How to Add Instructor Level Questions

In your My EvalCenter page, instructors can add questions to their SPOT survey(s). An instructor will have until the night before a survey launches to add questions. The responses to instructor-level questions are only viewable by the instructor.

To add survey questions, click on Add Questions.

You will then be taken to the screen below. The first thing you want to do is select to which classes you want to add questions.

Clicking on the Add/Edit questions button will take you to this screen:

First, select the question type (e.g. text, single choice, multiple choice, other) in the first drop-down box.

- *Select Text, if you would like the students to be able to write out their answers.*
- *Select "Single Choice" if you want a multiple choice question where the students can select only one answer. (This option will give you the overall average for the question in your report.)*
- *Select "Multiple Choice" if you want to find out demographic data such as "what grade are you expecting" or "male/female", etc. (On your SPOT report this option will not give you the average but will show you how many people fall in each category for this particular question.)*

Next add a short question text that will be shown on your SPOT reports followed by the full question text that will be shown to survey takers. If you've already created a question before, you can chose it from the existing question choices and click "Add selected questions".

In the Answer choices drop-down menu select your answer choice from the options provided. For close-ended questions, we recommend (1-5 Strong Disagree – Neither-Strongly Agree) to avoid confusion by survey takers. This format is consistent with the response scale on the standard SPOT survey.

Note: Faculty are not able to create their own answer choices. You need to pick one from the choices that are provided for you. However, if you have a question that requires a different answer choice than the ones provides, please contact Mica at eSPOT@tcu.edu.

 "Create question" will allow you to save that question and add another one if needed. "Create question and add formatting" allows you to add a follow up question to your answer choices.

When you are done adding questions, click on "Return to previous page."

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Send questions or comments to eSPOT@tcu.edu.
Page 2

You will then be taken to this screen:

There are several things you can do from this page.

If you click on the "**x**" link, it will remove the question. You can also click on the "Remove Questions" link. To add another question, you can click on the "±" hyperlink.

You can make edits to your question(s) by clicking on the "Edit" icon.

When you are finished, preview how the question(s) you added will look in the survey by clicking on the "Preview" button at the top. When done, click the "Back to myEvalCenter" button.

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Page 3