

# ETAPAS PARA LA CREACIÓN Y ADMINISTRACIÓN DE UN CUESTIONARIO EN EL SISTEMA Tk20

## PRIMERA PARTE-PERSPECTIVA DEL ADMINISTRADOR

### Etaapa 1. Creación del cuestionario en el *Form Builder*

1. Diseñar cuestionario o rúbrica en un procesador como Word.
2. Diseñarlo utilizando la herramienta **Form Builder** del sistema. (Es preferible suministrarla por correo electrónico a Tk20 para que la configuren).
3. Una vez el formulario está en sistema, se puede copiar y alterar el uso.

The screenshot shows the 'Administration' section of the Tk20 system. The left sidebar lists various administrative tools: Majors, Programs, Conceptual Framework Configuration, News, Form Builder, Users, Login Configuration, Report Builder, Report Management, User Group Builder, Standards, List Domains, Artifact Templates, Security, and Automated Scheduling. The main content area, titled 'Overview of the Administration section', provides brief descriptions for each tool:

- Majors:** This section is used to create and edit various majors in the college.
- Programs:** This section is used to create and edit various programs in the college.
- Conceptual Framework:** This section is used to post the conceptual framework of the college.
- News:** This section is used to post and archive the news that appears on users' Home screens.
- Form Builder:** This section is used to create field experience forms, degree plans, reflection forms, verification forms, feedback forms, survey forms and assessment tools for assessing coursebinders, assignments, projects and portfolios.
- Users:** This section is used to enter and edit user information into the system. From this section, you can also change user roles, change user passwords, lock user account and view the logged in users.
- Login Configuration:** This section is used to add or edit the administrator's contact information as well as to add any additional text that will be displayed on the login screen.
- Report Builder:** Advanced administrators and Tk20 Staff use this section to build reports from data aggregated in the system.
- Report Management:** Administrators use this section to control user access and settings for Tk20 reports.
- Report Variable Builder:** Advanced administrators and Tk20 Staff use this section to build report variables that can be used while creating parameterized reports.

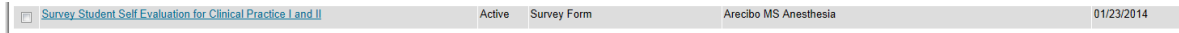
**Nota:** El sistema va creando un banco de formularios que pueden ser utilizados por las distintas organizaciones configuradas en el sistema.

The screenshot shows the 'Forms' section of the Tk20 system. The left sidebar is the same as in the previous screenshot. The main content area, titled 'Forms', displays a table of forms. The table has columns for Name, Status, Type, Organizations/Programs, and Date Modified. The forms listed include:

Name	Status	Type	Organizations/Programs	Date Modified
Actions Form	Active	Actions Form		04/29/2010
Analysis Form	Active	Analysis Form		05/04/2010
Assessment Plan Feedback Form	Active	Plan Data Entry Feedback Form		01/28/2011
Autoevaluación del conocimiento y destrezas en Biotecnología (versión 2)	Inactive	Actions Form		11/28/2011
Biotechnology Program Knowledge and Skills Self-Evaluation Results (BIOT 3250)	Inactive	Data Collection Form		11/21/2013
Copy of Datos agregados de las rubricas para evaluar el despacho de recetas	Inactive	Data Collection Form		02/25/2013
Copy of Rubric for Self Evaluation or Faculty Evaluation Clinical Practices I and II	Inactive	Assessment Tool		01/22/2014
Data Collection Form	Active	Plan Data Collection Form	Aguadilla Assessment Indicators	07/18/2012
Data for license test results of the THH program	Active	Data Collection Form		02/15/2013
Datos agregados de las rubricas para evaluar el despacho de recetas	Active	Data Collection Form		02/25/2013
Encuesta satisfacción Facultad	Active	Survey Form		08/26/2013
Facultad de Derecho Cuestionario	Active	Survey Form		09/09/2013
Faculty Feedback on Curriculum Map	Active	Curriculum Map Data Collection Form		04/02/2010
Forma para la recopilación de datos de la prueba de arvalos	Active	Data Collection Form	Aguadilla Psycosocial Human Services (BA)	03/01/2013
Indicadores	Active	Survey Form	Aguadilla Assessment Indicators	07/18/2012
Measure99	Active	Data Collection Form	Barranquitas Example	08/31/2012
Measures Form	Active	Plan Measures Form		08/16/2012
MUSI 2533-Forma para recopilación de resultados en el curso de improvisación	Active	Data Collection Form		02/19/2013
Profesores en Investigación	Active	Data Collection Form		05/21/2012
Recommendations Form	Active	Recommendation Form		05/04/2010

4. En el ejemplo se muestra el formulario identificado como *Survey Form* y está asociado al programa de Anestesia del Recinto de Arecibo.

5. El formulario debe encontrarse activo para que pueda utilizarse con otras funcionalidades del sistema.

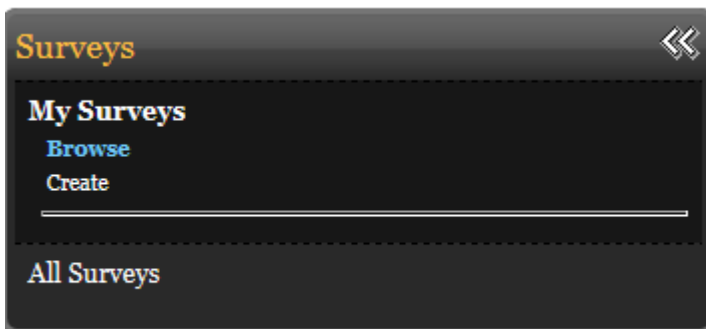


## **Eta**pa 2. Configuración del sistema para enviar el informe

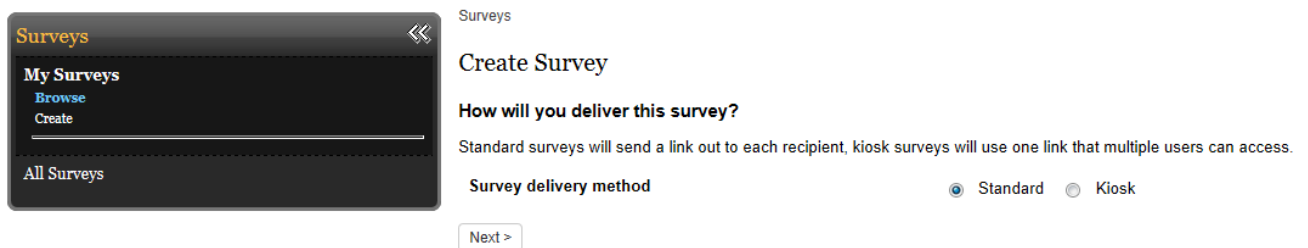
1. Configuración del envío del cuestionario: El envío de cuestionario solo puede ser realizado por los *Unit Administrator* o *Campus Administrator*.
2. El cuestionario puede ser enviado a un grupo de usuarios (*User groups*) a una o más secciones de un curso.
3. La configuración del cuestionario se realiza desde la pestaña identificada *Surveys*



6. Bajo *My Surveys* seleccione la opción *Create*



7. El sistema le mostrará la pantalla que se indica a continuación:

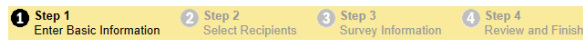


8. Seleccione la opción *Standard*, si desea que lo conteste un usuario (estudiante, profesor o administrador) que tenga acceso a Tk20. (La opción *Kiosk* se explicará en otro manual)
9. Seleccione la opción *Next*.

## 10. El sistema lo llevará al “Wizard” con los pasos para configurar el cuestionario y el envío.

### Create Survey

Use this wizard to create and send surveys.



#### Step 1. Enter Basic Information

**New Survey**

Please enter a survey title. This is the title recipients will click to complete this survey.

Survey Title\*

Please enter a description of this survey. Recipients will see this text when they click on the survey title.

Description

Please indicate whether the visibility of this survey is public or private. The results of public surveys are visible to other users. The results of private surveys are only available to the survey creator.

Survey Visibility  Public  Private

Please indicate whether this survey will be anonymous.

Anonymous  Yes  No

Please indicate whether the survey could be completed after the due date

Allow completion after due date  Yes  No

Please indicate whether you will create a new survey or select an existing survey.

Survey  Create a New Survey  Select Existing Survey

Organizations

Next >> Save Cancel

10. Ingrese el título del cuestionario o encuesta.
11. Ingrese la descripción
12. Seleccione *Public* en Survey Viability
13. Indique si desea que el cuestionario sea anónimo
14. Indique si desea permitir que el cuestionario se pueda completar luego de la fecha límite programada.
15. Indique si va a crear un cuestionario nuevo (*Create a new Survey*) o va a utilizar uno existente (*Select Existing Survey*). (*Si opta por crear el cuestionario bajo la pestaña de survey, solo lo puede enviar en una ocasión. Si opta por utilizar un cuestionario existente, debe haberlo creado en el Form Builder (ver Etapa I).*)
16. Si desea, puede asociar el cuestionario a una organización en particular.
17. A continuación se ilustra la forma completada:

**New Survey**

Please enter a survey title. This is the title recipients will click to complete this survey.

Survey Title\*

Please enter a description of this survey. Recipients will see this text when they click on the survey title.

Description

Please indicate whether the visibility of this survey is public or private. The results of public surveys are visible to other users. The results of private surveys are only available to the survey creator.

Survey Visibility  Public  Private

Please indicate whether this survey will be anonymous.

Anonymous  Yes  No

Please indicate whether the survey could be completed after the due date

Allow completion after due date  Yes  No

Please indicate whether you will create a new survey or select an existing survey.

Survey  Create a New Survey  Select Existing Survey

Organizations

18. Luego de completar la información, seleccione Next.
19. En la siguiente pantalla se configura en el sistema los usuarios que tendrán disponible el cuestionario.

Create Survey

- 1 Step 1 Enter Basic Information   2 Step 2 Select Recipients   3 Step 3 Survey Information   4 Step 4 Review and Finish

Step 2. Select Recipients

**Select Recipients**

User Groups:  (dropdown menu with options: All Faculty, All Students, Campus Administrators)

Courses: This survey will be sent to all students in the courses that you select below. If you wish to send the survey to all students in courses not listed below, click on "Select more courses."

Course No	Status	Description	Section	Instructor	Time	Semester
There are no courses.						

[Select More Courses](#)

<< Back   Next >>   Save   Cancel

20. Si desea enviarlo a un grupo de estudiantes matriculado en un curso, debe presionar la opción "Select More Courses".

**Search for Course Sections**

Subject:  (dropdown menu)

Earliest Start Time:  (dropdown menu)

Latest Start Time:  (dropdown menu)

Meeting Day(s):  (dropdown menu with options: Friday, Monday, Saturday)

Number:

Instructor First Name:

Instructor Last Name:

Location:  (dropdown menu)

Term:  (dropdown menu)

Search   Cancel

21. Seleccione la materia e ingrese el número del curso.

Search for Course Sections

**Search for Course Sections**

Subject:  (dropdown menu)

Earliest Start Time:  (dropdown menu)

Latest Start Time:  (dropdown menu)

Meeting Day(s):  (dropdown menu with options: Friday, Monday, Saturday)

Number:

Instructor First Name:

Instructor Last Name:

Location:  (dropdown menu)

Term:  (dropdown menu)

Search   Cancel

## 22. Luego de presionar Search, verá la siguiente pantalla:

Search for Course Sections

**Search for Course Sections**

Subject: ANES

Earliest Start Time: All Times

Latest Start Time: All Times

Meeting Day(s): Any

Number: 5122

Instructor First Name:

Instructor Last Name:

Location: Any

Term: SEMESTER AUG-DEC 2013 (08/01/2013 - 12/31/2013)

Search Cancel

**Search Results**

<input type="checkbox"/>	Course No	Section Title	Section	Status	Subject	Term	Time	Instructor	Location	Credits
<input checked="" type="checkbox"/>	ANES 5122	CLINICAL PRAC. I PRIN OF ANEST-5122-ANES	27013		ANES	SEMESTER AUG-DEC 2013		MOLINA MOLINA, IVAN;	Arecibo/ EDIF-E/ 1/ E-12 E-12	1.0

Add

## 23. Marque el cuadro al lado del curso que le interesa que reciba el cuestionario.

**Search Results**

<input type="checkbox"/>	Course No	Section Title	Section	Status	Subject	Term	Time	Instructor
<input checked="" type="checkbox"/>	ANES 5122	CLINICAL PRAC. I PRIN OF ANEST-5122-ANES	27013		ANES	SEMESTER AUG-DEC 2013		MOLINA MOLINA, IVAN;

Add

## 24. Presione Add.

**Select Recipients**

User Groups: None, All Faculty, All Students, Campus Administrators

Courses: This survey will be sent to all students in the courses that you select below. If you wish to send the survey to all students in courses not listed below, click on "Select more courses."

<input type="checkbox"/>	Course No	Status	Description	Section	Instructor	Time	Semester
<input checked="" type="checkbox"/>	ANES 5122			27013	MOLINA MOLINA, IVAN;		SEMESTER AUG-DEC 2013

[Select More Courses](#)

<< Back Next >> Save Cancel

## 25. Marque el cuadro al lado del curso que le interesa que reciba el cuestionario. (Si desea incorporar otra sección de un curso, debe repetir los pasos anteriores).

## 26. Presione Next

## 27. En el siguiente paso debe escoger entre los formularios (que se desarrollaron como **surveys** en Form Builder) disponibles en Tk20.

## 28. Escoja el formulario y seleccione Next.

1 Step 1 Enter Basic Information 2 Step 2 Select Recipients 3 Step 3 Survey Information 4 Step 4 Review and Finish

Step 3. Survey Information

**Select a Survey**

Please select an existing survey from the list below.

<input type="radio"/>	Name	Description
<input type="radio"/>	Encuesta satisfacción Facultad	
<input type="radio"/>	Indicadores	Indicadores de avlao
<input checked="" type="radio"/>	Survey Student Self Evaluation for Clinical Practice I and II	Self Evaluation of Clinical Practice I and II

<<Back Next >> Save Cancel

29. La pantalla le mostrará un resumen de la configuración realizada.

**Survey Details**

Survey Title: Anesthesia Program Student Self Evaluation

Description: This self evaluation is design to determine the level of achievement of the clinical skills you have acquired according to your perception. Please complete the questionnaire and write down any further comments you understand that describe your skills achievements and area of improvement.

User Groups:

Courses: ANES 5122 CLINICAL PRAC. I PRIN OF ANEST-5122-ANES Section 27013

The end date is the date that the survey is due.

End Date / Time\*  Choose date 1 :00 AM

Start Date / Time

Send Now

Send Later:  Choose date 1 :00 AM

If you would like to remind students to complete this survey, click "Select".

Add Reminder  [Add](#)

Below you can choose to send an email to the recipient(s) you have chosen. This email will go to the recipient(s) personal email account, if set, when this survey is sent out letting them know that a survey has been sent to them.

Send Email  Yes  No

This is the email message if you choose to send email. Please enter any comments/instructions you would like included below. The link to the survey will be included automatically at the end of email.

Additional Email Message Text [Rich Text Formatting](#)

The default email message subject will be "Please Complete Survey, Anesthesia Program Student Self Evaluation in Tk20 CampusTools HigherEd".  
If you want a different email subject enter it below.

Alternative Email Subject

[<-Back](#) [Send](#) [Save](#) [Cancel](#)

30. Si presiona la pestaña *Survey Form* podrá verificar el cuestionario que va a enviar.

Please complete and submit the Self-Evaluation Form [Print](#)

**STUDENT CLINICAL EVALUATION  
(FOR CLINICAL PRACTICE I AND II)**

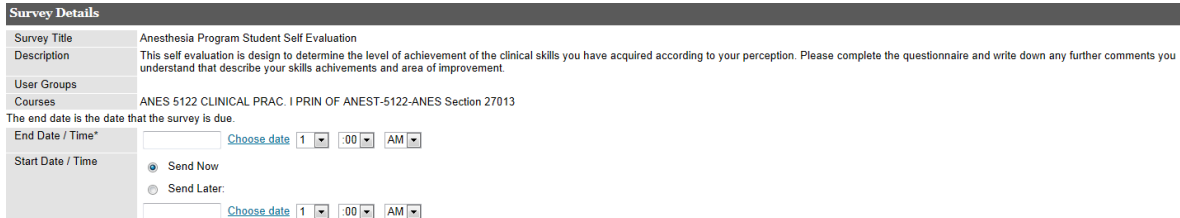
Rubric for Self Evaluation or Faculty Evaluation of Student Clinical Performance

Cognitive and psychomotor domain. Please qualify your (the student) performance according to the criteria provided below and using the indicated scale.

Criterion	Performance Rating				Score
	Outstanding	Very good	Adequate	Inadequate	
1. Performance of the preoperative evaluation protocol. NA <input type="checkbox"/>	<input type="radio"/> 4 the student always meets and exceed the criteria.	<input type="radio"/> 3 the student always meets the criteria.	<input type="radio"/> 1 the student meets the criteria, but required help or a reminder from the instructor or clinical supervisor.	<input type="radio"/> 0 the student never met the criteria.	<input type="text"/>
2. Recognizes the patient's health condition. NA <input type="checkbox"/>	<input type="radio"/> 4 the student always meets and exceed the criteria.	<input type="radio"/> 3 the student always meets the criteria.	<input type="radio"/> 1 the student meets the criteria, but required help or a reminder from the instructor or clinical supervisor.	<input type="radio"/> 0 the student never met the criteria.	<input type="text"/>
3. Establishment of the relationship among the patient health condition with the surgical procedure as described in the health plan. NA <input type="checkbox"/>	<input type="radio"/> 4 the student always meets and exceed the criteria.	<input type="radio"/> 3 the student always meets the criteria.	<input type="radio"/> 1 the student meets the criteria, but required help or a reminder from the instructor or clinical supervisor.	<input type="radio"/> 0 the student never met the criteria.	<input type="text"/>
4. Sets up the equipment according to the policy of the anesthesiology department. NA <input type="checkbox"/>	<input type="radio"/> 4 the student always meets and exceed the criteria.	<input type="radio"/> 3 the student always meets the criteria.	<input type="radio"/> 1 the student meets the criteria, but required help or a reminder from the instructor or clinical supervisor.	<input type="radio"/> 0 the student never met the criteria.	<input type="text"/>
5. Performs the planned induction with minimal assistance. NA <input type="checkbox"/>	<input type="radio"/> 4 the student always meets and exceed the criteria.	<input type="radio"/> 3 the student always meets the criteria.	<input type="radio"/> 1 the student meets the criteria, but required help or a reminder from the instructor or clinical supervisor.	<input type="radio"/> 0 the student never met the criteria.	<input type="text"/>
6. Maintain the airway during the procedure. NA <input type="checkbox"/>	<input type="radio"/> 4 the student always meets and exceed the criteria.	<input type="radio"/> 3 the student always meets the criteria.	<input type="radio"/> 1 the student meets the criteria, but required help or a reminder from the instructor or clinical supervisor.	<input type="radio"/> 0 the student never met the criteria.	<input type="text"/>
7. Auscultate the breath sounds. NA <input type="checkbox"/>	<input type="radio"/> 4 the student always meets and exceed the criteria.	<input type="radio"/> 3 the student always meets the criteria.	<input type="radio"/> 1 the student meets the criteria, but required help or a reminder from the instructor or clinical supervisor.	<input type="radio"/> 0 the student never met the criteria.	<input type="text"/>

31. El cuestionario se guarda en el sistema al presionar *Save*.

32. Antes de poder enviar el cuestionario, el sistema le requerirá que ingrese una fecha límite para contestar el cuestionario y le permite seleccionar entre un envío inmediato o establecer una fecha en particular.



**Survey Details**

Survey Title: Anesthesia Program Student Self Evaluation

Description: This self evaluation is design to determine the level of achievement of the clinical skills you have acquired according to your perception. Please complete the questionnaire and write down any further comments you understand that describe your skills achievements and area of improvement.

User Groups:

Courses: ANES 5122 CLINICAL PRAC. I PRIN OF ANEST-5122-ANES Section 27013

The end date is the date that the survey is due.

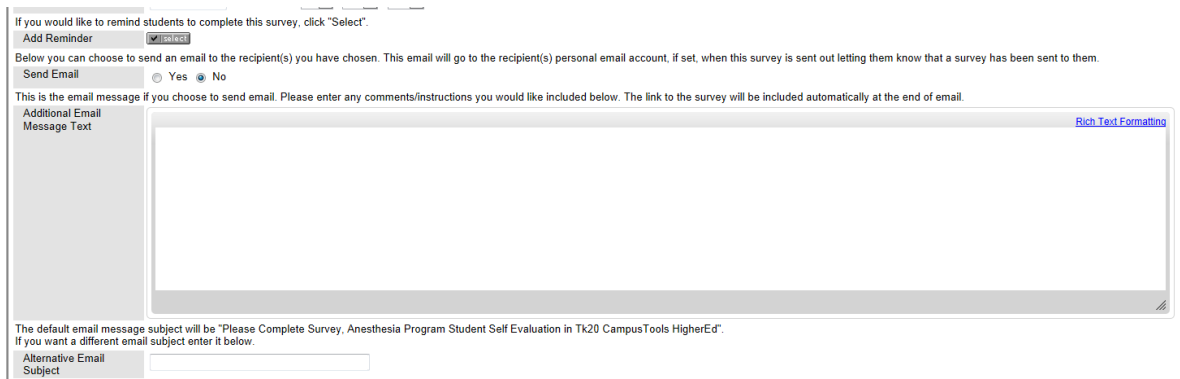
End Date / Time\*:  Choose date 1 :00 AM

Start Date / Time

Send Now

Send Later:  Choose date 1 :00 AM

33. Puede optar por enviar un recordatorio por email al usuario. El contenido del correo se redacta en el encasillado identificado Message Text. (Para efectos de realizar pruebas, debe seleccionar No).



If you would like to remind students to complete this survey, click "Select".

Add Reminder

Below you can choose to send an email to the recipient(s) you have chosen. This email will go to the recipient(s) personal email account, if set, when this survey is sent out letting them know that a survey has been sent to them.

Send Email  Yes  No

This is the email message if you choose to send email. Please enter any comments/instructions you would like included below. The link to the survey will be included automatically at the end of email.

Additional Email Message Text

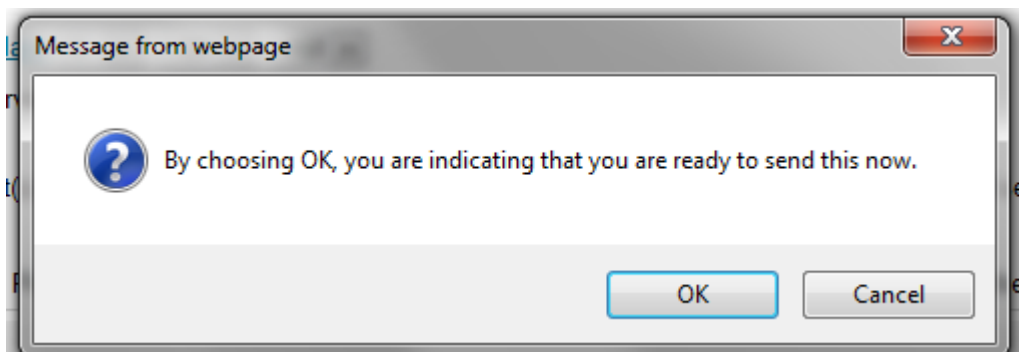
The default email message subject will be "Please Complete Survey, Anesthesia Program Student Self Evaluation in Tk20 CampusTools HigherEd".  
If you want a different email subject enter it below.

Alternative Email Subject

34. El cuestionario se envía a los usuarios o cursos seleccionados al presionar *Send*.



35. Al presionar *Send*, le enviará el mensaje indicado a continuación.



36. Al presionar OK, el cuestionario se remitirá a la sección del curso seleccionado.

37. En el menú inicial bajo *My Surveys* podrá ver que está incluido el nuevo cuestionario que se administrará.

#### My Surveys

Survey Title	Survey Type	User Groups	Courses	Status	Sent By	Start Date	End Date
<input type="checkbox"/> <a href="#">Anesthesia Program Student Self Evaluation</a>	Standard		ANES 5122	In Progress	WOOLCOCK RODRIGUEZ, KAREN	01/23/2014	01/28/2014
<input type="checkbox"/> <a href="#">Law School Enrollment Service Satisfaction Survey</a>	Kiosk			Active	WOOLCOCK RODRIGUEZ, KAREN		
<input type="checkbox"/> <a href="#">Self Evaluation Anesthesia Clinical Experience I</a>	Standard		ANES 5122	Complete	WOOLCOCK RODRIGUEZ, KAREN	01/22/2014	01/23/2014

## SEGUNDA PARTE-PERSPECTIVA DEL ESTUDIANTE

1. Cuando un estudiante matriculado (en la sección del curso seleccionado para recibir el cuestionario) ingrese a Tk20, tendrá el cuestionario disponible bajo **Pending tasks**.

The screenshot shows the student dashboard for DENIS AWU. The 'Pending Tasks' section is highlighted, showing a task titled 'Please fill out the Anesthesia Program Student Self Evaluation' with a due date of 01/28/2014. Other sections include 'Recent Messages', 'Today's News', and 'Program Transition Points'.

2. El estudiante debe seleccionar el enlace al cuestionario y verá una pantalla con dos pestañas:
  - a. **Basic** que contiene las instrucciones para el estudiante

#### Task Details

The screenshot shows the 'Task Details' window with two tabs: 'Basic' and 'Survey Form'. The 'Basic' tab is active, displaying the following information:

From	WOOLCOCK RODRIGUEZ, KAREN
Task Title	Please fill out the Anesthesia Program Student Self Evaluation
Description	This self evaluation is design to determine the level of achievement of the clinical skills you have acquired according to your perception. Please complete the questionnaire and write down any further comments you understand that describe your skills achievements and area of improvement.
Status	Pending
Priority	normal
End Date	01/28/2014 01:00 AM

Close



b. **Survey Form:** Tiene el cuestionario que el estudiante completará

Basic		Survey Form			
Please complete and submit the Self-Evaluation Form					
STUDENT CLINICAL EVALUATION (FOR CLINICAL PRACTICE I AND II)					
Rubric for Self Evaluation or Faculty Evaluation of Student Clinical Performance					
Cognitive and psychomotor domain. Please qualify your (the student) performance according to the criteria provided below and using the indicated scale.					
Criterion	Performance Rating				Score
	Outstanding	Very good	Adequate	Inadequate	
1. Performance of the preoperative evaluation protocol. NA <input type="checkbox"/>	<input type="radio"/> 4 the student always meets and exceed the criteria.	<input type="radio"/> 3 the student always meets the criteria.	<input type="radio"/> 1 the student meets the criteria, but required help or a reminder from the instructor or clinical supervisor.	<input type="radio"/> 0 the student never met the criteria.	<input type="text"/>
2. Recognizes the patient's health condition. NA <input type="checkbox"/>	<input type="radio"/> 4 the student always meets and exceed the criteria.	<input type="radio"/> 3 the student always meets the criteria.	<input type="radio"/> 1 the student meets the criteria, but required help or a reminder from the instructor or clinical supervisor.	<input type="radio"/> 0 the student never met the criteria.	<input type="text"/>
3. Establishment of the relationship among the patient health condition with the surgical procedure as described in the health plan. NA <input type="checkbox"/>	<input type="radio"/> 4 the student always meets and exceed the criteria.	<input type="radio"/> 3 the student always meets the criteria.	<input type="radio"/> 1 the student meets the criteria, but required help or a reminder from the instructor or clinical supervisor.	<input type="radio"/> 0 the student never met the criteria.	<input type="text"/>
4. Sets up the equipment according to the policy of the anesthesiology department. NA <input type="checkbox"/>	<input type="radio"/> 4 the student always meets and exceed the criteria.	<input type="radio"/> 3 the student always meets the criteria.	<input type="radio"/> 1 the student meets the criteria, but required help or a reminder from the instructor or clinical supervisor.	<input type="radio"/> 0 the student never met the criteria.	<input type="text"/>
5. Performs the planned induction with minimal assistance. NA <input type="checkbox"/>	<input type="radio"/> 4 the student always meets and exceed the criteria.	<input type="radio"/> 3 the student always meets the criteria.	<input type="radio"/> 1 the student meets the criteria, but required help or a reminder from the instructor or clinical supervisor.	<input type="radio"/> 0 the student never met the criteria.	<input type="text"/>
6. Maintain the airway during the procedure. NA <input type="checkbox"/>	<input type="radio"/> 4 the student always meets and exceed the criteria.	<input type="radio"/> 3 the student always meets the criteria.	<input type="radio"/> 1 the student meets the criteria, but required help or a reminder from the instructor or clinical supervisor.	<input type="radio"/> 0 the student never met the criteria.	<input type="text"/>
7. Auscultate the breath sounds. NA <input type="checkbox"/>	<input type="radio"/> 4 the student always meets and exceed the criteria.	<input type="radio"/> 3 the student always meets the criteria.	<input type="radio"/> 1 the student meets the criteria, but required help or a reminder from the instructor or clinical supervisor.	<input type="radio"/> 0 the student never met the criteria.	<input type="text"/>
8. Maintains an adequate induction. NA <input type="checkbox"/>	<input type="radio"/> 4 the student always meets and exceed the criteria.	<input type="radio"/> 3 the student always meets the criteria.	<input type="radio"/> 1 the student meets the criteria, but required help or a reminder from the instructor or clinical supervisor.	<input type="radio"/> 0 the student never met the criteria.	<input type="text"/>
9. Determinates the proper time of induction. NA <input type="checkbox"/>	<input type="radio"/> 4 the student always meets and exceed the criteria.	<input type="radio"/> 3 the student always meets the criteria.	<input type="radio"/> 1 the student meets the criteria, but required help or a reminder from the instructor or clinical supervisor.	<input type="radio"/> 0 the student never met the criteria.	<input type="text"/>
10. Administrates drugs in the correct dosage, sequence and timing. NA <input type="checkbox"/>	<input type="radio"/> 4 the student always meets and exceed the criteria.	<input type="radio"/> 3 the student always meets the criteria.	<input type="radio"/> 1 the student meets the criteria, but required help or a reminder from the instructor or clinical supervisor.	<input type="radio"/> 0 the student never met the criteria.	<input type="text"/>
11. Correlates the completion of the surgical procedure with the emergence of anesthesia. NA <input type="checkbox"/>	<input type="radio"/> 4 the student always meets and exceed the criteria.	<input type="radio"/> 3 the student always meets the criteria.	<input type="radio"/> 1 the student meets the criteria, but required help or a reminder from the instructor or clinical supervisor.	<input type="radio"/> 0 the student never met the criteria.	<input type="text"/>
12. Demonstrates problem solving ability. NA <input type="checkbox"/>	<input type="radio"/> 4 the student always meets and exceed the criteria.	<input type="radio"/> 3 the student always meets the criteria.	<input type="radio"/> 1 the student meets the criteria, but required help or a reminder from the instructor or clinical supervisor.	<input type="radio"/> 0 the student never met the criteria.	<input type="text"/>
13. Follows universal precautions as prescribed. NA <input type="checkbox"/>	<input type="radio"/> 4 the student always meets and exceed the criteria.	<input type="radio"/> 3 the student always meets the criteria.	<input type="radio"/> 1 the student meets the criteria, but required help or a reminder from the instructor or clinical supervisor.	<input type="radio"/> 0 the student never met the criteria.	<input type="text"/>
14. Leaves the anesthesia area neat and organized. NA <input type="checkbox"/>	<input type="radio"/> 4 the student always meets and exceed the criteria.	<input type="radio"/> 3 the student always meets the criteria.	<input type="radio"/> 1 the student meets the criteria, but required help or a reminder from the instructor or clinical supervisor.	<input type="radio"/> 0 the student never met the criteria.	<input type="text"/>
				<b>Total Score:</b>	<input type="text"/>

Affective domain. Indicate which of the following characteristics applies to the student

Affective domain. Indicate which of the following characteristics applies to the student.

Criterion	Performance Rating		Score
	Yes	No	
1. Demonstrates a professional conduct NA <input type="checkbox"/>	<input type="radio"/> 2	<input type="radio"/> 0	<input type="text"/>
2. Demonstrates team work abilities NA <input type="checkbox"/>	<input type="radio"/> 2	<input type="radio"/> 0	<input type="text"/>
3. Demonstrates honesty. NA <input type="checkbox"/>	<input type="radio"/> 2	<input type="radio"/> 0	<input type="text"/>
4. Plans rationally. NA <input type="checkbox"/>	<input type="radio"/> 2	<input type="radio"/> 0	<input type="text"/>
5. Works accurately under pressure. NA <input type="checkbox"/>	<input type="radio"/> 2	<input type="radio"/> 0	<input type="text"/>
6. Is reliable, conscientious, and responsible. NA <input type="checkbox"/>	<input type="radio"/> 2	<input type="radio"/> 0	<input type="text"/>
7. Works at the appropriate speed. NA <input type="checkbox"/>	<input type="radio"/> 2	<input type="radio"/> 0	<input type="text"/>
8. Adapts to the clinical environment and is flexible. NA <input type="checkbox"/>	<input type="radio"/> 2	<input type="radio"/> 0	<input type="text"/>
9. Is enthusiastic and shows initiative. NA <input type="checkbox"/>	<input type="radio"/> 2	<input type="radio"/> 0	<input type="text"/>
10. Shows on time to the clinical area. NA <input type="checkbox"/>	<input type="radio"/> 2	<input type="radio"/> 0	<input type="text"/>
		<b>Total Score:</b>	<input type="text"/>

Please use the space provided below to write down your comments.  
(Comments are required for each criterion in which a student score is 0, but any other strength may be addressed.) Please indicate the areas of strengths or that needs improvement.

[Rich Text Formatting](#)

Save Draft

Submit

Decline

[Cancel without Saving](#)

3. Cuando el estudiante complete el cuestionario, debe oprimir *Submit*.
4. El Task Inbox se actualiza indicando que el cuestionario (Survey) se recibió el 23 de enero de 2014 y que el estatus es *Compte*.

Task Inbox					
Title	Type	Status	From	Received	
<input type="checkbox"/> Please fill out the Anesthesia Program Student Self Evaluation	Survey	Complete	WOOLCOCK RODRIGUEZ, KAREN	01/23/2014	<div style="float: right;">           Move to Folder: <input type="text"/> Select         </div>

## TERCERA PARTE – PERSPECTIVA DEL ADMINISTRADOR

Welcome, KAREN WOOLCOCK RODRIGUEZ

You are currently logged in as Unit Administrator Select

Recent Messages			
Name	From	Received	
<a href="#">Survey Anesthesia Program Student Self Evaluation Sent to CLINICAL PRAC. I PRIN OF ANEST-5122-ANES ANES 5122 section 27013</a>	Tk20, Tk20	01/23/2014	
<a href="#">Survey Self Evaluation Anesthesia Clinical Experience I Sent to CLINICAL PRAC. I PRIN OF ANEST-5122-ANES ANES 5122 section 27013</a>	Tk20, Tk20	01/22/2014	
Re: MENSAJES	TORRES-VELEZ, JACQUELINE	04/03/2013	
MENSAJES	TORRES-VELEZ, JACQUELINE	03/11/2013	
PRUEBA	TORRES-VELEZ, JACQUELINE	03/01/2013	
Re: MAPA CURRICULAR ING. ELECTRICA	QUINTANA MENDEZ, JAVIER	02/12/2013	
MAPA CURRICULAR-ENFERMERA Y ANESTESIA	WOOLCOCK RODRIGUEZ, KAREN	02/05/2013	

Pending Tasks				
Name	Type	From	Received	Due Date
<a href="#">Please fill out the Data collection form for Completar rúbrica</a>	Measure	WOOLCOCK RODRIGUEZ, KAREN	02/25/2013	

1. El administrador puede producir un informe que resume los datos recopilados al momento.
2. En la pestaña de Survey va a tener los cuestionarios enviados.

My Surveys

Surveys							
Survey Title	Survey Type	User Groups	Courses	Status	Sent By	Start Date	End Date
<input type="checkbox"/> <a href="#">Anesthesia Program Student Self Evaluation</a>	Standard		ANES 5122	In Progress	WOOLCOCK RODRIGUEZ, KAREN	01/23/2014	01/28/2014
<input type="checkbox"/> <a href="#">Law School Enrollment Service Satisfaction Survey</a>	Kiosk			Active	WOOLCOCK RODRIGUEZ, KAREN		
<input type="checkbox"/> <a href="#">Self Evaluation Anesthesia Clinical Experience I</a>	Standard		ANES 5122	Complete	WOOLCOCK RODRIGUEZ, KAREN	01/22/2014	01/23/2014

3. Si selecciona el más reciente, en este caso *Anesthesia Program Student Self Evaluation*, verá la siguiente pantalla:

Basic Information | Survey Form | Reports | Recipients

### Survey Details

Survey Title: Anesthesia Program Student Self Evaluation

Description: This self evaluation is design to determine the level of achievement of the clinical skills you have acquired according to your perception. Please complete the questionnaire and write down any further comments you understand that describe your skills achivements and area of improvement.

Organization(s): Arecibo MS Anesthesia

Anonymous: No

User Groups:

Courses: ANES 5122

Sent By: WOOLCOCK RODRIGUEZ, KAREN

Start Date: 01/23/2014 01:24 PM

End Date: 01/28/2014 01:00 AM

Reminder Date:

Reminder Message:

Please indicate whether the visibility of this survey is public or private. The results of public surveys are visible to other users. The results of private surveys are only available to the survey creator.

Survey visibility:  Public  Private

Please indicate whether the survey could be completed after the due date

Allow completion after due date:  Yes  No

4. Al presionar la pestaña de *Reports*, podrá ver los informes disponibles para los cuestionarios.

- Los informes le suministran la lista de estudiantes que completaron el cuestionario, la lista de los estudiantes que aún están pendientes de completarlo y un resumen de los resultados agregados.

Basic Information
Survey Form
Reports
Recipients

**Report Title**

[People who have pending Anesthesia Program Student Self Evaluation](#)

[People who have completed Anesthesia Program Student Self Evaluation](#)

[Anesthesia Program Student Self Evaluation Aggregated Results](#)

[Displayed Results](#)

### Anesthesia Program Aggregated Results

STUDENT CLINICAL EVALUATION (FOR CLINICAL PRACTICE I AND II)												
Cognitive and psychomotor domain. Please qualify your (the student) performance according to the criteria provided below and using the indicated scale.	# Outstanding	% Outstanding	# Very good	% Very good	# Adequate	% Adequate	# Inadequate	% Inadequate	# No Response	% No Response	Total Response	Average
1. Performance of the preoperative evaluation protocol.	1	50%	0	0%	1	50%	0	0%	0	0%	2	2.5
2. Recognizes the patient's health condition.	0	0%	1	50%	1	50%	0	0%	0	0%	2	2
3. Establishment of the relationship among the patient health condition with the surgical procedure as described in the health plan.	0	0%	1	50%	1	50%	0	0%	0	0%	2	2
4. Sets up the equipment according to the policy of the anesthesiology department.	1	50%	0	0%	1	50%	0	0%	0	0%	2	2.5
5. Performs the planned induction with minimal assistance.	0	0%	2	100%	0	0%	0	0%	0	0%	2	3
6. Maintain the airway during the procedure.	0	0%	2	100%	0	0%	0	0%	0	0%	2	3
7. Auscultate the breath sounds.	0	0%	2	100%	0	0%	0	0%	0	0%	2	3
8. Maintains an adequate induction.	1	50%	1	50%	0	0%	0	0%	0	0%	2	3.5
9. Determinates the proper time of induction.	1	50%	1	50%	0	0%	0	0%	0	0%	2	3.5
10. Administrates drugs in the correct dosage, sequence and timing.	1	50%	1	50%	0	0%	0	0%	0	0%	2	3.5
11. Correlates the completion of the surgical procedure with the emergence of anesthesia.	1	50%	1	50%	0	0%	0	0%	0	0%	2	3.5
12. Demonstrates problem solving ability.	1	50%	1	50%	0	0%	0	0%	0	0%	2	3.5
13. Follows universal precautions as prescribed.	1	50%	1	50%	0	0%	0	0%	0	0%	2	3.5
14. Leaves the anesthesia area neat and organized.	1	50%	0	0%	1	50%	0	0%	0	0%	2	2.5
<b>Total/Percentage</b>	<b>9</b>	<b>32.14%</b>	<b>14</b>	<b>50%</b>	<b>5</b>	<b>17.86%</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0%</b>	<b>28</b>	
Affective domain. Indicate which of the following characteristics applies to the student.	# Yes	% Yes	# No	% No	# No Response	% No Response	Total Response	Average				
1. Demonstrates a professional conduct	2	100%	0	0%	0	0%	2	2				
2. Demonstrates team work abilities	1	50%	1	50%	0	0%	2	1				
3. Demonstrates honesty.	2	100%	0	0%	0	0%	2	2				
4. Plans rationally.	2	100%	0	0%	0	0%	2	2				
5. Works accurately under pressure.	2	100%	0	0%	0	0%	2	2				
6. Is reliable, conscientious, and responsible.	2	100%	0	0%	0	0%	2	2				
7. Works at the appropriate speed.	1	50%	1	50%	0	0%	2	1				
8. Adapts to the clinical environment and is flexible.	2	100%	0	0%	0	0%	2	2				
9. Is enthusiastic and shows initiative.	2	100%	0	0%	0	0%	2	2				
10. Shows on time to the clinical area.	2	100%	0	0%	0	0%	2	2				
<b>Total/Percentage</b>	<b>18</b>	<b>90%</b>	<b>2</b>	<b>10%</b>	<b>0</b>	<b>0%</b>	<b>20</b>					

Close

- Si selecciona la pestaña *Recipients*, verá la lista de los estudiantes que recibieron los cuestionarios. Para cada participante que haya completado el cuestionario, podrá ver cómo contestó el mismo.