

Adding Questions to your Midterm Course Survey

Overview

As an instructor, you may add questions to your survey. If you are teaching more than one class, you may copy questions selected for one course for use in another course. If you do not wish to add questions – no action is necessary. To avoid receiving reminders, simply click the “**Submit**” button without creating any questions.

Section A – Instructions for adding questions from a pre-selected list of Question Bank Items

Section B – Instructions for creating a custom rating or scaled question

Section C – Instructions for creating an open ended or comment question

Section D – Reviewing the questions you have added

Section E – Saving your selections – you may “Save” your form and return later to edit and review

Section F – Submitting your selections – You MUST “Submit” your selections for them to be added to the questionnaire.

Section G – Copying a set of questions to additional classes (this can only be done for classes taught within the term, question selections cannot be copied from one term to another)

The section titled “Preselected Questions” include questions that have been automatically applied to the Midterm Course survey and cannot be deleted or modified.

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 – See additional question samples at <https://teaching.pitt.edu/omet/question-library/>

Step 1. Go to the section for creating scaled (strongly agree to strongly disagree) 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 1st 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.”



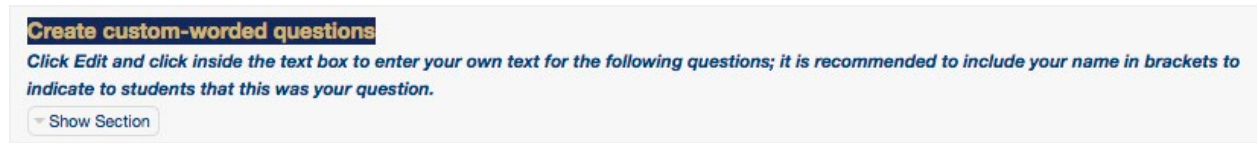
You may repeat the steps above to create another custom-rating question or go to Step 3 below to submit the questions you have created.

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”.

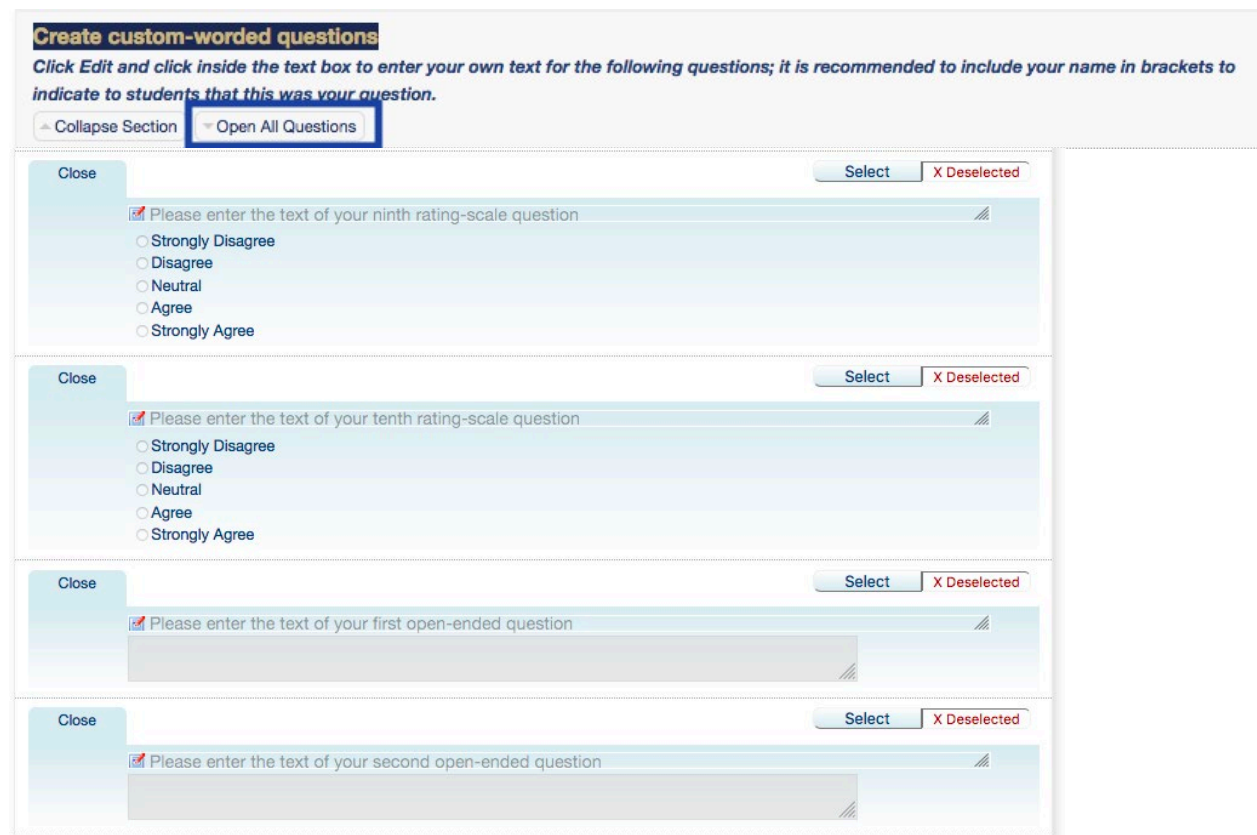
- Click on “Show Section”



Create custom-worded questions
Click Edit and click inside the text box to enter your own text for the following questions; it is recommended to include your name in brackets to indicate to students that this was your question.

▼ Show Section

- Click on “Open All Questions” – The first ten questions are set up for rating or scaled questions. The last five are set up for open ended questions.



Create custom-worded questions
Click Edit and click inside the text box to enter your own text for the following questions; it is recommended to include your name in brackets to indicate to students that this was your question.

▲ Collapse Section **Open All Questions**

Close Select X Deselected

Please enter the text of your ninth rating-scale question

Strongly Disagree
 Disagree
 Neutral
 Agree
 Strongly Agree

Close Select X Deselected

Please enter the text of your tenth rating-scale question

Strongly Disagree
 Disagree
 Neutral
 Agree
 Strongly Agree

Close Select X Deselected

Please enter the text of your first open-ended question

Close Select X Deselected

Please enter the text of your second open-ended question

Step 2. Create your question(s).

Click the “Edit” button beside the first open ended question:

Once clicked, the question field will expand as shown:

Click on the phrase “Please enter your 1st 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.**”

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.

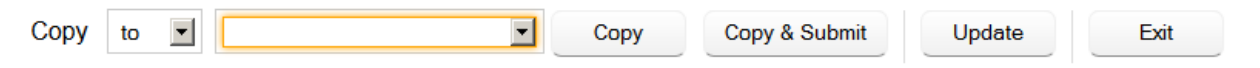
If you want to change your questions later, you can do so by repeating the edit process and clicking the “Update” button at the bottom of the page.

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

If you teach multiple courses 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:



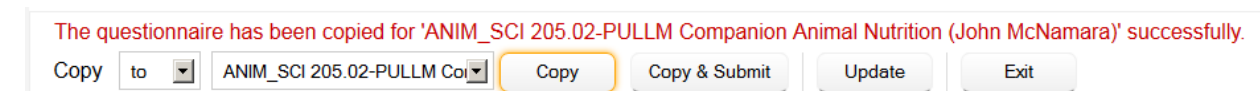
The screenshot shows a horizontal interface with a 'Copy' label, a 'to' dropdown menu, an empty dropdown box, and four buttons: 'Copy', 'Copy & Submit', 'Update', and 'Exit'.

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



The screenshot shows the same interface as above, but the dropdown menu is now populated with the text 'ANIM_SCI 205.02-PULLM Co'.

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



The screenshot shows a confirmation message in red text: "The questionnaire has been copied for 'ANIM_SCI 205.02-PULLM Companion Animal Nutrition (John McNamara)' successfully." Below the message is the same 'Copy' interface as above, with the 'Copy' button highlighted in yellow.

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 screenshot shows a confirmation message in red text: "The questionnaire has been copied and submitted for 'ANIM_SCI 205.02-PULLM Companion Animal Nutrition (John McNamara)' successfully." Below the message is the same 'Copy' interface as above, with the 'Copy & Submit' button highlighted in yellow.

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

<http://www.teaching.pitt.edu/omet/>