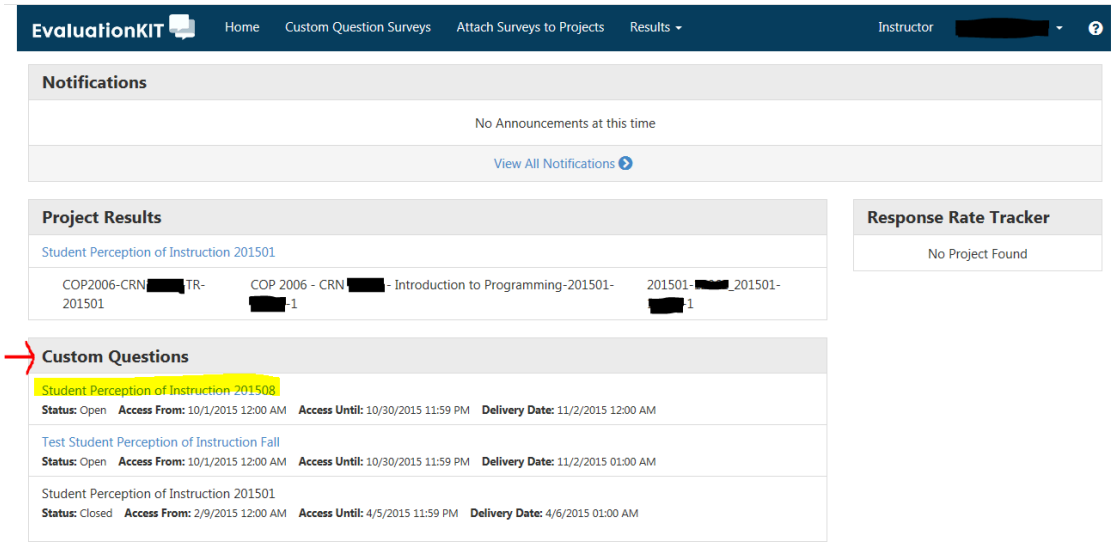
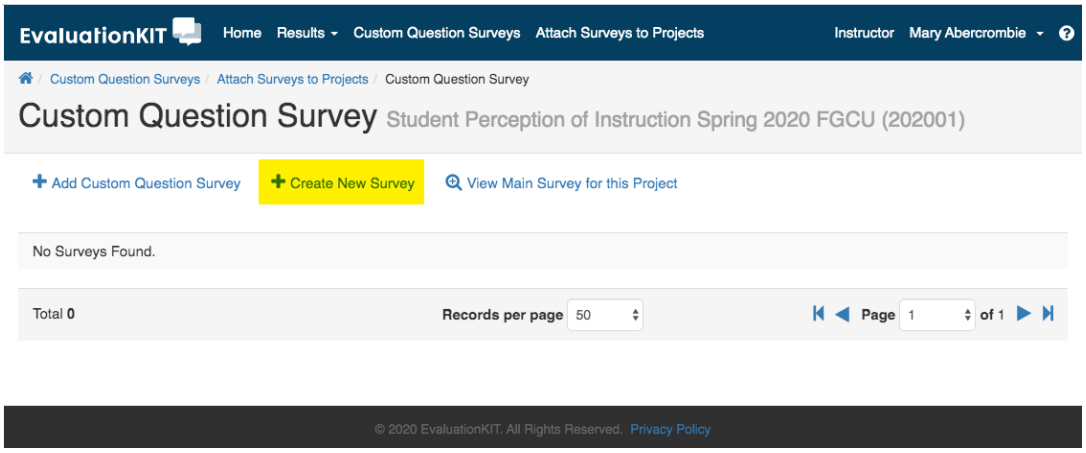
# Adding a Custom Question Survey

- Adding a Custom Question Survey does *not* replace the original SPoI Survey. It is an addition to the SPoI Survey.
- You may create different Custom Question Surveys for different courses if you teach different sections.

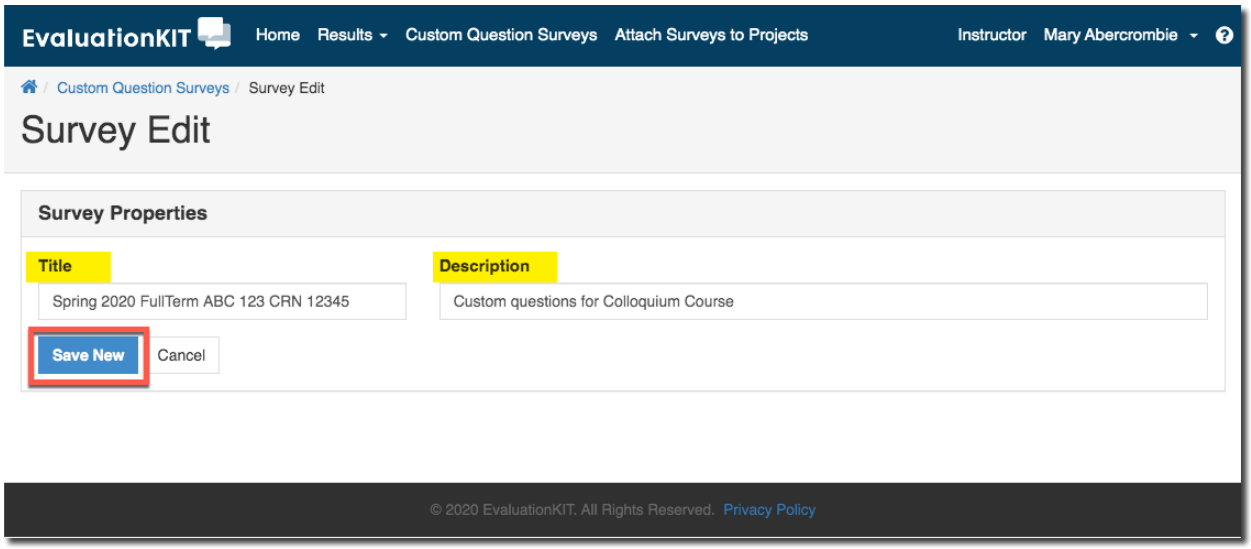
1. From the Dashboard, scroll to Custom Questions and click on the project/survey you want to add your questions to:




2. Click the **+ Create New Survey** link



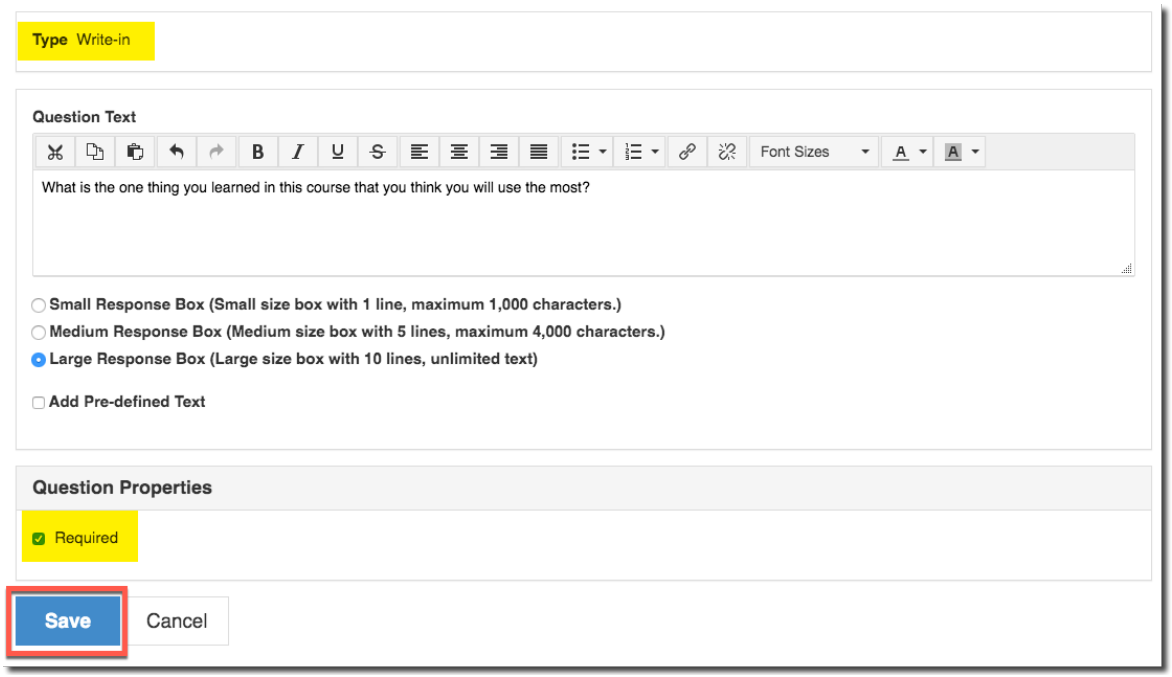

3. Provide a title and description for the survey and click the **Save New** button:



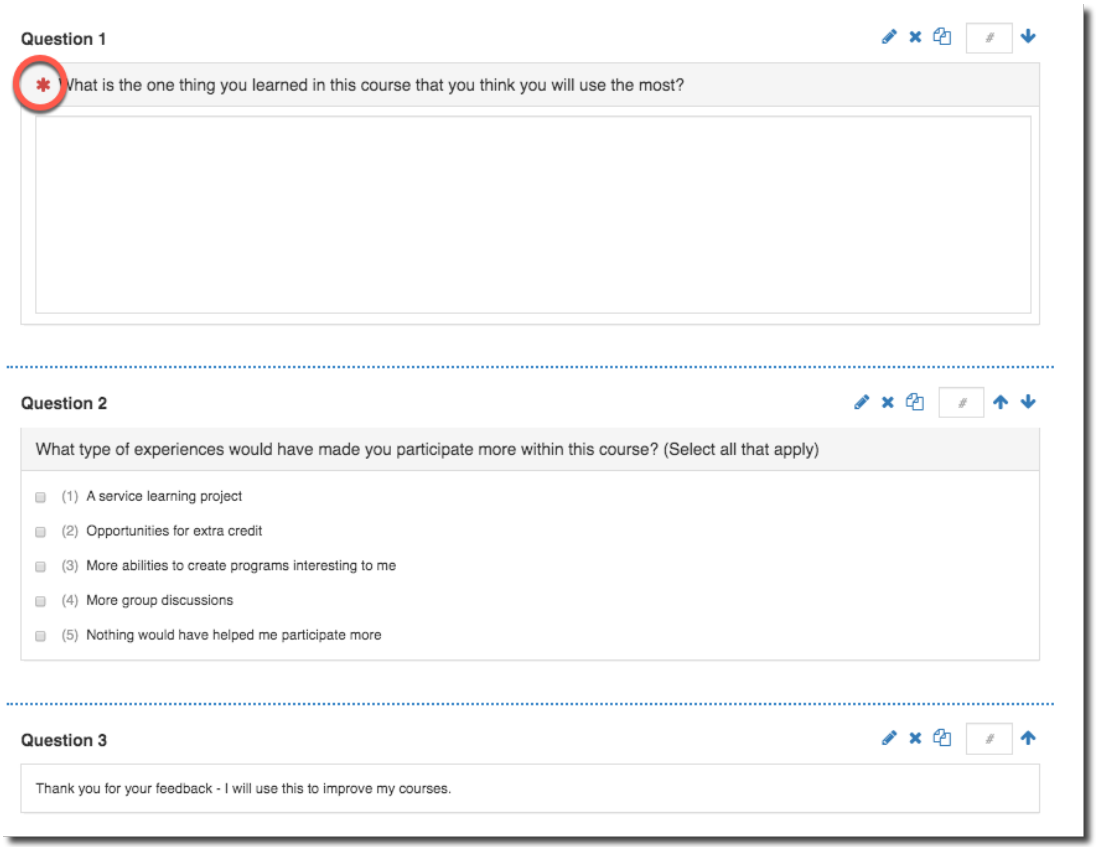

4. From the drop-down menu, select the question type to add:
   *Question types available*:

- **Single Selection** – where the student will pick from one of many options. This works best for yes/no and Likert-type scale questions and can be formatted both vertically and horizontally.
- **Multiple Selection** – allows the student to check all that apply and is only appropriate when asking the student to select multiple or potentially multiple responses from multiple options.
- **Matrix Selection** – has a common response scale and multiple items being evaluated on the same response scale. Here, the student would go through and respond to the different items from one response scale.
- **Numeric Selection** – allows you to setup numeric ranges and the student can then input a numeric selection based on that range.
- **Write-In Response** –for write-in responses and/or comments.
- **Label** – text that you can add anywhere in the body of your survey to organize, write instructional text or add a thank you message at the end. You can insert these survey labels anywhere throughout your survey to add these text breaks.

The example included here is a Write-In Respond question. After creating the question and selecting the options available to you, click the **Save** button.




You will see a summary of the questions you have created – The example below shows a Write - In, a Multiple Select response question, and a text Label. Require questions are noted with a red asterisk:



## Additional Properties

When creating a survey, within each survey question type, you will be offered Additional Properties to select from.

**Non-Numeric Option**: Examples of the non-numeric options include Not Applicable or N/A, however you can insert any text into this option. This response will not receive a numeric option, so as to not distort any means or standard deviation scores within the reporting. On the survey, the student will see all response options, including the non-numeric option. Within reporting, the non-numeric option will not receive a numeric value.

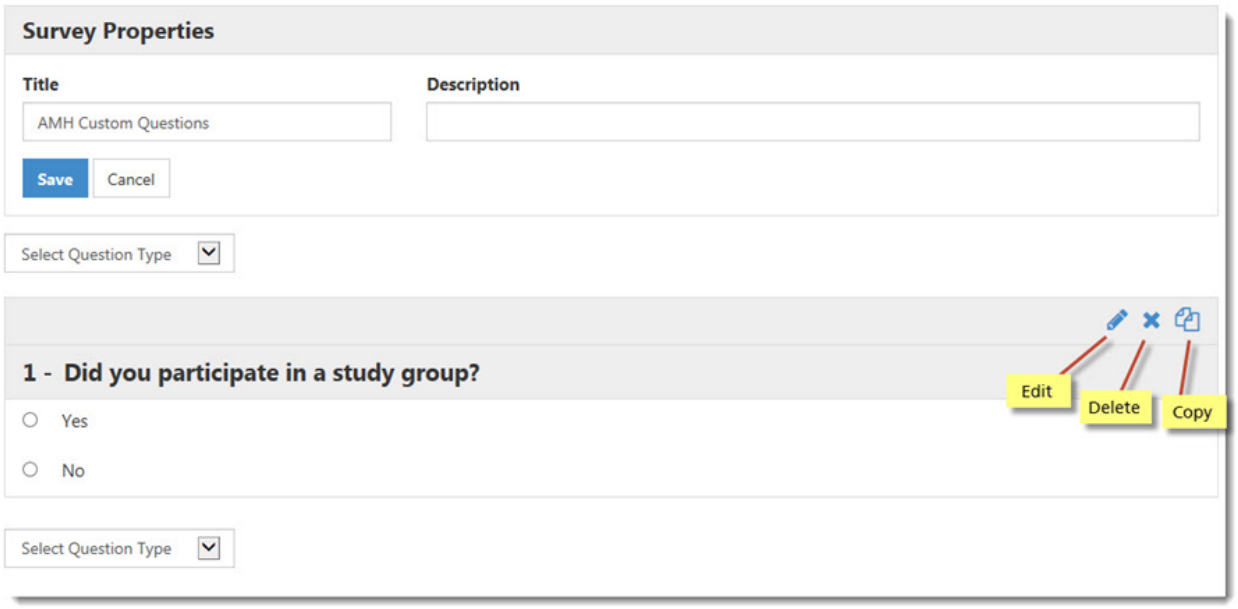
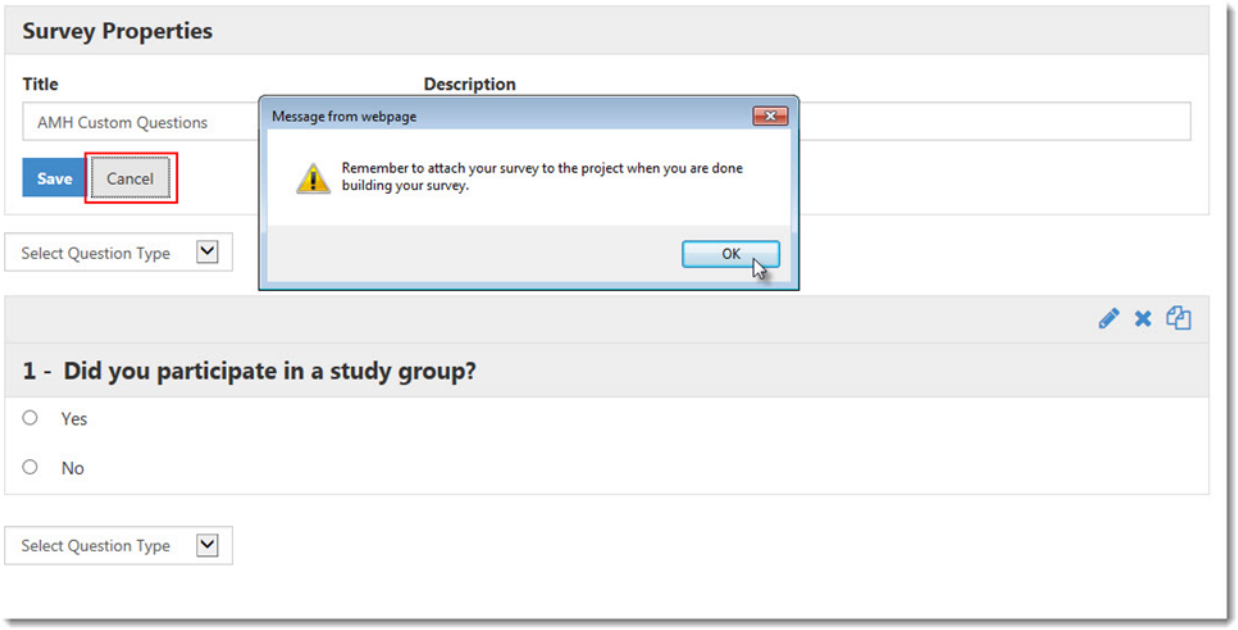
**Reverse Code Response**: Note: by default, the system will code responses in ascending order: 1, 2 ,3 ,4 etc. If you would like the code to be reversed to descending order, you would select this option.

**Required**: Select to make question mandatory for respondent to answer prior to submitting survey.

**Horizontal**: Display response scale horizontally (by default, response scale is displayed vertically).

## Editing a custom question

To edit a custom question, click the Pencil icon, click the X icon to delete the question, and click the Copy icon to copy the question.



When done creating your custom questions, click the Cancel button. A message from webpage will appear to remind to you attach your survey to the project when you are done building your survey. Click OK.