Creating and editing evaluation questions for your courses: Adding evaluation questions for your courses

Adding evaluation questions for your courses

1. Click “My Questions” to go to the My Questions page.

   ![My Questions page](Image)

   - **Term**: Future Term (Open)
   - **Course**: Fin 311 Stock Market

   ![Show Questions button](Image)

2. Choose the future term and course for which you want to create questions. By default, the system displays course information for the current term.

3. Click Show Questions.

   The evaluation questions for the course are displayed, below which is an “Instructor’s Questions” section.

![Evaluation Questions](Image)

**The Teacher**
- Agrees
- Nether Agree nor Disagree
- Disagree
- Does Not Apply

- Checks class time activities for the best use of time, including any online learning activities.
- Demonstrates enthusiasm for the subject matter and for teaching.
- Appears knowledgeable and current in the subject matter of this course.
- Clearly defines and communicates learning outcomes and expectations for performance.
- Provides explanations that are clear and understandable.
- Is available to meet with students outside of class and/or follows up with contact.

**Department Facilities**
- Please rate the quality of these department facilities:
  - Quality of department messaging systems:
  - Quality of department library site:

![Rating Scales](Image)

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4 Click Add New Question.

5 Enter the question text.

6 If you want this question added to the evaluations of all your courses for the selected evaluation term, not just this course, check that box.

7 Enter an abbreviation for the question.

   Note The abbreviation is displayed in some reports.

8 Select a question type. The question types you can select from have been set up during What Do You Think? implementation.

9 Do one of the following based on the question type you selected:

   If you selected this question type... \n   Do this...

   Quantitative \n   Select the quantitative answer type you want for the question, if you have the option to do so. Quantitative answer types were set up by your System Administrator during What Do You Think? implementation. You may not have the option to choose an answer type.

   Select \n   Enter answer values (abbreviations) and labels (what appear in the question's Select list).

   Written \n   Nothing—no further action is required.

10 Click Create.

11 Repeat steps 4 - 10 to add more questions.