



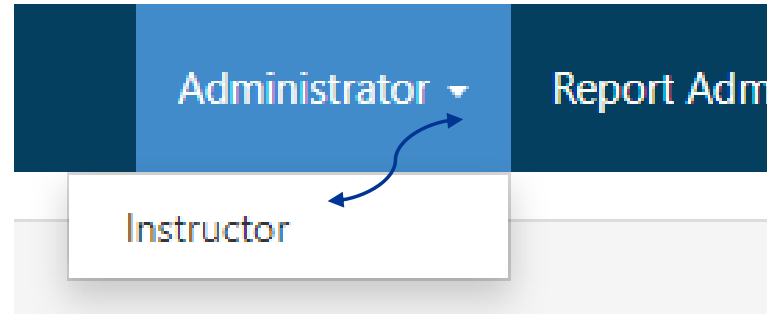
# Adding Custom Questions

- Why add questions?
- How many should you add?
- What questions should you add?
  - [Examples](#) (for ideas)
- Where can you find help?
  - [Website](#)
  - PIE ([assess@marymount.edu](mailto:assess@marymount.edu), 703-284-3809)



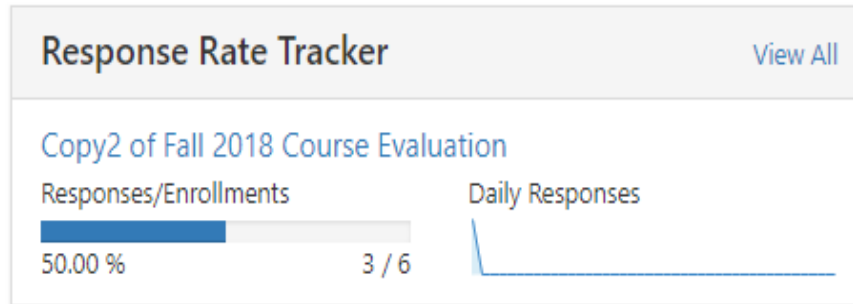
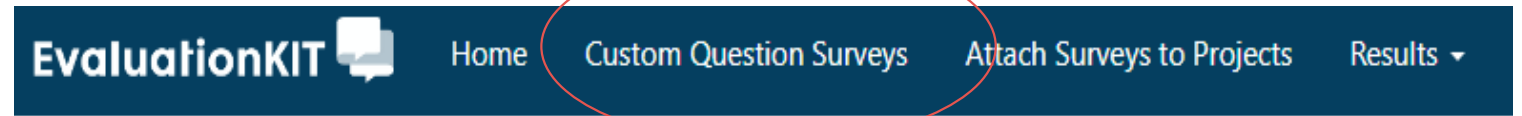
# How to Add Custom Questions

# Step 1



Select user type

Select "custom question survey"



Course Evaluation Results
Copy2 of Fall 2018 Course Evaluation
EX-101-A

# Steps 2 and 3

## Custom Question Surveys

Select "create new custom question survey"

+ Create New Custom Question Survey

Create a title for your survey and, if you like, add a description, then save it.

## Survey Edit

### Survey Properties

#### Title

My Custom Questions Summer 2019

#### Description

Question for to In-Person Courses

Save New

Cancel

## Step 4

Select the type of question you want to add.

Select Question Type

+ Add

- Single Selection Question
- Multiple Selection Question
- Matrix Question
- Numeric Selection Question
- Write-In (Open-Ended Text Response Question)
- Survey Label
- Item Bank Question

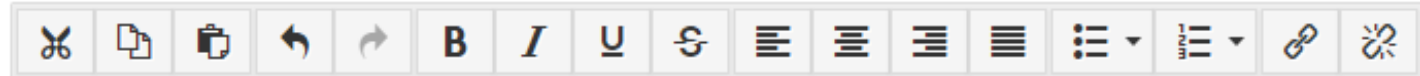
# Step 5

Add your question text

## Question Edit My Custom Questions Summer 2019

**Type** Single Selection

### Question Text



Did your experience in this course expand your interest in the field?

# Steps 6 ~ 8

Choose your response options

### Response Options

- ItemChoice 1
- ItemChoice 2
- ItemChoice 3
- ItemChoice 4
- ItemChoice 5

### Numeric Weighting

- 1
- 2
- 3
- 4
- 5



Do these match??  
(weakest option =1)



Check your question properties

### Question Properties

- Reverse Code Response Options
- Required
- Horizontal

If not, select "reverse code response options."

Save

Cancel

→ Add more questions



If you want to use the Item Bank...

Select type: "Item Bank Question."

Select Question Type ▼ + Add

Select a survey.

- "Optional Questions for Course Evaluations – General"
- "Optional Questions for Course Evaluations – Service Learning Courses"
- "Optional Questions for Course Evaluations – Lab Courses"

Linked Question My Custom Questions Summer 2019

Q Search Questions

Item Bank Survey

Select a Survey ▼

Get Questions

Then select "Get Questions."

If you want to use the Item Bank...

Check the box above each question you'd like to include, then click "Add Selected."

**Add Item Bank Question**

Select All (Note, any edits to a Linked Question will impact all instances of that survey question.)

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**Question 1**

Did the course content stimulate intellectual effort beyond that required by most courses?

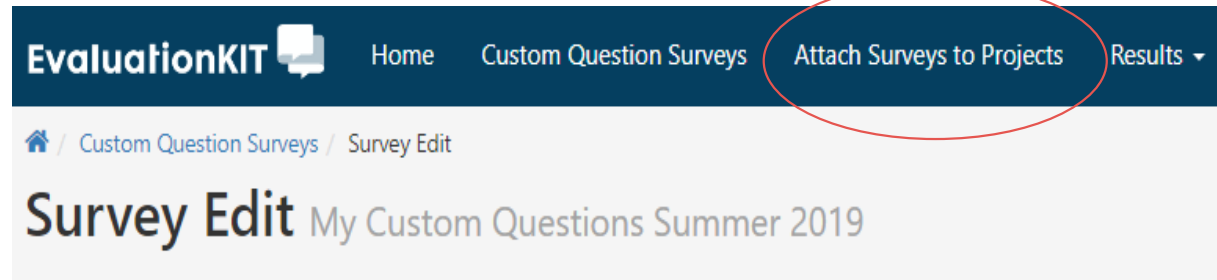
(1) Yes

(2) No

You will be directed back to the Survey Edit page and will see all of the Item Bank Questions you selected. You can edit these, as well!

# Step 9

You need to add your custom questions to the current term course evaluation. Click "Attach Surveys to Projects."



The screenshot shows the top navigation bar of the EvaluationKIT system. The bar is dark blue with white text. On the left is the "EvaluationKIT" logo with a speech bubble icon. To its right are the links "Home", "Custom Question Surveys", "Attach Surveys to Projects", and "Results" with a dropdown arrow. The "Attach Surveys to Projects" link is circled in red. Below the navigation bar is a breadcrumb trail: a home icon followed by "Custom Question Surveys" and "Survey Edit".

 Preview  Export to PDF ▾

Select the course evaluation that you'll be adding the questions to, then click "Add Custom Question Survey."

**Custom Question Survey** Copy of Summer 2019 Course Evaluation

 Add Custom Question Survey  Create New Survey  View Main Survey for this Project

# Step 10

“Select Specific Courses” that will receive the custom questions. Click “Add Courses” to begin selecting them.

Select Specific Courses

**Current Selected Courses**

No Courses Selected.

Total **0**

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

**Projects**

<input type="checkbox"/> Course Code	Title▲
<input checked="" type="checkbox"/> EX-201-A	19/SU Example Course 2a -- EX-201-A

Total **1** **Records per page**

**Add Selected Courses** Close

Check the box next to each course, then click “Add Selected Courses.”

What will it look like to students?



My Surveys

Copy of Summer 2019 Course Evaluation

EX-201-A : 19/SU Example Course 2a -- EX-201-A

Marymount University

Starts 6/13/2019 11:50 AM - Ends 7/31/2019 11:59 PM

Not Submitted

19/SU Example Course 2a -- EX-201-A  
Report Administrator

Welcome to the student course evaluation! Your candid and thoughtful responses are important to us until after course grades have been submitted.

Please contact [assess@marymount.edu](mailto:assess@marymount.edu) or call 703-284-5748 if you have any questions.

**Academic Level/Standing:**

What is your classification at Marymount?

- Freshman
- Sophomore

Did your experience in this course expand your interest in the field?

- Yes
- No

Submit

↓ Clicks into main survey

↓ Seamless transition to custom question

