
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:

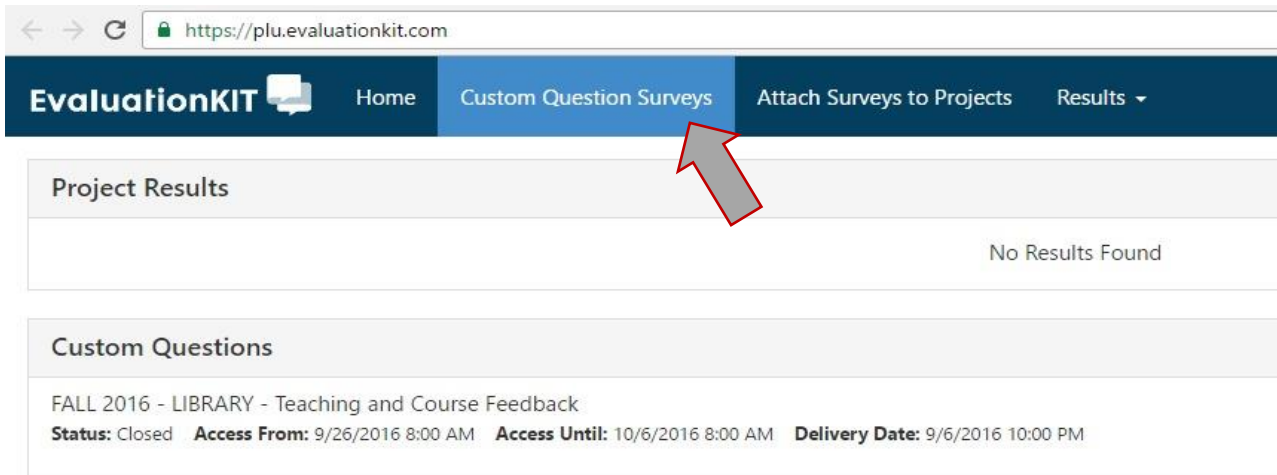
- **Creating** a Custom Question Survey
- **Attaching** Survey to Project
- **Adding** Courses to your Custom Question Survey

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

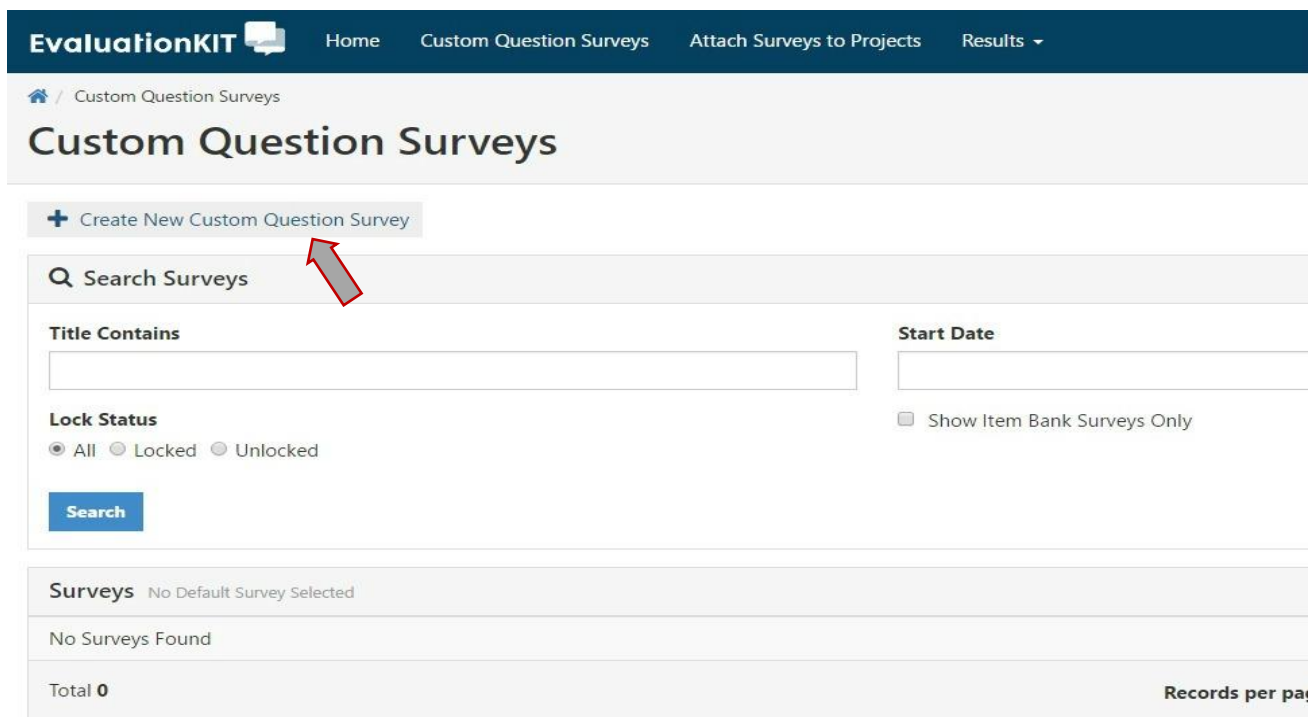
Step 1:

- 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.

← → ↻ <https://plu.evaluationkit.com/CustomQuestion/SurveyEdit.aspx>

EvaluationKIT Home Custom Question Surveys Attach Surveys to Projects Results ▾

Home / Custom Question Surveys / Edit Survey

Edit Survey

🔍 Preview 📄 Export to PDF

Survey Properties

Title
Instructor - Custom Questions - Melisa Anderson

Description
Custom Questions - Library 101 - Fall2016

Save New Cancel

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](#).

Edit Survey

🔍 Preview 📄 Export to PDF

Survey Properties

Title
Instructor - Custom Questions - Melisa Anderson

Description
Custom Questions - Library 101 - Fall2016

Save New Cancel

Select Question Type

- Select Question Type
- Single Selection
- Multiple Selection
- Matrix
- Numeric Selection
- Open Ended Text Response
- Survey Label

Click here and make selection

+ Add

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

Creating Custom Question Survey – continued

Step 5:

- Enter your questions text, response options, and select any additional properties for your custom question survey. Click here for more information on [EvaluationKIT – Additional Properties](#).

EvaluationKIT
Home
Custom Question Surveys
Attach Surveys to Projects
Results

Question Properties

Type Single Selection

Question Text

How much did you like this cla

Instructions

Each line below represents one response option. Example of response options might be a satisfaction scale like **Very Satisfied, Satisfied, Dissatisfied, Very Dissatisfied**. Starting with the first Response Option entered, coding for each response option begins with a weight of "1" and increases in ASCENDING values (e.g., 1, 2, 3...n).

Response Options

Option 1
Option 2
Option 3
Option 4
Option 5

☐ Include Non-Numeric Option (e.g. N/A) Not Available Text

☒ Reverse Code Response Options (this will change the default Numeric Weighting of Response Options to DESCENDING values (e.g., n...3, 2, 1))

☐ Required

☐ Horizontal

Numeric Weighting

1
2
3
4
5

Important Note: The numeric weighting default is 1-5. You will need to "reverse code response options" by checking this box for each question you create. More details can be found on the EvaluationKIT – Additional Properties link above.

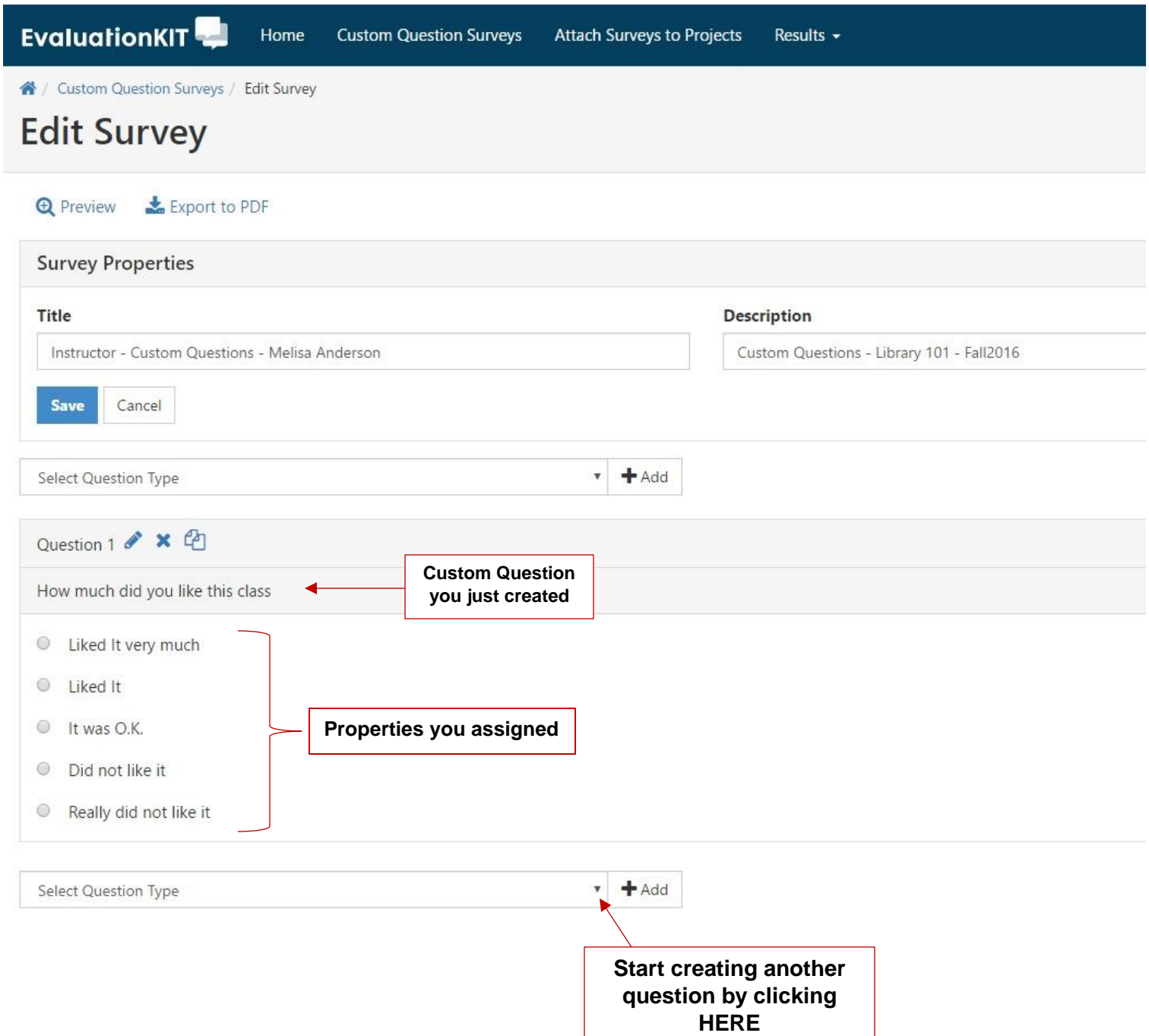
Save
Cancel

- When you are finished creating the question, click on the blue "Save" button at the bottom of the page.

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.



EvaluationKIT Home Custom Question Surveys Attach Surveys to Projects Results ▾

Custom Question Surveys / Edit Survey

Edit Survey

Preview Export to PDF

Survey Properties

Title	Description
Instructor - Custom Questions - Melisa Anderson	Custom Questions - Library 101 - Fall2016

Save Cancel

Select Question Type ▾ + Add

Question 1 ✎ ✕ 📄

How much did you like this class

Custom Question you just created

- ☐ Liked It very much
- ☐ Liked It
- ☐ It was O.K.
- ☐ Did not like it
- ☐ Really did not like it

Properties you assigned

Select Question Type ▾ + Add

Start creating another question by clicking HERE

- 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.

EvaluationKIT Home Custom Question Surveys **Attach Surveys to Projects** Results ▾

/ Custom Question Surveys / Edit Survey

Edit Survey

🔍 Preview 📄 Export to PDF

Survey Properties

Title
Instructor - Custom Questions - Melisa Anderson

Description
Custom Questions - Library 101 - Fall2016

Save **Cancel**

Select Question Type ▾ **+ Add**

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.

EvaluationKIT Home Custom Question Surveys **Attach Surveys to Projects** Results ▾ Instructor ▾ Lisa Anderson ▾

/ Custom Question Surveys / Attach Surveys to Projects

Attach Surveys to Projects

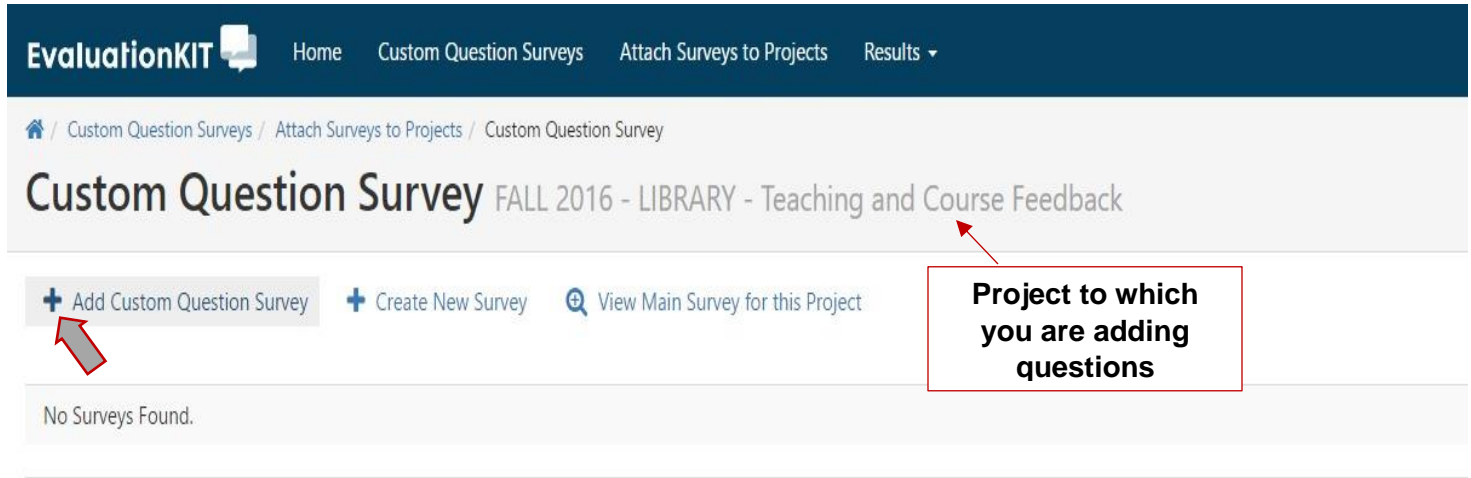
Projects with Custom Question Survey Access

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	+

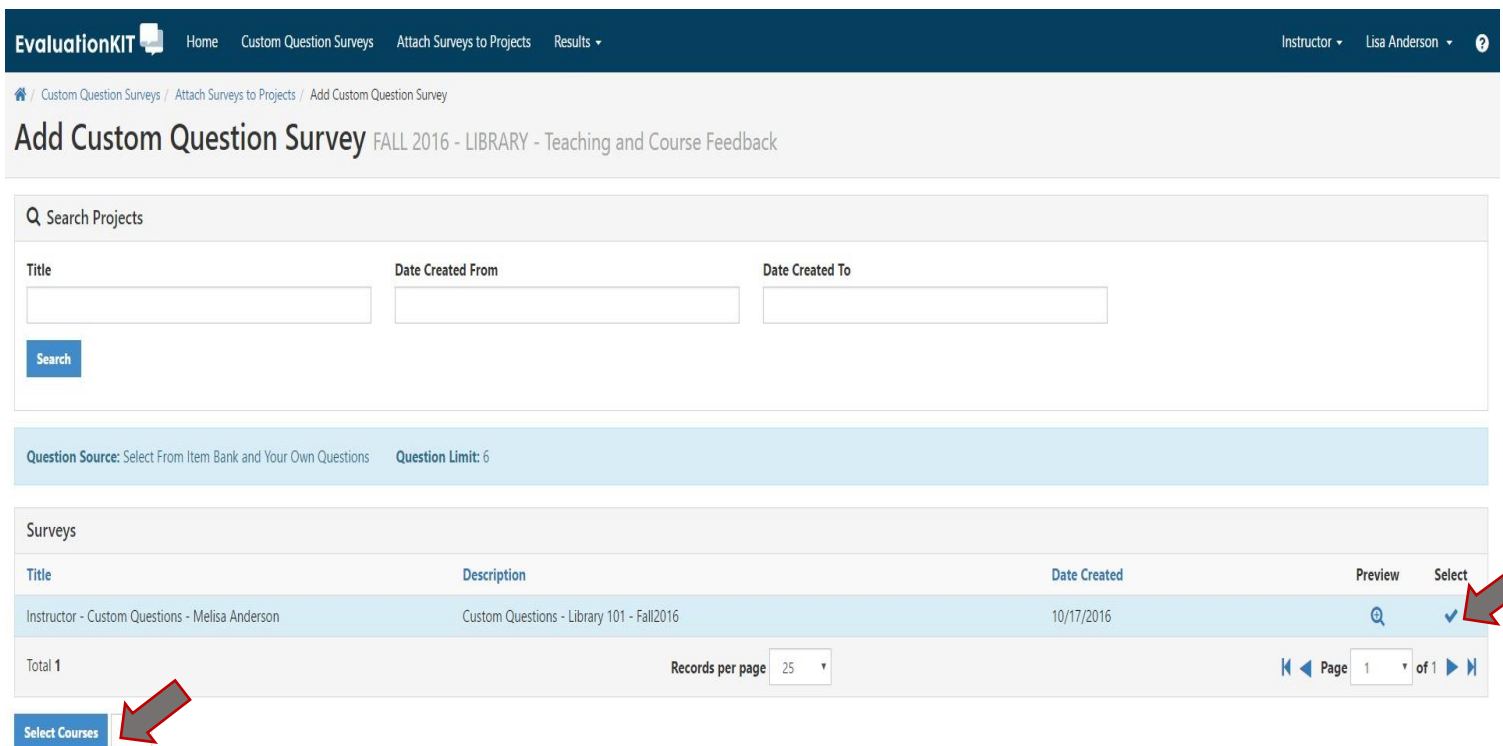
Attach Surveys to Projects - continued

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 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.



- 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.

EvaluationKIT Home Custom Question Surveys Attach Surveys to Projects Results ▾

Custom Question Surveys / Attach Surveys to Projects / Add Custom Question Survey / Select Courses for Custom Question Survey

Select Courses for Custom Question Survey FALL 2016 - LIBRARY - Teaching and Course Feedback

Selected Survey: Instructor - Custom Questions - Melisa Anderson

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

Select Specific Courses

Current Selected Courses

No Courses Selected.

Total 0 Records per page 50 ▾

Finish : Save Custom Question Survey Add Courses Cancel

- 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.

Custom Question Surveys / Attach Surveys to Projects / Add Custom Question Survey / Select Courses for Custom Question Survey

Select Courses for Custom Question Survey FALL 2016 - LIBRARY - Teaching and Course Feedback

Selected Survey: Instructor - Custom Questions - Melisa Anderson

Select all courses within specific areas of your account to receive

Select Specific Courses

Current Selected Courses

No Courses Selected.

Total 0

Finish : Save Custom Question Survey Add Co

Add Courses

Q Search Courses

Code Title Unique ID

Search Reset

Projects

<input type="checkbox"/>	Course Code	Title	Unique ID	Hierarchy Level
<input checked="" type="checkbox"/>	555555	TESTLIBRARY	555555	Pacific Lutheran University

Total 1 Records per page 50 ▾ Page 1 of 1

Add Selected Courses Close

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 the EvaluationKIT interface. 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." A red arrow points to the "OK" button. In the background, the "Add Courses" modal is open, showing a search bar and a table of courses.

Add Courses

Search Courses

Code	Title	Unique ID
<input type="text"/>	<input type="text"/>	<input type="text"/>

Search Reset

Projects

<input type="checkbox"/>	Course Code	Title	Unique ID	Hierarchy Level
<input checked="" type="checkbox"/>	555555	TESTLIBRARY	555555	Pacific Lutheran University

Total 1 Records per page 50 Page 1 of 1

Add Selected Courses Close

- 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.

Survey Builder – Types of Survey Questions

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.

*** 1 - Single Selection Question Type:**

How Satisfied were you with this course?

☒ Very Satisfied

☐ Satisfied

☐ Neutral

☐ Dissatisfied

☐ Very Dissatisfied

*** 2 - Single Selection Question Type-Horizontal:**

Did you like your instructor?

No Yes

☐ ☒

Comments:

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:

What modes 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.

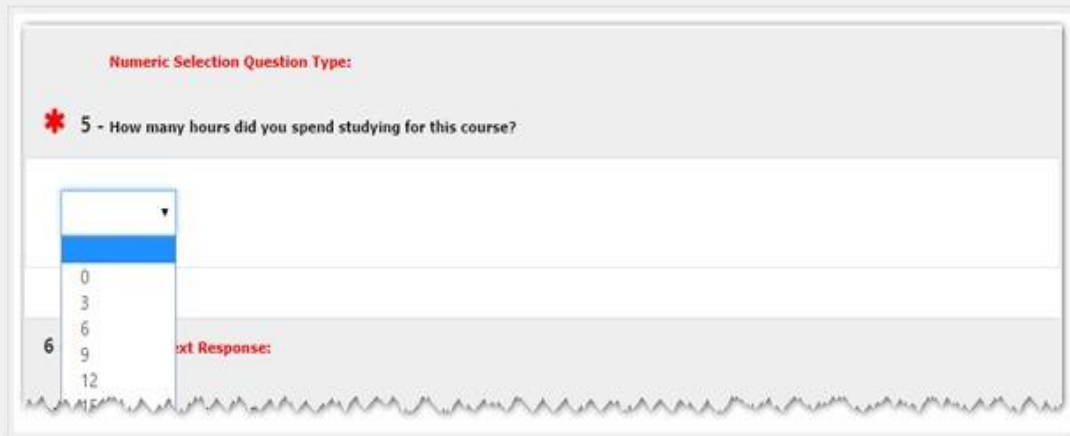
*** 4 - Matrix Question Type:**

Please rate your 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 type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Study Lounges	<input checked="" type="radio"/>	<input type="radio"/>	<input 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"/>

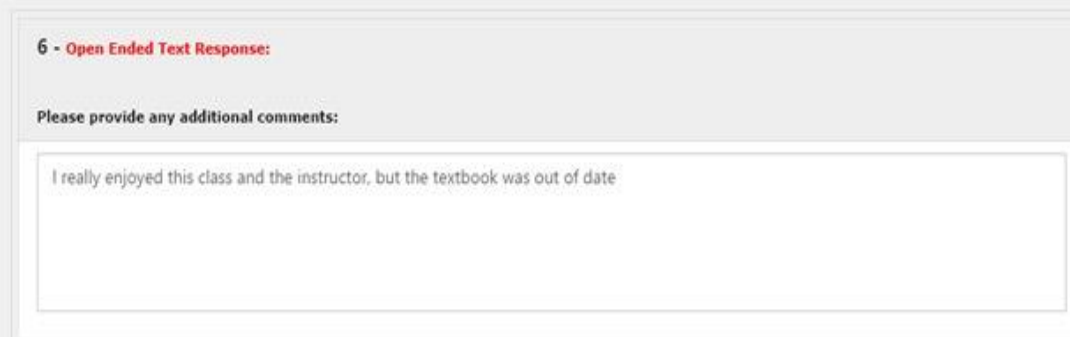
Survey Builder – Types of Survey Questions - continued

Numeric Selection Question: Numeric Selection Question type allows you to setup numeric ranges and the student can then input a numeric selection based on that range.



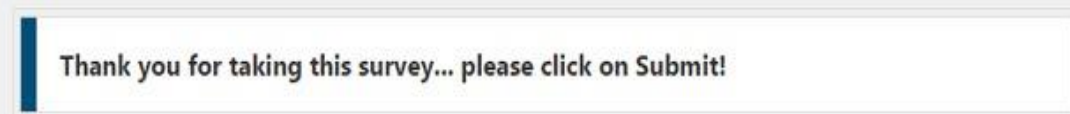
The screenshot shows a survey question titled "5 - How many hours did you spend studying for this course?". The question is marked with a red asterisk. Below the question is a numeric selection dropdown menu. The dropdown is open, showing a list of options: 0, 3, 6, 9, and 12. The option "6" is currently selected and highlighted in blue. To the right of the dropdown, the text "Text Response:" is visible. The entire question is enclosed in a light gray border with a decorative wavy line at the bottom.

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



The screenshot shows a survey question titled "6 - Open Ended Text Response:". Below the question is a text input field. The text "Please provide any additional comments:" is displayed above the input field. The input field contains the text "I really enjoyed this class and the instructor, but the textbook was out of date". The entire question is enclosed in a light gray border with a decorative wavy line at the bottom.

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.



The screenshot shows a survey label with the text "Thank you for taking this survey... please click on Submit!". The text is displayed in a white box with a blue vertical bar on the left side. The entire label is enclosed in a light gray border with a decorative wavy line at the bottom.

Survey Builder – Additional Properties

When creating a survey, within each survey question type, you will be offered Additional Properties to select from... please see below for a description of these properties and their functionality. For a description of each survey question type, please click here: [Survey Builder - Types of Survey Questions](#)

Additional Properties (options vary, depending on question type):

- **Non-Numeric Option:** Examples of the non-numeric options include Not Applicable or N/A, however you can insert any text into this option. Within reporting, the non-numeric option will not receive a numeric value. On the survey, the student will see all response options, including the non-numeric option.

A screenshot of a survey question titled "4 - Please rate your satisfaction with the following aspects of the course: Teacher's Assistant". The question has five radio button options: "Very Dissatisfied", "Dissatisfied", "Neutral", "Satisfied", and "Very Satisfied". A sixth option, "Not Applicable", is highlighted in yellow.

- **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.

A screenshot of a survey question titled "1 - Were you satisfied with this course?". It has two radio button options: "Yes" and "No". Below the "No" option is a text area labeled "If no, please explain why:".

- **Reverse Code Responses:** Note: 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.

A screenshot showing two examples of the "Reverse Code Response Weighting" option. The top example shows "Response Options" (Excellent, Good, Fair, Poor) and "Numeric Weighting" (1, 2, 3, 4) with a label "Default Weightings (Ascending Order)". The bottom example shows the same "Response Options" but with "Numeric Weighting" (4, 3, 2, 1) and a label "Reverse Code Response Weighting Descending Order".

☒ Reverse Code Response Options (this will change the default Numeric Weighting of Response Options to DESCENDING values (e.g., n...3, 2, 1))

Survey Builder – Additional Properties - continued

- **Enable for team taught courses:** Select to enable this question for team-taught courses. This will automatically repeat this question for each instructor enrolled in the course. If enabled, students would respond to the question for each instructor who is enrolled in the course, if you have more than one instructor enrolled in a course. The survey question would automatically repeat with the instructor's name inserted at the end of the question. The system is smart enough to know whether there is just one instructor enrolled in the course, in which case the question would not be repeat; or if there is more than one instructor, it will repeat with each instructor's name.

★ 2 - Please rate your overall satisfaction with this **instructor** on a scale of 1-5... 1 being Very Dissatisfied and 5 being Very Satisfied.

Very Dissatisfied	Dissatisfied	Neither Satisfied nor Dissatisfied	Satisfied	Very Satisfied
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Instructor: Christine Sandberg

Very Dissatisfied	Dissatisfied	Neither Satisfied nor Dissatisfied	Satisfied	Very Satisfied
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

- You are able to mix and match questions that repeat for each instructors and ones that do not repeat... for instance, you can select this option for only those questions geared toward instructional topics and then have single questions for those questions focusing on the course or materials.