

## CREATING A CUSTOM QUESTION SURVEY

1. Click **Instructor SPoI** tab in the course navigation menu.
2. Click on the Custom Question Surveys link located in the top Menu bar
3. Click the + Create New Custom Question Survey.
4. Under Survey Properties, provide a title and description for the survey.
5. Click SAVE NEW.
6. Select the question type to add from the drop down menu.
7. Type the question and enter response options. Be sure to remove unused options.
8. Set question properties.
9. Click Save.
10. Create up to five questions using the question type drop down menu after adding each question.
11. Click CANCEL button located under the survey title when all custom questions have been added.(Click OK on pop up window)

NOTE: You can also add a Custom Question Survey from the Dashboard, Click on the Project, Click on + Create New Survey, and following steps 4-11 above.

## ATTACHING YOUR CUSTOM QUESTION SURVEY TO THE PROJECT

1. Click Instructor SPoI tab in the course navigation menu.
2. Click on the Attach Surveys to Projects link located in the top Menu bar.
3. Select the project to add your custom question survey. (Student Perception of Instruction XXXXX)
4. Click on + Add Custom Question Survey.
5. Choose the survey by clicking on the checkmark located on the right hand side.
6. Click on the Select Courses button.
7. Click on Add Courses button.
8. Check the course(s) to add custom question survey.
9. Click on the Add Selected Courses button.(Click OK on pop up window)
10. On the Custom Question Survey screen, verify Custom Question Survey is attached to Project(s).

## ACCESSING RESULTS (REFER TO TIMELINE FOR AVAILABILITY)

### **Project Results (One Project - Course Sections)**

*There are two ways to access results for project results:*

#### **A. Dashboard**

1. Select “Student Perception of Instruction 20XXXX” live link in Project Results box
2. Click on the download arrow by course information and select desired report. (PDF + Comments). You may open or save the PDF file.
3. Follow steps 5-7 in section B. below to run a Batch Report.

#### **B. Toolbar**

1. Select Project Results from the Results drop down menu.
2. Select the project from the project results list.
3. To view an individual course section report, click on the magnifying glass under View.
4. Click on the download arrow by course information and select desired report. (PDF + Comments). You may open or save the PDF file.
5. To generate a batch report, select more than one course section.
  - a. Click on Batch Report link located above Question Properties.
  - b. Type a report name and choose the format for the report.
6. Select option to include responses to “write-in” questions on report.
7. Click GO. (The results will be sent to your email.)

## **COURSE PERMISSIONS**

If you have enrolled colleagues in your course(s) in which your students should not evaluate those colleagues as part of their course experience, you will need to un-enroll them from the Teacher role and re-enroll them in the Guest Teacher role. Here is the process for doing so:

1. Log in to Canvas.
2. Go to your course.
3. Click on the **Add People** tab.
4. Click Delete (trash icon) under the Action column to remove them.
5. Click the green +Add New Person button
6. Email: Enter their FGCU email address
7. Role: Click the drop-down menu and select “Guest Teacher”
8. Check the box next to Acknowledge
9. Click the green Add button

## **KEY TERMINOLOGY**

### **Attach Surveys to Projects**

Attach the Custom Questions Survey to the project.

### **Custom Questions**

Additional questions (maximum 5) the instructor creates. Questions can include: Single Selection, Multiple Selection, Matrix, Numeric Selection, and Open-Ended Text.

### **Custom Questions Surveys**

Surveys with custom questions.

### **Download Multiple PDF Reports/Batch as ZIP File for Selected Courses**

Course section reports will be downloaded as individual PDF files into a ZIP file. Data is not aggregated.

### **Merge Multiple PDF Reports into one PDF for Selected Courses**

Individual course sections reports will be compiled into a single PDF report. Data is not aggregated.

### **Project**

Project is the main survey. “Project” is what EvaluationKit calls every survey with or without Custom Question Surveys. Every semester is its own “project”.

### **Project Results**

Download reports from one project.

### **Response Rate Tracker**

Monitor the number of responses based on enrollments.

### **Student Alert Message**

Students have the option to send alerts directly to SPoI Admin if they would like to be contacted separately about their experience.

### **Survey Label**

Text that you can add anywhere in your Custom Question Survey to organize it, add instructional text, or provide a thank you message.