

Adding a Custom Question Survey

- Adding a Custom Question Survey does *not* replace the original SPol Survey. It is an addition to the [SPol 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:

The screenshot shows the EvaluationKIT dashboard. The top navigation bar includes 'Home', 'Custom Question Surveys', 'Attach Surveys to Projects', 'Results', and 'Instructor'. The 'Custom Questions' section is highlighted with a red arrow. It contains a table with the following entries:

Project Name	Status	Access From	Access Until	Delivery Date
Student Perception of Instruction 201501	Open	10/1/2015 12:00 AM	10/30/2015 11:59 PM	11/2/2015 12:00 AM
Test Student Perception of Instruction Fall	Open	10/1/2015 12:00 AM	10/30/2015 11:59 PM	11/2/2015 01:00 AM
Student Perception of Instruction 201501	Closed	2/9/2015 12:00 AM	4/5/2015 11:59 PM	4/6/2015 01:00 AM

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

The screenshot shows the 'Custom Question Survey' page for 'Student Perception of Instruction Spring 2020 FGCU (202001)'. The page includes a navigation bar with 'Home', 'Results', 'Custom Question Surveys', and 'Attach Surveys to Projects'. Below the navigation bar, there are three buttons: '+ Add Custom Question Survey', '+ Create New Survey' (highlighted in yellow), and 'View Main Survey for this Project'. The main content area displays 'No Surveys Found.' and a pagination control showing 'Total 0' records, 'Records per page 50', and 'Page 1 of 1'.

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

EvaluationKIT Home Results Custom Question Surveys Attach Surveys to Projects Instructor Mary Abercrombie

Custom Question Surveys / Survey Edit

Survey Edit

Survey Properties

Title
Spring 2020 FullTerm ABC 123 CRN 12345

Description
Custom questions for Colloquium Course

Save New Cancel

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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.

Type Write-in

Question Text

What is the one thing you learned in this course that you think you will use the most?

Small Response Box (Small size box with 1 line, maximum 1,000 characters.)
 Medium Response Box (Medium size box with 5 lines, maximum 4,000 characters.)
 Large Response Box (Large size box with 10 lines, unlimited text)
 Add Pre-defined Text

Question Properties

Required

Save Cancel

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:

Question 1 ✎ ✕ 📄 # ⬇

***** What is the one thing you learned in this course that you think you will use the most?

Question 2 ✎ ✕ 📄 # ⬆ ⬇

What type of experiences would have made you participate more within this course? (Select all that apply)

- (1) A service learning project
- (2) Opportunities for extra credit
- (3) More abilities to create programs interesting to me
- (4) More group discussions
- (5) Nothing would have helped me participate more

Question 3 ✎ ✕ 📄 # ⬆

Thank you for your feedback - I will use this to improve my courses.

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.

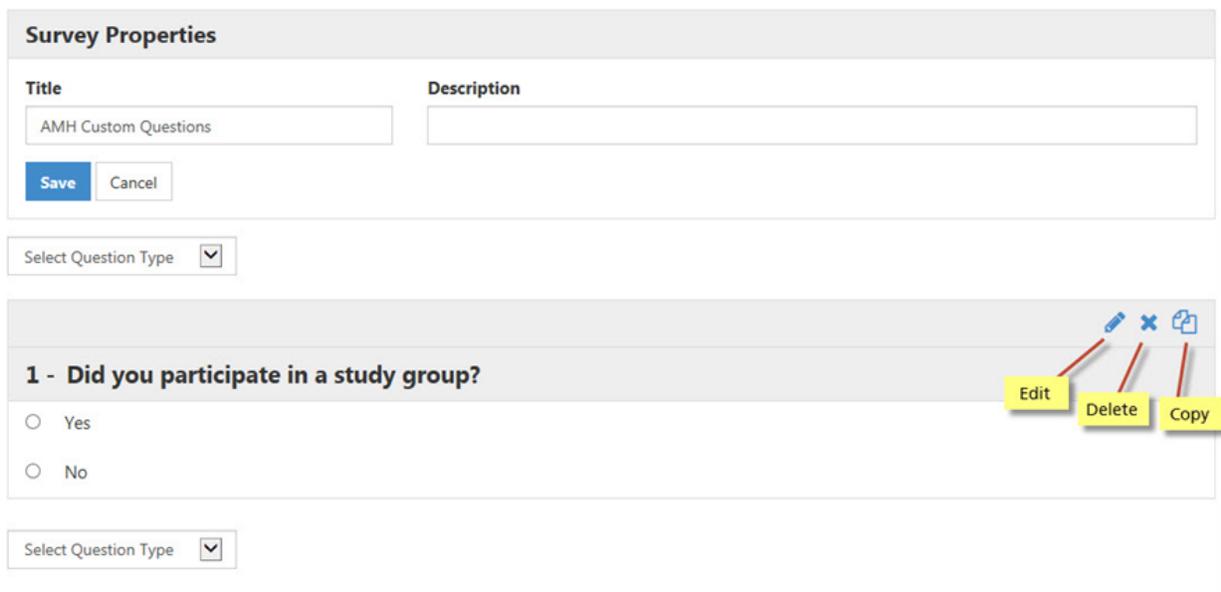
Reverse Code Response: Note: by default, the system will code responses in ascending order: 1, 2 ,3 ,4 etc. If you would like the code to be reversed to descending order, you would select this option.

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).

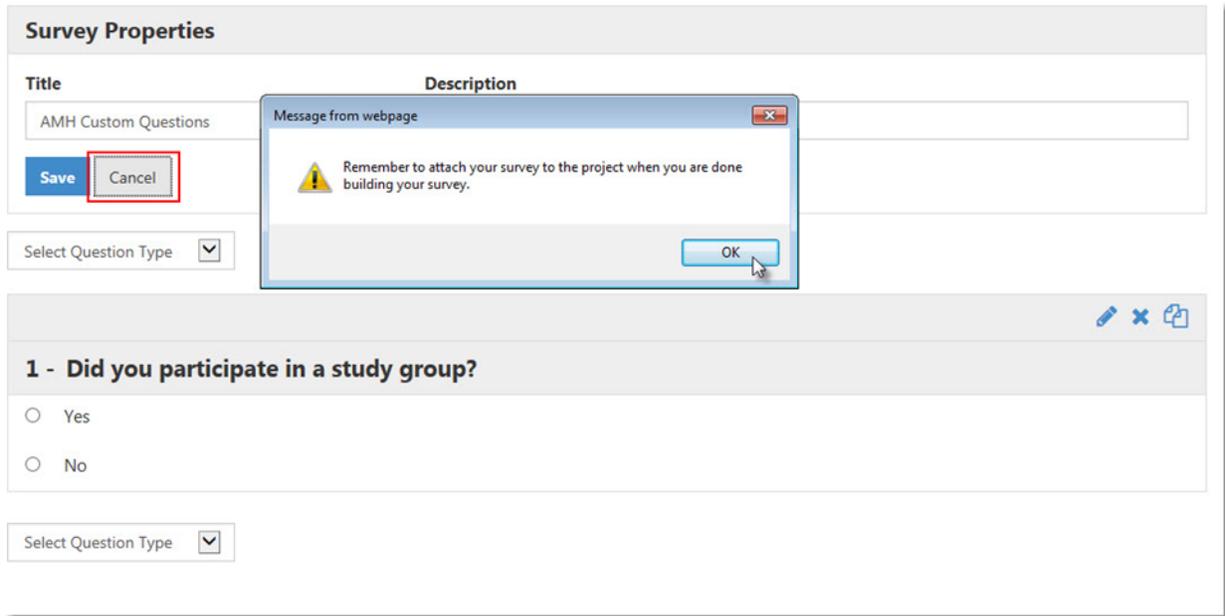
Editing a custom question

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.



The screenshot displays the 'Survey Properties' interface. At the top, there are fields for 'Title' (containing 'AMH Custom Questions') and 'Description'. Below these are 'Save' and 'Cancel' buttons. A 'Select Question Type' dropdown menu is visible. The main section shows a question: '1 - Did you participate in a study group?' with radio button options for 'Yes' and 'No'. To the right of the question, there are three icons: a pencil (Edit), an 'X' (Delete), and a document with a plus sign (Copy). Yellow callout boxes with red arrows point from the text labels 'Edit', 'Delete', and 'Copy' to their respective icons. At the bottom, another 'Select Question Type' dropdown menu is present.

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.



The image shows a 'Survey Properties' dialog box. The 'Title' field contains 'AMH Custom Questions'. Below the title field are 'Save' and 'Cancel' buttons, with the 'Cancel' button highlighted by a red rectangle. A 'Select Question Type' dropdown menu is visible below the buttons. A modal message box titled 'Message from webpage' is overlaid on the dialog. The message contains a warning icon and the text: 'Remember to attach your survey to the project when you are done building your survey.' An 'OK' button is located at the bottom right of the message box. Below the dialog box, a question is visible: '1 - Did you participate in a study group?' with radio button options for 'Yes' and 'No'. Another 'Select Question Type' dropdown menu is located below the question.