

How To Add Additional Questions to your Section Feedback Form

Introduction

This document provides instructions for adding additional questions to the Section feedback form in the new end-term course evaluation system. This process replaces the previous custom question workflow in the What Do You Think? system. The workflow is quite a bit different and consists of three main steps:

1. **Preview the Feedback Form:** You are now able to preview the feedback form and we recommend using this before you begin any question customization to avoid question duplication and gauge the length of the feedback form for your students.
2. **Create a Custom Survey:** To add custom questions, you create a custom survey with your questions to include on your feedback form.
3. **Attach the Custom Survey:** The last step is to attach the custom survey you create with your course, or courses, as appropriate.

Your questions are added to the standard questions on your section feedback form. There is no way to edit or remove any of the standard questions.

The details for each of these steps are described below. Links to the various steps are provided for convenient navigation.

[Accessing the Course Evaluation System](#)

[Preview Feedback Form](#)

[Create Custom Question Survey](#)

[Adding Additional Questions](#)

[Attaching a Custom Survey to your Course](#)

Accessing the Course Evaluation System

Sign into the course evaluation system to access your dashboard through either of the options below. You will be prompted to sign in through the normal Stanford Web Authentication for university websites.

- direct link: <http://course-evaluations.stanford.edu>
- through Axxess > Teaching > Course and Section Evaluations > Link to the evaluation system near the top of the page.

There is general platform documentation available through the course evaluation system Help Center:

The following information is specific to the Stanford question customization process and features that are unique to the Stanford instance of the course evaluation system.

Preview Feedback Form

In this course evaluation system, TAs/CAs/Fellows are able to preview the Section feedback form as it will appear to students. We recommend doing this before adding any questions to see what the standard questions are.

From your dashboard, click either of the Manage Courses links:

Manage Courses

2021-2022 Training

Access From: 7/31/2022 10:00 AM Access Until: 12/13/2023 10:00 AM

Custom Question Projects

View All

2021-2022 Training

OPEN FOR QUESTIONS

146 days 20 hours remaining to add questions

MY ACCESS:

Opened: 7/31/2022 10:00 AM

Closes: 12/13/2023 10:00 AM

STUDENT ACCESS:

Begins: 12/13/2023 10:00 AM

Project Results

My Active Surveys

My Surveys

Response Rate Tracker

View All

No Project Found

NOTE: Links on your dashboard will change during the term as different actions become available. For example, links to projects (terms) under Custom Questions will only appear during the customization period.

On the resulting page, click View on the right side of the page:

Manage Courses

Q Search Projects

Name	Status	Where	Between	And
Fall 2020 Training	Select	Access Starts		
Search				

Projects

Name	Access Starts	Access Ends	Courses	Students	Instructors	Teaching Assistant	View
Fall 2020 Training	10/15/2020 10:00 AM	12/14/2020 10:00 AM	3	0	3	0	
Total 1							

Records per page 25 Page 1 of 1

The next page lists your courses for the project. Click the Preview icon to see what questions already appear on your course feedback form:

Project Courses Fall 2020 Training

Q Search Courses

Course Code	Title	Call#/Unique ID
Search Reset		

Project Courses

Code	Title	Unique ID	Hierarchy Level	Start Date	End Date	Students	Instructors	Teaching Assistant	Preview
F20-SPECLANG-100 A-01	1ST YEAR CHEROKEE	F20-SPECLANG-100A -01	Language Center	12/14/2020 10:00 AM	12/18/2020 11:59 PM	0	1	0	
BBTEST-45-03	CREATIVE NONFICTION	F20-BBTEST-45-03	Stanford University	12/14/2020 10:00 AM	12/18/2020 11:59 PM	0	1	0	
F20-ANTHRO-101X-01	Introduction to Anthropology	F20-ANTHRO-101X-01	Stanford University	12/14/2020 10:00 AM	12/18/2020 11:59 PM	0	1	0	
Total 3									

Records per page 100 Page 1 of 1

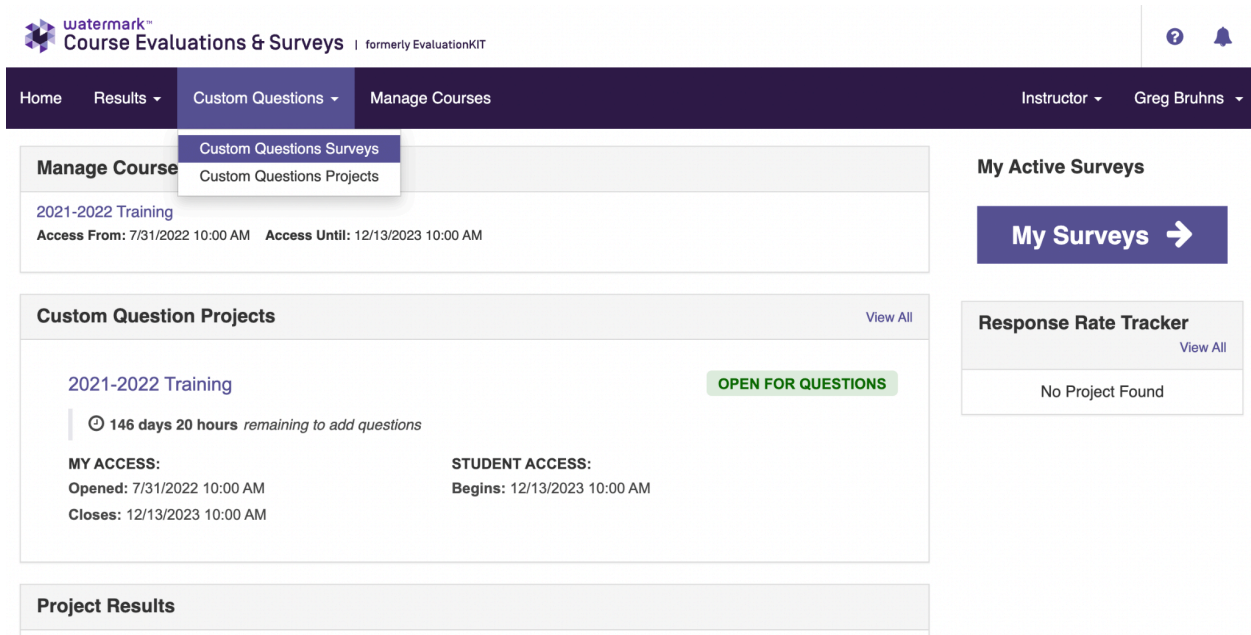
The preview will show you all of the standard feedback questions as they will appear to students. A list of the standard questions is also available on the Course Evaluation website: [Standard Questions](#)

Create Custom Question Survey

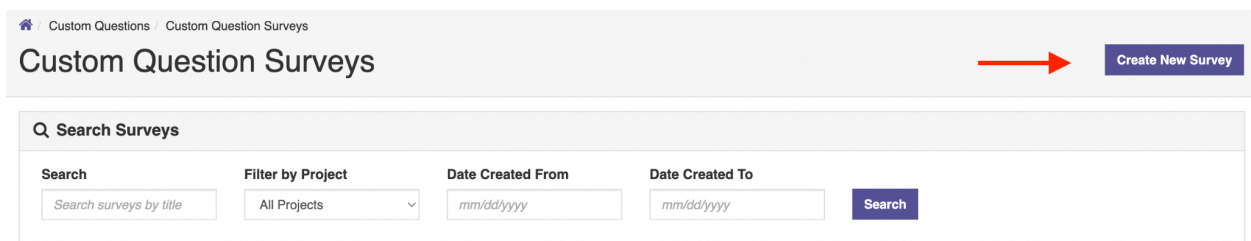
NOTE: The new course evaluation system handles team taught courses differently than the previous system. In courses with multiple TAs, you should coordinate with each other to decide which questions to add. Each question added will be repeated for every TA in the course. Once

you decide on the questions to add, only one TA in the course needs to create the custom survey and associate it with the course. If multiple TAs add and associate additional questions, all of the questions will appear for every TA in the course.

To add questions to your feedback form, you will create a custom question survey. Select the Custom Questions > Custom Questions Surveys menu option at the top of the page:



Click Create New Custom Question Survey:



The title of the new survey can be anything you like. We recommend using a title that is specific to the course and term so you know which questions apply to which courses for which terms. For example, Anthro 101 Fall 2020.

The Description field is optional.

Click Save to create your new custom survey.

←

Create Survey

Done

Survey Details

Fields marked with * are required.

Title*

Description

Save

You can now add questions to your custom survey.

←

Edit Survey

Done

🔍 Preview

📄 Export to PDF ▾

Survey Details

Fields marked with * are required.

Title*

Anthro 101 Fall 2020

Edit Details

Description

Question Management

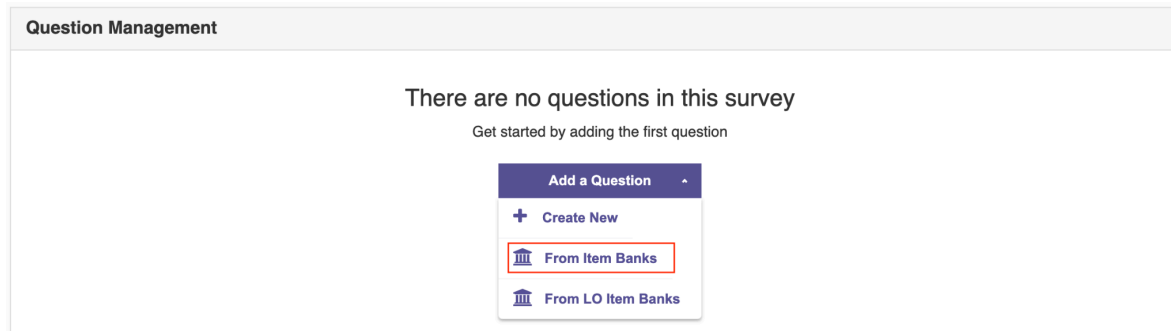
There are no questions in this survey

Get started by adding the first question

Add a Question ▾

Adding Additional Questions

The same set of predefined questions previously used for Section feedback have been created in the new system. To select the questions you would like to add, click Add a Question and select From Item Banks:

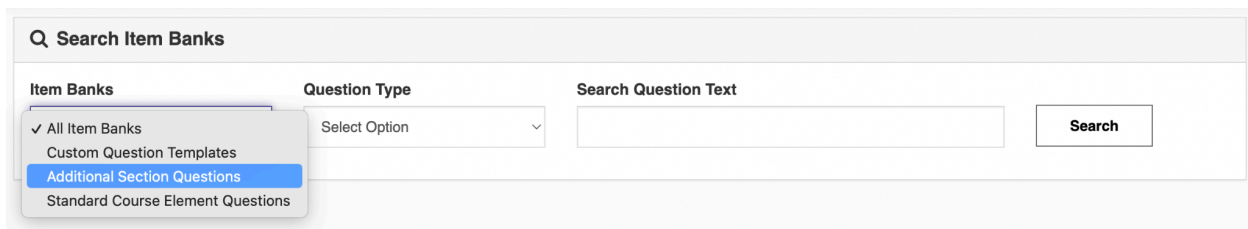


The screenshot shows a 'Question Management' interface. At the top, it says 'There are no questions in this survey' and 'Get started by adding the first question'. Below this is a button labeled 'Add a Question' with a dropdown arrow. The dropdown menu is open, showing three options: '+ Create New', 'From Item Banks' (which is highlighted with a red box), and 'From LO Item Banks'.

NOTE: The “Additional Section Questions” item bank has been added specifically for Section feedback. Each question has been set up to automatically repeat for each TA in the course, similar to the standard questions on the form.

While you can access the “Custom Question Templates” and “Standard Course Element Questions” item banks, those questions are intended for the main Course feedback and those questions will not repeat for each TA which may cause confusion for students providing TA feedback.

On the following page, click on the Item Banks field and select Additional Section Questions:



The screenshot shows a 'Search Item Banks' interface. It has a search bar at the top. Below the search bar, there are three main sections: 'Item Banks', 'Question Type', and 'Search Question Text'. The 'Item Banks' section has a dropdown menu that is open, showing four options: 'All Item Banks', 'Custom Question Templates', 'Additional Section Questions' (which is highlighted in blue), and 'Standard Course Element Questions'. The 'Question Type' section has a dropdown menu with 'Select Option' selected. The 'Search Question Text' section has a text input field and a 'Search' button.

Click Search.

Scroll through the list and select the additional questions you would like to add. You may add up to 3 questions. Once you have selected your questions, click Add Selected Questions.

ADD A QUESTION

Add from Item Banks

Add Selected Questions

Q Search Item Banks

Item Banks

Additional Section Questions

Question Type

Select Option

Search Question Text

Search

Select Questions

☐ Select all

☒

How prepared was this instructor for section meetings?

☐ (5) Extremely prepared

☐ (4) Very prepared

☐ (3) Moderately prepared

☐ (2) Slightly prepared

☐ (1) Not prepared at all

Item Bank: Additional Section Questions

Reverse Code Response Options

Enabled as Instructor question for team taught courses

☒

How clearly did this instructor present material?

☐ (5) Extremely clearly

☐ (4) Very clearly

☐ (3) Moderately clearly

☐ (2) Slightly clearly

☐ (1) Not clearly at all

Item Bank: Additional Section Questions

Reverse Code Response Options

Enabled as Instructor question for team taught courses

Now that the questions have been added to your custom survey, you can associate them with your course.

Attaching a Custom Survey to your Course

To attach your custom survey to your Section feedback form, select the Custom Questions > Custom Questions Projects menu option at the top of the page:

Manage Course

Custom Questions Surveys
Custom Questions Projects

2021-2022 Training

Access From: 7/31/2022 10:00 AM Access Until: 12/13/2023 10:00 AM

Custom Question Projects

[View All](#)

2021-2022 Training

OPEN FOR QUESTIONS

🕒 146 days 20 hours remaining to add questions

MY ACCESS:

Opened: 7/31/2022 10:00 AM

Closes: 12/13/2023 10:00 AM

STUDENT ACCESS:

Begins: 12/13/2023 10:00 AM

Project Results

My Active Surveys

My Surveys →

Response Rate Tracker

[View All](#)

No Project Found

On the following page, click the current term under Project Name:

Attach Surveys to Projects

Projects with Custom Question Survey Access

Project Name	Status	Added to # Courses	Access From	Access Until	Delivery Date
2021-2022 Training	Open	0	8/1/2023 10:00 AM	12/13/2024 10:00 AM	12/13/2024 10:00 AM

Click the Add Survey button on the next page:

2021-2022 Training

Project Details

Overview

Status: OPEN FOR QUESTIONS

🕒 72 days, 21 hours remaining to add questions

My Access Dates

Opened: 8/1/2023 10:00 AM

Closes: 12/13/2024 10:00 AM

My Surveys in this Project

Surveys you have added to this project.

➕ ADD SURVEY

Maximum Questions: 255

📊 0 total questions added by me.

You have not added any surveys.

On the next page, your list of custom questions surveys will be listed on the left side of the page. Note, you can preview the standard questions that will appear on your Course feedback form on the right side of the page.

Select the survey you want to attach to your course and click the Next button:

2021-2022 Training
Add Survey to Project

1 Select Survey — 2 Choose Destinations

Field marked with * are required.

Select Survey *
Select a survey to add its questions to the project.

0
selected questions

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

Search surveys by title

SEARCH

Sort by Date Created

6 surveys found

☐ just a label
Question Source: Create Their Own

☐ Anthro 101 Fall 2020
Question Source: Item Bank

Preview of Main Survey Questions
View the questions in the main survey that were added to this project.

Main Survey

Standard Questions

How well did you achieve the learning goals of this course?

☐ Extremely well
☐ Very well
☐ Moderately well
☐ Slightly well
☐ Not well at all

About what percent of the class meetings (including discussions) did you attend in person?

0

About what percent of the class meetings did you attend online?

NEXT

On the next page, select the course, or courses, you want to add the custom survey to and then click the Finish & Add button:

NOTE: If you are teaching multiple courses and the set of questions in your custom survey is relevant to other courses, you can select multiple courses at this step to associate the additional questions with those courses.

2021-2022 Training

×

Add Survey to Project

BACK

FINISH & ADD

✓ Select Survey

2 Choose Destinations

Field marked with * are required.

Choose Courses *

Choose courses to receive the selected custom question survey.

Search Courses

SEARCH

☐ Select All (3)

☐ 1ST YEAR

Course Code: F20-SPECLANG-100A-01

Unique ID: F20-SPECLANG-100A-01

☐ CREATIVE NONFICTION

Course Code: BBTEST-45-03

Unique ID: F20-BBTEST-45-03

☐ Introduction to Anthropology

Course Code: F20-ANTHRO-101X-01

Unique ID: F20-ANTHRO-101X-01

Selected Courses

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

Courses

No courses selected

You can confirm your additional questions have been added to your feedback form by going back to the Manage Courses page and [previewing the form](#) for your course as described at the beginning of this document.