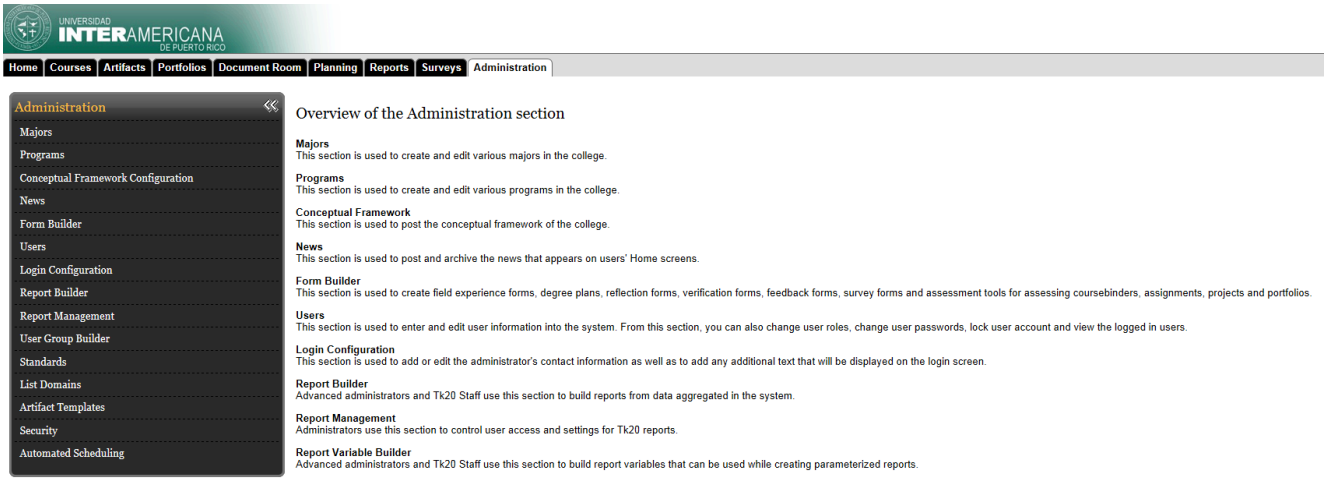
ETAPAS PARA LA CREACIÓN Y ADMINISTRACIÓN DE UN CUESTIONARIO EN EL SISTEMA Tk20

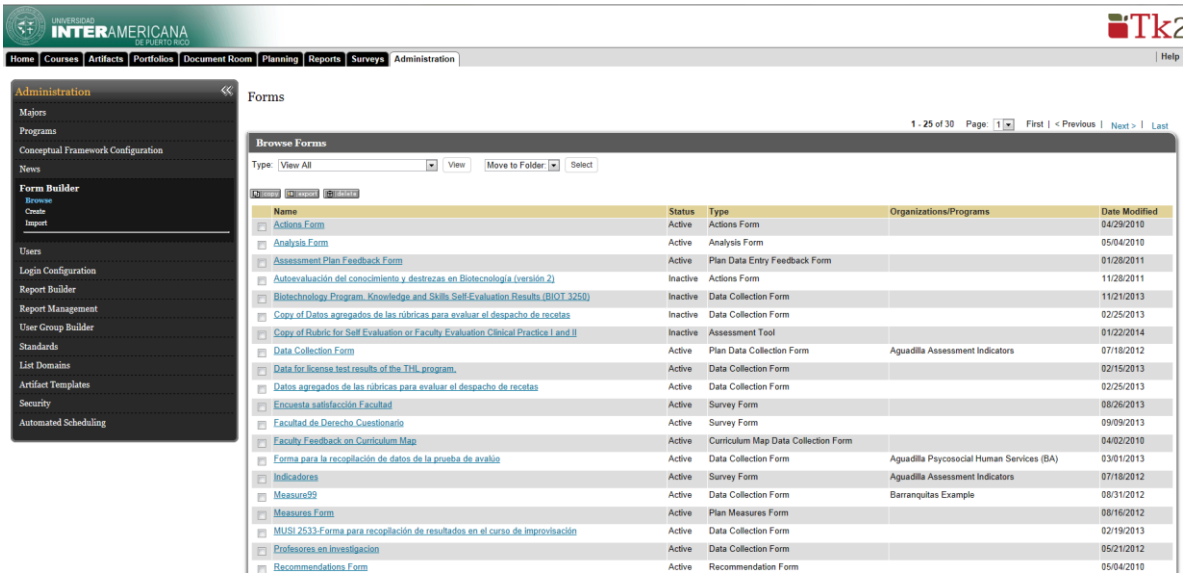
PRIMERA PARTE-PERSPECTIVA DEL ADMINISTRADOR

Etapa 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.



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



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

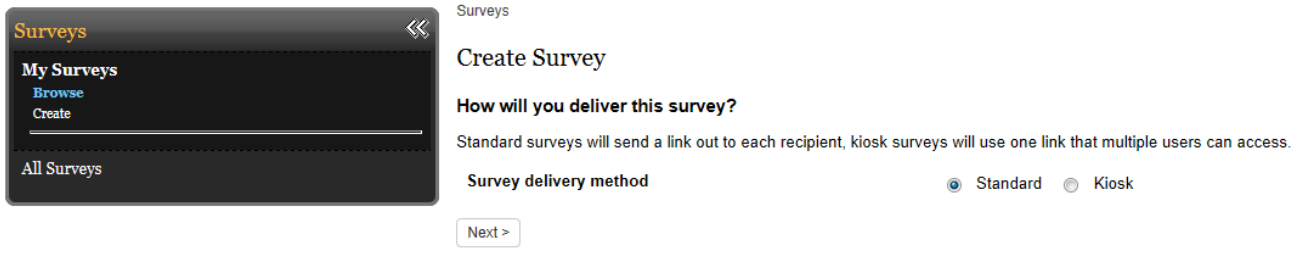
5. El formulario debe encontrarse activo para que pueda utilizarse con otras funcionalidades del sistema.

Etapa 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 C*reate*

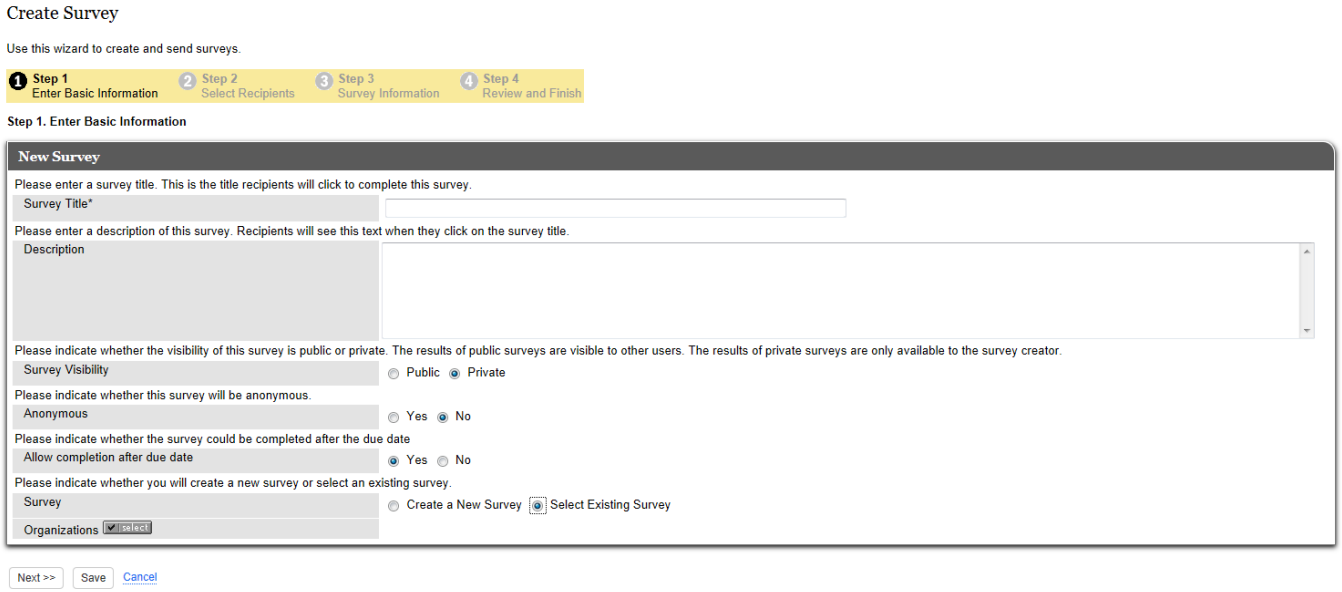
7. El sistema le mostrará la pantalla que se indica a continuación:



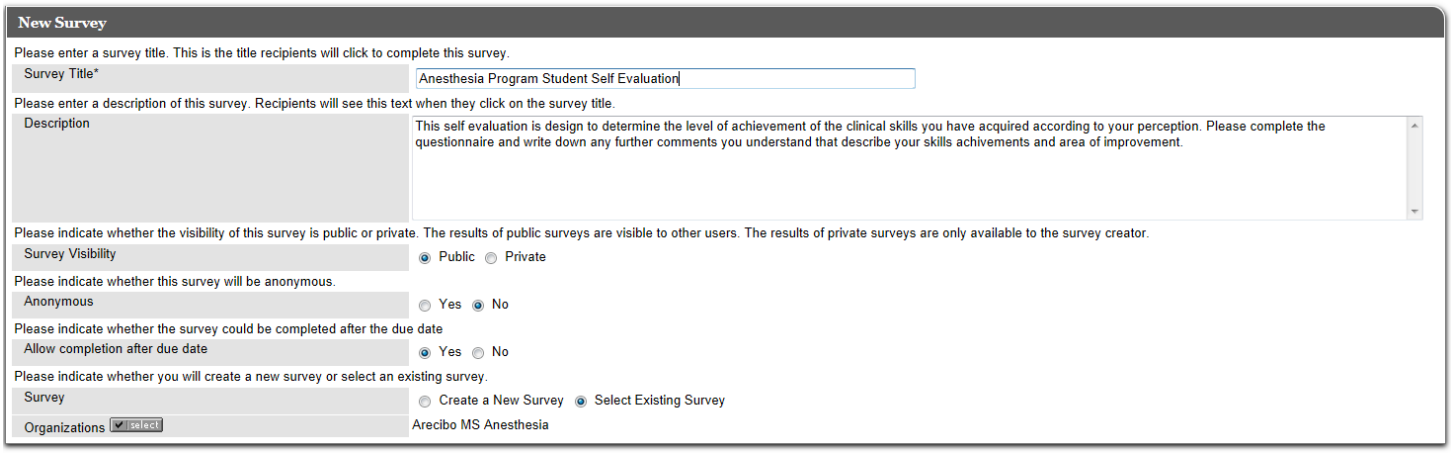
8. Seleccione la opción *Standard*, si desea que lo conteste un usuario (estudiante, profesor o administrador) que tenga acceso a Tk20. (La opción *Kiosk* se explicará en otro manual)

9. Seleccione la opción Next.

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

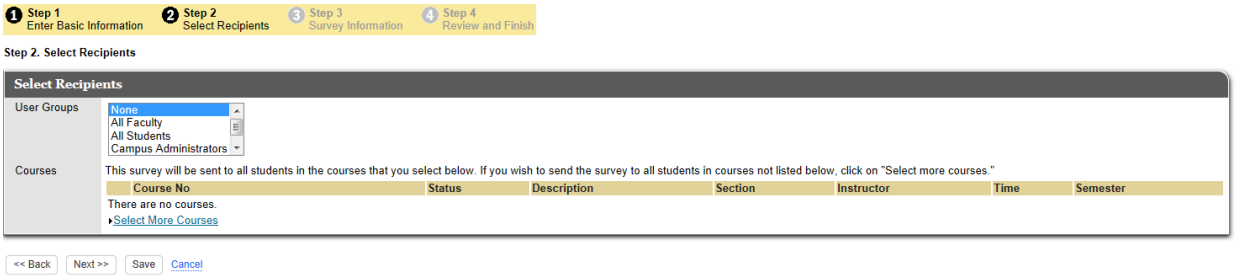


10. Ingrese el título del cuestionario o encuesta.
11. Ingrese la descripción
12. Seleccione *Public* en Survey Viability
13. Indique si desea que el cuestionario sea anónimo
14. Indique si desea permitir que el cuestionario se pueda completar luego de la fecha límite programada.
15. Indique si va a 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:



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.

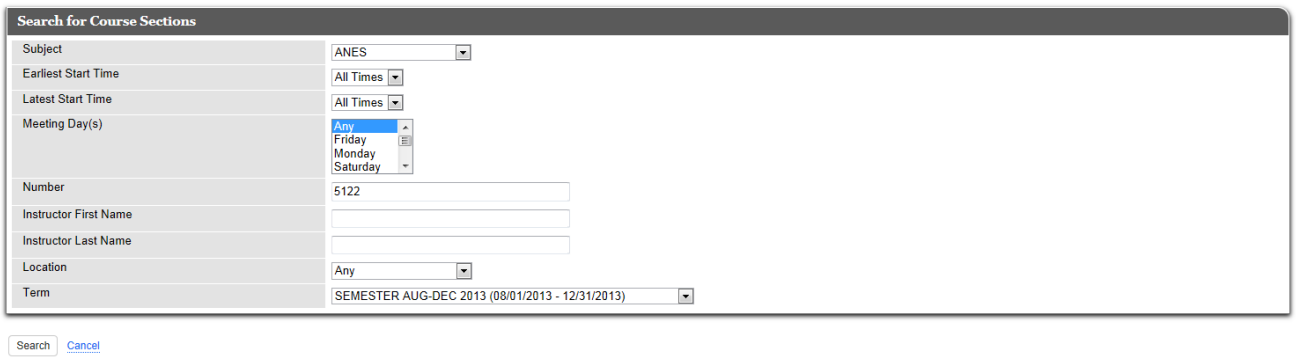
Create Survey



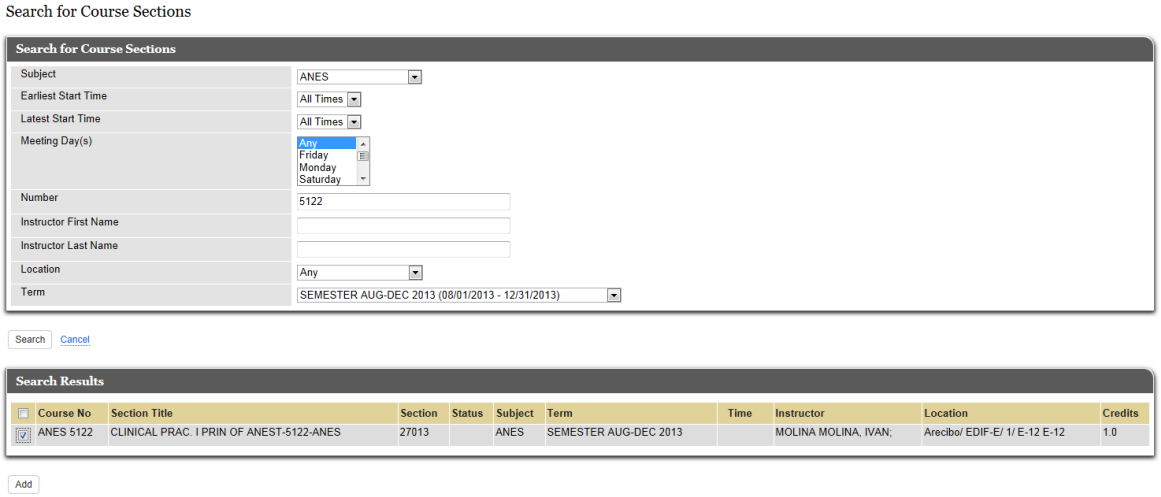
20. Si desea enviarlo a un grupo de estudiantes matriculado en un curso, debe presionar la opción "*Select More Courses*".

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

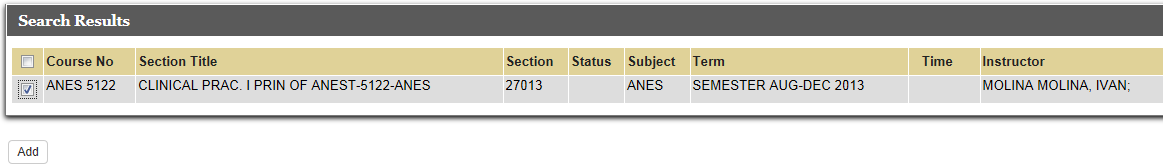
Search for Course Sections



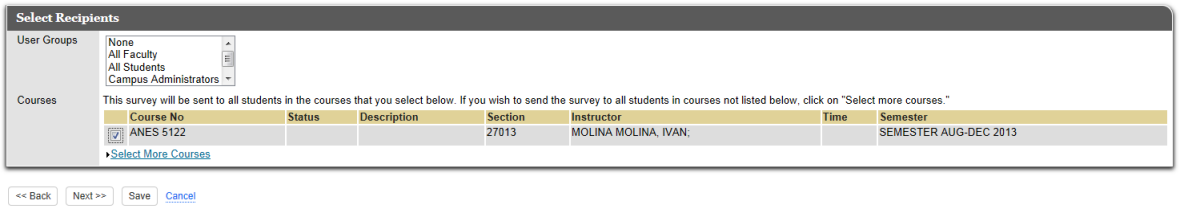
22. Luego de presionar Search, verá la siguiente pantalla:



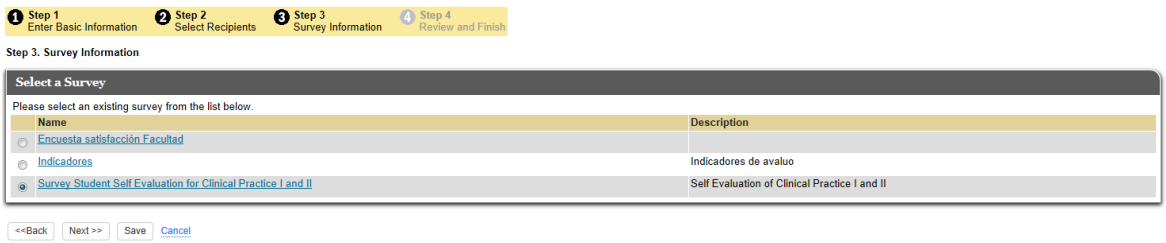
23. Marque el cuadro al lado del curso que le interesa que reciba el cuestionario.



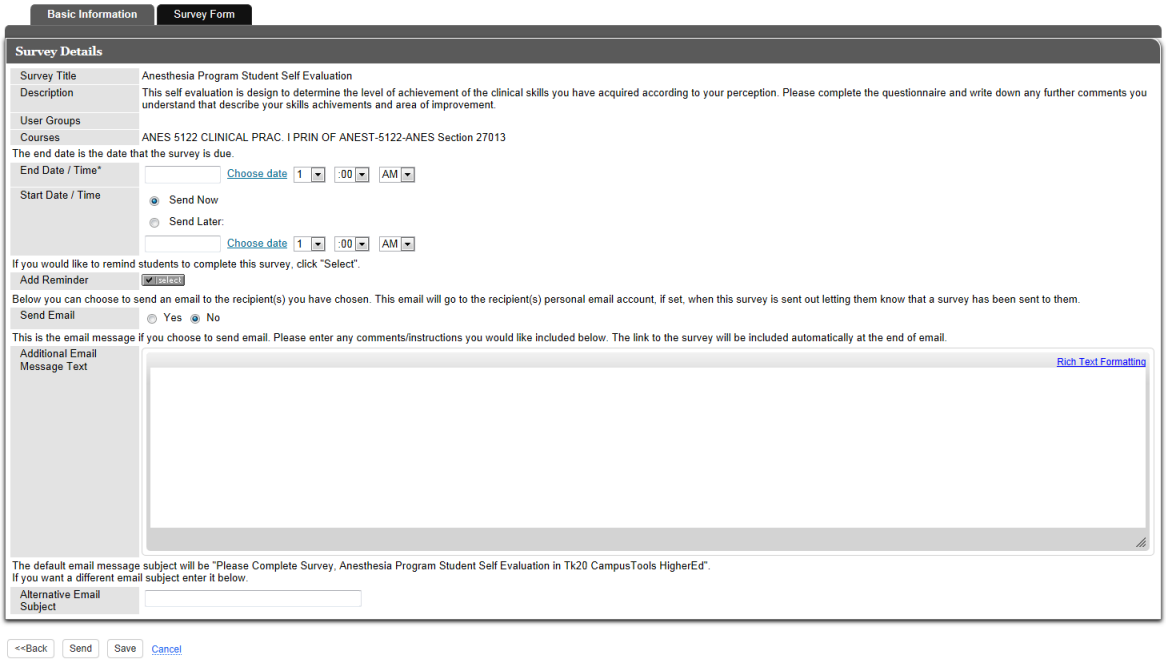
24. Presione *Add*.



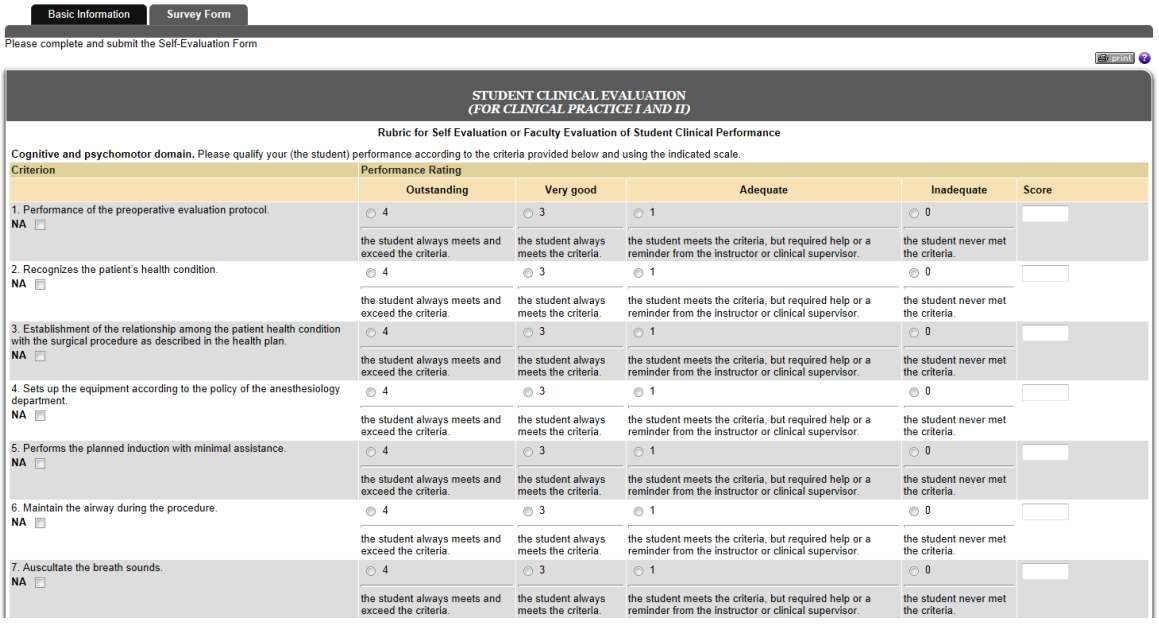
25. Marque el cuadro al lado del curso que le interesa que reciba el cuestionario. (Si desea incorporar otra sección de un curso, debe repetir los pasos anteriores).
26. Presione Next
27. En el siguiente paso debe escoger entre los formularios (que se desarrollaron como **surveys** en Form Builder) disponibles en Tk20.
28. Escoja el formulario y seleccione Next.



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

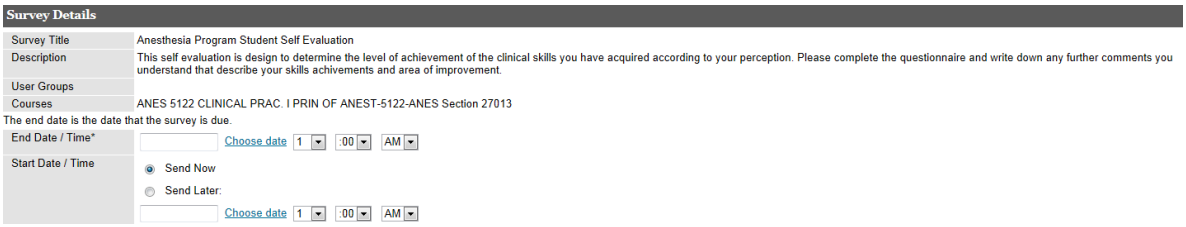


30. Si presiona la pestaña *Survey Form* podrá verificar el cuestionario que va a enviar.

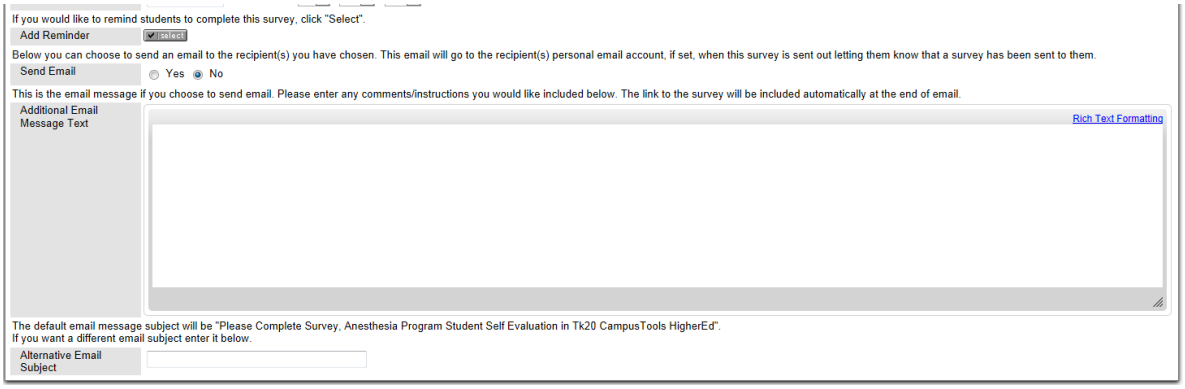


31. El cuestionario se guarda en el sistema al presionar *Save*.

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.

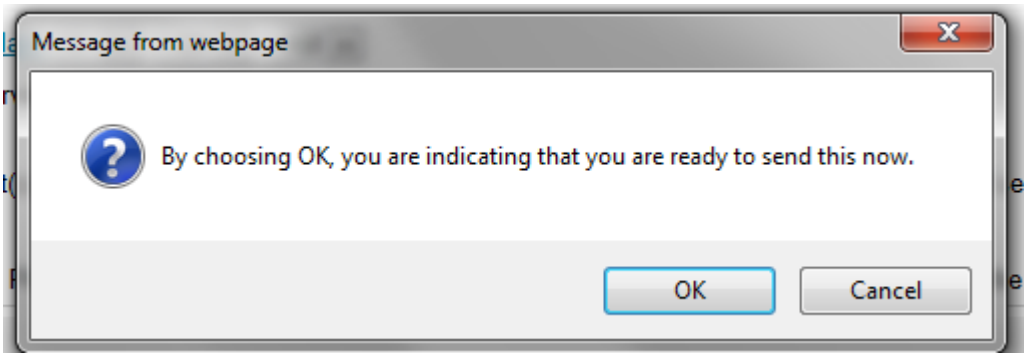


33. Puede optar por enviar un recordatorio por email al usuario. El contenido del correo se redacta en el encasillado identificado Message Text. (Para efectos de realizar pruebas, debe seleccionar No).



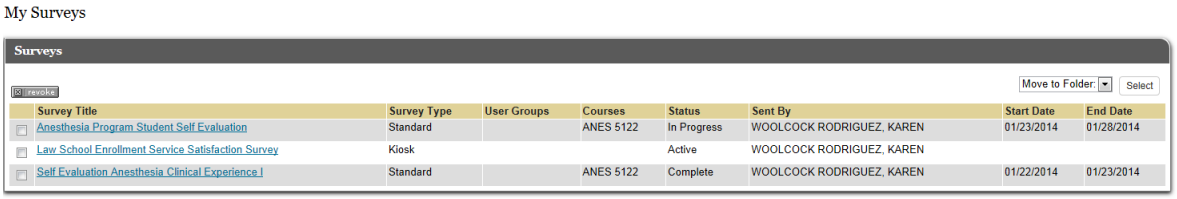
34. El cuestionario se envía a los usuarios o cursos seleccionados al presionar *Send*.

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



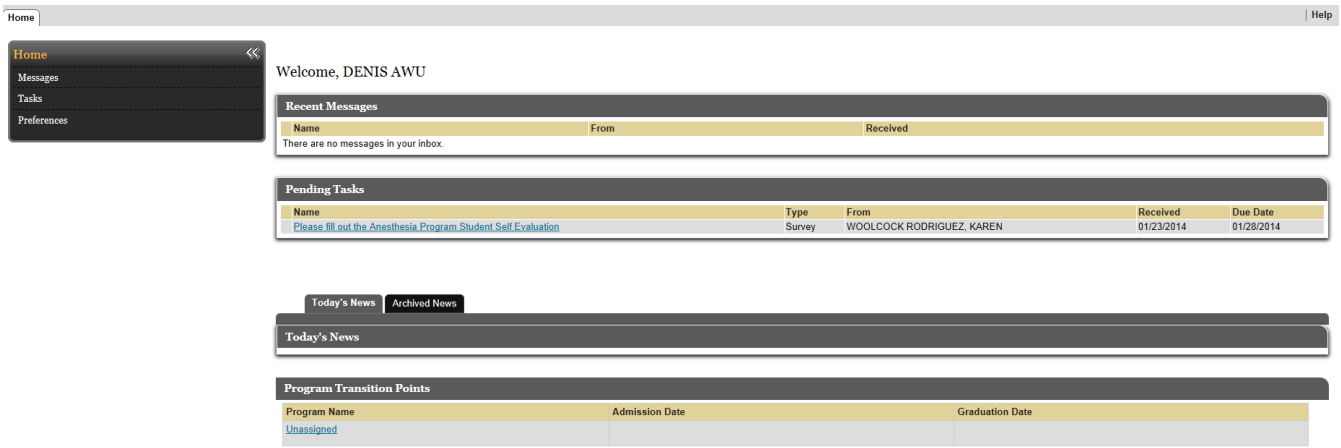
36. Al presionar OK, el cuestionario se remitirá a la sección del curso seleccionado.

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

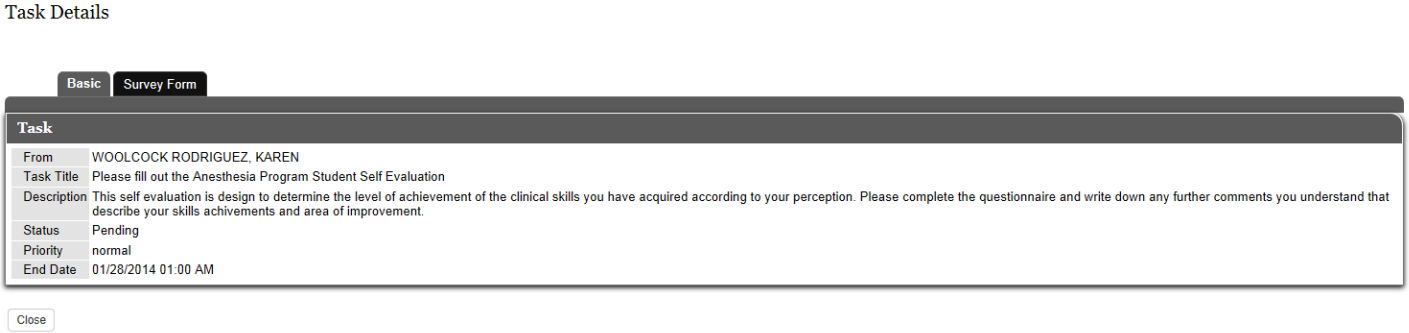


SEGUNDA PARTE-PERSPECTIVA DEL ESTUDIANTE

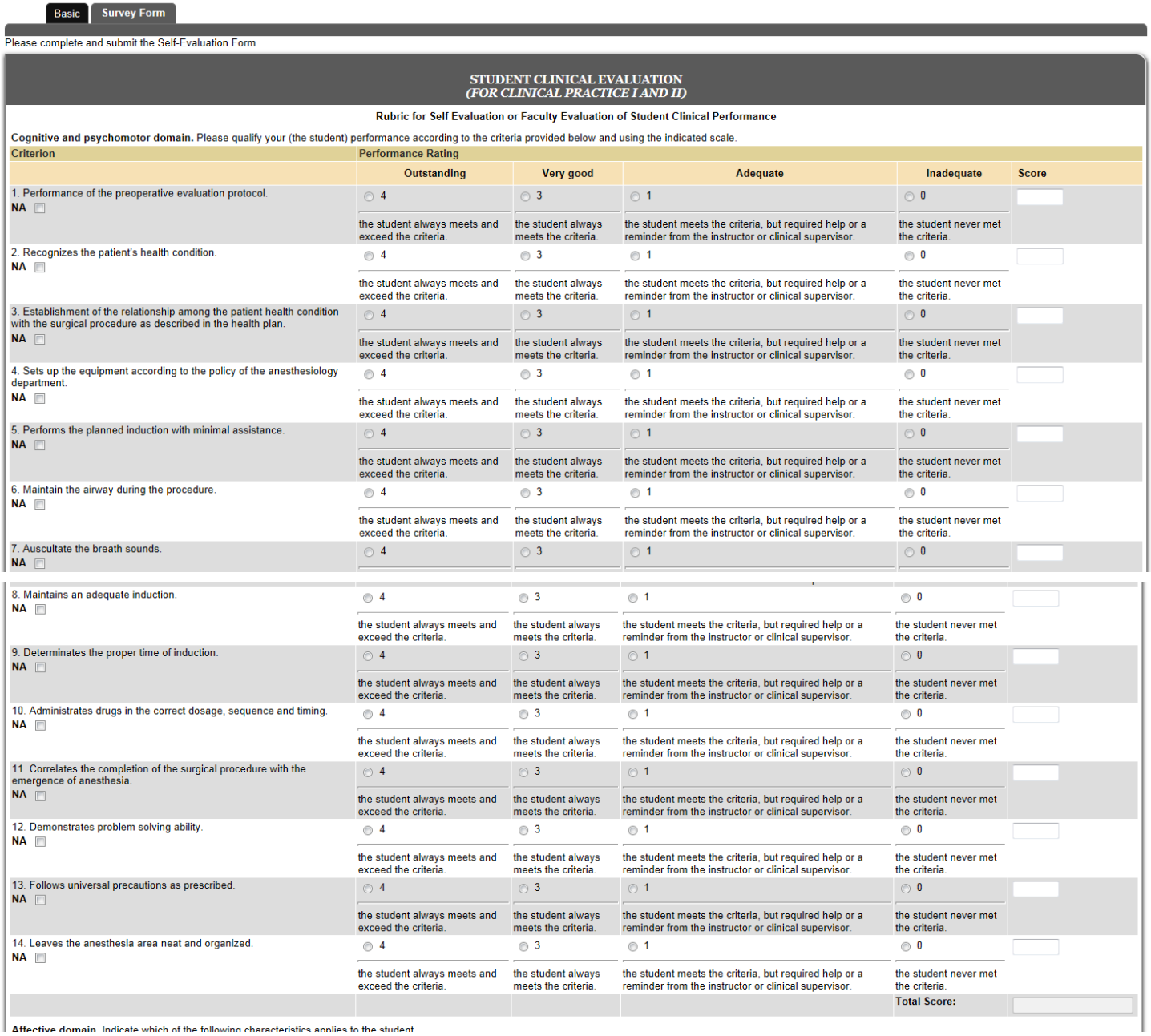
1. Cuando un estudiante matriculado (en la sección del curso seleccionado para recibir el cuestionario) ingrese a Tk20, tendrá el cuestionario disponible bajo ***Pending tasks***.



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



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



Basic | Survey Form

Please complete and submit the Self-Evaluation Form

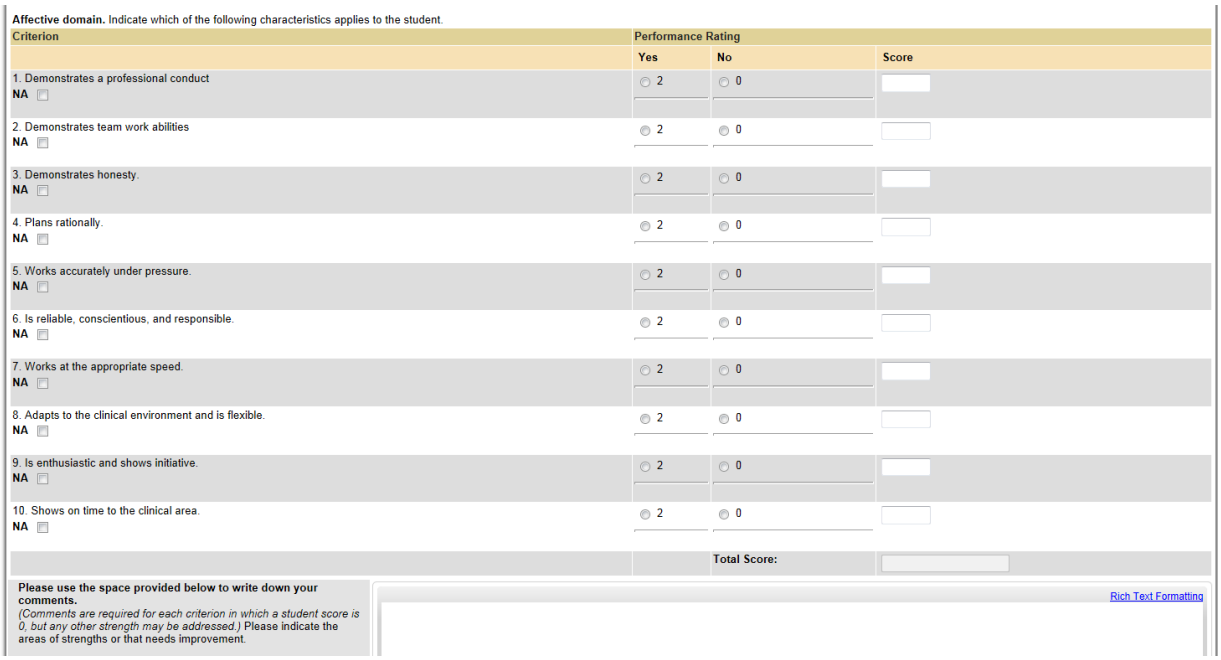
STUDENT CLINICAL EVALUATION
(FOR CLINICAL PRACTICE I AND II)

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				
	Outstanding	**Very good**	**Adequate**	**Inadequate**	**Score**
1. Performance of the preoperative evaluation protocol. **NA** ☐	○ 4 the student always meets and exceed the criteria.	○ 3 the student always meets the criteria.	○ 1 the student meets the criteria, but required help or a reminder from the instructor or clinical supervisor.	○ 0 the student never met the criteria.	
2. Recognizes the patient's health condition. **NA** ☐	○ 4 the student always meets and exceed the criteria.	○ 3 the student always meets the criteria.	○ 1 the student meets the criteria, but required help or a reminder from the instructor or clinical supervisor.	○ 0 the student never met the criteria.	
3. Establishment of the relationship among the patient health condition with the surgical procedure as described in the health plan. **NA** ☐	○ 4 the student always meets and exceed the criteria.	○ 3 the student always meets the criteria.	○ 1 the student meets the criteria, but required help or a reminder from the instructor or clinical supervisor.	○ 0 the student never met the criteria.	
4. Sets up the equipment according to the policy of the anesthesiology department. **NA** ☐	○ 4 the student always meets and exceed the criteria.	○ 3 the student always meets the criteria.	○ 1 the student meets the criteria, but required help or a reminder from the instructor or clinical supervisor.	○ 0 the student never met the criteria.	
5. Performs the planned induction with minimal assistance. **NA** ☐	○ 4 the student always meets and exceed the criteria.	○ 3 the student always meets the criteria.	○ 1 the student meets the criteria, but required help or a reminder from the instructor or clinical supervisor.	○ 0 the student never met the criteria.	
6. Maintain the airway during the procedure. **NA** ☐	○ 4 the student always meets and exceed the criteria.	○ 3 the student always meets the criteria.	○ 1 the student meets the criteria, but required help or a reminder from the instructor or clinical supervisor.	○ 0 the student never met the criteria.	
7. Auscultate the breath sounds. **NA** ☐	○ 4	○ 3	○ 1	○ 0	
8. Maintains an adequate induction. **NA** ☐	○ 4 the student always meets and exceed the criteria.	○ 3 the student always meets the criteria.	○ 1 the student meets the criteria, but required help or a reminder from the instructor or clinical supervisor.	○ 0 the student never met the criteria.	
9. Determinates the proper time of induction. **NA** ☐	○ 4 the student always meets and exceed the criteria.	○ 3 the student always meets the criteria.	○ 1 the student meets the criteria, but required help or a reminder from the instructor or clinical supervisor.	○ 0 the student never met the criteria.	
10. Administrates drugs in the correct dosage, sequence and timing. **NA** ☐	○ 4 the student always meets and exceed the criteria.	○ 3 the student always meets the criteria.	○ 1 the student meets the criteria, but required help or a reminder from the instructor or clinical supervisor.	○ 0 the student never met the criteria.	
11. Correlates the completion of the surgical procedure with the emergence of anesthesia. **NA** ☐	○ 4 the student always meets and exceed the criteria.	○ 3 the student always meets the criteria.	○ 1 the student meets the criteria, but required help or a reminder from the instructor or clinical supervisor.	○ 0 the student never met the criteria.	
12. Demonstrates problem solving ability. **NA** ☐	○ 4 the student always meets and exceed the criteria.	○ 3 the student always meets the criteria.	○ 1 the student meets the criteria, but required help or a reminder from the instructor or clinical supervisor.	○ 0 the student never met the criteria.	
13. Follows universal precautions as prescribed. **NA** ☐	○ 4 the student always meets and exceed the criteria.	○ 3 the student always meets the criteria.	○ 1 the student meets the criteria, but required help or a reminder from the instructor or clinical supervisor.	○ 0 the student never met the criteria.	
14. Leaves the anesthesia area neat and organized. **NA** ☐	○ 4 the student always meets and exceed the criteria.	○ 3 the student always meets the criteria.	○ 1 the student meets the criteria, but required help or a reminder from the instructor or clinical supervisor.	○ 0 the student never met the criteria.	
				Total Score:	

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



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

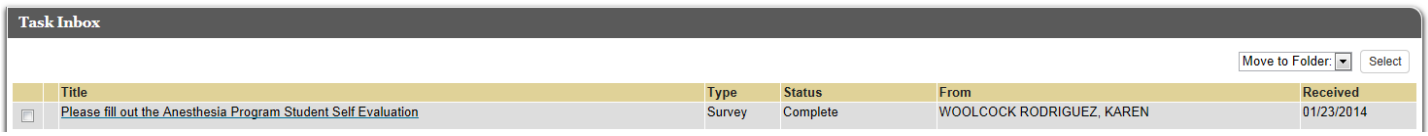
Criterion	Performance Rating		
	Yes	No	Score
1. Demonstrates a professional conduct NA	2	0	
2. Demonstrates team work abilities NA	2	0	
3. Demonstrates honesty. NA	2	0	
4. Plans rationally. NA	2	0	
5. Works accurately under pressure. NA	2	0	
6. Is reliable, conscientious, and responsible. NA	2	0	
7.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

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

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 *Complte*.

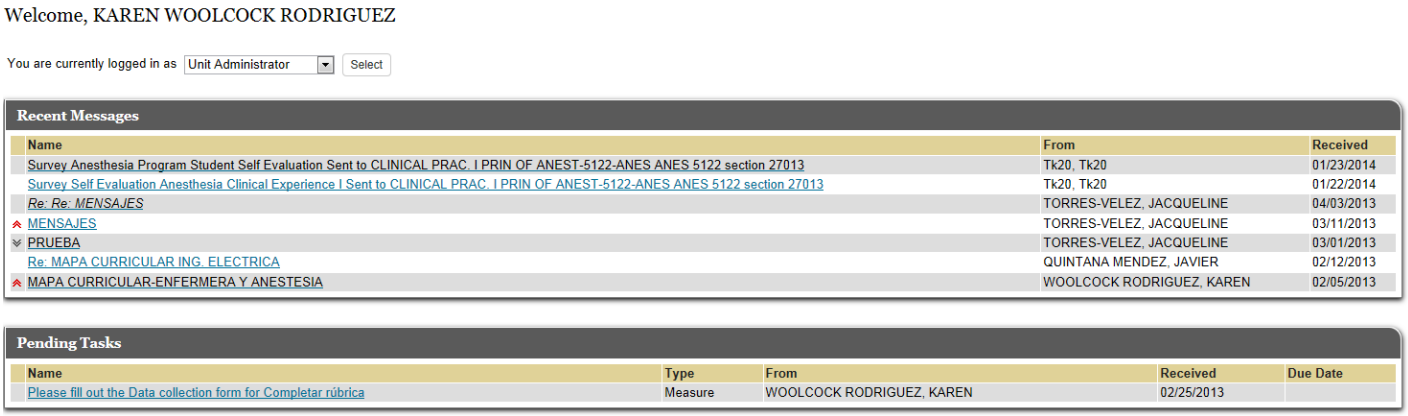


Task Inbox

Move to Folder: Select

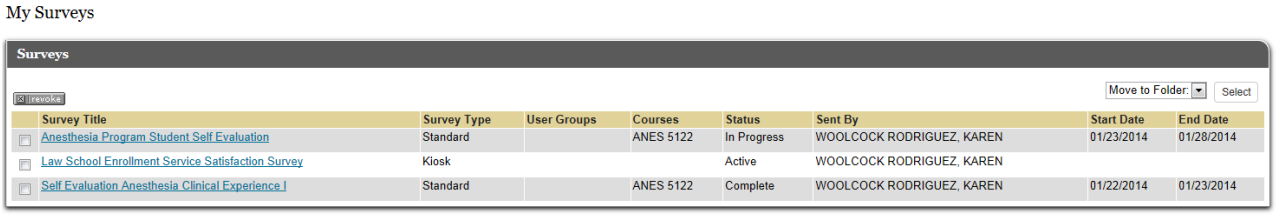
Title	Type	Status	From	Received
Please fill out the Anesthesia Program Student Self Evaluation	Survey	Complete	WOOLCOCK RODRIGUEZ, KAREN	01/23/2014

TERCERA PARTE – PERSPECTIVA DEL ADMINISTRADOR

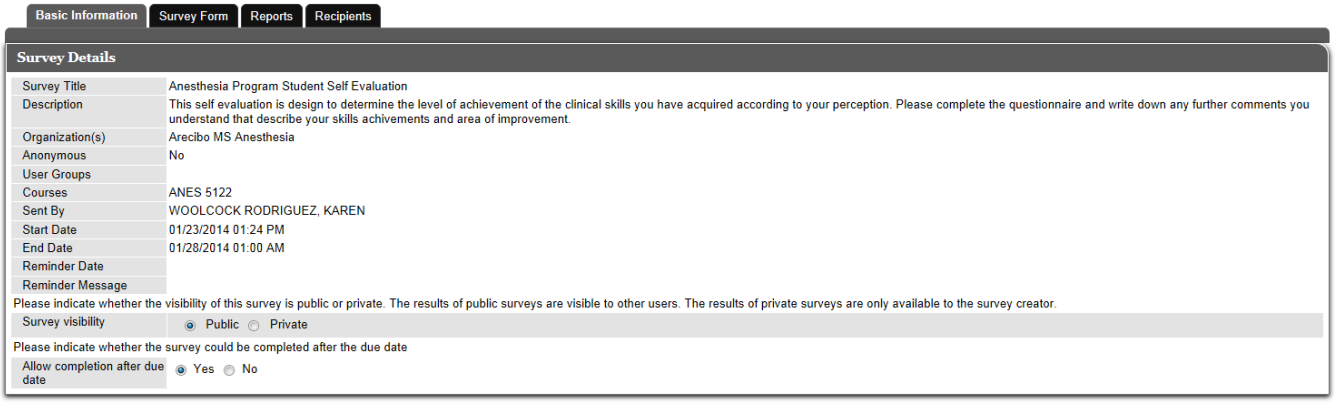


1. El administrador puede producir un informe que resume los datos recopilados al momento.

2. En la pestaña de Survey va a tener los cuestionarios enviados.

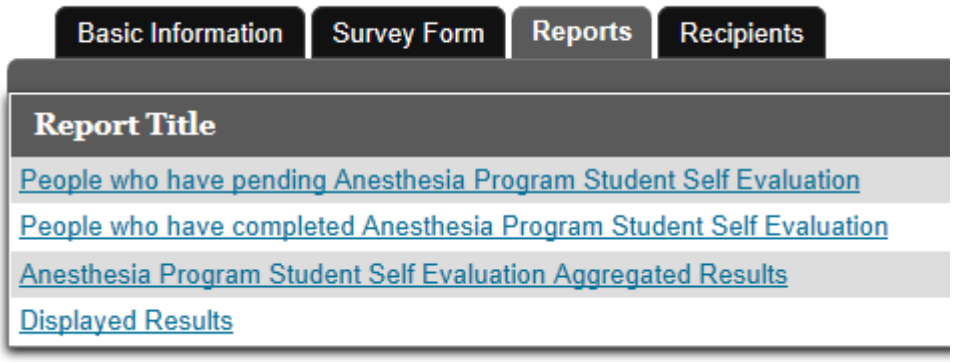


3. Si selecciona el más reciente, en este caso *Anesthesia Program Student Self Evaluation,* verá la siguiente pantalla:



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

5. 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.



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
Total/Percentage	9	32.14%	14	50%	5	17.86%	0	0%	0	0%	28	

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
Total/Percentage	18	90%	2	10%	0	0%	20	

Close

6. 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.