How to use Online questionnaire for CPUX trainings

The following manual advises you on how to use a real online questionnaire for your CPUX trainings, which you can make available to your course participants using a fixed URL. This way you have the advantage to have all your participants responses available in the CSV (.csv) format. You can use this Excel-file to send in your participants feedback to training-feedback@uxqb.org as well.

In order to use the online-questionnaire you need to carry out the following steps:

1. Request access for the template at adminstrations@uxqb.org. You will need a Google account for this and indicate which E-Mail address you use for your Google account.
2. Login at Google at https://accounts.google.com/ (possibly create an account if you do not have one yet)
3. After the login go to Google Drive at https://drive.google.com/
4. On the start page of Google Drive switch to "Shared with me".
5. This is where you will find the template for the questionnaire (which we made available to you in step 1).
6. Position the mouse cursor on the Template you need.

7.
    a. CPUX-F Questionnaire
    b. CPUX-UR - Questionnaire
    c. CPUX-DS - Questionnaire
    d. CPUX-UT - Questionnaire
8. Press the right mouse button and select "Make a copy".
9. **Create a copy of the Template "CPUX-F - Questionnaire" or any other you need. You will use this copy to send to your participants.**
10. Now switch from "Shared with me" to "My Drive"
11. This is where your questionnaire to send out to your participants is available to you. If you open the document you can copy the URL out of your browser Address window. You can include this URL in a personal message to your participants for the grading of the seminar.
12. As soon as all participants sent in their reply you send the feedback as a .csv-file to training-feedback@uxqb.org

If you have questions just write us at administrations@uxqb.org or you can reach us under the following number: +49 221 997 898 08.

Your team from UXQB e.V.