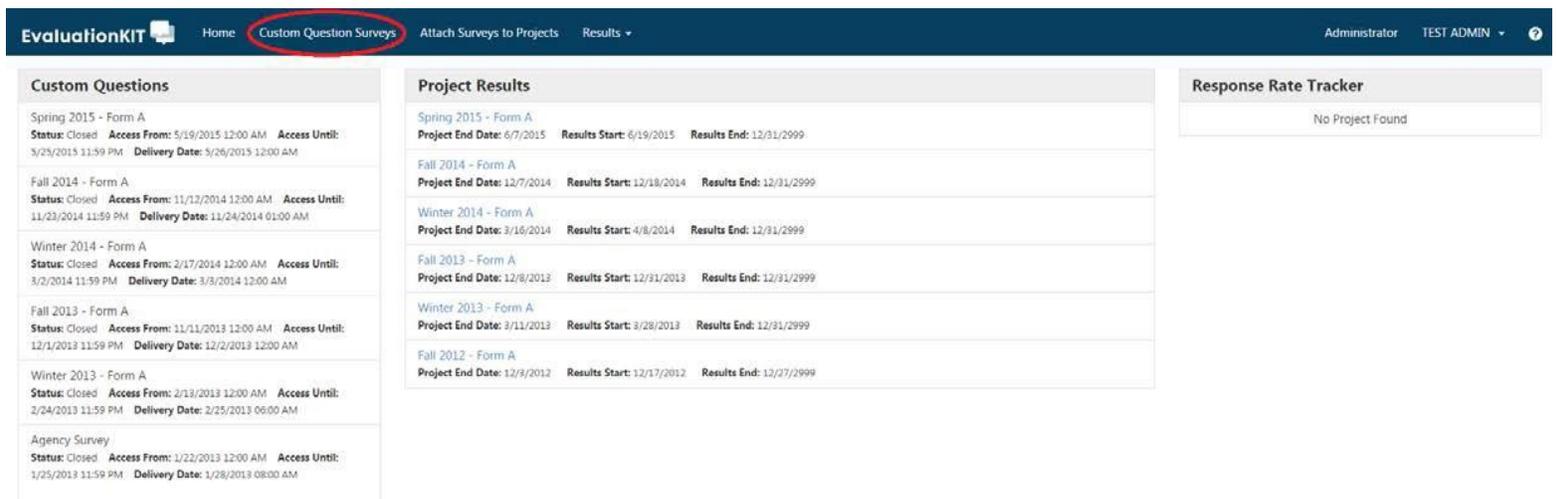# Adding Custom Questions for Instructors

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"

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

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

Click the button labeled "Save New".

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

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

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 ▾

🏠 > 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.

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".

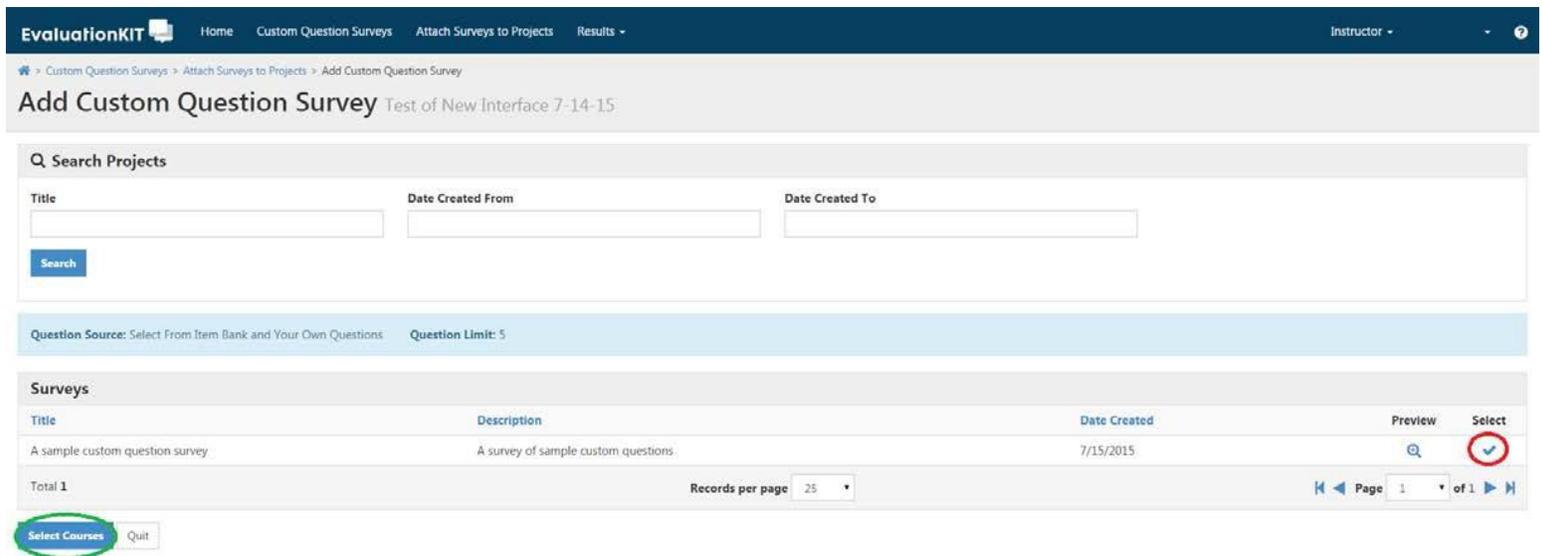**Step 8:** The first thing you must do is select the custom survey(s) you will be attaching by clicking the green check-mark next to each one you wish to attach.

When you've finished selecting the custom surveys, click the button labeled "Select Courses".

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.

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.
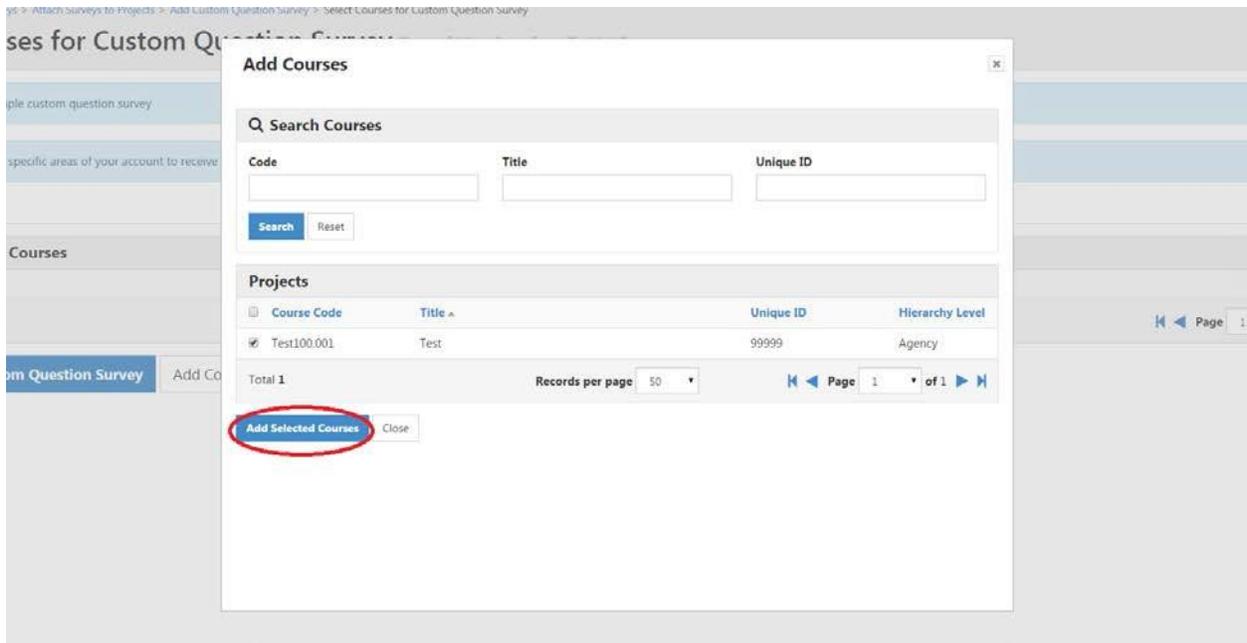
Now make sure you finalize the addition of the custom questions to the courses you wish to add them to by selecting the check boxes next to the courses to add the custom question surveys to and then click on the button labeled "Finish: Save Custom Question Survey".
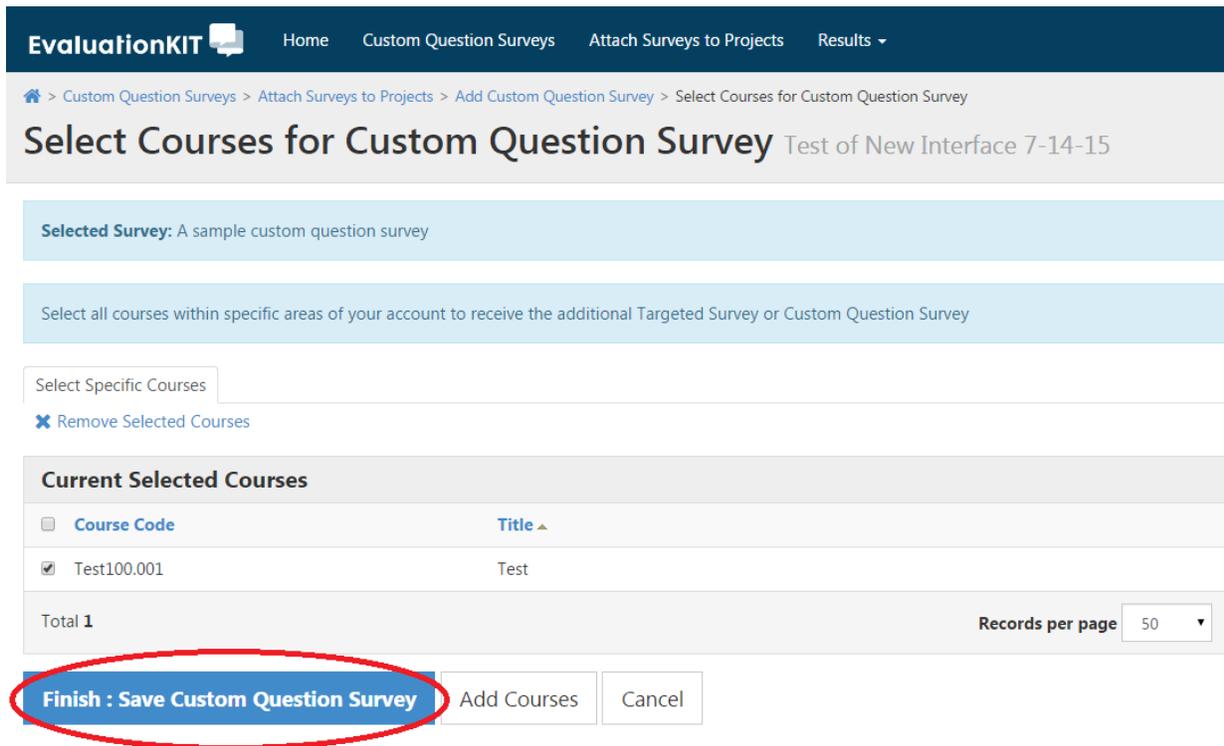
Step 10: VERIFY THAT CUSTOM QUESTIONS HAVE BEEN ADDED SUCCESSFULLY

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.

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