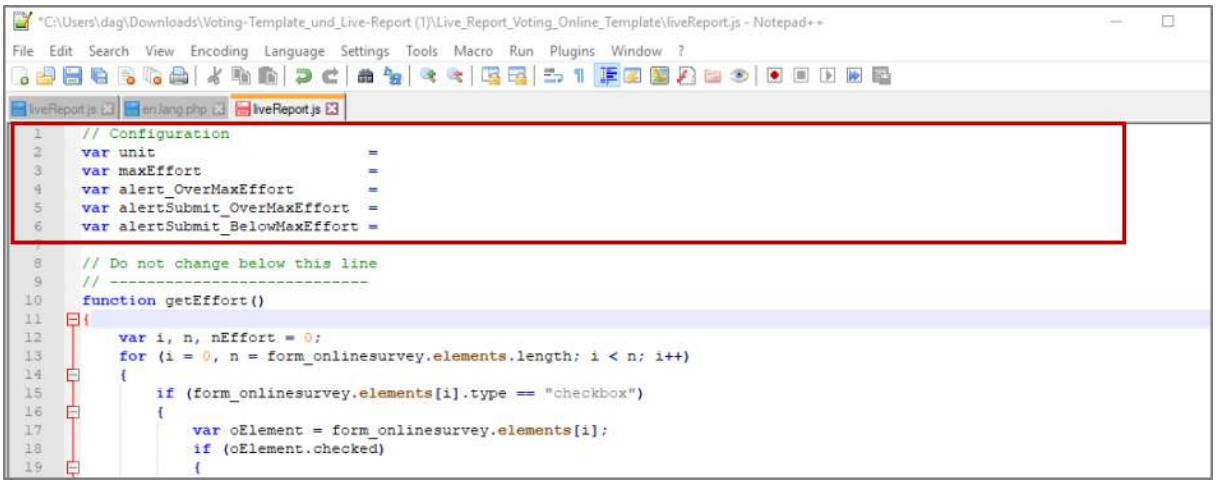
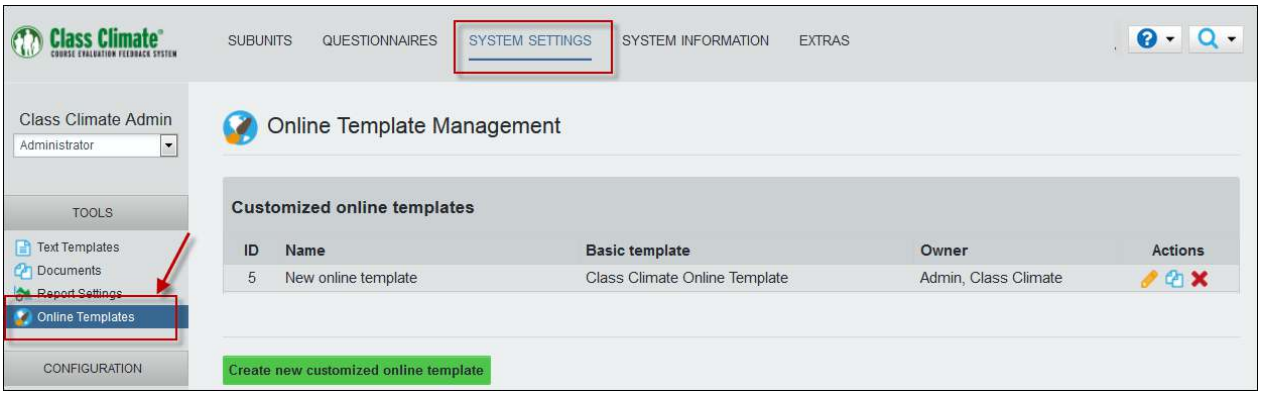
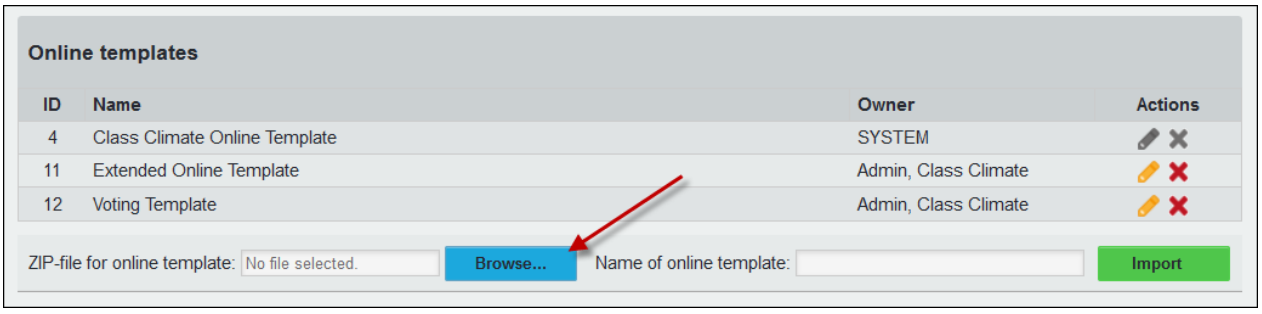


To upload the file, you need to create a ZIP file. To do this, please zip all the files within the folder but not the parent folder.

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



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



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.

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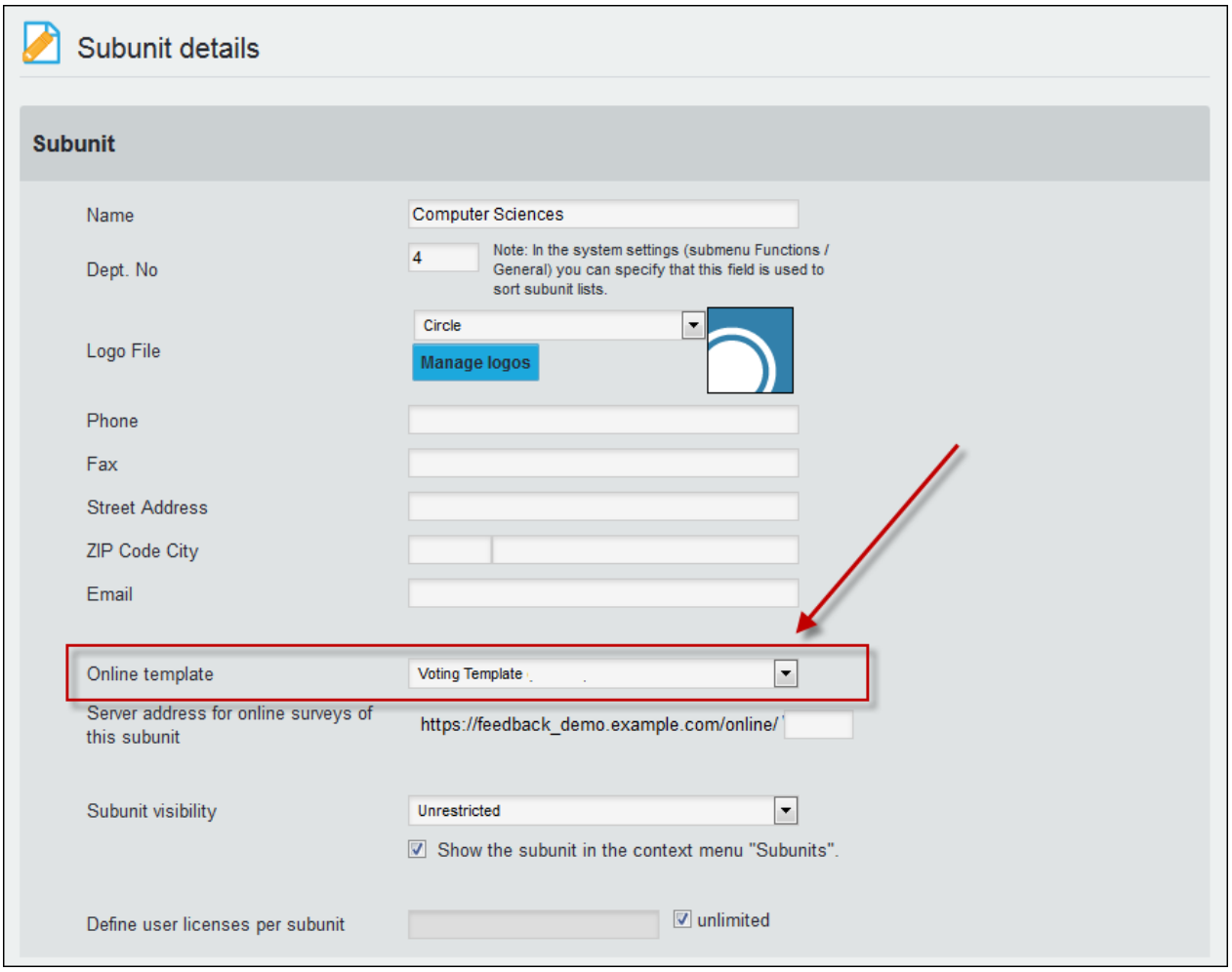

Please note: This setting applies to the entire subunit and to all online surveys it contains. You can create a separate subunit for special applications, if required.

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.

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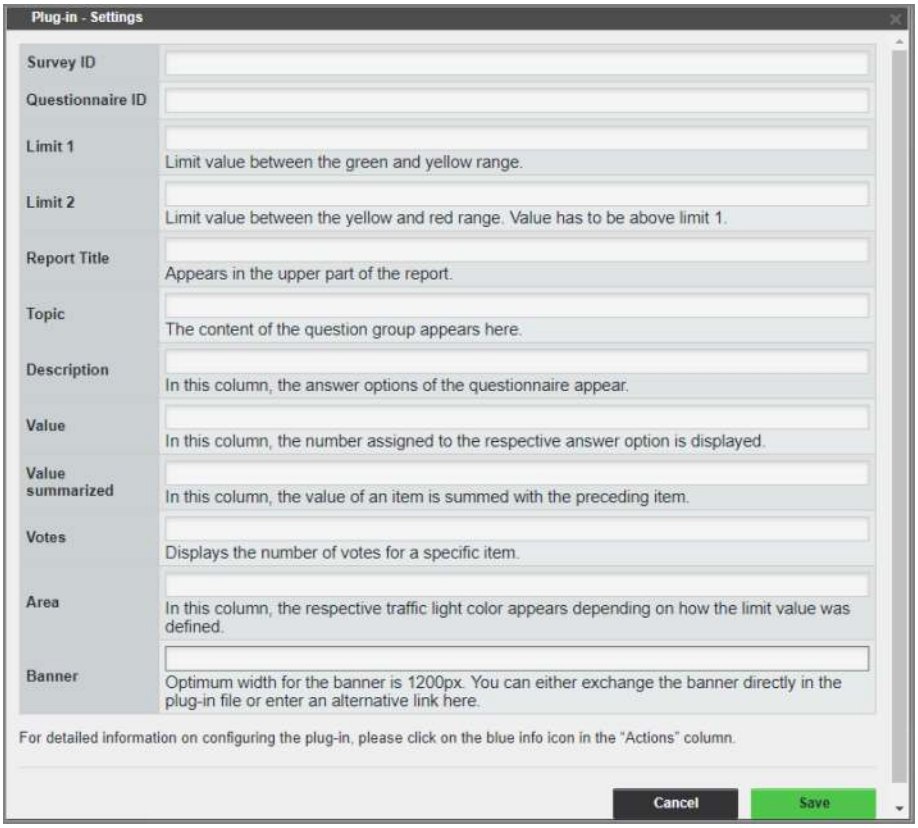
In the live report overview, the text entered in the question group appears as well as the included answer options. The questions do not appear in the overview.

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.



- **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.

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- **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

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.

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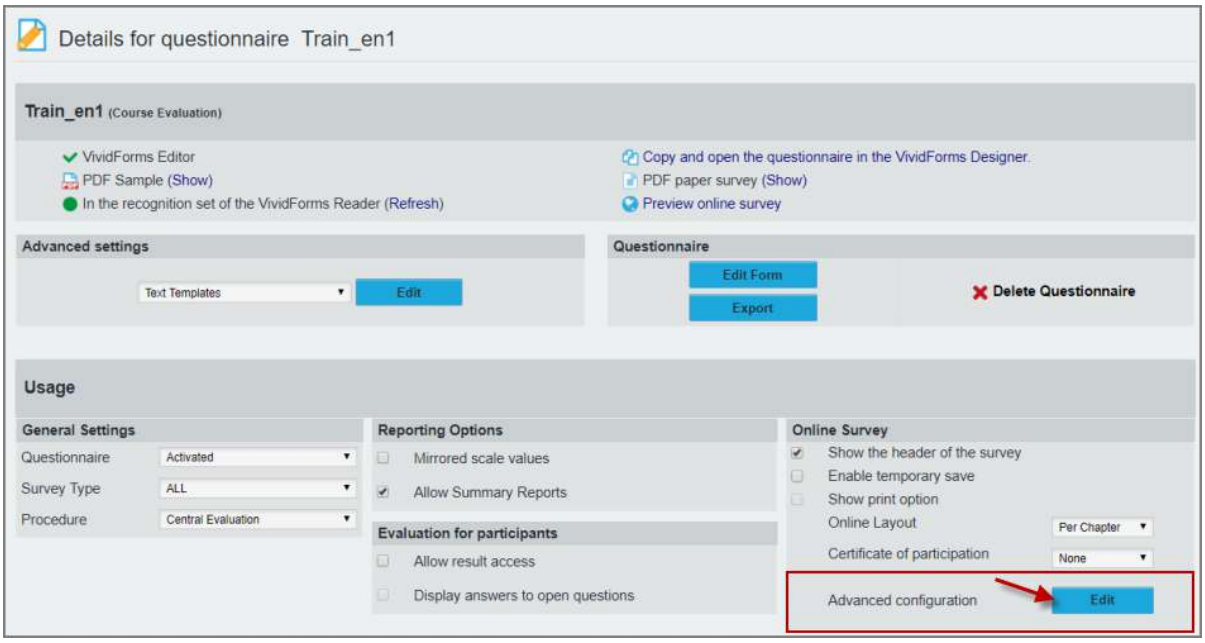
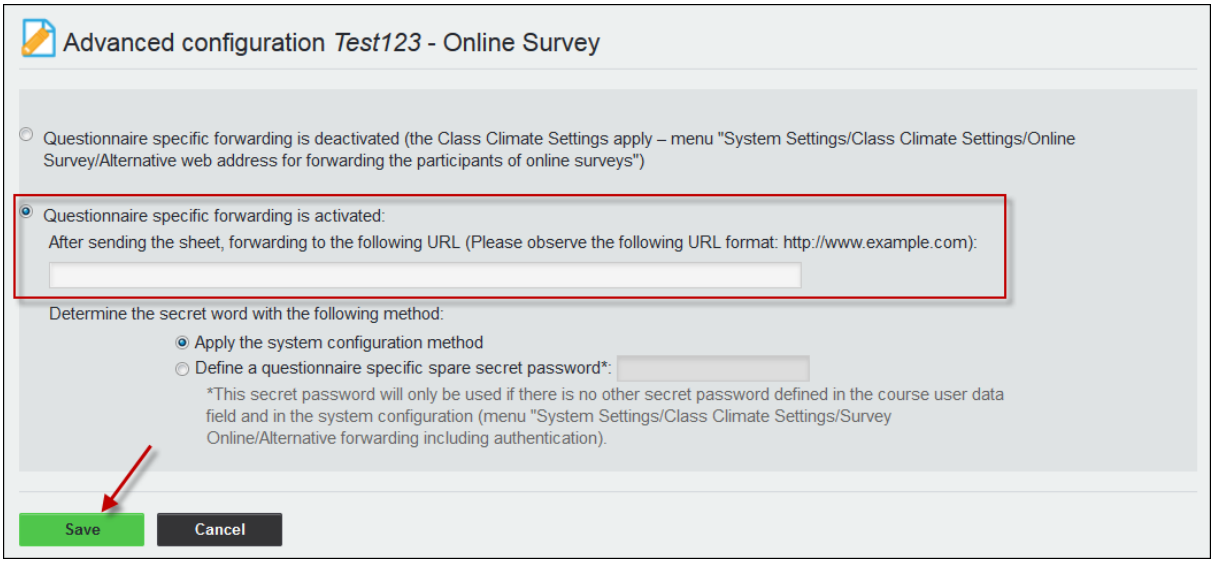


In the "Online Survey/ Advanced configuration" area, you can enter the URL so that the current live report can be displayed after the survey has been sent.



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.

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