

Administrator Reference

Course Feedback System

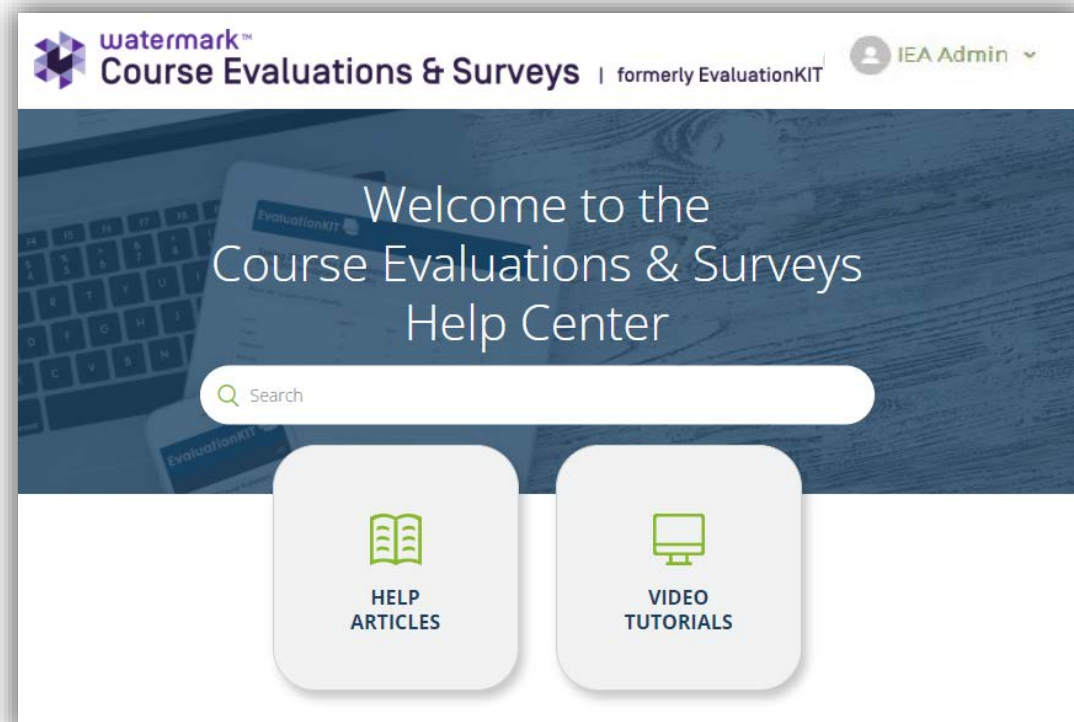
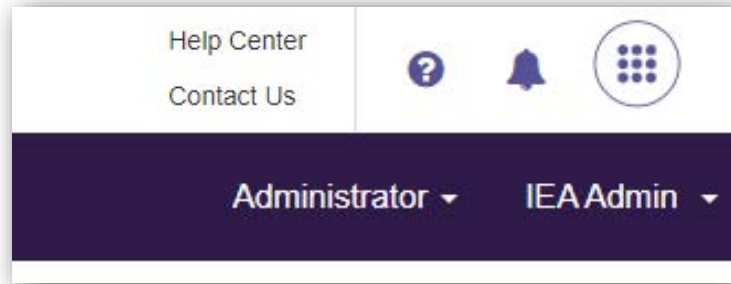
Contents

Preface

System Dashboard	1
Response Rate Tracker	2
Response Rate Tracker Hierarchy View.....	2
Response Rate Tracker Course View.....	3
Manage Courses	4
Project Results.....	5
Hierarchy	5
Course Section/By Instructor	6
Custom Question Monitor.....	7
Custom Question Details.....	8
Results Monitor	9
Results Monitor Details.....	10
Results Feedback.....	11
Reply.....	12
Export to PDF	12
How to Input Feedback	13
Report Builder.....	15
My Reports.....	16
Create a Custom Report.....	17
Adding Custom (Instructor Selected) Questions	20
Create a Custom Question Survey	20
Attach a Custom Question Survey	24

Preface

This is a reference for administrators to easily navigate the course feedback system tools available to them. For more details on any of the tools described in this guide, we encourage you to utilize the Help Center. Access the Help Center by logging into your account at <http://coursefeedback.syr.edu/> and clicking the question mark icon in the top-right corner of the webpage, then clicking “Help Center.”



You can also contact Institutional Effectiveness and Assessment for support any time by emailing coursefeedback@syr.edu.

System Dashboard

The dashboard includes widgets for features to which administrators have access. These widgets provide overview information and allow you to click directly into a given project and access additional details. Click any of the hyperlinks to open a new page.

Home Results ▾ Custom Question Surveys Attach Surveys to Projects Manage Courses Administrator ▾ IEAdmin ▾

Response Rate Tracker View All

2022 Spring | Course Feedback | Test Project
 Responses/Enrollments Daily Responses
 100.00% 9 / 9

Report Builder Training Project #2 Fall 2020
 Responses/Enrollments Daily Responses
 100.00% 53 / 53

Report Builder Training Project Fall 2020
 Responses/Enrollments Daily Responses
 100.00% 53 / 53

Project Results View All

2022 Spring | Course Feedback | Test Project
 Project Ends - 2/26/2022 Results Start - 2/1/2022 Results End - Open

Report Builder Training Project Fall 2020
 Project Ends - 1/31/2021 Results Start - 12/15/2020 Results End - Open

Report Builder Training Project #2 Fall 2020
 Project Ends - 12/15/2020 Results Start - 12/15/2020 Results End - Open

Prototype School/College Feedback
 Project Ends - 7/10/2020 Results Start - 6/22/2020 Results End - Open

Administrator Training Project
 Project Ends - 12/31/2022 Results Start - 5/15/2020 Results End - Open

Results Monitor View All

2022 Spring | Course Feedback | Test Project
 Viewed : Instructor Viewed : Administrator
 0.00% 0 / 1 0.00% 0 / 2

Report Builder Training Project Fall 2020
 Viewed : Instructor Viewed : Administrator
 50.00% 1 / 2 100.00% 1 / 1

Report Builder Training Project #2 Fall 2020
 Viewed : Instructor Viewed : Administrator
 100.00% 2 / 2 0.00% 0 / 1

Manage Courses

2022 Spring | Course Feedback | Test Project
 Access From: 1/17/2022 12:00 AM Access Until: 6/30/2022 11:59 PM

Administrator Training Project
 Access From: 3/5/2020 12:00 AM Access Until: 12/31/2022 11:59 PM

Custom Question Monitor View All

Administrator Training Project
 Added : Instructor
 100.00% 1 / 1

2022 Spring | Course Feedback | Test Project
 Added : Instructor
 100.00% 1 / 1

Results Feedback View All

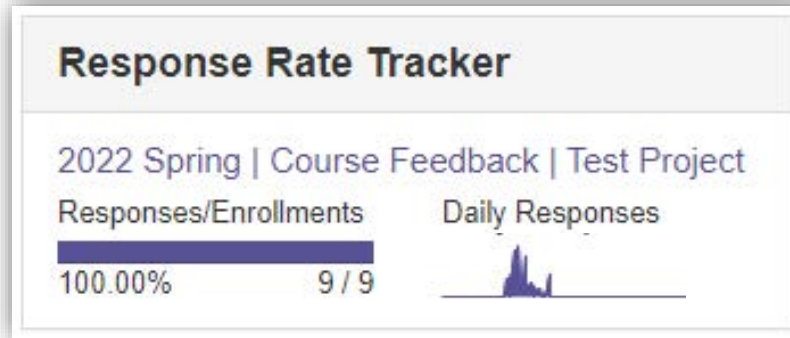
2022 Spring | Course Feedback | Test Project 3

Administrator Training Project 30

Report Builder Training Project #2 Fall 2020 2

Response Rate Tracker

The Response Rate Tracker allows you to view how many students have responded with feedback. This is a live view that instantly updates while the feedback period is open. Once the feedback period ends, this widget will display the final overall response rate.



Response Rate Tracker Hierarchy View

Clicking a project (i.e., term) link will show you more details with breakdowns on a school/college and department level. This view displays response rates based on the school/college or department hierarchy levels. Clicking the school/college or department links will show breakdowns on an individual course level.

Response Rates				
Level	Enrollments	Responded	Response Rate	View
Institutional Effectiveness & Assessment	53	53	100%	
Total 1				

Records per page: 500

Page 1 of 1

Response Rate Tracker Course View

The individual course level listings show the course title, course ID, instructor, number of enrollments, number of respondents, and course response rate.

Courses							
Level	Title	Unique ID	Instructor	Enrollments	Responded	Response Rate	View
Institutional Effectiveness & Assessment	Admin.Training.Example.Survey.Course1	Survey.Course1	IEA Admin	7	7	100%	
Institutional Effectiveness & Assessment	Admin.Training.Example.Survey.Course10	Survey.Course10	IEA Admin2	6	6	100%	
Institutional Effectiveness & Assessment	Admin.Training.Example.Survey.Course2	Survey.Course2	IEA Admin	6	6	100%	
Institutional Effectiveness & Assessment	Admin.Training.Example.Survey.Course3	Survey.Course3	IEA Admin	7	7	100%	
Institutional Effectiveness & Assessment	Admin.Training.Example.Survey.Course5	Survey.Course5	IEA Admin	8	8	100%	

Manage Courses

You can view courses gathering feedback by clicking on the project (i.e., term) link in the Manage Courses widget.

Manage Courses

2022 Spring | Course Feedback | Test Project

Access From: 1/17/2022 12:00 AM **Access Until:** 6/30/2022 11:59 PM

Here you can see the survey start/end dates for each course. If you click the numbers in students, instructors, or teaching assistant columns you will be able to see the names of those assigned to the course.

Project Courses									
Code	Title▲	Unique ID	Hierarchy Level	Start Date	End Date	Students	Instructors	Teaching Assistant	Preview
17389.1222	BIO.121.M001.SPRING22.General Biology I	17389.1222	IEA Testing Node	2/2/2022 12:00 AM	2/7/2022 12:00 AM	5	1	0	
14329.1222	CHE.106.SPRING22.General Chemistry Lecture I	14329.1222	IEA Testing Node	2/2/2022 12:00 AM	2/7/2022 12:00 AM	4	1	0	

Total 2

Records per page

Page 1 of 1

Project Results

This widget shows the list of projects (i.e., term) for which you are able to view and download reports. Click on the project link to open a new page.

Project Results View All

2022 Spring | Course Feedback | Test Project

Project Ends - 2/26/2022 Results Start - 2/1/2022 Results End - Open

Hierarchy

The first tab allows you to download reports by hierarchy level, either school/college or department. Click the dropdown box to select your level and then click the type of report you would like to download from the links located below. Additional tabs allow you to filter reports by course or instructor.

Results / Project Results / Project Hierarchy Level Results






Project Hierarchy Level Results 2022 Spring | Course Feedback | Test Project

By Hierarchy Level Course Section By Instructor By TA

View Results

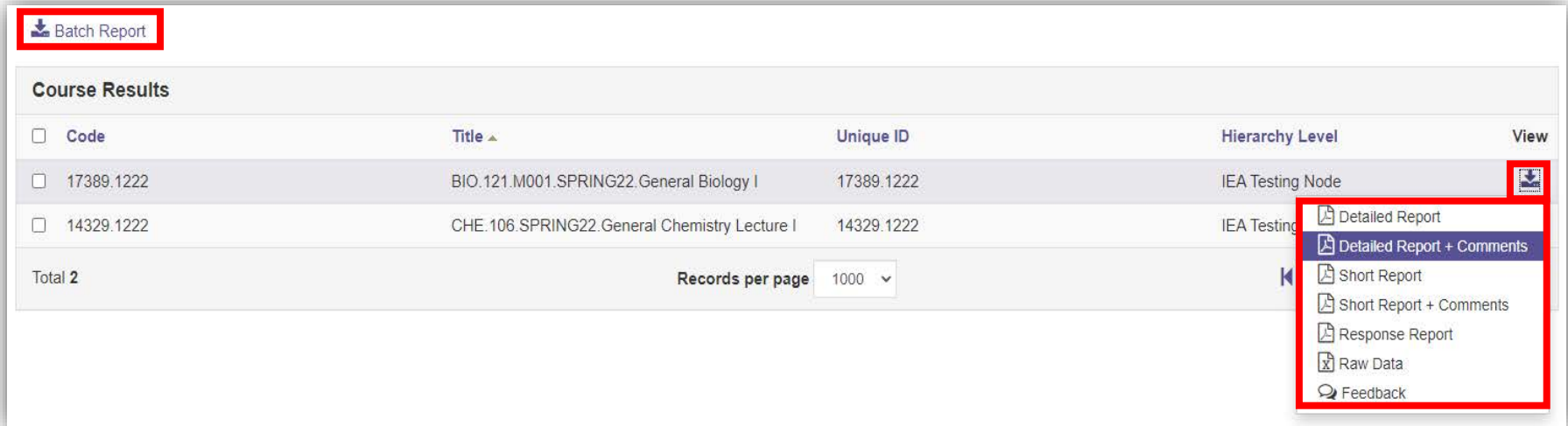
Hierarchy Level

✕

 Detailed Report  Detailed Report + Comments  Short Report  Short Report + Comments  Raw Data

Course Section/By Instructor

In the “Course Section” or “By Instructor” tabs, click on the icon in the “View” column to download the type of report you would like. You can also batch multiple reports together in the same download by clicking the “Batch Report” button found above the “Course Results” table.



The screenshot shows a web interface for viewing course results. At the top left, there is a "Batch Report" button. Below it is a table titled "Course Results". The table has columns for "Code", "Title", "Unique ID", "Hierarchy Level", and "View". There are two rows of data. The first row has code 17389.1222, title "BIO.121.M001.SPRING22.General Biology I", unique ID 17389.1222, and hierarchy level "IEA Testing Node". The second row has code 14329.1222, title "CHE.106.SPRING22.General Chemistry Lecture I", unique ID 14329.1222, and hierarchy level "IEA Testing". Below the table, there is a "Total 2" and a "Records per page" dropdown set to 1000. A dropdown menu is open from the "View" column of the first row, showing options: "Detailed Report", "Detailed Report + Comments", "Short Report", "Short Report + Comments", "Response Report", "Raw Data", and "Feedback".

<input type="checkbox"/>	Code	Title	Unique ID	Hierarchy Level	View
<input type="checkbox"/>	17389.1222	BIO.121.M001.SPRING22.General Biology I	17389.1222	IEA Testing Node	
<input type="checkbox"/>	14329.1222	CHE.106.SPRING22.General Chemistry Lecture I	14329.1222	IEA Testing	

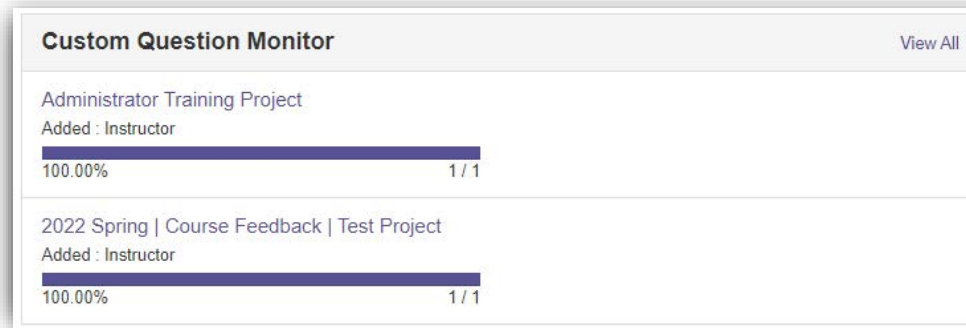
Total 2 Records per page: 1000

- Detailed Report
- Detailed Report + Comments
- Short Report
- Short Report + Comments
- Response Report
- Raw Data
- Feedback

Note: Click “Feedback” to initiate or review any comments associated with a particular report. For more information on this feature, continue to the section, [Results Feedback](#).

Custom Question Monitor

This tool allows you to see which instructors have added custom questions from the item banks to their courses if that option is available in your school/college. Click on the project link in the dashboard widget to access more information.



You are able to filter your searches by the instructor or the period of time in which questions were added. You can also click one of the monitoring boxes to see pre-set filters on questions including "Instructor Added Overall" or "Added Last 24-hours: Instructor." Clicking the icon in the "View" column will show you which questions were selected.

The screenshot shows the "Project Custom Questions Monitor" interface for the "2022 Spring | Course Feedback | Test Project". It includes two monitoring boxes: "Instructor Added Overall" (100%) and "Added Last 24hrs : Instructor" (0%). Below these are search filters for First Name, Last Name, Username, Email, User Type (set to Instructor), Course Unique ID, Has Custom Questions (set to Any), and Date Added. A table titled "Custom Question Users" lists two entries with columns for First Name, Last Name, User Type, Course Code, Title, Unique ID, Hierarchy Level, Date Added, and a View icon. The View icon in the first row is highlighted with a red box. At the bottom, there are pagination controls showing "Total 2" records and "Page 1 of 1".

Custom Question Details

If Custom Question option is available in your school/college, instructors can add questions from the item banks or by writing their own. As mentioned on the previous page, clicking the “View” icon gives you visibility to the questions that instructors add to their course surveys.

Instructor: Course Instructor1, Survey: CHE 106 M001 Test Semester 2022

As the course progressed, I could see how each of the topics fit into a whole.

Strongly Disagree

Disagree

Somewhat Disagree

Somewhat Agree

Agree

Strongly Agree

Class discussions were productive.

Strongly Disagree

Disagree

Somewhat Disagree

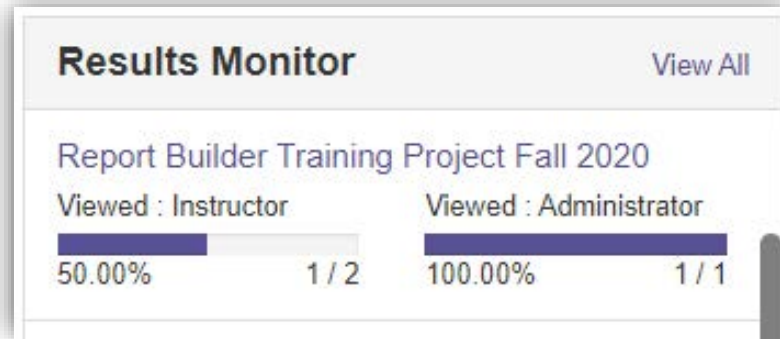
Somewhat Agree

Agree

Strongly Agree

Results Monitor

This tool allows you to see who has accessed reports within the course feedback system. The widget provides a snapshot of percentages for instructors and administrators. Click the project link for more information and to search for specific instructors and administrators.



Home Results Custom Question Surveys Attach Surveys to Projects Manage Courses Administrator IEA Admin

Monitoring Results Monitor Project Results Monitor

Project Results Monitor Report Builder Training Project Fall 2020

Instructor : Viewed Overall

50% 1 / 2

Instructor : Viewed Last 24hrs

0% 0 / 2

Administrator : Viewed Overall

100% 1 / 1

Administrator : Viewed Last 24hrs

0% 0 / 1

Search

First Name Last Name Username Email

User Type Course Unique ID Has Viewed Where Between And

Date Viewed

[Search](#) [Reset](#)

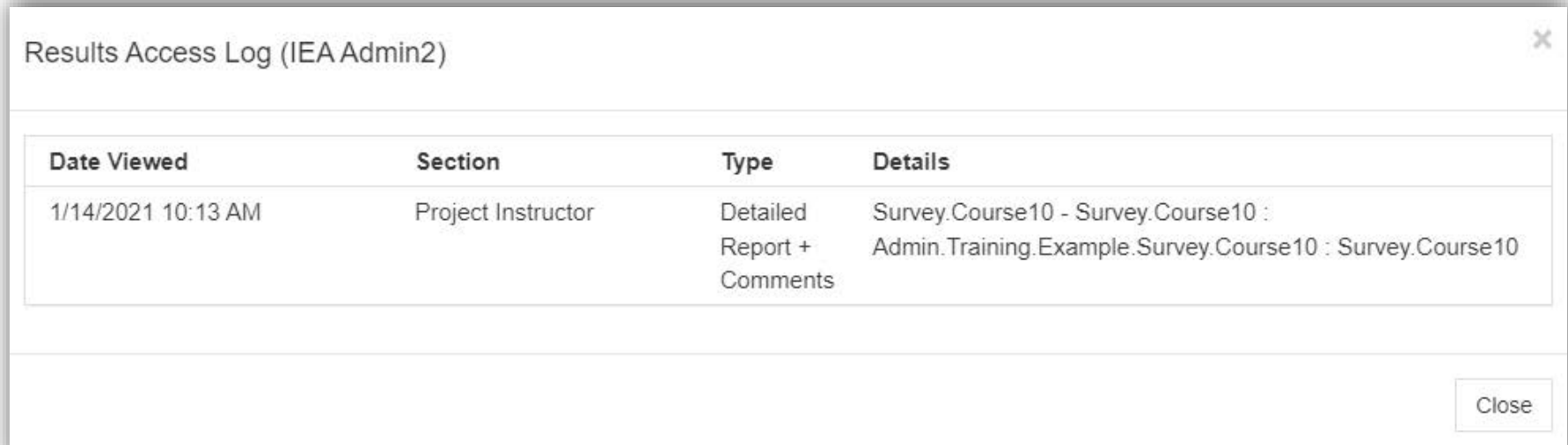
[Email Selected Users \(0\)](#)

<input type="checkbox"/>	First Name	Last Name	Email	Username	User Type	Last Viewed	View
<input type="checkbox"/>	IEA	Admin2	lalvut@syr.edu	IEA_Admin2	Instructor	1/14/2021 10:13 AM	View
<input type="checkbox"/>	IEA	Admin	paschnob@syr.edu	IEA_Admin	Administrator	12/16/2020 10:48 AM	View
<input type="checkbox"/>	IEA	Admin	paschnob@syr.edu	IEA_Admin	Instructor	N/A	

Total 3 Records per page 100 Page 1 of 1

Results Monitor Details

Clicking the icon in the “View” column brings up details on what type of report was viewed along with the timestamp of when this occurred.



Date Viewed	Section	Type	Details
1/14/2021 10:13 AM	Project Instructor	Detailed Report + Comments	Survey.Course10 - Survey.Course10 : Admin.Training.Example.Survey.Course10 : Survey.Course10

Results Feedback

The course feedback system supports the ability for administrators to engage in a dialogue with instructors in the Results Feedback feature. This widget displays any feedback entered within the platform about a specific course report. The total number of comments will appear next to the project link in the widget.

Results Feedback [View All](#)

- [2022 Spring | Course Feedback | Test Project](#) **3**
- [Administrator Training Project](#) **30**
- [Report Builder Training Project #2 Fall 2020](#) **2**

Clicking the project link will bring you to more details showing the user, reply, timestamp, and more. To reply to the comment, click the “Reply” link located on the right-hand side of the comment.

Results Feedback										
	Sender Name	Sender Email	Received On	Project	Level	Course Code	Course Title	Instructor	Posted Text	Reply
New	IEA Admin	paschnob@syr.edu	2/1/2022 9:29 AM	2022 Spring Course Feedback Test Project	IEA Testing Node	17389.1222	BIO.121.M001.SPRING22.General Biology I		The students appeared to have found lectures aligned greatly with the readings and exams. Great work!	Reply
New	EvaluationKIT Instructor1	eval-instructor1@syr.edu	2/1/2022 10:12 AM	2022 Spring Course Feedback Test Project	IEA Testing Node	17389.1222	BIO.121.M001.SPRING22.General Biology I	EvaluationKIT Instructor1	The attendance requirement for students increased the amount of participation during lectures.	Reply
New	EvaluationKIT Instructor1	eval-instructor1@syr.edu	2/1/2022 10:13 AM	2022 Spring Course Feedback Test Project	IEA Testing Node	14329.1222	CHE.106.SPRING22.General Chemistry Lecture I	EvaluationKIT Instructor1	Exam content was heavily focused on key terms and formulas directly from the readings and lectures.	Reply

Total 3

Records per page 100

Page 1 of 1

Reply

To reply to feedback, type your response into the text box and click the “Reply” button to submit. **Note:** Replying here does not send notification to users.

Results Feedback Reply

Were the assigned readings this semester discussed directly during the lectures or used as supporting information for students in addition to other coursework?

Cancel Reply

Export to PDF

On the Results Feedback main page you can click the “Export to PDF” hyperlink to download this information. **Note:** Make sure to filter by the specific course or hierarchy level first as the visible information is what will be exported to PDF.

Sender Name	Sender Email	Received On	Project	Level	Course Code	Course Title	Instructor	Posted Text
IEA Admin	paschnob@syr.edu	2/1/2022 9:29 AM	2022 Spring Course Feedback Test Project	IEA Testing Node	17389.1222	BIO.121.M001.S PRING22.General Biology I		The students appeared to have found lectures aligned greatly with the readings and exams. Great work!
EvaluationKIT Instructor1	eval-instructor1@syr.edu	2/1/2022 10:12 AM	2022 Spring Course Feedback Test Project	IEA Testing Node	17389.1222	BIO.121.M001.S PRING22.General Biology I	EvaluationKIT Instructor1	The attendance requirement for students increased the amount of participation during lectures.
EvaluationKIT Instructor1	eval-instructor1@syr.edu	2/1/2022 10:13 AM	2022 Spring Course Feedback Test Project	IEA Testing Node	14329.1222	CHE.106.SPRING22.General Chemistry Lecture I	EvaluationKIT Instructor1	Exam content was heavily focused on key terms and formulas directly from the readings and lectures.

How to Input Feedback

If you are initiating feedback, search for the instructor/course report using the [Project Results](#) function. Click the “View” icon to bring up the menu box and click on “Feedback” to add your input.

The screenshot shows the 'Course Section Results' page for '2022 Spring | Course Feedback | Test Project'. The page includes a navigation bar with 'Home', 'Results', 'Custom Question Surveys', 'Attach Surveys to Projects', and 'Manage Courses'. The user is logged in as 'Administrator' and 'IEA Admin'. The page title is 'Course Section Results 2022 Spring | Course Feedback | Test Project'. Below the title, there are tabs for 'By Hierarchy Level', 'Course Section', 'By Instructor', and 'By TA'. A note states: 'Note: Courses with response rates lower than the threshold setup by your Administrator may not be displayed below.' There is a search bar for 'Search Course Sections' with fields for 'Code', 'Title', 'Unique ID', and 'Hierarchy Level'. Below the search bar, there are checkboxes for 'Show Columns' for 'Course Code', 'Title', 'Unique ID', and 'Hierarchy Level'. A 'Search' button and a 'Reset' button are also present. A 'Batch Report' download icon is visible. The main content area is titled 'Course Results' and contains a table with the following data:

<input type="checkbox"/>	Code	Title ▲	Unique ID	Hierarchy Level	View
<input type="checkbox"/>	17389.1222	BIO.121.M001.SPRING22.General Biology I	17389.1222	IEA Testing Node	
<input type="checkbox"/>	14329.1222	CHE.106.SPRING22.General Chemistry Lecture I	14329.1222	IEA Testing	

At the bottom of the table, there is a 'Total 2' and a 'Records per page' dropdown set to '1000'. A dropdown menu is open from the 'View' icon of the first row, showing options: 'Detailed Report', 'Detailed Report + Comments', 'Short Report', 'Short Report + Comments', 'Response Report', 'Raw Data', and 'Feedback'. The 'Feedback' option is highlighted with a red box and a red arrow.

Once you type your input, click “Submit.” Your response will be maintained in your Results Feedback panel. Notification can be sent to other users in the system by clicking the “Change” hyperlink located above the “Submit” button. **Note:** You can only select users within the course feedback system or enter the email address associated with their ‘syr.edu’ account for the user to be notified.

You can also click “Export PDF” to download the Results Feedback communication.

Results Feedback

Project 2022 Spring | Course Feedback | Test Project [Export PDF](#)

Course 17389.1222 - BIO.121.M001.SPRING22.General Biology I

Instructor(s) EvaluationKIT Instructor1

Feedback (0)

There is not any feedback at this time

Add Feedback

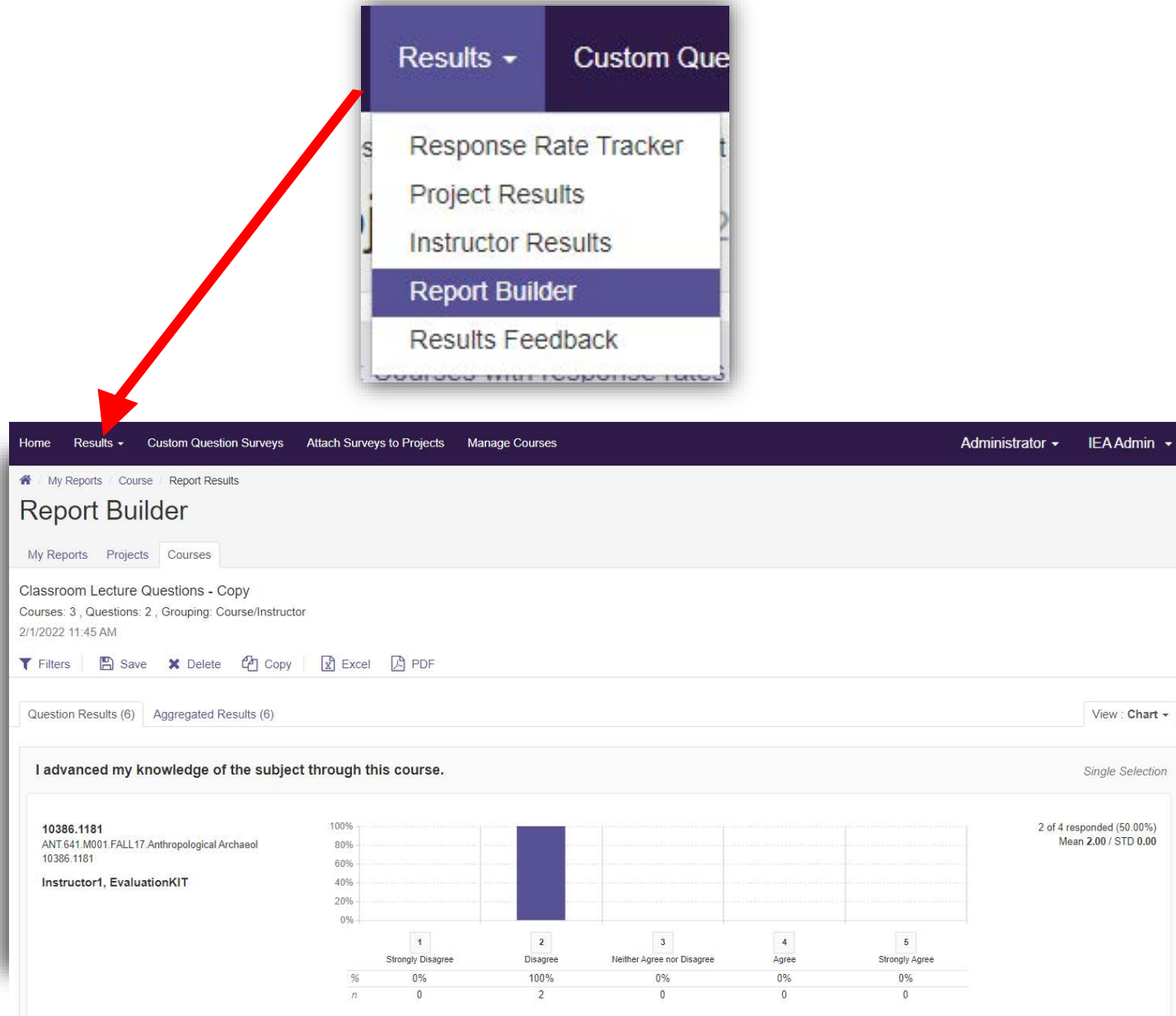
You had exceptional scores relating to the syllabus of this course. Great job!

Send to users: 0 [\(Change\)](#)

Submit

Report Builder

Report Builder allows you to create and share custom reports from the course feedback data collected. Access the Report Builder feature by clicking the “Results” button on the top banner of the website, then select “Report Builder” from the sub-menu.



The screenshot shows the Report Builder interface. At the top, a navigation bar includes 'Home', 'Results', 'Custom Question Surveys', 'Attach Surveys to Projects', and 'Manage Courses'. A dropdown menu is open under 'Results', listing 'Response Rate Tracker', 'Project Results', 'Instructor Results', 'Report Builder' (highlighted), and 'Results Feedback'. Below the navigation, the page title is 'Report Builder' and the breadcrumb is 'My Reports > Course > Report Results'. The main content area shows 'Classroom Lecture Questions - Copy' with details: 'Courses: 3, Questions: 2, Grouping: Course/Instructor' and '2/1/2022 11:45 AM'. There are icons for 'Filters', 'Save', 'Delete', 'Copy', 'Excel', and 'PDF'. Below this, there are tabs for 'Question Results (6)' and 'Aggregated Results (6)', and a 'View: Chart' dropdown. The main chart area displays a bar chart for the question 'I advanced my knowledge of the subject through this course.' The chart shows 100% of responses at level 2 (Disagree). The data table below the chart is as follows:

	1	2	3	4	5
	Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree
%	0%	100%	0%	0%	0%
n	0	2	0	0	0

Additional information on the right side of the chart area: '2 of 4 responded (50.00%)' and 'Mean 2.00 / STD 0.00'. The question ID is '10386.1181' and the instructor is 'Instructor1, EvaluationKIT'.

The Report Builder dashboard will display all of your recent, saved, and shared reports under the My Reports tab. Each category described below will list the most recent five reports, or click “View All” to view the full list for each category.

My Reports

Recent

This window will display any of the recent reports you ran or any that you copied.

Saved Reports

This window will hold all of your saved reports so that you can run them again at any time.

Shared with Me

This window will display all of the custom reports that other users have created and shared with you.

The screenshot shows the Report Builder dashboard interface. At the top, there is a navigation bar with links for Home, Results, Custom Question Surveys, Attach Surveys to Projects, and Manage Courses. On the right side of the navigation bar, there are user roles: Administrator and IEAAdmin. Below the navigation bar, the page title is "My Reports" and the main heading is "Report Builder". There are sub-tabs for "My Reports", "Areas", "Projects", "Courses", "Instructors", and "Teaching Assistants". A notice banner states: "Data in this feature is updated nightly, so data in any open projects will be included on the following day." Below the notice, there are three main sections: "Recent", "Saved Reports", and "Shared with Me". Each section has a "View All" link. The "Recent" section lists two reports: "Area - Report" (1 Areas, 7 Questions, Grouping: Area/Course, 10/15/2021 10:02 AM) and "Course Evaluation Project - Report" (2 Projects, 2 Questions, Grouping: Project/Course, 8/16/2021 10:54 AM). The "Saved Reports" section lists two reports: "Test 2" (2 Projects, 1 Question, Grouping: Project/Course, 6/3/2021 11:35 AM) and "My English Report Example RB" (1 Areas, 2 Questions, Grouping: Area/Project, 6/3/2021 11:24 AM). The "Shared with Me" section shows "No shared reports".

Create a Custom Report

When creating a new report, select one of the following tabs depending on the perspective.

Areas

This tab lets you filter criteria from the perspective of your area(s) or hierarchy.

Projects

This tab lets you filter criteria from the perspective of all your project(s) or semesters.

Courses

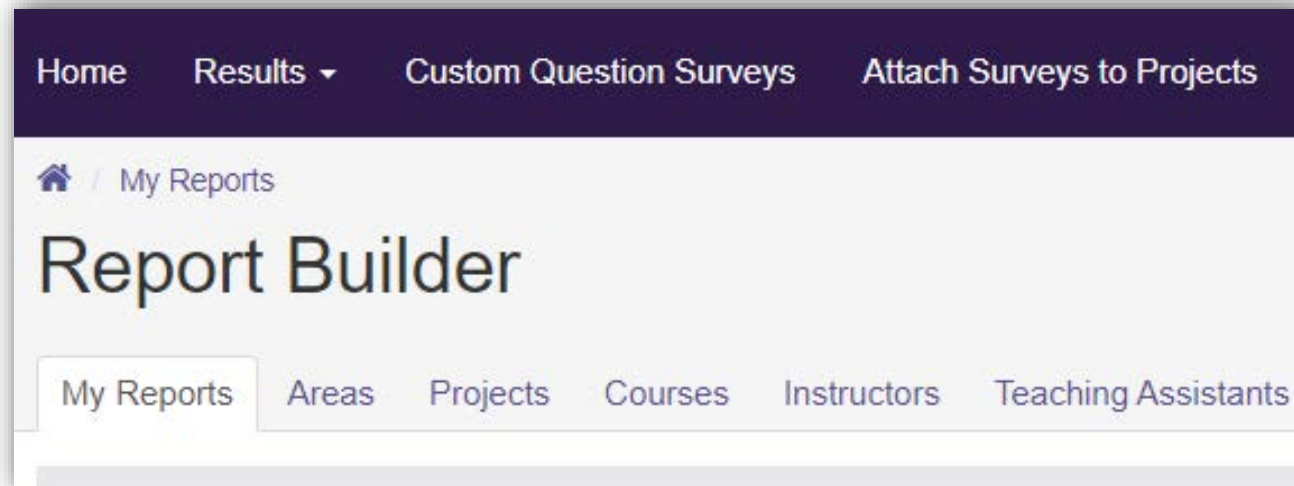
This tab lets you filter criteria from all the courses for which you have administrative view.

Instructors

This tab lets you filter criteria from all the instructors for which you have administrative view.

Teaching Assistants

This tab lets you filter criteria from all the teaching assistants for which you have administrative view.



For this example, we will create a report using the instructor criteria. Click the “+” sign to the right of each field to select your desired criteria. **Note: The items in bold font are required fields.**

The screenshot shows a report builder interface with the following fields and controls:

Field	Value	Controls
Instructor	4 Selected	x, v, +
Questions	5 Selected	x, v, +
Grouping	Instructor/Course	x, v
Question Filters	None	v, +
Benchmarks	None	v, +

Once you start selecting your criteria, you will be able to make multiple selections.

The screenshot shows a list of 8 results with a dropdown menu set to 25. The results are as follows:

Selection	Item Name	Category
<input checked="" type="checkbox"/>	Admin, IEA Survey.Course1 - Admin.Training.Example.Survey.Course1 Report Builder Training Project #2 Fall 2020	Institutional Effectiveness & Assessment
<input checked="" type="checkbox"/>	Admin2, IEA Survey.Course10 - Admin.Training.Example.Survey.Course10 Report Builder Training Project #2 Fall 2020	Institutional Effectiveness & Assessment
<input checked="" type="checkbox"/>	Admin, IEA Survey.Course2 - Admin.Training.Example.Survey.Course2 Report Builder Training Project #2 Fall 2020	Institutional Effectiveness & Assessment

Once all criteria are selected, click “Run” to generate your report.

The report you generated appears on the screen within the “Question Results” tab. You can also toggle to the “Aggregated Results” tab to compile an overall scale. After the report has been generated, additional options will become available.

[Properties](#)

Click this to edit the name of your report.

[Shared](#)

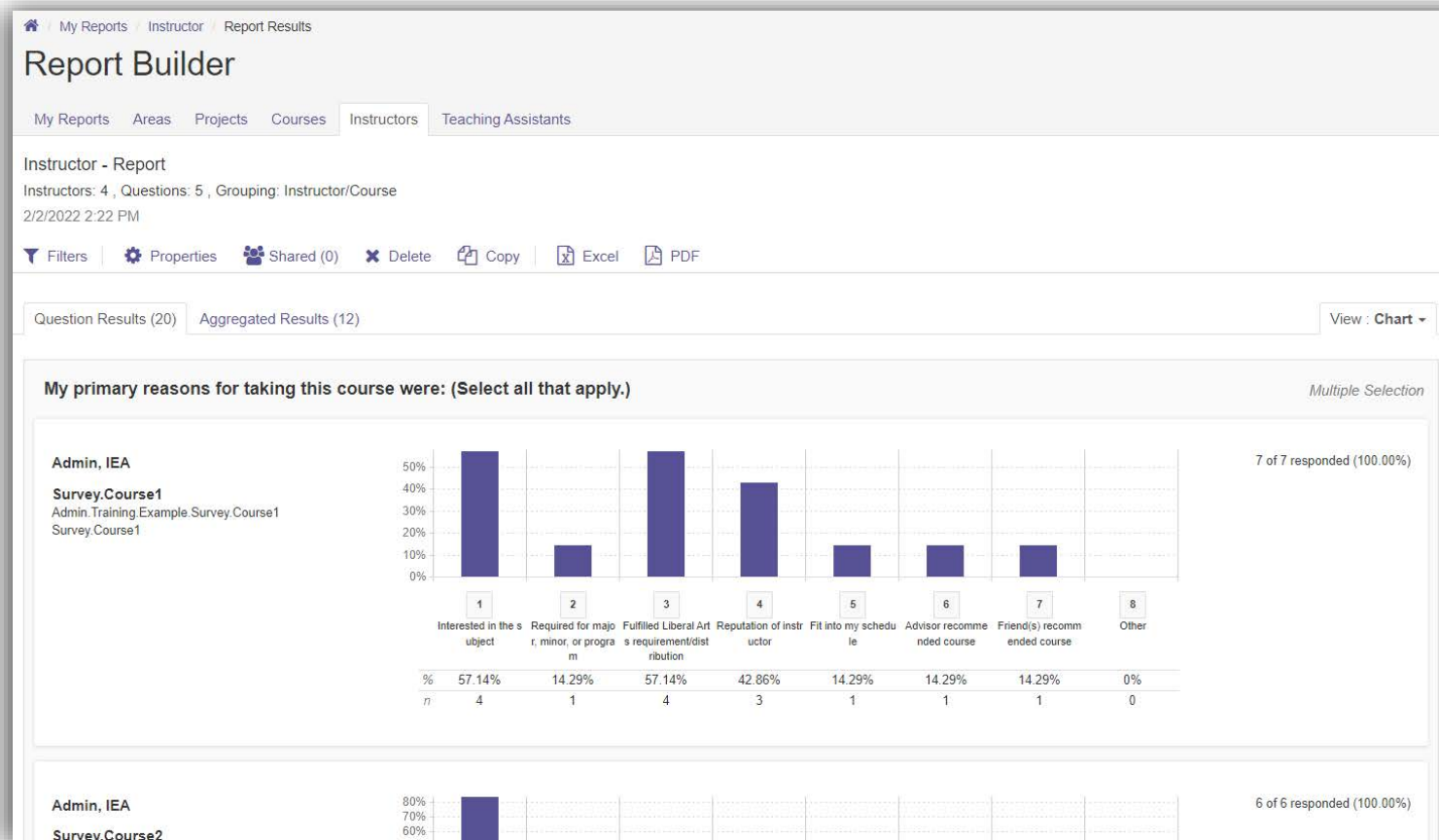
Click this to share the report with other users.

[Copy](#)

Click this to copy your report if you wish to make changes and run as a new report.

[Excel/PDF](#)

Click this to download the report in various formats.



Adding Custom (Instructor Selected) Questions

If instructor level questions are used in your school/college, you are able to assist instructors with adding questions to the feedback form for their course(s). If a preferred item is not included in the item banks, instructors can create their own questions. More information can be found in a video guide on our website: <https://effectiveness.syr.edu/course-feedback/coursefeedbacksystem/for-instructors/>

Create a Custom Question Survey

1. Click the “Custom Question Surveys” link on the top banner of the webpage.
2. Click the “Create New Custom Question Survey” hyperlink.

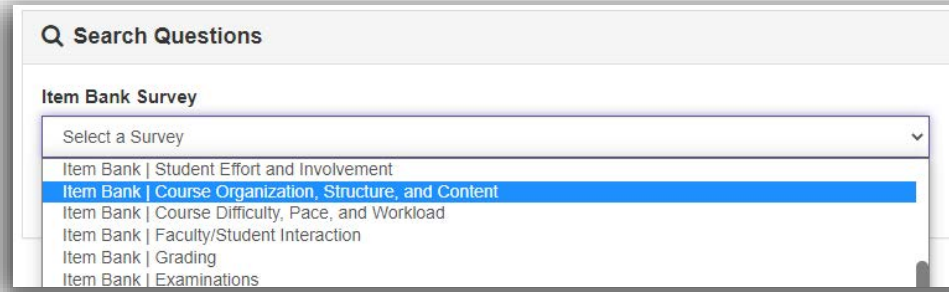
The screenshot shows the 'Custom Question Surveys' page. The top navigation bar has a dark purple background with white text. The 'Custom Question Surveys' link is highlighted with a red box. Below the navigation bar, the page title 'Custom Question Surveys' is displayed. A red box highlights the '+ Create New Custom Question Survey' button. Below this is a search section with the heading 'Search Surveys' and three input fields: 'Title Contains', 'Start Date', and 'End Date'. A 'Search' button is located below the input fields. The main content area is titled 'Surveys' and contains a table with the following data:

Title	Date Created	Author	Type	Projects	Preview	Copy	Edit	Delete	Lock
Spring 2021 Questions	8/16/2021 10:43 AM	IEA Admin	Course Custom Question	1					
BIO 121 All Semesters	3/18/2021 4:04 PM	IEA Admin	Course Custom Question	0					
Spring 2021 Supplemental Questions	2/15/2021 11:20 AM	IEA Admin	Course Custom Question	0					

3. Give the survey a title and description. We recommend including the course and semester to track easier.
4. Click the dropdown box and select 'Item Bank Questions,' then click "Add."

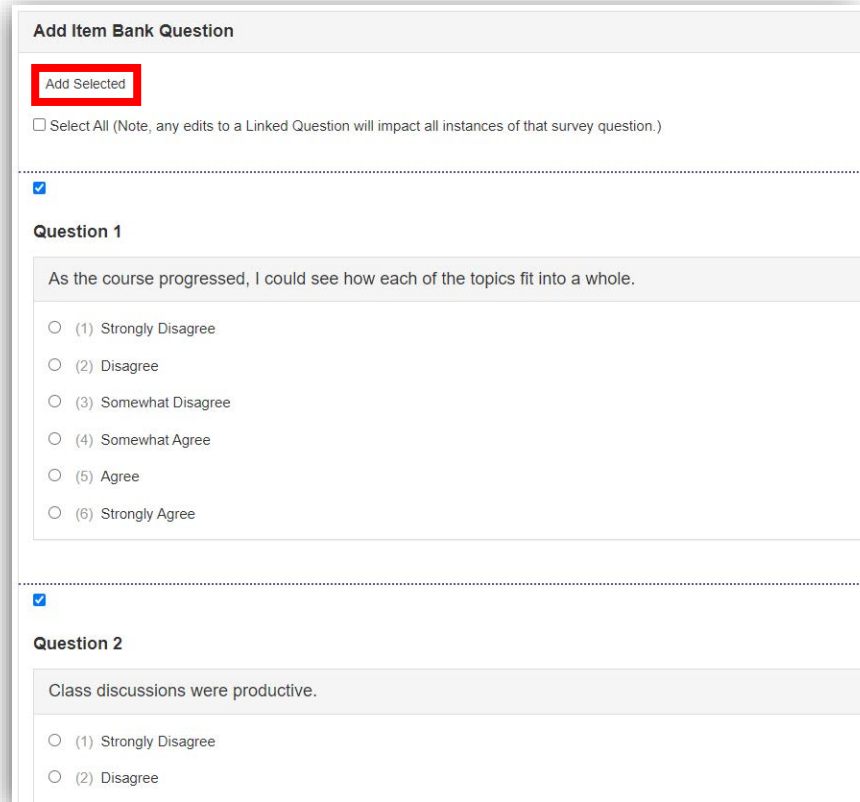
The screenshot shows the 'Survey Edit' interface for 'CHE 106 M001 Test Semester 2022'. The top navigation bar includes 'Home', 'Results', 'Custom Question Surveys', 'Attach Surveys to Projects', and 'Manage Courses'. The breadcrumb trail is 'Home / Custom Question Surveys / Survey Edit'. The main title is 'Survey Edit CHE 106 M001 Test Semester 2022'. Below the title are 'Preview' and 'Export to PDF' options. The 'Survey Properties' section contains two text input fields: 'Title' (containing 'CHE 106 M001 Test Semester 2022') and 'Description' (containing 'Instructor survey for CHE 106 M001 running in the test semester 2022.'). Below these fields are 'Save' and 'Cancel' buttons. At the bottom, a dropdown menu for 'Select Question Type' is open, with a '+ Add' button highlighted in a red box. The dropdown menu lists several question types: 'Select Question Type', 'Single Selection', 'Multiple Selection', 'Matrix', 'Numeric Selection', 'Write-in', 'Label', 'Item Bank Question' (highlighted in blue), and 'LO Item Bank Question'.

The next page will prompt a search for questions by selecting any of the available item banks. Click the dropdown box and select an item bank.



The screenshot shows a search interface titled "Search Questions". Under the heading "Item Bank Survey", there is a dropdown menu currently set to "Select a Survey". The dropdown is open, showing a list of item banks: "Item Bank | Student Effort and Involvement", "Item Bank | Course Organization, Structure, and Content" (which is highlighted in blue), "Item Bank | Course Difficulty, Pace, and Workload", "Item Bank | Faculty/Student Interaction", "Item Bank | Grading", and "Item Bank | Examinations".

Select the questions to include and click the “Add Selected” button when done. **Note:** To request an item be added to the item banks, the question can be emailed to coursefeedback@syr.edu.



The screenshot shows the "Add Item Bank Question" interface. At the top, there is a red-bordered button labeled "Add Selected". Below it is a checkbox labeled "Select All (Note, any edits to a Linked Question will impact all instances of that survey question.)". There are two questions listed, each with a checked checkbox to its left:

- Question 1**
As the course progressed, I could see how each of the topics fit into a whole.
Radio buttons for: (1) Strongly Disagree, (2) Disagree, (3) Somewhat Disagree, (4) Somewhat Agree, (5) Agree, (6) Strongly Agree.
- Question 2**
Class discussions were productive.
Radio buttons for: (1) Strongly Disagree, (2) Disagree.

The final step is to review the additional questions, then click “Save” when done.

Custom Question Surveys / Survey Edit

Survey Edit CHE 106 M001 Test Semester 2022

Preview Export to PDF

Survey Properties

Title	Description
CHE 106 M001 Test Semester 2022	Instructor survey for CHE 106 M001 running in the test semester 2022.

Save Cancel

Select Question Type + Add

Question 1

As the course progressed, I could see how each of the topics fit into a whole.

- (1) Strongly Disagree
- (2) Disagree

Now that the survey is created, it can be attached it to a course or area.

Attach a Custom Question Survey

1. Click the “Attach Surveys to Projects” link on the top banner of the system's webpage.
2. On the next screen, in the "Projects with Custom Question Survey Access" table, select the current project.
3. On the next screen, click the "+Add Custom Question Survey" hyperlink, then click the checkmark in the “Select” column of the survey you want to use and then click the “Select Courses” button.
4. On the next screen, the survey can be attached to an entire hierarchy node or click the “Select Specific Courses” tab.
5. Click the “Add Courses” button to begin searching.

Custom Question Surveys Attach Surveys to Projects Add Custom Question Survey

Add Custom Question Survey 2022 Spring | Course Feedback | Test Project

Q Search Projects

Title Date Created From Date Created To

Search

Question Source: Select From Item Bank and Your Own Questions Question Limit: 255

Surveys

Title	Description	Date Created	Preview	Select
BIO 350 M005 Spring 2020	BIO 350 M005 Spring 2020	1/15/2020	Q	✓
CHE 106 M001 Test Semester 2022	Instructor survey for CHE 106 M001 running in the test semester 2022.	2/1/2022	Q	

Total 2 Records per page 25 Page 1 of 1

Select Courses

Select Courses for Custom Question Survey 2022 Spring | Course Feedback | Test Project

Selected Survey: Spring 2021 Supplemental Questions

Select all courses within specific areas of your account to receive the additional Custom Question Survey

Select from Hierarchy Levels Select Specific Courses

Current Selected Courses

No Courses Selected.

Total 0 Records per page 50

Finish : Save Custom Question Survey Add Courses Cancel

Select all the courses to which the survey should be attached and then click the “Add Selected Courses” button.

Add Courses ✕

Q Search Courses

Code Title Unique ID

Search

Projects

<input type="checkbox"/> Course Code	Title ▲	Unique ID	Hierarchy Level
<input type="checkbox"/> 17389.1222	BIO.121.M001.SPRING22.General Biology I	17389.1222	IEA Testing Node
<input type="checkbox"/> 14329.1222	CHE.106.SPRING22.General Chemistry Lecture I	14329.1222	IEA Testing Node

Total 2 Records per page 50 Page 1 of 1

Add Selected Courses

Verify the courses to which custom question surveys are applied by clicking the hyperlink under the ‘Courses’ column of the table. Click “View Main Survey for this Project” to view the University’s core questions.

The screenshot shows a web application interface for managing custom question surveys. At the top, there is a navigation bar with links for Home, Results, Custom Question Surveys, Attach Surveys to Projects, Manage Courses, Administrator, and IEA Admin. Below the navigation bar, there is a breadcrumb trail: Home / Custom Question Surveys / Attach Surveys to Projects / Custom Question Survey. The main heading is "Custom Question Survey 2022 Spring | Course Feedback | Test Project". Below the heading, there are three action buttons: "+ Add Custom Question Survey", "+ Create New Survey", and "View Main Survey for this Project". The main content area contains a table with the following columns: Survey Title, Created By, Updated By, Updated Date, Courses, Edit, and Delete. The table has one row with the following data: Survey Title: CHE 106 M001 Test Semester 2022, Created By: EvaluationKIT Instructor1, Updated By: EvaluationKIT Instructor1, Updated Date: 2/1/2022 12:23 PM, Courses: 1 (highlighted with a red box), Edit: (pencil icon), Delete: (X icon). Below the table, there is a summary row showing "Total 1" and a "Records per page" dropdown set to "50". At the bottom right, there is a pagination control showing "Page 1 of 1".

Survey Title	Created By	Updated By	Updated Date	Courses	Edit	Delete
CHE 106 M001 Test Semester 2022	EvaluationKIT Instructor1	EvaluationKIT Instructor1	2/1/2022 12:23 PM	1		

If you have any questions or comments, please contact Institutional Effectiveness and Assessment by emailing coursefeedback@syr.edu.

For up-to-date information and resources on the course feedback process, visit our website at <https://effectiveness.syr.edu/course-feedback/>.