

Creating and Attaching Custom Question Surveys – 10 Step Tutorial

This document will walk you through the steps required to create Custom Question Surveys in the new EvaluationKIT (updates as of June 29, 2015), and attach them to SEOIs for courses of your choosing.

Adding custom questions to SEOIs is a four step process:

1. Create a separate survey with your custom questions
2. Link that small survey to your SEOIs
3. Verify that it is linked
4. Tell your students that you added some questions to the end of your SEOIs that you want them to please answer

Details follow:

First sign in to EvaluationKIT and then:

Step 1: At the top of the page, click the link titled “Custom Question Surveys”

The screenshot shows the EvaluationKIT web interface. The navigation bar at the top includes the EvaluationKIT logo, a 'Home' link, and a 'Custom Question Surveys' link which is circled in red. Other navigation links include 'Attach Surveys to Projects' and 'Results'. The user is logged in as 'Administrator TEST ADMIN'. The main content area is divided into three sections: 'Custom Questions', 'Project Results', and 'Response Rate Tracker'. The 'Custom Questions' section lists several surveys with their status, access dates, and delivery dates. The 'Project Results' section shows a table of project results for various forms and semesters. The 'Response Rate Tracker' section currently displays 'No Project Found'.

Custom Questions
Spring 2015 - Form A Status: Closed Access From: 5/19/2015 12:00 AM Access Until: 5/25/2015 11:59 PM Delivery Date: 5/26/2015 12:00 AM
Fall 2014 - Form A Status: Closed Access From: 11/12/2014 12:00 AM Access Until: 11/23/2014 11:59 PM Delivery Date: 11/24/2014 01:00 AM
Winter 2014 - Form A Status: Closed Access From: 2/17/2014 12:00 AM Access Until: 3/2/2014 11:59 PM Delivery Date: 3/3/2014 12:00 AM
Fall 2013 - Form A Status: Closed Access From: 11/11/2013 12:00 AM Access Until: 12/1/2013 11:59 PM Delivery Date: 12/2/2013 12:00 AM
Winter 2013 - Form A Status: Closed Access From: 2/13/2013 12:00 AM Access Until: 2/24/2013 11:59 PM Delivery Date: 2/25/2013 06:00 AM
Agency Survey Status: Closed Access From: 1/22/2013 12:00 AM Access Until: 1/25/2013 11:59 PM Delivery Date: 1/28/2013 08:00 AM

Project Results
Spring 2015 - Form A Project End Date: 6/7/2015 Results Start: 6/19/2015 Results End: 12/31/2999
Fall 2014 - Form A Project End Date: 12/7/2014 Results Start: 12/18/2014 Results End: 12/31/2999
Winter 2014 - Form A Project End Date: 3/16/2014 Results Start: 4/8/2014 Results End: 12/31/2999
Fall 2013 - Form A Project End Date: 12/8/2013 Results Start: 12/31/2013 Results End: 12/31/2999
Winter 2013 - Form A Project End Date: 3/11/2013 Results Start: 3/28/2013 Results End: 12/31/2999
Fall 2012 - Form A Project End Date: 12/3/2012 Results Start: 12/17/2012 Results End: 12/27/2999

Response Rate Tracker
No Project Found

Step 2: This screen displays surveys that have already been saved in past quarters. (Note: if you do not yet have any Custom Question Surveys created, the bottom area will simply say “No Surveys Found”).

To create a new Custom Question Survey, click the button labeled “Create New Custom Question Survey”

The screenshot displays the 'Custom Question Surveys' page in the EvaluationKIT application. The top navigation bar includes 'Home', 'Custom Question Surveys', 'Attach Surveys to Projects', and 'Results'. The user is logged in as 'Administrator' with the role 'TEST ADMIN'. The main heading is 'Custom Question Surveys'. A red circle highlights the '+ Create New Custom Question Survey' button. Below this is a search section titled 'Search Surveys' with input fields for 'Title Contains', 'Start Date', and 'End Date'. There are also radio buttons for 'Lock Status' (All, Locked, Unlocked) and a checkbox for 'Show Item Bank Surveys Only'. A 'Search' button is located below the search fields. The results section, titled 'Surveys', shows 'No Surveys Found' and 'Total 0'. At the bottom of the results section, there is a 'Records per page' dropdown set to 25 and a pagination control showing 'Page 1 of 1'.

Step 3: First give your survey a title and a description (these surveys can be saved for future use, so this can be very useful).

Click the button labeled “Save New”.

The screenshot shows the 'Edit Survey' interface. At the top, there is a navigation bar with 'EvaluationKIT' logo and links for 'Home', 'Custom Question Surveys', 'Attach Surveys to Projects', and 'Results'. On the right, it shows 'Administrator' and 'TEST ADMIN'. Below the navigation bar, the breadcrumb trail is '> Custom Question Surveys > Edit Survey'. The main heading is 'Edit Survey'. Underneath, there is a 'Survey Properties' section with two text input fields: 'Title' (containing 'A sample custom question survey') and 'Description' (containing 'A survey of sample custom questions'). Below these fields are two buttons: 'Save New' (highlighted with a red circle) and 'Cancel'. At the bottom of the page, there is a footer with the text '© 2013 EvaluationKIT. All Rights Reserved.'

The survey editor will open. From this screen you can begin building your survey from the given question types.

This screenshot shows the 'Edit Survey' page with the 'Survey Properties' section. The 'Title' field contains 'A sample custom question survey' and the 'Description' field contains 'A survey of sample custom questions'. Below these fields are 'Save New' and 'Cancel' buttons. A dropdown menu is open below the 'Save New' button, showing the following options: 'Select Question Type', 'Single Selection', 'Multiple Selection', 'Matrix', 'Numeric Selection', 'Open Ended Text Response', and 'Survey Label'. A red arrow points to the 'Multiple Selection' option, and a red text label 'Add New dropdown to add question.' is positioned to the right of the dropdown menu.

Step 4: Once you have finished adding questions to the survey, click “Save”.

EvaluationKIT Home Custom Question Surveys Attach Surveys to Projects Results - Administrator TEST ADMIN

Type Multiple Selection

Question Text

Question 1

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

Option 1
Option 2
Option 3
Option 4
Option 5

Numeric Weighting

1
2
3
4
5

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

Required

Horizontal

Save Cancel

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EvaluationKIT Home Custom Question Surveys Attach Surveys to Projects Results - Administrator TEST ADMIN

> Custom Question Surveys > Edit Survey

Edit Survey

Survey Properties

Title: A sample custom question survey

Description: A survey of sample custom questions

Save Cancel

Select Question Type

1 - Question 1

Option 1

Option 2

Option 3

Option 4

Option 5

Select Question Type

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Step 5: The dashboard should take you back to the “Custom Question Surveys” page. The bottom section will now be populated with the new survey.

Next, you will attach the short survey you just created to the SEOs for the courses of your choosing. Click the link labeled “Attach Surveys to Projects”.

EvaluationKIT Home Custom Question Surveys **Attach Surveys to Projects** Results ▾

Home > Custom Question Surveys

Custom Question Surveys

+ Create New Custom Question Survey

Search Surveys

Title Contains

Start Date

Lock Status
 All Locked Unlocked

Show Item Bank Surveys Only

Search

Surveys

Title	Description	Date Created
A sample custom question survey	A survey of sample custom questions	7/15/2015 10:04 AM

Step 6: A page will load with all of the SEOI projects being used by your course(s). You start by picking the project to which you will attach your survey. *For the purpose of this demonstration, we selected “Test of New Interface 7-14-15”.*

EvaluationKIT  Home Custom Question Surveys Attach Surveys to Projects Results ▾ Instructor ▾ 

Home > Custom Question Surveys > Attach Surveys to Projects

Attach Surveys to Projects

Projects with Custom Question Survey Access

Project Name	Status	Surveys Added to # Courses	Access From	Access Until	Delivery Date	Add Questions
Test of New Interface 7-14-15	Open	0	7/14/2015	7/17/2015	7/18/2015	

Step 7: Any surveys already attached to this project will be displayed in the bottom section. If you have not yet attached any, it will simply say “No Surveys Found”.

To add a survey, click the link labeled “Add Custom Question Survey”.

The screenshot shows the EvaluationKIT interface. The top navigation bar includes 'Home', 'Custom Question Surveys', 'Attach Surveys to Projects', and 'Results'. The breadcrumb trail is 'Home > Custom Question Surveys > Attach Surveys to Projects > Custom Question Survey'. The main heading is 'Custom Question Survey Test of New Interface 7-14-15'. Below the heading, there are three links: '+ Add Custom Question Survey' (circled in red), '+ Create New Survey', and 'View Main Survey for this Project'. A message box states 'No Surveys Found.' At the bottom, it shows 'Total 0' and 'Records per page 50'.

Step 8: The first thing you must do is select the custom survey(s) you will be attaching by clicking the green check-mark next to each one you wish to attach.

When you’ve finished selecting the custom surveys, click the button labeled “Select Courses”.

The screenshot shows the EvaluationKIT interface for 'Add Custom Question Survey Test of New Interface 7-14-15'. The top navigation bar includes 'Home', 'Custom Question Surveys', 'Attach Surveys to Projects', 'Results', and 'Instructor'. The breadcrumb trail is 'Home > Custom Question Surveys > Attach Surveys to Projects > Add Custom Question Survey'. Below the heading, there is a search section for projects with fields for 'Title', 'Date Created From', and 'Date Created To', and a 'Search' button. A blue bar indicates 'Question Source: Select From Item Bank and Your Own Questions' and 'Question Limit: 5'. Below this is a table of surveys:

Title	Description	Date Created	Preview	Select
A sample custom question survey	A survey of sample custom questions	7/15/2015		<input checked="" type="checkbox"/>

At the bottom, there is a 'Total 1' and 'Records per page 25' dropdown. Navigation controls show 'Page 1 of 1'. At the bottom left, there are two buttons: 'Select Courses' (circled in green) and 'Quit'.

Step 9: Once you click the “Select Courses” button, you will be redirected to the Select courses for Custom Question Survey page. If you don’t have any currently selected courses, the Current Selected Courses table should be empty. To add a course to attach the custom question survey to, you will need to click the “Add Courses” button below the table.

EvaluationKIT Home Custom Question Surveys Attach Surveys to Projects Results ▾

Home > Custom Question Surveys > Attach Surveys to Projects > Add Custom Question Survey > Select Courses for Custom Question Survey

Select Courses for Custom Question Survey Test of New Interface 7-14-15

Selected Survey: A sample custom question survey

Select all courses within specific areas of your account to receive the additional Targeted Survey or Custom Question Survey

Select Specific Courses

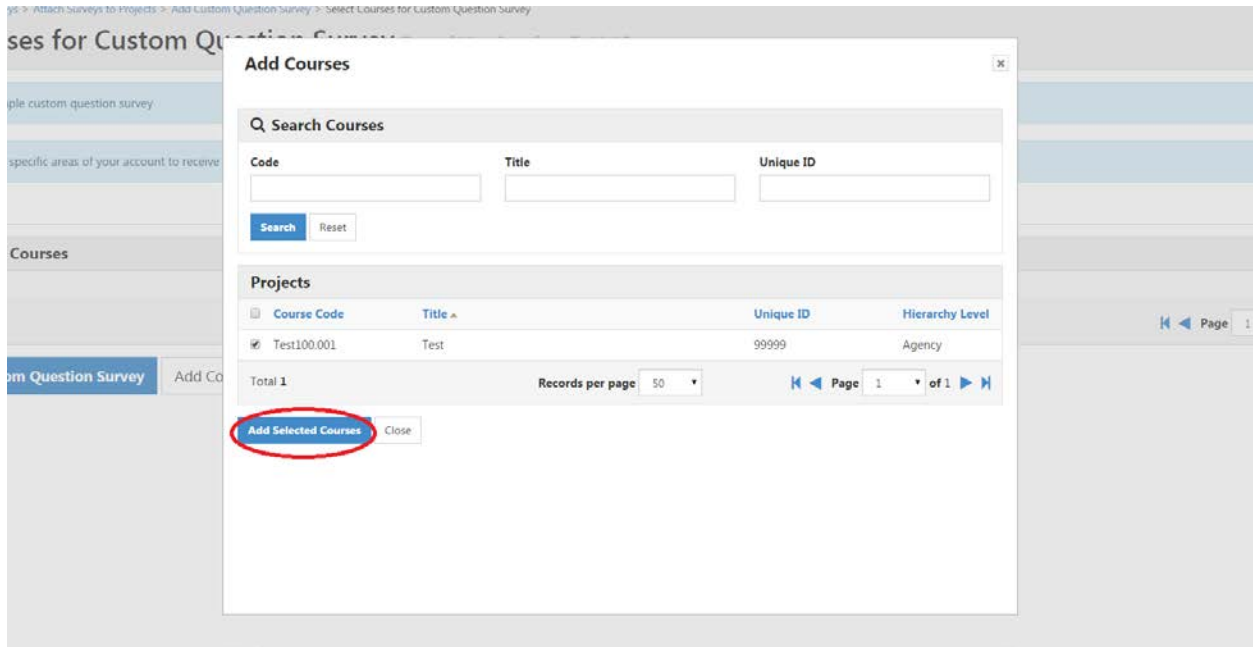
Current Selected Courses

No Courses Selected.

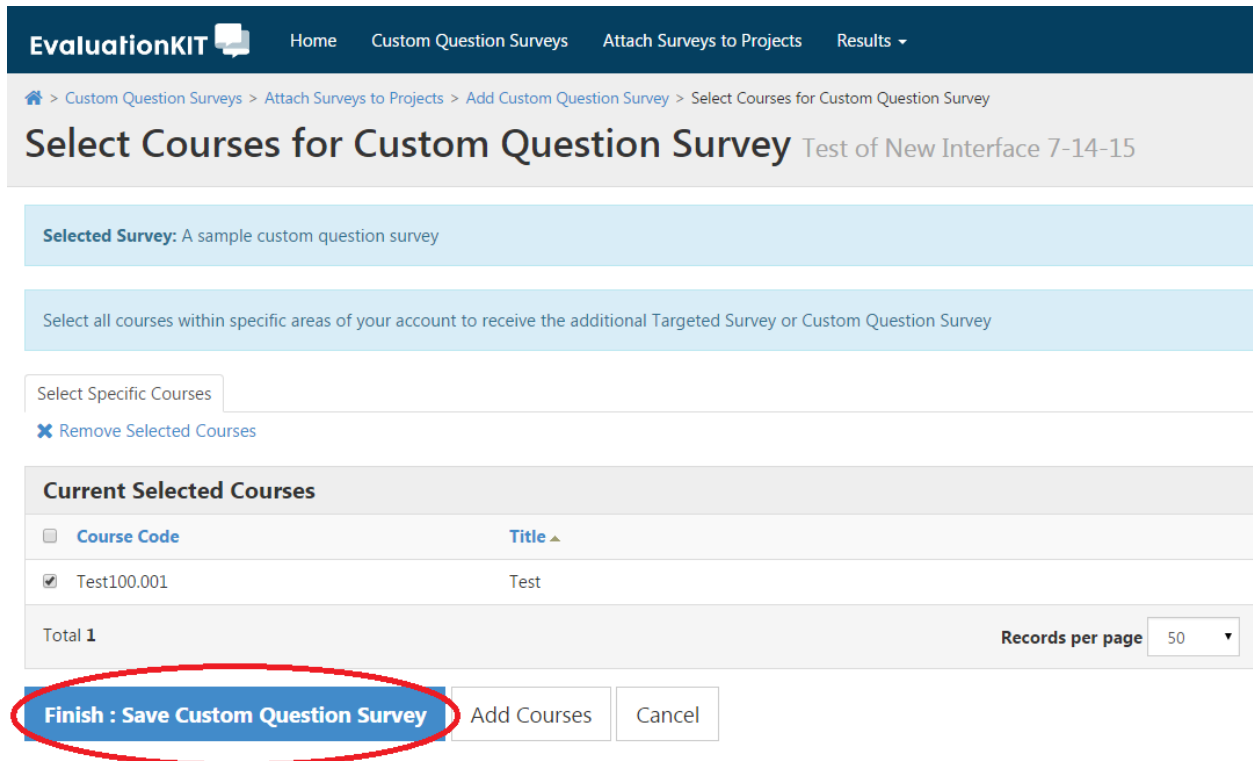
Total 0 Records per page 50 ▾

Finish : Save Custom Question Survey **Add Courses** Cancel

Then a pop-up window appears and you have to select which courses you want to add the custom question survey too. Check the boxes next to which courses you wish to add the custom questions to and then click “Add selected courses” when you are done.



Now make sure you finalize the addition of the custom questions to the courses you wish to add them to by selecting the check boxes next to the courses to add the custom question surveys to and then click on the button labeled “Finish: Save Custom Question Survey”.



Step 10: VERIFY THAT CUSTOM QUESTIONS HAVE BEEN ADDED SUCCESSFULLY

Once you've finished with either of the above methods for attaching custom surveys you can verify that they were attached successfully.

1st: Navigate back to the "Attach Surveys to Projects" page.

2nd: Make sure you can see the custom survey(s) listed, with the number of course SEOs they are attached to.

Projects with Custom Question Survey Access						
Project Name	Status	Surveys Added to # Courses	Access From	Access Until	Delivery Date	
Test of New Interface 7-14-15	Open	1	7/14/2015	7/17/2015	7/18/2015	

(Click on the Project Name to check that the correct survey was added to the proper number of courses)

Survey Title	Created By	Updated By	Updated Date	Courses	Edit
A sample custom question survey			7/15/2015 1:29:15 PM	1	

Total 1 Records per page 50 Page 1

If you have any questions, feel free to email or call:

Tom Henderson, Director of Academic Assessment

509-963-2046

HendersT@cwu.edu