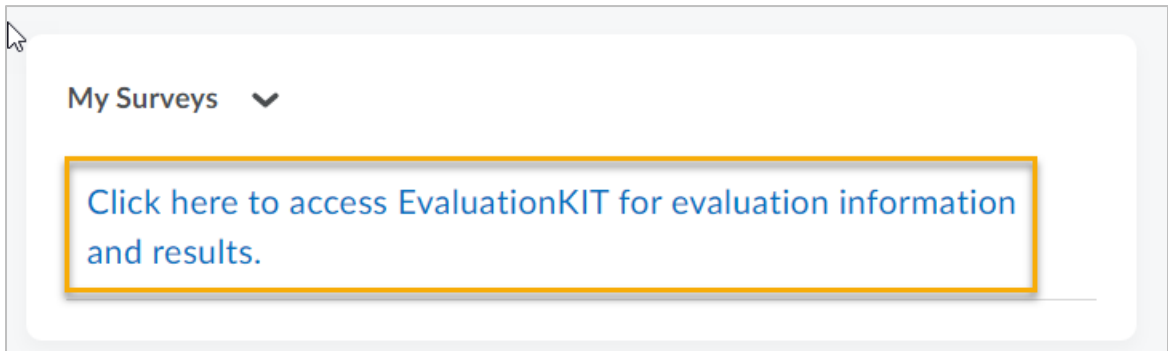# Creating and Adding Custom Questions to the Semester Survey

First, you will create the Custom Survey with your four custom questions. Then, you will attach that survey to the existing Semester Survey (which is called a "Project"). If questions arise, please reach out to us at online.learning@nscc.edu so we can schedule a Zoom session with you.

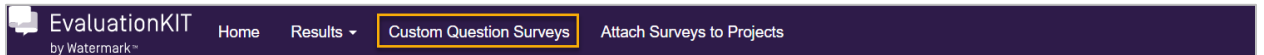## Part 1: Create the Custom Survey

1. Click "Click here to access EvaluationKIT for evaluation information and results" on the D2L/NS Online homepage:
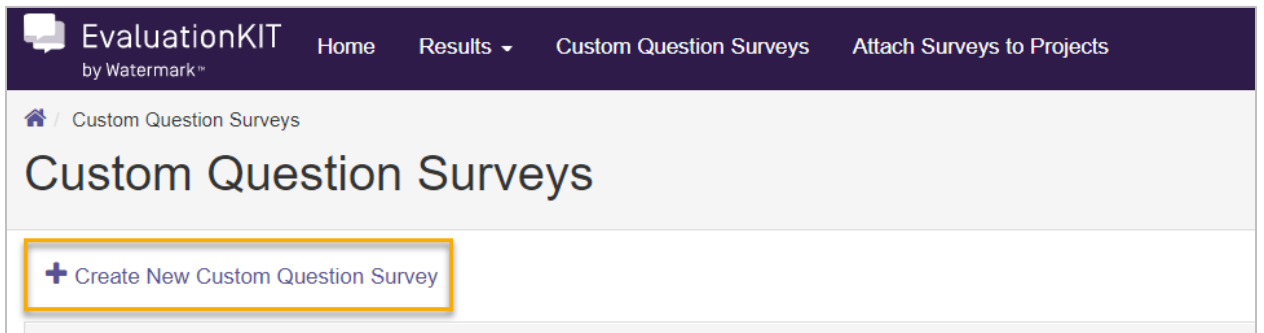   lick

A new window will open.

2. Click "Custom Question Surveys" in the purple toolbar:

3. Click "Create New Custom Question Survey"

4. Add the survey title and description, then click "Save New":

5. Click the action arrow next to "Select Question Type" to see the question type options:

6. Create your questions. Note you have the option to check a "Required" box. Below is an example of a write-in question being created with four steps:
   1. Add the question text.
   2. Click "Medium Response Box" radio button to give your respondent plenty of room to reply.
   3. Click the "Required" checkbox if you want the question to be required.
   4. Click the "Save" button.

Question Edit Test HCMT 2360

Type Write-in

Question Text

What did you like most about this class? **1**

○ Small Response Box (Small size box with 1 line, maximum 1,000 characters.)
● Medium Response Box (Medium size box with 5 lines, maximum 4,000 characters.) **2**
○ Large Response Box (Large size box with 10 lines, unlimited text)
☐ Add Pre-defined Text

Question Properties

☑ Required **3**
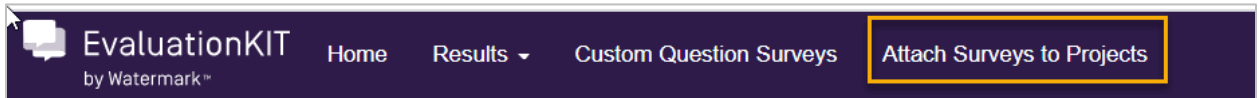☐ Learning Outcomes Question

4 **Save** Cancel

Here is an example of a "single choice" question and the four steps to include:

1. Add the question.
2. Type in "Strongly Agree, Agree, Neutral, Disagree, and Strongly Disagree" on separate lines.
3. Click the checkbox next to "Revers Code Response Options"
4. Click "Required" if you want this question to be required.

Remember to click "Save."

Part 2: Attach the Custom Survey to the "Project"

1. Click "Attach Surveys to Projects" in the purple toolbar:

2. Click "Add Custom Question Survey."

3. Click the checkmark next to the Custom Survey You want to use, then click "Add Courses":

4. Click "Add Courses":

A pop-up window will appear for you to select the courses you want to attach the Custom Survey to.

5. Select the checkbox next to the course you want to attach the Custom Survey to, then click "Add Selected Courses": (Note: you can select all at the same time if you are using the same four questions for each course).
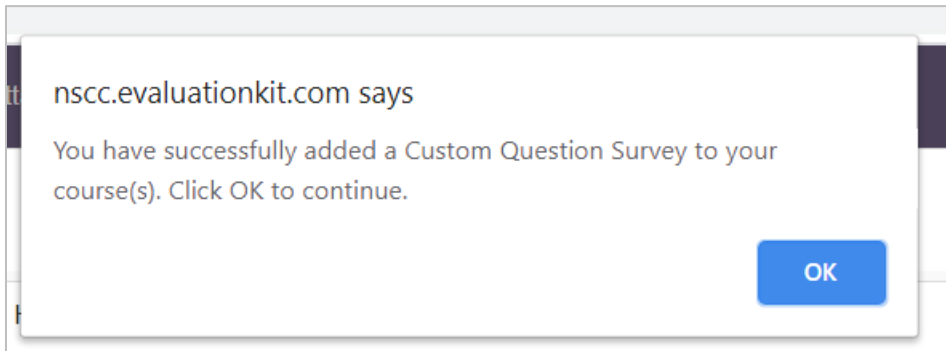
A pop-up box will appear confirming you have added the Custom Survey to the course. Click "OK":

You have now added a custom survey to your course(s).

NOTE: If you are going to add the same questions to each class, then just create one custom survey with each of those questions. Then you can attach that one survey to each of their section surveys. But if you have different questions for different classes, you can create a custom survey for each unique question.