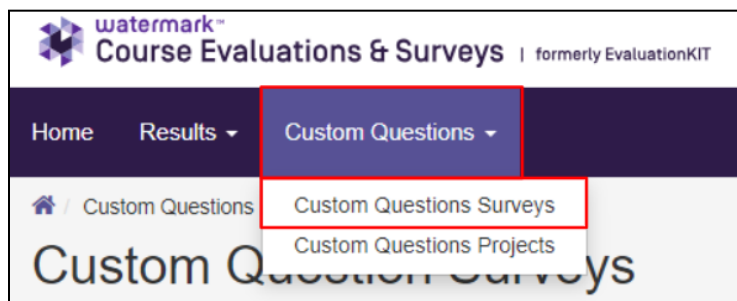## Adding Custom Questions

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.

At a high level, the process involves creating a survey, adding questions to that survey, and then attaching the survey to the respective course(s). **Make sure that you complete the final step of attaching the survey to the respective course(s).**

It is recommended that new surveys and questions be made if substantial changes are needed.

**Note:** 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 add Custom Questions to their own courses. Chairs who would like to add custom questions for an entire department should ask their DA for assistance. Chairs may add custom questions for their own individual courses when access to CES opens to all faculty.
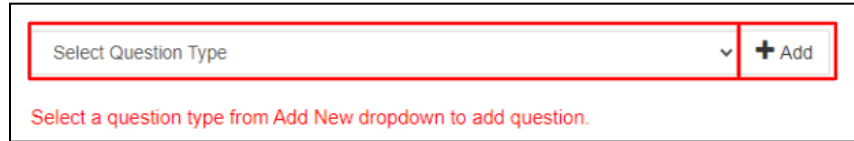
1. Click **Custom Questions**, then select **Custom Questions Surveys.**



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

4. The **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.
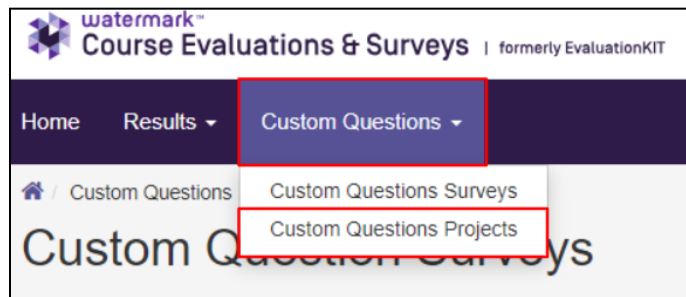


5. When all questions have been added, click **Save.**

## Attaching Custom Questions to Evaluations and Courses

Reminder: **For students to see the custom questions, you must attach the questions to the respective course(s).**

1. Click **Custom Questions**, then select **Custom Questions Projects.**



2. Find 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.

4. Locate the Custom Question survey you want to attach. Click the "magnifying glass" icon to preview the survey and confirm that it is correct and complete. Click the check mark in the "Select" column for the desired question set, and then click **Select Courses** (bottom-left).



5. 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.

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



7.  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.



8.  Confirm that the questions have been successfully added to the course by following the steps outlined in the Verifying Evaluation Types section of this document; if done correctly, the custom questions will appear at the end of the survey.

**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 | ○ | ◉ | ○ | ○ | ○ | ○ |
| Cafeteria | ◉ | ○ | ○ | ○ | ○ | ○ |
| Study Lounges | ○ | ○ | ◉ | ○ | ○ | ○ |
| Gym | ○ | ◉ | ○ | ○ | ○ | ○ |
| Outdoor Commons | ◉ | ○ | ○ | ○ | ○ | ○ |
| Campus WiFi | ○ | ◉ | ○ | ○ | ○ | ○ |

**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?**

14

0                                                                          40

24

**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.

**Label:**

The 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 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.