

Adding Your Own Questions to Course Feedback

Instructor Guide to Custom Question Surveys

Your course feedback survey already includes questions from Academic Affairs and your school, college, or department. Custom Question Surveys let you add questions of your own, so you can ask your students about the things that matter in your course: a new assignment, a lab format, the pace of the material, or anything else you want to hear about.

The process has two parts. First you build a survey (your set of questions). Then you attach that survey to one or more of your courses. A survey that is built but not attached will not be sent to students.

At a Glance

Part 1: Build your survey. Choose questions from Item Banks, write your own, or both.

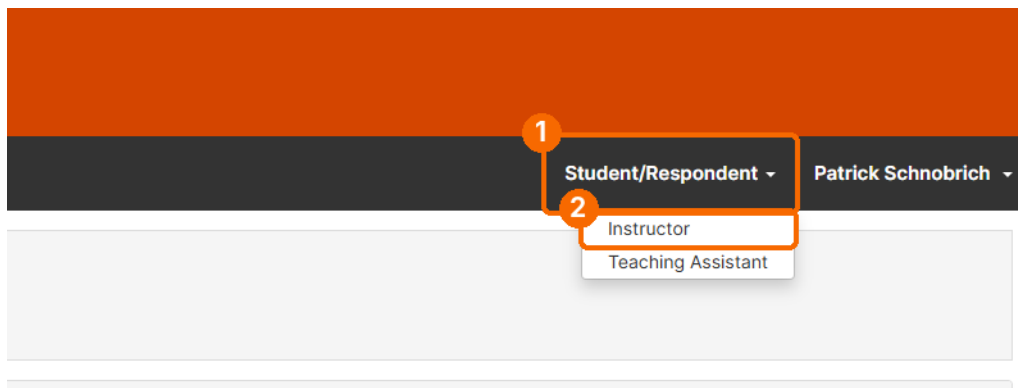
Part 2: Attach it to your course(s). Nothing reaches students until this part is done.

Plan on 10 to 15 minutes. Decide which of these paths fits what you want to ask:

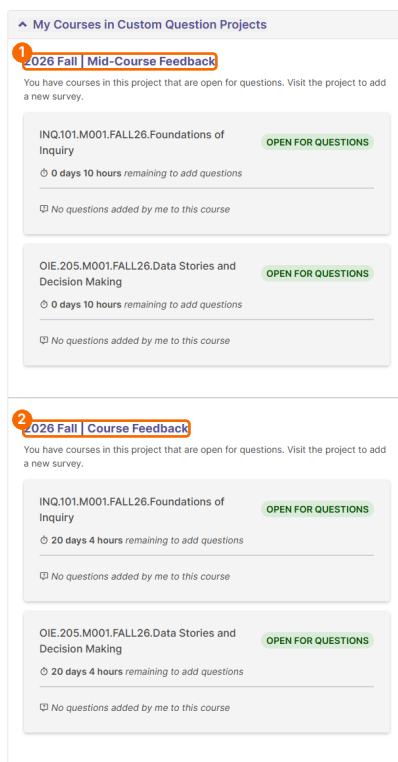
Path	What it means
A. Use an Item Bank as-is	Add every question from one of OIE's ready-made Item Banks (for example, Course Difficulty, Pace, and Workload).
B. Pick from Item Banks	Choose only the Item Bank questions you want, from one bank or several.
C. Write your own	Create questions from scratch with your own wording and answer choices.
D. Mix and match	Combine any of the above in a single survey. Most instructors end up here.

Before You Start

1. Log in at coursefeedback.syr.edu with your NetID and password.
2. Check your role in the top right corner. It must say Instructor. If it says Student/Respondent, click it and choose Instructor. The Custom Questions menu only appears in the Instructor role.



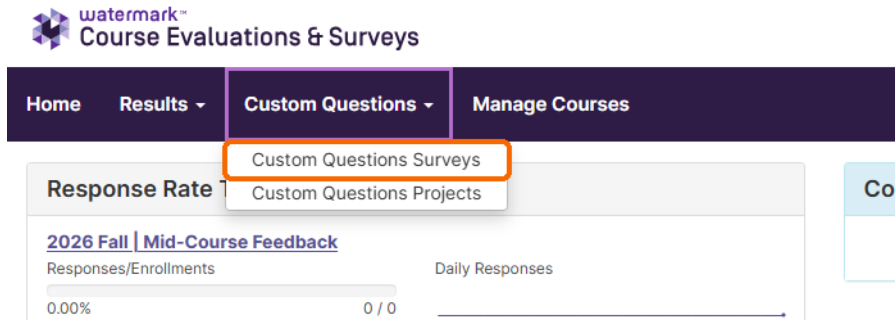
3. On your Home page, look at the My Courses in Custom Question Projects box. It lists each course that is Open for Questions, how much time you have left to add questions, and how many questions you have added so far. This box is the quickest way to see which project is open for you right now.



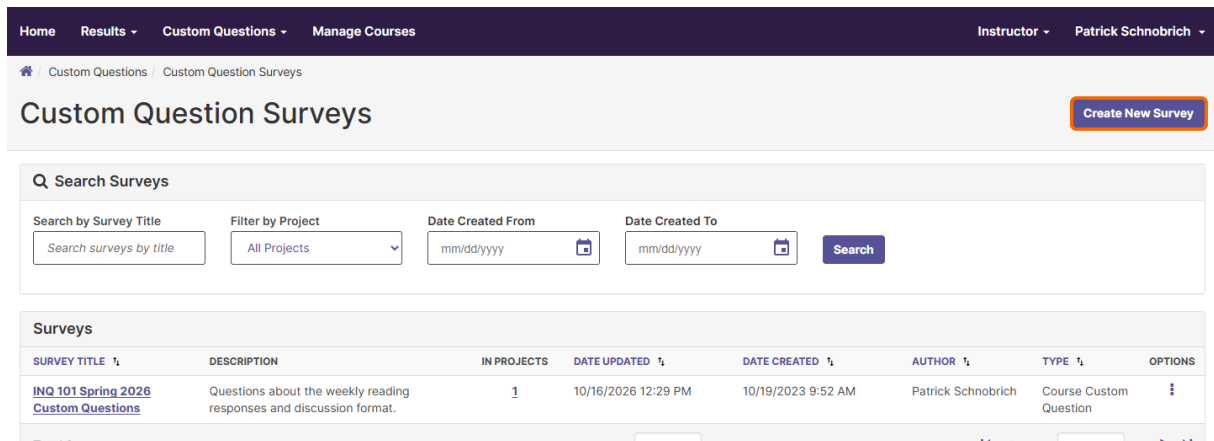
Tip: If you do not see this box, or your course is not listed, the window for adding questions may not be open yet. Contact coursefeedback@syr.edu.

Part 1: Build Your Survey

1. In the purple menu bar, click Custom Questions, then Custom Questions Surveys.

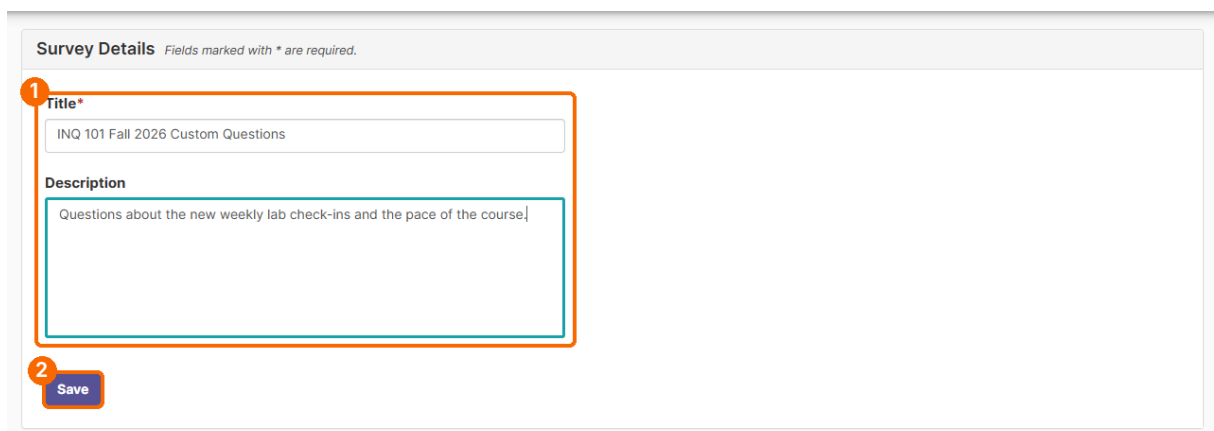


2. Click Create New Survey in the top right corner. Any surveys you built in past terms are listed here too.



Tip: Reusing a survey from a past term? Click the three-dot Options menu next to it and choose Create a Copy, or Edit to change it. Clicking a survey's title only opens a preview.

3. Enter a Title (required) and an optional Description, then click Save. Students do not see the title or description, so pick a name you will recognize later, such as "INQ 101 Fall 2026 Custom Questions."



4. Click Add a Question. You will see four choices. Use the one that matches what you want to do:

[Preview](#) [Export to PDF](#)

Survey Details Fields marked with * are required.

Title [Edit Details](#)
INQ 101 Fall 2026 Custom Questions

Description
Questions about the new weekly lab check-ins and the pace of the course.

Question Management

There are no questions in this survey
Get started by adding the first question

Add a Question

- Create New
- From My Surveys
- From Item Banks
- From LO Item Banks

Choice	Use it to
Create New	Write your own question from scratch (Path C below).
From My Surveys	Reuse questions you already wrote in another one of your surveys.
From Item Banks	Choose from OIE's ready-made question sets, organized by topic (Paths A and B below).
From LO Item Banks	Not used at Syracuse. Skip this one.

Paths A and B: Add Questions from an Item Bank

1. From the Item Banks dropdown, choose one bank, then click Search. The page starts on All Item Banks, which mixes every bank's questions together, so always choose a bank first.

The screenshot shows the 'Add from Item Banks' interface. At the top, there is a navigation bar with 'ADD A QUESTION' and 'Add from Item Banks' (with a close icon), and a button 'ADD SELECTED QUESTIONS' in the top right. Below this is a search bar labeled 'Q Search Item Banks'. It contains three fields: 'Item Banks' (a dropdown menu with 'Item Bank | Mid-Course (Ker)' selected, highlighted with a red box and a red circle with the number 1), 'Question Type' (a dropdown menu with 'All Question Types' selected), and 'Search Question Text' (a text input field). To the right of the search fields is a 'Search' button, highlighted with a red box and a red circle with the number 2. Below the search bar is a section titled 'Select Questions'. It contains a 'Select all' checkbox (unchecked) and a 'Select' checkbox (unchecked). Below these is a list of questions, with the first one visible: 'What is one thing you would like the instructor or the class to keep doing?'. The list is currently empty.

Tip: Looking for something specific? Type a word in Search Question Text (for example, "exam") or filter by Question Type, then click Search.

2. To use the whole bank, check Select all. Then click Add Selected Questions in the top right corner.

The screenshot shows the 'Add from Item Banks' interface, similar to the previous one, but with the 'Select all' checkbox checked, highlighted with a red box and a red circle with the number 1. The 'Search' button is still present, but it is not highlighted. The 'Add Selected Questions' button is now highlighted with a red box and a red circle with the number 2. The list of questions remains the same, with the first one visible: 'What is one thing you would like the instructor or the class to keep doing?'. The list is currently empty.

Tip: Only use Select all after you have chosen a single bank. With All Item Banks showing, it would add every question from every bank.

3. To use only some questions, check Select above each question you want instead, then click Add Selected Questions.

ADD A QUESTION

ADD FROM ITEM BANKS

ADD SELECTED QUESTIONS

Q Search Item Banks

Item Banks: Item Bank | Course Difficulty

Question Type: All Question Types

Search Question Text

Select Questions

☐ Select all

1 ☒ Select

The course content was appropriate for the course level.

☐ (1) Strongly Disagree

☐ (2) Disagree

☐ (3) Somewhat Disagree

☐ (4) Somewhat Agree

☐ (5) Agree

☐ (6) Strongly Agree

Item Bank: Item Bank | Course Difficulty, Pace, and Workload

2 ☒ Select

I found the course challenging enough to be stimulating.

☐ (1) Strongly Disagree

4. You are returned to your survey with the questions added. Questions are not always added in the same order as the bank, so check the order. To add questions from another bank, click Add a Question and repeat.

Add a Question

Question 1

What is one thing you would like the instructor or the class to stop doing?

Question 2

Tip: The chain-link icon marks a question that came from an Item Bank.

- To move a question, type how many spots to move it in the small # box next to the arrows, then click the up or down arrow. For example, type 1 and click the up arrow to move a question up one spot.

Tip: If you click an arrow while the # box is empty, you will see a "Move number is required" message. Type a number in the box first.

Mid-course Item Banks. Popular choices for a quick check-in with students:

Item Bank	What it covers
Mid-Course (Various Questions)	A range of items for checking in with students partway through the term.
Mid-Course (Working, Not Working, Suggestions)	Open-ended: what is working, what is not, and what students suggest.
Mid-Course (Keep, Stop, Start)	Open-ended: what to keep doing, stop doing, and start doing.

Tip: These banks were written for mid-semester check-ins, but you can use them on your end-of-course survey too. Check the wording first: a question about the course "so far" may read oddly at the end of the term.

Path C: Write Your Own Question

- Click Add a Question, then Create New. Choose a Question Type and click Continue.

Question types:

Type	What students see
Single Selection	Students pick one answer. Best for agree/disagree scales and yes/no.
Multiple Selection	Students check all that apply.
Matrix	Several statements that share the same answer scale, shown as a grid.
Numeric Selection	Students choose a number on a scale.
Write-in	Students type an open-ended response.
Label	Text or instructions only. No answer is collected.

2. Type your question in Question Text. For choice-type questions, enter one answer option per line in Response Options. The system numbers them automatically (1, 2, 3...). Click Save & Add in the top right corner when finished.

ADD A QUESTION
* Create New Question 3 SAVE & ADD

Question Type

Question Type
Single Selection [Change Type](#)

About Single Selection
In Single Selection Question type, the student will pick from one of many options. This works best for yes/no and likert-type scale questions and can be formatted both vertically and horizontally.

Question Management

Fields marked with * are required.

1 Question Text*
For instructions on how to navigate the text editor, [view the keyboard navigation guide](#).



The weekly lab check-ins have helped me keep up with the course material.

Instructions
Each line below represents one response option. Example of response options might be a satisfaction scale like **Very Satisfied, Satisfied, Dissatisfied, Very Dissatisfied**.
Starting with the first Response Option entered, coding for each response option begins with a weight of "1" and increases in ASCENDING values (e.g., 1, 2, 3...n).

2 Response Options

Strongly Disagree
Disagree
Somewhat Disagree
Somewhat Agree
Agree
Strongly Agree

Numeric Weighting

1
2
3
4
5
6

Tip: For agreement questions, OIE recommends the 6-point scale shown here: Strongly Disagree, Disagree, Somewhat Disagree, Somewhat Agree, Agree, Strongly Agree. Save & Add is at the top of the page, so scroll back up if needed.

- Optional settings are below the answer options: reverse the numbering, add an N/A choice, add a comment box, mark the question Required, and choose a vertical, horizontal, or drop-down layout. Leave Learning Outcomes Question unchecked.

1

☐ Reverse Numeric Weighting of Response Options
Changes the default Numeric Weighting of Response Options to DESCENDING values (e.g., n...3, 2, 1)

☐ Include Non-Numeric Option (e.g. N/A)
Non-numeric Option Text

☐ Add Comment Box
Comment Box Label

2

Question Properties

☐ Required

☐ Learning Outcomes Question

Question Display

☒ Vertical

☐ Horizontal

☐ Drop-down

Path D: Mix and Match

Repeat Paths A, B, and C in any order within the same survey. Each time you add questions you return to your survey, where you can click Add a Question again.

Finish Part 1

- Review your questions. Use the pencil to edit a question and the X to delete one. Click Preview to see the survey as students will, then click Done.

← Edit Survey

2 Done

1 Preview Export to PDF

Survey Details Fields marked with * are required.

Title INQ 101 Fall 2026 Custom Questions [Edit Details](#)

Description Questions about the new weekly lab check-ins and the pace of the course.

Question Management

Add a Question +

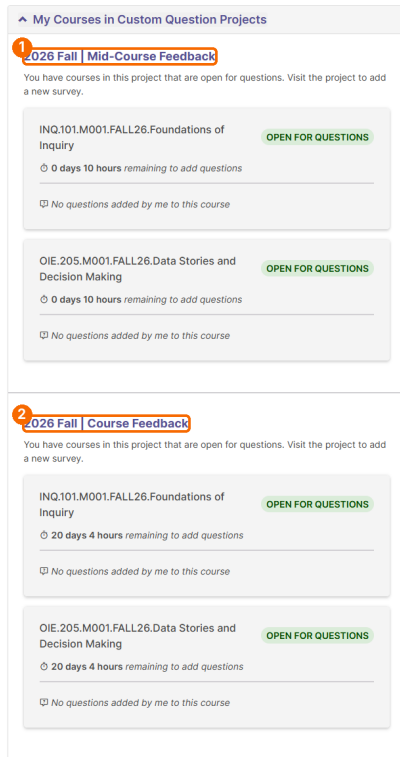
Question 1

2. Back on the Custom Question Surveys list, your survey shows 0 under In Projects. That is expected: it is built but not attached yet. Continue to Part 2.

Surveys							
SURVEY TITLE ¹	DESCRIPTION	IN PROJECTS	DATE UPDATED ¹	DATE CREATED ¹	AUTHOR ¹	TYPE ¹	OPTIONS
INQ 101 Fall 2026 Custom Questions	Questions about the new weekly lab check-ins and the pace of the course.	0	10/16/2026 1:19 PM	10/16/2026 1:19 PM	Patrick Schnobrich	Course Custom Question	
INQ 101 Spring 2026 Custom Questions	Questions about the weekly reading responses and discussion format.	1	10/16/2026 12:29 PM	10/19/2023 9:52 AM	Patrick Schnobrich	Course Custom Question	
Total 2		Records per page 25 		  Page 1  of 1  			

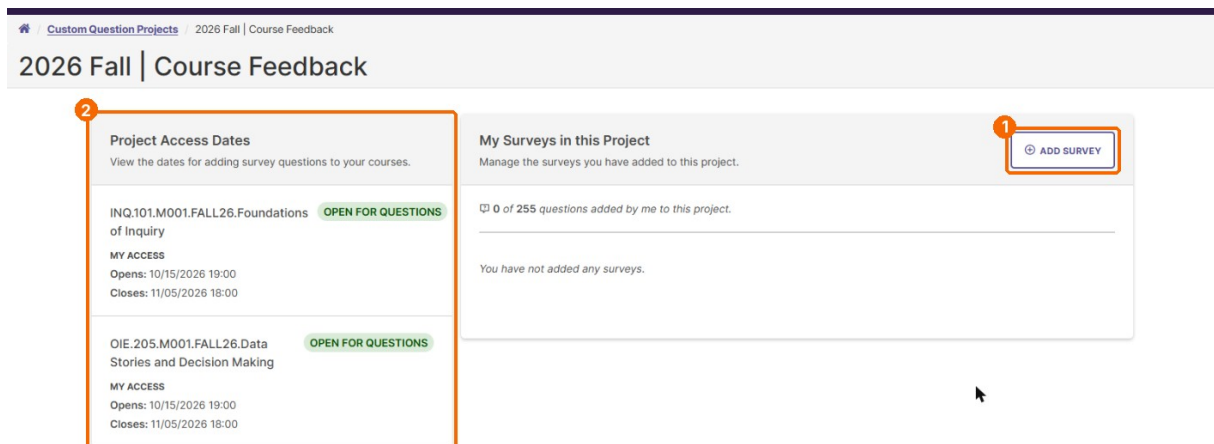
Part 2: Attach Your Survey to Your Course(s)

1. Go to your Home page. In the My Courses in Custom Question Projects box, click the name of the project you want to add questions to (for example, 2026 Fall | Course Feedback). This opens the project page. A project is the system's name for one term's course feedback.



Tip: Only add questions to a project whose courses say *Open for Questions*. If two projects are listed, check that you are choosing the one you mean, such as end-of-course feedback rather than mid-course feedback.

2. On the project page, check Project Access Dates on the left to see when each course opens and closes for questions. Then click Add Survey on the right.



- Step 1, Select Survey: click the circle next to your survey. The counter confirms how many questions it contains. Click Next.

2026 FALL | COURSE FEEDBACK

✕ Add Survey to Project 3 NEXT

1 Select Survey — 2 Choose Destinations

Field marked with * are required.

Select Survey *

Select a survey to add its questions to the project.

6
selected questions

Accepted Question Source: Select From Item Bank and Your Own Questions

Search surveys by title SEARCH

Sort by Date Created

7 surveys found

1 ☒ INQ 101 Fall 2026 Custom Questions

Questions about the new weekly lab check-ins and the pace of the course.

Question Source: Create Their Own, Item Bank

☐ INQ 101 Spring 2026 Custom Questions

Questions about the weekly reading responses and discussion format.

Preview of Main Survey Questions

View the questions in the main survey that were added to this project.

Main Survey

My key reasons for taking this course were: (Select all that apply.)

- ☐ Interested in the subject
- ☐ Required for major, minor, or program
- ☐ Fulfilled Liberal Arts requirement/distribution (undergraduate only)
- ☐ Reputation of instructor
- ☐ Fit into my schedule
- ☐ Advisor recommended course
- ☐ Friend(s) recommended course
- ☐ Other

If you selected 'other' as a key reason, please comment.

For this course, on average, I spent the following time, outside of synchronous or in-person class sessions, on course work:

Tip: The panel on the right previews the Main Survey questions your students will already see. Scan it so you do not ask the same thing twice.

- Step 2, Choose Destinations: check each course that should receive your questions, or check Select All. If you teach many sections, use Search Courses. Click Finish & Add.

2026 FALL | COURSE FEEDBACK

✕ Add Survey to Project 3 FINISH & ADD

1 Select Survey — 2 Choose Destinations

Field marked with * are required.

Choose Courses *

Choose courses to receive the selected custom question survey.

Search Courses

Search by course name, code, or ID SEARCH

1 ☒ Select All (2)

2 ☒ INQ.101.M001.FALL26.Foundations of Inquiry

Course Code: 20001.1271
Unique ID: 20001.1271

☒ OIE.205.M001.FALL26.Data Stories and Decision Making

Course Code: 20002.1271
Unique ID: 20002.1271

Selected Courses

Your survey will be sent to all enrollments in the following selections.

Courses

2 courses selected [Show Selections](#)

Tip: Your questions go to every student enrolled in the courses you check.

- Your survey now appears under My Surveys in this Project with its number of questions, and the count at the top goes up.

2026 Fall | Course Feedback

Project Access Dates
View the dates for adding survey questions to your courses.

INQ.101.M001.FALL26FOUNDATIONS of Inquiry **OPEN FOR QUESTIONS**
MY ACCESS
Opens: 10/15/2026 19:00
Closes: 11/05/2026 18:00

OIE.205.M001.FALL26.Data Stories and Decision Making **OPEN FOR QUESTIONS**
MY ACCESS
Opens: 10/15/2026 19:00
Closes: 11/05/2026 18:00

My Surveys in this Project
Manage the surveys you have added to this project. **ADD SURVEY**

6 of 255 questions added by me to this project.

INQ 101 Fall 2026 Custom Questions
6 Questions

Another Way to Open a Project

- You can also reach your projects from the menu bar: click Custom Questions, then Custom Questions Projects.

watermark
Course Evaluations & Surveys

Home Results Custom Questions Manage Courses

Custom Questions Surveys
Custom Questions Projects

2026 Fall | Mid-Course Feedback
Responses/Enrollments
0.00% 0 / 0
Daily Responses

- On the Attach Surveys to Projects page, click the project whose Status says Open. The Access From and Access Until columns show the window for adding questions.

Home Results Custom Questions Manage Courses Instructor Patrick Schnobrich

Custom Questions Custom Question Surveys Attach Surveys to Projects

Attach Surveys to Projects

Projects with Custom Question Survey Access

PROJECT NAME	STATUS	ADDED TO # COURSES	ACCESS FROM	ACCESS UNTIL	DELIVERY DATE
2026 Fall Course Feedback	Open	2	10/16/2026 12:00 AM	11/6/2026 12:00 AM	9/8/2026 12:00 AM
2026 Fall Mid-Course Feedback	Open	0	9/18/2026 10:00 AM	10/17/2026 1:00 AM	10/5/2026 9:00 AM

Confirm It Worked

1. Return to your Home page. The My Courses in Custom Question Projects box now shows how many questions you added to each course. If it still says no questions, repeat Part 2.

2026 Fall | Course Feedback

You have courses in this project that are open for questions. Visit the project to add a new survey.

INQ.101.M001.FALL26FOUNDATIONS OF INQUIRY

OPEN FOR QUESTIONS

🕒 20 days 4 hours remaining to add questions

1 6 questions added by me to this course.

OIE.205.M001.FALL26DATA STORIES AND DECISION MAKING

OPEN FOR QUESTIONS

🕒 20 days 4 hours remaining to add questions

2 6 questions added by me to this course.

2. You can also check the Attach Surveys to Projects page (Custom Questions, then Custom Questions Projects). The Added to # Courses column shows how many of your courses received the survey.

Home

Results

Custom Questions

Manage Courses

Instructor

Patrick Schnobrich

Custom Questions

Custom Question Surveys

Attach Surveys to Projects

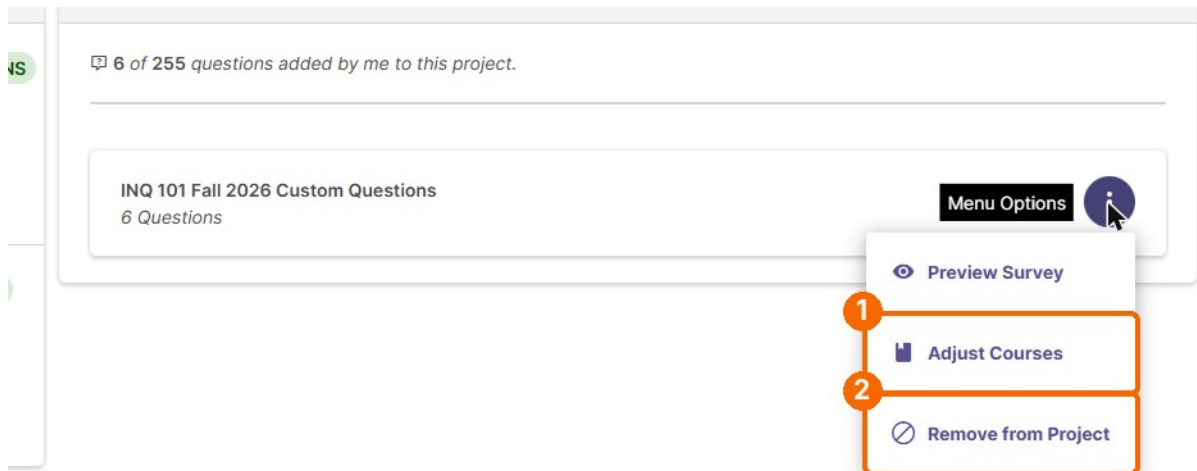
Attach Surveys to Projects

Projects with Custom Question Survey Access

PROJECT NAME	STATUS	ADDED TO # COURSES	ACCESS FROM	ACCESS UNTIL	DELIVERY DATE
2026 Fall Course Feedback	Open	2	10/16/2026 12:00 AM	11/6/2026 12:00 AM	9/8/2026 12:00 AM
2026 Fall Mid-Course Feedback	Open	0	9/18/2026 10:00 AM	10/17/2026 1:00 AM	10/5/2026 9:00 AM

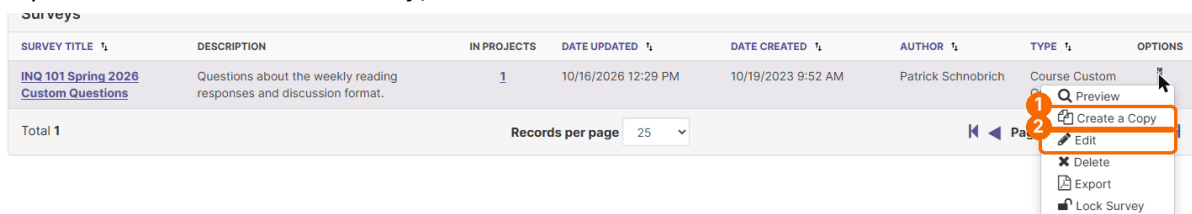
Making Changes Later

1. To change which courses get the survey, or to remove it, open the project (Part 2, step 1) and click the three-dot menu next to your survey: Preview Survey, Adjust Courses, or Remove from Project.

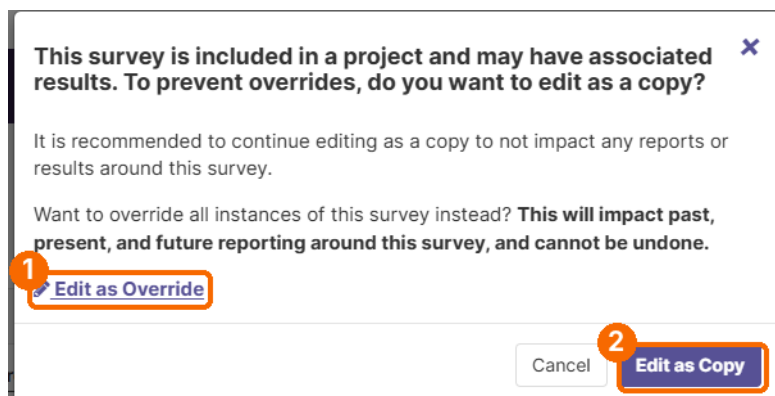


Tip: *Adjust Courses* changes which courses get the survey. *Remove from Project* takes it off every course in this project at once.

2. To change the questions themselves, go to Custom Questions Surveys, click the three-dot Options menu next to the survey, and choose Edit.



3. If the survey is already attached to a project, a message asks how you want to edit it. Choose Edit as Copy to make a new version and leave the original, and its results, unchanged. Choose Edit as Override only if you want to change the survey everywhere it is used.



Tip: *Edit as Override changes past, present, and future reports for that survey and cannot be undone. If you edit as a copy, attach the new copy to your course in Part 2.*

Common Questions

Where will I see my results?

Your custom question results appear on your regular course feedback report, together with the Academic Affairs questions and any questions your department added.

I teach a cross-listed course. Which section do I pick?

Attach your survey to every section of the cross-listed course. Each section stays separate in the system, even if your department later combines the results into one report.

I co-teach this course. Will my co-instructor's questions show up too?

Each instructor can add their own questions, and students answer all of them. You will only see the questions you added, not your co-instructor's.

I don't see a Custom Questions menu.

You are probably in the Student/Respondent role. Switch to Instructor in the top right corner.

My course isn't listed when I try to attach my survey.

The window for that course may be closed, or you may not be listed as the instructor. Check Project Access Dates, then contact coursefeedback@syr.edu.

I clicked the X and got a confirmation pop-up.

That is normal. It confirms you want to leave without adding the questions you selected.

My survey shows 0 under In Projects.

It has not been attached to a course yet. Complete Part 2.

Is there a limit on how many questions I can add?

The project page shows your total (for example, "10 of 255 questions added by me to this project"). Keep surveys short: students are more likely to answer a few focused questions.

Why can't I delete an old survey?

A survey that was used in a past term's project cannot be deleted, so that term's results stay intact. It stays in your list. You can reuse it with Create a Copy, or just leave it there.

I have CFS open in more than one browser tab.

Use one tab. Switching roles in one tab switches them in all of them, which can interrupt your work.

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