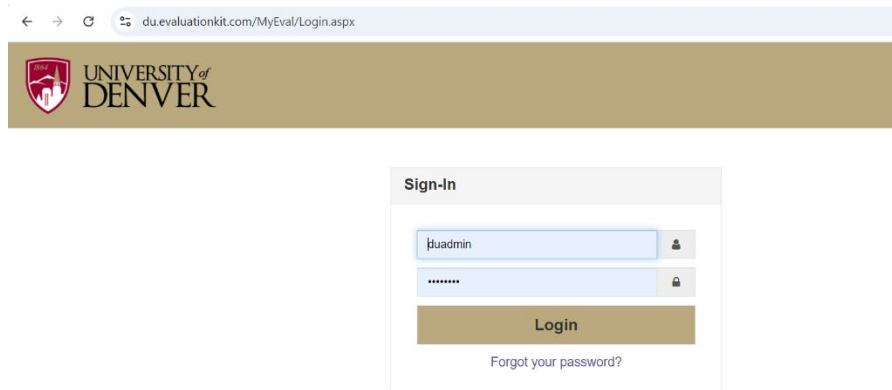


## Adding Additional Questions:

Faculty may add up to two additional questions to their course evaluations. Questions must be added before the course evaluations begin.

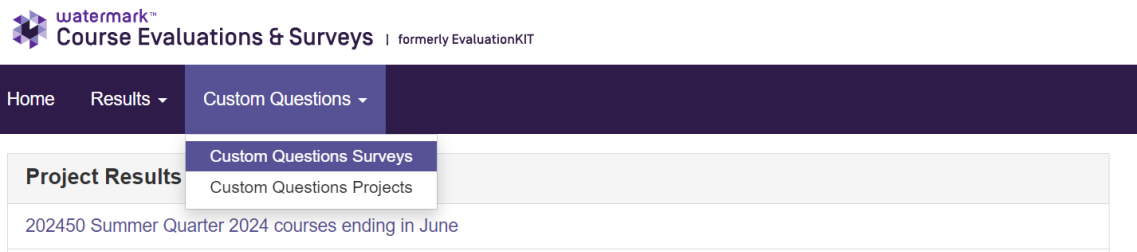
### Instructions to add additional questions:

1. Log in to EvaluationKIT: [EvalKitLogin]Login[/EvalKitLogin]



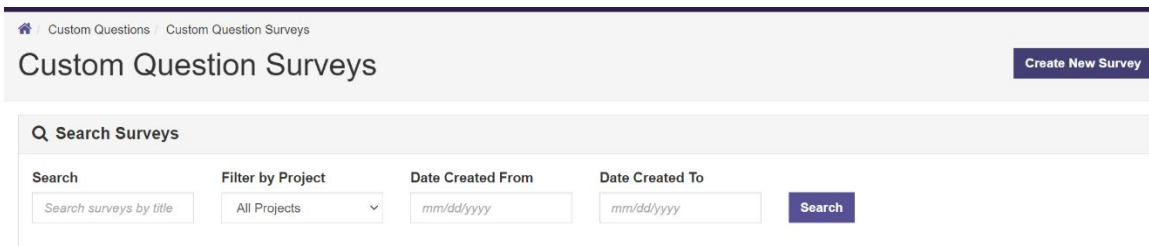
The screenshot shows a web browser window with the URL `du.evaluationkit.com/MyEval/Login.aspx`. The page features the University of Denver logo and a "Sign-In" form. The form includes a username field with the text "jadmin", a password field with masked characters "\*\*\*\*\*", and a "Login" button. Below the button is a link that says "Forgot your password?".

2. On the Home page, select the "Custom Questions Surveys" from the Custom Questions dropdown in the top banner.



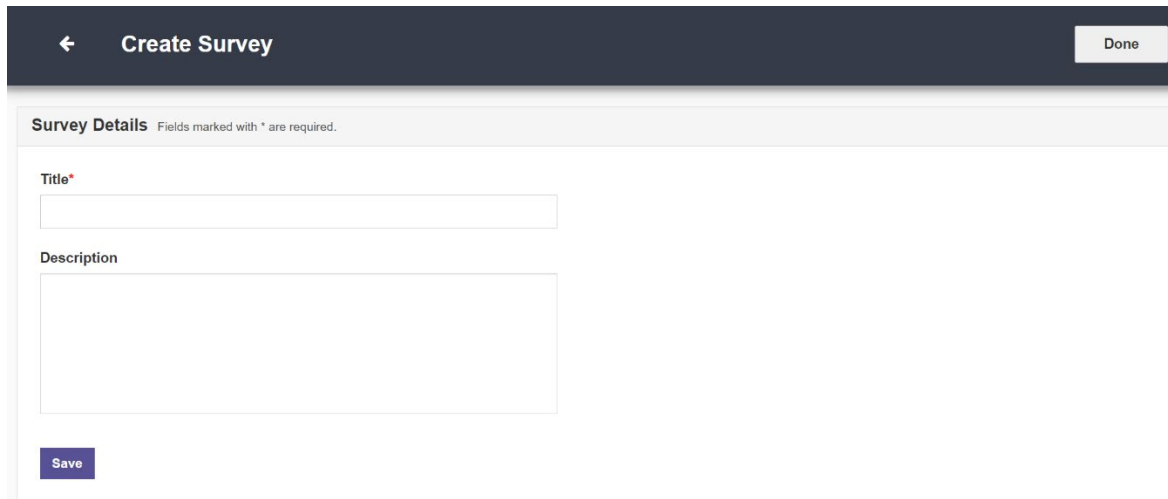
The screenshot shows the "watermark™ Course Evaluations & Surveys | formerly EvaluationKIT" header. A navigation menu includes "Home", "Results", and "Custom Questions". The "Custom Questions" dropdown is open, showing "Custom Questions Surveys" and "Custom Questions Projects". Below the menu, a "Project Results" section displays "202450 Summer Quarter 2024 courses ending in June".

3. Click on "Create New Survey" to create your additional questions.



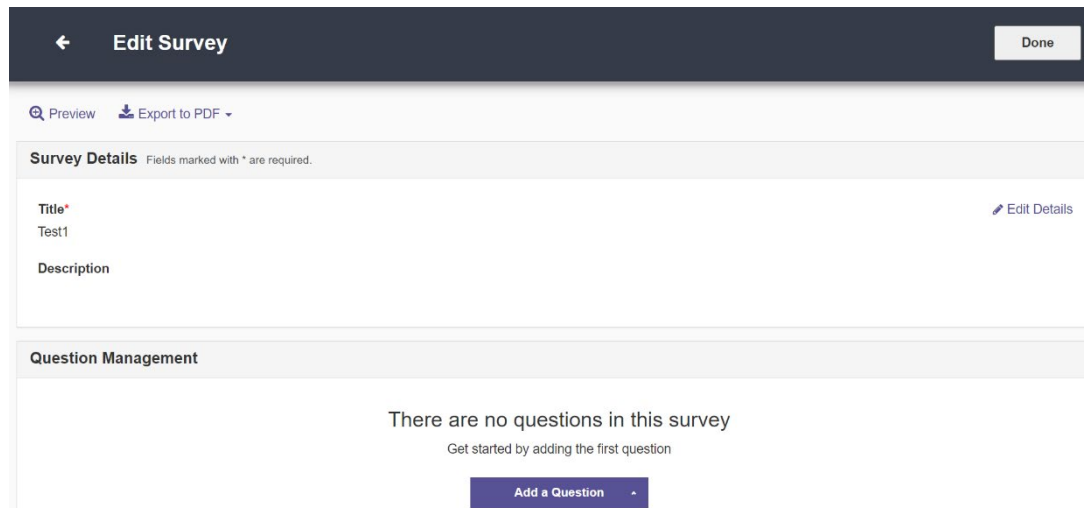
The screenshot shows the "Custom Question Surveys" page. At the top right is a "Create New Survey" button. Below is a search bar with the text "Q Search Surveys". The search bar contains four input fields: "Search" (with placeholder "Search surveys by title"), "Filter by Project" (with a dropdown menu set to "All Projects"), "Date Created From" (with placeholder "mm/dd/yyyy"), and "Date Created To" (with placeholder "mm/dd/yyyy"). A "Search" button is located to the right of these fields.

4. Create a title and optional description for your questions, then select "Save."



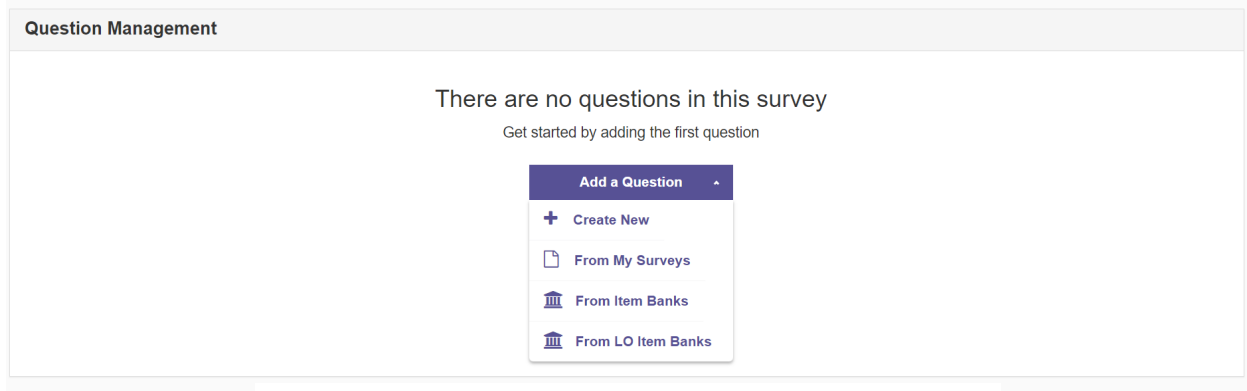
The screenshot shows a mobile application interface for creating a survey. At the top, there is a dark blue header with a back arrow on the left, the text "Create Survey" in the center, and a "Done" button on the right. Below the header is a section titled "Survey Details" with a subtitle "Fields marked with \* are required." This section contains two input fields: "Title\*" (a single-line text box) and "Description" (a larger multi-line text box). At the bottom left of this section is a blue "Save" button.

5. This will bring you to an edit survey page. Under "Question Management" select the drop down to view the options.

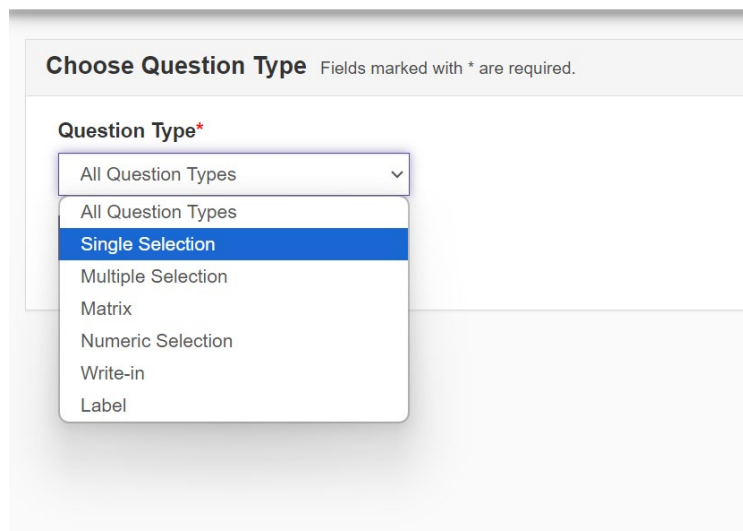


The screenshot shows the "Edit Survey" page in a mobile application. The top header is dark blue with a back arrow, the text "Edit Survey", and a "Done" button. Below the header are two options: "Preview" (with a magnifying glass icon) and "Export to PDF" (with a download icon). The main content area is divided into two sections. The first section is "Survey Details" with the subtitle "Fields marked with \* are required." It shows the "Title\*" field with the text "Test1" and an "Edit Details" link with a pencil icon. The "Description" field is empty. The second section is "Question Management" and contains the text "There are no questions in this survey" followed by "Get started by adding the first question" and a blue "Add a Question" button with a dropdown arrow.

6. To create new questions, select "Create New." Choose the question type you would like to ask from the drop down. Most likely, you will use Single Selection or Write-In Text Response. Select "Continue."



ADD A QUESTION  
✕ **Create New Question**



7. Write your question, and the response options. Then select "Save & Add" in the top right-hand corner.

ADD A QUESTION Save & Add

### Create New Question

---

**Question Type**

Question Type  
Single Selection [Change Type](#)

**About Single Selection**  
In Single Selection Question type, the student will pick from one of many options. This works best for yes/no and likert-type scale questions and can be formatted both vertically and horizontally.

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**Question Management**

Question Text

Write question here

8. To add another question to the survey, select “Add a Question” and repeat the process. When you are done writing your questions, select “Done.”

**Question Management**

Add a Question

- + Create New
- From My Surveys
- From Item Banks
- From LO Item Banks

---

**Question 1**

Write question here

(1) ItemChoice 1

9. Select “Custom Questions Projects” from the Custom Questions dropdown in the top banner. Then, select the project your course(s) is in (ex: for Fall 2024, the project will begin with 202470)

watermark™  
**Course Evaluations & Surveys** | formerly EvaluationKIT

Home Results Custom Questions

Custom Questions Custom Questions Surveys  
 Custom Questions Projects

## Custom Question Surveys

**Q Search Surveys**

Search Filter by Project Date Created From Date Created To

Search surveys by title All Projects mm/dd/yyyy mm/dd/yyyy Search

Custom Questions Custom Question Surveys Attach Surveys to Projects

### Attach Surveys to Projects

**Projects with Custom Question Survey Access**

Project Name	Status	Added to # Courses	Access From	Access Until	Delivery Date
202470 Fall Quarter 2024	Closed	0	10/31/2024 12:00 AM	11/10/2024 12:00 AM	9/9/2024 11:00 PM
<a href="#">202470 Fall Quarter 2024- courses ending in September and October</a>	Open	0	10/17/2024 12:00 AM	10/27/2024 12:00 AM	9/9/2024 11:00 PM
202450 Summer Quarter 2024 courses ending in June	Closed	0	6/16/2024 12:00 AM	6/26/2024 12:00 AM	6/15/2024 11:00 PM

10. Then select “Add Survey.” This will pull up a preview of the main questions on the right hand side, and the left will show the surveys you have created.

Custom Question Projects / 202470 Fall Quarter 2024- courses ending in September and October

## 202470 Fall Quarter 2024- courses ending in September and October

**Project Details**

Overview

Status: OPEN FOR QUESTIONS

⌚ 3 days, 9 hours remaining to add questions

**My Access Dates**

Opened: 10/17/2024 12:00 AM

Closes: 10/27/2024 12:00 AM

**My Surveys in this Project**

Surveys you have added to this project. + ADD SURVEY

Maximum Questions: 2

📄 0 total questions added by me.

*You have not added any surveys.*

11. Select the question survey you want to add, then click “Next” in the top right corner.

202470 Fall Quarter 2024+ courses ending in September and October

**Add Survey to Project** NEXT

1 Select Survey — 2 Choose Destinations

Field marked with \* are required.

**Select Survey\***  
Select a survey to add its questions to the project.

You can add a maximum of 2 total questions to this project, across all selected hierarchy levels and courses. Only surveys with appropriate number of questions can be added.

0 selected questions | 2 question spots remain

**Preview of Main Survey Questions**  
View the questions in the main survey that were added to this project.

**Main Survey**

I learned a great deal in this course.

Strongly Disagree	Disagree	Disagree more than Agree	Agree more than Disagree	Agree	Strongly Agree
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

12. Select the course which you would like to add the questions to, then select “Finish & Add.”

Accepted Question Source: Select From Your Own Questions Only

SEARCH

Sort by Date Created v

1 surveys found

**Test1**

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Question Source: Create Their Own

13. To make sure you added the questions correctly, select “Custom Question Projects” and under “Added to # Courses,” the number of courses you have added questions to will be shown.

202470 Fall Quarter 2024+ courses ending in September and October

**Add Survey to Project** BACK FINISH & ADD

1 Select Survey — 2 Choose Destinations

Field marked with \* are required.

**Choose Courses\***  
Choose courses to receive the selected custom question survey.

**Search Courses**

SEARCH

Select All (1)

**Crisis Intervention**

Course Code: CF5P-4342-1

Unique ID: 3320.202470

**Selected Courses**  
Your survey will be sent to all enrollments in the following selections.

**Courses**  
1 courses selected Show Selections v

For a video walk through of adding additional questions, please go to the following website: <https://www.du.edu/ir/facultysupport/evaluations>  
Scroll to "Information for Instructors," select "Adding Evaluation Questions"  
Click on the link to the video.