

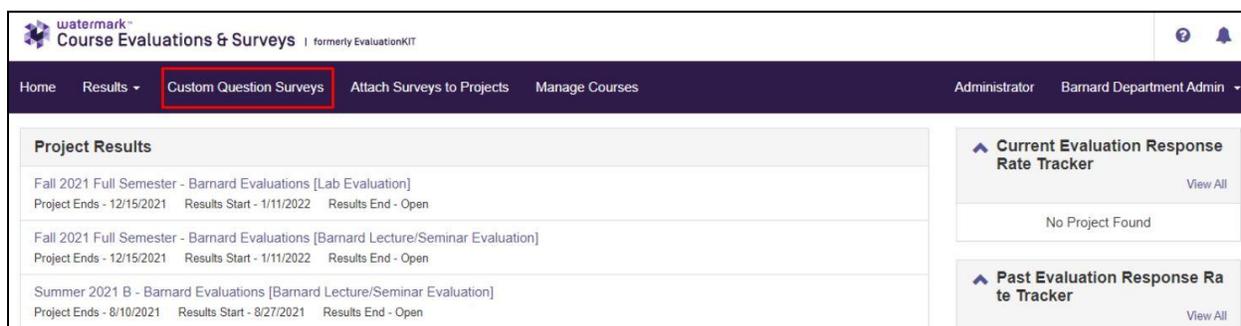
Adding Custom Questions

Course Evaluations and Surveys allows administrators and faculty to create their own custom surveys, which consist of up to 10 questions. These surveys are add-ons to the base evaluation type, and they can be assigned to all courses in a department, a specific group of courses, or just one specific course.

These surveys are reusable every term: you may create many unique sets of 10 questions, and reuse them repeatedly without recreating them.

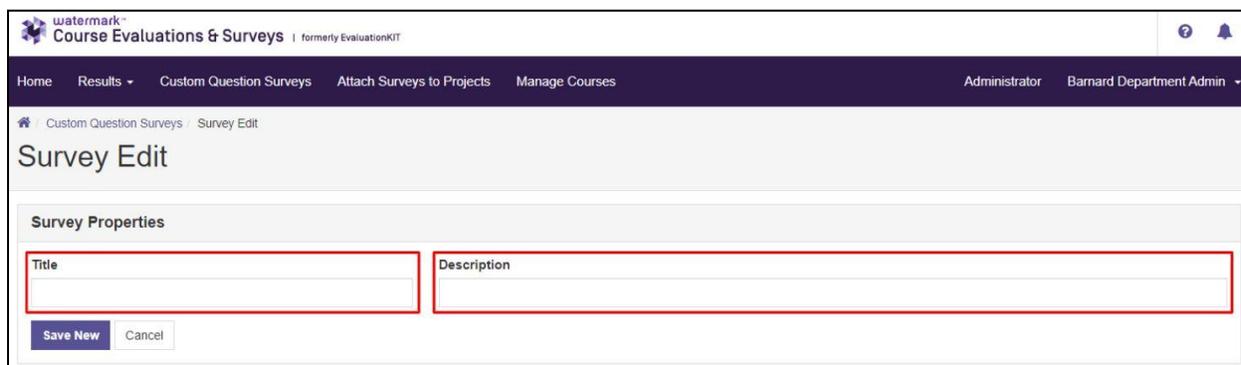
Faculty who are also Chair of a department will need to ensure that their role is set to “Instructor”, rather than “Administrator”, in order to access the Custom Question features. When significant changes are made, it is easier to create a new custom question survey.

1. Click **Custom Question Surveys**.



The screenshot shows the 'watermark Course Evaluations & Surveys' interface. The navigation bar includes 'Home', 'Results', 'Custom Question Surveys' (highlighted with a red box), 'Attach Surveys to Projects', and 'Manage Courses'. On the right, the user is identified as 'Administrator' and 'Barnard Department Admin'. The main content area is divided into two sections: 'Project Results' on the left and 'Current Evaluation Response Rate Tracker' on the right. The 'Project Results' section lists three evaluation projects with their respective dates and statuses. The 'Current Evaluation Response Rate Tracker' section shows 'No Project Found' and a 'View All' link.

2. Click **Create New Custom Question Survey**.
3. Provide a **Title**, optionally provide a **Description** (neither are visible to students). Then click **Save New**.

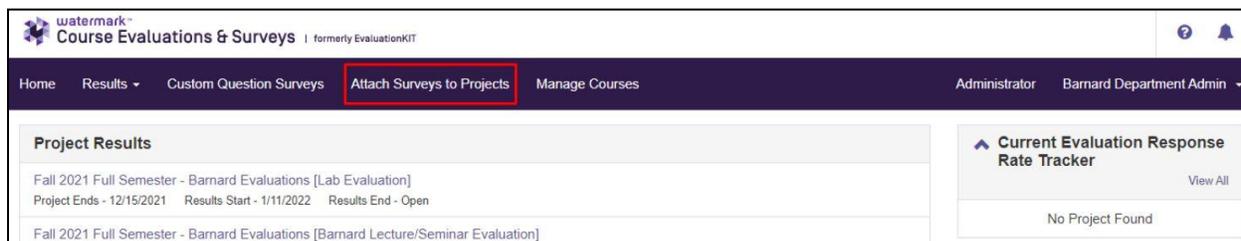


The screenshot shows the 'Survey Edit' form in the 'watermark Course Evaluations & Surveys' interface. The navigation bar is the same as in the previous screenshot. The main content area is titled 'Survey Edit' and contains a 'Survey Properties' section. This section has two text input fields: 'Title' and 'Description', both of which are highlighted with red boxes. Below the input fields are two buttons: 'Save New' and 'Cancel'.

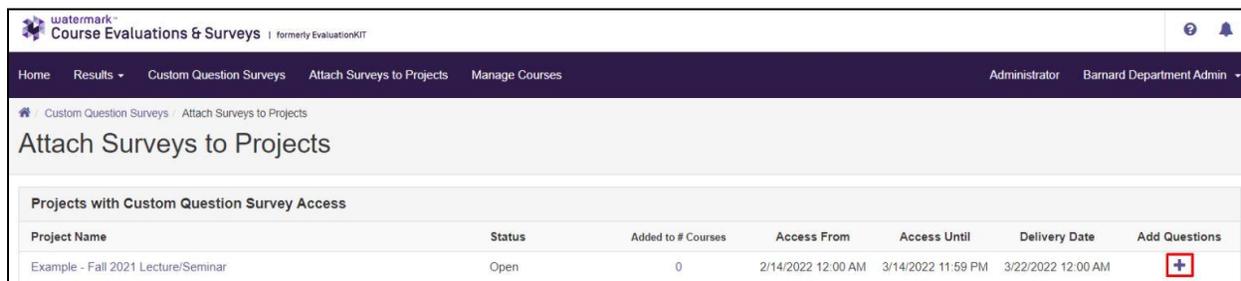
4. **Select Question Type** drop-down menu will appear. Choose a question type, and then click **Add**.
 - a. Please see [Question Type Overview and Samples](#) for an overview of question formats.
 - b. **Note: For questions that should repeat for each instructor being evaluated, make sure the setting “Enable for Team Taught Courses” is selected.** If you only want the question to appear once, do not enable this option.
5. When all questions have been added, click **Save**.

Assigning Custom Questions to Evaluations and Courses

1. Click **Attach Surveys to Projects**.



2. Choose the evaluation type that contains the course or courses to which you would like to add questions, and click the corresponding plus sign (“+”) in the “Add Questions” column.



3. Select **Add Custom Question Survey** from the top-left.

- Search for and/or preview your set(s) of custom questions. Click the check mark in the “Select” column for the desired question set, and then click **Select Courses** (bottom-left).

Q Search Projects

Title Date Created From Date Created To

Question Source: Select From Item Bank and Your Own Questions Question Limit: 255

Surveys

Title	Description	Date Created	Preview	Select
Additional Chemistry Lab Course Questions	last updated 2018-03-04	3/4/2018	<input type="button" value="Q"/>	<input checked="" type="checkbox"/>
Biology Department - Extra Lab Questions	To address staff teaching.	3/5/2018	<input type="button" value="Q"/>	<input checked="" type="checkbox"/>
Biology Department - Extra Lab Questions	To address staff teaching.	3/5/2018	<input type="button" value="Q"/>	<input checked="" type="checkbox"/>

Total 3 Records per page 25 Page 1 of 1

- To assign to **all courses in your department**, from *Select from Hierarchy Levels*, scroll until you find your department, and place a checkmark on it. Click Finish. You’re done.

Selected Survey: Biology Department - Extra Lab Questions

Select all courses within specific areas of your account to receive the additional Custom Question Survey

Search Levels

Select All Deselect All

- Barnard College
 - Africana Studies
 - Africana Studies (barnard)
 - American Studies (barnard)
 - Anthropology
 - Anthropology (barnard)**
 - Architecture (barnard)
 - Art History (barnard)
 - Asian/middle East (barnard)
 - Astronomy & Physics (barnard)
 - Athena Cent Fr Leadership Stds
 - Athena Digital Design Agency
 - Barnard College
 - Barnard Committees, Working Groups, and Task Forces

- To assign to **specific courses**, from *Select Specific Courses* and click **Add Courses**.

Selected Survey: Biology Department - Extra Lab Questions

Select all courses within specific areas of your account to receive the additional Custom Question Survey

Select from Hierarchy Levels **Select Specific Courses**

Current Selected Courses

No Courses Selected.

Total 0 Records per page 50 Page 1 of 1

Finish : Save Custom Question Survey **Add Courses** Cancel

- Search for Courses, put checks in the courses to add the additional questions too and click **Add Selected Courses**. You may repeat these steps for each additional set of questions and courses.

Course Evaluations & Surveys | Formerly EvaluationKIT

Home Results Custom Question Surveys Attach Surveys to Projects Manage Courses Administrator Barnard Department Admin

Custom Question Surveys Attach Surveys to Projects Add Custom Question Surveys

Select Courses for Custom Question Survey

Selected Survey: Biology Department - Extra Lab Questions

Select all courses within specific areas of your account to receive the additional Custom Question Survey

Select from Hierarchy Levels Select Specific Courses

Current Selected Courses

No Courses Selected

Total 0

Finish : Save Custom Question Survey Add Courses

Add Courses

Q Search Courses

Level

Code ANTHUN3040_001_2021_3 Title Unique ID

Instructor First Name Instructor Last Name

Search Reset

Projects

<input type="checkbox"/>	Course Code	Title	Unique ID	Hierarchy Level
<input checked="" type="checkbox"/>	ANTHUN3040_001_2021_3-ANTHROPOLOGICAL THEORY	Anthropological Theory 2021-ANTHUN3040_001_2021_3-ANTHROPOLOGICAL THEORY	ANTHW3040_001_2021_3_125073	Anthropology (barnard)

Total 1 Records per page 50 Page 1 of 1

Add Selected Courses Close

Question Type Overview and Samples

Single Selection Question:

Single Selection Question type is where the student will pick from one of many options. This works best for yes/no and likert-type scale questions and can be formatted both vertically and horizontally. (pictured is a vertical single selection)

1 - Single Selection Question Type:

How satisfied were you with this course?

- Very Satisfied
- Satisfied
- Neutral
- Dissatisfied
- Very Dissatisfied

Multiple Selection Question:

Multiple Selection Question type allows the student to check all that apply and is only appropriate when asking the student to select multiple or potentially multiple responses from multiple options.

3 - Multiple Selection Question Type:

Which mode(s) of transportation did you utilize to commute to school? (Please select all that apply)

- Car
- Bus
- Train
- Bike
- Skateboard
- Walk

Matrix Question:

Matrix Question type has a common response scale and multiple items being evaluated on the same response scale. Here, the student would go through and respond to the different items from one response scale.

4 - Matrix Question Type:
Please rate your level of satisfaction with the following:

	Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied	N/A
Bookstore	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cafeteria	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Study Lounges	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gym	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Outdoor Commons	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Campus WiFi	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Numeric Selection Question:

Numeric Selection Question type allows you to set up numeric ranges using a slider and the student can then input a numeric selection based on that range.

5 - Numeric Selection Question Type:
How many hours per week did you spend studying for this course?

0 40

Open-Ended Text Response Question:

Open-Ended Text Response Question Type is for write-in responses and/or comments.

6 - Open Ended Text Response:

Please provide any additional comments:

I really enjoyed this course and instructor, but the textbook was out of date.

ORGANIZATION with Survey Label:

The Survey Label is text that you can add anywhere in the body of your survey to organize, write instructional text or add a thank you message at the end. You can insert these survey labels anywhere throughout your survey to add these text breaks.

Additional Question Properties

When creating a survey, within each survey question type, you will be offered Additional Properties from which to select.

- **Non-Numeric Option:** Examples of the non-numeric options include Not Applicable or N/A, however you can insert any text into this option. This response will not receive a numeric value, so as to not distort any means or standard deviation scores within the reporting. On the survey, the student will see all response options, including the non-numeric option. This option is only available for Single Selection and Matrix question types.
- **Comment Box:** This optional Comment Box is directly tied to this single selection question. In response to some single selection questions, you may want the student to follow up with comments. With this option, there will be an open-ended write-in response, directly tied to this single selection question. No character limit.
- **Reverse Code Responses:** By default, the system will code responses in ascending order: 1, 2, 3, 4, etc. If you would like the code to be reversed to descending order, you would select this option.

- **Required:** Select to make the question mandatory for the respondent to answer prior to submitting the survey.
- **Horizontal:** Displays response scale horizontally (By default, response scale is displayed vertically).
- **Do not calculate a mean and standard deviation for this question:** Select this option if you do not want to calculate mean and standard deviation for this question in reporting.
- **Enable this question as:** This option allows you to select how the question will be presented in the survey.