

## Introduction

Custom questions can be added to Student Evaluation of Teaching (SET) evaluations at the lecturer's discretion. However, custom questions can only be added after the evaluation has been set up by the SET Coordinator. Staff will receive an email stating that the evaluation has been set up, and three additional questions can then be added.

The current mandatory questions ([Course Evaluation mandatory questions](#), [Teaching Evaluation mandatory questions](#) and [TA/Tutor mandatory questions](#)) are presented using a **5-point Likert style** answer options ranging from 5 ("Strongly Agree") and 1 ("Strong Disagree"). To follow the **same style** as the **mandatory questions**, select the question type "**Single Selection**" with the order "**Strongly Agree**" (5) to "**Strong Disagree**" (1).

**IMPORTANT:** Click "**Reverse code response options**" to ensure the numeric order matches the order of the mandatory questions (i.e., starting with "Strongly Agree" and finishing with "Strongly Disagree"). See the example on page 3.

Ako Marake | Evaluation & Student Insights (ESI), alongside faculty, have developed Questions Banks with additional questions to attach to evaluations. The following are the suggested item bank questions:

- [Course Evaluation Item Bank Questions](#)
- [Teaching Evaluation Item Bank Questions](#)
- [TA/Tutor Evaluation Item Bank Questions](#)

## Step-by-Step Guide

### IMPORTANT NOTE!

- **If this is your first time adding a custom question[s]**, the questions must be created first, before attaching to your specific evaluation. You will need to log into the Watermark Course Evaluation System either via the URL login provided in the "Your teaching evaluation has been generated" email or refer to [1. Access the Watermark Course Evaluation System](#) for instructions. Then continue reading [2. Adding NEW custom question\[s\]](#) instructions in the next section.
- **If you already have an existing custom question[s]** and would like to attach these pre-existing question[s] to an evaluation, log into the Watermark Course Evaluation System (see instructions [1. Access the Watermark Course Evaluation System](#)) and go straight to [4. Attaching newly created or existing custom question\[s\] to an evaluation](#) section below.

## 1. Access the Watermark Course Evaluation System

### 1.1. Log in to [LEARN](#).

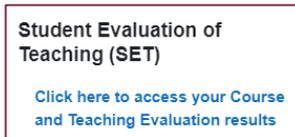
Ensure you are either on the "News", "Dashboard" or "My courses" page. If you are on a particular course's LEARN page, you will need to navigate to one of the aforementioned tabs.



### 1.2. On the top right side, click on "<" to open the block drawer if it's not already open/visible.



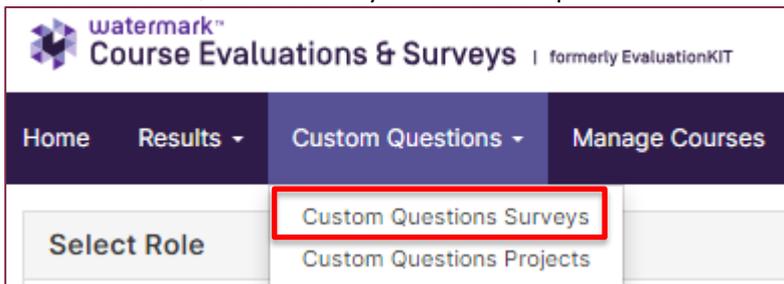
1.3. In the block “Student Evaluation of Teaching (SET)”, click the link “Click here to access your Course and Teaching Evaluation results”.



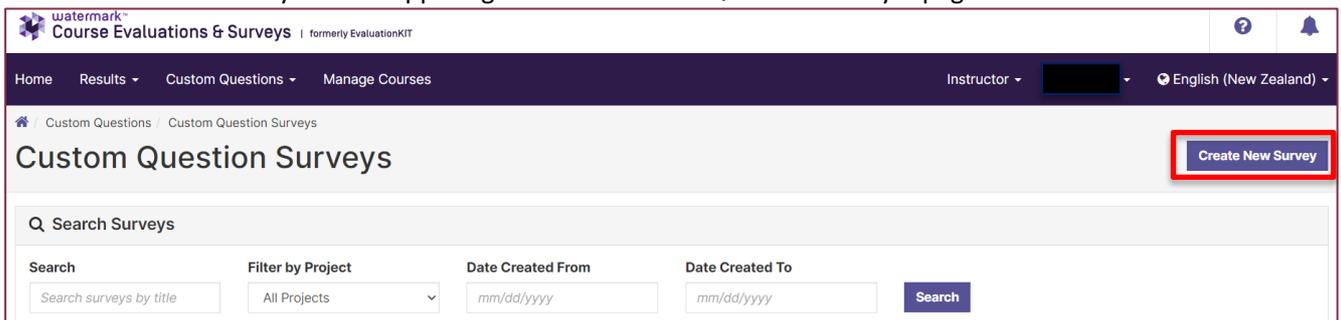
1.4. Next, either [read the guide written by Watermark](#) or keep reading this guide.

## 2. Adding NEW custom question[s]

2.1. On the Watermark webpage (per Section 1), click on “Custom Questions” located on the top bar menu and select “Custom Questions Surveys” from the dropdown.



2.2. Click “Create New Survey” on the upper right of the “Custom Question Surveys” page.



2.3. Enter a title and description and click “Save”.

2.4. Add your questions by selecting “Add a Question” dropdown.

## 3. Custom Question Types

Dropdown Options	Description
<b>Create New</b>	To create new custom question (i.e., not in the UC SET item bank)
<b>From My Surveys</b>	Select custom questions that you previously created.
<b>From Item Banks</b>	Select custom questions from the UC SET item bank.
<b>From LO Item Banks</b>	<NOT IN USE>

3.1. **Create New**

- Choose your preferred question type from the dropdown list.  
Example:

- The mandatory SET questions are “Single Selection” type questions which allow respondents to select only one answer.
- **Note: Response Options** range from “**Strongly Agree**” to “**Strongly Disagree**” and the **Numeric Weighting** ranges from “**5 to 1**” by selecting “**Reverse Code Response Options**” under the **Questions Properties**. Please ensure you select “Reverse Code Response Options” to match the other Likert Scale questions.

### Question Type

Question Type  
Single Selection [Change Type](#)

**About Single Selection**  
In Single Selection Question type, the student will pick from one of many options. This works best for yes/no and likert-type scale questions and can be formatted both vertically and horizontally.

---

English (New Zealand) English (United States) Maori (te reo Māori) Chinese (中文)

### Question Management

**Question Text**

The course resources and assessments fostered my independent learning.

**Instructions**  
Each line below represents one response option. Example of response options might be a satisfaction scale like **Very Satisfied, Satisfied, Dissatisfied, Very Dissatisfied**. Starting with the first Response Option entered, coding for each response option begins with a weight of “1” and increases in ASCENDING values (e.g., 1, 2, 3...n).

**Response Options**

Strongly Agree  
Agree  
Neutral  
Disagree  
Strongly Disagree

**Numeric Weighting**

5  
4  
3  
2  
1

Include Non-Numeric Option (e.g. N/A)

Add Comment Box

Comments:

### Question Properties

Reverse Code Response Options (this will change the default Numeric Weighting of Response Options to DESCENDING values (e.g., n...3, 2, 1))

Required

Learning Outcomes Question

Question Display

Vertical

Horizontal

Drop-down

- Continue to design question as desired, then click “Save & Add” button on the top right of the page.

### 3.2. From My Surveys

- If you have a previously created custom question and would like to add it into new set of custom survey questions, you can select the option “From My Surveys”.

- Select one of your previously created surveys and click “Search”. Then tick the question[s] you would like to add and click “Add Selected Questions” button on the top right of the page.

### 3.3. From Item Banks

- This option allows you to browse the UC SET item bank.
- Select one of the dropdown lists and click “Search”. Then tick the question[s] you would like to add and click on the “Add Selected Questions” button on the top right of the page.

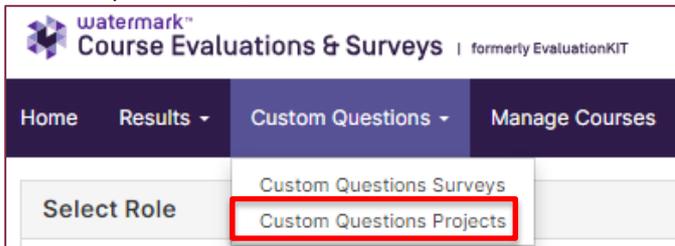
3.4. Once you have completed adding the questions, click “Done” on the top right of the page.

## Notes!

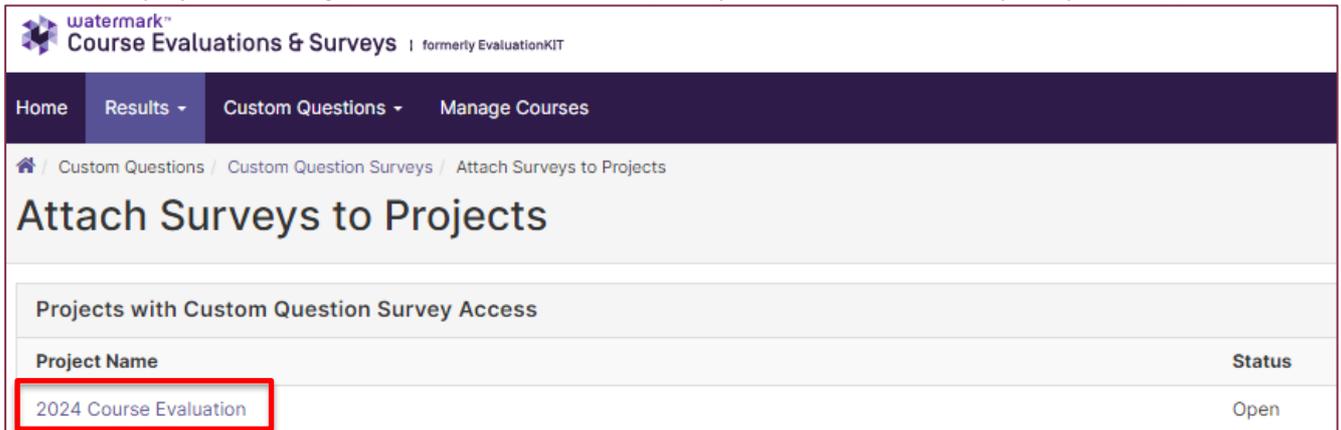
- You can create up to 3 additional questions.
- Only 3 additional questions can be added to each course.
- **If you have multiple courses and require 3 different additional questions for each course, please get in touch with [studentevaluationofteaching@canterbury.ac.nz](mailto:studentevaluationofteaching@canterbury.ac.nz) as we will need to assist with this.**

## 4. Attaching newly created or existing custom question[s] to an evaluation

4.1. On the top bar menu, click “Custom Questions” and select “Custom Questions Projects”.

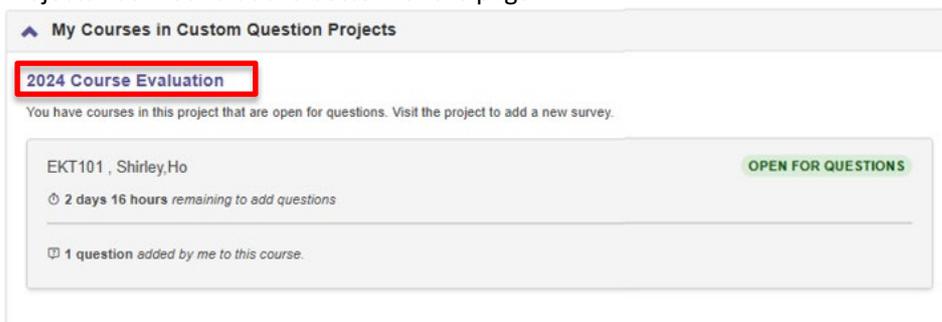


4.2. Click on the project name e.g., “2024 Course Evaluation”, that you would like to attach your question(s).

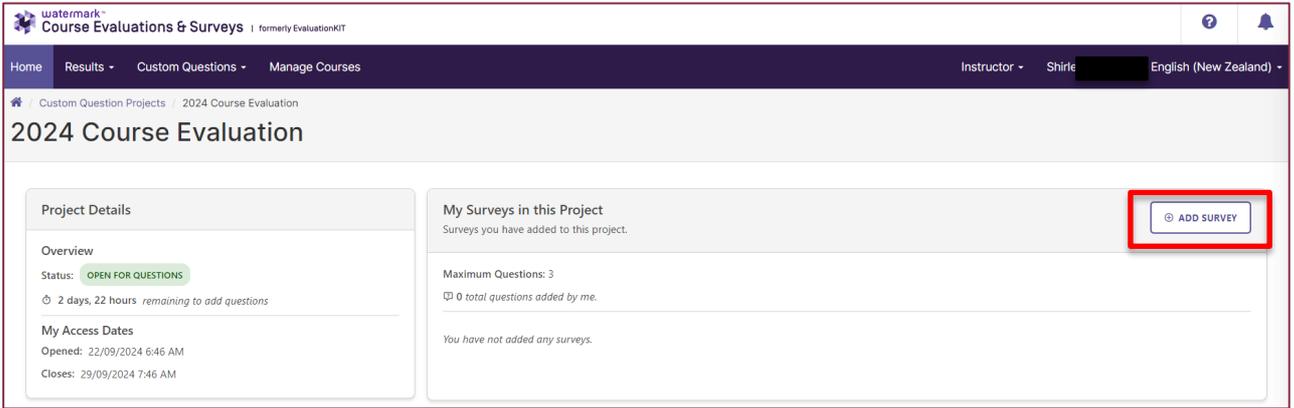


OR

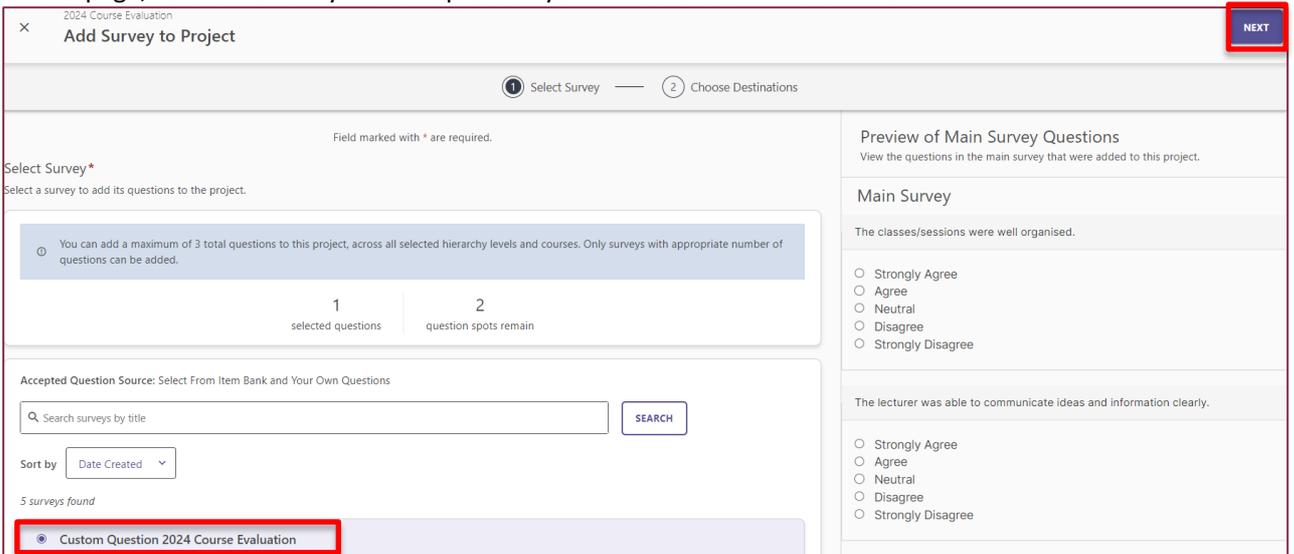
If you are on the “Home” page, and **you have an existing custom question** that you have created previously. You can click on the project name e.g. “2024 Course Evaluation” within the “My Courses in Custom Question Projects” box found at the bottom of the page.



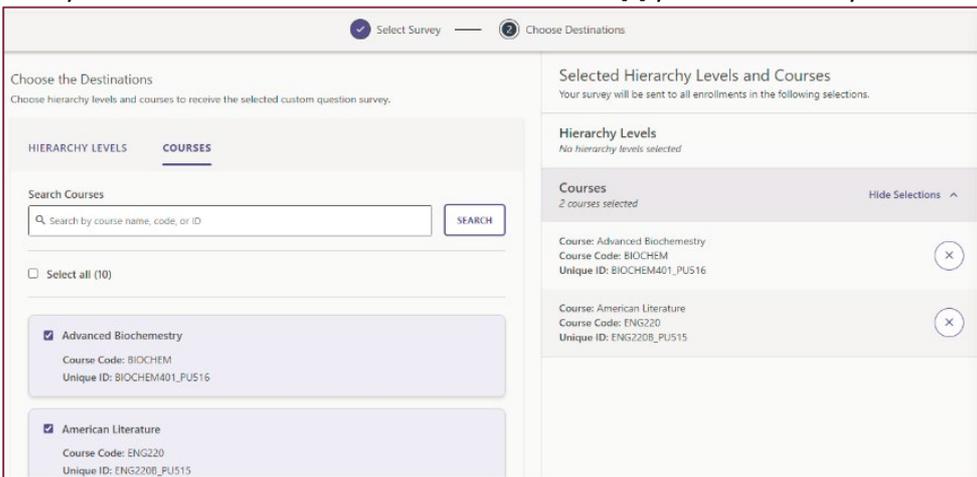
4.3. Then click “Add Survey” on the far right of the page.



4.4. On the page, select the newly custom question you have created and click “Next”.



4.5. Then you will need to tick the checkbox for the course[s] you want to add your custom question to.

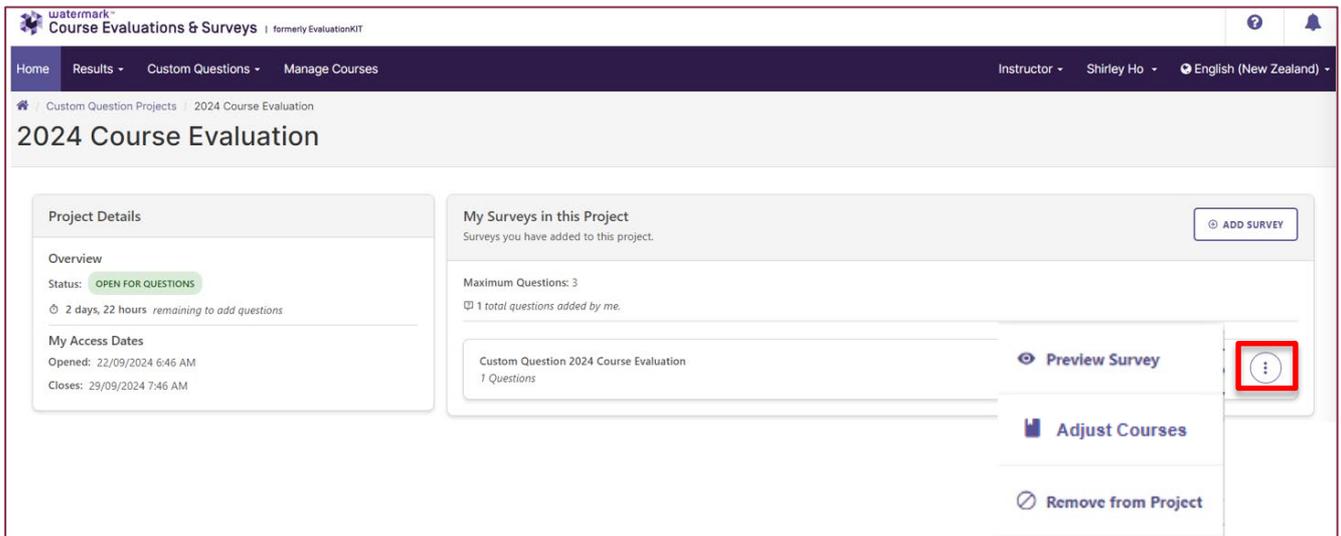


4.6. Then click “Finish & Add” at the top right of the page.

4.7. The custom question has now been added to the course. To attach another custom question, repeat steps 4.3 to 4.6.

4.8. Click on the three dots next to the custom question name, if you want to:

- Preview Survey - preview the added custom question.
- Adjust Courses – in the case where you have a few courses within the project and you have incorrectly attached the custom question to the wrong course, you can move the custom question to a different course within the same project using this function.
- Remove from Project - remove the attached custom question from this project



## 5. Previewing the 5 mandatory evaluation questions including the added question(s)

- 5.1. Click on “Manage Courses” on the top bar menu.
- 5.2. Under the “Projects” block, you will see the project name e.g., “2020 Course Evaluations – Semester 2”. On the far right, under the “View”, click on the magnifying glass icon.
- 5.3. You will then see your course. Click again on the magnifying glass icon under “Preview”.
- 5.4. A pop-up will appear, and you will see the 5 mandatory questions and your added custom question[s] if you have attached it.

For other information, please refer to the [Student Evaluation of Teaching \(SET\) intranet page](#).

Email [studentevaluationofteaching@canterbury.ac.nz](mailto:studentevaluationofteaching@canterbury.ac.nz) with any questions.