

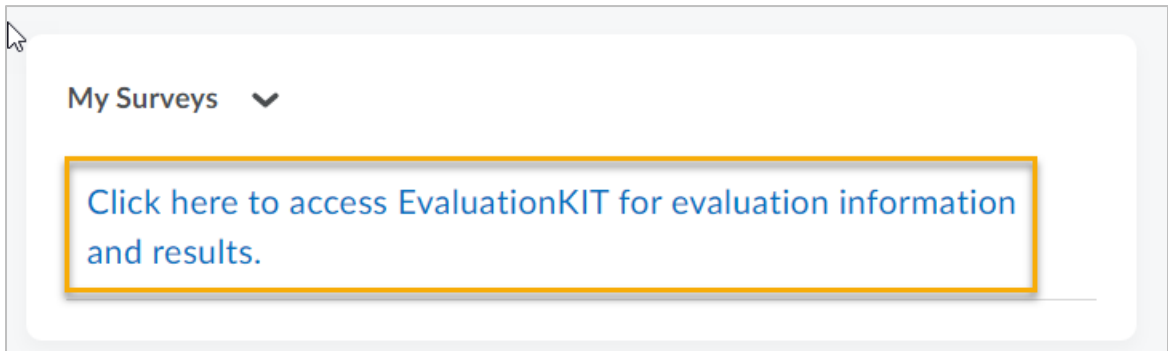
Creating and Adding Custom Questions to the Semester Survey

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 online.learning@nscc.edu so we can schedule a Zoom session with you.

Part 1: Create the Custom Survey

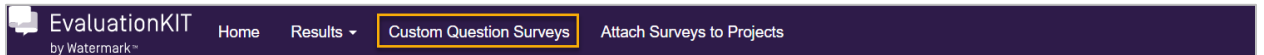
1. Click “Click here to access EvaluationKIT for evaluation information and results” on the D2L/NS Online homepage:

lick

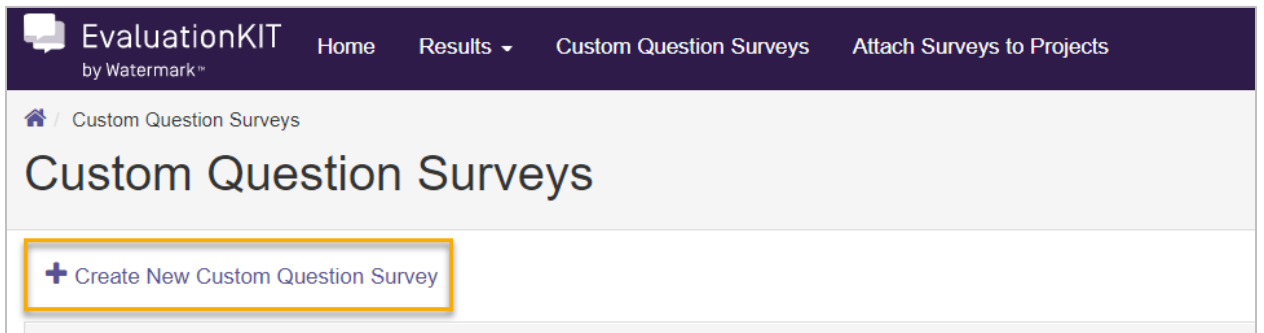


A new window will open.

2. Click “Custom Question Surveys” in the purple toolbar:



3. Click “Create New Custom Question Survey”



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

Home / Custom Question Surveys / Survey Edit

Survey Edit

Survey Properties

Title

Description

Save New

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

Home / Custom Question Surveys / Survey Edit

Survey Edit HCMT 2365

Preview Export to PDF

Survey Properties

Title

Description

Save

Select Question Type

- Select Question Type
- Single Selection
- Multiple Selection
- Matrix
- Numeric Selection
- Write-in
- 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 Test HCMT 2360

Type Write-in

Question Text

What did you like most about this class? 1

Small Response Box (Small size box with 1 line, maximum 1,000 characters.)
 Medium Response Box (Medium size box with 5 lines, maximum 4,000 characters.) 2
 Large Response Box (Large size box with 10 lines, unlimited text)
 Add Pre-defined Text

Question Properties

Required 3
 Learning Outcomes Question

4

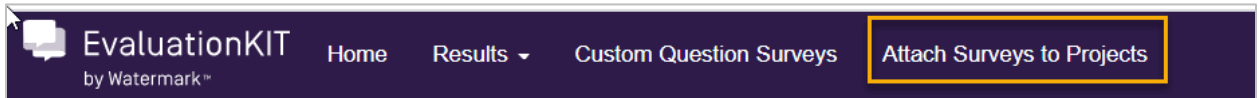
Here is an example of a “single choice” question and the four steps to include:

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.

Remember to click “Save.”

Part 2: Attach the Custom Survey to the “Project”

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



2. Click “Add Custom Question Survey.”

Survey Title	Created By	Updated By	Updated Date	Courses	Edit	Delete
HCMT 2360			11/17/2020 4:35 PM	1		
HCMT 2385			11/17/2020 4:36 PM	1		

Total 2

Records per page 50

Page 1 of 1

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

Custom Question Surveys Attach Surveys to Projects Add Custom Question Survey

Add Custom Question Survey Fall 2020 Course Evaluation Survey

Q Search Projects

Title Date Created From Date Created To

Question Source: Select From Your Own Questions Only Question Limit: 24

Surveys				
Title	Description	Date Created	Preview	Select
HCMT 2360	Test set of 3+1	11/17/2020		<input type="checkbox"/>
HCMT 2385	Test set of 3+1	11/17/2020		<input type="checkbox"/>
HCMT 2365	Set of 3+1	11/18/2020		<input checked="" type="checkbox"/>

Total 3 Records per page 25 Page 1 of 1

4. Click "Add Courses":

Selected Survey: HCMT 2365

Select all courses within specific areas of your account to receive the additional Custom Question Survey

Select Specific Courses

Current Selected Courses

No Courses Selected.

Total 0 Records per page 50 Page 1 of 1

Finish :

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).

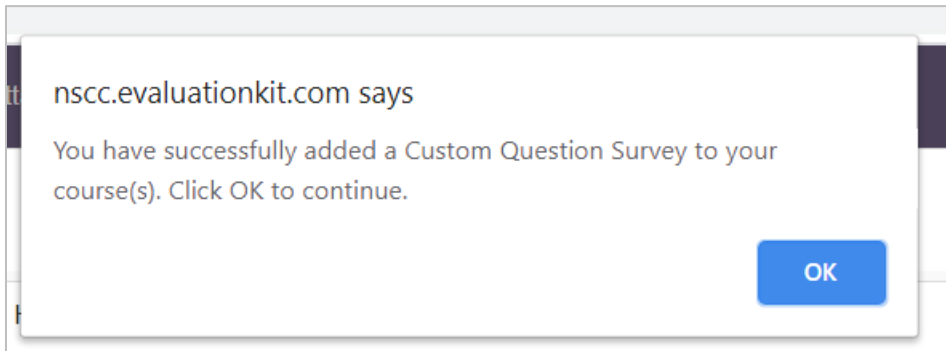
Add Courses

<input type="checkbox"/>	87416.202080	HCMT-2330-W01 - Pharmacology	8361811	Business, Management and Hospitality
<input type="checkbox"/>	86927.202080	HCMT-2345-N80 - CPT Coding	8363173	Business, Management and Hospitality
<input type="checkbox"/>	87750.202080	HCMT-2360-W01 - Reimbursement Practices	8362571	Business, Management and Hospitality
<input checked="" type="checkbox"/>	hcmt2365.202080cl	HCMT-2365-L01/N80 - Coding Capstone	8365156	Business, Management and Hospitality
<input type="checkbox"/>	86932.202080	HCMT-2385-W01 - Healthcare Management Capstone	8363175	Business, Management and Hospitality
<input type="checkbox"/>	86918.202080	HCMT-2400-W01 - Pathophysiology	8363163	Business, Management and Hospitality

Total 6 Records per page 50 Page 1 of 1

Add Selected Courses Close

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.