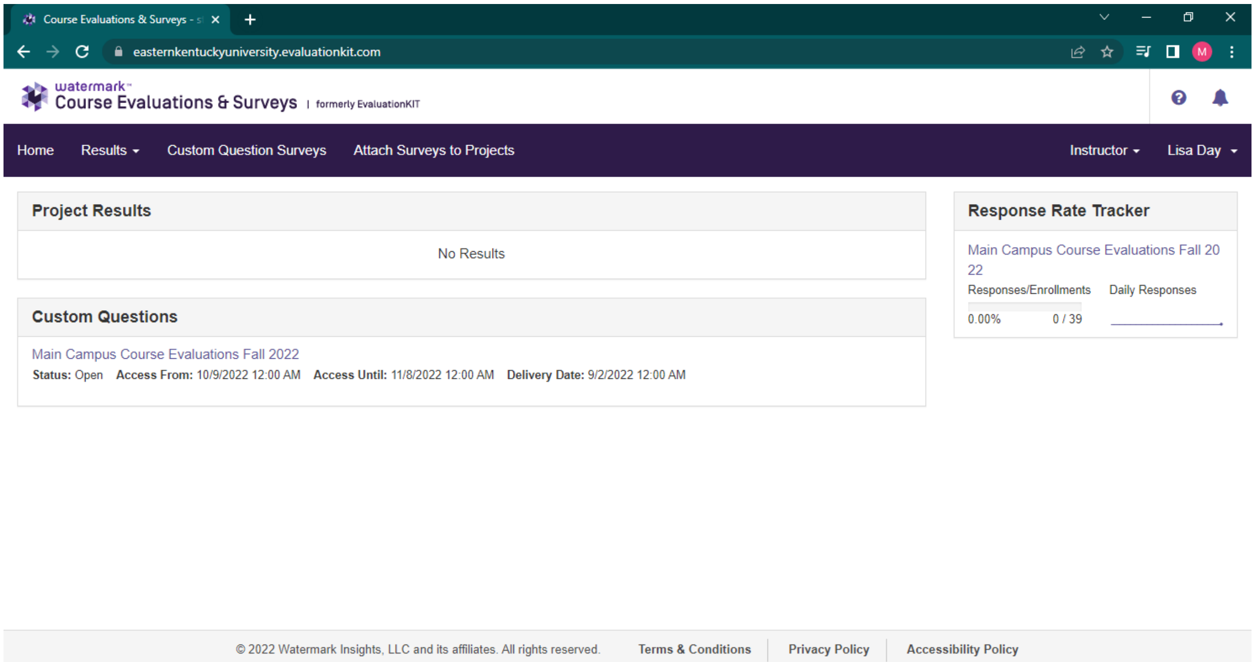
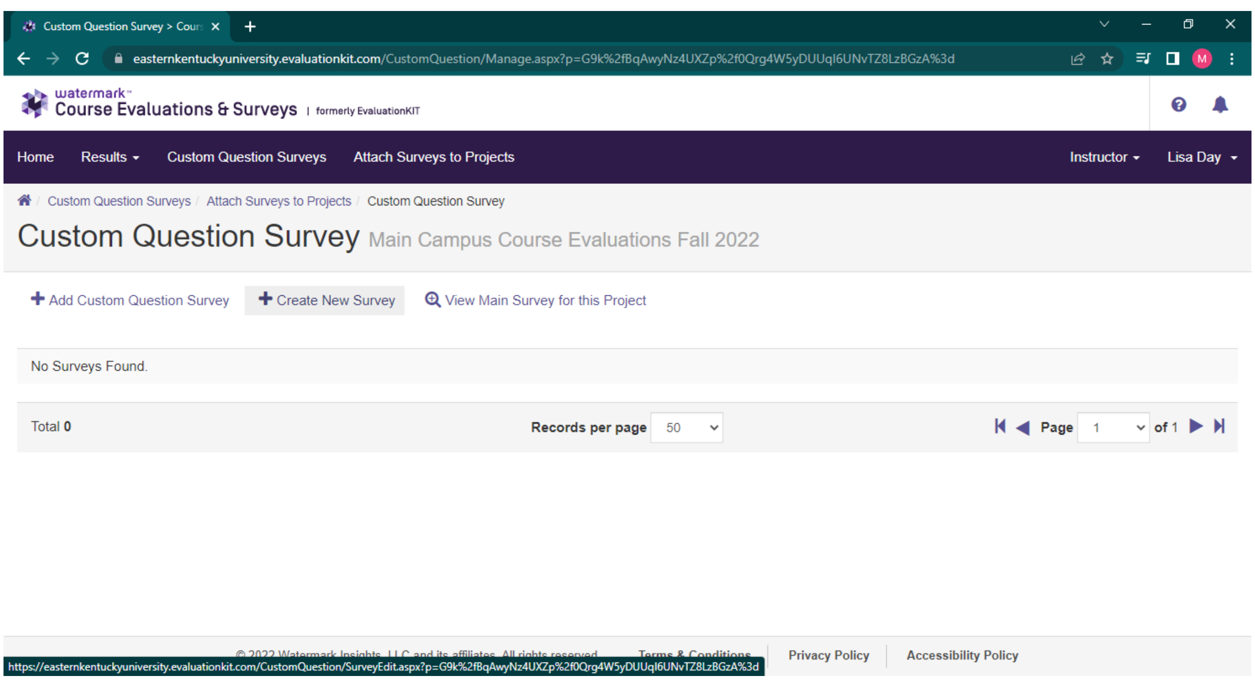
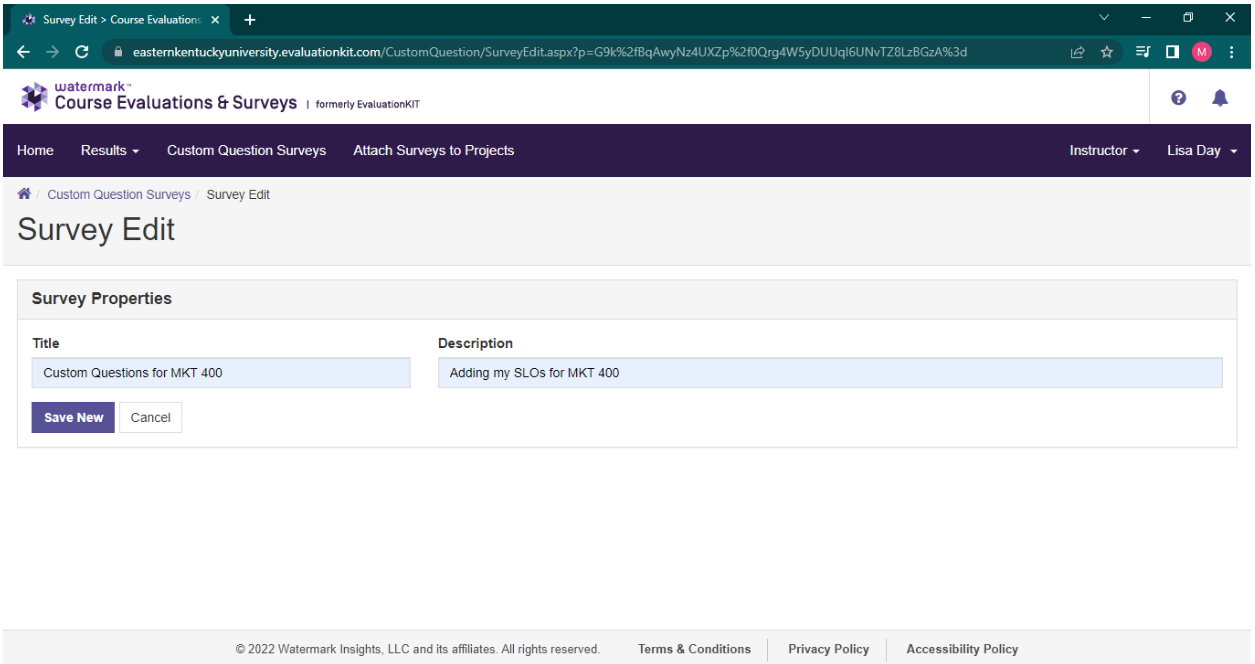
Step-by-Step Instructions with Screenshots for Adding Custom Questions to Course Evaluations in Watermark

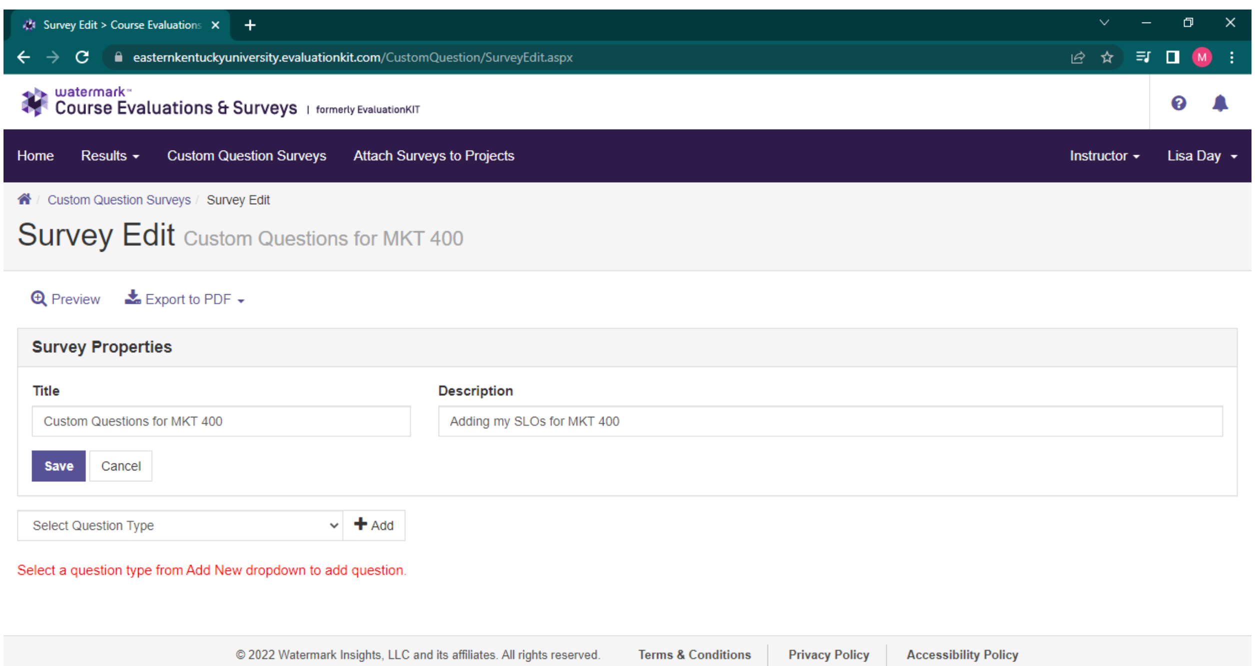


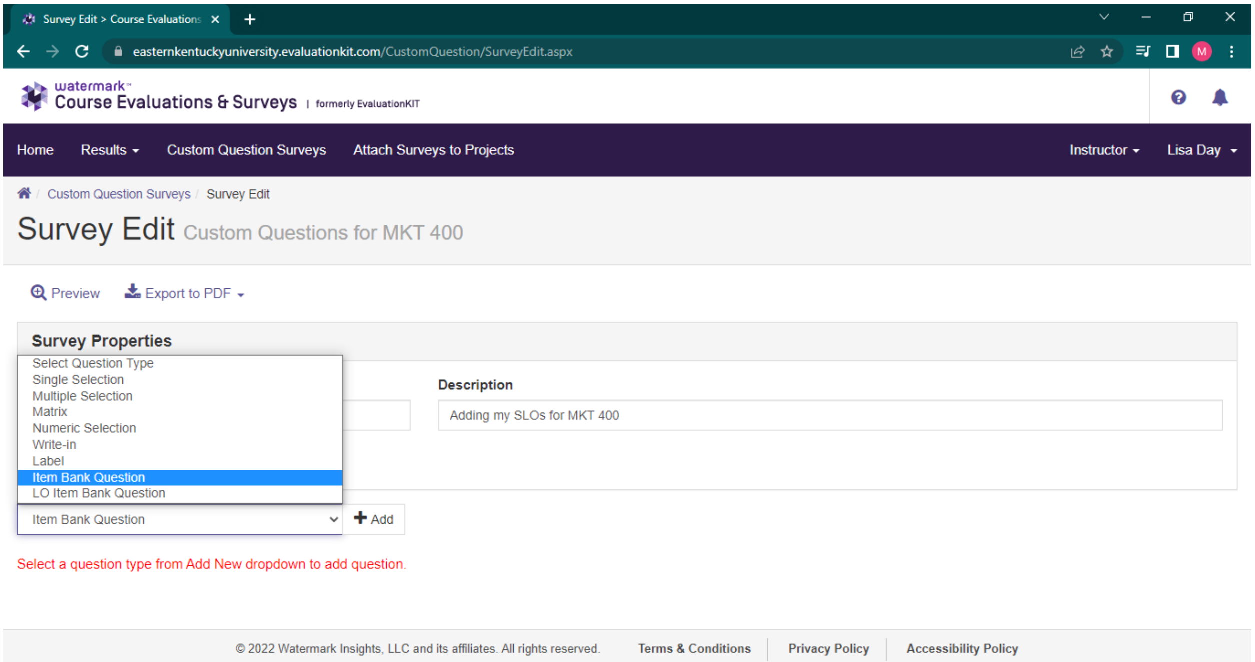
The first step to add custom questions is to select the project. There are usually only two active projects during one semester – Main Campus and Labs. What you see is dependent on the courses you teach. eCampus courses also have two projects but do not utilize custom questions. Once you've selected the appropriate project hyperlink in screenshot above, you will be directed to the screen below. If you have not already created custom questions, you will want to **Create New Survey** (middle option with plus sign).



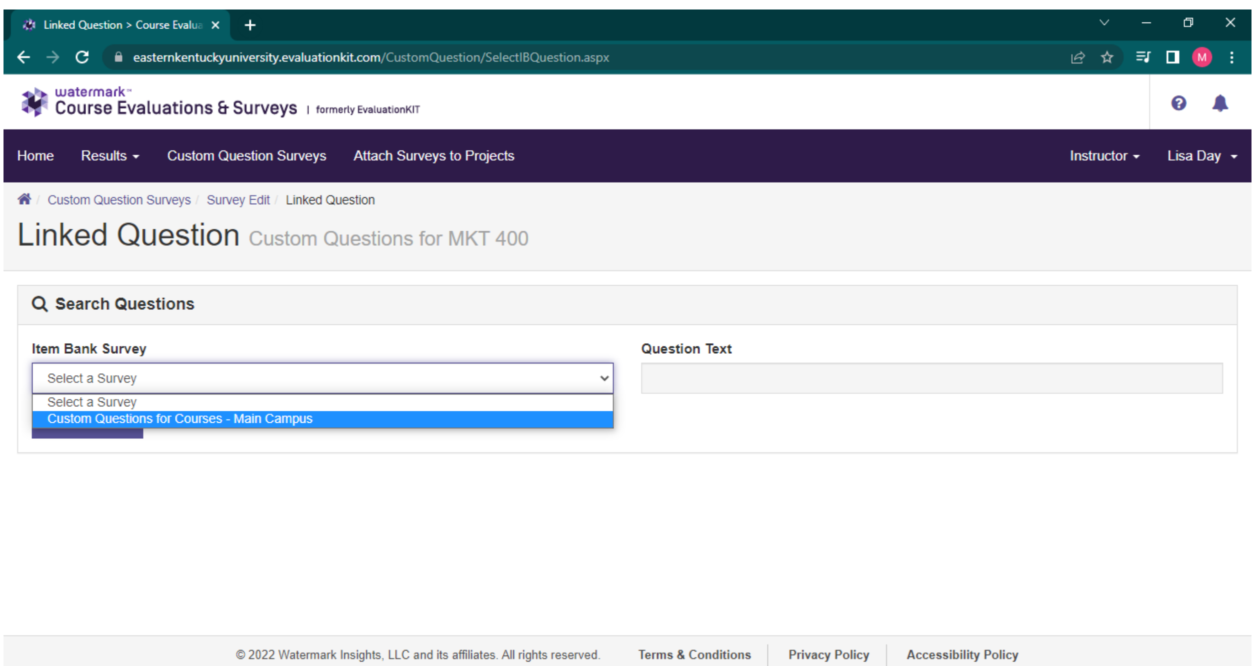


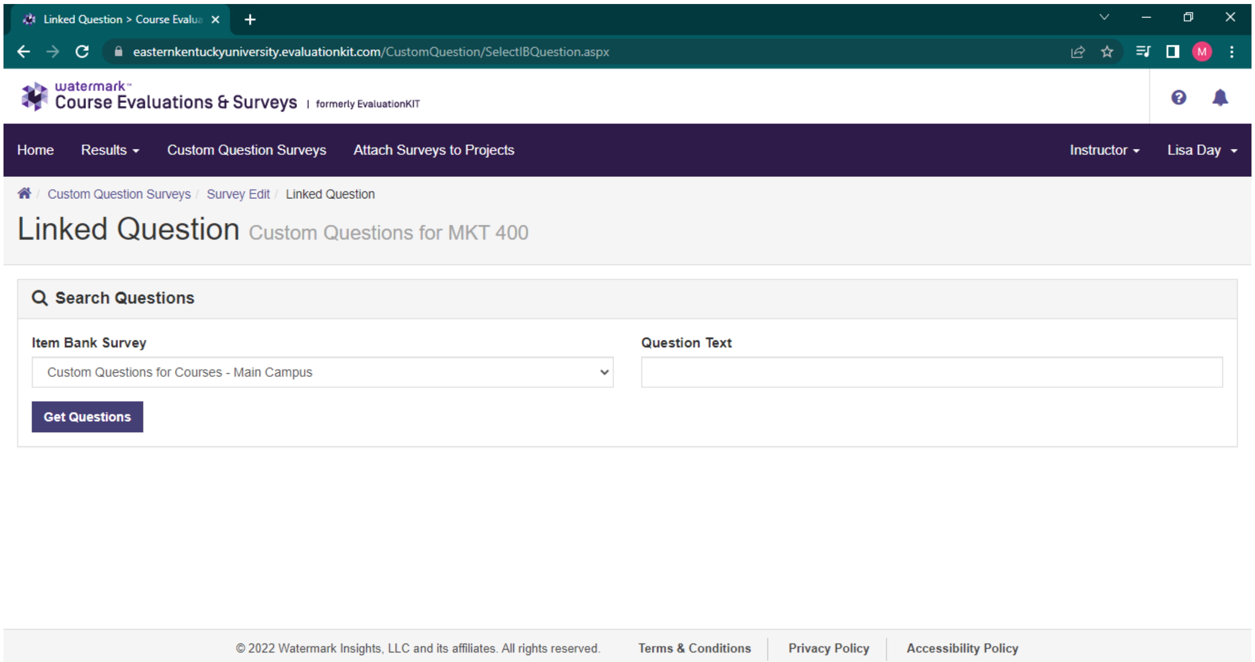
Once you select Create New Survey, you will be directed to a page to enter a Title and Description. This is for your reference only so name and describe the survey something that makes sense for you. Once you've given the survey a title and description, select **Save New** to save and begin adding questions. Use the drop-down menu that says **Select Question Type** to select the type of question. You may use a pre-made question from the Item Bank or create your own. Steps to use the Item Bank are described next.



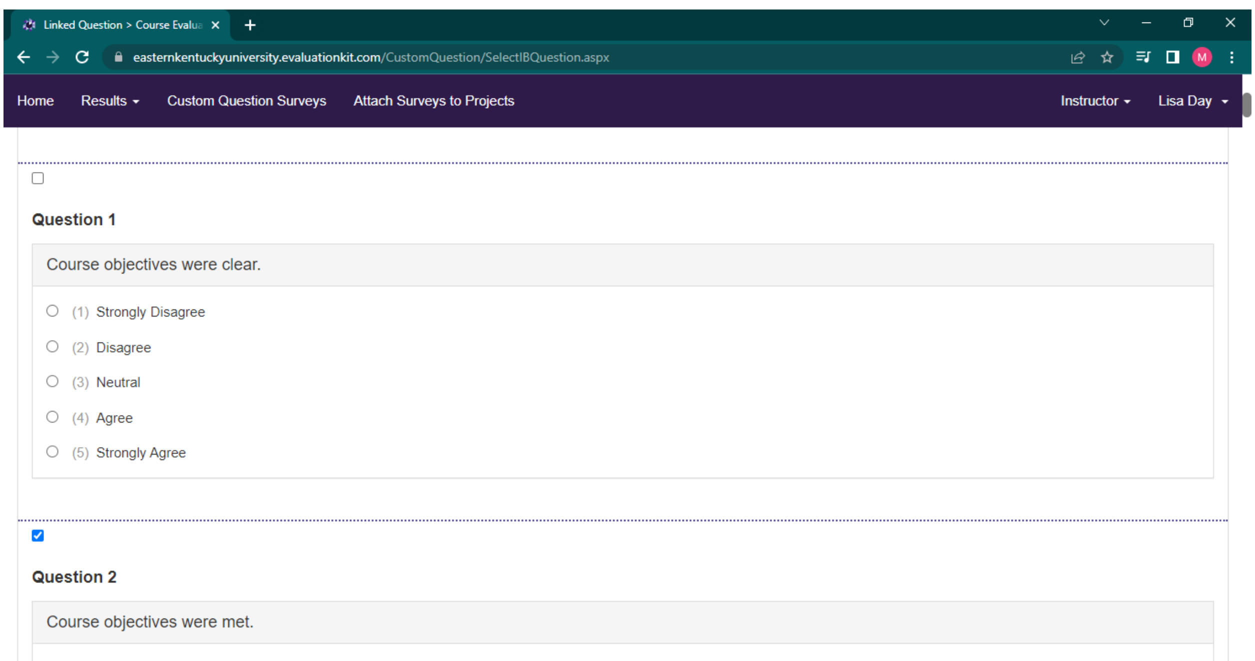


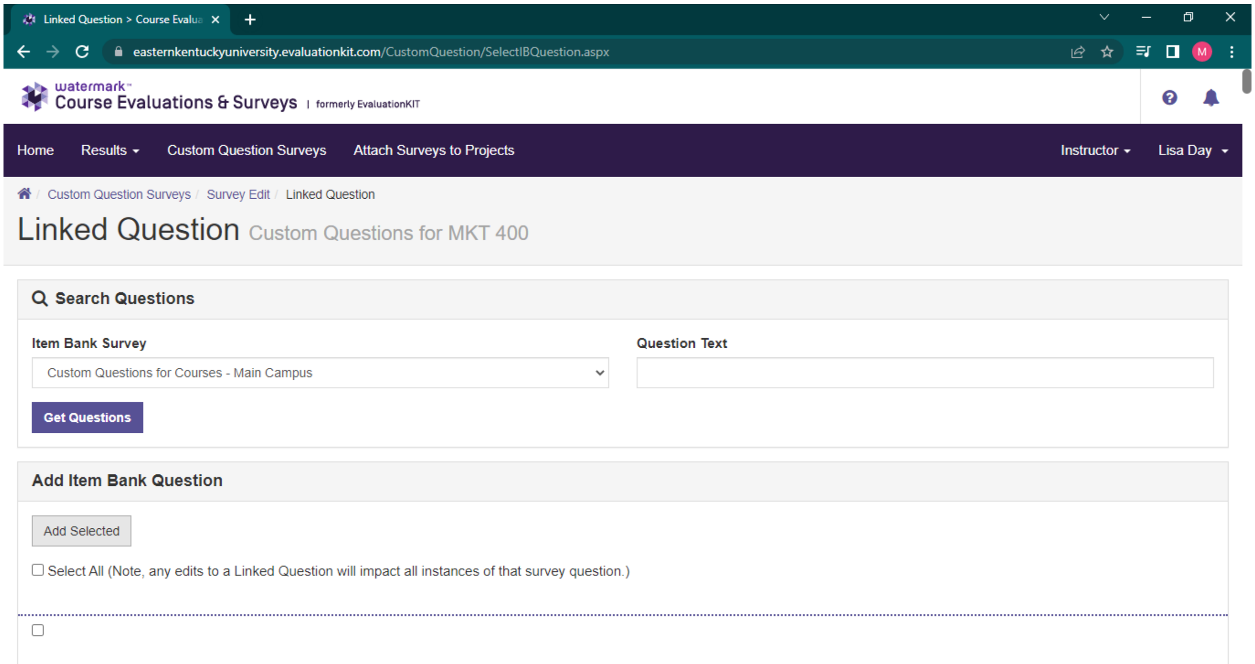
Select the **Item Bank Questions** from the drop-down menu (shown above) and then select the **Custom Questions for Courses – Main Campus** from Select a Survey drop down (show below).



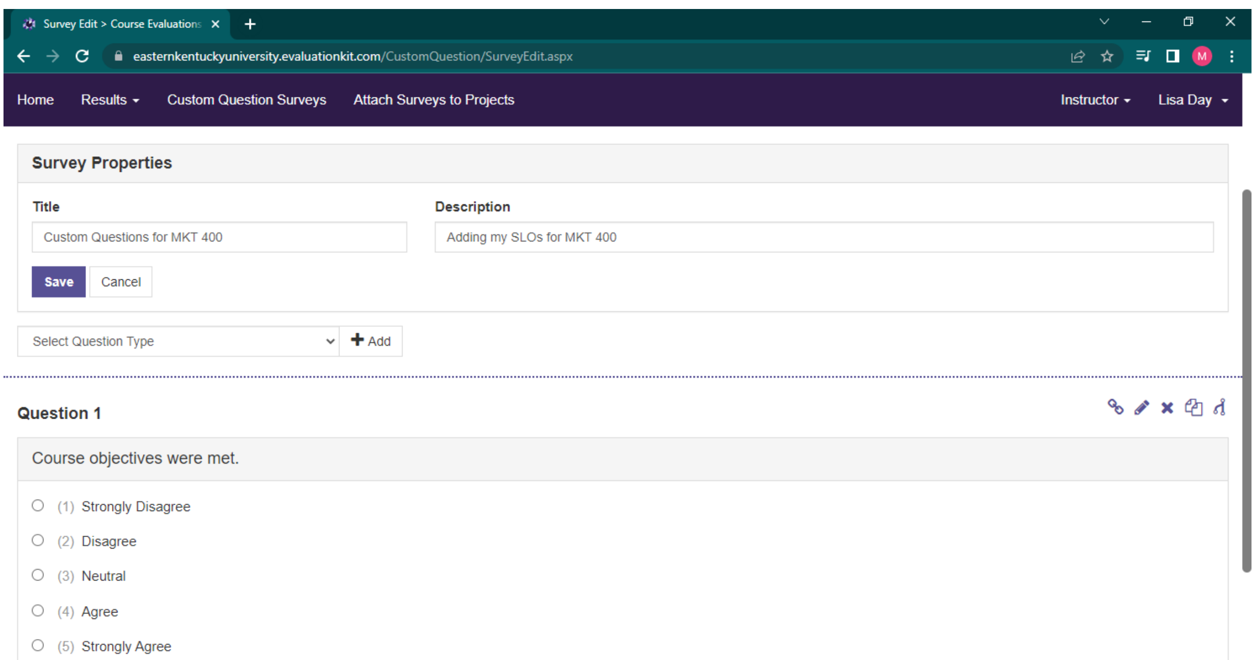


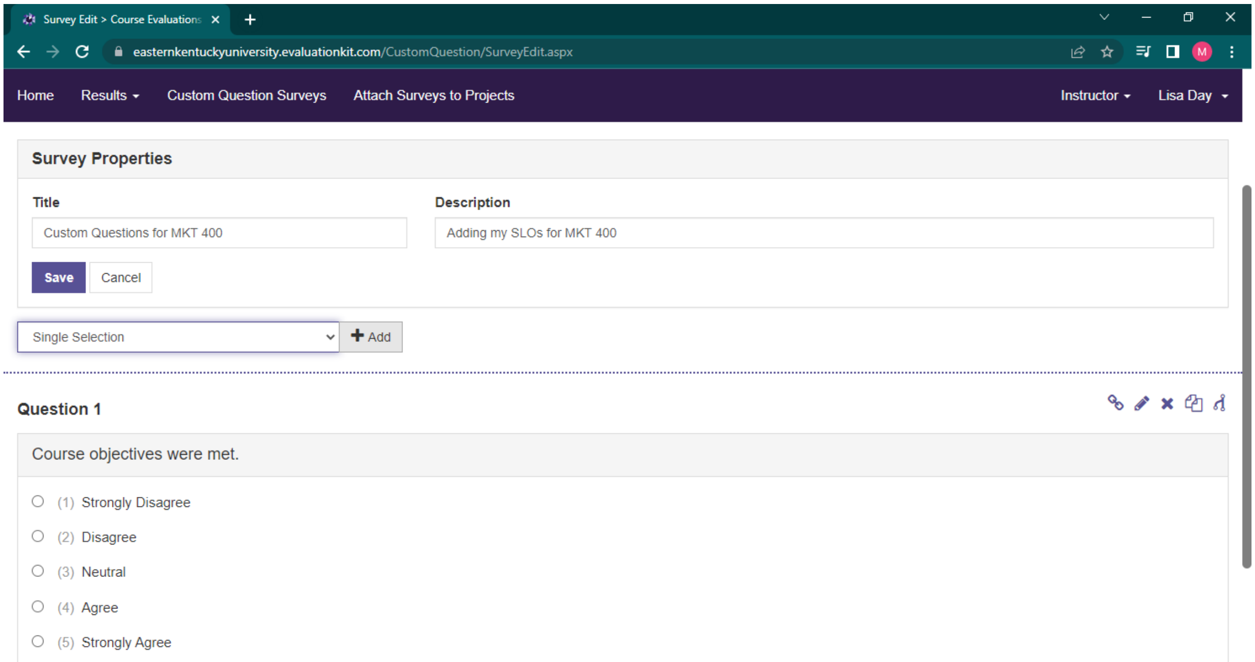
Once you've selected the correct survey of Item Bank Question, select **Get Questions**. A list of 39 questions, most using a Strongly Disagree – Strongly Agree 5-point Likert scale will appear. You will select the questions you want to add (up to 10) by selected the box above each question. A blue check mark will indicate the question has been selected.



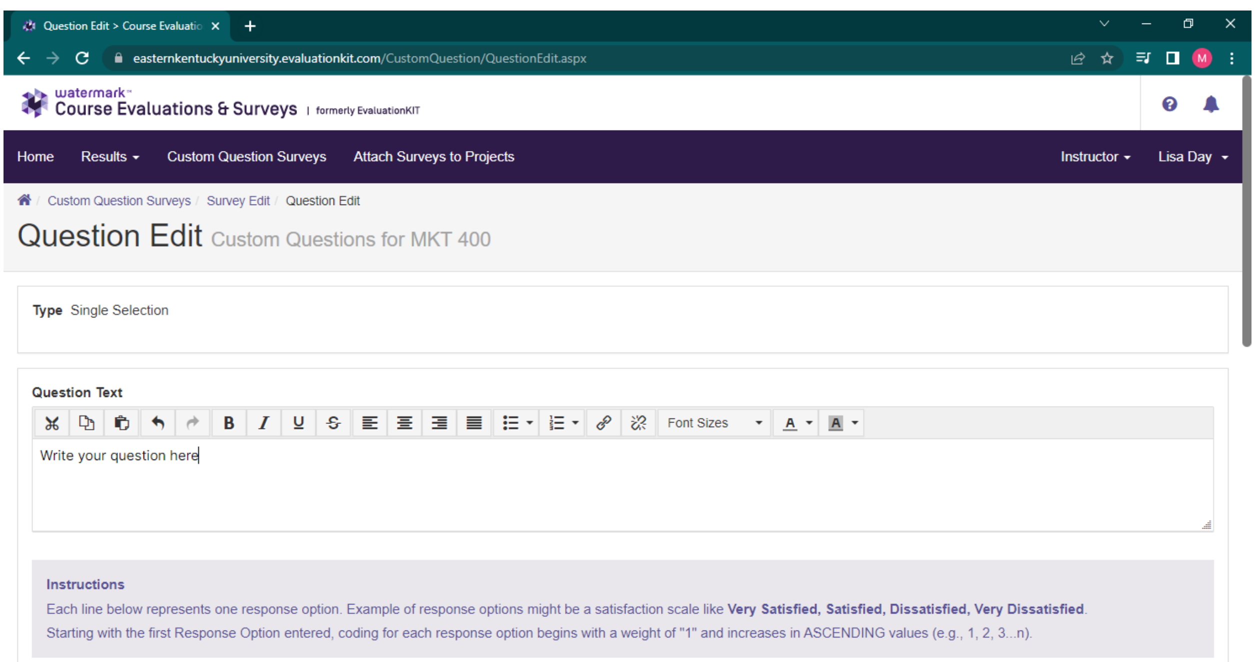


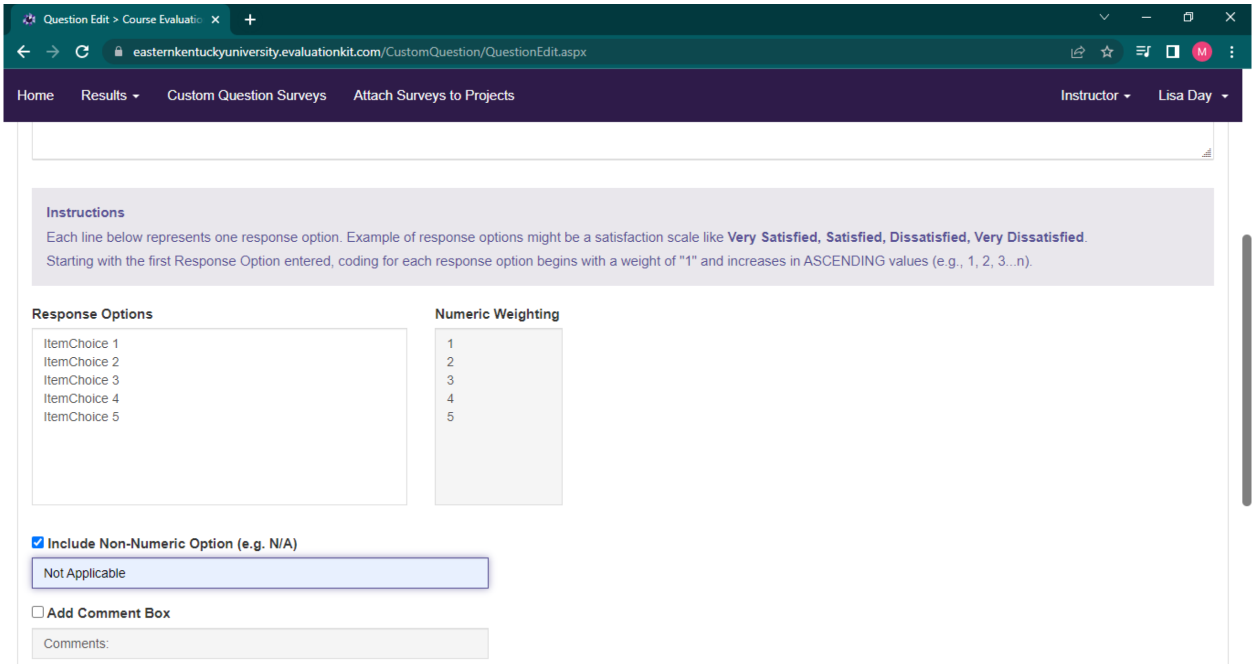
Once you've selected all the questions you'd like to add from the Item Bank, scroll back to the top and select **Add Selected** under the Add Item Bank Question header. Once added, you will see the selected questions appear in your survey as seen below.



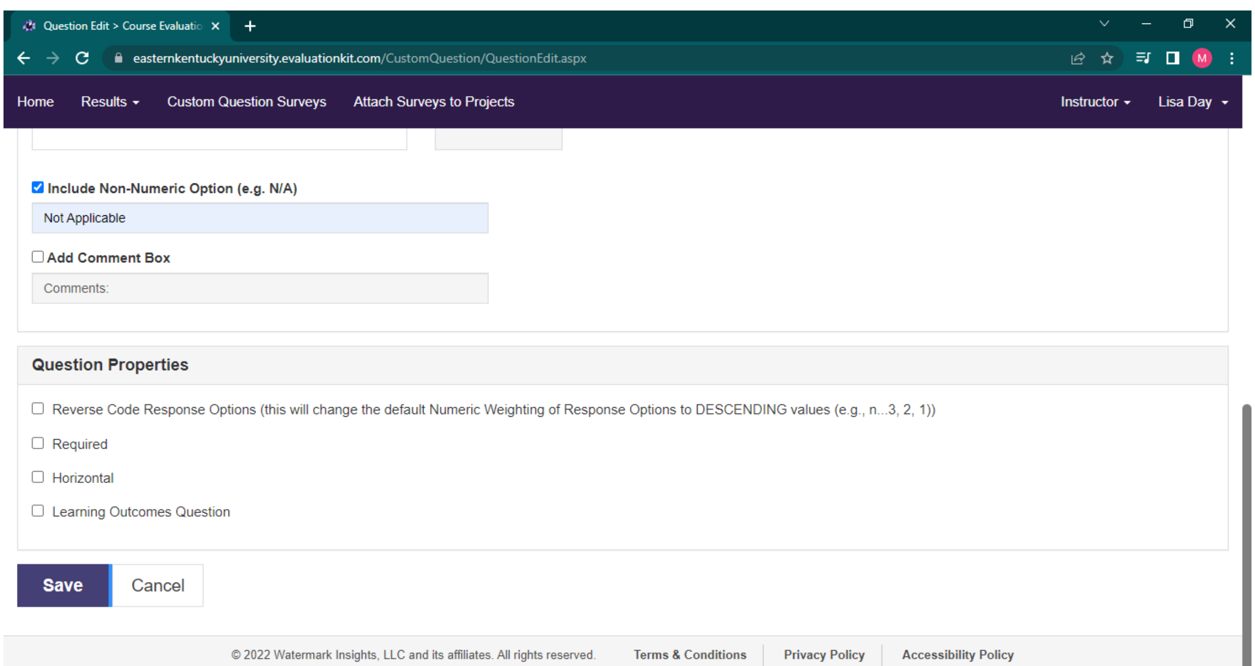


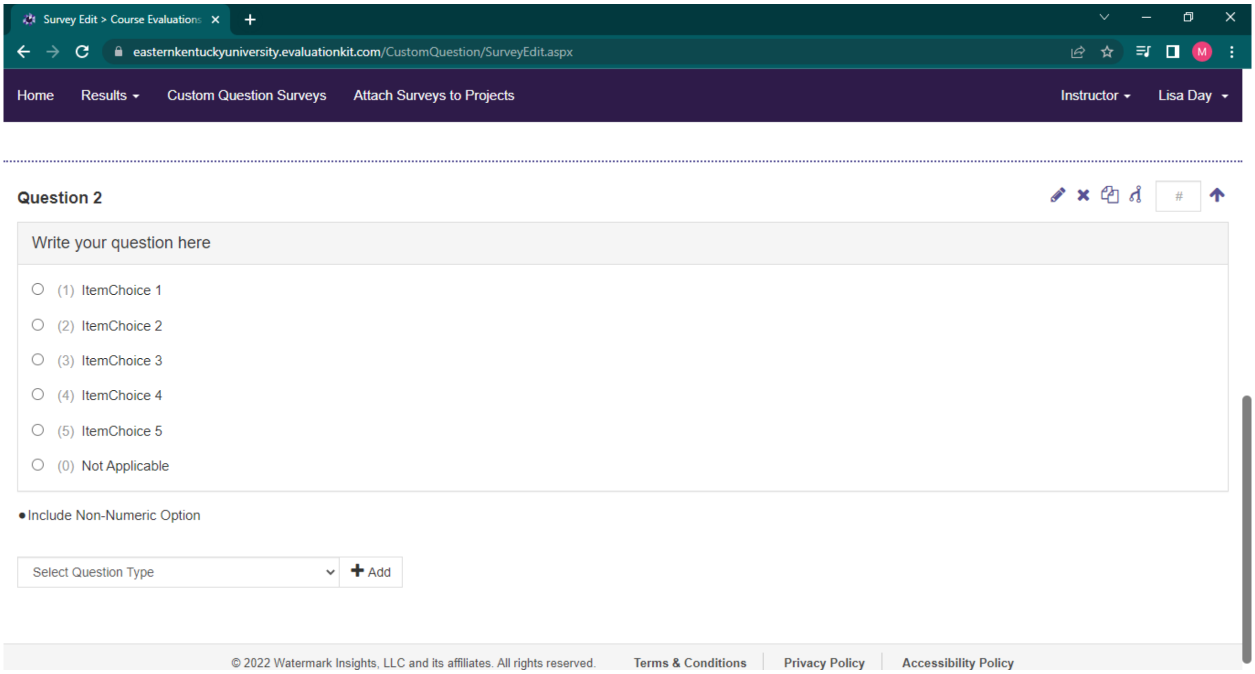
If you would like to add your own questions, either in addition to the Item Bank Questions or instead of the Item Bank Questions, select one of the question types from the **Select Question Type** drop-down menu. For example, **Single Selection**, as shown above. Click on the **Add** button with plus sign. This will take you to the next screen where you will add the question text in the text box labeled **Question Edit**.



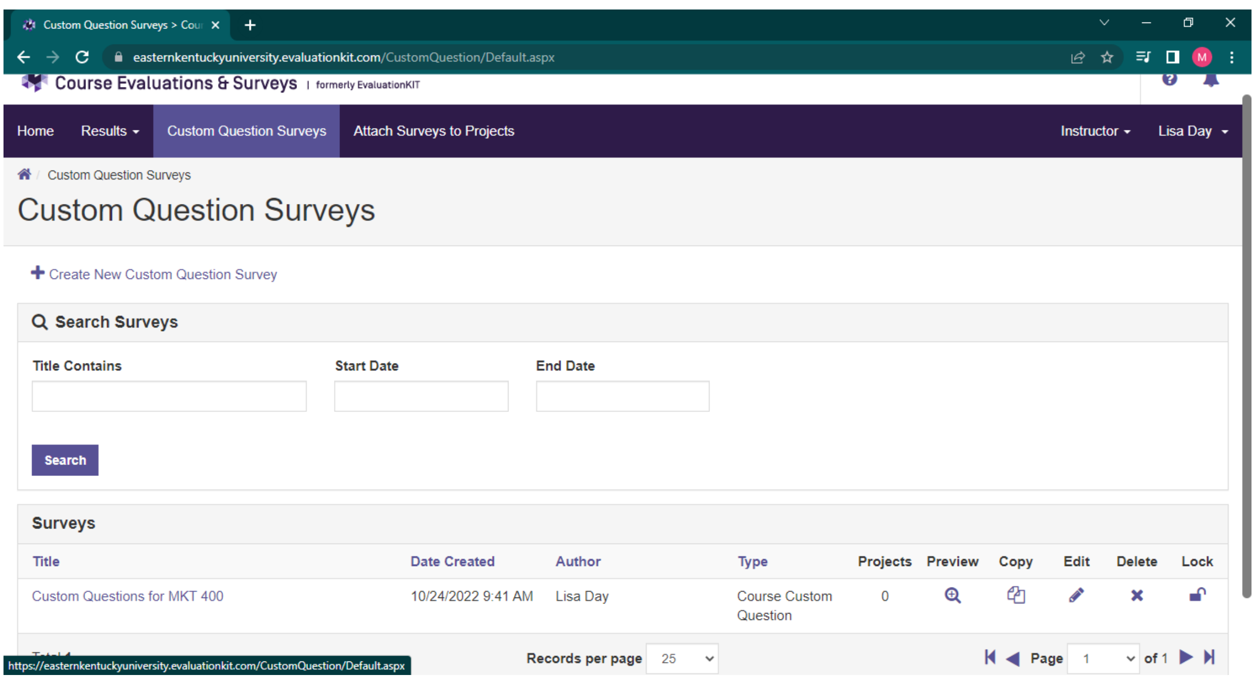


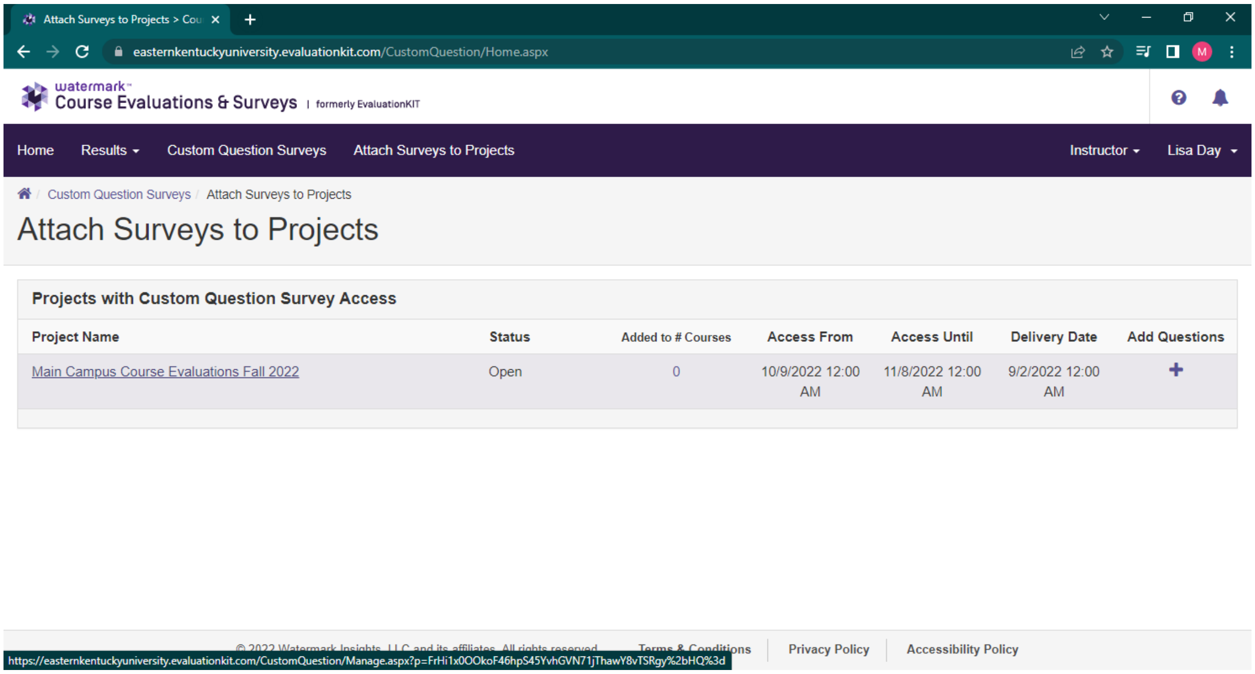
Once you have added the text of the question, you need to edit the **Response Options**. Watermark describes an example of this in the grey text box above the Response Options. Any Likert Scale is appropriate for the Single Selection type question. Pay attention to the scoring – a 1 is meant for a negative response option and a 5 for a positive response option. This is the default order and it is recommended to keep that order for consistency with the main survey. You may also add a **Non-Numeric Option** (Non-Applicable or N/A) below the Response Options that will not be scored and/or an optional **Comments Box**. Hit **Save** at the bottom of screen once you are finished.



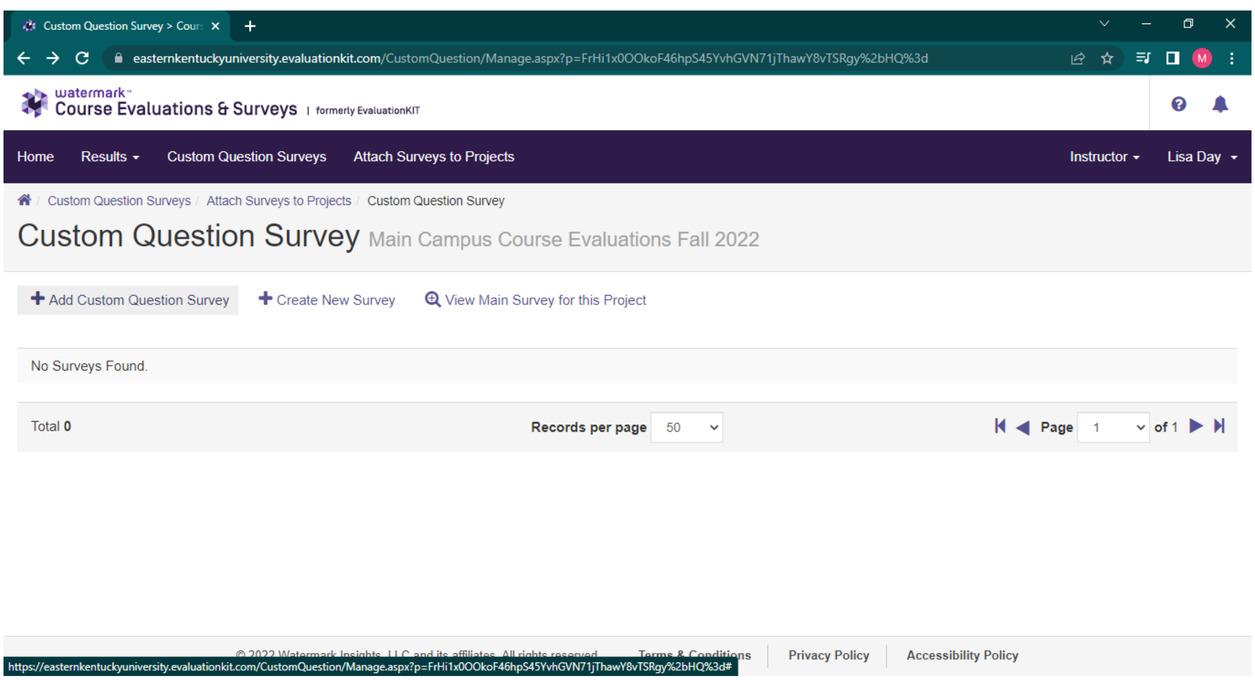


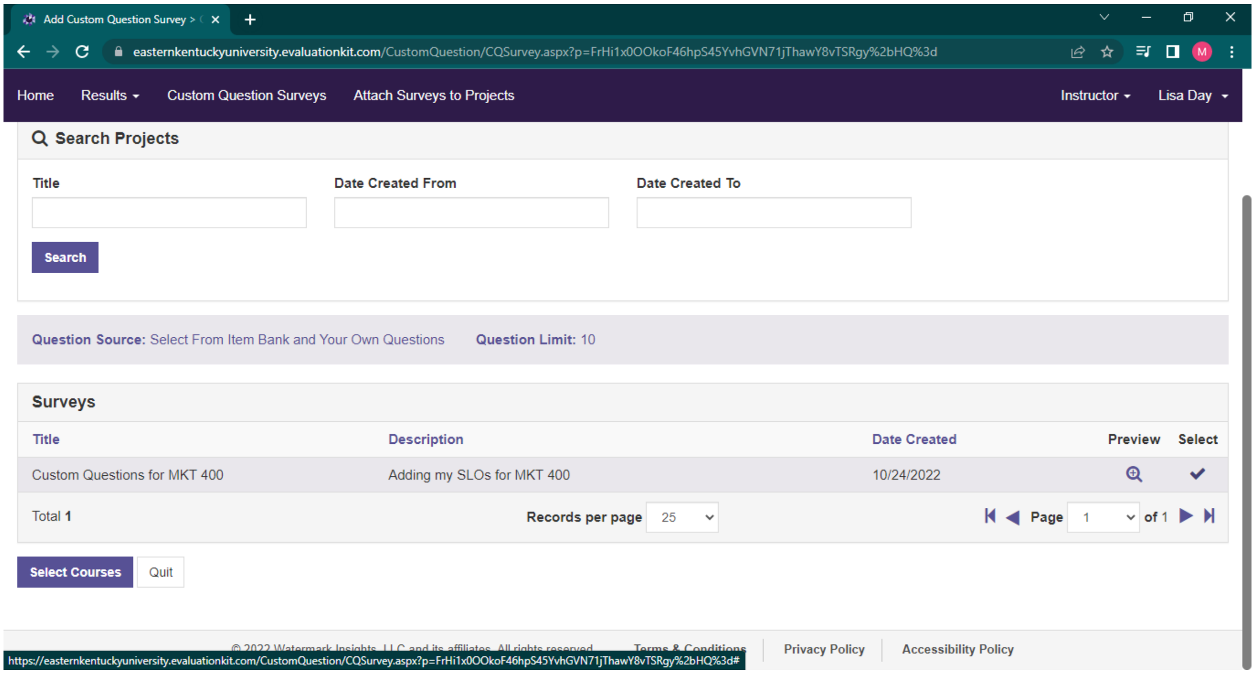
You will be directed back to the survey screen where you will see all your questions displayed. Next step is to navigate back out of the question editing mode to the **Custom Question Surveys** tab. You will see the survey you just created and any others that you create. You can use the same survey for all courses or create different surveys for different courses.



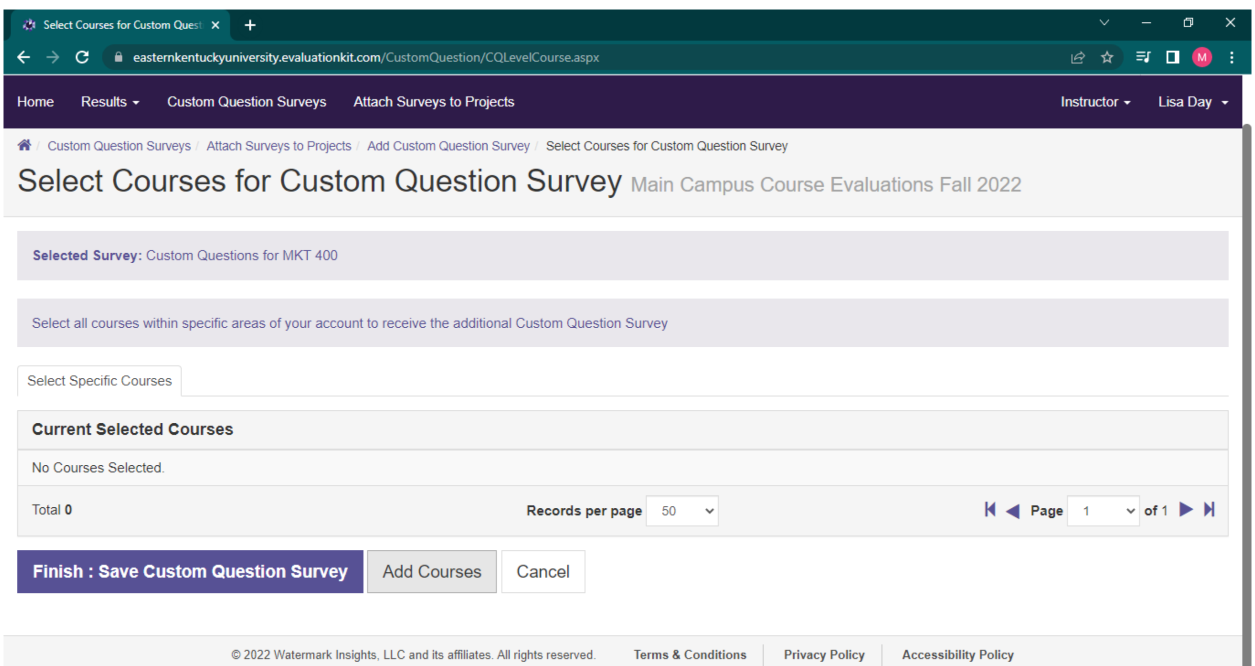


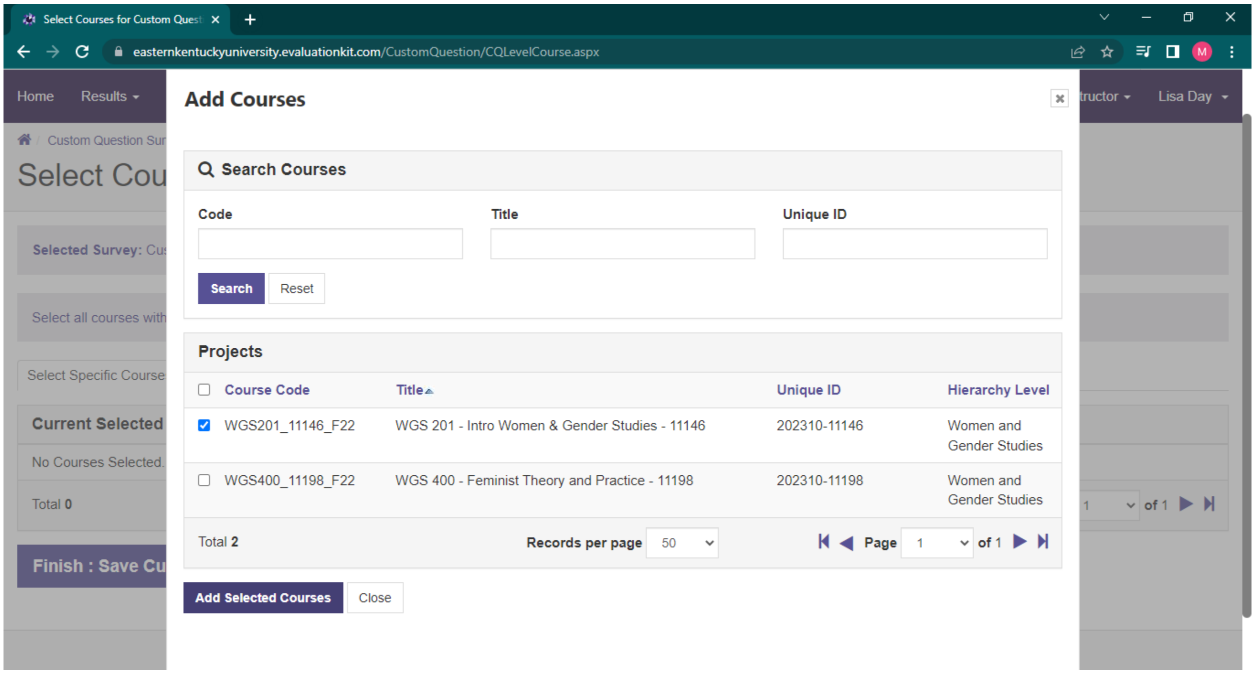
The next step is to attach the survey to the project. Select the **Attach Surveys to Projects** tab at the top of the screen. You will be displayed a list of projects. Make sure to select the correct project/semester (there may be multiple project listings on this page). Once you've selected the project, you may first see an empty box that says **No Surveys Found**. This is because nothing has been attached yet. You need to select **Add Custom Question Survey** to populate the empty fields or to add a newly created survey to the list of surveys.



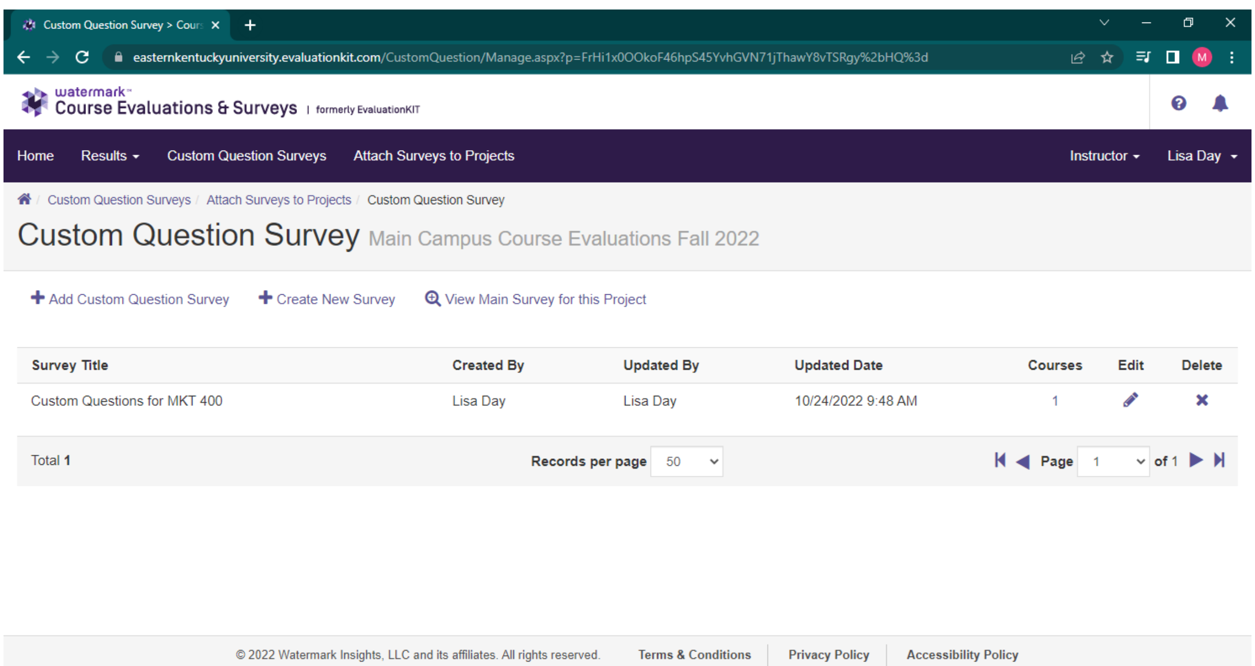


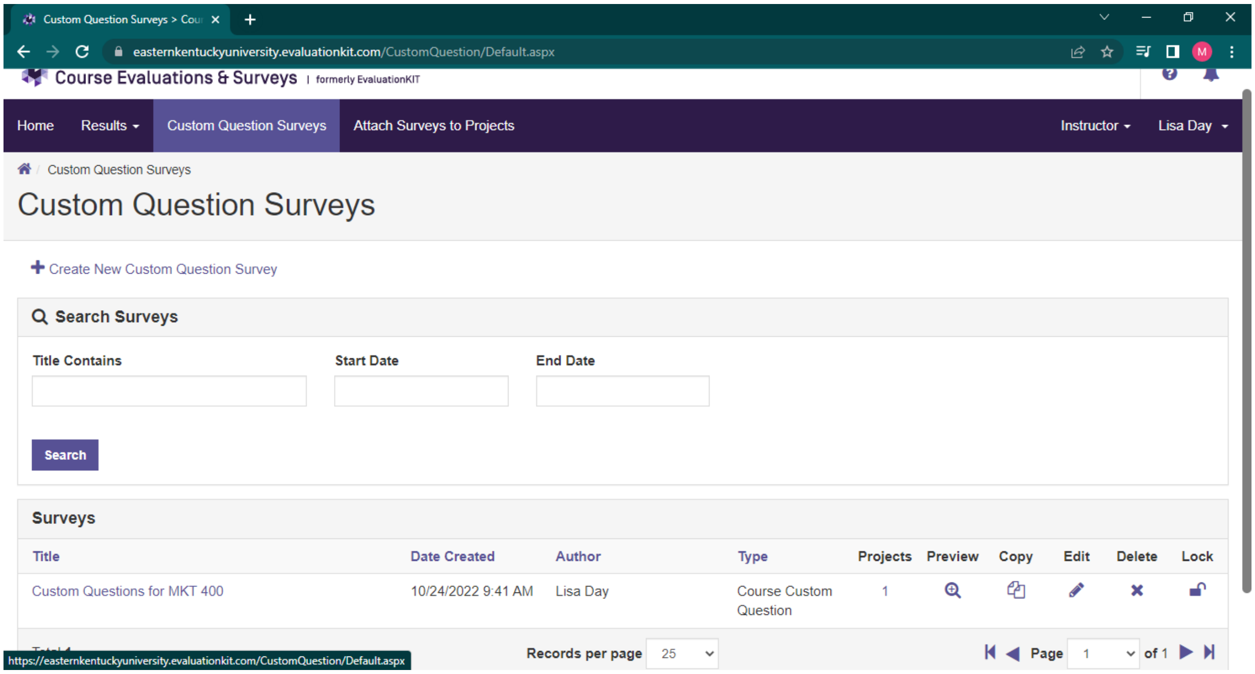
Once you select **Add Custom Question Survey**, a list of surveys you have created will appear. You will select the survey you want to add by clicking on the <u>checkmark</u> under **Select** on the far right. Once selected, you will need to click on **Select Courses** in the blue box underneath the list of surveys. Again, this will bring up an empty list. You now want to select **Add Courses** underneath the <u>Current Selected Courses</u> list.





A pop-up window with your courses will display once you select Add Courses. Select the courses you would like to add the questions to by selected the box next to the course name. A selected box will turn blue with a checkmark. Next, **Add Selected Courses** underneath the list. You will get a smaller pop-up box confirming they were added and will be redirected back to the page below. You can see that the survey you made is now connected to the course(s) you selected.





Once completed, if you navigate back to the **Custom Question Surveys** tab, you will see the surveys you've created and whether they are connected to Projects by looking in the **Projects** column of the list. If you want to re-use the same questions in the future, you will not need to recreate the questions or surveys, but instead just attach the already created survey to a different project.