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.

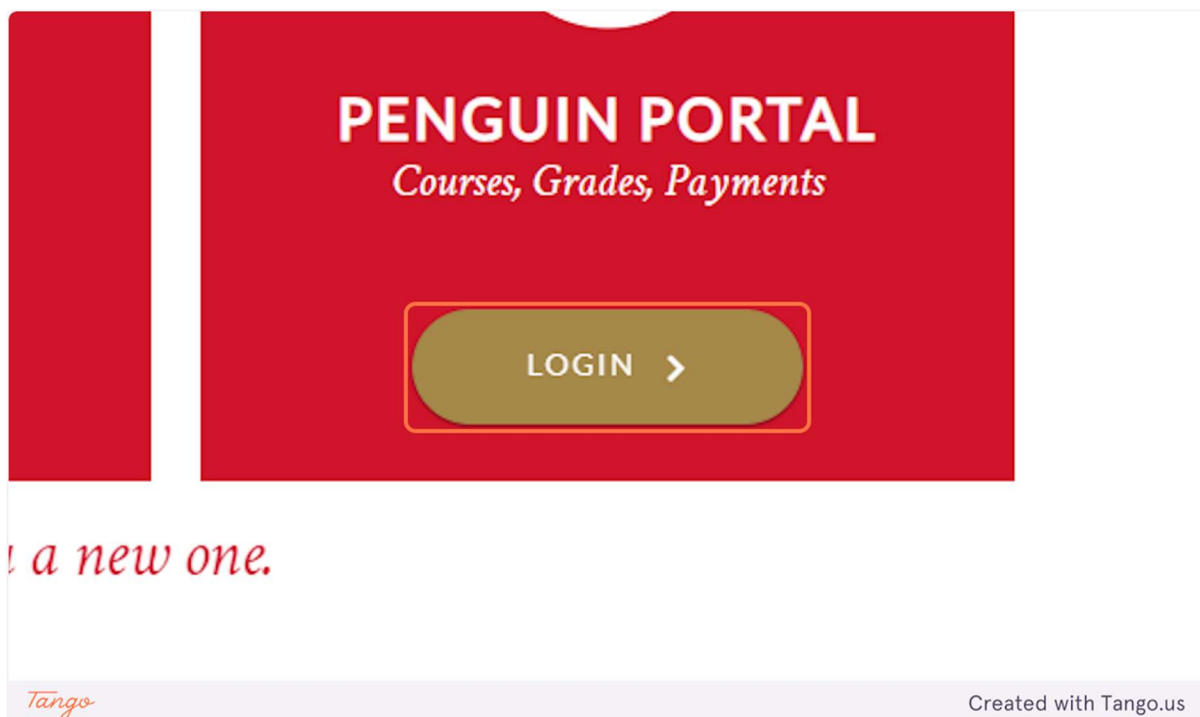**Creation Date:** Oct 10, 2024

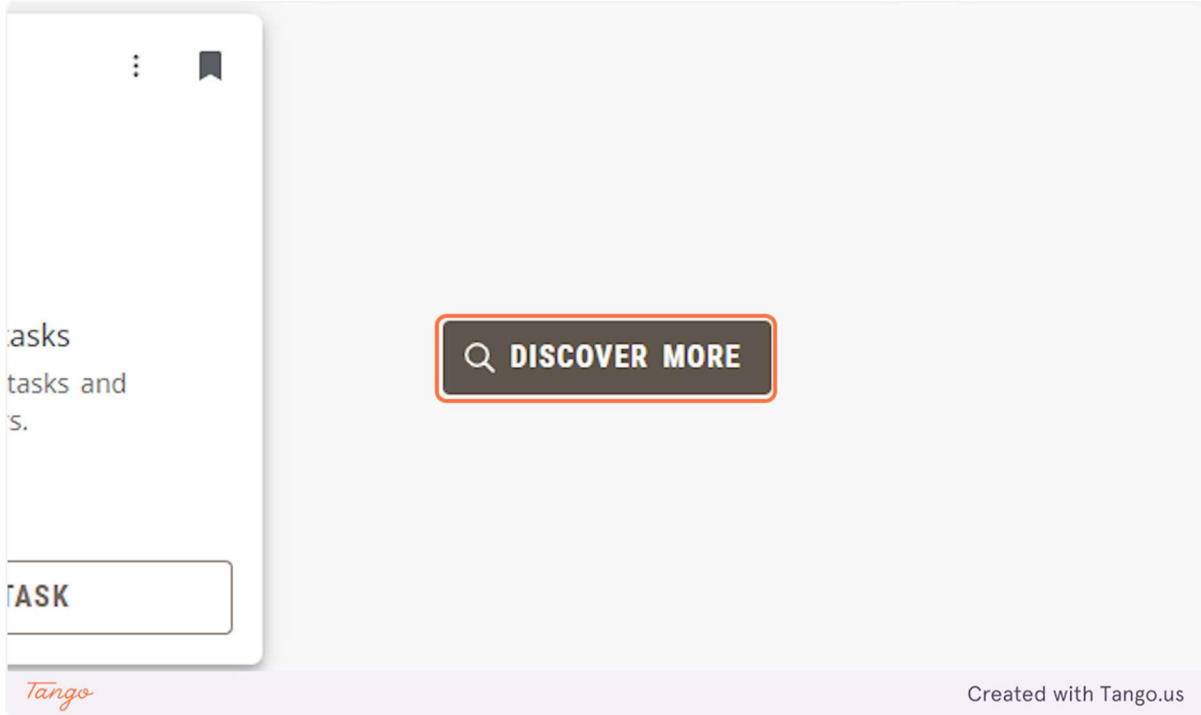**Created By:** Stephanie Richardson
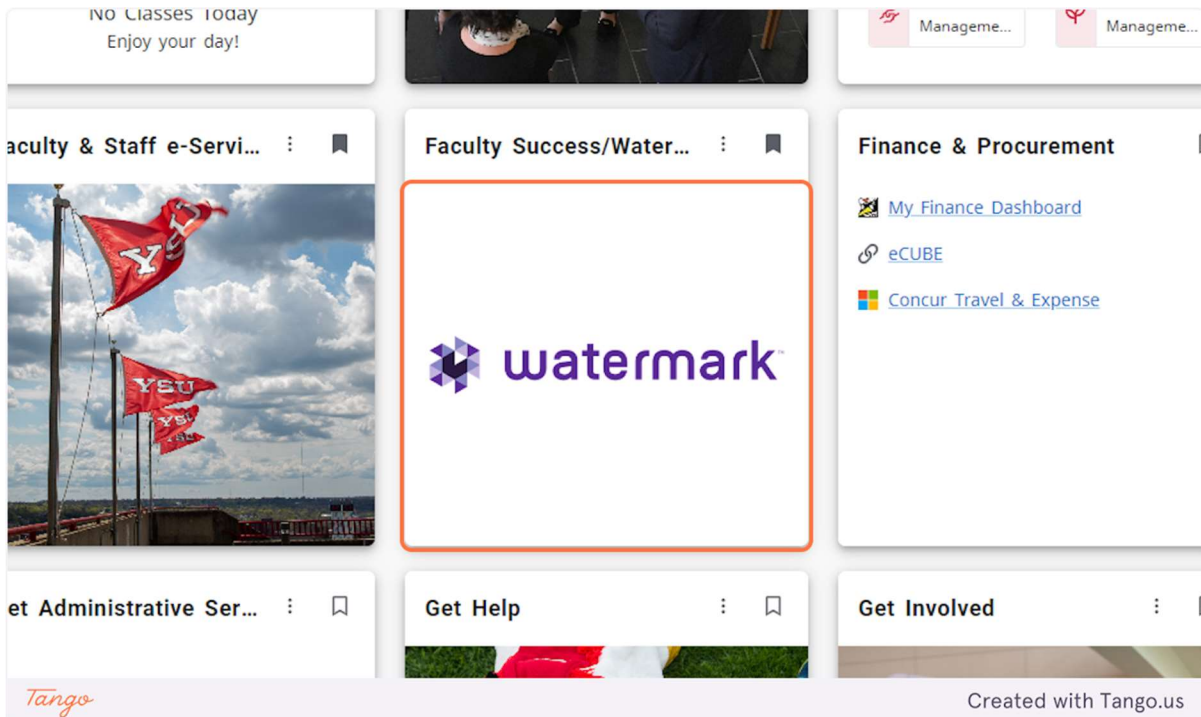
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YSU

1. Click on LOGIN

2. Click on DISCOVER MORE

Q DISCOVER MORE
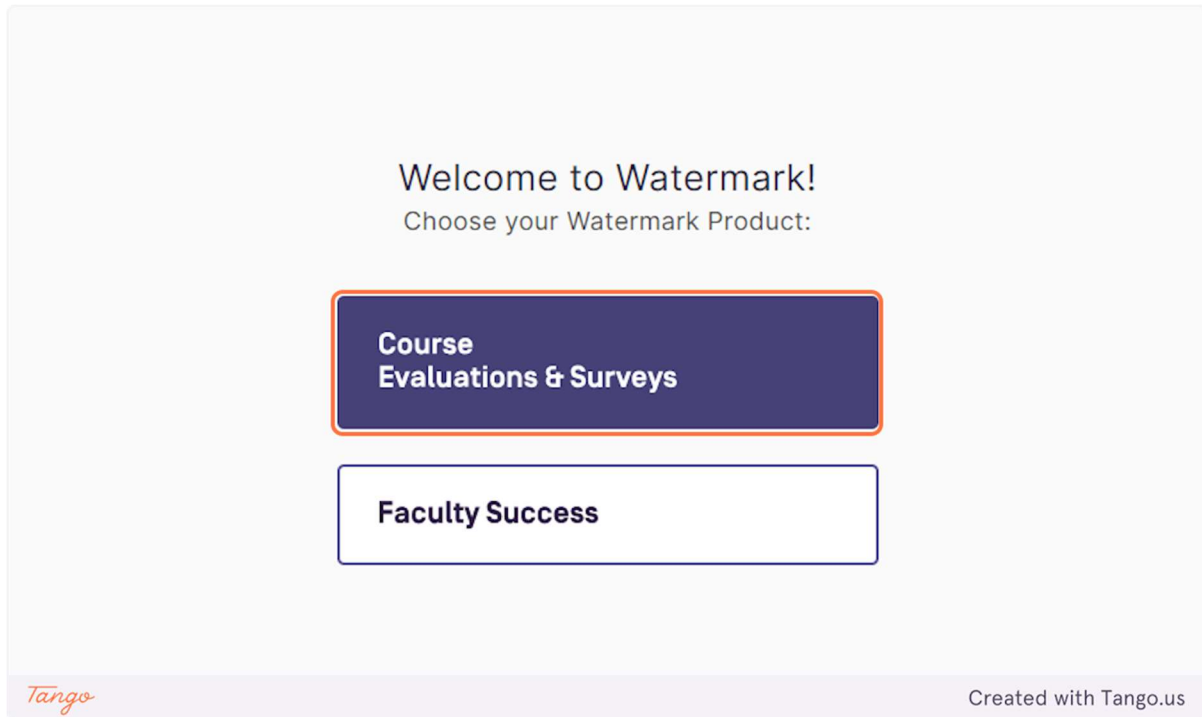
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3. Click on Faculty Success/Watermark content

No Classes Today
Enjoy your day!

Manageme...   Manageme...

aculty & Staff e-Servi...   Faculty Success/Water...   Finance & Procurement

My Finance Dashboard

eCUBE

Concur Travel & Expense

watermark

et Administrative Ser...   Get Help   Get Involved

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4. Click on Course Evaluations & Surveys

5. Click on Custom Questions
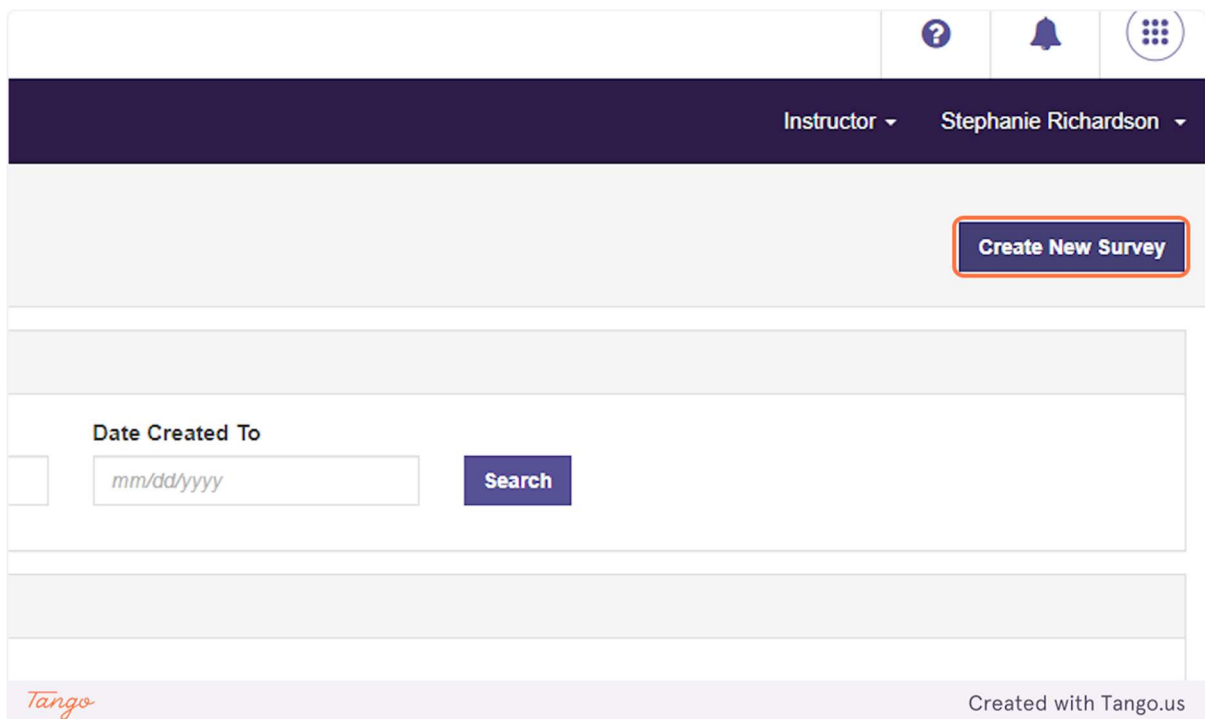

6. Click on Custom Questions Surveys

You create custom questions by creating your own survey and adding it to your courses on a particular project.
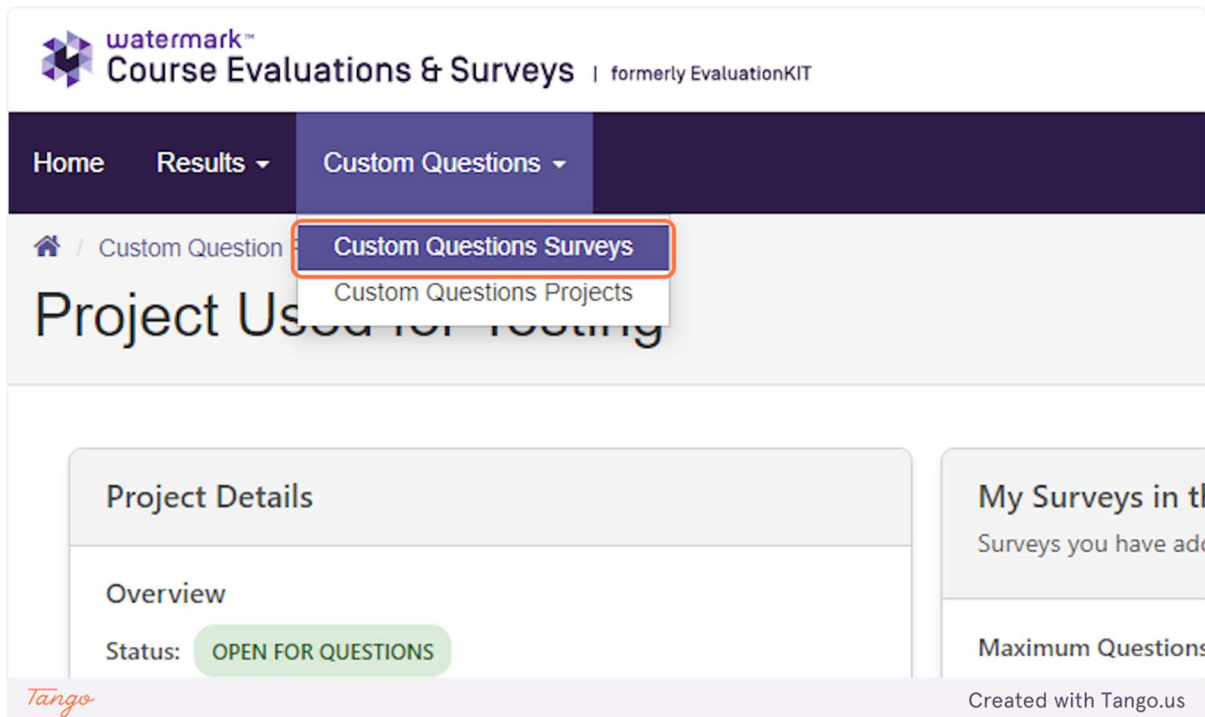
7. Click on Create New Survey

8. Type in the title of your Custom Question Survey

Create Survey

Survey Details Fields marked with * are required.

Title*

Test Questions

Description

Save

9. Click on Save

Title*

Test Questions

Description
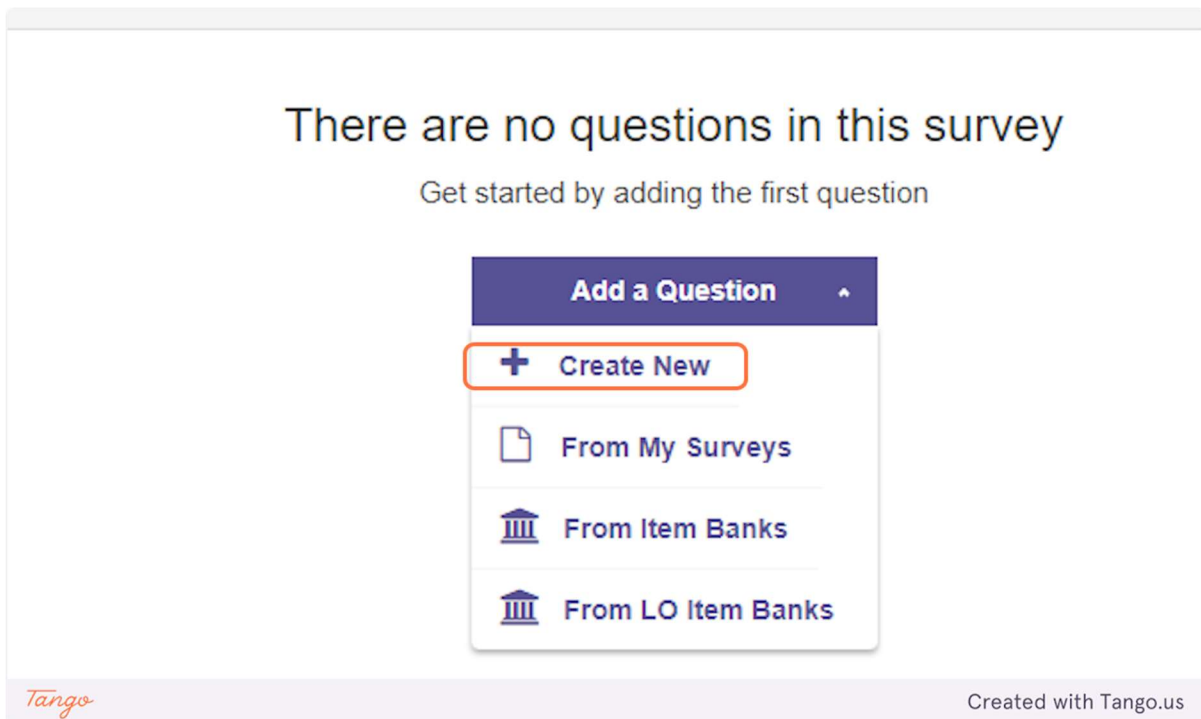
Save

10. Click on "Add a Question" in the Question Management section
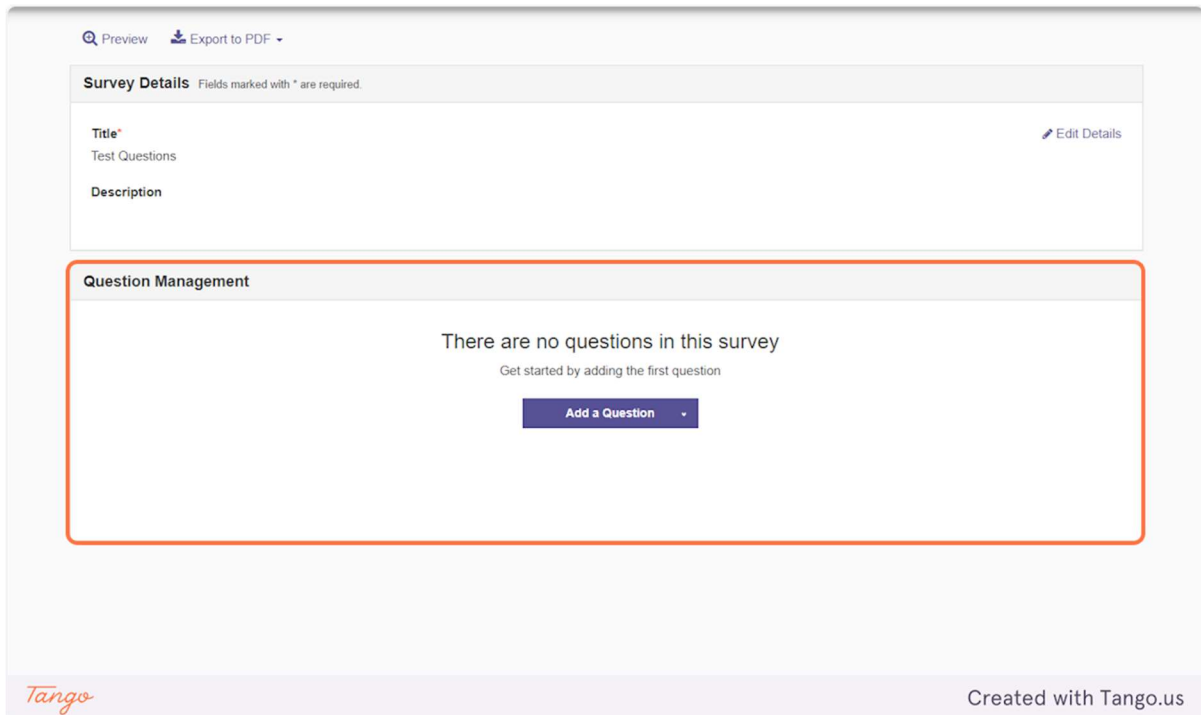
11. Click on Create New

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

13. Click on Continue

Choose Question Type Fields marked with * are required.

Question Type*

Single Selection

Continue

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

15. Type in the Question

Ex. Group work contributed positively to my learning experience.

16. Click on Response Options

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 wei

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

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

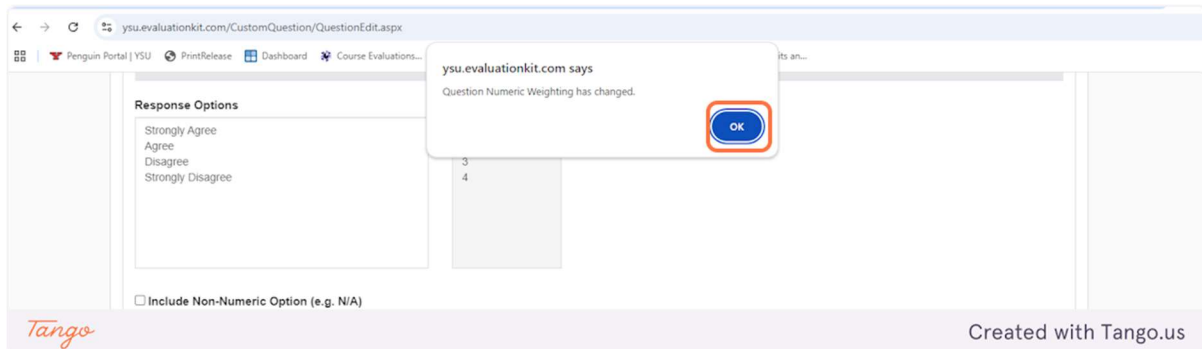☑ Reverse Code Response Options (this will cha

☐ Required

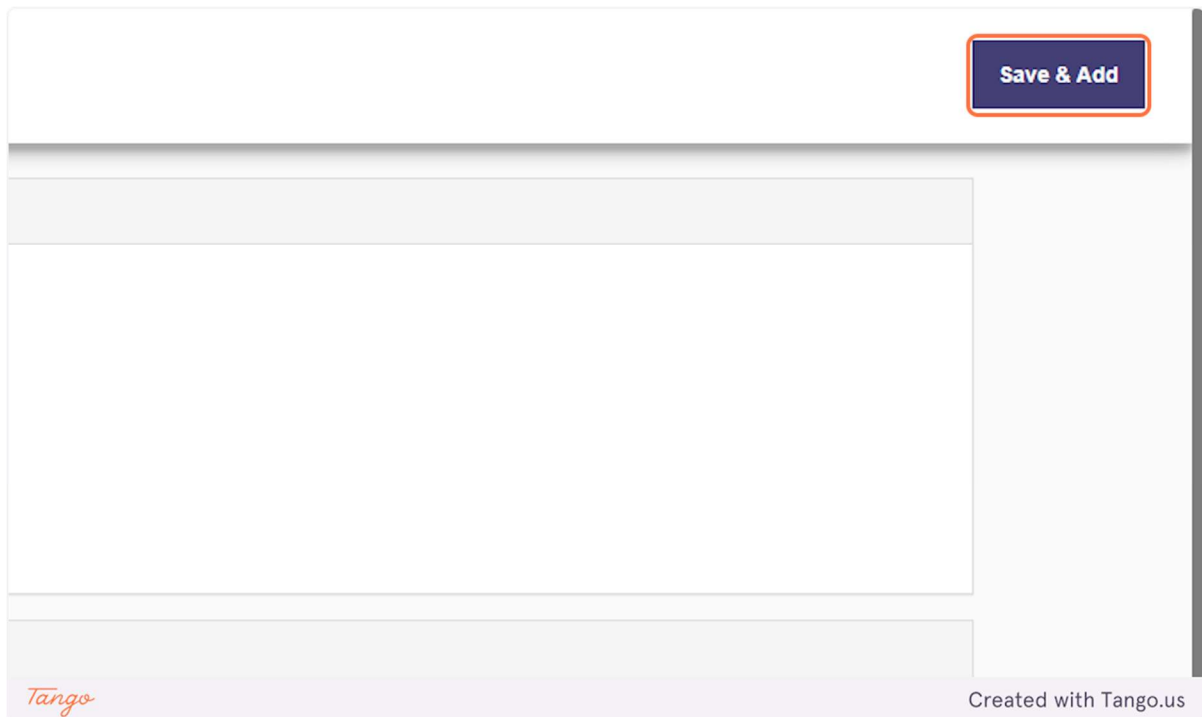☐ Learning Outcomes Question

Question Display

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

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

24. Select the Specific Question(s)

🔍 **Search Surveys**

My Surveys　　　　**Question Type**　　　　**Search Question Text**

All Surveys ▾　　　All Question Types ▾　　　　　　　　　　　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

· ·

☐ **Select**

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

[   ]

25. Add Selected Question(s)

26. Click on Done

27. Click on Custom Questions

28. Click on Custom Questions Projects

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

30. Click on Add Survey

luationKIT

Instructor ▾   Stephanie Richardson ▾

My Surveys in this Project
Surveys you have added to this project.

⊕ ADD SURVEY

Maximum Questions: 5

💬 **0** *total questions added by me.*

You have not added any surveys.

31. Choose Custom Question Survey

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

Q Search surveys by title

Sort by   Date Created   ∨

1 surveys found

○ **Test Questions**

Question Source: Create Their Own

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

Student Course FeedbackYour 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

Only surveys

33. Select Course(s)

Search Courses

🔍 Search by course name, code, or ID

☐ Select All (1)

☐ Testing Course

    Course Code: TEST123
    Unique ID: 12345.2024

34. Click on Finish & Add

BACK   **FINISH & ADD**

② Choose Destinations

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

Courses

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