



Instructions for selecting and customizing your questions

This document outlines the steps for selecting, creating and submitting your questions for the course evaluation form.

Overview

You may add up to three questions for each of your courses (one rating and two open-ended questions).

If you are teaching or supervising more than one class participating in the evaluation process, you may copy questions selected for one course for use in another course. You also have the option of submitting no questions. In this case, simply click the “**Submit**” button without creating any questions; doing this will spare you from reminder emails asking you to create your own questions.

A) How to Create a Custom Rating Question

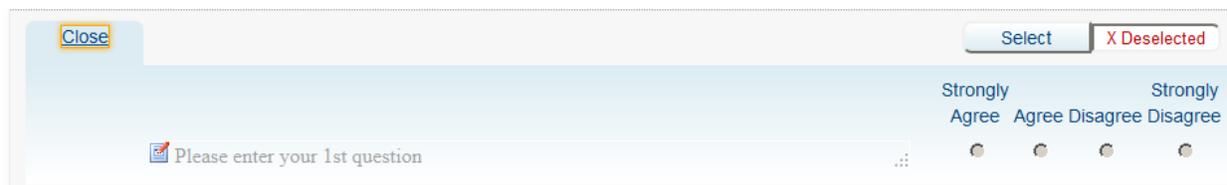
Step 1. Go to the desired section for creating custom questions.

Step 2. Create your question(s).

Click the “Edit” button beside the first question:



Once clicked, the question field will expand as shown:



Click on the phrase “Please enter your rating question here.” to activate the yellow edit box. Then begin typing your question. *It is recommended to include your name in brackets to indicate to students that this was your question*



The course contributed in a meaningful and relevant way to my program of study.

To include your question on the evaluation form, click the “Select” button to the right of the question. The question will now show as “Selected.” You can easily deselect a question you have selected by clicking the “Deselect” button to the right of the question. Note that selected questions are not added to the evaluation form until you click on “Submit.”



Go to Step 3 below to submit the questions you have created.

C) How to create an Open-ended Question

Step 1. Go to the section for creating custom questions.

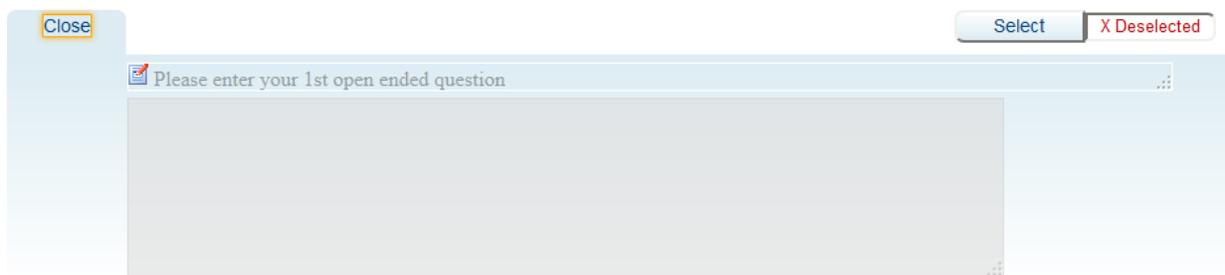
Find the section titled “Open-ended questions”. You will see an expanded section with an option for creating up to 2 questions.

Step 2. Create your question(s).

Click the “Edit” button beside the first question:



Once clicked, the question field will expand as shown:



Click on the phrase “Please enter your 1st open ended question here.” to activate the yellow edit box. Then begin typing your question. *It is recommended to include your name in brackets to indicate to students that this was your question*

Please enter your 1st open ended question

Please provide your feedback on the organization of course material.

To include your question on the evaluation form, click the “Select” button to the right of the question. The question will now show as “Selected.” You can easily deselect a question you have selected by clicking the “Deselect” button to the right of the question. Note that selected questions are not added to the evaluation form until you click on “Submit.”

✓ Selected Deselect

If you wish, repeat the steps above to create another open ended question.

Step 3. Submit the questions you have created

Once you have finalized your questions, click the “Submit” button at the bottom of the page to add your questions to the evaluation form. Remember that you can submit a maximum of three questions.

If you are interrupted before you can complete the customization process, just click the “Save” button at the bottom of the page to store your work without submitting your questions. You will be able to return to your work by clicking on the email link you received previously.

If you want to change your selections later, you can do so by repeating the editing process and then clicking the “Update” button at the bottom of the page.

D) How to review and preview your questions

Near the top of the question selection/creation page, you will see a “View” search box:

View All items All options

Change the “All options” drop-down menu to show “Selected”:

View All items Selected

Click the down arrow button next to View and Select Personalizable items to refresh the view to display your custom questions.

To the far left of the “View” search box is a “Preview” button. Click this button to see the entire evaluation form as it will appear to your students.

E) How to save customized questions before submitting them

If you are interrupted before you can complete the customization process, just click the “Save” button at the bottom of the page to store your work without submitting your questions. You will be able to return to your work by clicking on the email link you received previously.



Once you receive the confirmation message that your settings have been saved, you may close the window.

Note that the “Exit” button at the bottom of the page can be used to refresh the page with your latest changes and prepare for the closing of the browser. Once you submit your questions, however, you can simply close the browser.

F) How to submit customized questions

Once you have finalized your questions, click the “Submit” button at the bottom of the page to add your questions to the evaluation form. Remember that you can submit a maximum of three questions.



Once you click “Submit,” the “Save” and “Submit” buttons are replaced by an “Update” button. At this point you may close the window since the questions have been submitted.

If you want to change your questions later, you can do so by repeating the edit process and clicking the “Update” button at the bottom of the page.

Note that once the question selection deadline is met the update option will no longer be available.

G) How to copy questions to/from one course to/from another

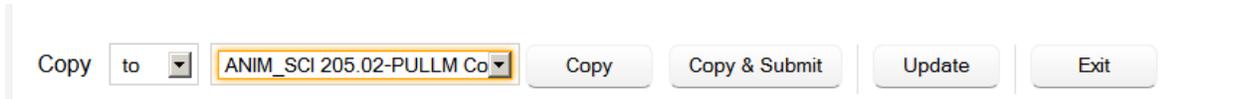
If you teach multiple courses participating in the cycle and wish to apply the selected and/or custom questions from one course to another course, you can use the copy function.

First locate the “Copy” box at the bottom of the screen:



A screenshot of a software interface showing a 'Copy' button, a 'to' dropdown menu, and a text input field. The 'to' dropdown menu is currently empty. To the right of the input field are four buttons: 'Copy', 'Copy & Submit', 'Update', and 'Exit'.

Using the drop-down box, select the source (from) or destination (to) course to copy the questions from or to:



A screenshot of the same software interface. The 'to' dropdown menu now contains the text 'ANIM_SCI 205.02-PULLM Co'. The 'Copy' button is highlighted with a yellow border.

Click the “Copy” button to copy the questions. You will then see a message similar to the one below confirming the copy:



A screenshot of the software interface showing a confirmation message in red text: 'The questionnaire has been copied for 'ANIM_SCI 205.02-PULLM Companion Animal Nutrition (John McNamara)' successfully.' Below the message is the same interface as in the previous screenshot, but the 'Copy' button is highlighted with a yellow border.

Note that performing this operation will overwrite any question customization that might have been done for the destination course.

Click the “Copy & Submit” button to copy the questions and submit. You will then see a message similar to the one below confirming the Copy and Submit:



A screenshot of the software interface showing a confirmation message in red text: 'The questionnaire has been copied and submitted for 'ANIM_SCI 205.02-PULLM Companion Animal Nutrition (John McNamara)' successfully.' Below the message is the same interface as in the previous screenshot, but the 'Copy & Submit' button is highlighted with a yellow border.

Click the ‘Update’ button to update the present evaluation with the new changes.