

How to Add Instructor Level Questions

By clicking the Add Q's hyperlink (see below) on your My EvalCenter page, instructors can add questions to their eSPOT 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.

My EvalCenter

Customize

Preview	CRN	Dept	Num	Sec	Course	Type	Not Resp	% Resp	Survey Start	Auto Email	Survey End	See	Notes
Add Q's	12345FA16	Z_DEMO JOUR	1234	101	Advanced Social Skills	LEC	1	0 %	11/11/16	not set	11/15/16	12/22/16	Online add/see
	123FA2014-GAP:96499	Z_DEMO JOUR	34567		Journalism Skills	LEC	0	100 %	12/04/14	not set	12/05/14	Online see	
	12345SP14	Z_DEMO JOUR	1234	101	Advanced Social Skills	LEC	0	100 %	04/07/14	not set	04/21/14	Online see	

Once you have clicked on the Add Q's hyperlink, you will be taken to the screen below. The first thing you want to do is click on the first drop-down menu. This will allow you to select the frequency of when the questions should appear on the survey. You can select for the questions to appear this semester, every semester, or every class. Next you will click Edit.

EvalCenter Handouts Reports See Advice Create Thank You Help Exit

Manage questions for your courses (they will appear at the end of the evaluation form)

I want to see, change or add:

Edit	# Questions	Dept	Num	Type	Level	Name
Preview Edit	1	Z_DEMO JOUR	1234	LEC	Lower	Advanced Social Skills

Please contact the Office of Institutional Research at eSPOT@tcu.edu with any questions or concerns.

Clicking on Edit will take you to this screen (see below). Click on the "Add Questions" button.

TEXAS CHRISTIAN UNIVERSITY

EvalCenter Handouts Reports Help Exit

Manage Questions for: Z_DEMO JOUR 1234 LEC Lower none

There are currently no questions in this set.

[Return to the previous page](#)

Page Header Special Features [Show](#)

[Add Questions](#)

Please contact the Office of Institutional Research at eSPOT@tcu.edu with any questions or concerns.

You will be taken to this screen shown below:

EvalCenter Handouts Reports See Advice Create Thank You Help Exit

Add questions for: c53700221

I'm done adding questions

Choose a question type to add or create: Single Choice (to get average) ▼

Create a new question:

Short question text (shown on reports):

Full question text (shown to the survey-taker):

Answer choices: 1-3 Satisfied - Dissatisfied Satisfied(5) to Dissat. (1) ▼

Default answer: No Preselected Answer ▼

Create question Create question and add formatting

Choose an existing question:

Add selected questions

	Question	Answer Type
<input type="checkbox"/>	The final Paper was challenging.	1-5 Strongly Diasgree-Neither-Strongly Agree (select one)
<input type="checkbox"/>	The final paper was helpful.	1-5 Strongly Diasgree-Neither-Strongly Agree (select one)
<input type="checkbox"/>	The first paper was helpful.	1-5 Strongly Diasgree-Neither-Strongly Agree (select one)

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.)*
- *Lastly, the “Other” option is for adding headers or giving instructions, etc. There is no answer to this option.*

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.

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.

If you’ve already created a question before, you can chose it from the existing question choices and click “Add selected questions”.

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 Lee-Ann at espot@tcu.edu.

Next click on “Create question” located below the Answer choices menu followed by “I’m done adding questions” located at the top left hand side of the screen.

You will then be taken to this screen:

Manage Questions for: Z_DEMO JOUR 34567 taught by: Pramuth LEC Lower 2014 Fall

« Return to the previous page Remove Questions Choose required Qs **Preview**

Page Header Special Features [Show](#)

Add Q #	Question	Answer Type	Move										
x	1 Edit The final group project was helpful. (Possible Ascend Matches)	<table border="1"><tr><td>Strongly Disagree</td><td>Disagree</td><td>Neither Agree or Disagree</td><td>Agree</td><td>Strongly Agree</td></tr><tr><td><input type="radio"/></td><td><input type="radio"/></td><td><input type="radio"/></td><td><input type="radio"/></td><td><input type="radio"/></td></tr></table> <p>(change layout) add follow-ups</p>	Strongly Disagree	Disagree	Neither Agree or Disagree	Agree	Strongly Agree	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	↑ ⇅ ↓ ⇅
Strongly Disagree	Disagree	Neither Agree or Disagree	Agree	Strongly Agree									
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>									

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 preview how the question you added will look in the survey by clicking on the “Preview” hyperlink .

You can make edits to your question(s) by clicking on the “Edit” hyperlink. When you click on the “Edit” hyperlink, you are taken to this screen.

Editing question: Final group project

I'm done editing this question

You may change the type of this question: Single Choice (to get average) ▼

Edit this question:

Short question text (shown on reports):

Final group project

Full question text (shown to the survey-taker):

Rich text editor toolbar with icons for Source, Bold (B), Italic (I), Underline (U), Strikethrough (I_x), Bulleted list, Numbered list, Indent, Outdent, Bulleted list, Numbered list, Bulleted list, Numbered list, Image, Link, and Unlink. Below the icons are dropdown menus for Format, Font, Size, and text color (A).

The final group project was helpful.

Answer choices:

1-5 Strongly Disagree-Neither-Strongly Agree S Agree(5) to S Disagree (1) *CURRENTLY APPLIED* ▼

Default answer:

No Preselected Answer ▼

Answer	
Strongly Disagree	Add Follow-up
Disagree	Add Follow-up
Neither Agree or Disagree	Add Follow-up
Agree	Add Follow-up
Strongly Agree	Add Follow-up

Save question

On this page, you can add a [follow-up question](#) if a student selects, for example, Strongly Disagree or Disagree. This question will only show if the student selects one of those answer choices. However, when you are previewing your survey, it will show up there so you can see the formatting.

When you are done making changes, click on the “Save question” link at the bottom.

Once you are done adding questions to the survey, go back to your My EvalCenter page and click on the preview icon next to the course that you added questions to the survey. That will allow you to see that course's survey as the students will see it. You added question will be at the bottom of the survey.



[Change columns](#)

	Preview	CRN	Dept	Num	Sec	Course	Type	Not Resp	% Resp	Survey Start	Auto Email	Survey End	See
		123FA2014-GAP:96499	Z_DEMO JOUR	34567		Journalism Skills	LEC	4	0 %	12/04/14	not set	12/05/14	12/29/14 online
		12345SP14	Z_DEMO JOUR	1234	101	Advanced Social Skills	LEC	0	100 %	04/07/14	not set	04/21/14	Reports online
		6789FA12Fa-12	Z_DEMO JOUR	5678	202	Intro to Social Skills	LEC	11	0 %	11/20/13	not set	12/06/13	-NONE- online