
Instructions - Faculty

Adding Custom Questions

EvaluationKIT allows faculty to add custom questions to the end of the main “Teaching and Course Feedback” form your students complete to evaluate PLU faculty and courses. *Students will see the main PLU evaluation first and then your custom questions will follow.* Custom Questions can be created and added during the “Pre-Survey Period” of a project (term). Instructors, Deans and Chairs will receive a “Pre-Survey Period” email notifying them that access to this feature is “open”. Timelines for projects can also be found [here](#). Custom Questions must be created and attached to your survey prior to the default start date of your course survey(s). For a given project, only Faculty members that are to be evaluated for that term can create custom questions.

To add questions to a survey, you will need to **create** a survey (first), **attach** the survey to a project (second) and **add** courses to your survey (last). Instructors can create different custom surveys for different courses and Department Chairs can create custom questions for all courses within their department.

The following instructions will guide you step-by-step through the entire process in three phases:

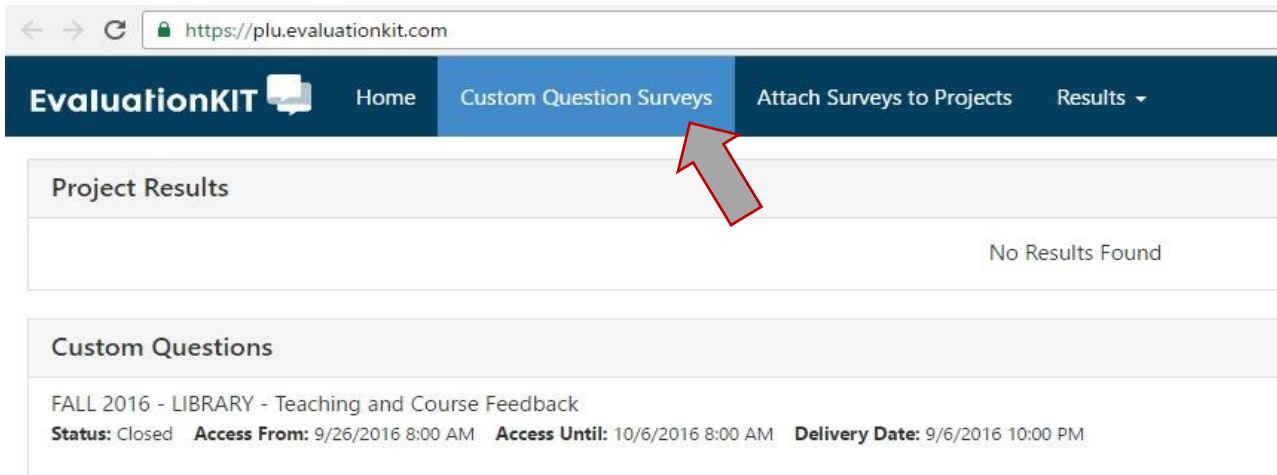
- **Creating** a Custom Question Survey
- **Attaching** Survey to Project
- **Adding** Courses to your Custom Question Survey

HELP and tutorials are always available by clicking on the  icon from the upper right hand corner of any page in EvaluationKIT.

Creating a Custom Question Survey

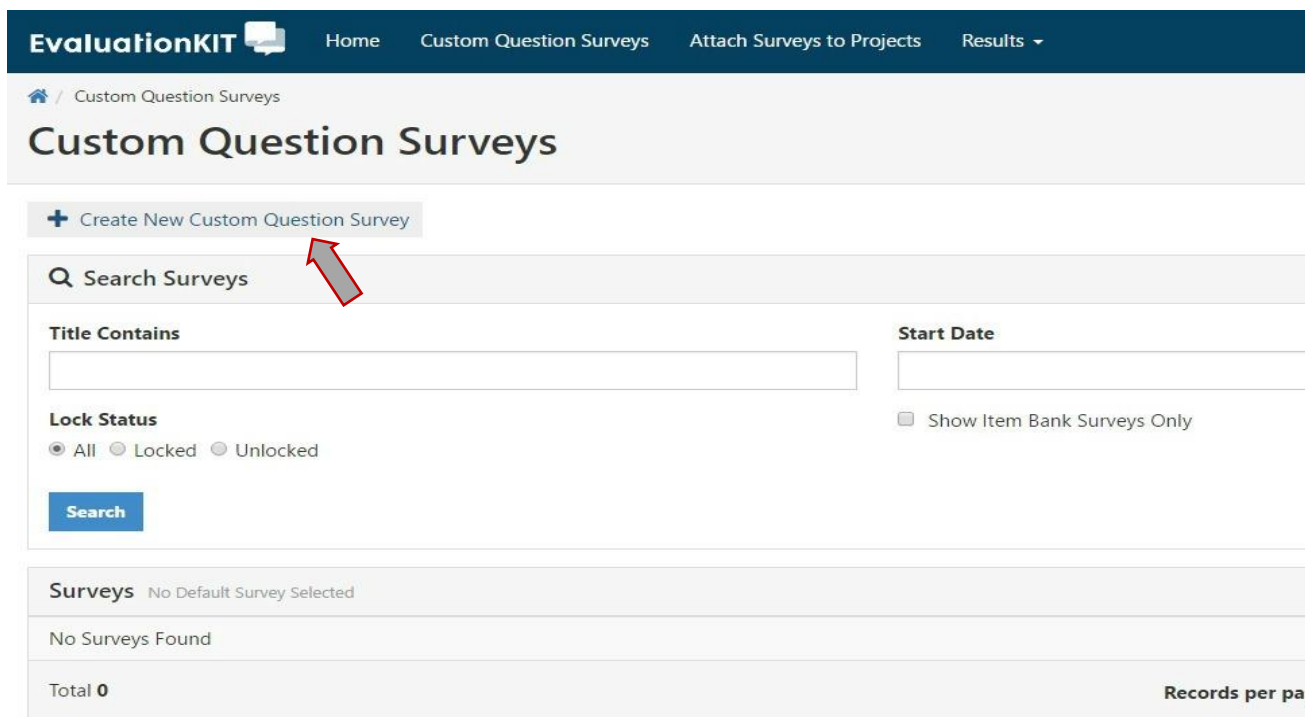
Step 1:

- Login to **EvaluationKIT** through the link in your communication email or through the link on the [Provost Office Course Evaluations – Faculty - webpage](#) (for information on logging into EvaluationKIT see “**Accessing EvaluationKIT**” instructions).
- Once logged in, you will be brought to your Instructor homepage or “**Dashboard**”.
 - Click on the “**Custom Question Surveys**” button at the top of your page.



Step 2:

- This screen will display surveys that have already been saved in past terms.
 - Highlight and click on “**Create New Custom Question Survey**”



Creating Custom Question Survey – continued.

Step 3:

- From the **Edit Survey** page:
 - Give your custom question survey a **Title** (*must be at least five characters long*) and **Description**.
 - Click the blue **“Save New”** button at the bottom to save your new custom question survey and begin adding questions.

Step 4:

- The survey editor will open. From this screen you can begin building your survey from the following question types: Single Selection, Multiple Selection, Matrix, Numeric Selection, Open Ended Text Response, and Survey Label. Click here for more information on [EvaluationKIT - Types of Survey Questions](#).

- Click the drop down arrow to select question type.
- Click **+Add**

Creating Custom Question Survey – continued

Step 6:

- You will see a preview of the custom question you created and its properties. To add additional questions, simply repeat steps 4 and 5.

The screenshot displays the 'Edit Survey' interface in EvaluationKIT. At the top, there is a navigation bar with 'Home', 'Custom Question Surveys', 'Attach Surveys to Projects', and 'Results'. Below this, the breadcrumb path is 'Home / Custom Question Surveys / Edit Survey'. The main heading is 'Edit Survey'. There are two action buttons: 'Preview' and 'Export to PDF'.

The 'Survey Properties' section contains two text input fields: 'Title' (with the value 'Instructor - Custom Questions - Melisa Anderson') and 'Description' (with the value 'Custom Questions - Library 101 - Fall2016'). Below these fields are 'Save' and 'Cancel' buttons.

Below the properties is a 'Select Question Type' dropdown menu with a '+ Add' button. The main area shows 'Question 1' with edit, delete, and copy icons. The question text is 'How much did you like this class'. A red callout box labeled 'Custom Question you just created' points to this text. Below the question text is a list of radio button options: 'Liked It very much', 'Liked It', 'It was O.K.', 'Did not like it', and 'Really did not like it'. A red callout box labeled 'Properties you assigned' points to this list.

At the bottom, there is another 'Select Question Type' dropdown menu with a '+ Add' button. A red callout box labeled 'Start creating another question by clicking HERE' points to this '+ Add' button.

- Click **SAVE** when you are finished adding questions to your survey and proceed to **Attach Surveys to Projects**.

Attach Surveys to Projects

Step 7:

- After you have created all of your custom questions, you will need to attach your custom question survey to a survey project.
 - Click on **Attach Surveys to Projects** at the top of your **Edit Survey** page.

Step 8:

- From the “**Attach Surveys to Projects**” page:
 - Click on the blue “+” button under the **Add Questions** column to the selected Project column on the far right.

Project Name	Status	Added to # Courses	Access From	Access Until	Delivery Date	Add Questions
FALL 2016 - LIBRARY - Teaching and Course Feedback	Open	0	10/8/2016 8:00 AM	10/18/2016 8:00 AM	9/6/2016 10:00 PM	+

Attach Surveys to Projects - continued

Step 9:

- The dashboard will take you to the “Custom Question Survey’s” page for that project.
 - Click on the blue “+” **Add Custom Question Survey** button again, this time it is located in the upper left hand corner as shown below:

The screenshot shows the EvaluationKIT dashboard for a project titled "FALL 2016 - LIBRARY - Teaching and Course Feedback". The navigation bar includes "Home", "Custom Question Surveys", "Attach Surveys to Projects", and "Results". Below the navigation bar, the breadcrumb trail is "Home / Custom Question Surveys / Attach Surveys to Projects / Custom Question Survey". The main heading is "Custom Question Survey FALL 2016 - LIBRARY - Teaching and Course Feedback". There are three buttons: "+ Add Custom Question Survey", "+ Create New Survey", and "View Main Survey for this Project". A red arrow points to the "+ Add Custom Question Survey" button. A red box highlights the project name with an arrow pointing to the highlighted button. Below the buttons, it says "No Surveys Found."

- The bottom section will now be populated with the new survey.
 - Click on the blue “✓” for each question survey you wish to add to the project. It is located under the “**Select**” column on the right hand side as shown below.

The screenshot shows the "Add Custom Question Survey" page. The navigation bar includes "Home", "Custom Question Surveys", "Attach Surveys to Projects", "Results", "Instructor", and "Lisa Anderson". The breadcrumb trail is "Home / Custom Question Surveys / Attach Surveys to Projects / Add Custom Question Survey". The main heading is "Add Custom Question Survey FALL 2016 - LIBRARY - Teaching and Course Feedback". There is a search bar for projects with fields for "Title", "Date Created From", and "Date Created To", and a "Search" button. Below the search bar, it says "Question Source: Select From Item Bank and Your Own Questions" and "Question Limit: 6". There is a "Surveys" section with a table:

Title	Description	Date Created	Preview	Select
Instructor - Custom Questions - Melisa Anderson	Custom Questions - Library 101 - Fall2016	10/17/2016		

Below the table, it says "Total 1" and "Records per page 25". There are navigation arrows and "Page 1 of 1". At the bottom left, there is a "Select Courses" button.

- Now that you’ve created a survey and attached it to a project, you will need to add your courses to the survey.
 - Click **Select Courses**

Add Course(s) to your Survey

Step 10:

- Once you click the “**Select Courses**” button, you will be redirected to the “**Select courses for Custom Question Survey**” page. If you don’t have any currently selected courses, the Current Selected Courses table should be empty.
 - Click on “**Add Courses**” at the bottom of the table.

- A Pop Up window will appear.
 - “✓” Check the box beside each course that you would like to add the custom questions to.
 - Click **Add Selected Courses** when you are finished.

Add Course(s) to your Survey- cont

Step 11:

- You will receive a popup confirmation that you have successfully added a custom question survey to your course(s).
 - Click **OK** to continue.

The screenshot shows a web interface for adding courses to a survey. A confirmation popup from 'plu.evaluationkit.com' is displayed, stating 'You have successfully added a Custom Question Survey to your course(s). Click OK to continue.' with an 'OK' button highlighted by a red arrow. Below the popup, the 'Add Courses' section is visible, featuring a search bar, input fields for Code, Title, and Unique ID, and a table of projects. The table lists one project: '555555 TESTLIBRARY' with Unique ID '555555' and Hierarchy Level 'Pacific Lutheran University'. A 'Total 1' summary and pagination controls are also present.

- Once you receive this confirmation you are finished. Your questions will appear at the end of the survey for the courses you selected.

- ❖ You can review your questions by navigating back to the “**Custom Questions Surveys**” page and selecting “**preview**” next to the survey you wish to see.
- ❖ You can verify that your custom questions have been added to the survey by navigating back to your “**Home**” page and clicking on the “**Project Name**” in the “**Custom Questions**” box.
 - You should see a list of the survey(s) you’ve attached to the project and the course(s) you’ve attached to the survey.

At this time EvaluationKIT does not support a feature which allows you to view the Teaching and Course Feedback form and your Custom Questions combined together.