Manual for Faculty members on Feedback Forms for QEC
[vle.iiu.edu.pk]

Support/Help Desk
For any queries/suggestions please feel free to contact:

Junaid Azhar
Assistant Director Software/Webmaster (IT)
Junaid.azhar@iiu.edu.pk
051 9019 799

Imran Ullah Khan Marwat
Assistant Director (QEC)
imran.marwat@iiu.edu.pk
051 9019 295

Quality Enhancement Cell
International Islamic University, Sector H-10 Islamabad
# Table of Contents

VIRTUAL LEARNING ENVIRONMENT (VLE)................................................................................................................4

ACCESS VLE..........................................................................................................................................................4

VLE ACCOUNT .....................................................................................................................................................4

IIUI EMAIL ACCOUNT ........................................................................................................................................4

VLE ACCOUNT RIGHTS ...................................................................................................................................5

COURSE REGISTRATION ON VLE......................................................................................................................5

STEP 1 (LOG IN):................................................................................................................................................5

STEP 2 (SELECT YOUR FACULTY): ....................................................................................................................5

STEP 3 (ADD A NEW COURSE): ...........................................................................................................................6

MANDATORY FIELDS ........................................................................................................................................7

  Category..........................................................................................................................................................7
  Full Name ......................................................................................................................................................7
  Short Name ................................................................................................................................................7
  Enrollment Key ..........................................................................................................................................7

OPTIONAL FIELDS ..........................................................................................................................................8

  Course Id Number .......................................................................................................................................8
  Summary ......................................................................................................................................................8
  Format ..........................................................................................................................................................8
  Number of Weeks/Topics ..............................................................................................................................8
  Course Start Date .......................................................................................................................................8
  Hidden Sections .........................................................................................................................................8
  News Items to show .................................................................................................................................8
  Show Grades .............................................................................................................................................9
  Show Activity Reports ............................................................................................................................9
  Maximum Upload Size ..............................................................................................................................9
  Force Theme ............................................................................................................................................9
  Is this a meta course? ...............................................................................................................................9
  Enrollment Plug-In ....................................................................................................................................9
  Default role ..............................................................................................................................................9
  Course Enrollable ....................................................................................................................................9
  Start Date/ End Date ................................................................................................................................9
  Enrollment Duration ................................................................................................................................10
  Enrollment Expiry Notification ...............................................................................................................10
  Groups ......................................................................................................................................................10
  Availability .............................................................................................................................................10
  Guest Access ..........................................................................................................................................10
  Language ................................................................................................................................................10
  Roles .......................................................................................................................................................10
## QEC FORMS ON VLE

**FORM ACTIVATION**

- **STEP 1 (SELECT YOUR COURSE)**
- **STEP 2 (TURN EDITING ON)**
- **STEP 3 (ADD AN ACTIVITY)**
- **STEP 4 (ADD A QUESTIONNAIRE)**

### NAME

- **SUMMARY**
- **OPEN DATE**
- **CLOSE DATE**

### RESPONSE OPTIONS

- Type
- Respondent Type
- Respondent Eligibility
- Students can view all responses
- Save/Resume answers
- Submission grade

### CONTENT OPTIONS

### COMMON MODULE SETTINGS

### SUPPORT
Virtual Learning Environment (VLE)

VLE is an open source web application called Moodle used by International Islamic University, Islamabad to improve the learning process. We have run classes for thousands of years without the use of computers and the Web. “Chalk and talk” is still the predominant method of delivering instruction. While traditional face-to-face meetings can still be effective, applying this tool opens up new possibilities for learning that weren’t possible twenty years ago. It can be used for both teaching and taking feedback from students.

Access VLE

VLE is a web application which means it can be accessed from anywhere in the world through a computer with internet access. It can be accessed directly via browser through the URL [http://vle.iiu.edu.pk/]

It is also linked with our IIUI website and can be accessed through the following path:


VLE Account

In order to use VLE you'll need to register as a student or teacher. You can register yourself online by visiting the following link

http://vle.iiu.edu.pk/login/signup.php

OR

PATH: VLE [http://vle.iiu.edu.pk/] > Log In Link in Header > Create new account

Fill all the required fields of form present on this page to get an account. Make sure that you provide IIUI email account in Email Address field and the Password you enter contains at least 6 alphanumeric characters.

An email'll be sent to the email address provided in the registration form for confirmation of your VLE account. Check your email account and confirm you VLE account by clicking on the Confirmation Link. After you have successfully registered complete your profile by Clicking on your name present on the top with text “You are logged in as YOUR NAME”. Students should enter their degree and registration number along with other details.

IIUI Email Account

IIUI email address is a pre requisite for registration on VLE. To get an official email address please visit the following link


Instructions for getting an email account both for Teachers and students can be found on this page.
VLE Account Rights

Accounts created on VLE through above procedure will have student’s rights by default. If you are a teacher, send an email to junaid.azhar@iiu.edu.pk for Teacher rights with details like your Faculty, department and office phone number. You’ll receive a confirmation email of role upgrade after which you can register your courses on VLE.

Course Registration on VLE

After your role is upgraded, the first thing you should do is to register your courses online. Follow the steps given below to register your course.

Step 1 (Log In):
Log In to VLE either by navigating through website or directly opening the link given below.

http://vle.iiu.edu.pk/login/index.php

Step 2 (Select your Faculty):
After log in you’ll be presented a screen on which all of the faculties are listed. Select your concerned department by clicking on the link. In the sample screen shot for this step we have selected SE under FBAS faculty.
Step 3 (Add a new course):

Next screen shows all the registered courses in that department. To add new courses locate and click on the button at the bottom with text “Add a new course” which is also highlighted in the picture below. If you do not see this button this means that you do not have the role as Teacher.

Clicking on this button will take you to a new page where you have to enter the details about your course. Every field present on this page is described in detail below.
Mandatory Fields
Following four things are the most important in course creation without which a course cannot be registered.

Category
Select the category of your course from the first drop down. All the available categories will be present in this drop down. This category represents the Faculty and Department of course.

Full Name
Give your course a title in the Full Name field. This field is mandatory for course creation.

Short Name
Give your course a short name which is the course code and is mandatory. This will be the name that appears on the button to bring students back to your course main page. It will also appear in the navigation bar at the top of the page.

Enrollment Key
A course enrollment key is a code each student must enter in order to self enroll in a course. The key prevents students who aren’t in your class from accessing your VLE course. Create the key and give it to your students when you want them to enroll in your VLE course. They will need to use the key only once when they enroll. If you leave this blank, then anyone who has created a VLE username on this site will be able to enroll in your course simply by going in to it. If you want to see what you have entered click the Unmask checkbox which is present on right of this field.
Optional Fields
You can leave all of the fields in this section with default value, however for more clarification each of them is explained here.

Course Id Number
This is an optional field and is never displayed within VLE. If you have an official code name for this course then use it here otherwise you can leave it blank.

Summary
The summary appears on the list of courses and is an optional field. You can add summary of your course here if you want.

Format
Weekly Format is by default selected and it means that the course is organized week by week, with a clear start date and a finish date. Each week consists of activities. There are other formats too like Social Format, if you do not like weekly format, however the most recommended is weekly format.

Number of Weeks/Topics
Number of weeks/topics can be selected using this drop down which contain values from 1-52. Default value is 10.

Course Start Date
This is where you specify the starting time of the course. If you are using a 'weekly' course format, this will affect the display of the weeks. The first week will start on the date you set here. This setting will not affect courses using the 'social' or 'topics' formats.

Hidden Sections
This option allows you to decide how the hidden sections in your course are displayed to students. By default, a small area is shown (in collapsed form, usually gray) to indicate where the hidden section is, though they still can not actually see the hidden activities and texts. This is particularly useful in the Weekly format, so that non-class weeks are clear. If you choose, these can be completely hidden, so that students don't even know sections of the course are hidden. Default value is Hidden sections are shown in collapsed form.

News Items to show
A special forum called "News" appears in the "weekly" and "topics" course formats. It's a good place to post notices for all students to see. (By default, all students are subscribed to this forum, and will receive your notices by email.)
This setting determines how many recent items appear on your course home page, in a news box down the right-hand side. If you set it to "0 news items" then the news box won't even appear. Default value is 5.
Show Grades
Many of the activities allow grades to be set. By default, the results of all grades within the course can be seen in the Grades page, available from the main course page. If a teacher is not interested in using grades in a course, or just wants to hide grades from students, then they can disable the display of grades in the Course Settings. This does not prevent individual activities from using or setting grades, it just disables the results being displayed to students. Default value is YES.

Show Activity Reports
Activity reports are available for each participant that shows their activity in the current course. As well as listings of their contributions, these reports include detailed access logs. Teachers always have access to these reports, using the button visible on each person’s profile page. Default value is NO.

Maximum Upload Size
This setting defines the largest size of file that can be uploaded by students in this course. Default is 10MB which is also the maximum.

Force Theme
Theme of the course can be selected using this dropdown. A lot of options are available here. Default value is Do Not Force.

Is this a meta course?
A meta course takes enrolments (and other role assignments) from a "child" course or courses. In other words, for every child course added to the meta course, all students (and users in other roles) are also enrolled in the meta course. Default value is NO.

Enrollment Plug-In
This option is used to select the enrollment method for students. Do not change its default value which is Site Default (Internal Enrollment).

Default role
This option defines the role of users who enroll in your course. Default value for this is Site Default (Student). Do not change this default value.

Course Enrollable
This setting determines whether students are able to enroll themselves for the course, or whether they obtain the message "This course is not enrollable at the moment." Default value is YES.

Start Date/ End Date
By default both of these options are disabled which means users can enroll any time. You can set the Start and End date of your course if you want.
Enrollment Duration
You can set the time limit for the enrollment of users. Users will be removed from the course after that time; default value for this is Unlimited.

Enrollment Expiry Notification
If you have set a time limit for the enrollment then you can enable disable expiry notifications using these three (Notify, Notify Students and Threshold) options.

Groups
Leave this option with default values Group mode = No groups and Force = No. No groups mean that there are no sub groups; everyone is part of one big community.

Availability
This option allows you to "hide" your course completely. It will not appear on any course listings, except to teachers of the course and administrators. Even if students try to access the course URL directly, they will not be allowed to enter. Default value is This course is available to students.

Guest Access
You have the choice of allowing "guests" into your course. People can log in as guests using the "Login as a guest" button on the login screen. Guests ALWAYS have "read-only" access - meaning they can't leave any posts or otherwise mess up the course for real students. This can be handy when you want to let a colleague in to look around at your work, or to let students see a course before they have decided to enroll. Note that you have a choice between two types of guest access: with the enrolment key or without. If you choose to allow guests who have the key, then the guest will need to provide the current enrolment key EVERY TIME they log in (unlike students who only need to do it once). This lets you restrict your guests. If you choose to allow guests without a key, then anyone can get straight into your course.

Language
Leave Force Language option with default value which is Do not force, so that users can change language by themselves if they want. Default language is English.

Roles
This option allows you to change the displayed names for roles used in your course. For example, you may wish to change "Teacher" to "Facilitator" or "Tutor". Only the displayed name is changed - the underlying role permissions are not affected. These new role names will appear on the course participant's page and elsewhere within the course. If the renamed role is one that the Administrator has selected as a course manager role, then the new role name will also appear as part of the course listings.
### Availability

**Availability**
- This course is available to students

**Enrolment key**
- Unmask

**Guest access**
- Do not allow guests in

### Language

**Force language**
- Do not force

### Roles

<table>
<thead>
<tr>
<th>Role</th>
<th>Role</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrator</td>
<td>Course creator</td>
<td>Teacher</td>
</tr>
<tr>
<td>Non-editing teacher</td>
<td>Student</td>
<td>Guest</td>
</tr>
<tr>
<td>Authenticated user</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[Save changes] [Cancel]

There are required fields in this form marked*.
QEC Forms on VLE

To minimize the paper work and reduce effort required by faculty members to process the feedback forms, these are now automated and uploaded on VLE. Teachers have to just enable these forms by selecting the appropriate form template in a course for a certain time period. After activation these forms will be available to students enrolled in that course for input and teachers will be able to see a summary of the feedback in the form of graph.

QEC forms are also available for download in doc format on IIUI website.

Form Activation

To activate QEC forms in your courses follow the steps listed below.

**Step 1 (Select your course)**
Enter into your course by first selecting your faculty and the department listed on page which comes after log in. After that locate your course on the page where all courses of your department are listed and then click on its title to enter in it.

**Step 2 (Turn editing on)**
Turn editing on by clicking on the button which is present on top right corner below the green bar, as shown in picture below. Clicking on this button will reload the same screen with editing options.

**Step 3 (Add an activity)**
Next click on the second drop down with text “Add an activity” in first row and select the Questionnaire option. Clicking on the Questionnaire option will redirect you to a page where you have to enter the information about the feedback form like Title, Summary, Start Date and so on.
Step 4 (Add a Questionnaire)

After performing above three steps you will now have a page where you have to select your options, all of them are discussed below.

Name
Text entered here will be used as the name of your feedback form to other. If you are using this form for evaluation of teacher, you can use Teacher Evaluation Form in this box. This is a mandatory field.

Summary
Summary of the form goes in this box and it is also a mandatory field.

Open Date
You can specify a date to open the questionnaire here. Check the check box, and select the date and time you want. Users will not be able to fill out the questionnaire before that date. If this is not selected, it will be open immediately.

Close Date
You can specify a date to close the questionnaire here. Check the check box, and select the date and time you want. Users will not be able to fill out the questionnaire after that date. If this is not selected, it will never be closed.
Adding a new Questionnaire

General

Name: Teacher Evaluation Form
Summary:

Summary about Teacher Evaluation Form goes here.

Timing

Use Open Date: 1 December 2010
Use Close Date: 15 December 2010

Response options

Type: dropped once
Respondent Type: anonymous
Respondent Eligibility: (replaced by role overrides)
Students can view ALL responses: Always
Save/Resume answers: No
Submission grade: No grade

Content options

Create new
Copy existing
○ Course Evaluation Questionnaire
○ Course Evaluation Questionnaire
○ Faculty Course Review
○ Teacher Evaluation Form
Use public: (No public questionnaires)

Common module settings

Group mode: No groups
Visible: Show
ID number:
Grade category: Uncategorized

Save and return to course | Save and display | Cancel

There are required fields in this form marked.
Response Options

Type
Choose respond once which is also the default value so that users can give feedback only once.

Respondent Type
Choose Anonymous which is also the default value so that identity of student can be kept hidden.

Respondent Eligibility
Leave this field as it is as you cannot modify it.

Students can view all responses
Set Always in this drop down so that student can view their own response after giving the feedback.

Save/Resume answers
Setting this option allows users to save their answers to a questionnaire before submitting them. Users can leave the questionnaire unfinished and resume from the save point at a later date.

Submission grade
Choose the No Grade option in this field so that this form is independent of the grading module used in VLE.

Content Options
Select the Copy Existing option which copies a pre-existing questionnaire's content to a new questionnaire, pre-seeding the content. Select your required template in front of this option like QEC Teacher Evaluation Form. You can also view the template before finishing by clicking on the template title.

Common module settings
Leave all four option in this section with default value like Group mode = No group, ID number = NULL and Grade category = Uncategorized.

In the end Click Save and display to finish the activation process. Repeat this Form Activation process in all of your courses for activating the feedback form in all of them. Remember this process adds only one Feedback form at a time, which means that if you are teaching 5 courses, you have to do it 5 times. Follow the same Form Activation process again if you want to activate another Feedback form like QEC Course Evaluation in the same course.
Support
If you have any queries please feel free to contact:

Junaid Azhar
Assistant Director Software/Webmaster (IT)
Junaid.azhar@iiu.edu.pk
051 9019 799

Imran Ullah Khan
Assistant Director (QEC)
Imran.marwat@iiu.edu.pk
051 9019 295