WESTMINSTER
SALT LAKE CITY • UTAH

Adding Custom Questions to EvaluationKit

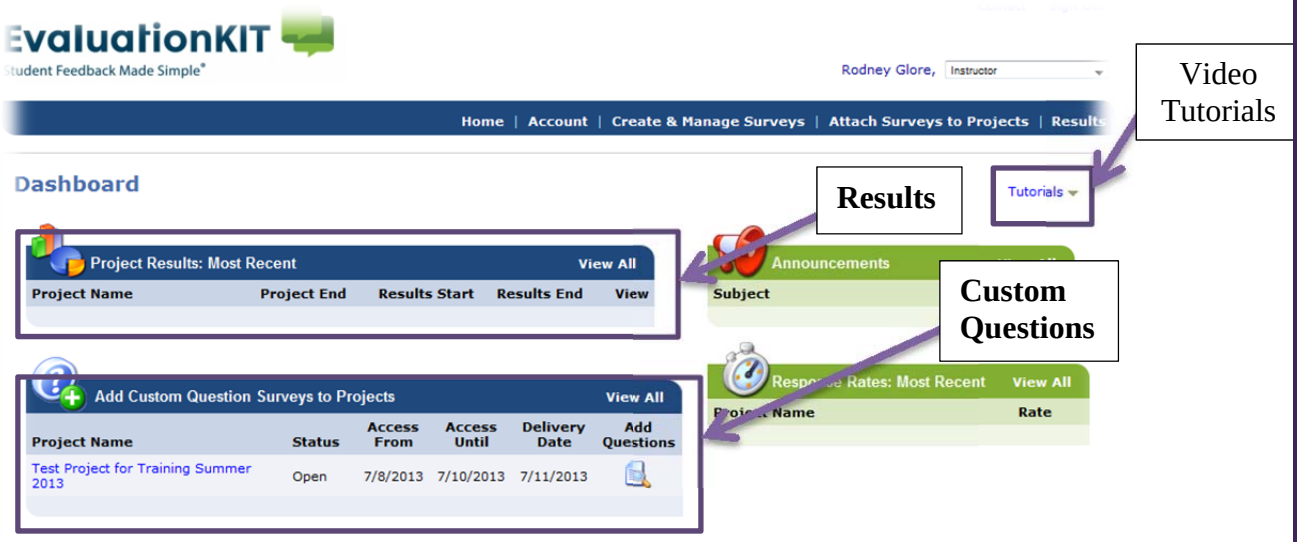
EvalutaionKit provides an ability to add custom questions to the course evaluations.

To begin adding custom questions please connect to EvaluationKit either through your Canvas course, or through the link sent out in an email via EvalutionKit (Robyn Hyde).

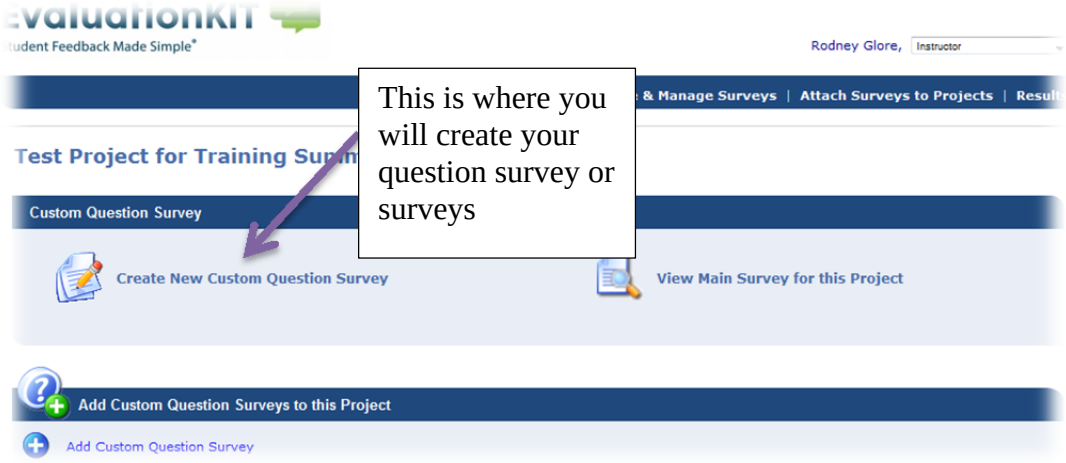
Once you have entered EvaluationKit, the dashboard will reveal three import links: results, adding questions, and video tutorials. Custom questions can only be created and added when the status of an evaluation is open. In EvaluationKit this is called a project, once the project has closed, you will no longer have access to add or create questions.

Step 1- Create question Surveys
To create custom questions you must first create a survey (which is a group of questions). The survey builder will help create question surveys, which can be added to one or more courses.

- Click on the name of the project, or magnifying glass under add questions

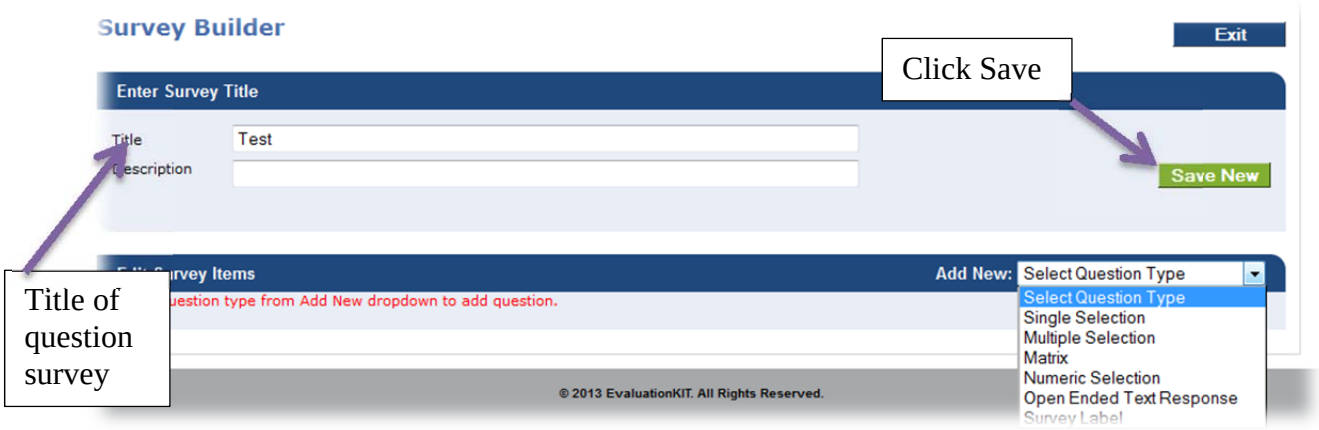


- Click on “Create New Custom Question Survey”



- (Required) Enter a title
- (Optional) Add a description to help you remember what questions are in this survey
- Click “Save New”

Now the edit survey items will appear.



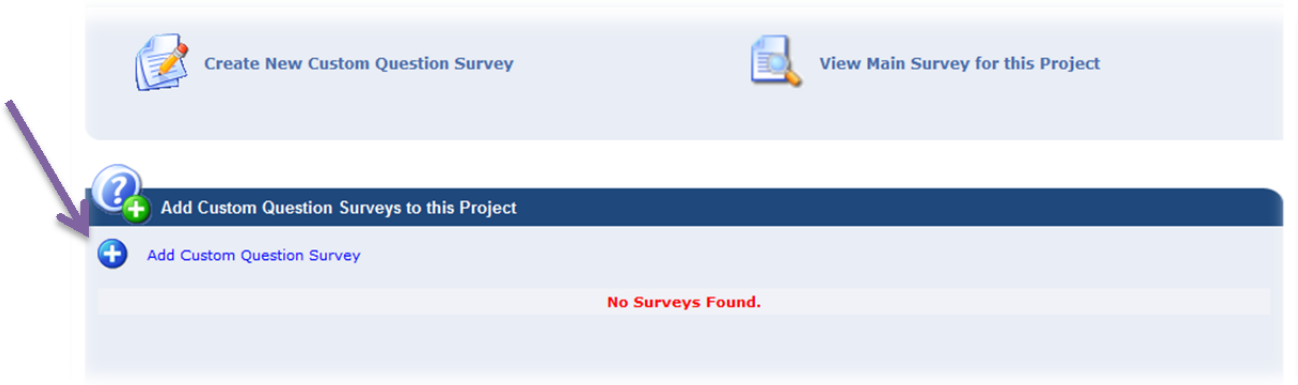
Step 2 – Add questions to survey

- Select the question type from the drop down box.
- Add question text
- Save the question
- Add as many questions as you like
- Exit the survey builder

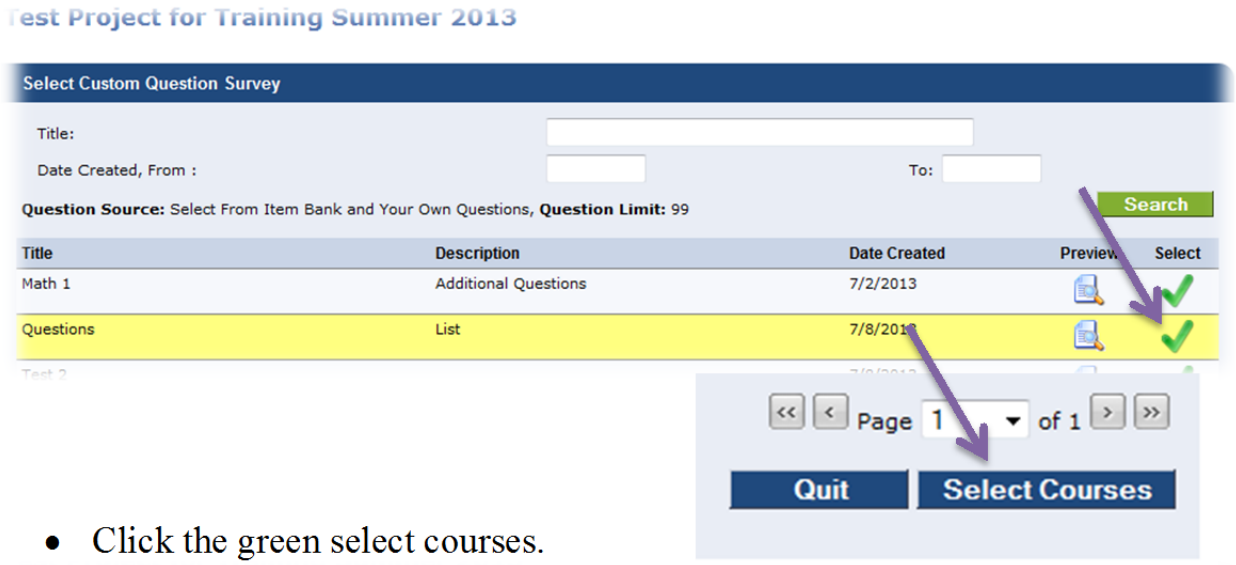
Step 3 – Attach surveys to projects

To add the question survey to a single course or multiple courses,

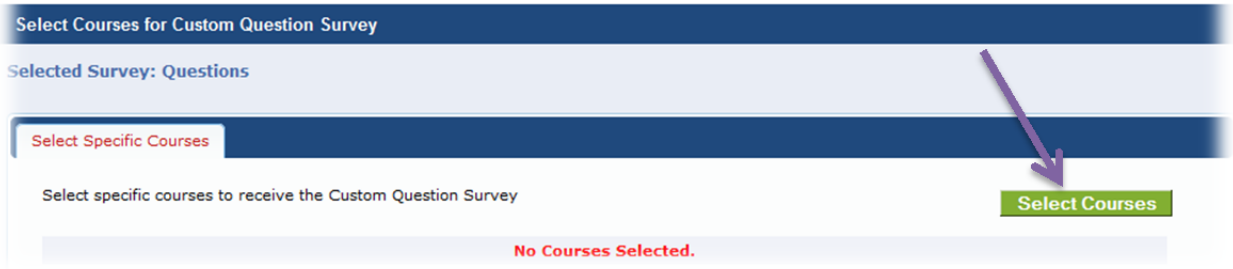
- In the menu bar, click on “Attach Surveys to Projects”
- Click on “Add Custom Question Survey”



- Select the question survey by clicking on the green checkmark under select. This will highlight the survey
- Click select courses.

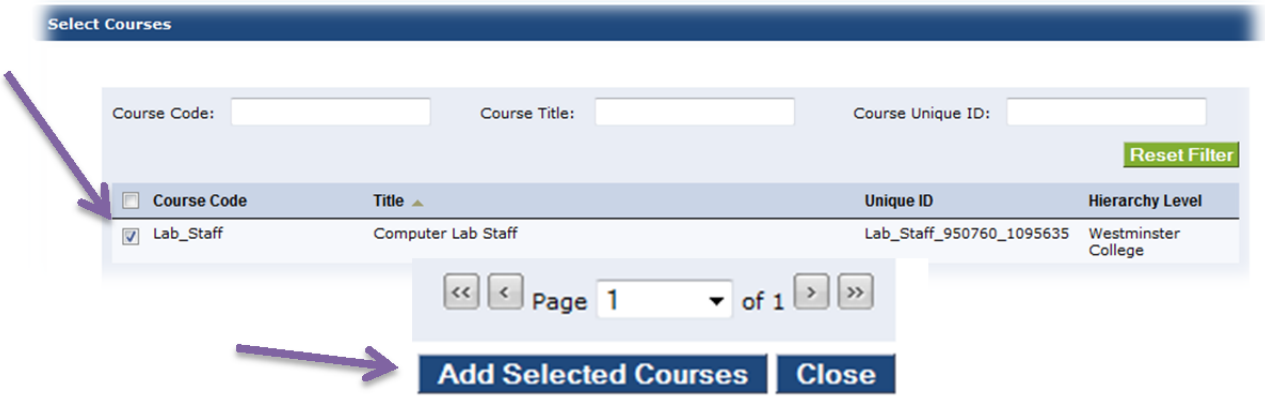


- Click the green select courses.

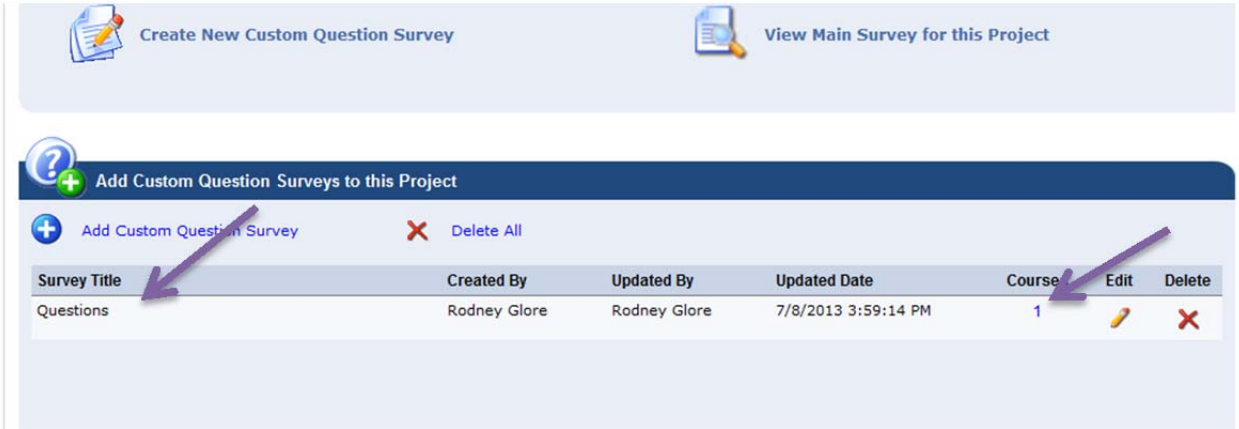


You will now see a list of all your courses you can add your additional questions to.

- Click in the box to the left of the course code to add the additional questions
- Click "Add Selected Courses"



You will now see your survey title applied to the selected number of courses.



You can repeat this process as many times as needed. If you have any additional questions, please contact the FTC or Robyn Hyde.