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 <u>online.learning@nscc.edu</u> so we can schedule a Zoom session with you.

Part 1: Create the Custom Survey

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

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	My Surveys	~
Click here to access EvaluationKIT for evaluation information and results	Click her	e to access EvaluationKIT for evaluation information

A new window will open.

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

EvaluationKIT Home Results - Custom Question Surveys Attach Surveys to Projects

3. Click "Create New Custom Question Survey"



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

A / Custom Question Surveys / Survey Edit		
Survey Edit		
Survey Properties		
Title	Coescription	
1 _{НСМТ 2365}	Set of 3+1	
Save New Cancel		
-		

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

A / Custom Question Surveys / Survey Edit	
Survey Edit HCMT 2365	
Q Preview	
Survey Properties	
Title	Description
HCMT 2365	Set of 3+1
Save Cancel	
Select Question Type	
Single Selection	
Multiple Selection Matrix	
Numeric Selection	
Label	
LO Item Bank Question	

- 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	est HCMT 236	0					
Type Write-in							
Question Text							
Image: What did you like most about	B I ⊻ ÷ It this class?	EE		i≡ - & %	Font Sizes -	<u>A</u> • <u>A</u> •	
 Small Response Box (Smal Medium Response Box (Me Large Response Box (Large Add Pre-defined Text 	Il size box with 1 line edium size box with e size box with 10 lin	e, maximum 1 5 lines, maxin nes, unlimited	,000 characters num 4,000 chara I text)	.) acters. <mark>, 2</mark>			
Question Properties							
 Required 3 Learning Outcomes Question 	in						
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.

Custon Oversion Surveys Surveys Surveys Council Oversion Edit	
Type Single Selection	
Question Text	
X D 10 ↑ + B I U S E Ξ Ξ Ξ Ε·Ε·8 22	Font Sizes • <u>A</u> • <u>B</u> •
Type in the question here. EX: Chocolate is the best ice cream flavor.	
Instructions Each the below represents one response option. Example of response options might be a satisfaction Starting with the first Response Option entered, coding for each response option begins with a weight o	scale Box Very Satisfied, Setisfied, Dissatisfied, Very Dissatisfied. A ¹ 'T and increases in ASCENDING values (e.g., 1, 2, 3, n).
Response Options	Numeric Weighting
Brangi Argee 2 Argee Netral Disagree Strengy Disagree	5 4 3 2 1
Include Non-Numeric Option (e.g. N/A)	
Add Comment Box	
Comments:	
Question Properties	
Reverse Code Response Options (this will change the default Numeric Weighting of Response Option Required	s to DESCENDING values (e.g., n3, 2, 1)) 3

Remember to click "Save."

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

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

È EvaluationKIT _H	Home	Results -	Custom Question Surveys	Attach Surveys to Projects	
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2. Click "Add Custom Question Survey."

Custom Question Surveys Attach Surveys to Projects Custom Question Survey Custom Question Survey Fall 2020 Cours	se Evaluation Survey					
+ Add Custom Question Survey + Create New Survey Q View Main	Survey for this Project					
Survey Title	Created By	Updated By	Updated Date	Courses	Edit	Delete
HCMT 2360	Concession Strength	Concession Research	11/17/2020 4:35 PM	1	de la	×
HCMT 2385	Conception Named	Courses Named	11/17/2020 4:36 PM	1	ø	×
Total 2	Recor	rds per page 50 🗸		🖌 ┥ Pag	ge 1 v	of 1 🕨 🕅

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

Add Custom Question Surveys Attach Surveys to Projects Add C	Custom Question Survey BY Fall 2020 Course Evaluat	ion Survey		
Q Search Projects				
Title Search	Date Created From	Date Created To		
Question Source: Select From Your Own Questions Only	Question Limit: 24		C ₂	
Surveys				
Title	Description		Date Created	Preview Select
HCMT 2360	Test set of 3+1		11/17/2020	ତ୍ 🗸
HCMT 2385	Test set of 3+1		11/17/2020	Q 🗸
HCMT 2365	Set of 3+1		11/18/2020	Q 🚺
Total 3		Records per page 25 ~		I ◄ Page 1 ~ of 1 ► I
Quit Quit				

4. Click "Add Courses":

Selected Survey: HCMT 2365			
Select all courses within specific areas of your account to receive the additional Custom Question	I Survey		
Select Specific Courses			
Current Selected Courses		Þ	
No Courses Selected.		μ.	
Total 0	Records per page 50 ~		H ◀ Page 1 ✓ of 1 ► H
Finish : Save Custom Question Survey Add Courses Cancel			

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).

Add Courses

2	Necolus per page 50 V	R Taye	
Total 6	Records per page 50	A A Page	1 × of 1 > >
86918.202080	HCMT-2400-W01 - Pathophysiology	8363163	Business, Management and Hospitality
86932.202080	HCMT-2385-W01 - Healthcare Management Capstone	8363175	Business, Management and Hospitality
hcmt2365.202080cl	HCMT-2365-L01/N80 - Coding Capstone	8365156	Business, Management and Hospitality
 87750.202080 	HCMT-2360-W01 - Reimbursement Practices	8362571	Business, Management and Hospitality
86927.202080	HCMT-2345-N80 - CPT Coding	8363173	Business, Management and Hospitality
87416.202080	HCMT-2330-W01 - Pharmacology	8361811	Business, Management and Hospitality

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.