

Student Feedback on Teaching Survey

THE UP WAY

Adding and attaching Custom Questions

Step 1 - Lecturer EvaluationKIT profile and Custom Question Widget

On the Custom Question widget, the name of the current/active project in which the custom question should be added is reflected in blue. Underneath the name of the project, the start date and the end date within which the custom questions could be added are shown as **“access from”** and **“access until”**. In addition, on the same line, the date on which the survey would be administered is shown as the **“delivery date”**. If you click on the name of the current project/survey the window shown in figure 2 appears.

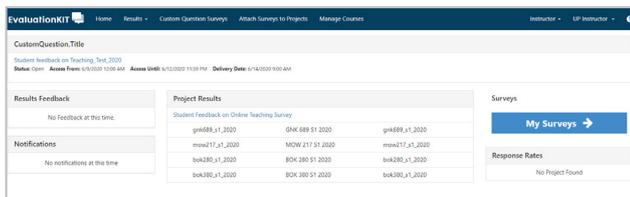


Figure 1

Step 2 - Create a New Survey and Preview Survey

Click on the **“Create New Survey”** widget in the middle of the page to add custom questions. To review the questions that have already been set up for this project, you click on the magnifying glass blue icon named, **“View main Survey for the Project”**. A page titled **“Preview survey”**, shows. If you scroll down this page, you can review all the questions that have already been set up by the EvaluationKIT administrator (See figure 2).

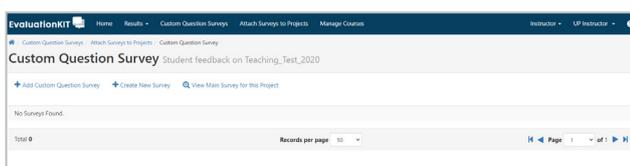


Figure 2

Step 3 - Give a name to the Custom Questions & save

Enter the name of the custom questions you are creating in the empty title box, using an understandable convention (figure 3 below). The suggested convention is the module code, underscore, semester or term, underscore, custom questions, underscore, year as follows: ABC123_S1_Custom Questions_2020. You can leave the description box empty. However, if you want to add a description you can add formative or summative in the description window. If you have given a name and /description, save.

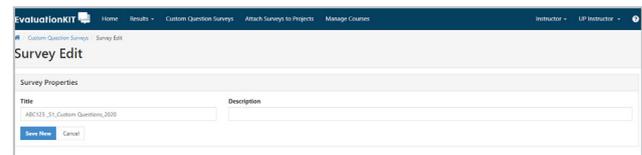


Figure 3

Step 4 - Adding questions

After saving the **“Custom Question Survey”** a **“Select Question Type box”** appears below the save button, including a notice in red with a message: **Select a question type from Add New dropdown to add question** which appears below the **“question type box”** as illustrated in figure 4 below. Clicking on the **“Select Question type”** box will give you the options to add seven additional questions. The type of questions that you can select from are the following:

- Single selection – students picks one of the many options provides
- Multiple selection – student selects more than one option that applies
- Matrix selection – students use a common response scale to a multiple of options being evaluated.
- Numeric selection – sets up a numeric range from students can select a single numeric value

- e. Write in selection – an open-ended question in which students write their responses or comments. The length of the comments allowed can be chosen.
- f. Label – this is used to organise your survey, write instructions or a thank you message. It can be inserted anywhere in the survey.
- g. Item bank questions – this is a predeveloped survey applicable to a particular context like (faculty, practicals/lab or departmental etc.) that are added by an EvaluationKIT administrator which can be turned on to allow lecturers to access.

NB: The SFTS procedure dictates that the lecturer does not exceed 7 custom questions to add to the original survey

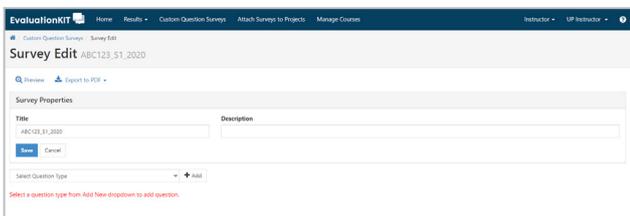


Figure 4

Step 5 – Adding Custom questions

When adding custom questions from a document use CTRL+C to copy from a document and CTRL+V to paste on the “Question text” box. However, on the response options window you can cut and paste with your mouse as usual as shown in figure 5a. After filling the “Question text” box and the “Response options”, one response at a time, you must choose any of the boxes indicated if applicable as shown in figure 5b. For instance, if you choose the non-numeric option, you are adding a “non-applicable” option to your question, you have to type in “not applicable” within the box after choosing this option; clicking the add comments box enables students to give you additional comments on that question. In terms of question properties, multiple options may be chosen together or separately, viz; reversing the coding of a question, make questions compulsory by choosing the “required” box and a question display horizontally instead of vertically to the student as illustrated in figure 5b.

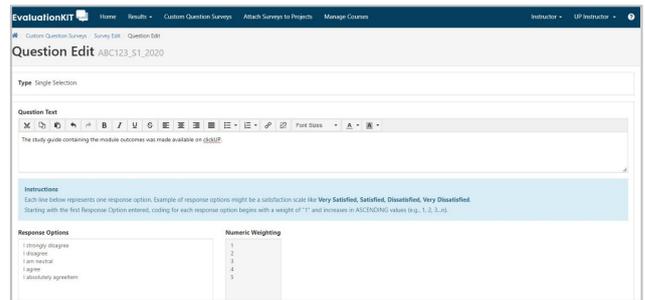


Figure 5a

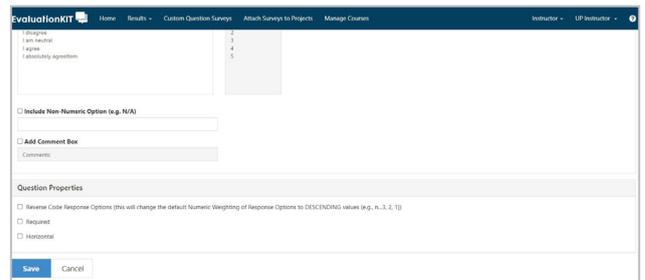


Figure 5b

Step 6 - Preview or export Custom Question Survey

Pressing the magnifying glass icon allows you to preview your *Custom Question Survey* that you have created as shown in figure 6a. You may also choose to download a detailed or basic format of the *Custom Question Survey* that you have created in PDF format by click on the blue tray icon as illustrated in figure 6b.

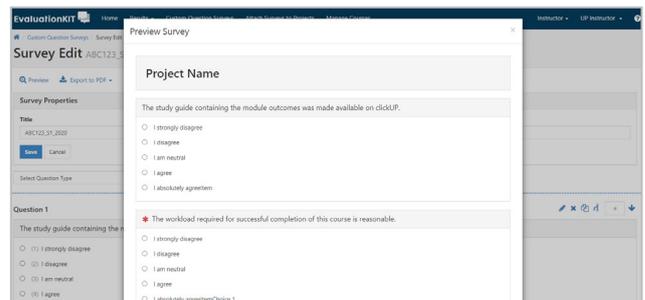


Figure 6a

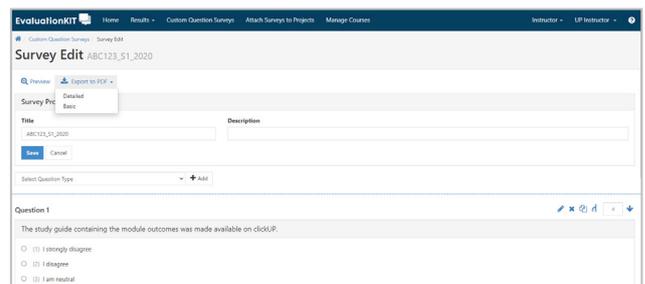


Figure 6b

Step 7 – Attach survey to project

When you click on the attach Surveys to projects widget as illustrated in figure 7a, the following window, 7b appears. This window alerts you to the fact that you need to select the module/s within which you want the custom questions added. It also reminds you that you may not have saved the custom questions that you created as shown in figure 7b. If you click on add courses at the bottom of 7b window, the following window 7c appears. 7c shows the name/names of the module/s linked to you. If you click of the box of the module you want the custom questions attached and click on “Add selected courses” at the bottom of the window a message on the top of the Add courses window informing you that you have successfully added Custom Question Survey appears as illustrated in figure 7c.



Figure 7a

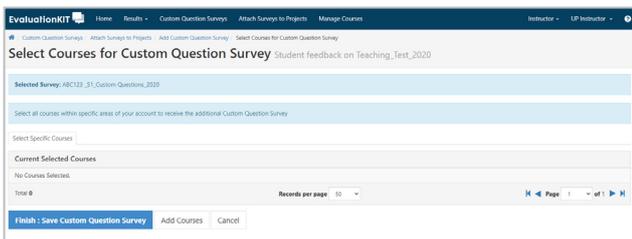


Figure 7b

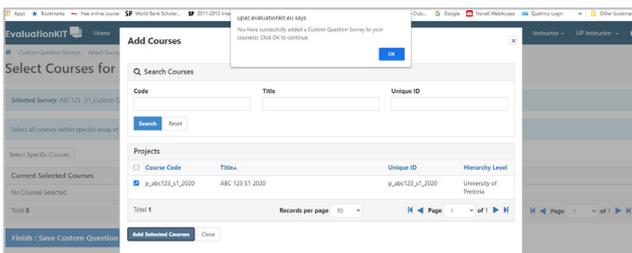


Figure 7c

Step 8 – Check whether the custom questions were attached

Finally, you profile window will show on the “CustomQuestion.Title” widget on top, that you added the custom questions for which project as illustrated in figure 8a. Furthermore, if you click on “attach survey to projects”, a window as in figure 8b will show, showing you that you were able to add the custom questions to one course. If you click on number under “added to #courses”, a window as in figure 8c will appear, showing you the module to which you added the custom questions.

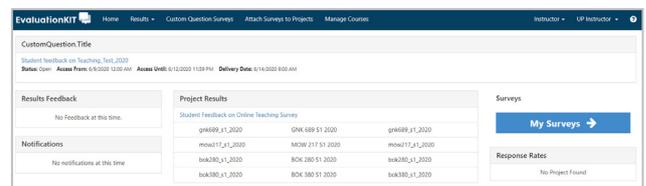


Figure 8a

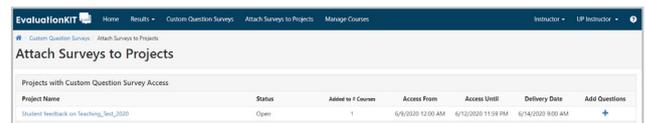


Figure 8b

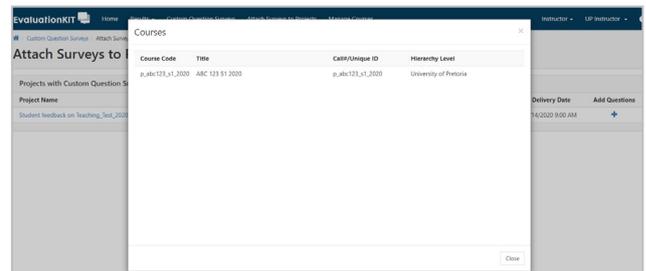


Figure 8c

