

Simple tutorial for Indico

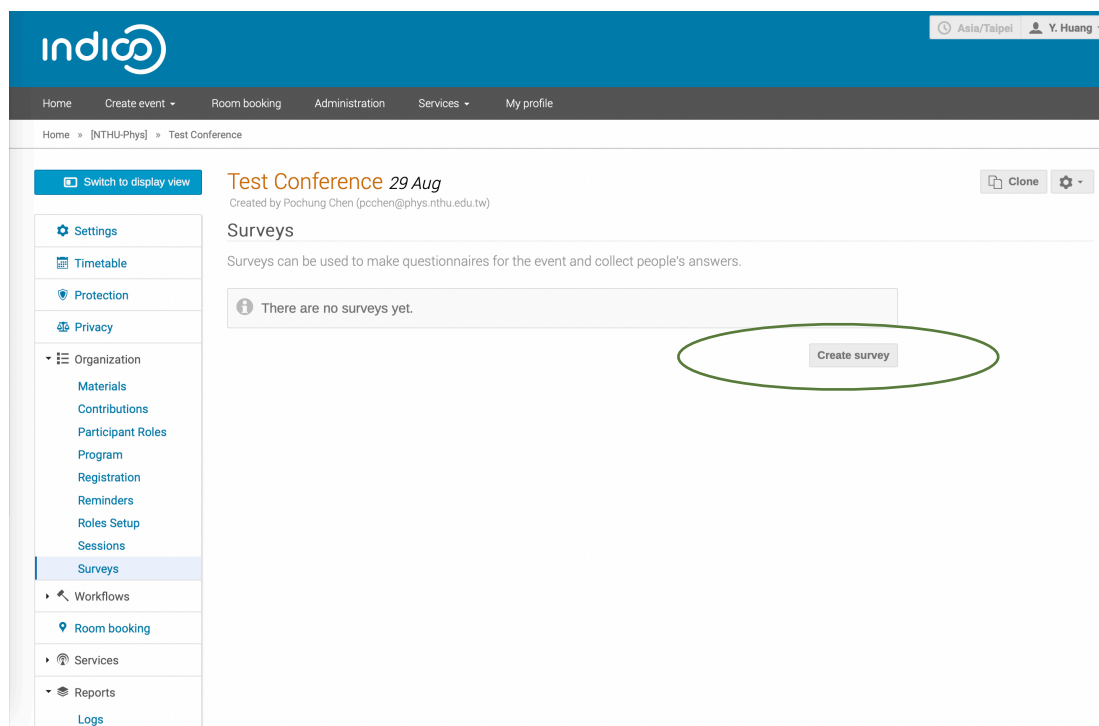
Prepared for: Residents at the turtle island

Prepared by: 黃一平 (Yi-Ping Huang)

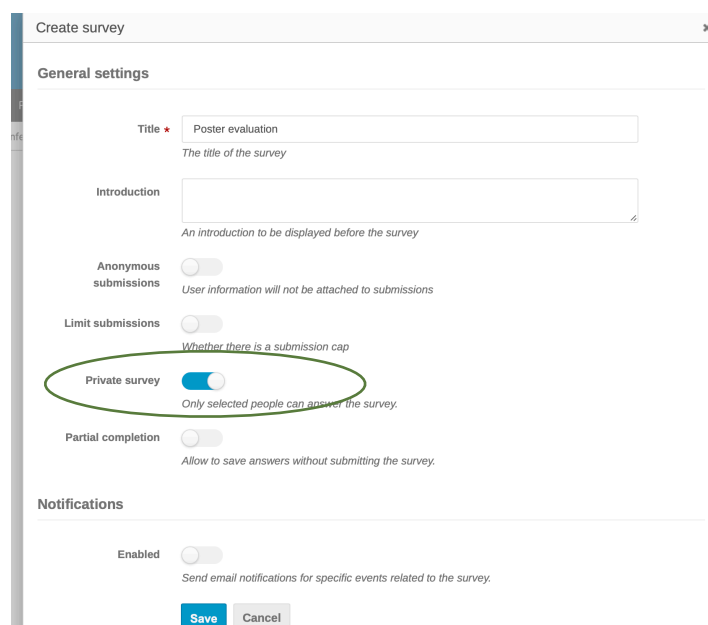
September 7, 2023

海報評分

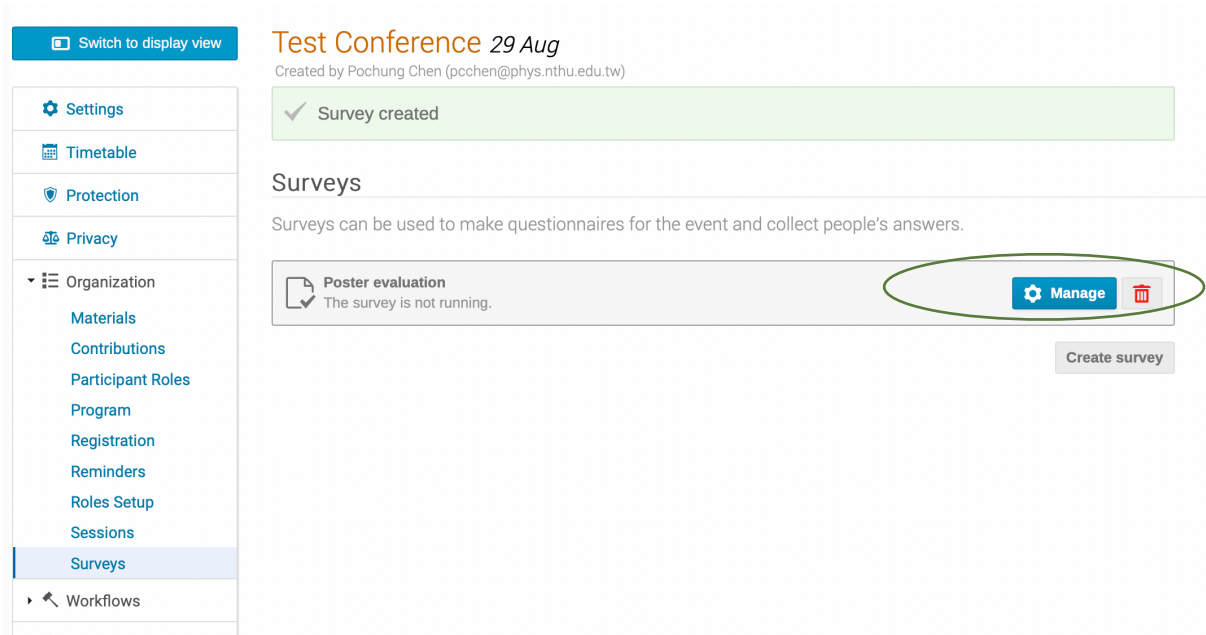
1. 使用survey功能，create survey



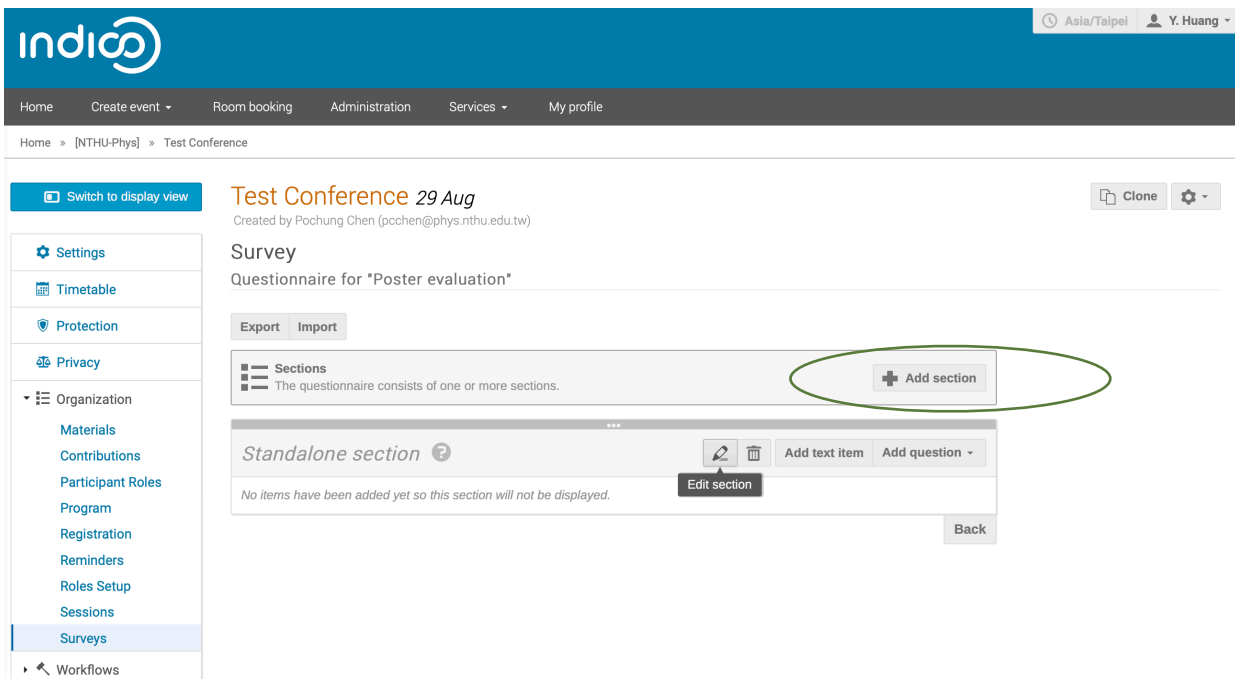
2. 使用private survey。這樣我們之後可以選擇性的寄送問卷評分表的連結給系上老師。



3. 按下manage進入設定進行更細節的問卷設計。



按下add section



設計我們希望怎麼回答這個單選題

Add question

Title *
The title of the question

Description
The description (shown below the question's field.)

Required
If the user has to answer the question.

Display type * Radio buttons
 Drop-down list
Widget that will be used to render the available options

Alignment * Vertical
 Horizontal
The arrangement of the options

Options *

<input type="text" value="1"/>
<input type="text" value="2"/>
<input type="text" value="3"/>
<input type="text" value="4"/>
<input type="text" value="5"/>
<input type="text" value="Type to add option"/>

Specify the options the user can choose from

然後我們再加入第二個單選題，口頭報告品質（presentation quality）。

Sections
The questionnaire consists of one or more sections.

Standalone section ?

No items have been added yet so this section will not be displayed.

Poster #1 ? Scores for poster #1

Content of the poster *

<input type="button" value="1"/>	<input type="button" value="2"/>	<input type="button" value="3"/>	<input type="button" value="4"/>	<input type="button" value="5"/>
----------------------------------	----------------------------------	----------------------------------	----------------------------------	----------------------------------

Ranging from 1 to 5

- Number
- Select multiple
- Single Choice
- Text
- Yes/No

輸入問題設計的細節。

Add question ✕

Title *
The title of the question

Description
The description (shown below the question's field.)

Required
If the user has to answer the question.

Display type * Radio buttons
 Drop-down list
Widget that will be used to render the available options

Alignment * Vertical
 Horizontal
The arrangement of the options

Options *

<input type="text" value="1"/>
<input type="text" value="2"/>
<input type="text" value="3"/>
<input type="text" value="4"/>
<input type="text" value="5"/>
<input type="text" value="Type to add option"/>

Specify the options the user can choose from

我們也可以直接問評審總分是多少。問“Number”型的問題。

Poster #1 ✎ 🗑 Add text item Add question ▾ Scores for poster #1

Content of the poster *

Ranging from 1 to 5

Presentation quality *

Scores ranging from 1 to 5

- Number
- Select multiple
- Single Choice
- Text
- Yes/No

輸入總分的說明和範圍 (2~10)。

Add question [X]

Title * Total scores
The title of the question

Description Ranging from 2 to 10
The description (shown below the question's field.)

Required
If the user has to answer the question.

Min value 2

Max value 10

Save **Cancel**

然後我們對Poster #2也設計一樣的問題。然後跳回survey的主要設定頁面。我們就可以準備開放問卷，並且寄信給老師們。

Surveys

- Workflows
- Room booking
- Services
- Reports
- Logs
- Customization
 - Layout
 - Menu
 - Posters/Badges
- Advanced options
 - Features
 - Offline Copy
 - Program Codes

Poster #1 [Edit] [Delete] Add text item Add question Scores for poster #1

Content of the poster *
1 2 3 4 5
Ranging from 1 to 5

Presentation quality *
1 2 3 4 5
Ranging from 1 to 5

Total scores *
[2-10]
Ranging from 2 to 10

Poster #2 [Edit] [Delete] Add text item Add question Scores for poster #2

Content of the poster *
1 2 3 4 5
Ranging from 1 to 5

Presentation quality *
1 2 3 4 5
Ranging from 1 to 5

Total Scores *
[2-10]
Ranging from 2 to 10

設定問卷的答卷時間。

The screenshot shows the survey management interface for "Test Conference 29 Aug", created by Pochung Chen. The left sidebar contains navigation options: Settings, Timetable, Protection, Privacy, Organization (Materials, Contributions, Participant Roles, Program, Registration, Reminders, Roles Setup, Sessions, Surveys), Workflows, Room booking, Services, Reports, and Logs. The main content area is titled "Survey" and "Manage 'Poster evaluation'". It features a "Survey ready to go live" section with "Open now" and "Schedule" buttons, the latter of which is circled in green. Below this are sections for "General settings" (with an "Edit" button) and "Questionnaire" (with a "Manage" button). A "Submissions" section at the bottom states "There are no submissions yet."

按下schedule

The screenshot shows the "Schedule survey" dialog box, which is a modal window for setting the survey's start and end times. It includes a title bar with a close button (X). The dialog contains two rows of input fields: "Start" and "End". Each row has a date field (MM/DD/YYYY) and a time field (--:--). Below the "Start" row is the text "Moment when the survey will open for submissions", and below the "End" row is "Moment when the survey will close". At the bottom of the dialog are "Schedule" and "Cancel" buttons. The background of the page shows the "Submissions" section with the text "There are no submissions yet."

當問卷開始可以填寫後（在schedule的時間內），我們會出現一個選項。可以寄連結給系上老師。

The screenshot displays a survey management dashboard. At the top, it says "Survey" and "Manage 'Poster evaluation'". Below this, there are several sections:

- The survey is private:** A blue banner with a lock icon and the text "The survey is accessible only by people with this link". A blue button labeled "Send links" with an envelope icon is circled in green.
- Survey is live:** A grey banner with a clock icon, the text "Scheduled to close on Sep 9, 2023 at 11:59 PM (Asia/Taipei)", and two buttons: "Reschedule" and "Close now".
- General settings:** A grey banner with a gear icon, the text "Edit settings for this survey.", and an "Edit" button with a pencil icon.
- Questionnaire:** A grey banner with a clipboard icon, the text "Add, remove or modify questions.", and a "Manage" button with a gear icon.

Below these sections is a "Submissions" section with a message: "There are no submissions yet."

然後我們可以修改email的範本，然後一行一行的填入系上老師們的email(一行一位)...收到email之後的老師需要登入帳號後，才可填問卷評分。所以每位老師只能填一次。

Send survey links

From * Yi-Ping Huang <yphuang@phys.nthu.edu.tw>

Subject * Survey "{survey_title}" for event "{event_title}" has started.

Email body * Paragraph

Dear user,

The survey "{survey_title}" in the event "{event_title}" is now open.

You may answer the survey by clicking the link below:
{survey_link}

Best regards
Yi-Ping Huang

Available placeholders
{event_title} - The title of the event
{survey_link} - Link to the survey (required)
{survey_title} - The title of the survey

Recipients *

One email address per line.

填完後，可以在系統上看到分數的分布。也可以輸出成xlsx。

Test Conference 29 Aug

Created by Pochung Chen (pcchen@phys.nthu.edu.tw)

Survey

Manage "Poster evaluation"

The survey is private
The survey is accessible only by people with this link [Send links](#)

Survey is live
Close now or schedule the deadline [Reschedule](#) [Close now](#)

General settings
Edit settings for this survey. [Edit](#)

Questionnaire
Add, remove or modify questions. [Manage](#)

Submissions

[Results](#) [Export](#) [Delete](#)

ID	Submitted	User	Email	
<input type="checkbox"/> #1	Sep 8, 2023, 11:04 PM	Yi-Ping Huang	yphuang@phys.nthu.edu.tw	CSV XLSX (Excel)