

## Creating Custom Questions for Course Feedback Surveys

When you create custom questions for a survey in CES, you can design your own tailored survey to supplement the main Student Course Feedback survey. You have the option to use a single custom question survey for all your courses or to create multiple surveys and select the ones to use for each course you teach.

In CES, a project encompasses the courses offered, the students enrolled in those courses who complete the surveys, and the instructors who have access to the results for the courses they teach. Each project is specific to the courses in a given term, such as Fall 2024 Full Term - Online or Fall 2024 AOP Session 1.

**Creation Date:** Oct 10, 2024

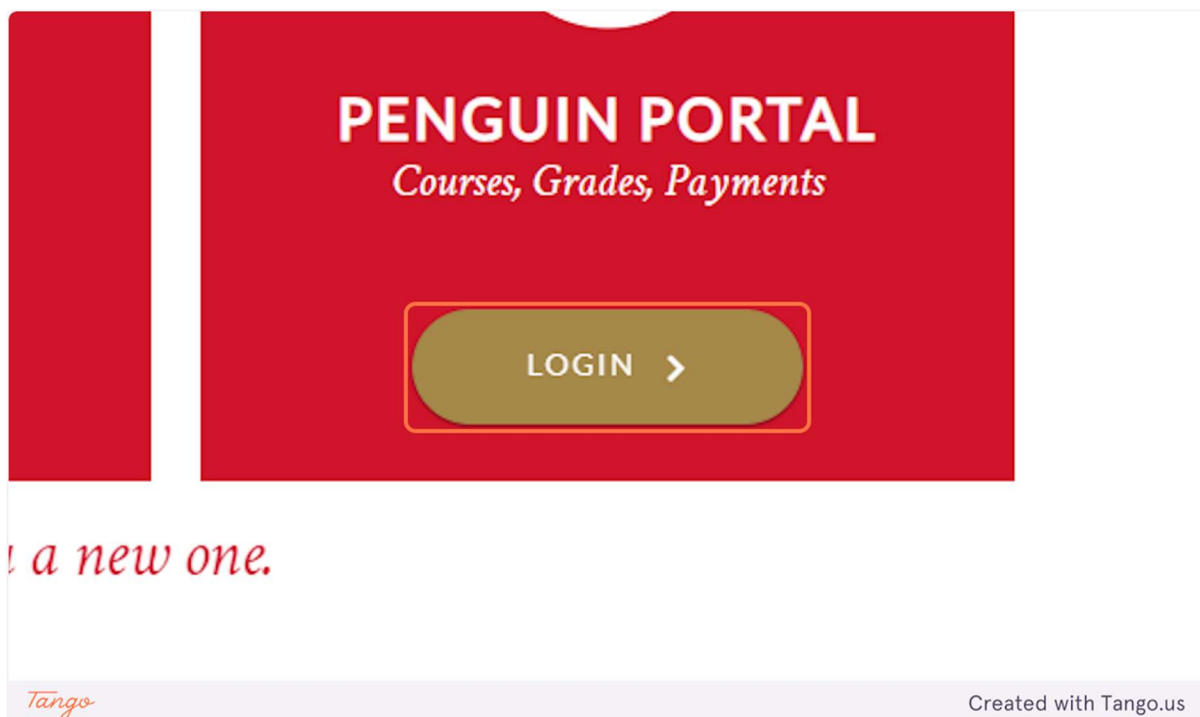
**Created By:** Stephanie Richardson

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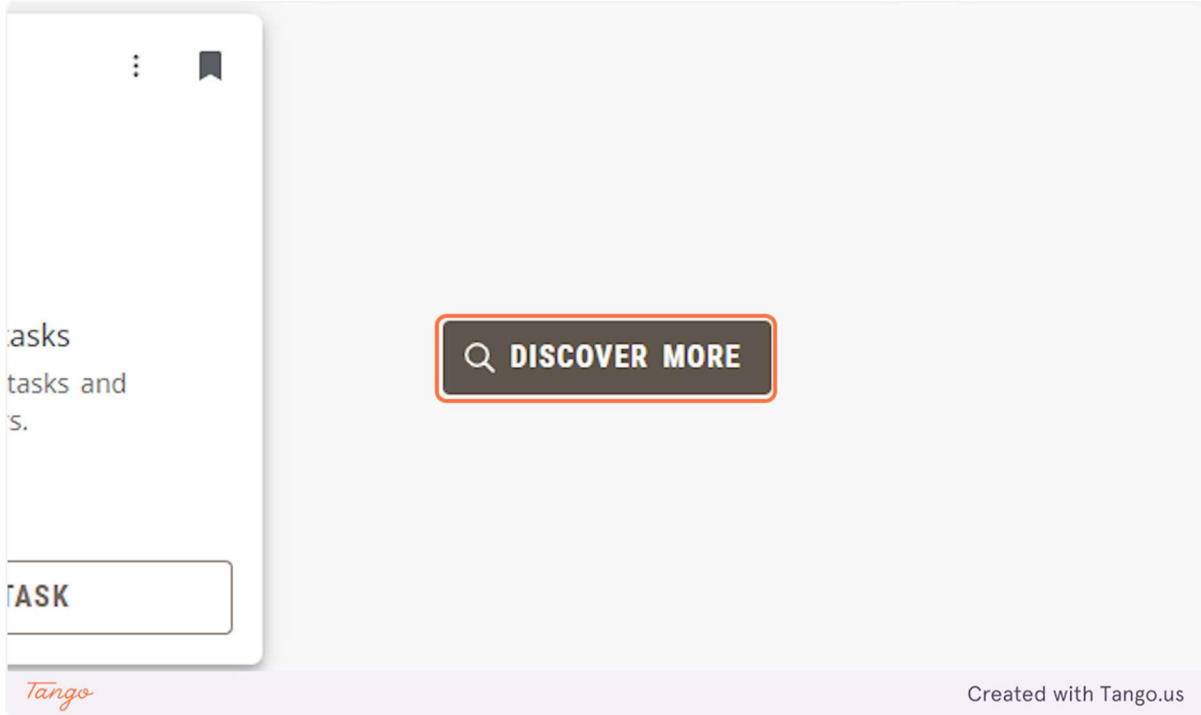
### #YSU

#### 1. Click on LOGIN



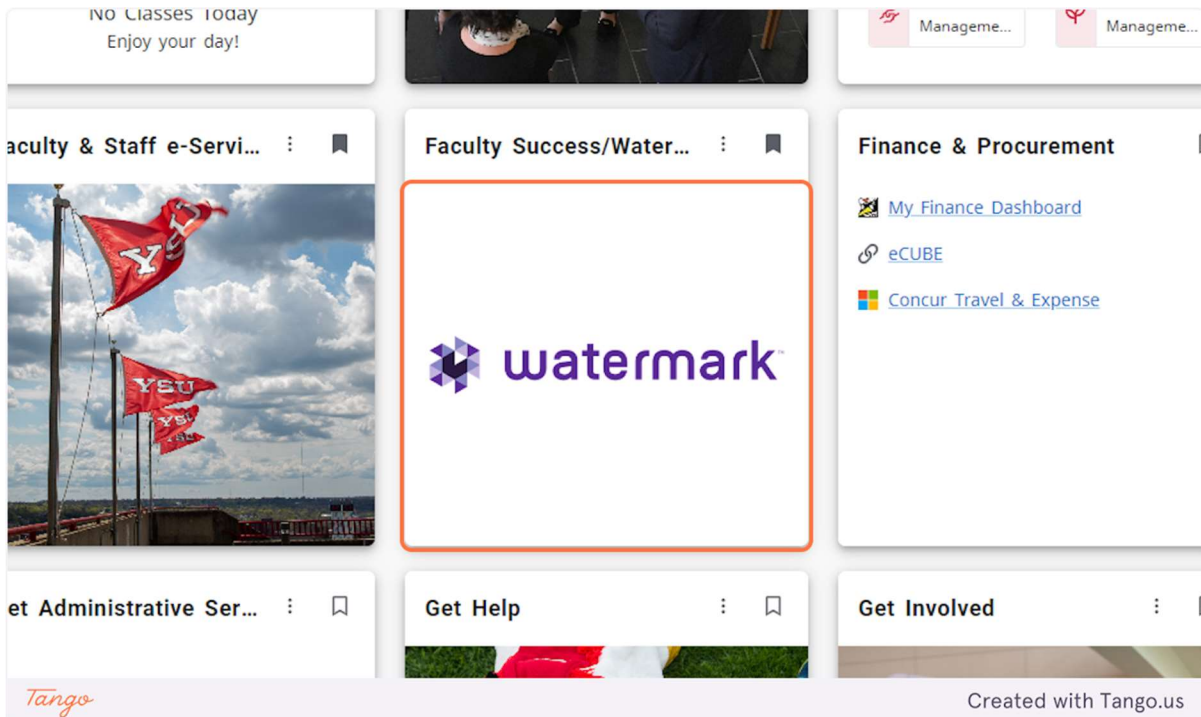
## # Ellucian Experience

### 2. Click on DISCOVER MORE



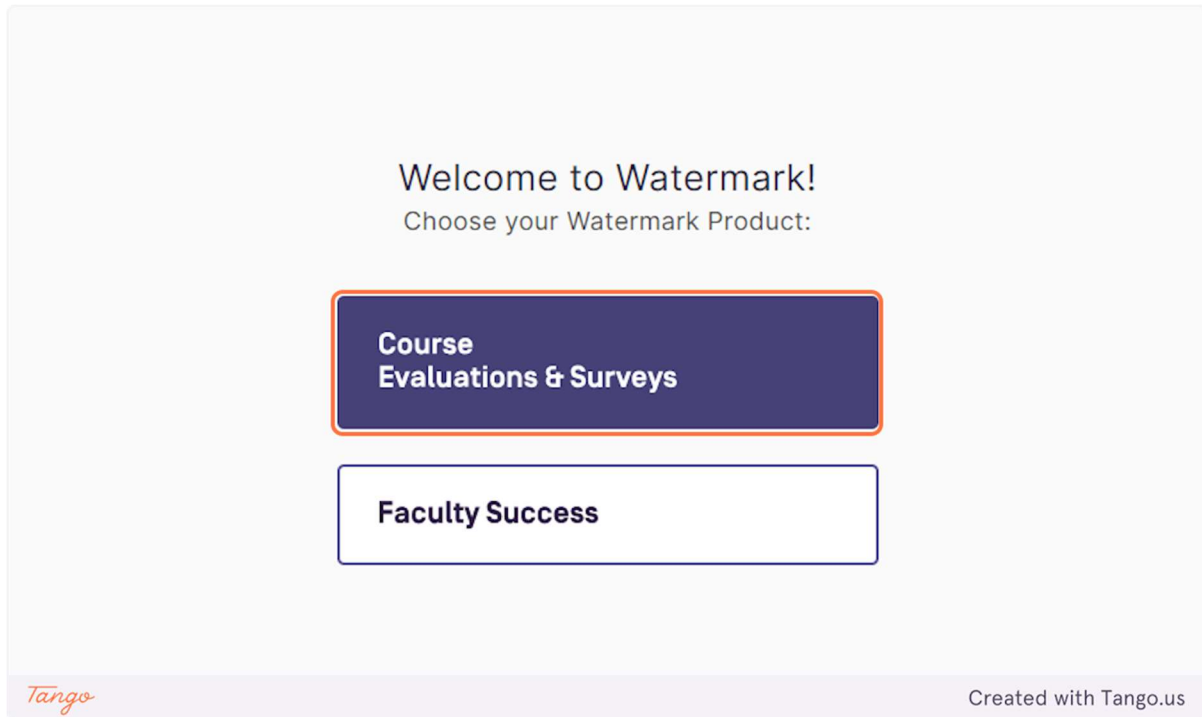
## # Discover - Penguin Portal

### 3. Click on Faculty Success/Watermark content



## # Watermark EIS

### 4. Click on Course Evaluations & Surveys



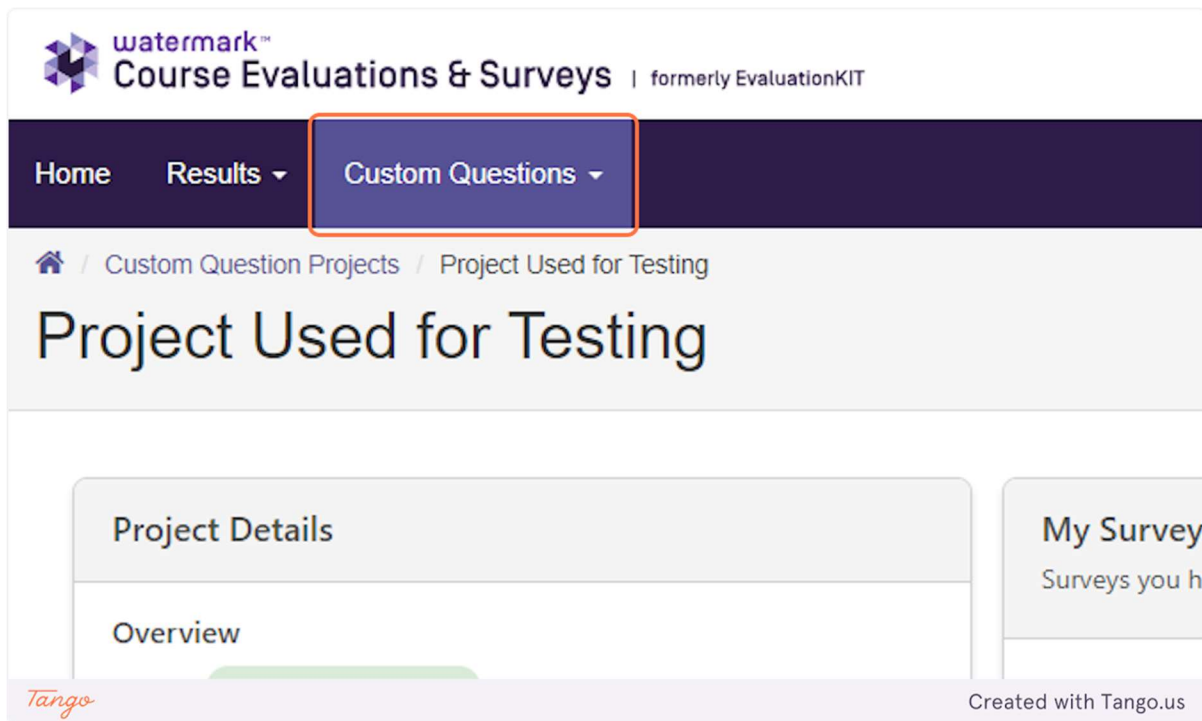
Welcome to Watermark!  
Choose your Watermark Product:

**Course Evaluations & Surveys**

Faculty Success

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### 5. Click on Custom Questions



watermark™  
Course Evaluations & Surveys | formerly EvaluationKIT

Home Results ▾ **Custom Questions ▾**

Home / Custom Question Projects / Project Used for Testing

# Project Used for Testing

Project Details

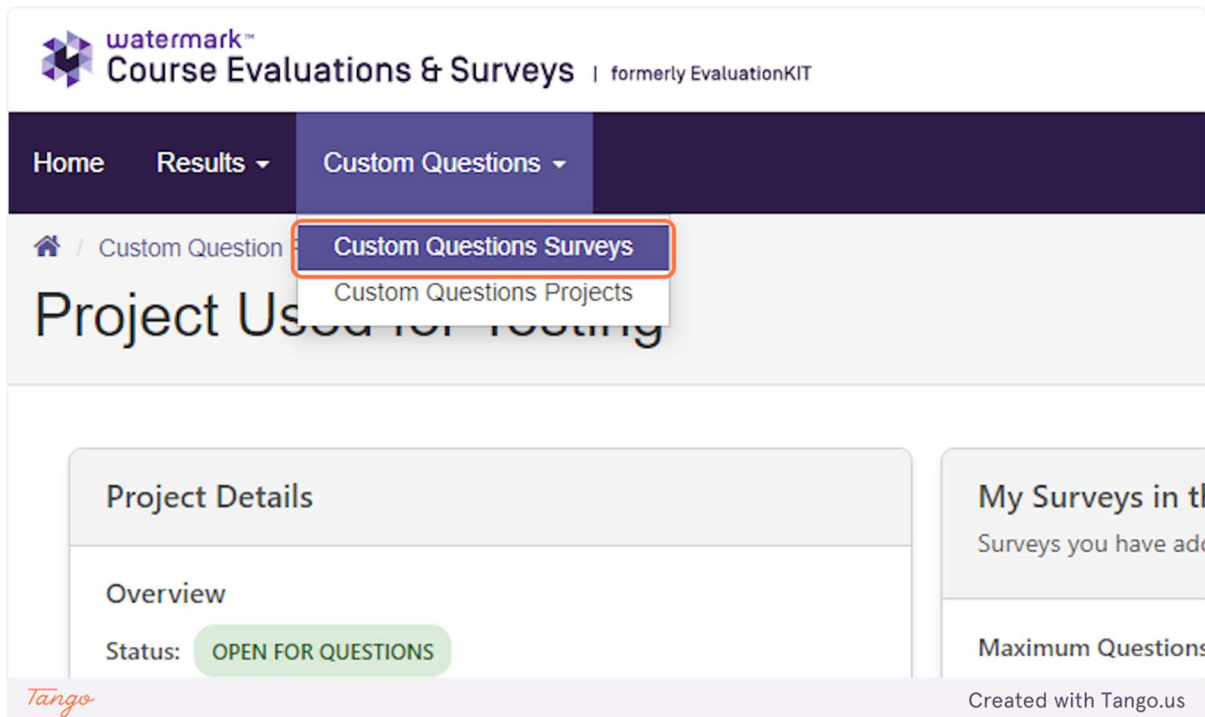
Overview

My Survey  
Surveys you h

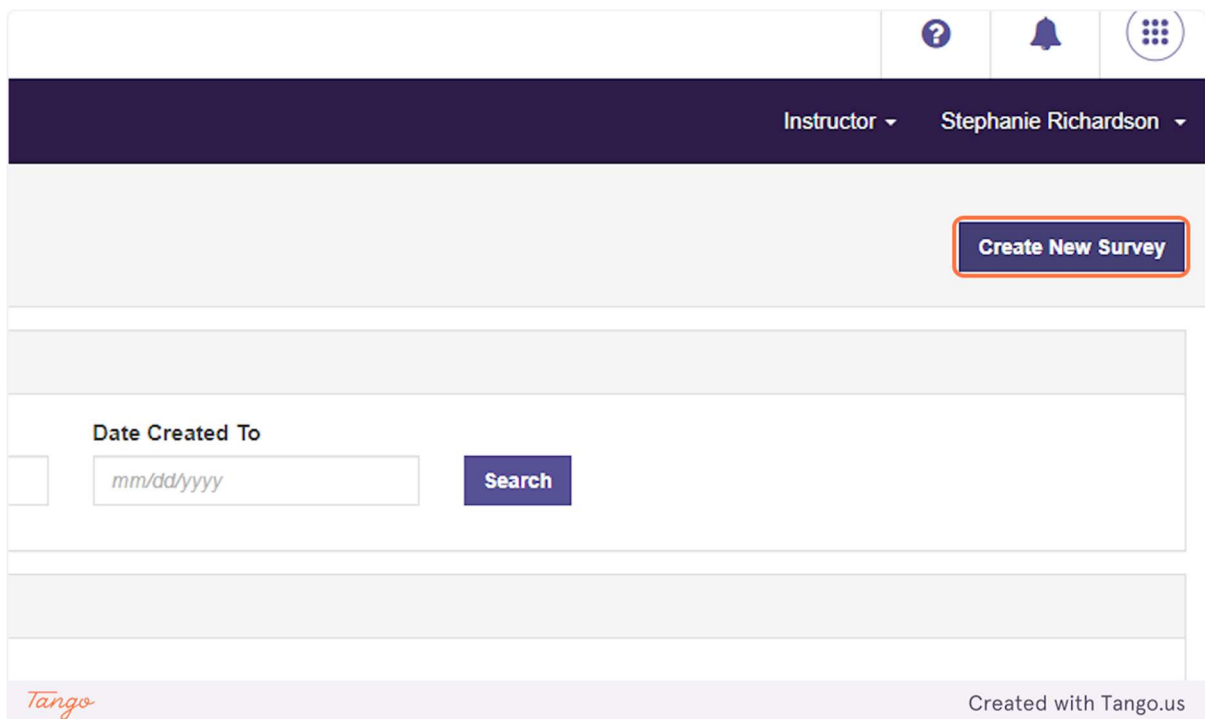
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### 6. Click on Custom Questions Surveys

You create custom questions by creating your own survey and adding it to your courses on a particular project.



### 7. Click on Create New Survey



### 8. Type in the title of your Custom Question Survey

← **Create Survey**

**Survey Details** Fields marked with \* are required.

**Title\***

**Description**

**Save**

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**9. Click on Save**

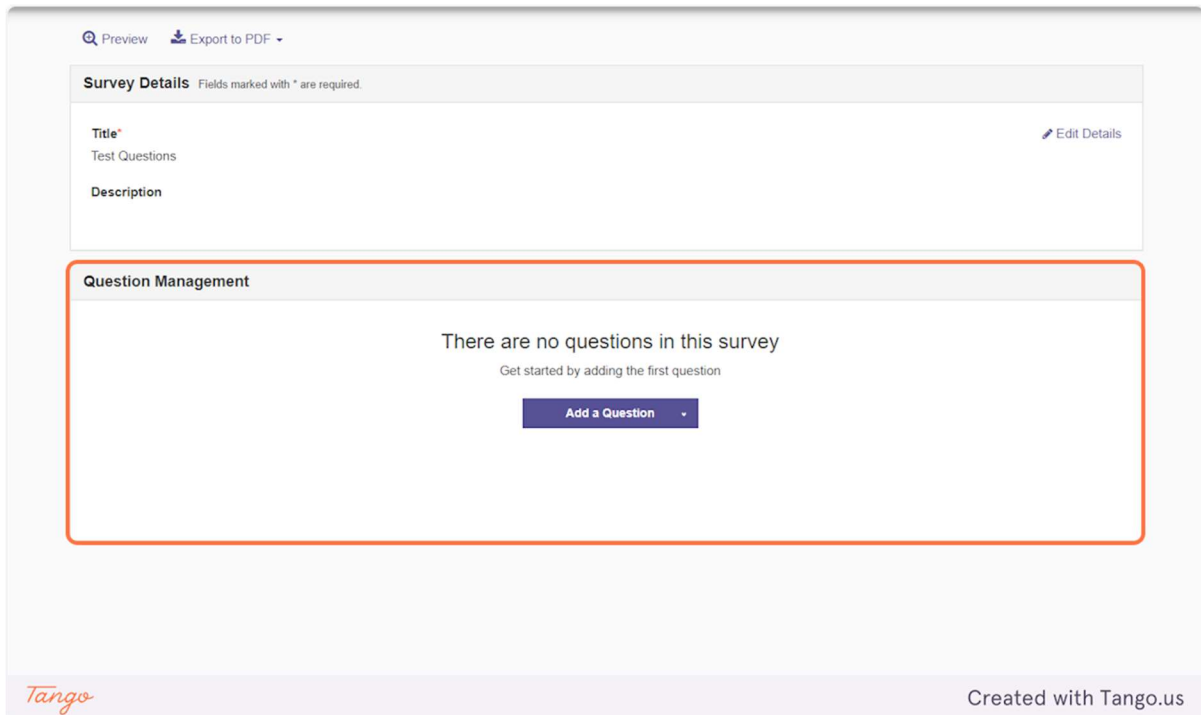
**Title\***

**Description**

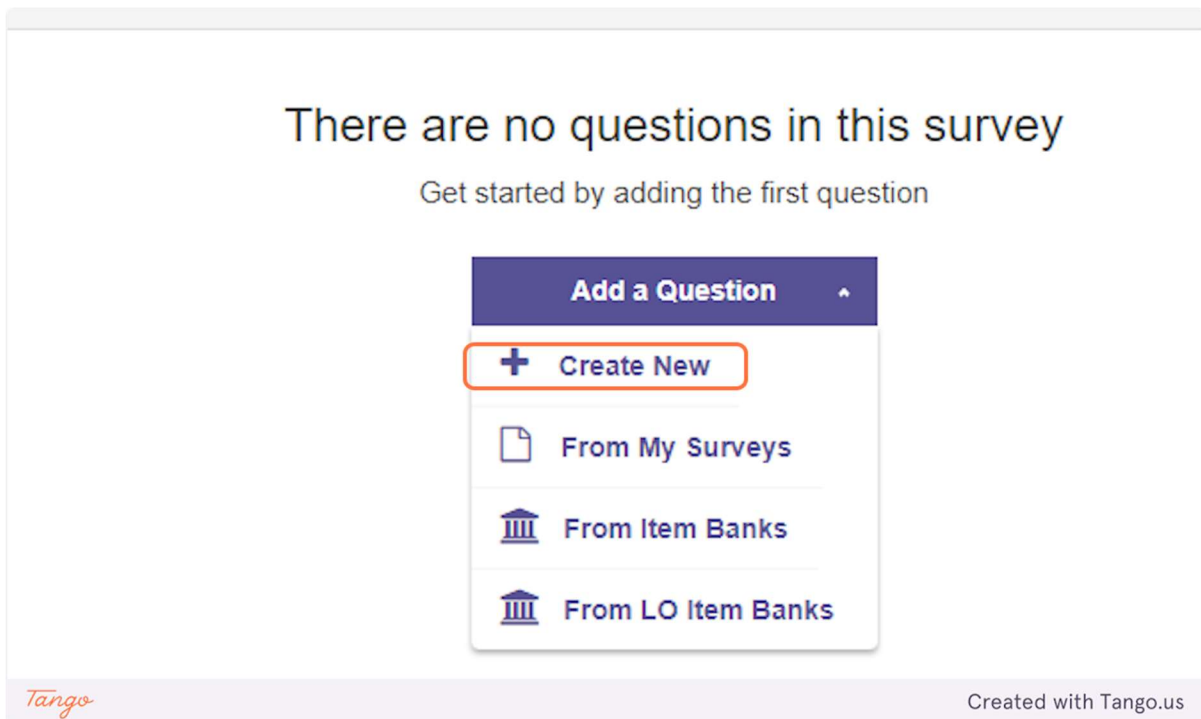
**Save**

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**10. Click on "Add a Question" in the Question Management section**



## 11. Click on Create New



## 12. Select Single Selection from Question Type\*

Select the best format option for your question.

ADD A QUESTION

**×** **Create New Question**

**Choose Question Type** Fields marked with \* are required.

**Question Type\***

Single Selection

**Continue**

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**13. Click on Continue**

**Choose Question Type** Fields marked with \* are required.

**Question Type\***

Single Selection

**Continue**

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**14. Click on Rich Text Area. Press ALT-0 for help.**

**Question Type**

**Question Type**  
Single Selection [Change Type](#)

**About Single Selection**  
In Single Selection Question type, 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.

**Question Management**

**Question Text**

Rich text editor toolbar with icons for undo, redo, bold, italic, underline, link, unlink, list, indent, and font size (15px).

**Instructions**  
Each line below represents one response option. Example of response options might be a satisfaction scale like **Very Satisfied, Satisfied, Dissatisfied, Very Dissatisfied**. Starting with the first Response Option entered, coding for each response option begins with a weight of "1" and increases in ASCENDING values (e.g., 1, 2, 3...n).

Response Options	Numeric Weighting
ItemChoice 1	1
ItemChoice 2	2

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## 15. Type in the Question

Ex. Group work contributed positively to my learning experience.

## 16. Click on Response Options

**Instructions**  
Each line below represents one response option. Example of response options might be a satisfact  
Starting with the first Response Option entered, coding for each response option begins with a wei

Response Options	Numeric Weighting
ItemChoice 1	1
ItemChoice 2	2
ItemChoice 3	3
ItemChoice 4	4
ItemChoice 5	5

Include Non-Numeric Option (e.g. N/A)

Add Comment Box

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## 17. Highlight and Delete Default Options



## 18. Type "Strongly Agree, Agree, Disagree, Strongly Disagree "

**Instructions**

Each line below represents one response option. Example of response options might be a satisfact  
Starting with the first Response Option entered, coding for each response option begins with a weig

Response Options	Numeric Weighting
Strongly Agree	1
Agree	2
Disagree	3
Strongly Disagree	4

Include Non-Numeric Option (e.g. N/A)

Add Comment Box

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## 19. Check Reverse Code Response Options (this will change the default Numeric Weighting of Response Options to DESCENDING values (e.g., n...3, 2, 1))

This will make the weighting consistent with the main survey.

### Question Properties

Reverse Code Response Options (this will cha

Required

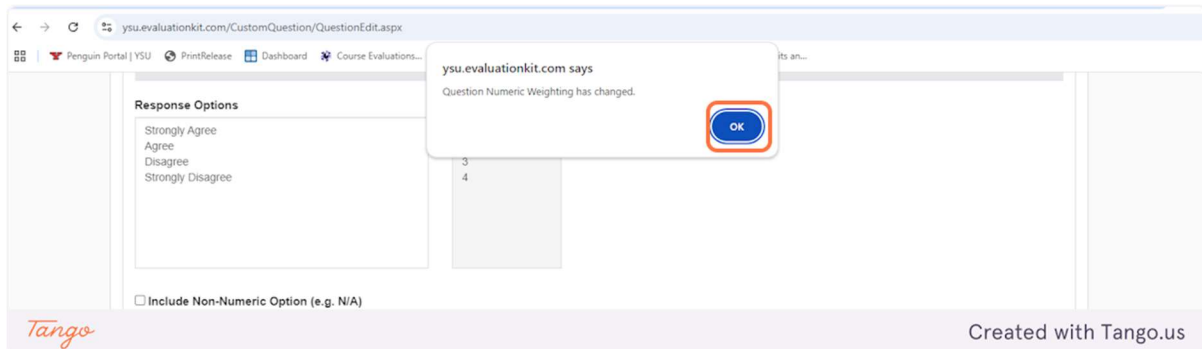
Learning Outcomes Question

Question Display

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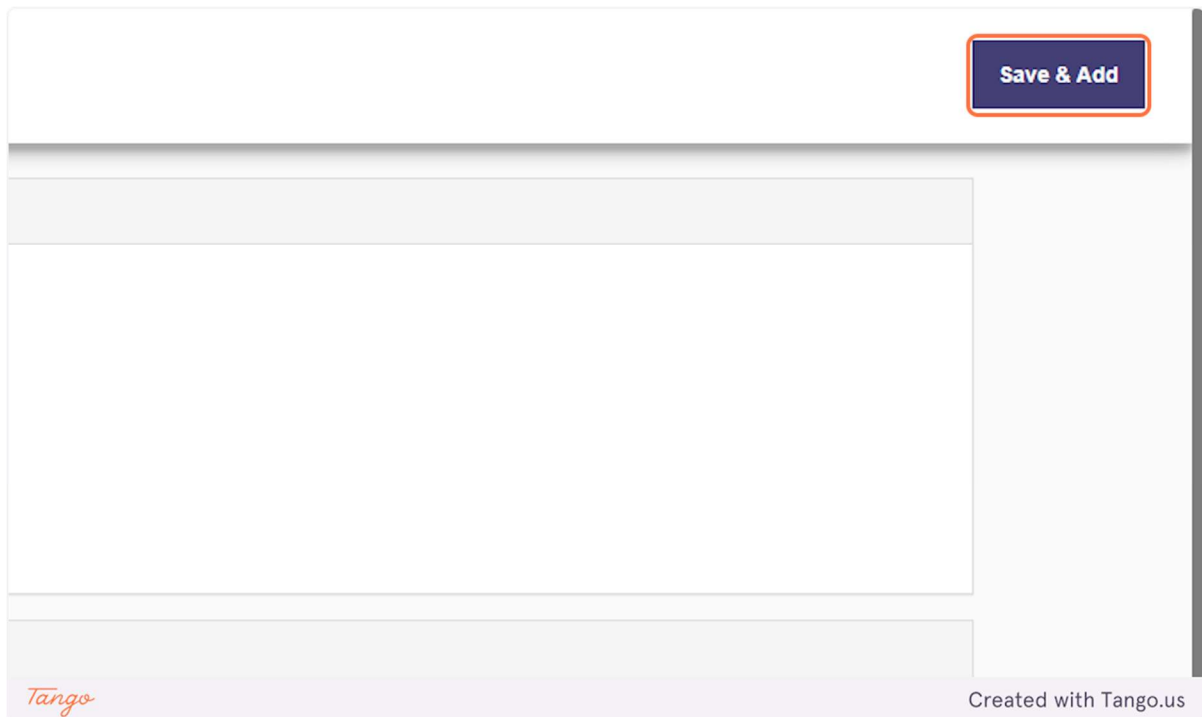
## 20. Click on Ok

A pop-up will appear at the top of the page.



## 21. Click on Save & Add

Button at the top right corner of the screen.



## 22. Create more questions if you choose.

You can make multiple surveys to target specific courses.

## 23. Make Another Survey for a Specific Course

You can create additional surveys and either create all new questions or choose questions from your previous surveys by clicking "From My Surveys".

**Survey Details** Fields marked with \* are required.

**Title**  
More Test Questions

**Description**

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**Question Management**

There are no questions in this survey  
Get started by adding the first question

**Add a Question** ^

- + Create New
- From My Surveys**
- From Item Banks
- From LO Item Banks

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## 24. Select the Specific Question(s)

**Q Search Surveys**

My Surveys: All Surveys | Question Type: All Question Types | Search Question Text:

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**Select Questions**

Select all

**Select**

Group work contributed positively to my learning experience.

(4) Strongly Agree  
 (3) Agree  
 (2) Disagree  
 (1) Strongly Disagree

• Survey: Test Questions • Reverse Code Response Options

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**Select**

How many hours per week did you study for the course?

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## 25. Add Selected Question(s)

mys Add Selected Questions

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**Q Search Surveys**

My Surveys: All Surveys | Question Type: All Question Types | Search Question Text:  Search

---

**Select Questions**

Select all

---

**Select**

Group work contributed positively to my learning experience.

- (4) Strongly Agree
- (3) Agree
- (2) Disagree
- (1) Strongly Disagree

• Survey: Test Questions • Reverse Code Response Options

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## 26. Click on Done

Done

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[✎ Edit Details](#)

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## 27. Click on Custom Questions

The screenshot shows the top navigation bar of the watermark Course Evaluations & Surveys website. The 'Custom Questions' menu item is highlighted with a red box. Below the navigation bar, the breadcrumb trail reads 'Home / Custom Questions / Custom Question Surveys'. The main heading is 'Custom Question Surveys'. Below this, there is a search bar labeled 'Search Surveys' and three filter options: 'Search' (with a placeholder 'Search surveys by title'), 'Filter by Project' (with a dropdown menu set to 'All Projects'), and 'Date Created From' (with a placeholder 'mm/dd/yyyy'). The footer includes the 'Tango' logo and the text 'Created with Tango.us'.

## 28. Click on Custom Questions Projects

This screenshot shows the same website interface as the previous one, but with the 'Custom Questions Projects' option highlighted in a red box within the 'Custom Questions' dropdown menu. The breadcrumb trail now includes 'Custom Questions Projects' and the main heading is partially obscured by the dropdown menu. The search and filter sections remain the same. The footer includes the 'Tango' logo and the text 'Created with Tango.us'.

## 29. Click on the Project Name

The project name will include the date of the term (e.g., Fall 2024), type of term (e.g., Full, AOP session 1, etc.), and the format (e.g., Online or F2F).

# Attach Surveys to Projects

## Projects with Custom Question Survey Access

Project Name

Project Used for Testing

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### 30. Click on Add Survey

The screenshot shows a web interface for managing surveys. At the top, there is a navigation bar with the text 'luationKIT' on the left and 'Instructor - Stephanie Richardson -' on the right. Below the navigation bar, there is a section titled 'My Surveys in this Project' with the subtitle 'Surveys you have added to this project.' In the top right corner of this section, there is a button labeled 'ADD SURVEY' which is highlighted with a red rectangular box. Below the button, the text reads 'Maximum Questions: 5' and '0 total questions added by me.' At the bottom of the section, it says 'You have not added any surveys.'

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### 31. Choose Custom Question Survey

Accepted Question Source: Select From Item Bank and Your Own Questions

Search surveys by title

Sort by Date Created

1 surveys found

Test Questions

Question Source: Create Their Own

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### 32. Click on Next

**NEXT**

2 Choose Destinations

Preview of Main Survey Questions  
View the questions in the main survey that were added to this project.

Main Survey

Only surveys

Student Course Feedback Your feedback plays an important role in helping your instructor maintain or improve the course. Feedback is also considered in their performance review. Your answers are anonymous – your name does not appear on

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### 33. Select Course(s)

**Search Courses**

🔍 Search by course name, code, or ID

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Select All (1)

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**Testing Course**

Course Code: TEST123  
Unique ID: 12345.2024

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### 34. Click on Finish & Add

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**2** Choose Destinations

Selected Courses	
Your survey will be sent to all enrollments in the following selections.	
Courses	

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