

## Instructor and Student Views of the Questionnaire

### INTRODUCTION

Like the proverbial 4 blind men and the elephant, the instructor and students see the questionnaire from very different perspectives. The purpose of this document is to help you, the instructor, map what you see to what your student's will see. This will treat the 'what is' versus the 'how to'.

We will examine a few representative question sets from the instructor's perspective, followed by the students. Below is a sample questionnaire with 6 question sets: 3 Peer, 2 Team, and 1 Other.

### INSTRUCTOR—QUESTIONNAIRE SET UP

From an Assessment page, the instructor can take the Manage Questions link to customize questions for that assessment.

**PEER QUESTION SETS**

These questions are asked once for each team member peer and respondent.

Title	Questions	Scale	Grading	Editable	Description
Team Member Participation	9	1-5	Yes	Yes	A positive and successful team experience builds f...
Team Member Feedback	1	Open	No	Yes	This open-ended question is to gather feedback fro...
Assign Points: Participation and Contribution	2	Numeric	Yes	Yes	For each person on the team, including yourself, a...

[+ Add Question Set](#)

**TEAM QUESTION SETS**

These questions are asked once regarding the entire team.

Title	Questions	Scale	Grading	Editable	Description
Team Satisfaction	1	Satisfaction	No	Yes	Please mark how satisfied you are with your team...
Team Strengths, Weaknesses, Actions	3	Open	No	Yes	You can improve your team processes by being consc...

[+ Add Question Set](#)

**OTHER QUESTION SETS**

These questions are asked once regarding any topic, eg feedback about class, instructor, project, etc. The results are viewed only by the instructor.

Title	Questions	Scale	Grading	Editable	Description
Other Comments	1	Open	No	Yes	The results for this question will only be shared...

[+ Add Question Set](#)

If you open the third PEER question set, "Assign Points: Participation and Contribution", you can set any parameters involved with that type of response, and edit the questions. At the top is the introduction presented to the student.

## PREVIEWING "ASSIGN POINTS: PARTICIPATION AND CONTRIBUTION" QUESTION SET?



For each person on the team, including yourself, assess a numerical score on each of the two areas below. Please enter only the numeric score.

**Max Number**

Question	Response
<input checked="" type="checkbox"/> Participation: (Allocate from 1 to 10 points) This team member was always there helping to move the team forward in terms of playing an active role, helping others, followed through on action items, etc.	Numeric
<input checked="" type="checkbox"/> Contribution: (Allocate from 1 to 10 points) This team member added value to the team deliverables in terms of providing leadership and/or contributing significantly to the creation and quality of team work products.	Numeric



### STUDENT VIEW OF QUESTIONNAIRE: Log In

The student receives an email with a personalized link to open the assessment questionnaire. To log in they must enter their first name first initial, and their full last name. This information—including their name as stored in the system—is provided in the email.



**CLASS: INTRO TO INTRODUCTIONS 99, INSTRUCTOR PEERASSESSMENT COM**  
**TEAM: TEAM-A**

### PEER ASSESSMENT SURVEY FOR TEAM "TEAM-A"

You will be asked to evaluate the contributions of yourself and each of your teammates for your team "Team-A" in this class.

Please be honest and constructive in your responses.

**First Initial**

**Last Name**

Your name must match what we have in the system to proceed.

### STUDENT VIEW: PEER QUESTIONS

The system will prompt each student to answer all PEER questions for themselves, then each of his/her teammates. On the next page, the student is prompted to answer the PEER questions about teammate Stazz1 Anson.



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**PEER ASSESSMENT SURVEY FOR TEAM "TEAM-A"**

REGARDING STAZZ1 ANSON

Answer the following questions about his/her contributions to your team.

**TEAM MEMBER PARTICIPATION**

A positive and successful team experience builds from team members who actively participate and take initiative in the team's work. Several of these participation behaviors are listed below. Please consider the extent to which this team member Never, Sometimes, or Always does the following...

Attends team meetings?	Never	Rarely	Sometimes	Usually	Always
Communicates and responds promptly with teammates?	Never	Rarely	Sometimes	Usually	Always
Voluntarily takes on his/her share of work assignments?	Never	Rarely	Sometimes	Usually	Always
Makes a serious effort to fulfill his/her responsibilities on assignments?	Never	Rarely	Sometimes	Usually	Always
Meets agreed deadlines to complete his/her assigned work?	Never	Rarely	Sometimes	Usually	Always
Expresses ideas and opinions clearly?	Never	Rarely	Sometimes	Usually	Always
Listens and respectfully considers teammates' ideas and opinions?	Never	Rarely	Sometimes	Usually	Always
Helps other team members when they need it?	Never	Rarely	Sometimes	Usually	Always
Steps up to help the team plan, coordinate and track its work to meet team goals?	Never	Rarely	Sometimes	Usually	Always

**TEAM MEMBER FEEDBACK**

This open-ended question is to gather feedback from each team member to regarding each peer. It asks for both areas to improve and areas they are doing well.

Please comment on specific areas he/she can improve and areas they are doing very well. Please make your comments constructive, helpful, and specific.

**ASSIGN POINTS: PARTICIPATION AND CONTRIBUTION**

For each person on the team, including yourself, assess a numerical score on each of the two areas below. Please enter only the numeric score.

**Participation:** (Allocate from 1 to 10 points) This team member was always there helping to move the team forward in terms of playing an active role, helping others, followed through on action items, etc.

**Contribution:** (Allocate from 1 to 10 points) This team member added value to the team deliverables in terms of providing leadership and/or contributing significantly to the creation and quality of team work products.

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**STUDENT VIEW: TEAM QUESTIONS**

After assessing all of the individual team mates, TEAM and OTHER questions will be presented.

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**PEER ASSESSMENT SURVEY FOR TEAM "TEAM-A"**

EVALUATING YOUR TEAM OVERALL

**TEAM SATISFACTION**  
Please mark how satisfied you are with your team experience in this class.

Overall, how satisfied are you with your team experience in this class.  Very Unsatisfied  Unsatisfied  Somewhat Satisfied  Satisfied  Very Satisfied

**TEAM STRENGTHS, WEAKNESSES, ACTIONS**  
You can improve your team processes by being conscious of how you work as a team, and taking time together to determine how to improve. Please consider your team strengths and weaknesses below, then suggest some specific actions it might take to improve.

Considering how your team works together, what things does your team do particularly well?

All teams experience some difficulties. What particular challenges has your team recently faced?

Considering how your team works together, what things does your team need to improve?

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**PEER ASSESSMENT SURVEY FOR TEAM "TEAM-A"**

OTHER QUESTIONS

**OTHER COMMENTS**  
The results for this question will only be shared with your instructor.

Do you have other comments regarding the team or project?

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