

## About Course Evaluation in “Nettskjema”

Course evaluation in the quality system at INN University can be carried out in a number of different ways. Some want to use an online survey. A proposal has been developed for a course evaluation in “Nettskjema”, the survey system in use at INN university. This system is available on [nettskjema.no](https://nettskjema.no). Select *Feide login* and use your regular username and password.

The proposed questionnaire for course evaluation has been developed in the education department centrally. It can be shared with employees at INN University. You may edit the form further before using it, and possibly share it further with colleagues. To hand it to the students, the easiest way is to add a link to the form in the course room in Canvas. They will find the form there and answer it anonymously. All types of devices can be used to respond. The course coordinator retrieves the answers from “Nettskjema” to Excel or another statistical program for further processing.

### Get a copy of the questionnaire

Send an e-mail to [kvalitet@inn.no](mailto:kvalitet@inn.no) and request a copy of the evaluation form. Enter your regular Feide username. You will get an answer with short instructions for use when it is ready, and you will then be able to log on to [nettskjema.no](https://nettskjema.no). You can also get it shared by a colleague who has already been granted access. The form shared with you can be found by selecting *My Forms - Shared with me*. There you can copy the form so you have an independent copy you can edit and use as you like. You can find it under *My Forms - My Forms*.

### Editing the form

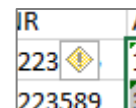
When you open this form you can choose between

- View, to see how the form looks to the users.
- Form builder, to edit the form.
- Settings, to change key settings.
- Permissions, to register access to the form.
- Collect responses, to retrieve the link to the form or send it to selected email recipients.
- See results, to see answers or retrieve them in a selected format.

Help to operate this system can be obtained by clicking help - [Hjelp](#) - (NO) at the top of the screen.

### See results

You can read the answers directly in Nettskjema, but the easiest way to get an overview of the answers is probably to export data as an Excel file. In Excel, you can do both simple and advanced statistical calculations, create graphs and collect the text responses.



A small but important trick in Excel: The numbers are imported automatically as text and have a small green mark to show it. To change the data from text to number, you must mark all the cells that have number responses, then click on the small exclamation point that appears on the page and select *Convert to Numbers*.

Only when this is done can you make calculations, create graphs, and use the numerical data as usual.

Read more about INN University’s services and user support around “Nettskjema”

[Innafor – Administrativ støtte - Nettskjema \(NO\)](#)