



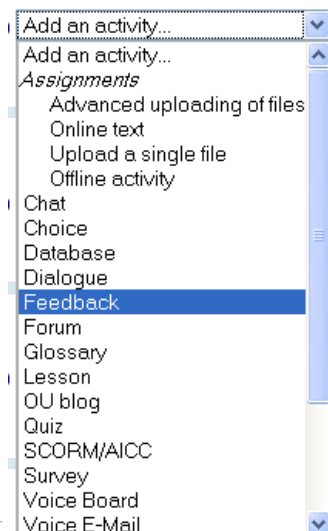
CIT Subject Evaluation

Overview

This learning guide covers the process of adding the CIT Subject Evaluation to your eLearn course using the pre-created CIT Subject Evaluation template.

Part A: Create a Feedback activity

1. In your course, **Turn editing on**.
2. Choose the topic you would like to put your Subject Evaluation in. In this topic, click on the **Add an activity** drop-down box and choose **Feedback**.
3. Enter the name of your activity, and type in a description; for example, "Subject Evaluation for ... subject, click below to answer the questions. Your responses will be anonymous."
4. You can also choose to open and/or close your evaluation on a specific day and time.
5. **Save and display**.

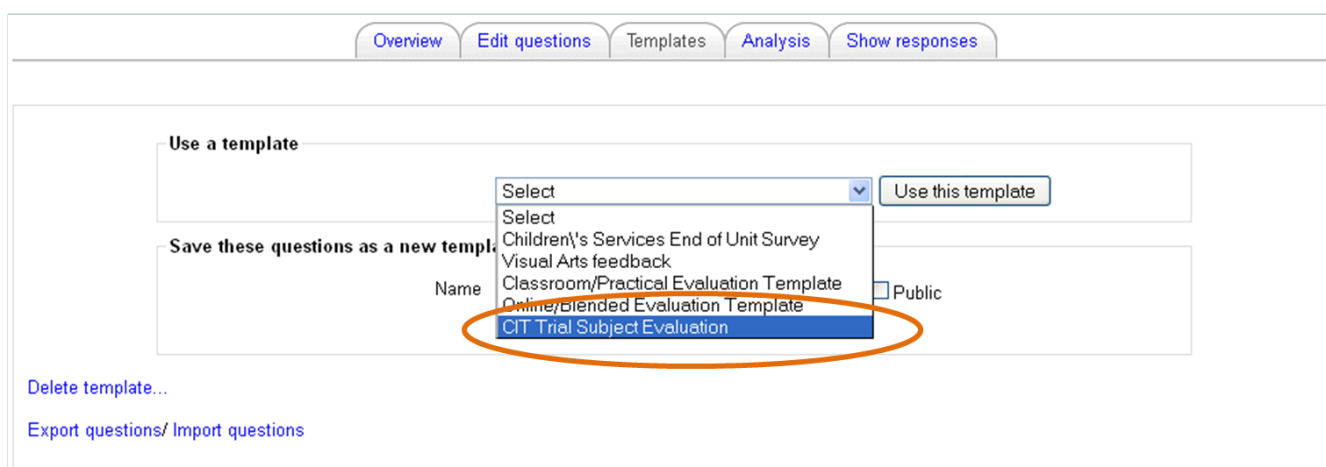


Part B: Using the CIT Subject Evaluation Template

1. On the feedback page, click on the **Template** tab at the top of the page.
2. In the **Use a template**



box, click



the **Select** drop-down and choose **CIT Trial Subject Evaluation**.

3. Click on **Use this template**.

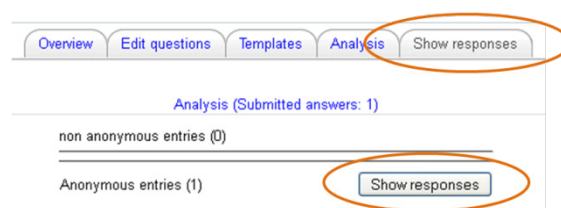
- The next page gives you a preview of the template and asks if you want to **Delete old items** or **Append new items**. As this may be a new feedback you have created, it will not have any items in so leave this as the default and **Save changes**.
- Once loaded, you will be taken to the **Edit questions** tab. If you would like to test this evaluation, you will need to go back to the course page and in the **Switch role to** drop down box next to the **Turn editing on** button, change your role to **Student**. Then you can click on your evaluation and test.

Part C: View Responses and Analysis

There are a number of ways to view the student's responses.

Individual Responses

- In your course, click on your evaluation.
- In the tabs at the top, click on **Show Responses**.
- Click on the **Show Responses** button.
- You can now choose each entry and show each individual responses



All Class Analysis

- In your course, click on your evaluation
- In the tabs at the top, click on **Analysis**.
- This page shows all the students answers. You can print straight from this page or **Export to Excel** for further analysis.

