Creating a Course Questionnaire

Information Technology Services
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West Virginia University
Overview

West Virginia University's course evaluation framework includes a set of core institutional questions that appear on all evaluation forms. You may select additional questions for each of your courses. This guide will show you how to do the following:

1. Log into the application.
2. Open a course questionnaire to personalize.
3. View the preselected questions and question bank.
4. Create custom questions.
5. Save your changes.
6. Copy questionnaires to/from other courses.

Logging in

1. Log into your MIX account (not @mail.wvu.edu). You will receive an email from SEI@mail.wvu.edu with the link "Please click here to select your additional questions." Click the link.

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Dear [Name],

West Virginia University is committed to ensuring the quality of its academic programs, its teaching and the learning experiences of its students. An important component of this is the regular evaluation of courses by students.

West Virginia University course evaluation framework includes a set of core institutional questions that appear on all evaluation forms. In addition, instructors are invited to select additional questions for each of their Courses.

If you have difficulties accessing the link below, we also provided the direct link to evaluation forms at the end of this email.

Please click here to select your additional questions.

Note: If you do not have questions to add, simply SUBMIT without selecting questions, or you will receive reminders.
Please be sure to select your questions by the deadline.
2. The link will open a window in your default browser and take you to WVU's authentication page. Enter your LoginID (MyID) credentials and click Login.

3. Check the details to verify their accuracy. Your name will be listed as the Task Owner, Category and Subcategory will match the current term and the current term's courses. Courses with multiple instructors will also display the other instructor's name(s).
Opening a Course Questionnaire to Personalize

1. Each course has one of the following statuses:
   - **Open**: New survey.
   - **In Progress**: Incomplete survey with saved changes.
   - **Completed**: Final survey that’s ready for students. *Survey can still be changed.*

2. Find a course with an “Open” status and select it to personalize the questions.

3. A message at the top will read “When this icon is visible, you can modify text.” If multiple instructors are assigned to the same course and the questionnaire’s text cannot be modified, then another instructor is using the questionnaire.

4. To hide the instructions, click “Hide.”
Viewing the Preselected Questions

1. Go to the "Preselected Questions" section and click "Show Section."

2. This will display the core questions, which appear on all questionnaires and cannot be changed.

3. The core questions come with the following options:
   - **Preview**: Displays core question.
   - **Close**: Closes core question.
   - **Open All Questions**: Displays all core questions.
   - **Close All Questions**: Closes all core questions.
   - **Collapse Section**: Closes the core questions section.
Viewing the Question Bank

1. Go to the "Select your questions from the question bank" section and click "Show Section."

2. Click "Preview" to view a question, or click "Open All Questions" to view all questions at once.

3. Click "Select" to select up to six questions to add to the questionnaire.
Creating Custom Questions

1. Go to the "Create custom-worded questions" section and click "Show Section."
2. The section will show three text boxes to enter your own questions. Click "Open All Questions."

3. Click a text box and enter a custom question.

4. Click "Select" to select the custom questions you want to add to the questionnaire.

5. To edit a question, click the edit icon to the right of the question.
Saving Your Changes

1. To complete the questionnaire, click “Submit” and “Exit.”

The questionnaire has been saved successfully. Please click on ‘Exit’ when you are no longer working on this task.

2. When you return to the Task List and refresh the page, your course should have gone from an "OPEN" status to an "In Progress" status.

Copying Questionnaires To/From Other Courses

1. To copy a questionnaire to/from another course, select the course from the course list and click “Copy.” Warning: This will overwrite any previous questionnaires.

2. A confirmation message will appear after you click “Copy.”

Additional Resources

If you experience difficulty or need assistance completing one or more of these tasks, please see the training page at http://its.wvu.edu/sei.