

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:

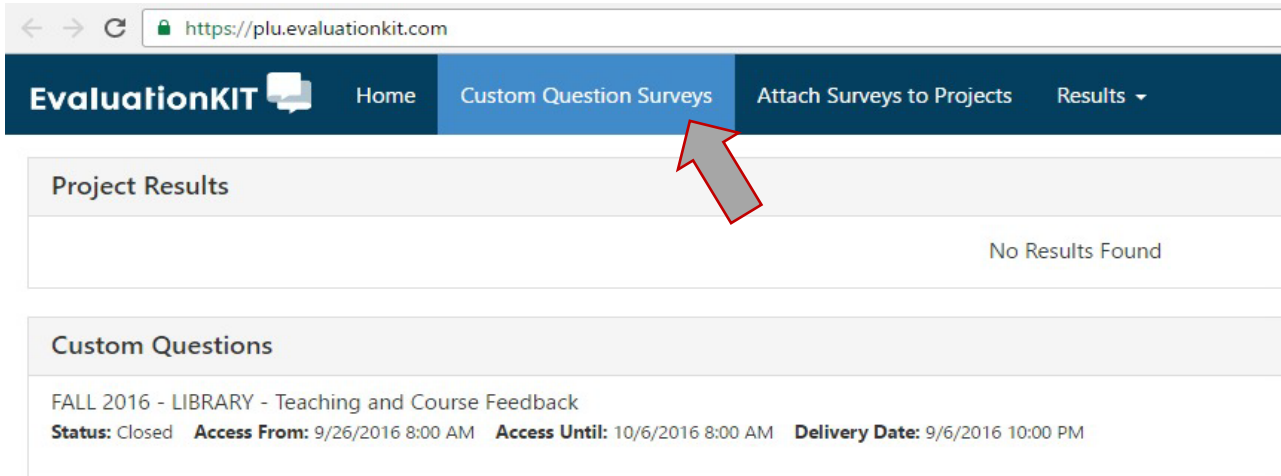
- **Creating** a Custom Question Survey
- **Attaching** Survey to Project
- **Adding** Courses to your Custom Question Survey

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

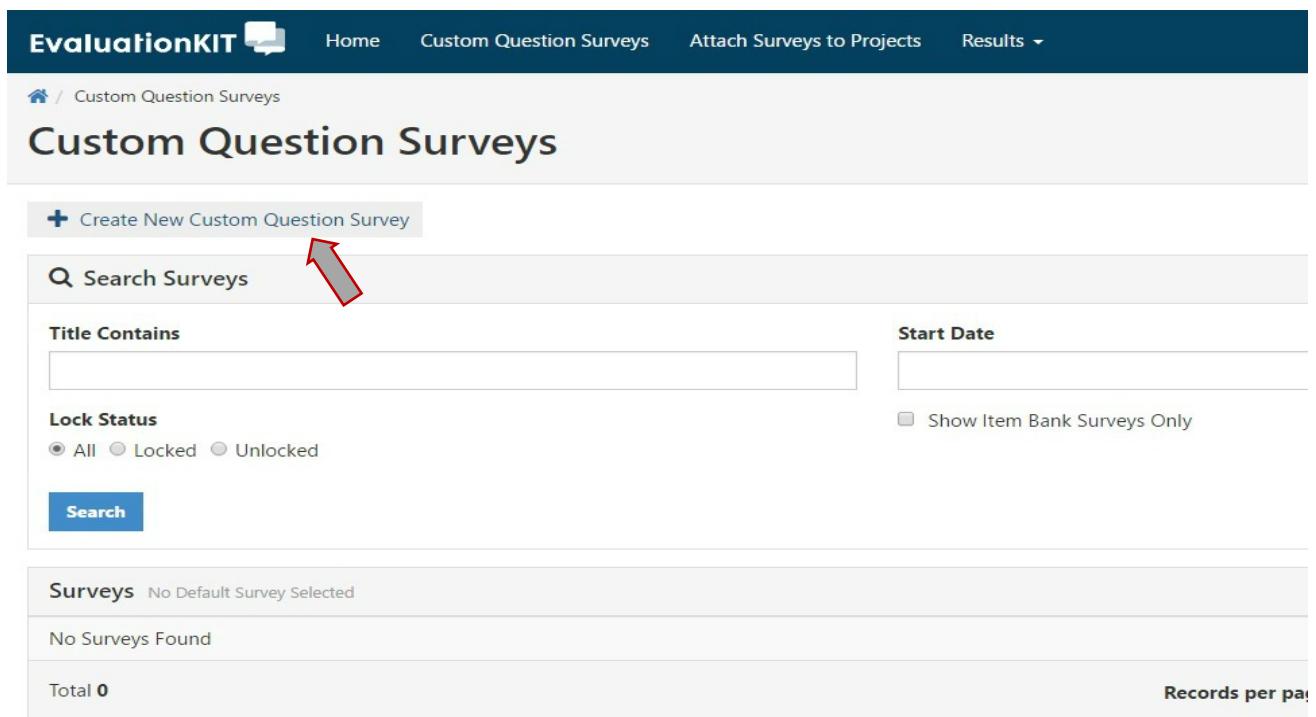
Step 1:

- Login to **EvaluationKIT** through the link in your communication email or through the link on the [Faculty Resources website](#) (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](#). Instructions for [adding questions from an Item Bank are available here](#).

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

HomeCustom Question SurveysAttach Surveys to ProjectsResults

Question Properties

TypeSingle Selection

Question Text

CutCopyPasteUndoRedoBoldItalicUnderlineStrikethroughListBulletedListNumberedListLinkUnlinkFont SizesColorTextBackground Color

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.

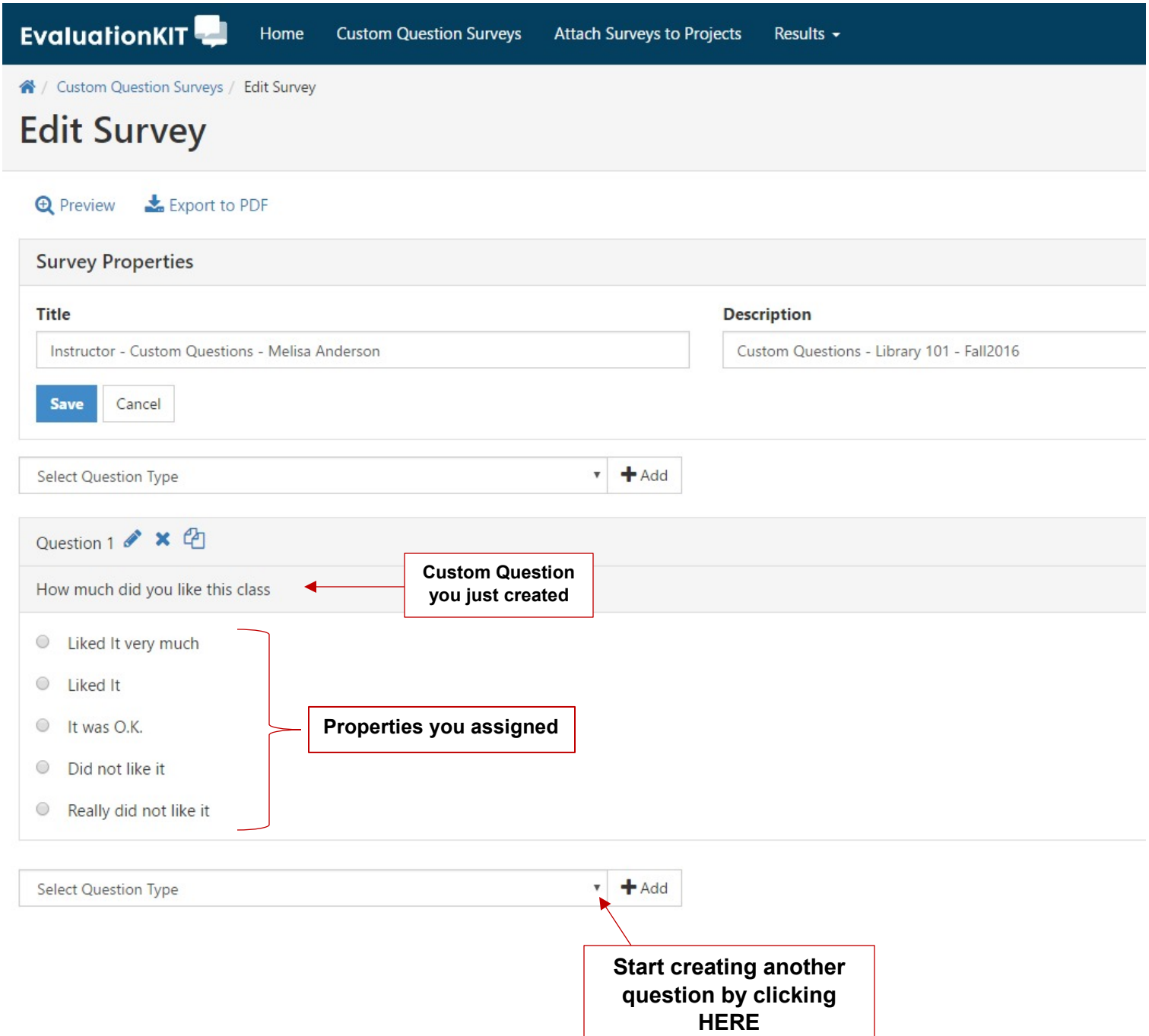
SaveCancel

- 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 ▾

Home / 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**

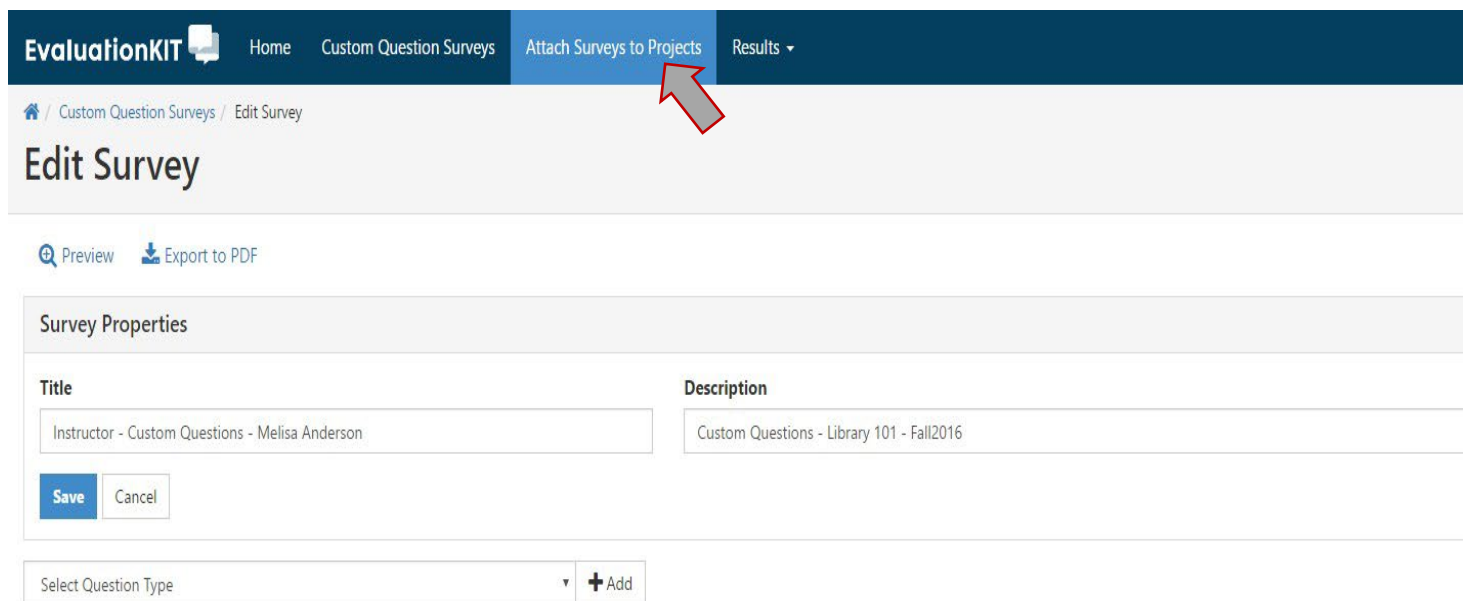
Start creating another question by clicking HERE

- 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

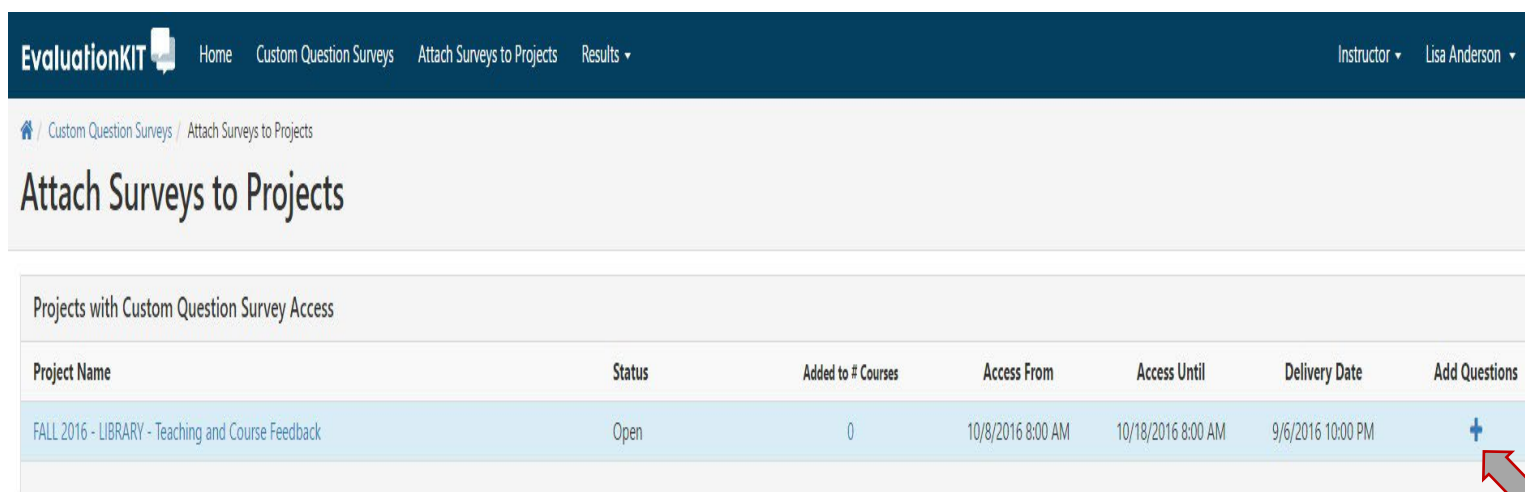
Description
Custom Questions - Library 101 - Fall2016

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 'Add Courses' form in 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 popup. The background form is titled 'Add Courses' and includes a search bar, input fields for Code, Title, and Unique ID, and a table of projects. The table has columns for Course Code, Title, Unique ID, and Hierarchy Level. One project is listed: 555555, TESTLIBRARY, 555555, Pacific Lutheran University. The form also includes a 'Search' button, a 'Reset' button, and a 'Total 1' indicator. At the bottom, there are buttons for 'Add Selected Courses' and '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.