Table of Contents

Table of Contents	1
Survey Tools	2
Qualtrics - Learn to use Qualtrics Core XM	3
Qualtrics- Remove Forward Arrow with CSS/JavaScript Code	4
InspiroScan - Scanning Test and Survey Forms (bubble sheets) in LIB 430	5

Survey Tools

Eastern provided survey tools

Qualtrics at Eastern can be accessed from the All Apps page in Office 365 or the following URL: https://easternct.co1.gualtrics.com/

IMPORTANT: The links below contain online training from Quatrics. After clicking on one of the below training links and choosing a course you will be prompted to login .

1. Click Sign in with SSO

qualtrics. ^{xm}					
-	Username				
	Password				
Sign In					
Forgot your password? Sign in with SSO					

2. Enter easternct as your organization ID, then click Continue (3).

qualtrics. ^{xm}					
Enter your company's Organization ID					
easternct 2					
https://organization-id.qualtrics.com					
Continue					
Need SSO help? 3					
Sign in with a username and password					

Qualtrics Training

Learn to use Qualtrics Core XM: https://basecamp.qualtrics.com/series/learn-to-use-qualtrics-research-core

Topics include:

- 1. Configuring Your CoreXM Project, 25 MIN

- Costinguring Your CoreXM Project, 25 MilN
 Customizing Your CoreXM Project, 26 MilN
 Finalizing Your CoreXM Project, 21 MIN
 Collecting CoreXM Feedback, 22 MIN
 Understanding Your CoreXM Feedback, 20 MIN
 Analyzing Your CoreXM Feedback, 75 MIN
 Reporting Your CoreXM Feedback, 7 MIN

Qualtrics Platform Essentials Certification Journey (L1): https://basecamp.gualtrics.com/series/gualtrics-platform-essentialscertification

Topics include:

- 1. Experience Management: A Brief Introduction, 22 MIN
- Planning and Designing a Survey, 35 MIN
 Building a Survey Project, 1 H 28 MIN
 Distributing a Survey Project, 33 MIN

- 5. Understanding Survey Data, 35 MIN
 6. Reporting Survey Results, 53 MIN

Qualtrics- Remove Forward Arrow with CSS/JavaScript Code

The image below pertains to removing the arrow button from all questions using the CSS code.



The image below pertains to removing the arrow button from specific questions using the JavaScript code.

⊘ 015 ✿	How valuable do you think the following potential societal bene	its of the P4 medicine projec Not Valuable	t are? 2	3	4	Very Valuable 5	Unsure/ No Opinion
0	Reduce overall societal costs of healthcare (e.g., fewer people may need treatment, fewer people may have complications from illness)	0	0	0	0	0	0
	Increase in overall wellness and healthiness in society (e.g. people will live healthier and longer lives)	0	0	0	0	0	0
L	JavaScript icon isn't present, which indicates it's not being implemented.	💼 Import Qu	estions From + C	reate a New Question			

• Remove forward arrow per question CSS Code:

#PreviousButton, #NextButton{

display: none;

}

• Remove forward arrow for all questions JavaScript code:

Qualtrics.SurveyEngine.addOnReady(function () {

\$('NextButton').hide();

\$('PreviousButton').hide();

});

InspiroScan - Scanning Test and Survey Forms

These are instructions to scan InspiroScan answer forms (bubble sheets).

The scan station is located in J. Eugene Smith Library on the 4th floor (LIB 430). The copier room is outside the Center for Instructional Technology.

Scan Survey and Test Forms

You must use one of the three forms provided below

Print all forms directly from the chosen .pdf file. Photocopies of an existing bubble sheet will not work.

ASSESSMENT FORMS - (with name entry)

- 100 Questions Test Form Student number identification, last name, and first name included on the form FORM Definition ID: IAS0325 - IAS0325-100Question_FirstLastStudentNo_K.pdf
- 100 Questions Test Form Student number identification, last name, and first name included on the form FORM Definition ID: IAS0318 - IAS0323-200Question_FirstLastStudentNo_K.pdf

SURVEY FORMS - (no name entry)

100 Questions Survey Form — Student number identification only included on the form (Student ID may or may not be filled for anonymous surveys)
 FORM Definition ID: IAS0305 - IAS0305-100Question_StudentNoONLY_K.pdf

There are four distinct steps needed for the scanning process:

- Activating the Scanner feature on the copier
- Login into the desktop terminal and connect scanner
- Open InspiroScan, scan documents, and export
- Deleting results and resetting the session

This is a self-service station, but individuals can book an appointment for assistance in scanning their documents with a CIT staff member via the CIT one-on-one bookings link: https://outlook.office365.com/owa/calendar/CITTraining@myeasternct.onmicrosoft.com/bookings/

Activating the Scanning Feature on the Copier

The copier must be set to scanning mode to be able to connect with the InspiroScan software.

1. Click on the Power button to wake the copier.

Ma there Quick Menu Duick Menu Description Status Monitor/ Cancel	Image: Construction of the second

2. Click the Show All button on the upper right corner of the screen.



3. Click the Scanner button.



4. Click Online.



5. When the Online button is yellow, the copier is ready to scan the answer key and test forms.



6. YOU ARE NOW READY TO SCAN.

Place your stack of answer forms with the answer key facing up vertically in the copier paper feeder.

Answer key on top
Ink facing up





Login and Connect Printer using Scangear Application

1. Log into the computer terminal in room LIB 430 with local credentials at station.





- Search for and open the Color Network ScanGear 2 Tool application.
 In the box labeled IP Address or Host Name, enter the IP address provided at the workstation.
 Click OK and close all ScanGear windows. The scanner will not work while this application is open.

InspiroScan Application

- 1. Launch the InspiroScan from the desktop shortcut. InspiroScan, Version 7.3068 Run from: C:\InspiroScan\ \times 0 Print Forms Exit inspir scan Reports Existing Survey Data Existing Test Data Scan Forms Process Existing Scan Manage System Form Identifiers Additional Information Score Delete
- 2. Choose the corresponding form ID that matches your form. (The form ID is printed at the bottom of your paper form).



3. Depending if this is your 1st scan of the session or a subsequent job within the same session, you may be presented with either of these options during the Batch Setup. Verify that <Use Paper Answer Key> is selected in the setup window. Click Continue.

Batch Setup	- 🗆 X	O Batch Setup – 🗆 X					
Aggregate Batch Descriptors	Answer Keys	Answer Keys					
Name for Scan File and Raw Data Files	Answer Key	Answer Key					
CurrentData	< Use Paper Answer Key >	< Use Paper Answer Key >					
	If you're using a Paper Answer Key, be sure that the Answer Key is the first sheet that will be fed into your scanner.						
You are not using an Aggregate Form Definition to process this batch so data from this batch will NOT be saved.							
	Continue	Continue Cancel					

4. Verify that Network ScanGear 2.2.30 is selected. Click Select.

Select Source		×
Sources:	ß	
Color Network ScanGear WIA-Color Network ScanG	2 2.30 (32-32) Sear 2 1.0 (32-32)	
		Select
		Cancel

5. The copier will start scanning your stack of forms. Note: If you've forgotten to place your documents in the copier feeder, you can place them in the feeder now and click Retry.



6. If you have too many forms, you may choose to scan your batch in groups. If this is the case, then add more forms to the feeder and click yes when asked Do you want to scan more forms into this batch? When you are done scanning, click No.



7. Refer to the InspiroScan Help Window for help in evaluating your scan results.

O InspiroScan Help Window X						
Exit (E Go to the InspiroScan User Guide on the W						
Post Sca	n Help					
Frequently Asked Questions						
Post-Scan Help	^					
How do I view a form?						
If you double-click a row in the results grid, you'll be edit the data for the form in the grid below the image	able to view the form. You will also be able to e of the form.					
How do I zoom in on a form?						
If you double-click a row in the results grid, you'll be able to view the form. To zoom in and out on the form, click the image of the form, and then roll your mouse wheel, or right click and select Zoom.						
What do I do with unscannable forms?						
If a form cannot be scanned, its row in the results g	rid will be red . You can rescan the batch of					
Scan Results Color Key						
No problems or edited What	to do					
Paper answer key Form may contain missing marks Form contains invalid multiple marks Invalid multiple answer key Unscannable form	a color description to see what to do in that case. v					
Don't show this window again © 2009-2018 Inspironix, Inc.						

	in	spiroscan® © 2009-2018 Inspironix, Inc.		Existing Survey Data	F Exis	Print Forms ting Test Da	eta	Exit Repor	🕜 ts
		Scan Forms	P	rocess Existing Scan		<u>M</u> a	nage Sy	stem	
	Form	Identifiers		Additional Info	rmatio	n	Score	Delete	^
Þ	1	< Paper Answer Key: 5 R[JL]J[OR] [IK] [Ik				20		
	2	, GJQ, FF[F0]F[FK]F[FIK][FI][FIKP]][FIK]E				20	X	
	3	6, GQDN, [FK][FI][FIK][FI]	[FIKU][0	X	
	4	, A, FFF[FIK][FI][FIK][FIK][FIK]	[FIK][E				17	X	
	5	, В, О					17	X	
	6	2, HDF, [IK]I[IK]I[IK][IK]	II				18	X	
	0	< Double-click to add a record >							
s.									

8. To export scan results, click Reports.

A file named: CurrentReport.xlsx will open in Excel on the computer. Save this file to your OneDrive for future reference. The Excel document contains multiple worksheets:

- Student Scores
- Responses Per Student
- Individual Student Responses
- Individual Student Resp + Ans
- Item Analysis

Report Sample: CurrentReportTest.xlsx

You cannot print your results from InspiroScan, nor can you print from this computer terminal.

Resetting session

IMPORTANT, when you have finished scanning and have saved your results:

1. On the computer terminal:

Email your results to yourself or save the file(s) to your OneDrive and restart the computer. (Restarting the computer will wipe your data from the computer terminal

2. On the copier: Click the scanning function back to offline. You may hit the Main Menu button if you wish.

