

Custom Question Surveys

Course Feedback

Including your own questions in the course feedback gathering window is a two-part process. This guide walks you through creating your custom question survey, then attaching it to your courses. To begin, log in at coursefeedback.syr.edu and follow these steps.

Create a Custom Question Survey

1. Click the Custom Questions link on the top banner, then select Custom Questions Surveys from the dropdown menu.
2. Click the Create New Survey button toward the top-right of the page.
3. Give the survey title and description, then click Save. Including the course makes tracking easier.
4. Click the Add a Question dropdown and either select +Create New to create your own (Single Selection, Multiple Selection, Write-In, and so on) or choose From Item Banks.
5. If you create your own, the next page prompts you to select the question type from the dropdown, then click Continue. Build the question with the question text, response options, and properties, then scroll to the top of the page and click Save & Add.
6. If you browse the item banks, the next page prompts a search. Click the Item Banks dropdown to select an item bank, then click Search. Check the box above each question you want, then scroll to the top and click Add Selected Questions.
7. When all your questions are added, review them, then scroll to the top and click Done.

Note: Your survey is now created. Attach it to your courses using the steps below.

Attach a Custom Question Survey

1. Click the Custom Questions link on the top banner, then select Custom Questions Projects from the dropdown menu.
2. In the Project Name column, click the semester you want to attach a survey to (for example, 2026 Fall | Course Feedback).
3. In the My Surveys in this Project widget, click + Add Survey.
4. Click the radio button next to the survey you want to use.
5. In the top-right corner of the page, click Next.
6. Select all the courses the survey should attach to by checking the box to the left of each course, then click Finish & Add in the top-right corner.

7. Your survey is now attached. To verify, click the Custom Questions link and select Custom Questions Projects; the Added to # Courses column shows a clickable count you can open to see which courses a survey is attached to.

Questions or comments? Contact the Office of Institutional Effectiveness at coursefeedback@syr.edu.

For current information and resources on the course feedback process, visit effectiveness.syr.edu/course-feedback.