

## Instructor-added questions in Teaching Survey System

### Instructions for selecting and customizing your survey

This document outlines the steps for selecting, creating and submitting your questions for the Teaching Survey form.

#### Overview

As an instructor, you may add questions to your survey. If you are teaching more than one class participating in the spring pilot, you may copy questions selected for one course for use in another course. You also have the option of submitting no questions. In this case, simply click the "Submit" button without creating any questions; doing this will spare you from reminder emails asking you to create your own questions.

*The section titled "Preselected Questions" are the questions on your School's form.*

#### A) How to select questions from the Question Bank

##### Step 1. Go to the section for the Question-Bank.

Find the section titled "Select your questions from the question bank" and click the "Show Section" button.

##### Step 2. View the questions in the Question Bank.

You will see an expanded section listing question categories. To see the questions inside any category, click the "Show Section" button in that category.

##### Step 3. Preview any questions that interest you.

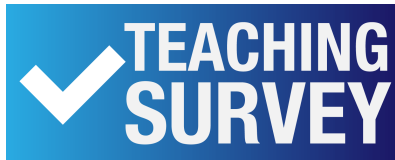
Click the "Preview" button to the left of any question that interests you. This will show you the question along with the answer options that your students will see.

##### Step 4. Select the questions you want to add to your form.

To select a question, click the "Select" button to the right of the question. You can easily deselect a question you have selected by clicking the "Deselect" button to the right of the question. Note that selected questions are not added to the survey form until you click on "Submit."

##### Step 5. Submit the questions you have selected.

Once you have finalized your questions, click the "Submit" button at the bottom of the page to add your questions to the survey form.



## B) How to Create a Custom Rating Question

### Step 1. Go to the section for creating custom questions.

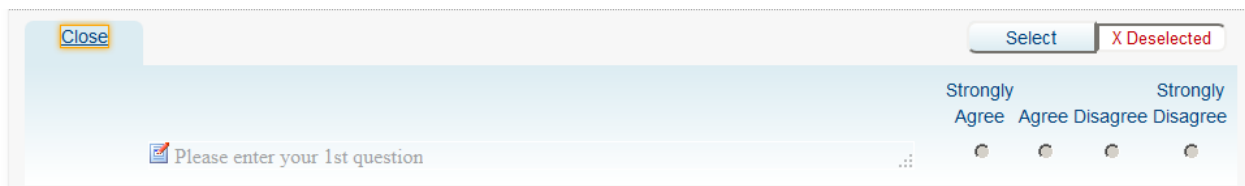
Find the section titled “Create Your Custom Rating Questions” and click the “Show Section” button.

### Step 2. Create your question(s).

Click the “Edit” button beside the first question:



Once clicked, the question field will expand as shown:



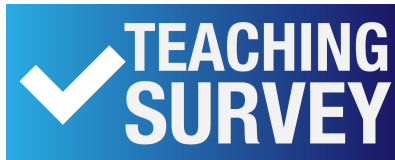
Click on the phrase “Please enter your 1<sup>st</sup> question” to activate the yellow edit box. Then begin typing your question.



To include your question on the survey form, click the “Select” button to the right of the question. The question will now show as “Selected.” You can easily deselect a question you have selected by clicking the “Deselect” button to the right of the question. Note that selected questions are not added to the survey form until you click on “Submit.”



If you wish, repeat the steps above to create another custom-rating question.



Go to Step 3 below to submit the questions you have created.

### C) How to create an Open-ended Question

#### Step 1. Go to the section for creating custom questions.

Find the selection (near the bottom of the page) titled “Please enter the text of your open-ended question”.

#### Step 2. Create your question(s).

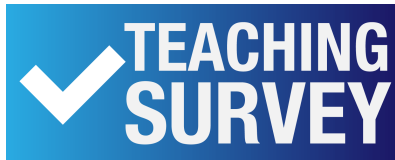
Click the “Edit” button beside the first question:

Once clicked, the question field will expand as shown:

Click on the phrase “Please enter your 1<sup>st</sup> open ended question” to activate the yellow edit box. Then begin typing your question.

To include your question on the survey form, click the “Select” button to the right of the question. The question will now show as “Selected.” You can easily deselect a question you have selected by clicking the “Deselect” button to the right of the question. Note that selected questions are not added to the survey form until you click on “Submit.”

If you wish, repeat the steps above to create another open ended question.



### Step 3. Submit the questions you have created

Once you have finalized your questions, click the “Submit” button at the bottom of the page to add your questions to the survey form.

If you are interrupted before you can complete the customization process, just click the “Save” button at the bottom of the page to store your work without submitting your questions. You will be able to return to your work by clicking on the email link you received previously.

If you want to change your selections later, you can do so by repeating the editing process and then clicking the “Update” button at the bottom of the page.

### D) How to review and preview your questions

Near the top of the question selection/creation page, you will see a “View” search box:



Change the “All options” drop-down menu to show “Selected”:



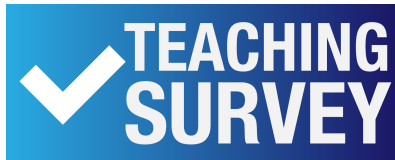
Click the down arrow button next to View and Select Personalizable items to refresh the view to display your custom questions.

To the far left of the “View” search box is a “Preview” button. Click this button to see the entire survey form as it will appear to your students.

### E) How to save selected questions before submitting them

If you are interrupted before you can complete the customization process, just click the “Save” button at the bottom of the page to store your work without submitting your questions. You will be able to return to your work by clicking on the email link you received previously.





Once you receive the confirmation message that your settings have been saved, you may close the window.

Note that the “Exit” button at the bottom of the page can be used to refresh the page with your latest changes and prepare for the closing of the browser. Once you submit your questions, however, you can simply close the browser.

## F) How to submit selected questions

Once you have finalized your questions, click the “Submit” button at the bottom of the page to add your questions to the survey form.



Once you click “Submit,” the “Save” and “Submit” buttons are replaced by an “Update” button. At this point you may close the window since the questions have been submitted.

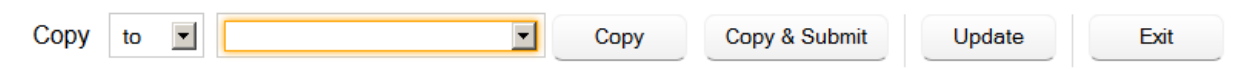
If you want to change your questions later, you can do so by repeating the edit process and clicking the “Update” button at the bottom of the page.

Note that once the question selection deadline is met the update option will no longer be available.

## G) How to copy questions to/from one course to/from another (pilot courses only)

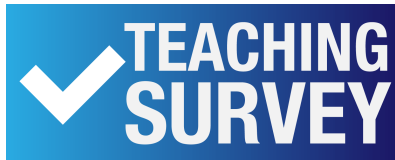
If you teach multiple courses participating in the pilot and wish to apply the selected and/or custom questions from one course to another course, you can use the copy function.

First locate the “Copy” box at the bottom of the screen:



Using the drop-down box, select the source (from) or destination (to) course to copy the questions from or to:





Click the “Copy” button to copy the questions. You will then see a message similar to the one below confirming the copy:

The questionnaire has been copied for 'ANIM\_SCI 205.02-PULLM Companion Animal Nutrition (John McNamara)' successfully.

Copy to ANIM\_SCI 205.02-PULLM Co Copy Copy & Submit Update Exit

Note that performing this operation will overwrite any question customization that might have been done for the destination course.

Click the “Copy & Submit” button to copy the questions and submit. You will then see a message similar to the one below confirming the Copy and Submit:

The questionnaire has been copied and submitted for 'ANIM\_SCI 205.02-PULLM Companion Animal Nutrition (John McNamara)' successfully.

Copy to ANIM\_SCI 205.02-PULLM Co Copy Copy & Submit Update Exit

Click the ‘Update’ button to update the present survey with the new changes.