Adding Course Specific Questions

Faculty are allowed to add up to 8 course specific questions to their final evaluations. In order to do so you must first create a "**Custom Question Survey**", then "**Attach the Surveys to Projects**". You can create a survey with as few as one question and as many as 8 questions, and these surveys are reusable every term.

Create a "**Custom Question Survey**" via the following steps:

1. Login to Canvas

2. Click on "**Account**" then "**Profile**" in the menu to the left

3. On the following page click on "**Course Evaluations**" (this link can take minute or so to load, it will appear below the "Shared Content" link) and you will be redirected to Evaluation KIT

4. Click on the Evaluation Project that you wish to add course specific questions to (e.g. A&S Fall 2020 Standard Evaluation)

5. Click on "**Custom Question Surveys**" in the menu across the top of the page

6. Click "**Create New Survey**"

7. Provide a "**Title**" for your survey, the "**Description**" is optional (neither are visible to students).

8. Click "**Save New**"

9. Select the "Question Type" from the drop-down box and then click "**Add**"

10. You may add up to 8 questions, when all questions have been added, click "**Save**"

Once you have created your custom questions you then need to attach them to the evaluation via the following steps:

1. Login to Canvas

2. Click on "**Account**" then "**Profile**" in the menu to the left

3. On the following page click on "**Course Evaluations**" (this link can take minute or so to load, it will appear below the "Shared Content" link) and you will be redirected to Evaluation KIT

4. Click on "**Attach Surveys to Projects**" in the menu across the top of the page

5. In the row of the Evaluation that you would like to add questions to and click on "**Add Questions**" column to the very right

6. On the next page click on **"+ Add Custom Question Survey"**

7. On the next page click on the checkmark in the "**Select**" column next to the desired set of custom questions you wish to add, then click on the "**Select Courses**" button

8. On the next page click on the "**Add Courses**" button

9. In the pop-up window click the checkbox next to each course you wish to add your custom questions to, the click the "**Add Selected Courses**" button

10. Click on "**Finish: Save Custom Question Survey**"

To confirm that the questions have been added you can preview the form following these steps:

1. Login to Canvas

2. Click on "**Account**" then "**Profile**" in the menu to the left

3. On the following page click on "**Course Evaluations**" (this link can take minute or so to load, it will appear below the "Shared Content" link) and you will be redirected to Evaluation KIT

4. Click on "**Attach Surveys to Projects**" in the menu across the top of the page

5. In the row of the desired evaluation, click on the number in the "**Added to # Courses**" column

6. Click on the magnifying icon in the "**Preview**" column to view the survey, added questions will appear at the end.