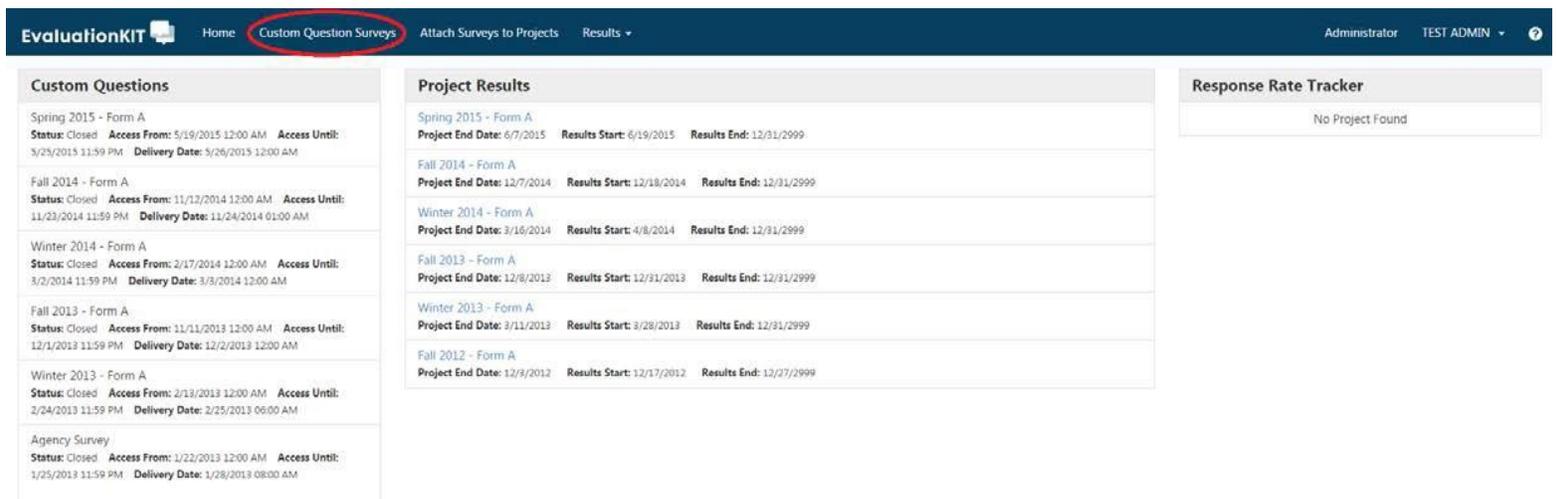


Adding Custom Questions for Instructors

This document will walk you through the steps required to add Custom Questions to Surveys in the new EvaluationKIT (Interface), and attach them to your courses. A custom questions video tutorial can be found in the EvaluationKIT Help Center  located in the upper right hand corner. Once you access the Help Center choose “Instructor Help”. The video is located under “Instructor New UI Video Tutorials”.

Login to EvaluationKIT by accessing the link provided in the notification email or by going through CNMLearn and clicking on course evaluations.

Step 1: At the top of the page, click the link titled “Custom Question Surveys”



The screenshot shows the EvaluationKIT interface with the 'Custom Question Surveys' menu item circled in red. The interface is divided into three main sections: Custom Questions, Project Results, and Response Rate Tracker.

Custom Questions	Project Results	Response Rate Tracker
<p>Spring 2015 - Form A Status: Closed Access From: 5/19/2015 12:00 AM Access Until: 3/23/2015 11:59 PM Delivery Date: 5/26/2015 12:00 AM</p> <p>Fall 2014 - Form A Status: Closed Access From: 11/12/2014 12:00 AM Access Until: 11/23/2014 11:59 PM Delivery Date: 11/24/2014 01:00 AM</p> <p>Winter 2014 - Form A Status: Closed Access From: 2/17/2014 12:00 AM Access Until: 3/2/2014 11:59 PM Delivery Date: 3/8/2014 12:00 AM</p> <p>Fall 2013 - Form A Status: Closed Access From: 11/11/2013 12:00 AM Access Until: 12/1/2013 11:59 PM Delivery Date: 12/2/2013 12:00 AM</p> <p>Winter 2013 - Form A Status: Closed Access From: 2/13/2013 12:00 AM Access Until: 2/24/2013 11:59 PM Delivery Date: 2/25/2013 06:00 AM</p> <p>Agency Survey Status: Closed Access From: 1/22/2013 12:00 AM Access Until: 1/25/2013 11:59 PM Delivery Date: 1/28/2013 08:00 AM</p>	<p>Spring 2015 - Form A Project End Date: 6/7/2015 Results Start: 6/19/2015 Results End: 12/31/2999</p> <p>Fall 2014 - Form A Project End Date: 12/7/2014 Results Start: 12/18/2014 Results End: 12/31/2999</p> <p>Winter 2014 - Form A Project End Date: 3/16/2014 Results Start: 4/8/2014 Results End: 12/31/2999</p> <p>Fall 2013 - Form A Project End Date: 12/8/2013 Results Start: 12/31/2013 Results End: 12/31/2999</p> <p>Winter 2013 - Form A Project End Date: 3/11/2013 Results Start: 3/28/2013 Results End: 12/31/2999</p> <p>Fall 2012 - Form A Project End Date: 12/8/2012 Results Start: 12/17/2012 Results End: 12/27/2999</p>	<p>No Project Found</p>

Step 2: This screen displays surveys that have already been saved in past terms. (Note: if you do not yet have any Custom Question Surveys created, the bottom area will simply say “No Surveys Found”). To create a new Custom Question Survey, click the button labeled “Create New Custom Question Survey”

The screenshot displays the 'Custom Question Surveys' page in the EvaluationKIT application. The page header includes the EvaluationKIT logo and navigation links for Home, Custom Question Surveys, Attach Surveys to Projects, and Results. The user is logged in as Administrator TEST ADMIN. The main heading is 'Custom Question Surveys', and a red circle highlights the '+ Create New Custom Question Survey' button. Below this is a search section titled 'Search Surveys' with input fields for 'Title Contains', 'Start Date', and 'End Date'. The 'Lock Status' is set to 'All', and there is a checkbox for 'Show Item Bank Surveys Only'. A 'Search' button is present. The 'Surveys' section below shows 'No Surveys Found' and a 'Total 0'. At the bottom right of the search section, there is a 'Records per page' dropdown set to 25 and a pagination control showing 'Page 1 of 1'.

Step 3: First give your survey a title and a description.

Click the button labeled “Save New”.

The screenshot shows the 'Edit Survey' page in the EvaluationKIT application. The top navigation bar includes 'Home', 'Custom Question Surveys', 'Attach Surveys to Projects', and 'Results'. The user is logged in as 'Administrator' or 'TEST ADMIN'. The page title is 'Edit Survey'. Below the title, there is a 'Survey Properties' section with two text input fields: 'Title' (containing 'A sample custom question survey') and 'Description' (containing 'A survey of sample custom questions'). Below these fields are two buttons: 'Save New' (highlighted with a red circle) and 'Cancel'. At the bottom of the page, there is a copyright notice: '© 2018 EvaluationKIT. All Rights Reserved.'

The survey editor will open. From this screen you can begin building your survey from the given question types.

This screenshot shows the 'Edit Survey' page with the 'Survey Properties' section. The 'Title' and 'Description' fields are filled with the same text as in the previous screenshot. The 'Save New' button is now a solid blue button. Below the 'Save New' button, a dropdown menu is open, showing the following options: 'Select Question Type', 'Select Question Type', 'Single Selection', 'Multiple Selection' (highlighted in blue), 'Matrix', 'Numeric Selection', 'Open Ended Text Response', and 'Survey Label'. A red text annotation 'Add New dropdown to add question.' is positioned to the right of the dropdown menu.

Step 4: Once you have finished adding questions to the survey, click “Save”.

The screenshot shows the 'Edit Question' interface in EvaluationKIT. At the top, the navigation bar includes 'Home', 'Custom Question Surveys', 'Attach Surveys to Projects', and 'Results'. The user is logged in as 'Administrator' or 'TEST ADMIN'. The question type is set to 'Multiple Selection'. The 'Question Text' field is empty, with a rich text editor toolbar above it. Below this is an 'Instructions' section with a light blue background, explaining that each line represents a response option and that coding begins with a weight of '1'. There are two columns: 'Response Options' with a list of 'Option 1' through 'Option 5', and 'Numeric Weighting' with a list of '1' through '5'. There are three checkboxes: 'Reverse Code Response Options (this will change the default Numeric Weighting of Response Options to DESCENDING values (e.g., n..3, 2, 1))', 'Required', and 'Horizontal'. At the bottom left, the 'Save' button is circled in red, next to a 'Cancel' button. A copyright notice '© 2015 EvaluationKIT. All Rights Reserved.' is at the bottom.

The screenshot shows the 'Edit Survey' interface in EvaluationKIT. The navigation bar is the same as in the previous screenshot. The breadcrumb trail shows 'Custom Question Surveys > Edit Survey'. The main heading is 'Edit Survey'. Under 'Survey Properties', there are two text input fields: 'Title' (containing 'A sample custom question survey') and 'Description' (containing 'A survey of sample custom questions'). The 'Save' button is circled in red. Below the properties is a 'Select Question Type' dropdown menu. The main content area is titled '1 - Question 1' and contains a list of five options, each with a checkbox: 'Option 1', 'Option 2', 'Option 3', 'Option 4', and 'Option 5'. At the bottom left, there is another 'Select Question Type' dropdown menu. A copyright notice '© 2015 EvaluationKIT. All Rights Reserved.' is at the bottom.

Step 5: The dashboard should take you back to the “Custom Question Surveys” page. The bottom section will now be populated with the new survey.

Next, you will attach the short survey you just created to the courses of your choosing. Click the link labeled “Attach Surveys to Projects”.

EvaluationKIT Home Custom Question Surveys **Attach Surveys to Projects** Results ▾

Home > Custom Question Surveys

Custom Question Surveys

+ Create New Custom Question Survey

Search Surveys

Title Contains

Start Date

Lock Status
 All Locked Unlocked

Show Item Bank Surveys Only

Search

Surveys

Title	Description	Date Created
A sample custom question survey	A survey of sample custom questions	7/15/2015 10:04 AM

Step 6: A page will load with the course evaluations project being used by your course(s). You start by picking the project to which you will attach your survey.

EvaluationKIT  Home Custom Question Surveys Attach Surveys to Projects Results ▾ Instructor ▾ 

Home > Custom Question Surveys > Attach Surveys to Projects

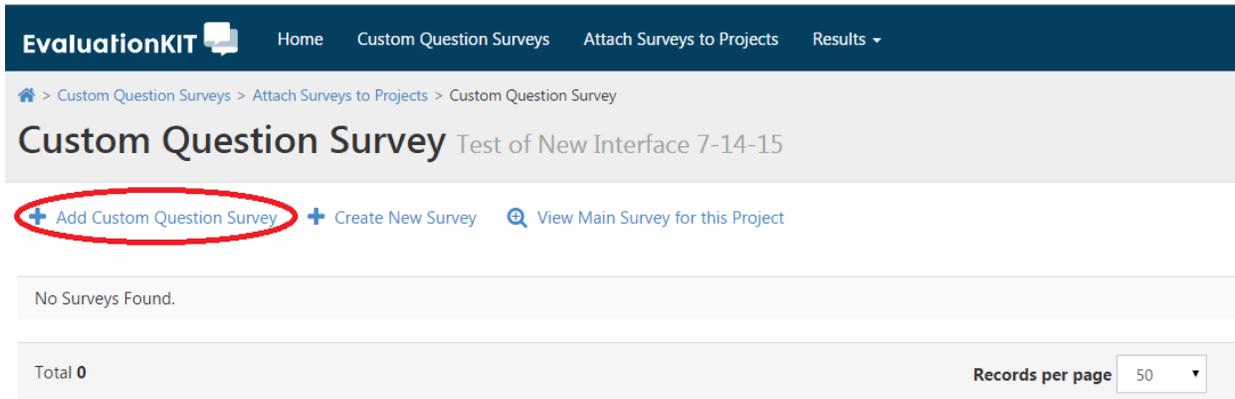
Attach Surveys to Projects

Projects with Custom Question Survey Access

Project Name	Status	Surveys Added to # Courses	Access From	Access Until	Delivery Date	Add Questions
Test of New Interface 7-14-15	Open	0	7/14/2015	7/17/2015	7/18/2015	

Step 7: Any surveys already attached to this project will be displayed in the bottom section. If you have not yet attached any, it will simply say “No Surveys Found”.

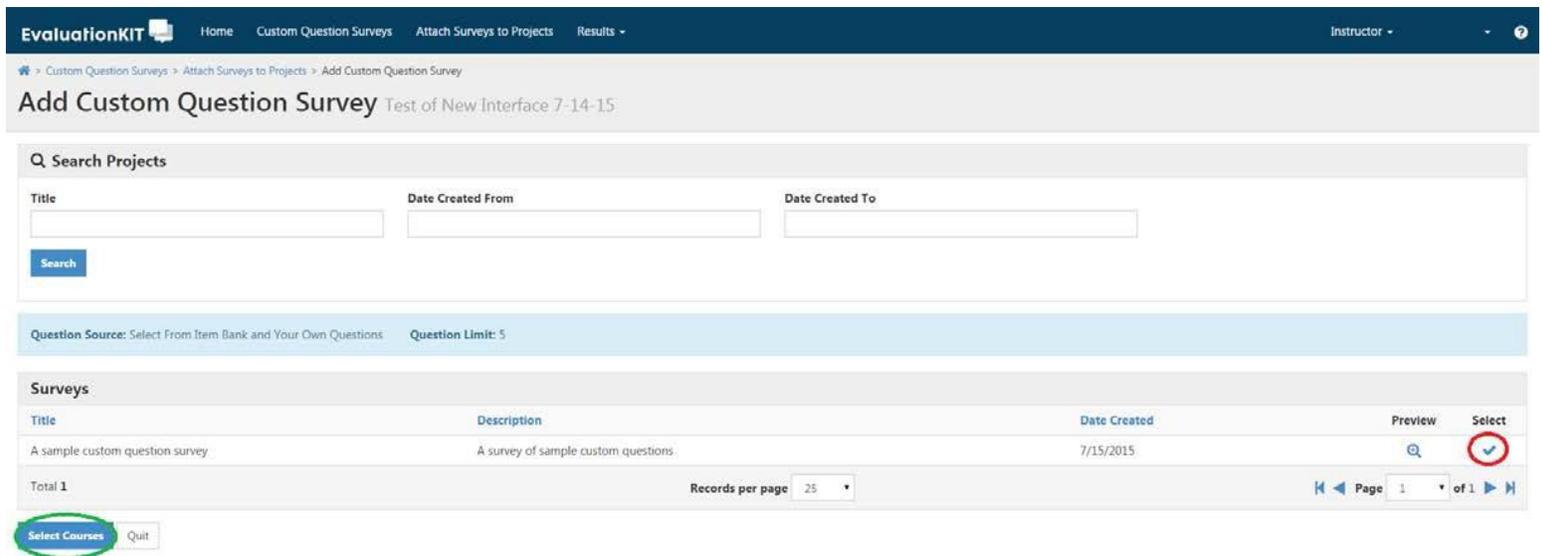
To add a survey, click the link labeled “Add Custom Question Survey”.



The screenshot shows the EvaluationKIT interface. The top navigation bar includes 'Home', 'Custom Question Surveys', 'Attach Surveys to Projects', and 'Results'. The breadcrumb trail is 'Home > Custom Question Surveys > Attach Surveys to Projects > Custom Question Survey'. The main heading is 'Custom Question Survey Test of New Interface 7-14-15'. Below the heading, there are three links: '+ Add Custom Question Survey' (circled in red), '+ Create New Survey', and 'View Main Survey for this Project'. A message box states 'No Surveys Found.' At the bottom, it shows 'Total 0' and 'Records per page 50'.

Step 8: The first thing you must do is select the custom survey(s) you will be attaching by clicking the green check-mark next to each one you wish to attach.

When you’ve finished selecting the custom surveys, click the button labeled “Select Courses”.



The screenshot shows the EvaluationKIT interface for adding a custom question survey. The top navigation bar includes 'Home', 'Custom Question Surveys', 'Attach Surveys to Projects', 'Results', and 'Instructor'. The breadcrumb trail is 'Home > Custom Question Surveys > Attach Surveys to Projects > Add Custom Question Survey'. The main heading is 'Add Custom Question Survey Test of New Interface 7-14-15'. Below the heading, there is a search section for projects with fields for 'Title', 'Date Created From', and 'Date Created To', and a 'Search' button. A section for 'Question Source' and 'Question Limit' is also present. The 'Surveys' section contains a table with columns for 'Title', 'Description', 'Date Created', 'Preview', and 'Select'. The table has one row: 'A sample custom question survey', 'A survey of sample custom questions.', '7/15/2015', and a 'Select' checkbox (circled in red). Below the table, it shows 'Total 1' and 'Records per page 25'. At the bottom, there is a 'Select Courses' button (circled in green) and a 'Quit' button.

Step 9: Once you click the “Select Courses” button, you will be redirected to the Select courses for Custom Question Survey page. If you don’t have any currently selected courses, the Current Selected Courses table should be empty. To add a course to attach the custom question survey to, you will need to click the “Add Courses” button below the table.

EvaluationKIT Home Custom Question Surveys Attach Surveys to Projects Results ▾

Home > Custom Question Surveys > Attach Surveys to Projects > Add Custom Question Survey > Select Courses for Custom Question Survey

Select Courses for Custom Question Survey

 Test of New Interface 7-14-15

Selected Survey: A sample custom question survey

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

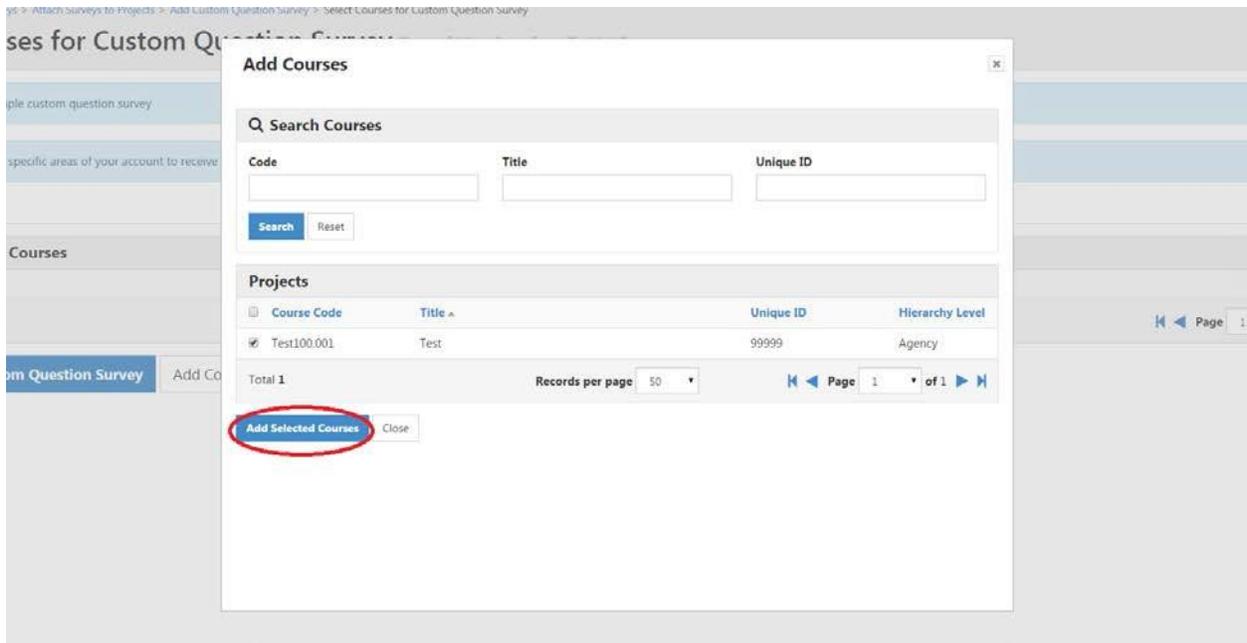
No Courses Selected.

Total 0

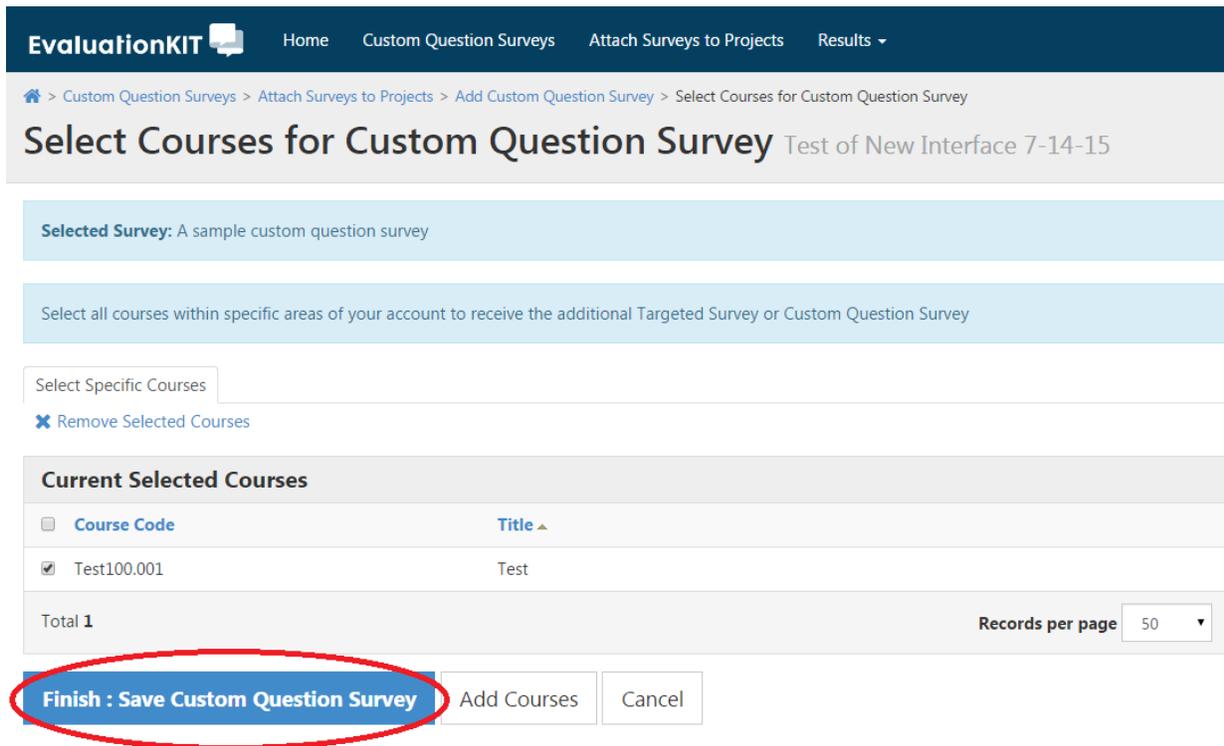
Records per page 50 ▾

Finish : Save Custom Question Survey Add Courses Cancel

Then a pop-up window appears and you have to select which courses you want to add the custom question survey too. Check the boxes next to which courses you wish to add the custom questions to and then click “Add selected courses” when you are done.



Now make sure you finalize the addition of the custom questions to the courses you wish to add them to by selecting the check boxes next to the courses to add the custom question surveys to and then click on the button labeled “Finish: Save Custom Question Survey”.



Step 10: VERIFY THAT CUSTOM QUESTIONS HAVE BEEN ADDED SUCCESSFULLY

Once you've finished with either of the above methods for attaching custom surveys you can verify that they were attached successfully.

1st: Navigate back to the "Attach Surveys to Projects" page.

2nd: Make sure you can see the custom survey(s) listed, with the number of courses they are attached to.

Projects with Custom Question Survey Access				
Project Name	Status	Surveys Added to # Courses	Access From	Access Until
Test of New Interface 7-14-15	Open	1	7/14/2015	7/17/2015

(Click on the Project Name to check that the correct survey was added to the proper number of courses)

Survey Title	Created By	Updated By	Updated Date
A sample custom question survey			7/15/2015 1:29:15 PM

Total 1 Records per page 50