



Once upon a time
STUDYO

Spark - feedback service

Instructions for teachers

(v 3.2)

28.2.2022

STUDYO

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1 General information

It's easy to use Spark study feedback service. The service will instruct you on your tasks. You will only see the surveys for courses you are a teacher of.

Important tasks for a teacher

1. Editing the dates of the final feedback survey (see section 4.2), if you wish to do so.
2. Creating a midterm survey (See section 4.3), if you wish to do so and your school uses this survey type.
3. View reports to surveys (see section 4.3)
4. Writing and publishing a response to feedback for each of your surveys (see section 4.4).

Spark feedback service will keep you updated on your tasks and deadlines.

1.1 Location

Spark feedback service is installed as a part of the learning management system of an educational institute. You will find it from **Moodle's main menu** and **under each course**.

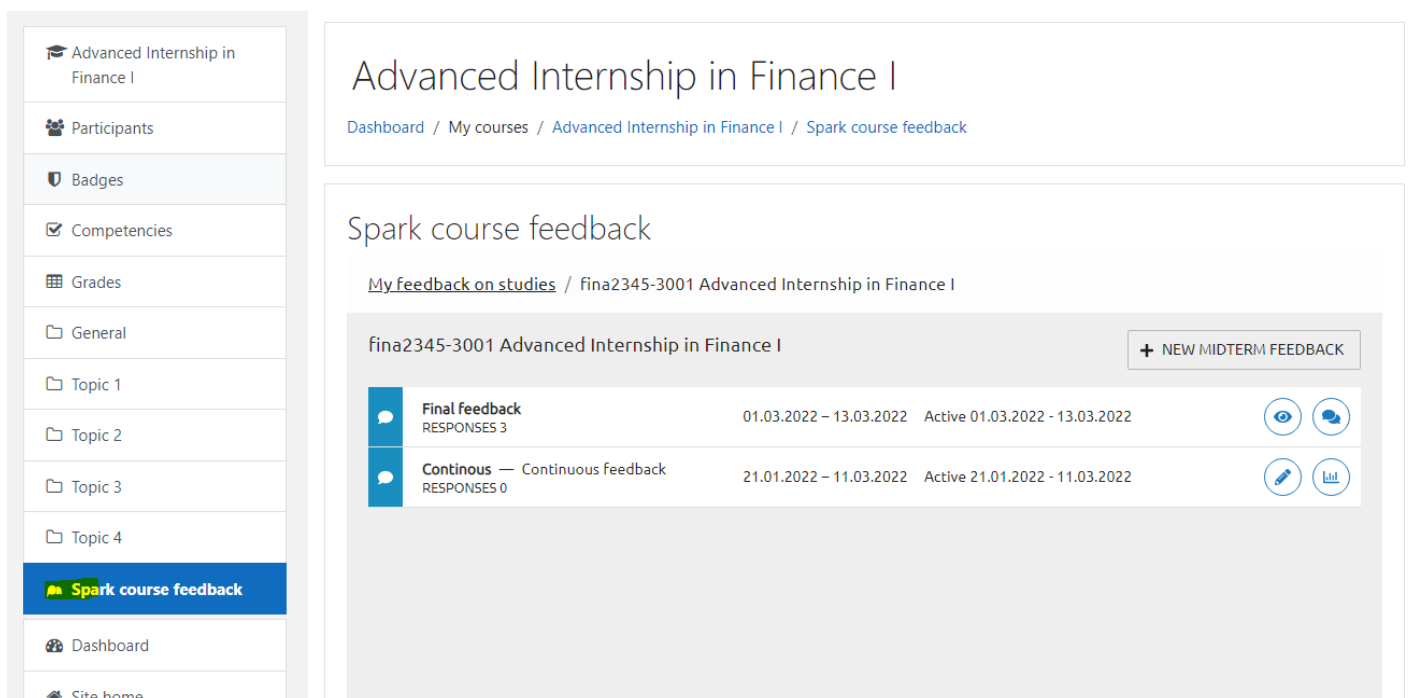


Image 1: Spark's course view in Moodle

1.2 Language

Spark uses the language selection from Moodle.

1.3 Browsers

Recommended browsers include **Chrome, Safari, Mozilla Firefox and Edge**. Internet Explorer is not supported. Spark is device independent.

1.4 Problems with service

Always see if your problem is addressed in this or other Spark instructions. Common solutions for problems are:

- Log out from Moodle and close your browser. Open browser and log back in
- Clear browser cookies and history.
- Try another browser

If a problem persists, please contact support.

2 Using the service

2.1 Content

You can use Spark to see all your courses and respective questionnaires. Blocked courses are also omitted from the list. List of courses can be filtered in various ways. Teachers will see their courses/surveys in Spark when course will start in 31 days or fewer.

Teacher's view of Spark includes the following main categories:

- Study feedback
 - List of courses/surveys with search and filtering
 - Editing Individual surveys
- Summary report
 - Summary of all your ended surveys
- Blocked courses
 - List of all courses blocked by study director

2.2 Study feedback list

Spark is easy to use. In the list view you can see all your courses and respective questionnaires. If the course has more than one teacher, all teachers can see and edit the survey. You can use the list to go to individual course's survey.

You can filter the survey list with the following criteria.

- **Drafts:** Midterm feedback not yet published.
- **Upcoming:** upcoming surveys.
- **Active:** Active surveys open to students.
- **Waiting for response:** survey closed from students waiting for teachers' response.
- **Expired:** Teachers' response given or deadline passed.

You can activate or disable these filters one by one and the survey list will be updated automatically.

Courses and questionnaires can be searched with the following criteria.

- **Name or code of the course**
- **Code of the course unit**
- **Degree programme / Moodle category**
- **Name of the course group.**
- **Date range**

You can also change the order of the list.

STUDY FEEDBACK SUMMARY REPORT BLOCKED COURSES

My feedback on studies ?

Filter view ⌵

Implementations	DATE RANGE 01.08.2021 - 24.04.2022
Degree programmes	<small>End date of implementation.</small>
Group of implementations	SORT BY Alphabetical (default)
Course units	<input checked="" type="checkbox"/> Ascending CHANGE ORDER
<input type="checkbox"/> Show implementation groups first	
RESTORE DEFAULTS	

Drafts
 Upcoming
 Active
 Waiting for response
 Expired

coec2345-3001 Competition Economics from 08.01.2022 to 09.03.2022 + →			
FINAL FEEDBACK	27.02.2022 – 08.04.2022	3 / 4	Active 27.02.2022 - 08.04.2022 👁️ 🗨️
CONTINUOUS — CONTINUOUS FEEDBACK	08.01.2022 – 09.03.2022	0 / 4	Active 08.01.2022 - 09.03.2022 ✎️ 📄

Image 2. Teacher's *Study feedback* list

2.3 Summary report

Use this view to get an overall picture of the results. This view shows all past final feedback surveys and their results. Averages and deviations are available for all questions for each survey. In the end of the list you can see total averages for each question. Summary report can be exported to excel.

Courses can be searched/filtered with the following criteria.

- **Name or code of the course**
- **Code of the course unit**

- Degree programme / Moodle category
- Name of the course group.
- Date range



Summary report ?

Filter view EXCEL EXPORT

Implementations/Groups of implementations	Evaluate your learning										Kokonaisarvio opintojaksosta	Arvio luentoja	Valitse mielestäsi toimivimmat opetusmenetelmät, joita toteutuksella käytettiin			
	1 Your activity	2 Achieving goals	3 Environment supported learning	4 Methods supported learning	5 Useful for working life	Avg	Sd	Avg	Sd	Avg				Sd	Avg	Sd
FN00AA07-3006 Swedish ajalla 06.12.2021 - 27.01.2022	3.0	0.0	3.0	0.0	3.5	0.7	3.5	0.7	3.5	0.7	4.0	0.0	-	-	-	-
S-00AA32-3008 Jazzensemble / Sami Linna ajalla 06.12.2021 - 01.01.2022	3.0	1.4	2.5	0.7	3.5	0.7	3.5	0.7	3.5	0.7	3.0	0.0	-	-	-	-
ES00AA08-3009 Espanja (en) FI ajalla 06.12.2021 - 23.12.2021	3.0	0.0	3.0	0.0	3.0	0.0	3.5	0.7	3.5	0.7	3.0	0.0	-	-	-	-

Image 3. Summary report

2.4 Blocked courses

Use this view to see all the courses that have been blocked from Spark. No surveys will be created from these courses. Blocking is done by Spark administrator and study director -users.

Implementations without feedback collection

KA00AA03-3008 Matematiikka
MA00AA01-3006 Matematiikka 123

Rows per page 25 1-2/2 < >

Image 4: Blocked courses

3.2 Survey status and tasks for teachers

Survey list shows the status of each survey with a colored icon and a status. Survey can have one of four status. Survey status defines available functionalities for a teacher.

1. **Waiting for activation**
 - a. *Teacher can edit the survey dates*
 - b. *Activate survey now*
 - c. *Preview questions and add optional questions from question bank*
2. **Survey active**
 - a. *Teacher can edit the survey end date*
 - b. *Teacher can view feedback that has been already given*
 - c. *Teacher can edit response to feedback and save it as a draft*
3. **Waiting for response to feedback**
 - a. *Teacher can view the final feedback report*
 - b. *Teacher can publish response to feedback*
4. **Survey closed**
 - a. *Teacher can view the final feedback report*
 - b. *Teacher can view response to feedback (if published)*
 - i. **Admin can edit the Teachers response.**

4 Survey

You can open a survey from the survey list using the icon at the end of each row. There are five different icons, depending on the status of the survey:






	Edit survey (survey not started yet).
	Activate survey now.
	View survey (after it has started -> editing not possible anymore).
	Time to give response to feedback. Feedback report also available.
	View feedback report (response to feedback already given or deadline passed).

Table 1: Survey icons

4.1 Survey's page

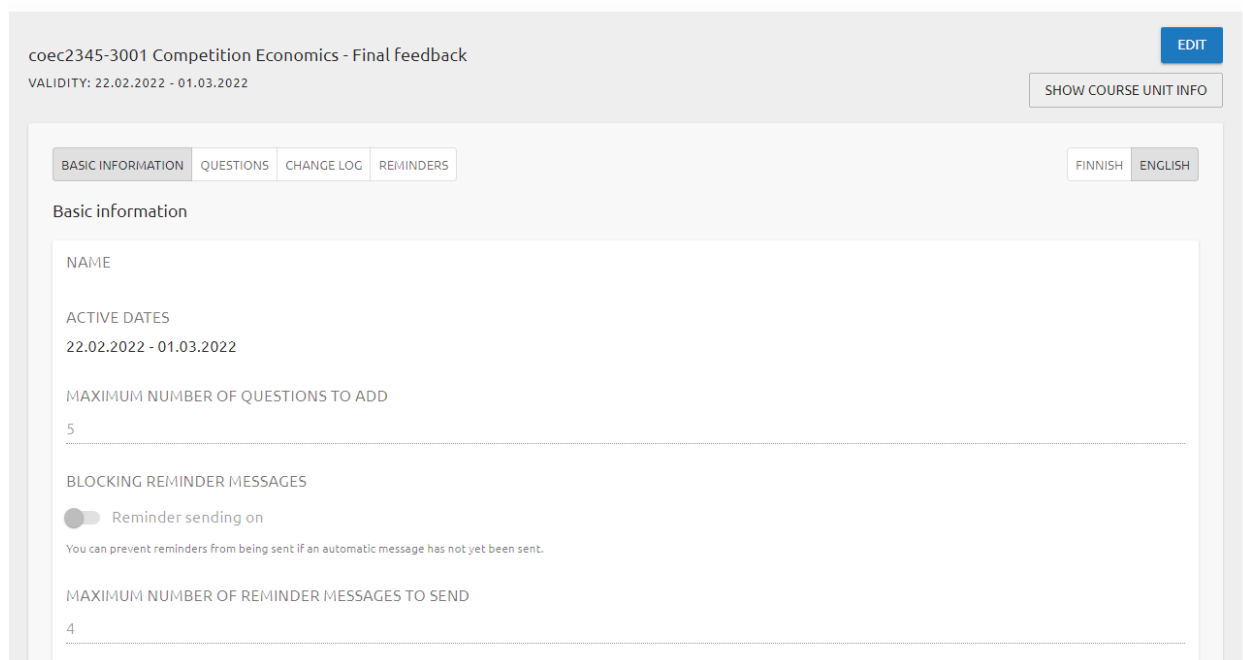
After opening a survey's page, you will see the course name and code, teachers, dates and the survey type in the upper part of the page.

Page has four (or three) tabs.

1. *Basic information* shows the name of the survey, dates and other settings for this individual survey. Some of these settings can be edited, depending on the status of the survey.
2. *Questions* contain all the questions for this individual survey in all languages. For students a survey will be shown in the language of the course.
3. *Change log* shows log for questions added by teachers.
4. *Reminders* contains information about reminder message / notification dates and number of sent messages

Survey dates can be edited in the *Basic information tab* until the survey is expired. Your admin will define the limits for editing the date. Final feedback survey will always start before the end of the course and end after the course has ended.

NOTE: If a survey has multiple teachers, all of them can edit some aspects of the survey.



The screenshot displays the 'Basic information' tab of a survey page. At the top, the course name 'coec2345-3001 Competition Economics - Final feedback' and validity dates '22.02.2022 - 01.03.2022' are shown. An 'EDIT' button is in the top right corner, and a 'SHOW COURSE UNIT INFO' button is below it. The 'BASIC INFORMATION' tab is selected, with other tabs 'QUESTIONS', 'CHANGE LOG', and 'REMINDERS' visible. Language options 'FINNISH' and 'ENGLISH' are on the right. The 'Basic information' section includes: 'NAME' (empty field), 'ACTIVE DATES' (22.02.2022 - 01.03.2022), 'MAXIMUM NUMBER OF QUESTIONS TO ADD' (5), 'BLOCKING REMINDER MESSAGES' (toggle for 'Reminder sending on' is checked), and 'MAXIMUM NUMBER OF REMINDER MESSAGES TO SEND' (4). A note states: 'You can prevent reminders from being sent if an automatic message has not yet been sent.'

Image 5. Survey's page

4.2 Editing final feedback survey

Teachers can edit the survey's question until the survey activates. See the default survey from Questions -tab. You can add questions from the question bank to the end of the survey.

Questions in the question bank are maintained by your Spark administrator. For new questions contact your administrator. Number of questions is also determined by the administrator.

4.3 Midterm feedback

Midterm feedback is always done by the teacher. All questions are added by a teacher from the question bank. Maximum number of questions is defined by the admin. Teachers can define the dates of this survey type between the start and end dates of the course.

4.4 Survey's report

After opening a survey's report page, you will see the course name and code, number of replies and response rate in the upper part of the page.

Next you will see the teacher's response to feedback and possibly edit and publish it.

Below you can see the responses to all questions and have a possibility to download the report as an excel-file.

Report includes distribution, averages and standard deviation of responses.

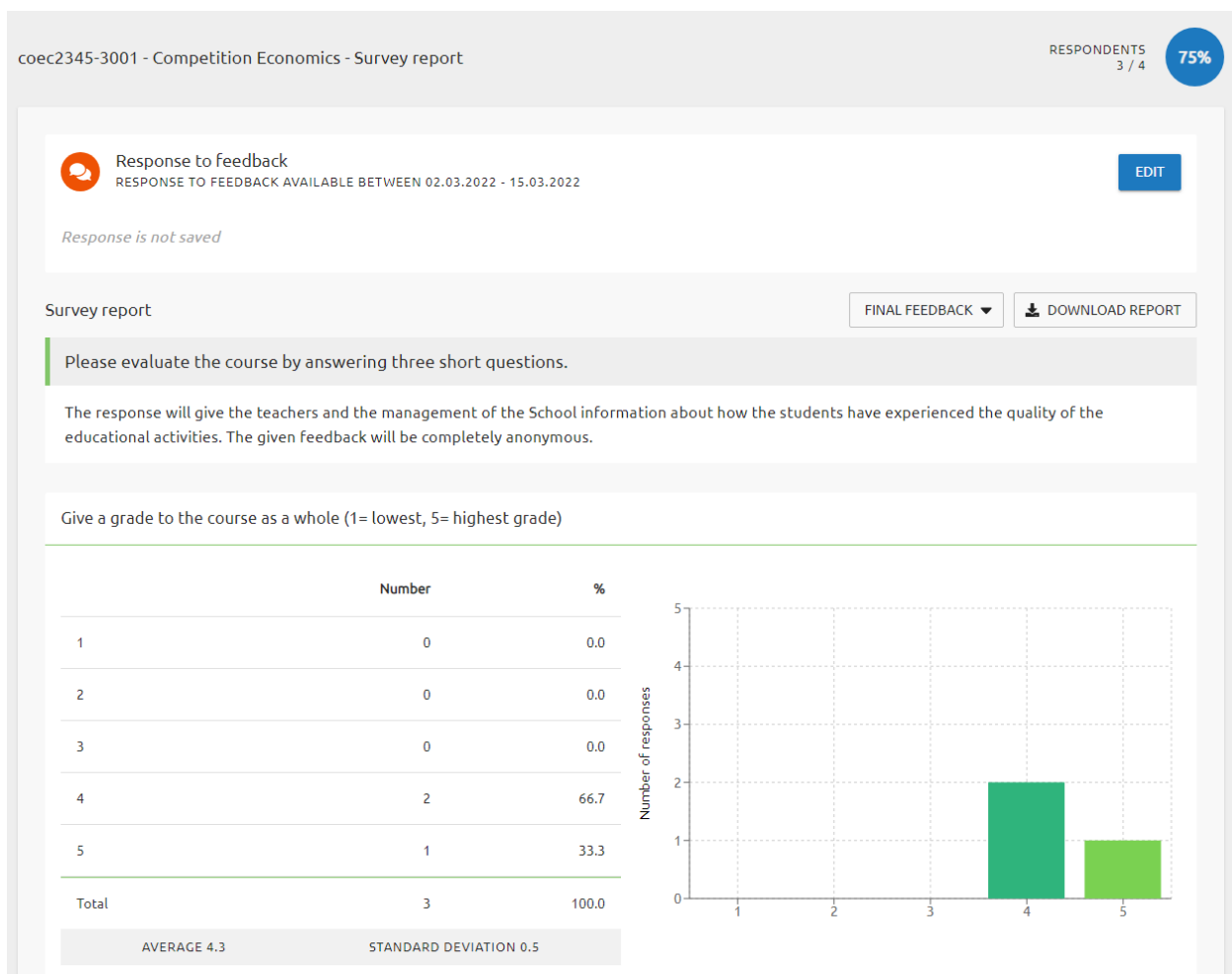


Image 6. Survey's report

4.5 Response to feedback, making a draft and publishing

Teachers can publish a response to feedback for students. Writing a response is not mandatory but highly recommended. Response is always linked to specific survey. Teachers can first draft

the response and when the survey has ended publish it. Response cannot be published before the survey has expired. Admin can define the deadline for the response.

If the course has multiple teachers, all of them have the possibility to draft and publish the response.

Spark administrators can edit responses that are already published.

4.6 Change log

Change log shows log for questions added by teachers. You can see who and when have made changes to questions.

My feedback on studies / S-00AA32-3007 - Jazzensemble / Sami Linna / Final feedback

S-00AA32-3007 Jazzensemble / Sami Linna - Final feedback EDIT

TEACHERS: TEPPU TESTAAJA, MATTI TESTAAJA, TEPPU TESTIOPETTAJA, PEPPI ADMIN SHOW COURSE UNIT INFO

VALIDITY: 23.04.2022 - 10.05.2022

BASIC INFORMATION QUESTIONS **CHANGE LOG** REMINDERS FINNISH ENGLISH

Change	Question	Time ↓	User
Deleted	Do you like cake?	04.03.2022 09.24	Peppi Admin
Added	How well the study unit objectives was achived during the implementation	04.03.2022 09.24	Peppi Admin
Added	Do you like cake?	04.03.2022 09.24	Peppi Admin

Image 7. Change log

4.7 Reminders

In this view you can see information about the automatic notifications. You can see the date for automatic notification as well as send additional notifications after the automatic has been sent. Number of additional notifications is defined by your Spark administrator. Notifications are sent to students who have not already answered this survey.

Information includes.

- Number of sent notifications
- Number of students receiving notification
- Total number of student in course
- Notification sender
- Date and time of notification