

To create and attach questions to the course feedback form for your course(s), log in to coursefeedback.syr.edu and follow these steps.

Create a Custom Question Survey

1. Click "Custom Questions" on the top banner of the webpage then select the "Custom Questions Surveys" option from the dropdown menu.
2. Click the "+Create New Custom Question Survey" hyperlink.
3. Give the survey a title and description. We recommend including the course and semester to make tracking easier. Click "Save New."
4. Click the "Select Question Type" dropdown box and either select a format to create your own (Single Selection, Multiple Selection, Write-In, etc.), or choose 'Item Bank Question,' then click "+Add."
5. If you chose to create your own question, include the question text and response options; then click the "Save" button.
6. If you chose to browse the item banks, the next page will prompt a search for questions by selecting any of the available item banks.
 - a. Click the dropdown box and select an item bank, then click the "Get Questions" button.
 - b. Select the question(s) to include by checking the box(es) above the question number, then click the "Add Selected" button when done.
7. The final step is to review the additional questions, then click the "Save" button.
8. Now that the survey is created, it can be attached it to a course.

Attach a Custom Question Survey

1. Click "Custom Questions" on the top banner of the webpage then select the "Custom Questions Projects" option from the dropdown menu.
2. On the next screen, in the "Projects with Custom Question Survey Access" table, click the semester hyperlink (e.g., 2021 Fall | Course Feedback).
3. On the next screen, click the "+Add Custom Question Survey" hyperlink above the table.
4. In the "Surveys" table, click the checkmark icon in the "Select" column of the survey you want to use and then click the "Select Courses" button.
5. On the next screen, the "Select Specific Courses" tab will display any courses this survey is attached to.
6. To attach the survey to a course, click the "Add Courses" button to begin searching.
7. Select the course(s) to which the survey should be attached and then click the "Add Selected Courses" button.
8. Verify the courses to which your survey(s) are applied by clicking the hyperlink under the 'Courses' column of the table.

If you have any questions please contact Institutional Effectiveness at 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/>.