

Adding Additional Questions to your Course Evaluations:

Ten days before course evaluations open, you will receive an email with a link into the course evaluation system. You can also access the evaluations directly by logging in to Canvas, selecting one of your courses, and then selecting Student Course Evaluations on the left side (see the red box in the picture below). This will bring you in to the EvaluationKIT system.

The screenshot shows the EvaluationKIT dashboard. On the left sidebar, the 'Student Course Evaluations' menu item is highlighted with a red box. The main content area is divided into two sections: 'Project Results' and 'Custom Questions'. The 'Project Results' section lists two projects: '201870 Fall Quarter 2018' (General Chemistry I) and 'First Year Seminar'. The 'Custom Questions' section lists one project: '201870 Fall Quarter 2018' with status 'Closed' and access dates from 10/30/2018 to 11/9/2018. A 'Response Rate Tracker' widget on the right shows a bar chart for '201870 Fall Quarter 2018' with a response rate of 76.25% (61/80).

Instructors may add up to 2 additional questions to each of their course evaluations. To add additional questions:

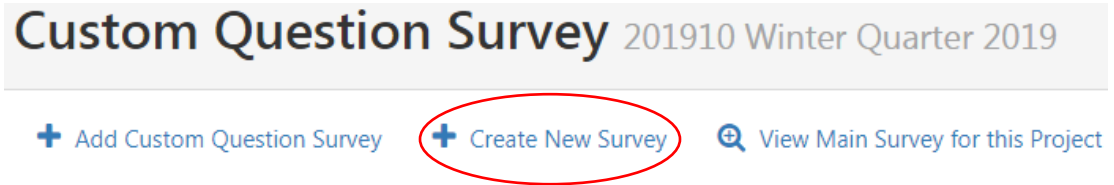
1. Go to the Custom Questions section at the bottom of the page.
2. Select the appropriate term

The screenshot shows the 'Custom Questions' section. It lists two projects: '201910 Winter Quarter 2019' (Status: Open, Access From: 3/1/2019 12:00 AM, Access Until: 3/11/2019 12:00 AM, Delivery Date: 2/21/2019 11:00 PM) and '201870 Fall Quarter 2018' (Status: Closed, Access From: 10/30/2018 12:00 AM, Access Until: 11/12/2018 12:00 AM, Delivery Date: 10/24/2018 11:00 PM).

3. Click on "View Main Survey for this Project" to see the questions that will already be asked.

The screenshot shows the 'Custom Question Survey' page for the '201910 Winter Quarter 2019' project. At the bottom, there are three buttons: '+ Add Custom Question Survey', '+ Create New Survey', and 'View Main Survey for this Project'. The 'View Main Survey for this Project' button is circled in red.

4. Click on "Create New Survey" to create your questions.



5. Create a title for your additional questions, then select "Save New."

A screenshot of a form titled 'Edit Survey'. Below the title is a section labeled 'Survey Properties'. It contains two input fields: 'Title' with the text 'Additional Questions' and 'Description'. At the bottom of this section are two buttons: 'Save New' (in blue) and 'Cancel'.

6. A "Select Question Type" drop down will appear- select the type of question you would like to ask. Most likely, you will use Single Selection or Open-Ended Text Response. Once you select the type of question, select + Add from the right side.

A screenshot of a dropdown menu labeled 'Select Question Type' with a downward arrow. To the right of the dropdown is a button with a plus sign and the text '+ Add'.

Select a question type from Add New dropdown to add question.

7. This will bring you to a new screen, where you will write the text of your question:

Type Single Selection

Question Text

A screenshot of a text editor interface. At the top is a toolbar with various icons for text formatting (bold, italic, underline, etc.) and alignment. Below the toolbar is a text area containing the text 'This is my additional question to add to my course evaluation.'

8. After you write the text of your question, create the response options. It is recommended that you use a six point scale, from Strongly Disagree to Strongly Agree, as this matches the scale on the rest of the evaluation questions.

Response Options	Numeric Weighting
Strongly Disagree	1
Disagree	2
Disagree more than Agree	3
Agree more than Disagree	4
Agree	5
Strongly Agree	6

9. Select "Save" at the bottom to save your question.

Save	Cancel
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10. This will bring you back to the Edit survey page. If you would like to add a second question, select the Question type again:

Select Question Type	▼	+ Add
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11. Repeat the process to add a second question.

12. When you are done writing your questions, select "Attach Surveys to Projects" from the Blue bar across the top.

EvaluationKIT	Home	Custom Question Surveys	Attach Surveys to Projects	Results ▼
/ Custom Question Surveys / Edit Survey				

13. Under Attach Surveys to Projects, select the appropriate term to add the questions to. Generally, you will only have one term available at a time. This term will be a link you can click on:

Projects with Custom Question Survey Access	
Project Name	Status
201910 Winter Quarter 2019	Open
201870 Fall Quarter 2018	Closed

14. Click "Add Custom Question Survey." This will allow you to add the questions you just created.

Custom Question Survey 201910 Winter Quarter 2019

[+ Add Custom Question Survey](#) [+ Create New Survey](#) [🔍 View Main Survey for this Project](#)

15. Click the check mark under Select on the right side. Then click the blue "Select Courses" button on the left.

16. Select "Add Courses" to see a list of your courses and select the courses to add your additional questions to.

Select Courses for Custom Question Survey 201910 Winter Quarter 2019

Selected Survey: Additional Questions

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](#)

17. Choose which courses you would like the questions added to by selecting the box on the left side next to each course:

Projects				
<input type="checkbox"/>	Course Code	Title▲	Unique ID	Hierarchy Level
<input checked="" type="checkbox"/>	ACTG-3019-1	Cost Management	2504.201910	School of Accountancy

18. Select the blue "Add Selected Courses" button at the bottom of the screen.

19. This will bring you back to the Custom Question Survey page. Here, you will see that your questions have now been attached to the course you selected:

Courses	Edit	Delete
1		

If you have any questions or need any help adding additional questions to your course evaluations, please contact Katie Schroeder at institutionalresearch@du.edu, or at (303) 871-7556.