

Adding custom questions to SET evaluations

Custom questions are now able to be added to both course and teaching evaluations at the lecturer's discretion. Custom questions can only be added **after the course or teaching evaluation has been setup**. Staff will receive an email stating the evaluation has been setup and 3 additional questions can then be added.


The [current 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 numeric order matches the order of the mandatory questions (i.e., starting with "Strongly Agree" and finishing with "Strongly Disagree"). See example on page 3.

The Academic Services Group (ASG) (now known as Academic Quality and Evaluation & Student Insights (ESI)), alongside with faculty, have developed Questions Banks with additional questions to attached to evaluations. Question Bank items can be viewed [here](#).

Please use **Google Chrome or FireFox** for the best user experience. Safari users may experience issues accessing EvaluationKIT. If so, please update to version 14 and uncheck "Block all cookies" under Preferences > Privacy.

EvaluationKIT has a concise video which explains the process of adding custom questions to evaluations. All lecturers can access this video through the following steps.

1. Login to [Learn](#).

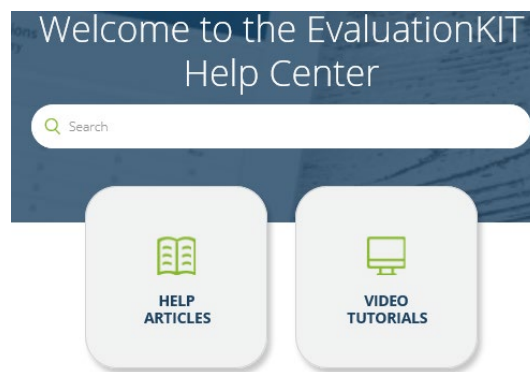
- a) On the **Dashboard page**, click  which is on the top right corner of the page.
- b) You will then see the box "Student Evaluation of Teaching (SET)". Click on the link "Click here to access your EvaluationKIT dashboard"

Student Evaluation of Teaching (SET)

[Click here to access your EvaluationKIT dashboard](#)

OR

- a) On the left side toolbar, click on **Site home**, scroll down and look on the **right** for the box titled "**Student Evaluation of Teaching**" and click the link "**Click here to access your EvaluationKIT dashboard**".
2. Access the **EvaluationKIT help** section by clicking on the "?" symbol by your name on the top right of the screen.
3. On the EvaluationKIT Help Center home page, click on the **Video Tutorials** button.



4. Under the “Instructors” heading, look for “**Video: Custom Questions for Administrators & Instructors**”.
5. Click on the video link as shown in the screenshot below:-

Video Tutorials



INSTRUCTORS

[Video: Manage Courses - Instructors](#)

[Video: Branching Question Types](#)

[Video: Custom Questions for Administrators & Instructors](#)

[Video: Survey Builder - Administrators & Instructors](#)

[Video: Report Builder](#)

[Video: Instructor Results for Instructors](#)

[View All | 8](#)

If the video is unavailable, please follow the steps below. NOTE: The following steps may not be the most updated.

- 1) On the top bar, “Click on Custom Question Surveys”.
- 2) Then click “+ Create New Custom Question Survey”.
- 3) Enter a title and description and click “Save New”.
- 4) Add your questions by selecting “Select Question Type” dropdown (see example on page 3). You can select the item bank questions which we have created or create your own. Then click “+Add”.

Example:-

Type Single Selection

English (New Zealand) English (United States)

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 Option	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))

- 5) Follow through the form and then click "Save".
- 6) Then, on the top bar, click "Attach Surveys to Projects".
- 7) You will see the project title i.e. "2020 Course Evaluations – Semester 2". Click on the "+" under the "Add Questions" on the far right.
- 8) Then click "+Add Custom Question Survey".
- 9) Click on the ticked under the "Select" to select the question survey you have just created. Make sure it is highlighted.
- 10) Then click "Select Courses".
- 11) Click on "Add Courses".
- 12) Ticked the checkbox of the course and hit the "Add Selected Courses".
- 13) A pop up will appear and click "OK".
- 14) To check whether you have added the custom question(s), click on "Attach Surveys to 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 questions including the newly added question(s).

Any further enquiries can be made to studentevaluationofteaching@canterbury.ac.nz.

For other information, please refer to Student Evaluation of Teaching (SET) website.