

How Instructors can Add Questions to an Evaluation.

When an instructor first logs into the SmartEvals system, the main page the instructor is directed to is MyEvalCenter. This page is the main starting point for all instructor interaction with our system.

The screenshot displays the myEvalCenter interface. At the top, the text "myEvalCenter" is prominently displayed. Below it, an "Alert:" section contains a red-bordered box with a warning icon and the message "You have not yet written an email to students", followed by a red link "Click here to change email". A dark grey header bar reads "Surveys Waiting to Be Opened". Below this, two survey cards are shown side-by-side. The left card is for "ACCT 2602 CAMP Financial Accounting Evaluation 44039" with CourseID: 54466383. The right card is for "ACCT 2603L CAMP Managerial Acctg Spreadshht Lab Evaluation 43586" with CourseID: 54466833. Each card includes a table with columns for "Begins:", "Ends:", and "See Reports:", and two action buttons: "Add Questions" (with a plus icon) and "Preview" (with a magnifying glass icon).

Surveys Waiting to Be Opened		
ACCT 2602 CAMP Financial Accounting Evaluation 44039 CourseID: 54466383	ACCT 2603L CAMP Managerial Acctg Spreadshht Lab Evaluation 43586 CourseID: 54466833	
Begins: 11/27/2017	Ends: 12/10/2017	See Reports: 12/20/2017
Begins: 11/27/2017	Ends: 12/10/2017	See Reports: 12/20/2017
Add Questions	Add Questions	
Preview	Preview	

From this page the instructor has the ability to add their own questions to an evaluation. To do this, all the instructor needs to do is locate the class they

wish to add questions to on MyEvalCenter and click the Add Questions button.

ACCT 2602 CAMP
Financial Accounting
Evaluation 44039

CourseID: 54466383

Begins: 11/27/2017 **Ends:** 12/10/2017 **See Reports:** 12/20/2017

+ Add Questions

Preview

The instructor is then offered three options to add questions: add for “All Classes With This Course Title”, “This Class Only”, or “Every Class You Teach”.

All Classes With This Course Title
ACCT 2602 CAMP
Add/Edit Questions

This Class Only:
ACCT 2602 44039 taught by: Bartolo
CAMP UG 2017 Fall
Add/Edit Questions

Every Class You Teach
(now and in the future)
Add/Edit Questions

- The first option, “All Classes With This Course Title,” allows the instructor to create questions for all courses with the same title as the original course you selected.
- The second option, “This Class Only,” allows the instructor to add questions for only the class that was selected.
- The third option, “Every Class You Teach,” allows the instructor to add

questions for every class they teach.

Once the instructor clicks on one of the options above, they will be presented with a screen where they can create a question. No matter which of the above options is selected, the instructor will be presented with the same steps to actually add the question(s).

Add questions for: ACCT 2602 CAMP

I'm done adding questions

Choose a question type to add or create: Single Choice (to get average) ▼

Create a new question:

Short question text (shown on reports):

Full question text (shown to the survey-taker):

Answer choices: YSU - STR Agree-Str Disagree-N/A Str Agree(4) to Str Disagree (1) ▼

Default answer: No Preselected Answer ▼

ID	Answer	QID	Answer Value	#
No data to display				

Create question Create question and add formatting

The “Choose a question type to add or create:” drop down menu will allow the instructor to select the type of question they want to ask: Single Choice, Multiple Choice, or Text question.

- Single Choice refers to questions with responses that have a numeric value. A common example of this is a question that has a rating scale of “Strongly Agree - Agree - Neutral - Disagree - Agree.” Each answer is assigned a number and the responses can be averaged together to get a score for that question.
- Multiple Choice refers to questions with no numeric value. An example of this is “What campus did you have most of your classes on?” The responses to this have no quantitative value attached to them. The reason it is called Multiple Choice is because these questions can be set up to have multiple responses. For example “Which campuses did you have classes on? (Check all that apply).”
- Text refers to questions that have written responses. A common example is “Do you have any additional comments on how to improve this class?”

The “Short question text” is the text that is visible on reports, and will not be seen by the students. Typically the full question text is too long and cumbersome for reporting and can cause confusion with which question was actually asked. It can become jumbled with other questions due to formatting. Make the short answer as clear and concise as possible.

The “Full question text” will be the text that the student will see when taking an evaluation.

The “Answer choices” dropdown box contains the available rating scales for the question type that was chosen. The instructor should select which rating scale they want to assign.

The “Default answer” will allow the instructor to choose what answer they want to be the default answer for the course. If an answer is selected in this dropdown, when the evaluation loads for the student, that response will be pre-selected.

The final step in the process is to click the “Create question” button to add the question to the evaluation.

Once all questions are added, the instructor can check their questions by previewing the evaluation using the “Preview” button for the class on MyEvalCenter.

