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

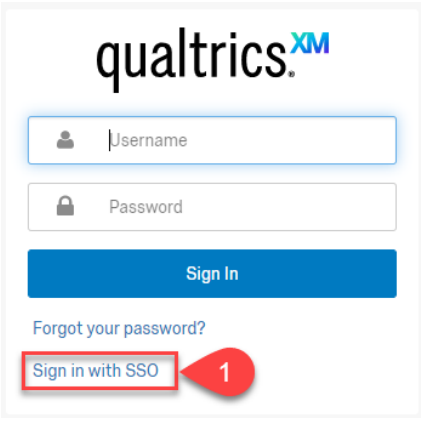
Survey Tools

Eastern provided survey tools

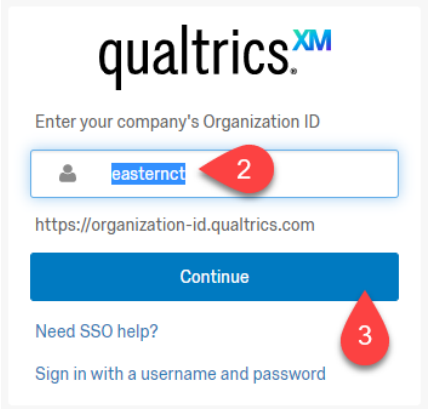
Qualtrics at Eastern can be accessed from the All Apps page in Office 365 or the following URL:
https://easternct.co1.qualtrics.com/

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



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



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
2. Customizing Your CoreXM Project, 26 MIN
3. Finalizing Your CoreXM Project, 21 MIN
4. Collecting CoreXM Feedback, 22 MIN
5. Understanding Your CoreXM Feedback, 20 MIN
6. Analyzing Your CoreXM Feedback, 75 MIN
7. Reporting Your CoreXM Feedback, 7 MIN

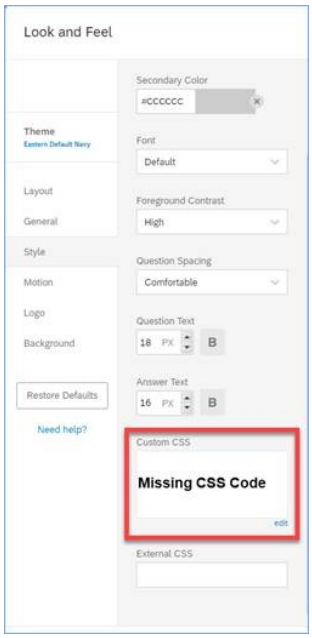
Qualtrics Platform Essentials Certification Journey (L1): https://basecamp.qualtrics.com/series/qualtrics-platform-essentials-certification

Topics include:

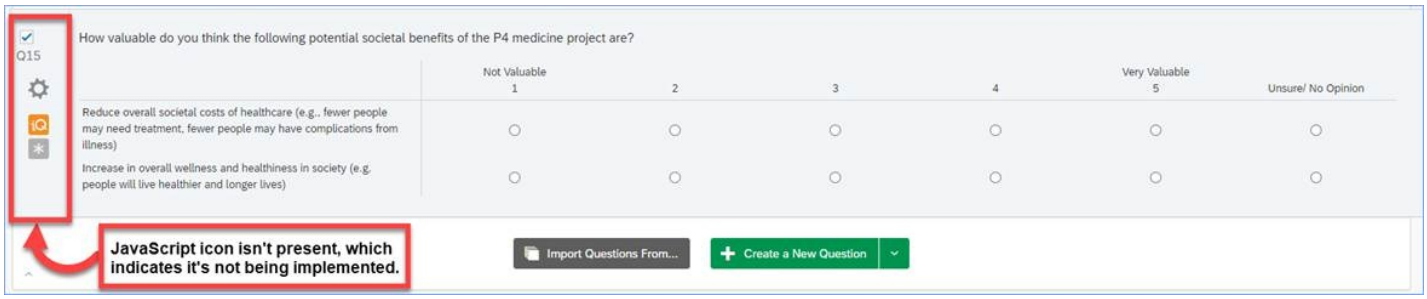
1. Experience Management: A Brief Introduction, 22 MIN
2. Planning and Designing a Survey, 35 MIN
3. Building a Survey Project, 1 H 28 MIN
4. Distributing a Survey Project, 33 MIN
5. Understanding Survey Data, 35 MIN
6. Reporting Survey Results, 53 MIN

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.



- **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 replaces our old Scantron bubble sheet scanner.

InspiroScan - Scanning Test and Survey Forms

These are instructions for scanning 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.

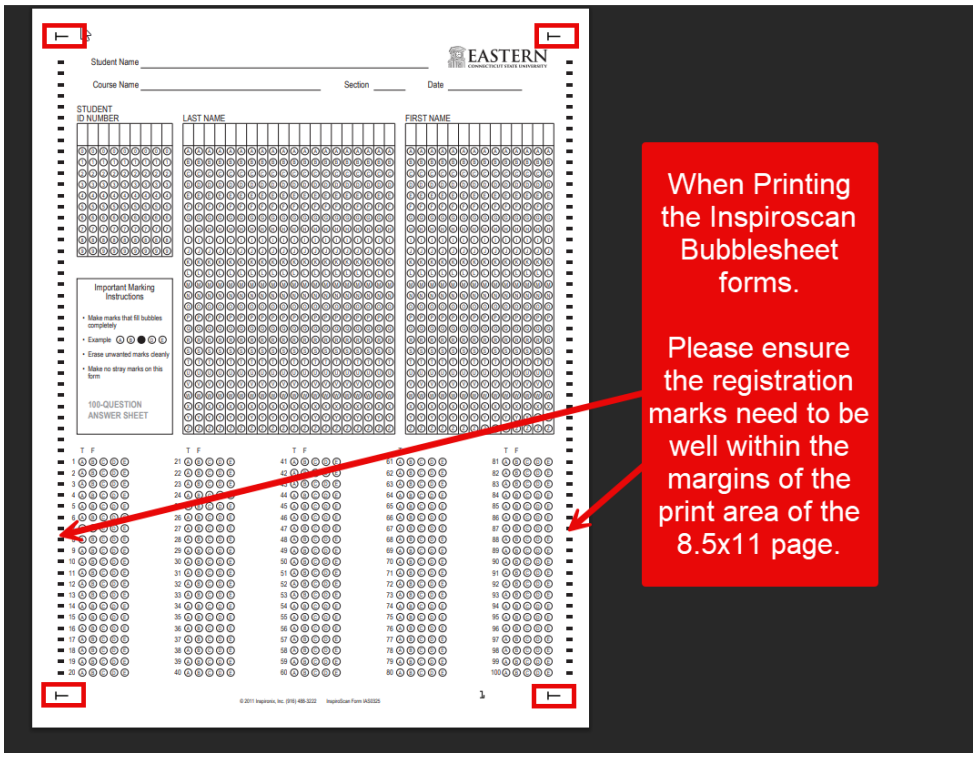
ASSESSMENT FORMS - (with name entry)

- 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**

To ensure successful scanning bubblesheets must be printed from a digital file, not from a paper copy, and registration marks must be within the paper print area.



There are four distinct steps needed for the scanning process:

1. **Activating the Scanner feature on the copier**
2. **Log in to the desktop terminal and connect scanner**
3. **Launch the InspiroScan application, scan documents, and export**
4. **Logging out of your scan session**

- **Optional step: Save test image**

This is a self-service station, but individuals can book an appointment for assistance in scanning their documents with a CIT staff member by emailing cit@easternct.edu

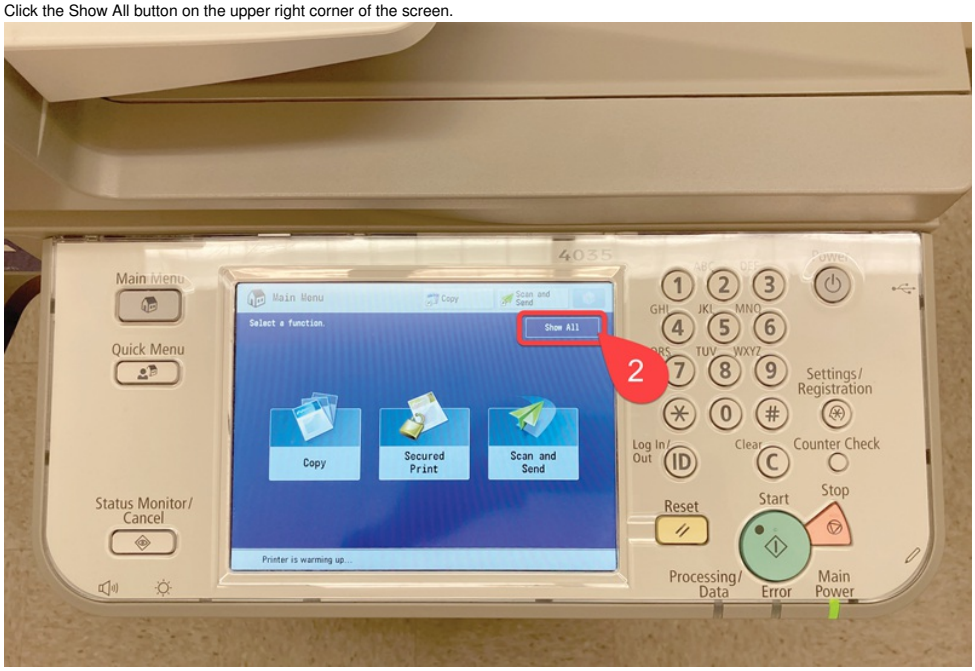
1. Activating the Scanning Feature on the Copier

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.



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



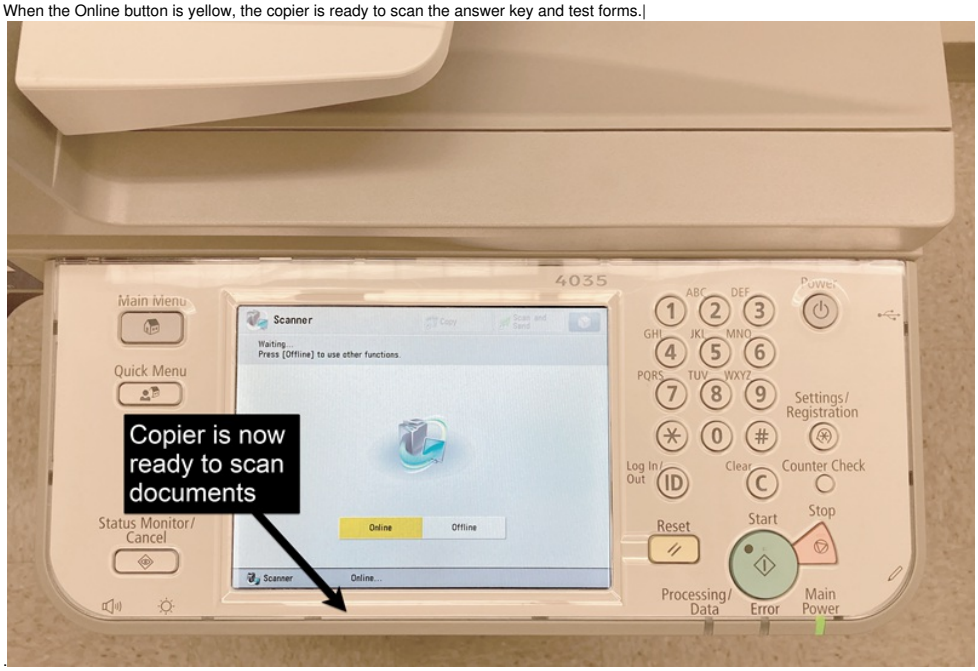
3. Click the Scanner button.



4. Click Online.

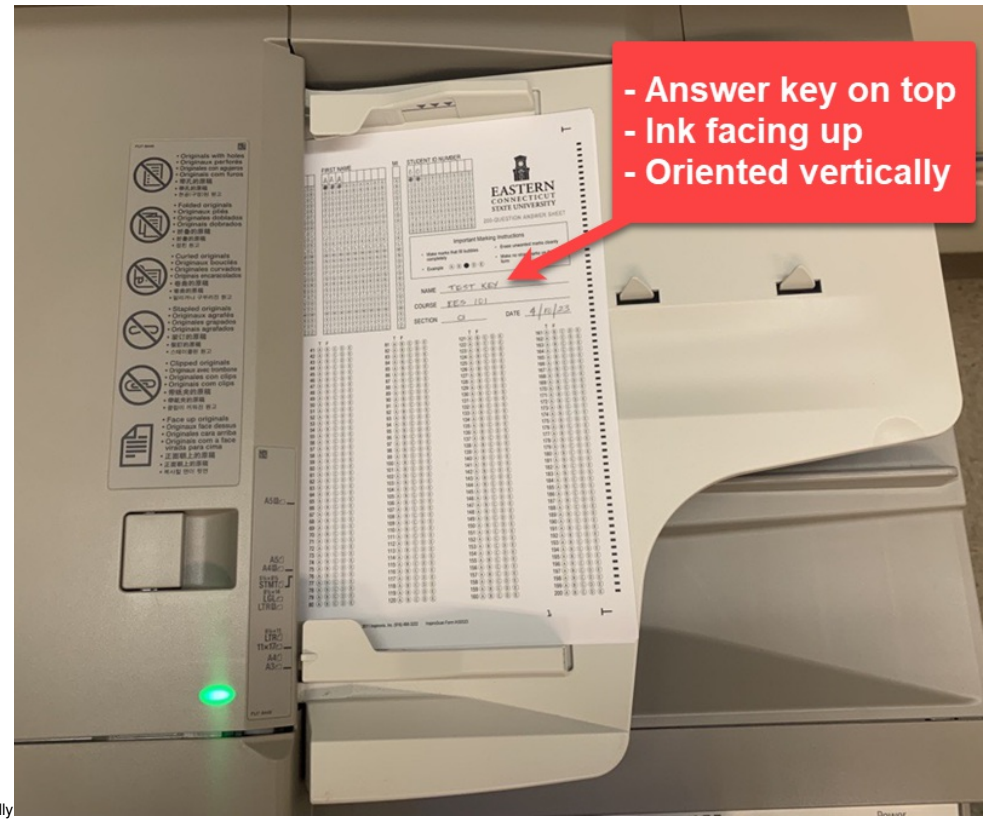


5. When the Online button is yellow, the copier is ready to scan the answer key and test forms.



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

- Oriented vertically



---

2. Login to Computer

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

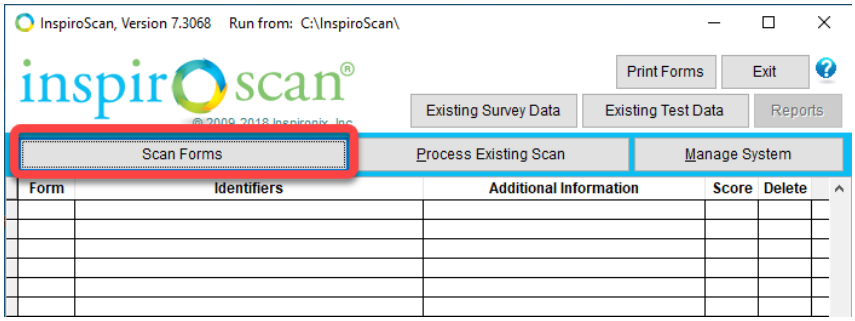
   The scan station is accessible Monday-Friday from 9:30 a.m. to 4:30 p.m.
   If you need assistance using InspiroScan, please book an in-person appointment with a CIT staff member by emailing **cit@easternct.edu**.

3. InspiroScan Application

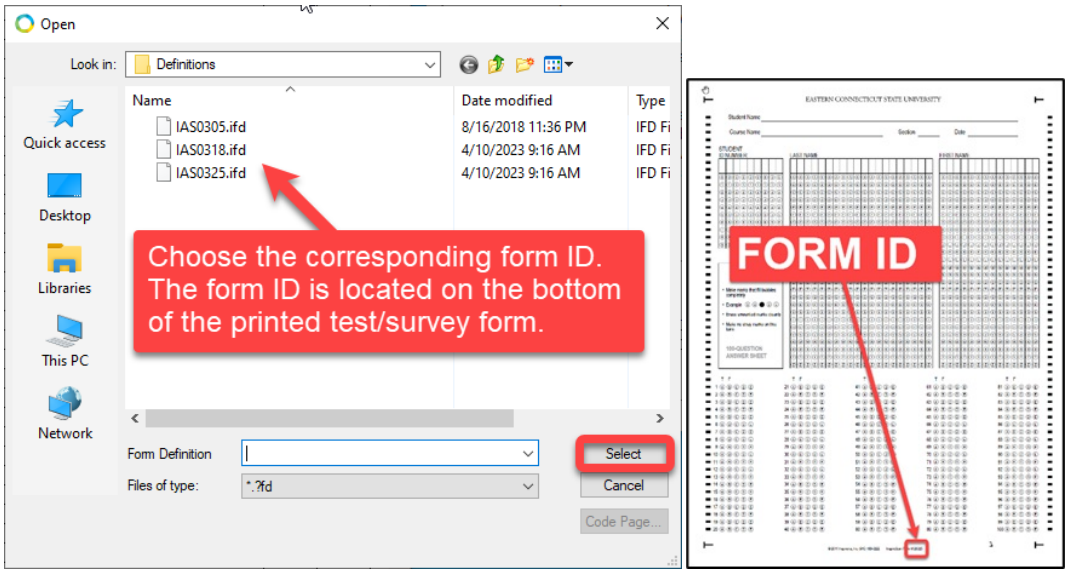
1. Launch the InspiroScan from the desktop shortcut.



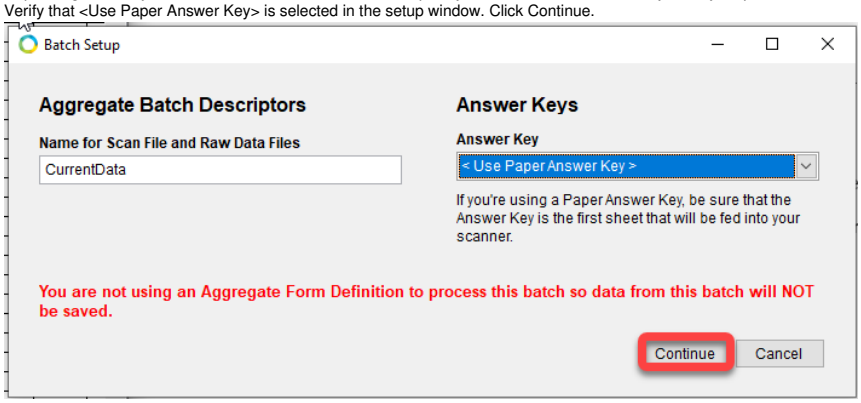
2. Click the Scan Forms button to initiate the scan.

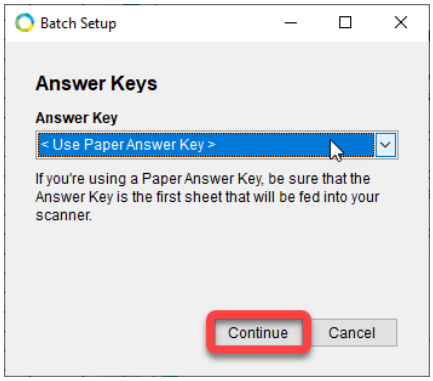


3. Choose the corresponding form ID that matches your form. (The form ID is printed at the bottom of your paper form).

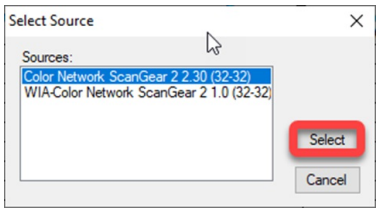


4. Depending if this is your 1st scan of the session or a subsequent job within the same session, you may be presented with either of these options during the Batch Setup.
Verify that <Use Paper Answer Key> is selected in the setup window. Click Continue.

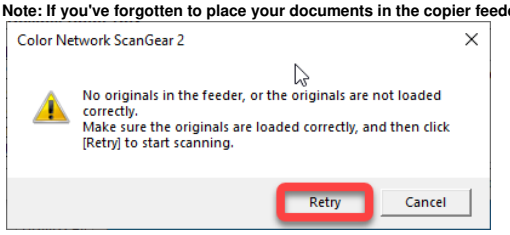




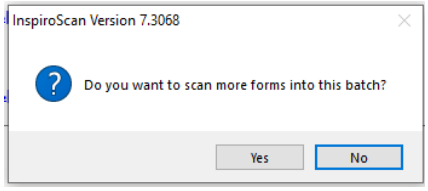
5. Confirm that Color Network ScanGear is selected. Click Select.



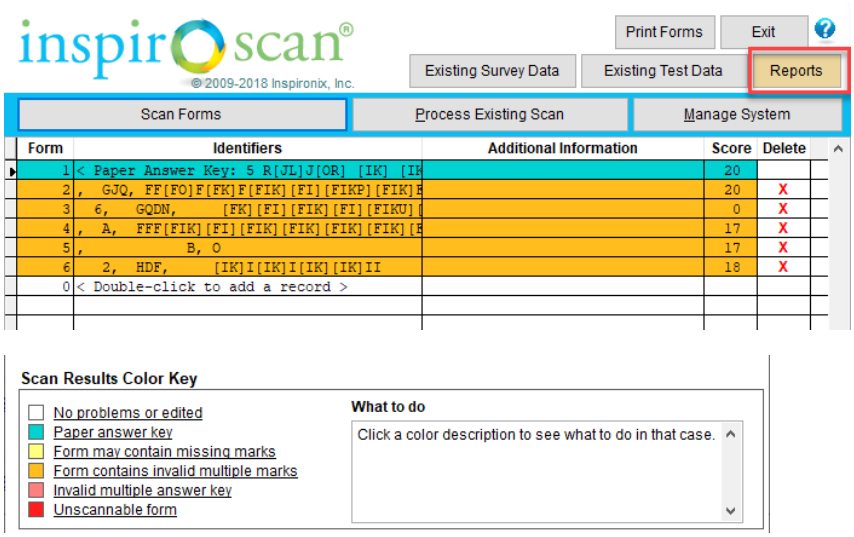
6. The copier will start scanning your stack of forms.
Note: If you've forgotten to place your documents in the copier feeder, you can place them in the feeder now and click Retry.



7. 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.



8. InspiroScan will display your scan results. To display the answers for a submission, double-click on the specific line.
Refer to InspiroScan's scan results color key for individual color meanings. Refer to the InspiroScan Help Window for help in evaluating your scan results.



9. 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 should you print from this computer terminal.

---

4. Logging out of your scanning session

IMPORTANT: When you have finished scanning and have saved your results:

1. **On the computer terminal:**
   A. Email your results to yourself or save the file(s) to your OneDrive

   B. Restart the computer. Restarting the computer will wipe your test data from the computer terminal and log you out of your O365 account.

2. **On the copier:**

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



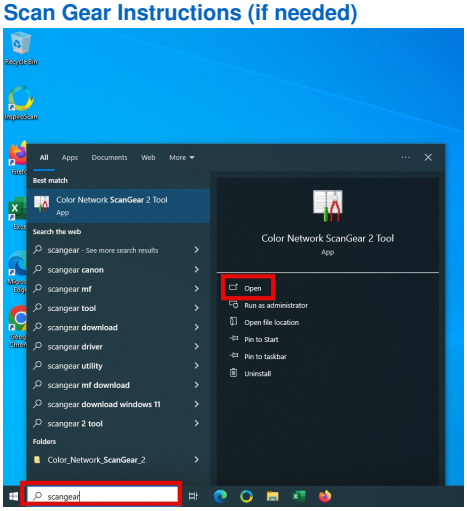
Save Your Image Test Scans:

The file is named: **CurrentData.tif**. It contains all the scanned images from a specific batch. (Note: this file gets overwritten during each batch scan, so you need to capture it each time you perform a scan if you scan multiple tests).

1. Open **File Explorer** on your Windows PC.
2. Navigate to the Scans folder in your installation directory, which defaults to **C:\InspiroScan\Scans**.

3. Locate the **CurrentData.tif** and save it to OneDrive with an appropriate descriptive name. Alternatively, you can email the file to yourself.

Scan Gear Instructions (if needed)



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