Guide to Adding Custom Questions to Marymount's Course Evaluation Form

*This step-by-step guide is intended for **Instructors and Program Administrators** adding custom questions to the main student evaluation survey through Canvas/EvaluationKIT for their current active courses.*

Overall Guidance
- We recommend that you add **no more** than ten questions to your evaluation.
- Test the questions you intend to use BEFORE you add them to the evaluation to help ensure that your questions aren't confusing, leading, or double-barreled. Ask at least two students to read and answer your questions and review their responses.
- Please feel free to use questions from this list of sample questions or from the item bank available from within EvaluationKIT (see instructions below).
- Contact Planning and Institutional Effectiveness (assess@marymount.edu) if you would like help in developing a set of custom questions.

Step 1. Select User Type

When you log in to EvaluationKIT via Canvas, you will notice from your Home page view some new options in the top menu bar. These are related to adding custom questions. First, make sure that your user type on the right side of the screen is set to the appropriate choice (Note: Administrators (chairs, deans, and others who have administrative roles in EvaluationKIT) can add questions to one or all department courses).
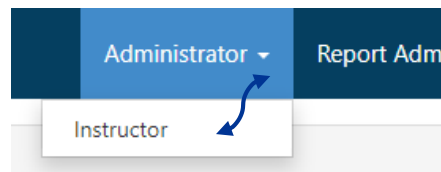
Then click on "Custom Question Surveys."
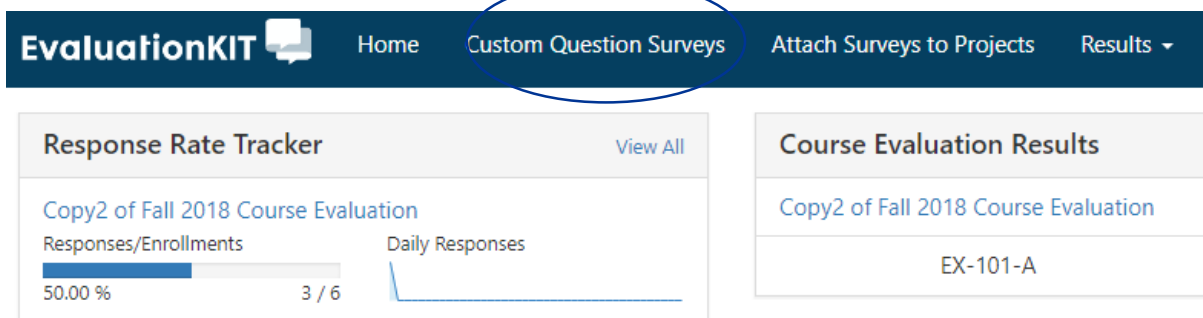
Step 2. Create Custom Survey

On this page, you begin by clicking "Create New Custom Question Survey."
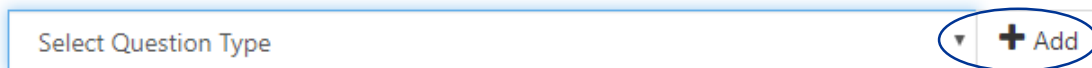
Step 3. Name Custom Survey

From here, you are able to create your custom question survey, starting with giving it a title and optional description. Click "Save New" before selecting your first question type.

Survey Edit

Survey Properties

Title	Description
My Custom Questions Summer 2019	Question for to In-Person Courses

Save New Cancel

Step 4. Select Question Type

Next, add questions to your custom survey. Use the dropdown menu to choose from the available question types. See an explanation of the question types below. Please feel free to select or modify questions from this list of sample questions. Click "+Add" to proceed.

Select Question Type ▾ **+ Add**

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.

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.

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 (like "Strongly disagree" to "Strongly agree").

Numeric Selection Question
- Numeric Selection Question type allows you to setup numeric ranges using a slider, and the student can then move the slider to input a numeric selection based on that range.

Write-In (Open-Ended Text Response Question)
- Open-Ended Text Response Question Type is for write-in responses and/or comments.

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.

Item Bank Question
- A series of prepopulated questions supplied by your school or department. If there are no Item Banks listed, then your school or department has not created any.
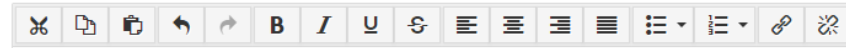
Step 5. Question Edit

Type your question into the box provided.

Question Edit My Custom Questions Summer 2019

Type Single Selection

Question Text

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

Step 6. Response Options

The order in which you enter the options is the order students will see them in the evaluation**. The default is that options range from weakest to strongest, e.g. strongly disagree to strongly agree**. The numeric weighting is assigned to each option in that order, from 1 to 5 for a five-point scale, for example. If you would like to reverse this, to have options listed from strongly agree to strongly disagree, for example, there is an option in Step 7.

Response Options

ItemChoice 1
ItemChoice 2
ItemChoice 3
ItemChoice 4
ItemChoice 5

Numeric Weighting

1
2
3
4
5

Step 7. Question Properties

Reverse Code Response Options: If you have listed responses in reverse order (NOT weakest option first (like, "strongly disagree") but with the strongest option first ("strongly agree"), you will need to select this option to make sure that the numeric weighting matches the order of the response options (5-4-3-2-1 instead of the default 1-2-3-4-5).

Question Properties

☐ Reverse Code Response Options
☐ Required
☐ Horizontal

Save   Cancel

Required: We recommend that you do NOT select the "Required" option, because none of the questions in the standard course evaluation survey are required and force a student response.
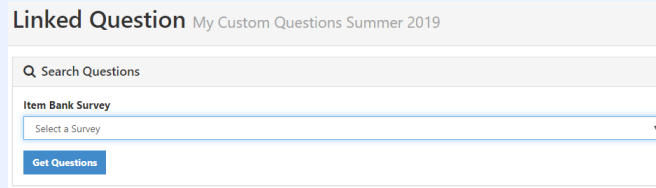Click "Save" to continue.

Step 8. Add More Questions

Add other questions as needed, repeating steps 4-7. You can also visit the item bank (see below) and use or modify questions pre-formatted for you.
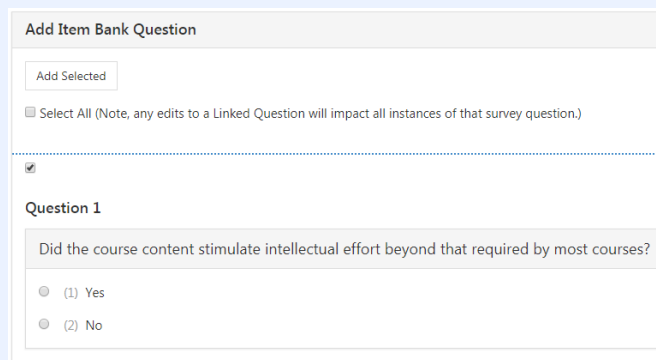
Item Bank

To use item bank questions, select "Item Bank Question" and click "Add." You will be taken to a screen where you can select questions from the item bank.

Select a Survey in the dropdown menu and click "Get Questions" to reveal all pre-determined custom questions.

Check the box above each custom question that you would like to include in your course evaluation survey. Then click "Add Selected" at the top.
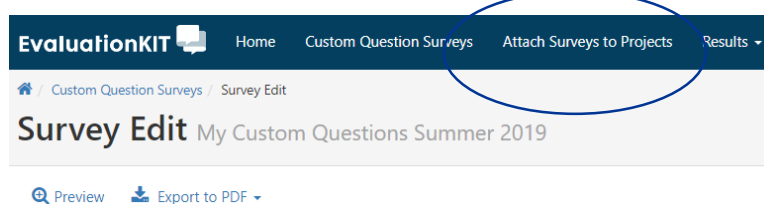

You will be directed back to the Survey Edit page and will see all of the Item Bank Questions you selected.

At this point you can move to **Step 5** to add your own custom questions, or skip to **Step 9** to view how to attach only the Item Bank Questions to the course evaluation.

Step 9. Attach Your Questions to the MU Course Evaluation

Next, the questions in your custom survey need to be added to the current term course evaluation survey (i.e., "Project" in EvaluationKIT). Click "Attach Surveys to Projects" to begin.
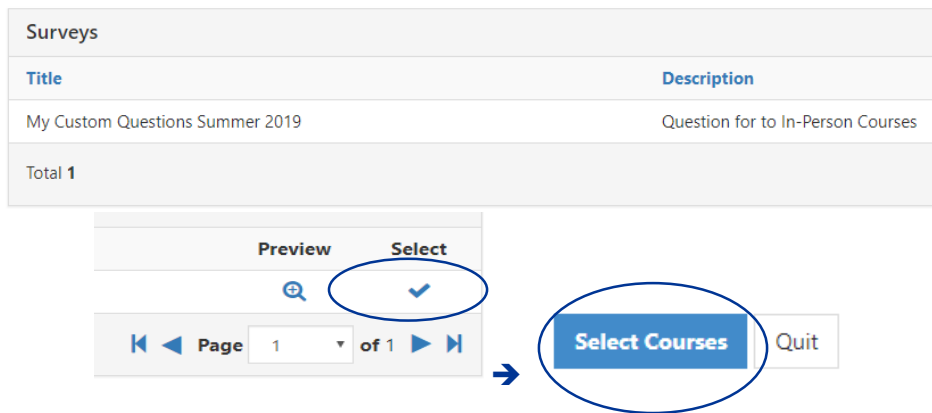

Click the project name to which you will be adding the custom survey questions.

Then click "Add Custom Question Survey" to begin the process to add your custom survey questions. The "View Main Survey…" link will show the full main student evaluation for your reference.

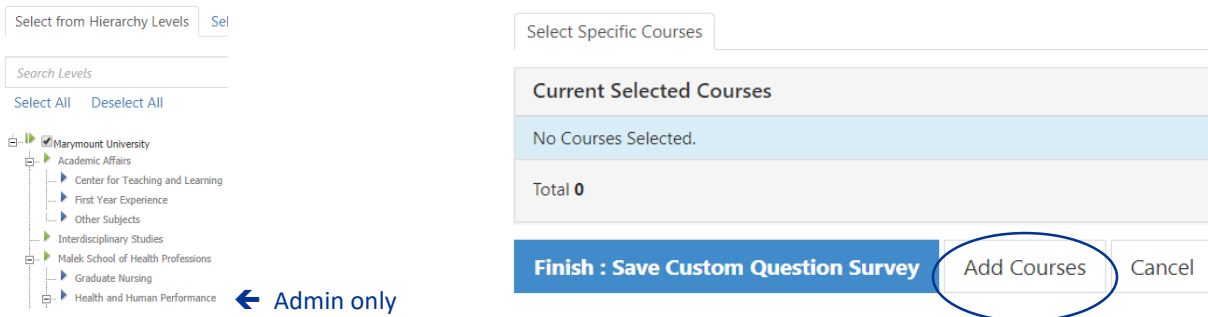## Custom Question Survey Copy of Summer 2019 Course Evaluation

+ Add Custom Question Survey   **+** Create New Survey   **Q** View Main Survey for this Project

On this page, you will see the title of the custom survey you already created. On the right side of your screen click the "✓" to Select that survey and then "Select Courses" button to go to next step.

Surveys	
Title	**Description**
My Custom Questions Summer 2019	Question for to In-Person Courses
Total **1**	

	Preview	Select
	Q	✓

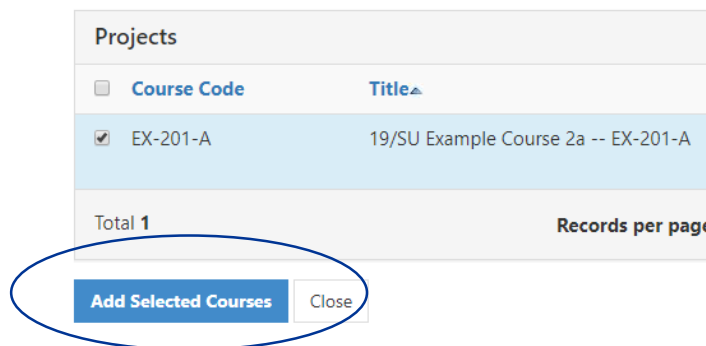⊮ ◀ Page [1 ▼] of 1 ▶ ⊯   ➜   **Select Courses** Quit

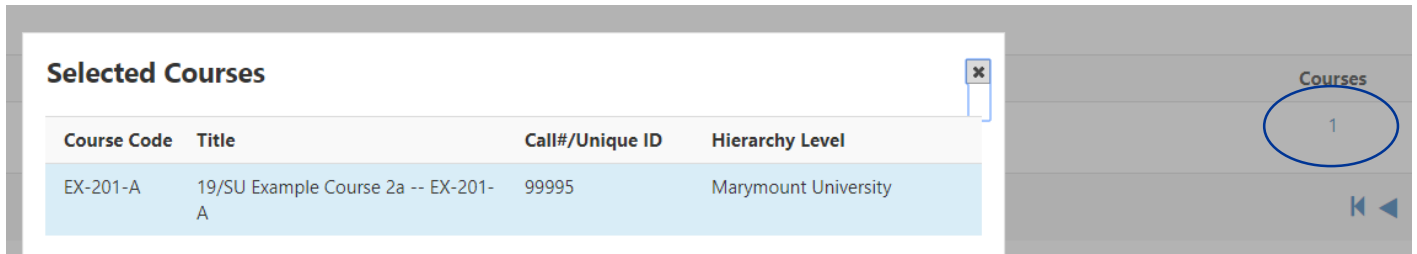## Step 10. Select the Course that will Receive the Custom Questions

"Select Specific Courses" that will receive the custom questions. Click "Add Courses" to begin selecting them. Administrators will have the additional option of selecting a Hierarchy Level (limited by checkboxes next to levels for which they are responsible) to apply the custom questions to all relevant courses. (Note: Only Administrators should click the "Finish…" button.)

Select from Hierarchy Levels   Sel

Search Levels

Select All   Deselect All

⊟ ▷ ☑ Marymount University
⊟ ▷ Academic Affairs
  ▷ Center for Teaching and Learning
  ▷ First Year Experience
  ▷ Other Subjects
 ▷ Interdisciplinary Studies
⊟ ▷ Malek School of Health Professions
  ▷ Graduate Nursing
⊟ ▷ Health and Human Performance   **⟵ Admin only**

Select Specific Courses		
Current Selected Courses		
No Courses Selected.		
Total **0**		

Finish : Save Custom Question Survey Add Courses Cancel

You will then see a list of courses that you are currently teaching. Check the box next to each course that applies to your custom survey questions and then click "Add Selected Courses." Clicking on this prompts a confirmation about successfully adding a Custom Question Survey to your course(s). Click OK to continue. This finishes the process without having to click the "Finish…" button from Step 13.

Projects		
☐ **Course Code**	**Title▲**	
☑ EX-201-A	19/SU Example Course 2a -- EX-201-A	
Total **1**		**Records per page**

Add Selected Courses Close

The page will then show a list of Current Selected Courses. To verify which courses you have chosen to apply the custom questions to for the current course evaluation, click on the number (e.g., "1") in the "Courses" column on the right side of the page. A pop-up window will list the confirmed courses. Click the "X" to close the pop-up window.

This completes the step-by-step process to add custom questions to the main student evaluation. The student view when taking the evaluation with the example custom question is shown on the next page.

Contact Planning and Institutional Effectiveness at assess@marymount.edu or 703-284-3809 if you need any assistance.

Example Student View:
Course Evaluation in EvaluationKIT with Custom Question

MARYMOUNT UNIVERSITY

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

⬇ Clicks into main survey portion

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

Welcome to the student course evaluation! Your candid and th
until after course grades have been submitted.

Please contact assess@marymount.edu or call 703-284-5748 if

Academic Level/Standing:

What is your classification at Marymount?

○ Freshman

○ Sophomore

⬇ Seamless transition to custom question

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

○ Yes

○ No

Submit