



**Automatic System for TRacking E-Learners
(ASTRE)
Project number: 2019-1-ES01-KA204-065644**

IO1.A10_ASTRE NATIONAL VERSIONS OF SURVEY TOOLS



ASTRE partners

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1. ENGLISH VERSION

1.1. PROTOCOL FOR THE TRACKING SYSTEM



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Process



8 EASY STEPS TO IMPLEMENT A TRACKING SYSTEM

“Implementation of a tracking system for MOOC providers”



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Process

Select Platform

- Google Forms
- EU Survey
- Lime Survey
-

Download file

- Google Forms Send mail and follow guide instructions (4 steps)
- EU Survey File
- Lime Survey File
- Text File with questions to develop the survey in the specific format.

Create your own survey

- Upload in the platform the downloaded file to create your own survey
- Evaluate to include new questions should you consider it suitable for your analysis.
- Insert the necessary parameters to define the survey (only one answer per student, deadline, etc.)

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Process



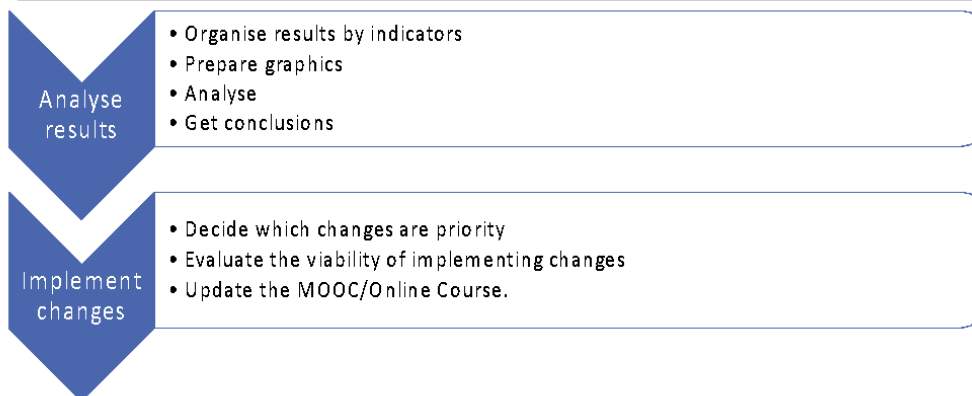
“Implementation of a tracking system for MOOC providers”



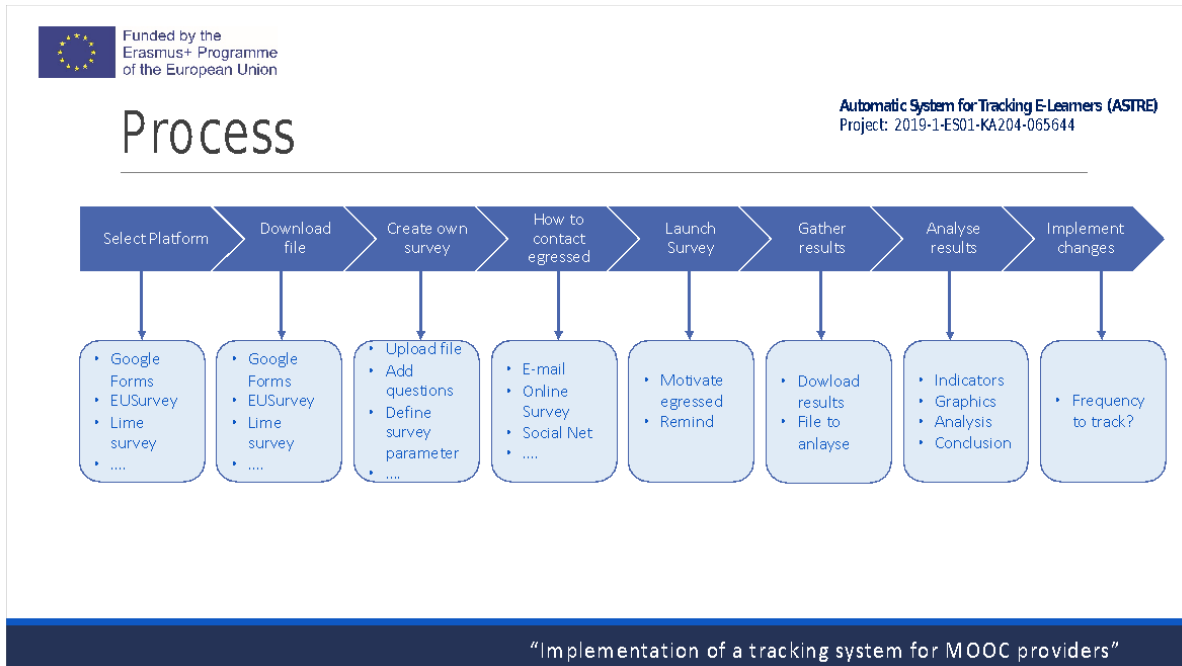
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“Implementation of a tracking system for MOOC providers”



1.2. PROTOCOL TO IMPLEMENT THE SURVEY

Survey protocol for google forms

One of the survey formats that the ASTRE website contains has been designed using the Google Forms tool. In order to use it, you must generate a copy that you can edit and modify or keep in the designed format.

It is an essential requirement to have a Google account to be able to save the survey form in your Google Drive space.

You can **request access** to the survey model by sending an email to the following address:

- For GOOGLE FORMS

astregforms@gmail.com, this mail should be used if you want to work with google forms in English

- FOR EU SURVEY

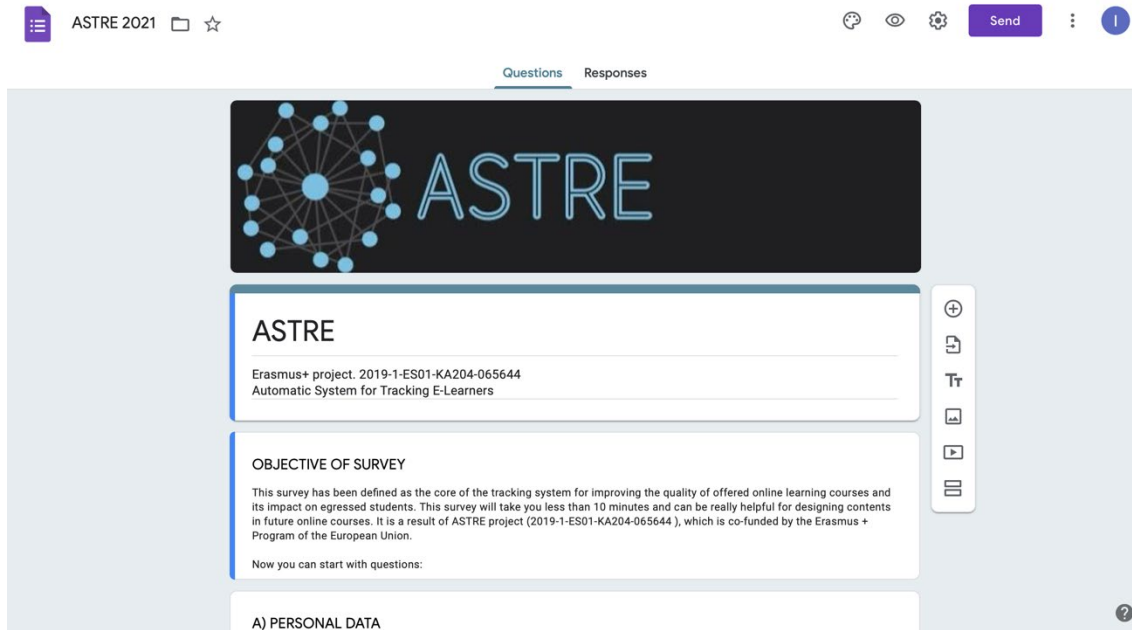
Visit ASTRE web page (www.trackingelearners.eu/.com) and download the word file to upload it on the EU SURVEY platform.


The ASTRE manager will send a link to your email that will give you access to the survey.

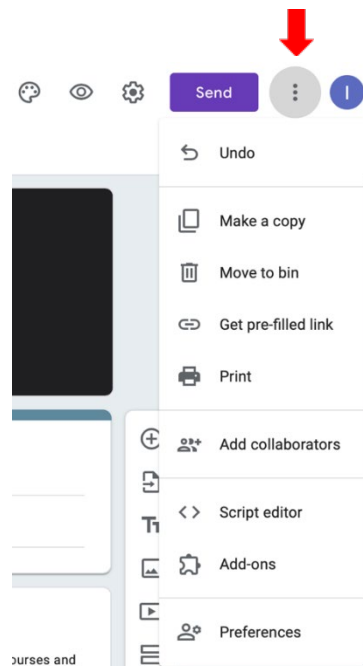
Once the link has been received, carry out the following operations to download a copy that you will host in your Google Drive space:


- 1) By linking to the link, the browser will send you to the survey prepared for you

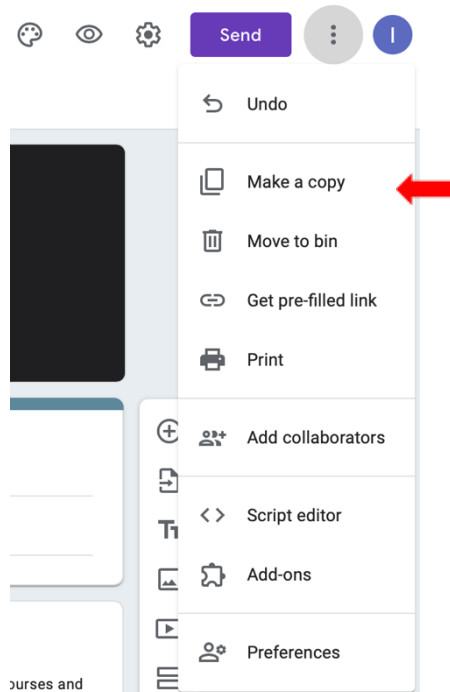
https://docs.google.com/forms/d/1Zi7vnLF32KDPgJCC2-7e7HvFtPH1JFdggYtEW_L8nBU/edit?usp=sharing



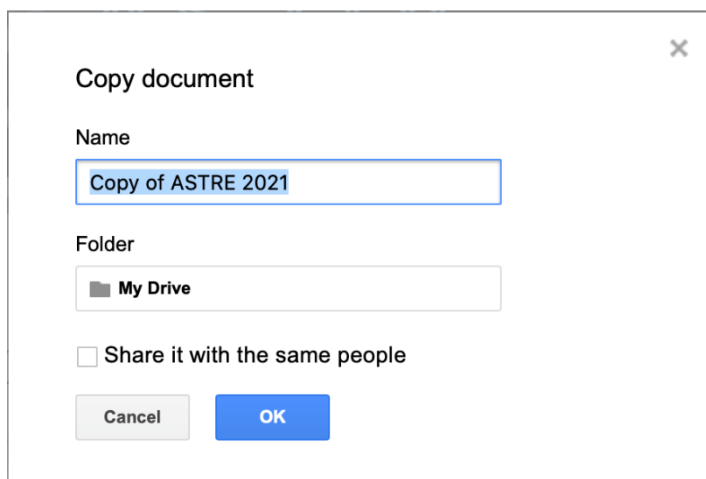
- 2) At the top right of the screen, click the icon  which will give you access to the following dropdown:



3) Click on  Make a copy in order to get a copy of the survey



4) A pop-up window will open asking for a file name and the location within your Google Drive space where you want to save your survey



You already have your survey format that you can maintain or modify / adapt to your needs.

Notice that the link will be active in a period of time no longer than 48 hours from the receipt of the access link, after this period of time the original format will be eliminated and you will not be able to access the survey format, having to request a new access.

1.3. PROCESS

Presenting the survey:

Dear Sir/ Madam,

ASTRE project (2019-1-ES01-KA204-065644) is co-funded by the Erasmus + Program of the European Union. It is focused on improving the quality of offered online learning opportunities for adults. Results evidenced there is a need to measure the benefit and the impact of attendance of e-learning courses, in learners with different motivations and different degree of engagement. The first intellectual output of the project is a tracking system for learners participating in MOOCs and online learning. At the core of the tracking system a tracking survey is addressed to MOOC learners that have completed a specific course. Results will be anonymously analysed and they will help the course designers, to update the course and implement any necessary change in order to improve the impact of the course in the student success in labour market, either by finding a new job or by promotion.

The tracking System has been designed to make it as easy as possible for MOOC providers to incorporate the survey in their MOOCs. To track any of your courses you must follow the steps described below:

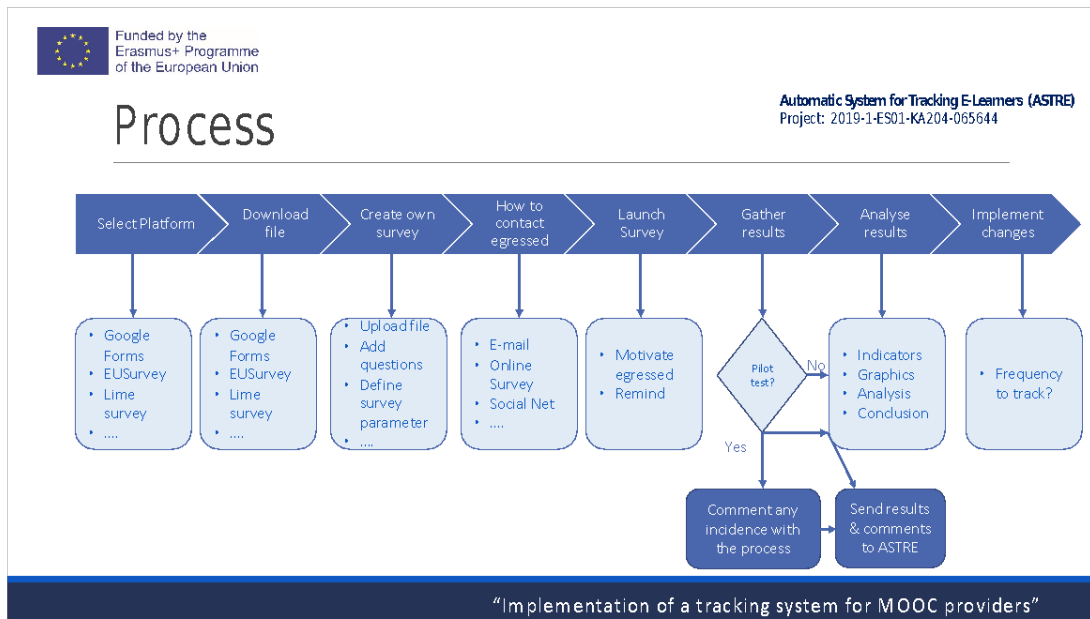
- 1- Select one platform for the online survey.
 - a. Google Forms
 - b. EUSurvey
 - c. LimeSurvey
 - d. Any other you are used to work with it.

- 2- Visit the ASTRE project web page (<http://trackingelearners.eu/#>) and download the questionnaire file according to the platform you are going to use to launch the survey:
 - a. Google Forms □ Download Google fie
 - b. EUSurvey file □ Download EUSurvey fie
 - c. Any other you are used to work with it. □ Download the word document.

- 3- Upload the file with the questions to create your own survey.
 - a. Update the survey should you consider new questions to include.

- 4- Decide how to spread the survey.
 - a. Mail
 - b. Social nets
 - c. Institutional Web

- 5- Contact with your egressed students inviting them to participate
- 6- Gather results from the Survey once the deadline is over.
- 7- Analyse results and get conclusions.
- 8- Implement which changes you must carry out in your MOOC/ e-learning course.



1.4. SURVEY

The survey

This survey has been defined as the core of the tracking system for improving the quality of offered online learning courses and its impact on egressed students. This survey will take you less than 10 minutes and can be really helpful for designing contents in future online courses. It is a result of ASTRE project (2019-1-ES01-KA204-065644), which is co-funded by the Erasmus + Program of the European Union.

Now you can start with questions:

Survey

PERSONAL DATA

1. DATE OF BIRTH
2. CITY AND COUNTRY OF RESIDENCE
3. GENDER
 - Male
 - Female
 - I prefer not to answer
4. LEVEL OF EDUCATION AT THE TIME OF ENROLMENT IN THE COURSE (REGARDLESS OF THE FIELD OF STUDY)
 - None
 - Elementary School
 - High School
 - Associate degree

- Bachelor's Degree
- Master's Degree
- PhD

COURSE INFORMATION

5. LEVEL OF COURSE ATTENDED
- Bachelor's Degree
 - Master's Degree
 - Others
6. DID YOU OBTAIN THE TITLE/ACCREDITATION?
- Yes
 - No
 - Accreditations was not necessary for me
7. WHEN DID YOU OBTAIN THE TITLE/ACCREDITATION?
- 0-6 Months ago
 - 7-12 Months ago
 - 13-18 months ago
 - 19-24 months ago
 - more than 24 months ago
 - I did not asked for accreditation
8. WHICH WAS THE TITLE OF THE COURSE
9. DID THE COURSE HELP YOU ENRICH YOUR PROFESSIONAL PROFILE?
- Yes
 - No
10. HAVE YOU ENROLLED IN THE COURSE TO IMPROVE YOUR PROFESSIONAL CAREER OR TO FIND A FIRST OR NEW JOB?
- Improve professional career
 - Find a first job
 - Others

E-LEARNING EVALUATION

11. AT THE END OF THE COURSE, DID YOU ENROL IN ANOTHER ONLINE COURSE?
- Yes
 - No

IF 11 YES, NOT compulsory

12. THE SECOND COURSE WAS AN ADVANCED COURSE, BUT WITHIN THE SAME SCOPE AS THE PREVIOUS ONE
- Yes
 - No

13. - THE SECOND COURSE WAS AN EQUAL LEVEL COURSE, BUT IN A DIFFERENT FIELD
- Yes
 - No

14. WAS THE SECOND COURSE PROVIDED BY THE SAME INSTITUTION?



- Yes
- No

15. IF YOU COULD GO BACK IN TIME WOULD YOU REPEAT THE SAME COURSE?

- Yes
- No

16. ARE YOU INTERESTED IN ENROLLING IN A NEW ONLINE COURSE?

- Yes
- No

WORKING STATUS AND REMUNERATION

17. WAS THE CERTIFICATE OF THE COURSE MANDATORY TO CARRY OUT A SPECIFIC ACTIVITY IN YOUR JOB?

- Yes
- No

18. BEFORE COMPLETING THE COURSE WHAT WAS YOUR JOB POSITION?

- Unemployed
- Not permanent contract
- Permanent contract
- Freelance
- Internship

19. FOR THOSE WHO HAD A JOB: BEFORE COMPLETING THE COURSE, WHICH WAS YOUR GROSS ANNUAL INCOME FROM YOUR JOB?

- 0 €
- <5.000 €
- 5.000 -10.000 €
- 10.000-20.000 €
- 20.000-30.000 €
- > 30.000

20. ONE YEAR AFTER COMPLETING THE COURSE, WHAT WAS YOUR JOB POSITION?

- Unemployed
- Not permanent contract
- Permanent contract
- Freelance
- Internship

21. TWO YEARS AFTER COMPLETING THE COURSE, WHAT WAS YOUR JOB POSITION?

- Unemployed
- Not permanent contract
- Permanent contract
- Freelance
- Internship

22. ONE YEAR AFTER COMPLETING THE COURSE, WHAT WAS YOUR GROSS ANNUAL INCOME FROM YOUR JOB?

- 0 €
- <5.000 €
- 5.000 -10.000 €

- 10.000-20.000 €
- 20.000-30.000 €
- > 30.000 €

23. TWO YEARS AFTER COMPLETING THE COURSE, WHAT WAS YOUR GROSS ANNUAL INCOME FROM WORK?

- 0 €
- <5.000 €
- 5.000 -10.000 €
- 10.000-20.000 €
- 20.000-30.000 €
- > 30.000 €

Not compulsory to answer (20-23).

24. BEFORE COMPLETING THE COURSE IN WHICH SECTOR DID YOU WORK?

- Private
- Public

25. AFTER ONE YEAR COMPLETING THE COURSE IN WHICH SECTOR DID YOU WORK?

- Private
- Public

26. AFTER TWO YEARS FROM THE ACHIEVEMENT THE COURSE IN WHICH SECTOR DID YOU WORK?

- Private
- Public

27. IF YOU WERE WORKING BEFORE YOU COMPLETED THE COURSE, DID YOU CHANGE YOUR AREA OF YOUR WORK?

- Yes
- No

28. DID THE COURSE ALLOW YOU TO FIND A FIRST JOB?

- Yes
- No
- Not applicable

29. DID YOUR COURSE HELP YOU TO CHANGE YOUR JOB?

- Yes
- No
- Not applicable

30. DID THE COURSE HELP YOU TO GET A PROMOTION IN YOUR JOB?

- Yes
- No
- Not applicable

SATISFACTION WITH THE COURSE

31. SCORE YOUR SATISFACTION WITH THE COURSE IN RELATION TO THE KNOWLEDGE LEARNED
(1 LOW - 6 HIGH).
 1 2 3 4 5 6
32. SCORE YOUR SATISFACTION WITH THE COURSE IN TERMS OF ENHANCING YOUR CRITICAL THINKING ON THE TOPICS COVERED
(1 LOW - 6 HIGH)
 1 2 3 4 5 6
33. SCORE YOUR SATISFACTION WITH THE COURSE IN TERMS OF THE METHODS OF STUDY
(1 LOW TO 6 HIGH).
 1 2 3 4 5 6
34. SCORE YOUR SATISFACTION WITH THE COURSE IN TERMS OF COURSE ORGANIZATION
(1 LOW TO 6 HIGH).
 1 2 3 4 5 6
35. SCORE YOUR SATISFACTION WITH THE COURSE WITH REGARD TO THE CLARITY OF THE LEARNING MATERIAL
(1 LOW - 6 HIGH)
 1 2 3 4 5 6
36. SCORE THE USEFULNESS OF THE KNOWLEDGE LEARNED DURING THE COURSE IN YOUR WORK PRACTICE
(1 LOW - 6 HIGH).
 1 2 3 4 5 6
37. SCORE THE USEFULNESS OF E-LEARNING TO ACQUIRE KNOWLEDGE IN YOUR FIELD OF WORK
(1 LOW - 6 HIGH)
 1 2 3 4 5 6
38. IN GENERAL, WHAT WOULD YOU CHANGE TO IMPROVE E-LEARNING IN YOUR FIELD OF WORK?