

Introduction

Custom questions can be added to Student Evaluation of Teaching (SET) evaluations at the lecturer's discretion. Custom questions can only be added after the evaluation has been set up by the SET Coordinator. Staff will receive an email stating the evaluation has been set up and 3 additional questions can then be added.

The current mandatory questions ([Course Evaluation mandatory questions](#), [Teaching Evaluation mandatory questions](#) and [TA/Tutor mandatory questions](#)) are presented using a **5-point Likert style** answer options ranging from 5 ("Strongly Agree") and 1 ("Strong Disagree"). To follow the **same style** as the **mandatory questions**, select the question type "**Single Selection**" with the order "**Strongly Agree**" (5) to "**Strong Disagree**" (1). Click "**Reverse code response options**" to ensure the numeric order matches the order of the mandatory questions (i.e., starting with "Strongly Agree" and finishing with "Strongly Disagree"). See the example on page 3.

Ako Marake | Evaluation & Student Insights (ESI), alongside faculty, have developed Questions Banks with additional questions to attach to evaluations. The following are the suggested item bank questions: -

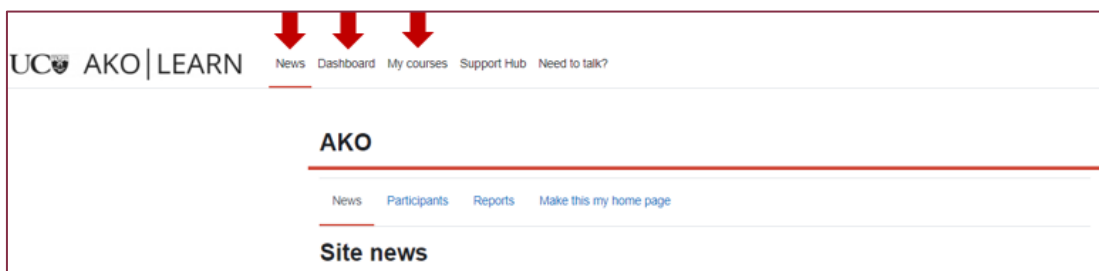
- [Course Evaluation Item Bank Questions](#)
- [Teaching Evaluation Item Bank Questions](#)
- [TA/Tutor Evaluation Item Bank Questions](#)

Step by Step Guide

1. Access the Watermark Course Evaluation System

1.1. Log in to [LEARN](#).

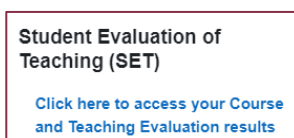
Ensure you are either on the "**News**", "**Dashboard**" or "**My courses**" page. If you are on a particular course's LEARN page, you will need to navigate to one of the aforementioned tabs.



1.2. On the top right side, click on "<" to open the block drawer if it's not already open/visible.



1.3. In the block "Student Evaluation of Teaching (SET)", click the link "*Click here to access your Course and Teaching Evaluation results*".



1.4. Next, either [watch this concise video](#) that explains the rest of the process or keep reading this guide.

Note!

- If this is your first time adding a custom question[s], you will need to create the question[s] first. Continue reading [2. Adding NEW custom question\[s\]](#) instructions in the next section.
- If you already have existing custom question[s] and you would like to attach these pre-existing question[s] to an evaluation, skip to [4. Attaching newly created or existing custom question\[s\] to an evaluation](#) section below.

2. Adding NEW custom question[s]

- 2.1. Once on Watermark webpage (per Section 1), click on “Custom Questions” and select “Custom Question Surveys” located on the top bar menu.
- 2.2. Click “+ Create New Custom Question Survey”.
- 2.3. Enter a title and description and click “Save”.
- 2.4. Add your questions by selecting “Add a Question” dropdown.

3. Custom Question Types

Dropdown Options	Description
Create New	To create new custom question (i.e., not in the UC SET item bank)
From My Surveys	Select custom questions that you previously created.
From Item Banks	Select custom questions from the UC SET item bank.
From LO Item Banks	<NOT IN USE>

3.1. Create New

3.1.1. Choose your preferred question type from the dropdown list.

Example:

- The mandatory SET questions are “Single Selection” type questions which allow respondents to select only one answer.
- **Note: Response Options** range from “Strongly Agree” to “Strongly Disagree” and the **Numeric Weighting** ranges from “5 to 1” by selecting “Reverse Code Response Options” under the **Questions Properties**.

Question Type

Question Type
Single Selection Change Type

About Single Selection
In Single Selection Question type, the student will pick from one of many options.
This works best for yes/no and likert-type scale questions and can be formatted both vertically and horizontally.

English (New Zealand) English (United States) Maori (te reo Māori) Chinese (中文)

Question Management

Question Text

The course resources and assessments fostered my independent learning.

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	Numeric Weighting
Strongly Agree	5
Agree	4
Neutral	3
Disagree	2
Strongly Disagree	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 Options to DESCENDING values (e.g., n...3, 2, 1))

Required

Learning Outcomes Question

Question Display

Vertical

Horizontal

Drop-down

3.1.2. Continue to design question as desired, then click "Save & Add" button on the top right of the page.

3.2. From My Surveys

3.2.1. If you have a previously created custom question and would like to add it into new set of custom survey questions, you can select the option "From My Surveys".

3.2.2. Select one of your previously created surveys and click "Search". Then tick the question[s] you would like to add and click "Add Selected Questions" button on the top right of the page.

3.3. From Item Banks

3.3.1. This option allows you to browse the UC SET item bank.

3.3.2. Select one of the dropdown lists and click "Search". Then tick the question[s] you would like to add and click on the "Add Selected Questions" button on the top right of the page.

3.4. Once you have completed adding the questions, click "Done" on the top right of the page.

Notes!

- You can create up to 3 additional questions.
- Only 3 additional questions can be added to each course.
- **If you have multiple courses and require 3 different additional questions for each course, please get in touch with studentevaluationofteaching@canterbury.ac.nz.**

4. Attaching newly created or existing custom question[s] to an evaluation

- 4.1. On the top bar menu, click “Custom Questions” and select “Custom Questions Projects”.
- 4.2. You will see the project title e.g., “2020 Course Evaluations – Semester 2”. Click on the “+” under the “Add Questions” on the far right.
- 4.3. Then click “+Add Custom Question Survey”.
- 4.4. Click on the tick box under “Select” to select the question survey you have just created. **Make sure it is highlighted.**
- 4.5. Then click “Select Courses”.
- 4.6. Click on “Add Courses”.
- 4.7. Tick the checkbox for the course[s] and hit the “Add Selected Courses”.
- 4.8. A pop-up will appear and click “OK”.
- 4.9. To check whether you have added the custom question[s], click on “Custom Questions Projects” again. You will then see under “Added to # Courses” a number “1” should be listed there. Click on the number and click the icon under “Preview”. You will see the 5 mandatory survey items plus the newly added custom question[s].

5. Previewing your evaluation[s]

- 5.1. Click on “Manage Courses” on the top bar menu.
- 5.2. Under the “Projects” block, you will see the project name e.g., “2020 Course Evaluations – Semester 2”. On the far right, under the “View”, click on the magnifying glass icon.
- 5.3. You will then see your course. Click again on the magnifying glass icon under “Preview”.
- 5.4. A pop-up will appear, and you see the 5 mandatory questions including the added custom question[s] if you have attached it.

For other information, please refer to the [Student Evaluation of Teaching \(SET\) intranet page](#).

Email studentevaluationofteaching@canterbury.ac.nz with any questions.