Adding Questions to All Course Surveys

The following is a step-by-step description of how to add questions to your course surveys. The directions provided give instruction on adding questions to all surveys or to a single course.

Please note that adding questions is completely contained on the Faculty Course Evaluation website. You no longer need to go to Forms Manager to add questions.

You can add or edit questions to your surveys at any time prior to a survey being submitted for a course.

**To get started**, log in into the faculty page of the online system using your CSB/SJU login ID and password. For reference, the site is [https://apps.csbsju.edu/evaluations/faculty/](https://apps.csbsju.edu/evaluations/faculty/).

1. Make sure the current **Survey Period** is selected in the dropdown located in the upper right corner of the website.

2. To add the same questions to **ALL** of your courses, click on Add/Edit Questions on the top right of your course list.

   **To add specific questions to ONE COURSE:**
   - Click on Choose Course Form on the left side toolbar.
   - Click on the down arrow under Form Name for the course you want to add questions too.
   - Click on New Form. A box will appear where you can name your form. Give your form a name and click Create Form then Save Changes below the course list.
   - Click on Course Evaluations on the left side toolbar. Above the course you added a form for, Add/Edit Questions should be available.
   - Click on Add/Edit Questions above that course to add questions.

3. To begin making changes to your survey form, click the **Check Out** button on the left side toolbar.

   **If your questions are already in a Forms Manager form, you can copy questions to a new form. See the steps for Adding Questions From an Existing Form below.**

4. Click **New Field** near the right side of the toolbar to add a new question. This will open a popup where you can choose the type of question you want to add and its position on the form (top, middle, or bottom). Once you have selected a field type, click the Add Field button at the bottom of the popup. See the following page for an explanation of the various field types: [https://sharepoint.csbsju.edu/itservices/kb/Pages/formsmgr_add_fields_to_form.aspx](https://sharepoint.csbsju.edu/itservices/kb/Pages/formsmgr_add_fields_to_form.aspx).
5. Type the text of your question in the pink box labeled Field Text. Depending on the type of field chosen, there will be other options/settings available. Select the desired settings and then click Done to save your changes.

6. Repeat steps 4 and 5 until all of the questions you want added are included on the form.

7. When you are done adding questions, click on Check In at the left side of the toolbar. Please note: students will not see your changes until the form has been checked in. If you forgot to check in your form before course surveys begin, your changes will be discarded.

Adding Questions from Existing Forms

4. Once you have the form checked out, click Copy Fields at the right of the toolbar. A popup will open up. On the left side of the box, highlight the form from which you want to copy questions. Once selected, the questions from that form will appear in the box on the right. Highlight the questions you wish to move to your course evaluation. To add multiple questions at one time, hold down the Ctrl key on your keyboard while you click each question.

5. Once you have the questions highlighted, choose the position on the form you want the questions to move to (top, middle, or bottom). Then click Copy Fields.

6. The added questions should now appear on the form. Using the up and down arrows on top right corner of each question field, you can change the order of the questions.

7. When you are done adding questions, click on Check In at the left side of the toolbar. Please note: students will not see your changes until the form has been checked in. If you forgot to check in your form before course surveys begin, your changes will be discarded.

Explanation of Team and Co-Taught Courses

Team and co-taught courses are listed in the course list of the faculty listed first in Banner. Currently, they are the only faculty that has the authority to add questions to the course surveys for a team or co-taught course. Faculty who are not listed first in Banner will not see the course appear in their course list until after results become available. To add questions, please coordinate with all faculty involved in the course.