About Course Evaluation in “Nettskjema”

Course evaluation in the quality system in our college 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 the “Nettskjema”, the survey system in use at INN university. This system is available on nettskjema.no. Select Feide login and use your regular username and password.

The proposal for a questionnaire for course evaluation has been developed in the education department centrally. It can be shared with employees in the college who want it. You can edit the form further before it is used, 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 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 statistical programs for further processing.

Get a copy of the questionnaire
Send an e-mail to kvalitet@inn.no and request a copy of the evaluation form. Enter your regular Feide username. When you get a message that it is okay, you can log in to 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 who has rights to what in the form.
- Collect responses, to retrieve the link to the form or send 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 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 that tells this. To change them 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 the university’s services and user support around Nettskjema
Innafor – Forskning - Nettskjema