

Including your own questions as part of the course feedback gathering window is a two-part process. This guide provides step-by-step instructions to first create your custom question survey, then to attach it to your courses.

To begin creating and attaching 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 the **Custom Questions** link on the top banner of the webpage then select the **Custom Questions Surveys** option from the dropdown menu.
2. Click the **Create New Survey** button towards the top-right of the page.
3. Give the survey a title and description and then click **Save**. (We recommend including the course to make tracking easier.)
4. Click the dropdown box titled **Add a Question** and either select **+Create New** to create your own (Single Selection, Multiple Selection, Write-In, etc.), or choose **From Item Banks**.
5. If you chose to create your own question, the next page would prompt you to select the question type from the dropdown box, then click **Continue**.
 - a. Build your question by including the question text, response options, and/or properties, then scroll to the top of the page to click the **Save & Add** button.
6. If you chose to browse the item banks, the next page would prompt a search for questions by selecting any of the available item banks. To do this, click the dropdown box titled **Item Banks** to select an item bank, then click the **Search** button.
 - a. Select the question(s) to include by checking the box(es) located above each question. When done, scroll to the top of the page to click the **Add Selected Questions** button.
7. When all your questions are added, the last step is to review. Scroll to the top of the page to click the **Done** button.
8. Your survey is now created! It can now be attached to your course(s) by following the directions on the next page of this document.

If your custom question survey is already completed, follow the steps below to attach it to your courses to be included when the feedback window opens.

Attach a Custom Question Survey

1. Click the **Custom Questions** link on the top banner of the webpage then select the **Custom Questions Projects** option from the dropdown menu.
2. In the **Project Name** column choose the semester to attach a custom question survey to (e.g., 2024 Fall | Course Feedback) by clicking on its title.
3. In the widget titled **My Surveys in this Project**, click the + **ADD SURVEY** button.
4. Click the radio button next to the survey you would like to use.
5. On the top-right corner of the page click the **NEXT** button.
6. Select all the courses to which the survey should be attached by clicking the boxes to the left of the course and then click the **FINISH & ADD** button on the top-right corner of the webpage.
7. Your survey is now attached to the course(s) you selected! You can verify the courses to which your survey(s) are applied by clicking the **Custom Questions Projects** link on the top banner of the webpage then select the **Custom Questions Projects** option from the dropdown menu. The **Added to # Courses** column displays a numeric value that you can click to see which course(s) a custom survey is attached.

If you have any questions or comments, 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/>.