

HOW TO CREATE AND ADD CUSTOM QUESTIONS FOR FACULTY

Created by Terry Rueckert



COURSE EVALUATIONS AND YOU

- “Welcome to CBC’s new web-based student course evaluation system. It’s the same old student course evaluation with some new twists. First, you as faculty can decide whether or not you want to participate.
- Instead of paper and pencil form, or Google docs version, the official CBC student course evaluation can be accessed by students through Canvas. This online form enables students to complete the multiple choice items and submit open-ended responses and comments just like the paper form, but the comments are compiled automatically and included in a report accessed directly by you without a third-party transcribing them. You can watch the response rates for all your courses while the survey is active. You can also customize your survey by adding up to five questions of your own design to get more specific feedback on your own courses.
- Please communicate with your students prior to the start date of the survey if you have any special instructions. Also, if you want to customize your survey, please do so before the start date.”

COURSE EVALUATIONS AND YOU

- Faculty can decide whether or not they want to participate.
- Students now take the survey through Canvas—instead of in class with pen and paper
- The completed report can be immediately accessed directly by you without a third-party transcribing them.
- You can watch the response rates for all your courses in real time while the survey is active.
- You can customize your survey by adding up to five questions of your own design before it is published

Where to find the Course Evaluation?

In Canvas, in your Navigation's page list

Course Details: SOC& 2 × +

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Student Course Evaluations

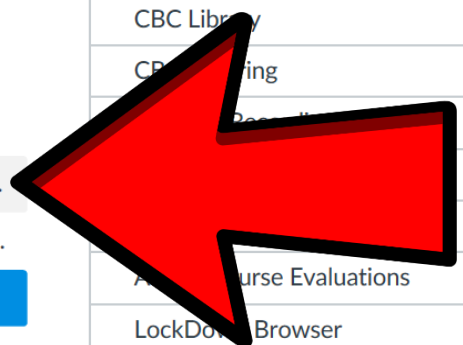
Export Course Content

Reset Course Content

Validate Links in Content

Current Users

Students:	42
Teachers:	1
Course Admin:	None
Librarian:	None
TAs:	None
Coach:	None
Designers:	None
Clubs:	None
Observers:	None



Select the Course Evaluation you have Access to, corresponding to the current quarter

Instructor Course Evaluations

cbc.instructure.com/courses/1382628/external_tools/105195

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Project Results

[Test Project for Fall 2016](#)

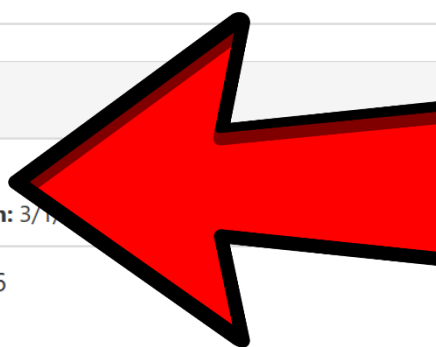
PSYC&100-2087	PSYC&100 F16 2087 - GENERAL PSYCHOLOGY-Section 2087	F16_2087_F16_2087_
PSYC&100-8285	PSYC&100 F16 8285 - GENERAL PSYCHOLOGY-Section 8285	F16_8285_F16_8285_
PSYC&100-8207	PSYC&100 F16 8207 - GENERAL PSYCHOLOGY-Section 8207	F16_8207_F16_8207_
SOC&201-8220	SOC& 201 F16 8220 - SOCIAL PROBLEMS-Section 8220	F16_8220_F16_8220_
PSYC&100-2067	PSYC&100 F16 2067 - GENERAL PSYCHOLOGY-Section 2067	F16_2067_F16_2067_

Custom Questions

[Winter 2017 Evaluations](#)

Status: Open **Access From:** 3/1/2017 11:59 PM **Delivery Date:** 3/6/2017 12:00 AM

[Test Project for Fall 2016](#)



You can view the main Course Evaluations here

Instructor Course Evaluations

cbc.instructure.com/courses/1382628/external_tools/105195

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Custom Question Surveys / Attach Surveys to Projects / Custom Question Survey

Custom Question Survey

Winter 2017 Evaluations

+ Add Custom Question Survey

View Main Survey for this Project


No Surveys Found.

Total 0

Records per page 50

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To add your own customized questions to the Course Evaluation, click “Create New Survey”

Instructor Course Evalu: × +

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EvaluationKIT

🏠 / Custom Question Surveys / Attach Surveys to Projects / Custom Question Survey

Custom Question Survey Winter 2017 Evaluations

+ Add Custom Question Survey + Create New Survey


No Surveys Found.

Total 0

Records per page 50 ▾

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Create a title for your Custom Questions, and a description if you prefer

Instructor Course Evaluations

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Custom Question Surveys / Edit Survey

Edit Survey

Survey Properties

Title

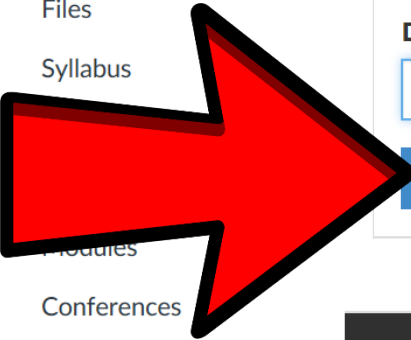
Title for Customized Questions

Description

Description for Customized Questions

Save New Cancel

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Survey Properties

Title

Title for Customized Questions

Description

Description for Customized Questions

Save

Cancel

Select Question Type

Single Selection

Multiple Selection

Matrix

Numeric Selection

Open Ended Text Response

Survey Label

Item Bank Question

+ Add

Next, hit “Cancel”.

It will take you to this screen:

Instructor Course Evalu: × +

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Create New Custom Question Survey

🔍 Search Surveys

Title Contains

Start Date

End Date

Lock Status

☒ All ☐ Locked ☐ Unlocked

☐ Show Item Bank Surveys Only

Next, click “Attach Surveys to Projects”

Instructor Course Evalu: × +

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EvaluationKIT

Home

Custom Question Surveys

Attach Surveys to Projects

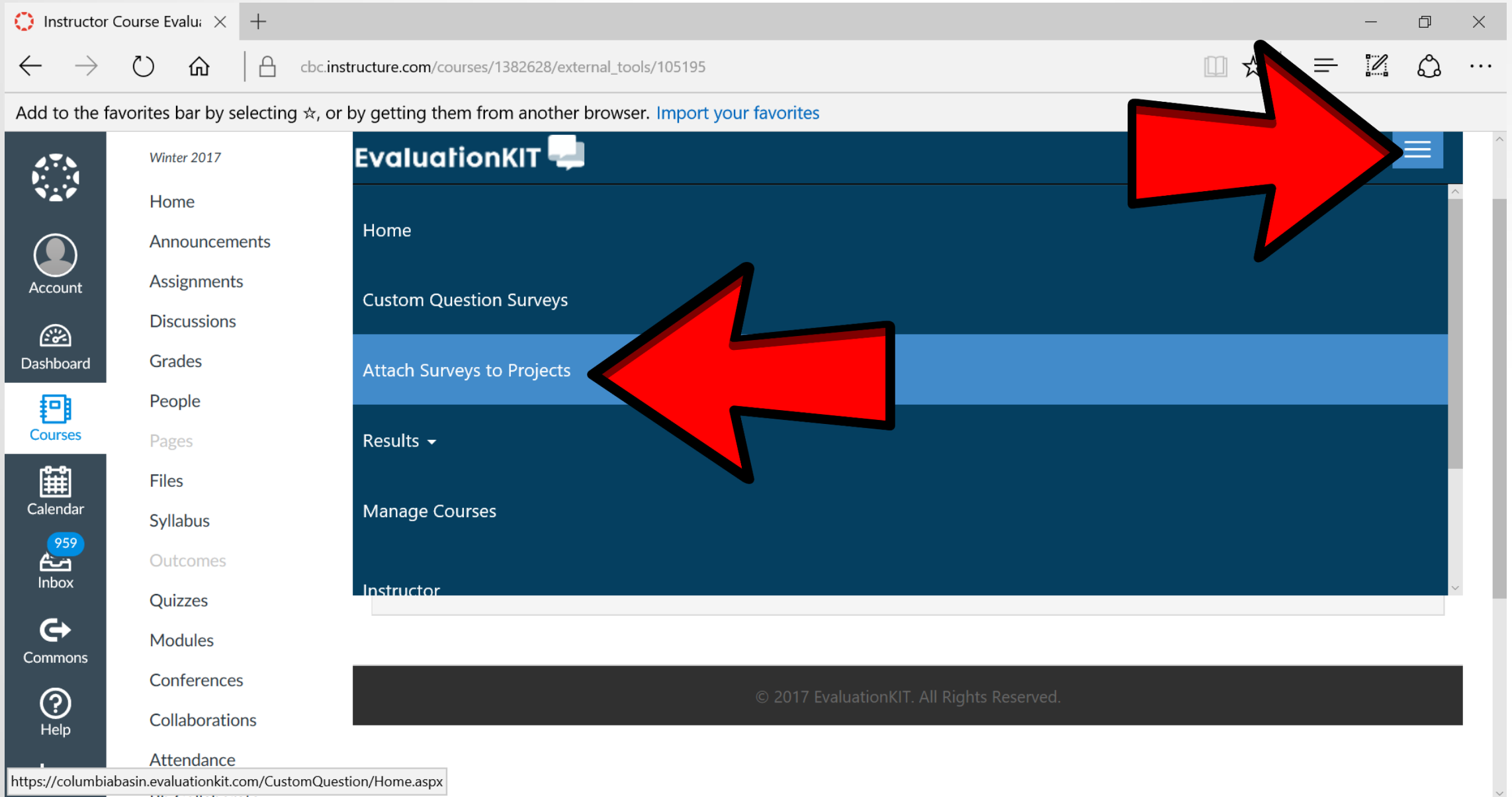
Results ▾

Manage Courses

Instructor

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<https://columbiabasin.evaluationkit.com/CustomQuestion/Home.aspx>




The screenshot shows the EvaluationKIT web application interface. On the left is a dark sidebar with icons and labels for 'Account', 'Dashboard', 'Courses', 'Calendar', 'Inbox' (with a 959 notification badge), 'Commons', and 'Help'. To the right of the sidebar is a light blue menu with links: 'Winter 2017', 'Home', 'Announcements', 'Assignments', 'Discussions', 'Grades', 'People', 'Pages', 'Files', 'Syllabus', 'Outcomes', 'Quizzes', 'Modules', 'Conferences', 'Collaborations', and 'Attendance'. The main content area has a dark blue header with the 'EvaluationKIT' logo and a hamburger menu icon. Below the header is a list of navigation items: 'Home', 'Custom Question Surveys', 'Attach Surveys to Projects' (highlighted in light blue), 'Results' (with a dropdown arrow), and 'Manage Courses'. A large red arrow points from the right towards the 'Attach Surveys to Projects' item. Another large red arrow points from the right towards the top navigation bar, specifically towards the hamburger menu icon. The footer is a dark grey bar with the text '© 2017 EvaluationKIT. All Rights Reserved.' and a URL at the bottom left: 'https://columbiabasin.evaluationkit.com/CustomQuestion/Home.aspx'.


Then, “+” to Add your customized questions


Instructor Course Evalu: × +


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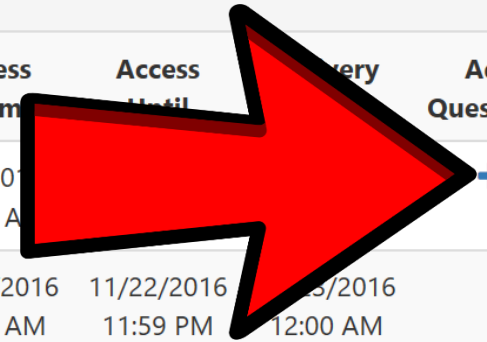
EvaluationKIT

🏠 / [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	Survey	Add Questions
Winter 2017 Evaluations	Open	0	3/1/2017 12:00 AM			+
Test Project for Fall 2016	Closed	0	11/21/2016 12:00 AM	11/22/2016 11:59 PM	11/23/2016 12:00 AM	

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Next, click “Add Custom Question Survey”

Instructor Course Evalu: × +

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[Home](#) / [Custom Question Surveys](#) / [Attach Surveys to Projects](#) / Custom Question Survey

Custom Question Survey Winter 2017 Evaluations

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

No Surveys Found.

Total 0 Records per page 50 Page 1 of 1


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Select which Survey you want to include, then Select the course

Instructor Course Evalu: × +

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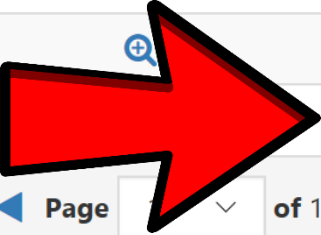
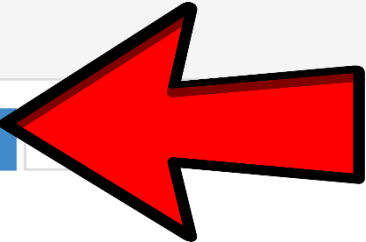
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Question Source: Select From Item Bank and Your Own Questions **Question Limit:** 5

Surveys	
Title	Select
Neapolitan: which flavor is best?	✓
Specific questions for Soc. 201	✓
Title for Customized Questions	✓

Total 3 Records per page 25 Page 1 of 1

Select Courses



Select “Add Courses”

Instructor Course Evalu: × +

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Selected Survey: Title for Customized 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

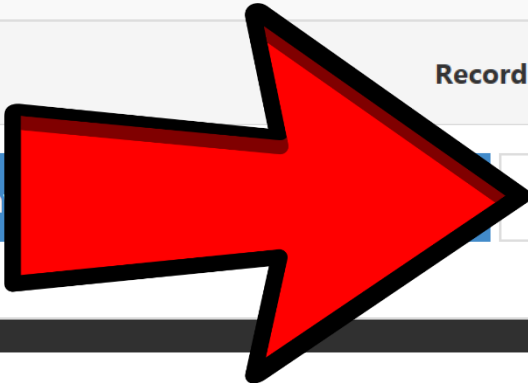
Records per page 50

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Finish : Save

Add Courses

Cancel



You may select which Courses the Customized Questions will appear in

Instructor Course Evalu: × +

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<input type="checkbox"/> Course Code	Title▲	Unique ID	Hierarchy
<input checked="" type="checkbox"/> PSYC&100-2062	PSYC&100 W17 2062 - GENERAL PSYCHOLOGY-Section 2062	W17_2062_W17_2062_	Behavior Sciences
<input type="checkbox"/> PSYC&100-2068	PSYC&100 W17 2068 - GENERAL PSYCHOLOGY-Section 2068	W17_2068_W17_2068_	Behavior Sciences
<input checked="" type="checkbox"/> PSYC&100-2071	PSYC&100 W17 2071 - GENERAL PSYCHOLOGY-Section 2071	W17_2071_W17_2071_	Behavior Sciences
<input checked="" type="checkbox"/> SOC&201-2078	SOC& 201 W17 2078 - SOCIAL PROBLEMS-Section 2078	W17_2078_W17_2078_	Behavior Sciences


Total 4


Records per page 50 ▾


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Add Selected Courses


You now may create other Custom Questions if you so choose!


 Instructor Course Evaluations






















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















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Custom Question Survey Winter 2017 Evaluations

 Add Custom Question Survey

 Create New Survey

 View Main Survey for this Project

Survey Title	Created By	Updated By	Updated Date	Courses	Edit	Delete
Title for Customized Questions	Terry Rueckert	Terry Rueckert	3/3/2017 3:45 AM	3		

Total 1

Records per page 50

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INSTRUCTOR HELP

- [Survey Builder - Administrators & Instructors \(video\)](#)
 - Features a *detailed* explanation of custom questions features, types of survey questions, and additional properties
- [Custom Questions for Administrators & Instructors \(video\)](#)
 - Features a well-rounded guide on how to start, create, and attach a custom questions survey to the main survey. Also includes a brief description of types of survey questions
- [Instructor Survey Builder - Types of Survey Questions \(article\)](#)
 - A quick reference guide on the types of survey questions:

1 - Single Selection Question Type: How satisfied were you with this course?	3 - Multiple Selection Question Type: Which mode(s) of transportation did you utilize to commute to school?	4 - Matrix Question Type: Please rate your level of satisfaction with the following:																																																	
<input checked="" type="radio"/> Very Satisfied <input type="radio"/> Satisfied <input type="radio"/> Neutral <input type="radio"/> Dissatisfied <input type="radio"/> Very Dissatisfied	<input checked="" type="checkbox"/> Car <input type="checkbox"/> Bus <input checked="" type="checkbox"/> Train <input type="checkbox"/> Bike <input type="checkbox"/> Skateboard <input checked="" type="checkbox"/> Walk	<table><thead><tr><th></th><th>Very Satisfied</th><th>Satisfied</th><th>Neutral</th><th>Dissatisfied</th><th>Very Dissatisfied</th><th>N/A</th></tr></thead><tbody><tr><td>Bookstore</td><td><input type="radio"/></td><td><input checked="" type="radio"/></td><td><input type="radio"/></td><td><input type="radio"/></td><td><input type="radio"/></td><td><input type="radio"/></td></tr><tr><td>Cafeteria</td><td><input checked="" type="radio"/></td><td><input type="radio"/></td><td><input type="radio"/></td><td><input type="radio"/></td><td><input type="radio"/></td><td><input type="radio"/></td></tr><tr><td>Study Lounges</td><td><input type="radio"/></td><td><input type="radio"/></td><td><input checked="" type="radio"/></td><td><input type="radio"/></td><td><input type="radio"/></td><td><input type="radio"/></td></tr><tr><td>Gym</td><td><input type="radio"/></td><td><input checked="" type="radio"/></td><td><input type="radio"/></td><td><input type="radio"/></td><td><input type="radio"/></td><td><input type="radio"/></td></tr><tr><td>Outdoor Commons</td><td><input checked="" type="radio"/></td><td><input type="radio"/></td><td><input type="radio"/></td><td><input type="radio"/></td><td><input type="radio"/></td><td><input type="radio"/></td></tr><tr><td>Campus WiFi</td><td><input type="radio"/></td><td><input checked="" type="radio"/></td><td><input type="radio"/></td><td><input type="radio"/></td><td><input type="radio"/></td><td><input type="radio"/></td></tr></tbody></table>		Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied	N/A	Bookstore	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Cafeteria	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Study Lounges	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Gym	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Outdoor Commons	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Campus WiFi	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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