UC®AKO MARAKE Adding custom questions to SET evaluations Evaluation & Student Insights

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 (<u>Course Evaluation mandatory questions</u>, <u>Teaching Evaluation mandatory questions</u>) and <u>TA/Tutor mandatory questions</u>) 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:

- <u>Course Evaluation Item Bank Questions</u>
- <u>Teaching Evaluation Item Bank Questions</u>
- 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 <u>1. Access the Watermark Course Evaluation System</u> for instructions. Then continue reading <u>2. Adding NEW custom question[s]</u> 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 <u>1. Access the Watermark</u> <u>Course Evaluation System</u>) and go straight to <u>4. Attaching newly created or existing custom question[s] to an</u> <u>evaluation</u> 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.

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	АКО						
	News	Settings	Participants	Reports	Question bank	More ~	

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 <u>read the guide written by Watermark</u> 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.

Course Evaluations	& Surveys formerly Evaluati	onKIT			0
Home Results - Custor	n Questions 👻 Manage C	ourses		Instructor -	- O English (New Zealand)
😭 / Custom Questions / Custon	n Question Surveys				
Custom Ques	tion Surveys	;			Create New Survey
Q Search Surveys					
Search	Filter by Project	Date Created From	Date Created To		
Search surveys by title	All Projects	✓ mm/dd/yyyy	mm/dd/yyyy	Search	

- 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
+ Create New	To create new custom question (i.e., not in the UC SET item bank)
From My Surveys	Select custom questions that you previously created.
from Item Banks	Select custom questions from the UC SET item bank.
from LO Item Banks	<not in="" use=""></not>

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.

uestion Type	
destion type	
uestion Type	
ingle Selection 🧼 🖋 Change Type	
bout Single Selection	
Single Selection Question type, the s	tudent will nick from one of many ontions
nis works best for ves/no and likert-tvr	adent will pick from one of many options.
oth vertically and horizontally.	
English (New Zealand) English (Ur	iited States) Maori (te reo Māori) Chinese (中文)
uestion Management	
Question Text	
¥ 🗅 🛍 🖘 🖻 B	I 및 S E Ξ Ξ Ξ Ξ Ξ· Ξ· ℓ · θ 22 Font Sizes · A · A ·
The course recourses and access	
The course resources and assess	ments lostered my independent learning.
	4
Instructions	
Each line below represents one re	soonse option. Example of response options might be a satisfaction scale like Very Satisfied. Satisfied. Dissatisfied. Very Dissatisfied
Starting with the first Response Or	ption entered, coding for each response option begins with a weight of "1" and increases in ASCENDING values (e.g., 1, 2, 3n).
Response Options	Numeric Weighting
Strongly Agron	5
Agree	4
Neutral	3
Disagree Strongly Disagree	2
Include Non-Numeric Option (e	n N/A)
Add Comment Box	
Comments:	
uestion Properties	
uestion Properties	
uestion Properties	his will change the default Numeric Weighting of Response Options to DESCENDING values (e.g., n3, 2, 1))
uestion Properties Reverse Code Response Options (t Required	his will change the default Numeric Weighting of Response Options to DESCENDING values (e.g., n3, 2, 1))
uestion Properties Reverse Code Response Options (t Required	his will change the default Numeric Weighting of Response Options to DESCENDING values (e.g., n3, 2, 1))
uestion Properties Reverse Code Response Options (b Required Learning Outcomes Question	his will change the default Numeric Weighting of Response Options to DESCENDING values (e.g., n3, 2, 1))
uestion Properties Reverse Code Response Options (t Required Learning Outcomes Question uestion Display	his will change the default Numeric Weighting of Response Options to DESCENDING values (e.g., n3, 2, 1))
ILLESTION Properties Reverse Code Response Options (t Required Learning Outcomes Question uestion Display Vertical Horizontal	his will change the default Numeric Weighting of Response Options to DESCENDING values (e.g., n3, 2, 1))
Interstion Properties Reverse Code Response Options (1 Required Learning Outcomes Question uestion Display Vertical Horizontal Drop-down	his will change the default Numeric Weighting of Response Options to DESCENDING values (e.g., n3, 2, 1))

• 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 <u>studentevaluationofteaching@canterbury.ac.nz</u> 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".

Watermark [™] Course Evaluations & Surveys formerty EvaluationKIT				
Home Results -	Custom Questions +	Manage Courses		
	Custom Questions Surv	veys		
Select Role	Custom Questions Projects			

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

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Home	Results -	Custom Questions -	Manage Courses	
Atta	ach Su	Custom Question Surveys	ojects	
Proje	ects with Cu	stom Question Surve	ey Access	
Proje	ct Name			Status
2024	Course Evalua	tion		Open

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.

24 Course Evaluation	
have courses in this project that are open for questions. Visit the project to add a new survey.	
EKT101 , Shirley,Ho	OPEN FOR QUESTIONS
© 2 days 16 hours remaining to add questions	
1) 1 question added by me to this course	

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

watermark - Course Evaluations & Surveys formerty Evaluation KIT				(0	
Home Results - Custom Questions - Manage Courses		Instructor -	Shirle	English (N	lew Zeal	land) -
Custom Question Projects / 2024 Course Evaluation						
Project Details	My Surveys in this Project Surveys you have added to this project.			⊕ ADD S	SURVEY]
Status: OPEN FOR QUESTIONS Ô 2 days, 22 hours remaining to add questions	Maximum Questions: 3 © 0 total questions added by me.					
My Access Dates Opened: 22/09/2024 6:46 AM Closes: 29/09/2024 7:46 AM	You have not added any surveys.					

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

× Add Survey to Project	NEXT
Select Survey — (2) Choose Destinations	
Field marked with * are required.	Preview of Main Survey Questions View the questions in the main survey that were added to this project.
Select a survey to add its questions to the project.	Main Survey
O You can add a maximum of 3 total questions to this project, across all selected hierarchy levels and courses. Only surveys with appropriate number of questions can be added.	The classes/sessions were well organised.
1 2 selected questions question spots remain	Agree Agree Disagree Strongly Disagree
Accepted Question Source: Select From Item Bank and Your Own Questions Q. Saurch summer builting ccapture	The lecturer was able to communicate ideas and information clearly.
Sort by Date Created Sort by Custom Question 2024 Course Evaluation	Strongly Agree Agree Neutral Disagree Strongly Disagree

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

oose the Destinations	Selected Hierarchy Levels and C	ourses
cose hierarchy levels and courses to receive the selected custom question survey.	Your survey will be sent to all enrollments in the f	ollowing selections.
HIERARCHY LEVELS COURSES	Hierarchy Levels Na hierarchy levels selected	
Search Courses	Courses 2 courses selected	Hide Selections
Select all (10)	Course: Advanced Biochemestry Course Code: BIOCHEM Unique ID: BIOCHEM401_PU516	×
Advanced Biochemestry Course Code: BIOCHEM Unique ID: BIOCHEM401_PUS16	Course: American Literature Course Code: EVG220 Unique ID: ENG2208_PU515	×
American Literature		
Course Code: ENG220		

- 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

Course Evaluations & Surveys formerly Evaluation KIT		04
ne Results - Custom Questions - Manage Courses		Instructor - Shirley Ho - 🕒 English (New Zealand
Custom Question Projects 2024 Course Evaluation		
Project Details	My Surveys in this Project Surveys you have added to this project.	© ADD SURVEY
Overview Status: OPEN FOR QUESTIONS Ø 2 days, 22 hours remaining to add questions	Maximum Questions: 3 © 1 total questions added by me.	
My Access Dates Opened: 22/09/2024 6:46 AM Closes: 29/09/2024 7:46 AM	Custom Question 2024 Course Evaluation 1 Questions	Preview Survey
		Adjust Courses
		⊘ Remove from 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 <u>Student Evaluation of Teaching (SET) intranet page</u>.

Email <u>studentevaluationofteaching@canterbury.ac.nz</u> with any questions.