

St. John's University Online Course Evaluations: Instructions for Adding Questions (Optional)

All faculty teaching full semester, non-co taught courses may add UP TO 5 additional questions to the evaluation instrument. Below are screen shots of the process for adding these questions. Please note that you must complete this entire process in a single session; leaving the editor for any reason, including closing down your browser session prior to submission, will indicate to the system that you have finished adding questions. **Once you have exited, you cannot reenter the editor.**

If you have any additional questions please contact the Office of Institutional Research at (718) 990-1869.

STEP 1a.

Instructor's Optional Questions

In the Instructor's Optional Questions you can enter your optional questions for the survey of your course. Also, the details of your course are shown and can be corrected if necessary. Click on "Finish" to complete the procedure. Your input will be saved. You will not have the opportunity to access the Instructor's Optional Questions for this course again.

Details for course

Course: **Math 101 (ID:)**

Program of Study	Course Type	Location	Participants	Questionnaire*
<input type="text"/>	Lecture	<input type="text"/>	1	STJSETDLNE Show

* If you change the questionnaire all optional questions will be deleted.
Not all questionnaires can be selected because other surveys exist with these questionnaires (depending on the course and the period).

[Finish](#) [Next](#) [Cancel](#)

Clicking the link in your e-mail will bring you to this page. The data is all predefined at the time the course is created. Simply click "Next" to continue.

STEP 1b.

Leave Instructor's Optional Questions Form Properties [STJSETDL49] Paper Preview Online Preview Switch paper/online view 2

Editor Control Question Library

- ▼ Add
 - Add Question Group
 - Add Question
 - Pole Labels
 - Extended Pole Labels
 - Line Space
 - Separator
 - Text Box
 - Picture
 - Page Break
 - Column Separator
 - Paragraph Separator
- ▶ Edit
- ▶ Clipboard
- ▶ Move
- ▶ Form Properties
- ▶ Question Library
- ▶ Form Information

Class Climate Student Evaluation of Teaching (Online Courses) NEW SCANTRON

[1. Student Evaluation of Teaching][Continue]

1.10 The instructor was accessible to students for extra help.

1.11 The instructor responded to students' work in a reasonable amount of time.

1.12 I would recommend this instructor to other students.

1.13 Rate this professor's teaching. Excellent Good Fair Poor Very poor

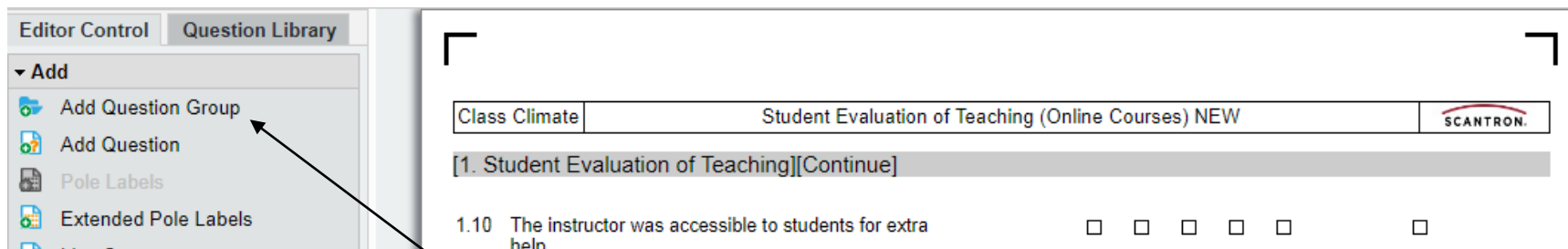
1.14 What was the most beneficial part of this online course?

1.15 What was the least beneficial part of this online course?

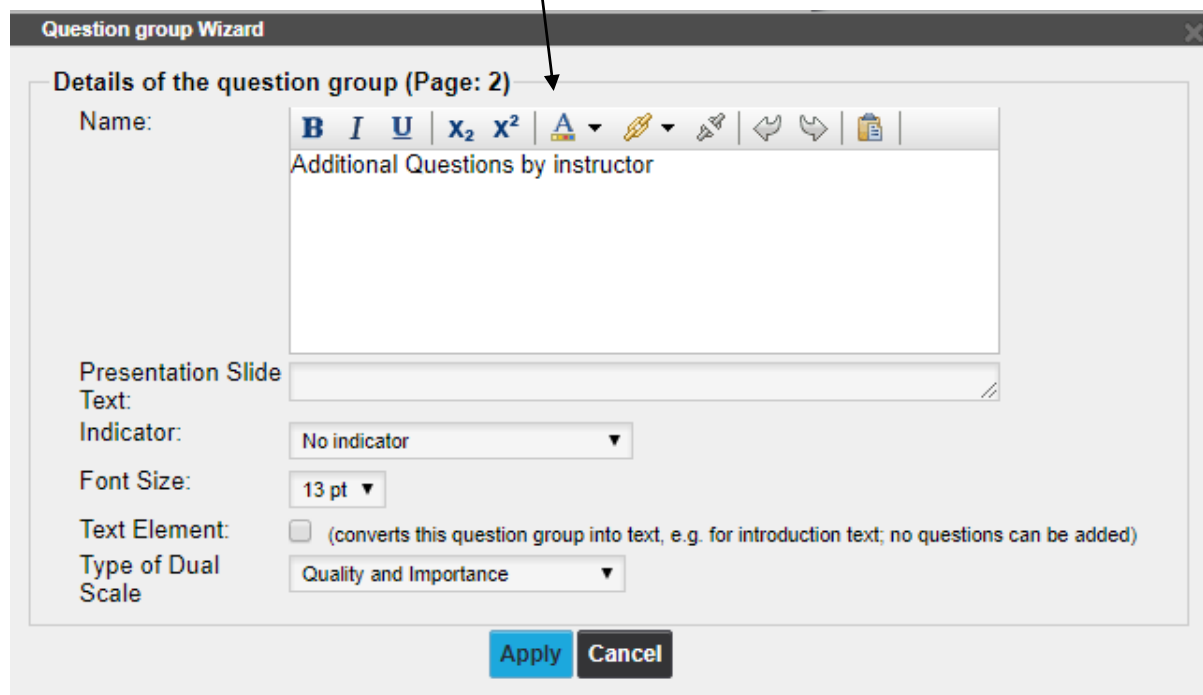
1.16 What improvements would you suggest your instructor make in this online course?

This is what the questionnaire form looks like. Scroll through to page 2, then click once on question 1.16 to highlight it (there will now be a blue box around the question).

STEP 1c.














Click on **Add Question Group**. This brings up the **Question group Wizard** dialog box. Give your question group a name, then click **Apply**. You will now see this additional question group directly below question 16 (see below).



1.16 What improvements would you suggest your instructor make in this online course?

[2. Additional Questions by instructor]

STEP 2a. (FOR OPEN QUESTIONS)

-  Add Question Group
-  Add Question
-  Pole Labels
-  Extended Pole Labels
-  Line Space
-  Separator
-  Text Box
-  Picture
-  Page Break
-  Column Separator
-  Paragraph Separator
- ▶ Edit
- ▶ Clipboard
- ▶ Move
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Click **Add Question**.

[T] 1.12 I would recommend this instructor to other students. [T]

1.13 Rate this professor's teaching. [T]

Excellent Good Fair Poor Very poor

[T] 1.14 What was the most beneficial part of this course? [T]

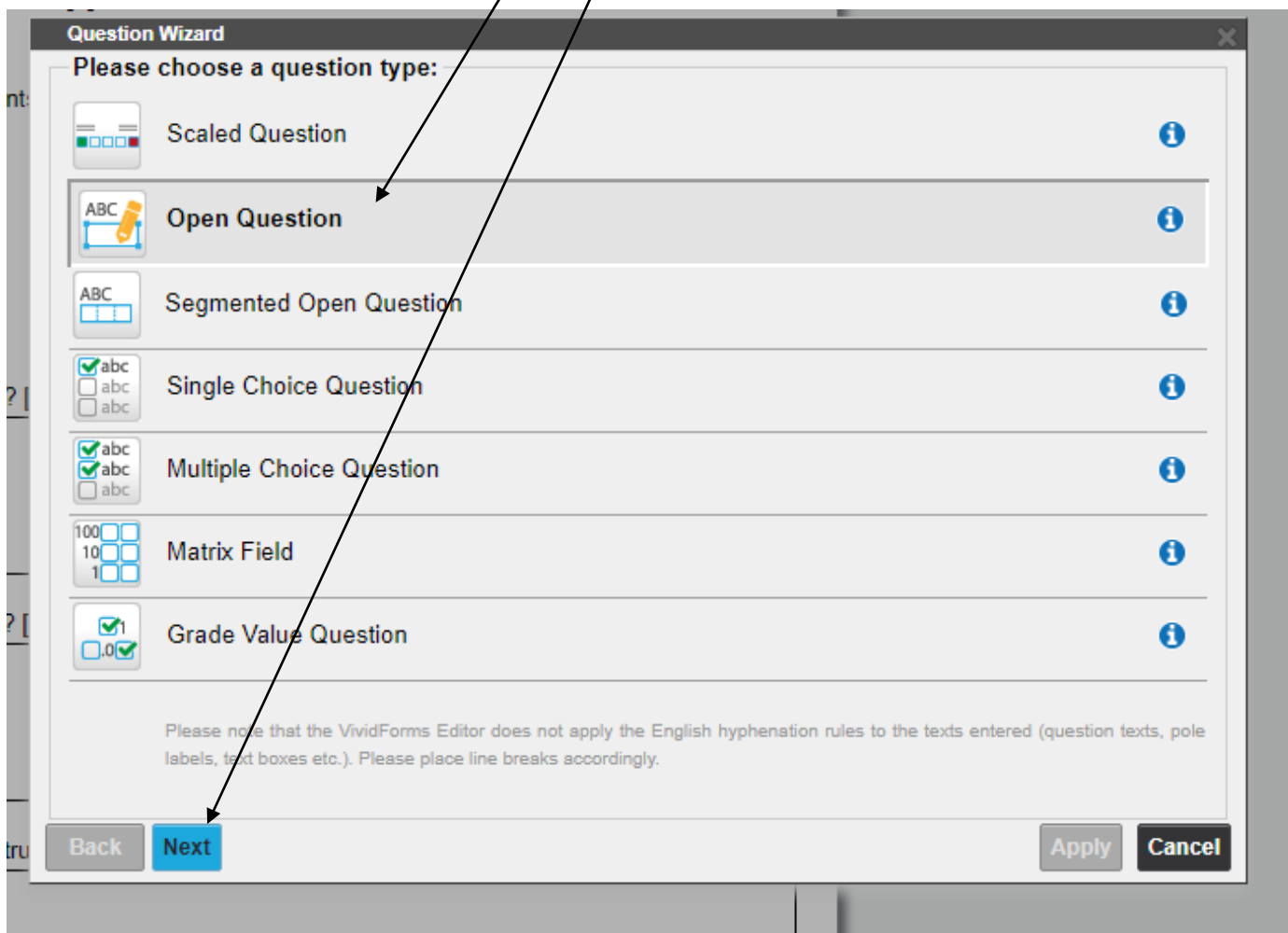
1.15 What was the least beneficial part of this course? [T]

1.16 What improvements would you suggest your instructor make in this course? [T]

[2. Additional Questions by instructor]

STEP 2b. (FOR OPEN QUESTIONS)

This will bring up the **Question Wizard**. Choose **Open Question**, then click **Next**.



Type your question, then click **Apply**.

Question Wizard

Open Question

B I U | x_2 x^2 | **A** | | | | | | | |

Which of the topics covered did you find most difficult?

Available Space 12 lines left on this page.

Answer field

Box Size: lines

Number of characters (online): (maximum number of characters for online surveys)

Note: 0 means "without restrictions".

💡 Did you know?
In online surveys, validation (plausibility checks) can be used to test entries to open questions and matrix fields with value ranges and regular expressions, before a survey participant can submit the questionnaire. Validation settings can be accessed via the left side menu in the editor control panel under the menu item "Form Properties".

Picture:

Your instrument should now look like this. Continue adding questions until you have finished.

1.16 What improvements would you suggest your instructor make in this course? [T]

[2. Additional Questions by instructor]

2.1 Which of the topics covered did you find most difficult?

STEP 2a. (FOR SCALED QUESTIONS)

For scaled questions you must first add your pole labels (these are your response options). Click ***Extended Pole Labels***.

The screenshot shows a software interface with a menu on the left and a vertical toolbar on the right. The menu is titled 'Add' and contains the following items: Add Question Group, Add Question, Pole Labels, Extended Pole Labels (highlighted with a blue bar and an arrow from the callout box), Line Space, Separator, Text Box, Picture, Page Break, Column Separator, and Paragraph Separator. Below the 'Add' menu are sections for 'Edit', 'Clipboard', 'Move', 'Form Properties', 'Question Library', and 'Form Information'. The vertical toolbar on the right has numerical labels 1.12, 1.13, 1.14, 1.15, and 1.16. A blue bar highlights the area between 1.12 and 1.13.

STEP 2b. (FOR SCALED QUESTIONS)

In the box labeled **Pole label**, type your first response option, then click the [+] button.

Extended Pole Labels

Extended Pole Labels

Pole label:

Excellent **[+]**

List of pole labels:

Abstention:

Degree of inclination: 45° ▼

Please notice that the inclination of the answer options will not be shown in the preview of the VividForms Editor due to technical reasons.

Apply **Cancel**

Your first response option has now been added to the list of pole labels. Repeat this process for each of your response options. Then click **Apply**.

Extended Pole Labels

Extended Pole Labels

Pole label:

[+]

List of pole labels:

Excellent

Abstention:

Degree of inclination: 45°

Please notice that the inclination of the answer options will not be shown in the preview of the VividForms Editor due to technical reasons.

Apply Cancel

STEP 2c. (FOR SCALED QUESTIONS)

Editor Control Question Library

- ▼ Add
 - Add Question Group
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 - Line Space
 - Separator
 - Text Box
 - Picture
 - Page Break
 - Column Separator
 - Paragraph Separator
- ▶ Edit
- ▶ Clipboard
- ▶ Move
- ▶ Form Properties
- ▶ Question Library
- ▶ Form Information

Click **Add Question**.

[T] 1.12 I would recommend this instructor to other students. [T]

Excellent Good Fair Poor Very poor

1.13 Rate this professor's teaching. [T]

[T] 1.14 What was the most beneficial part of this course? [T]

1.15 What was the least beneficial part of this course? [T]

1.16 What improvements would you suggest your instructor make in this course? [T]

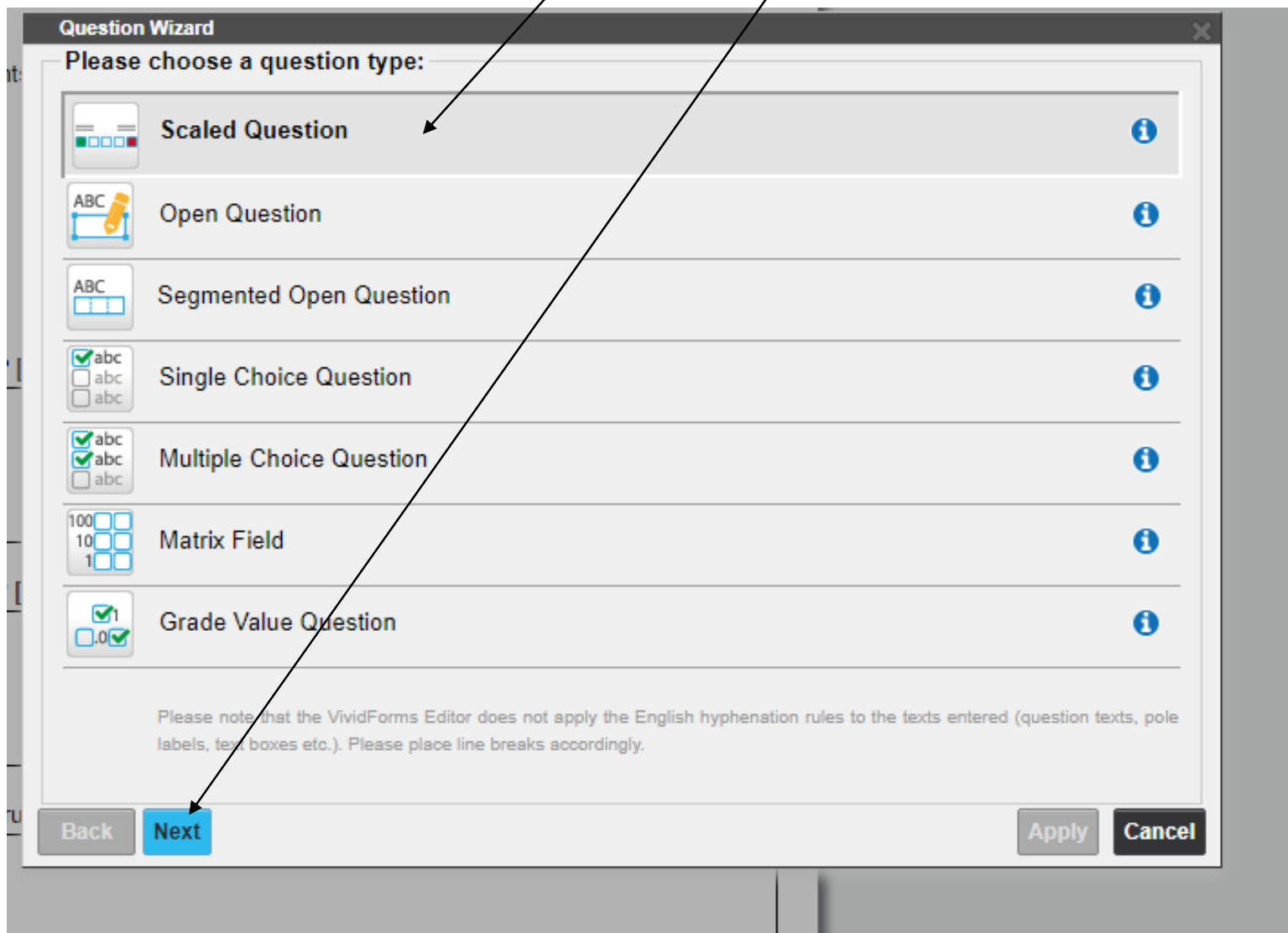
[2. Additional Questions by instructor]

2.1 Which of the topics covered did you find most difficult?

Excellent Good Fair Poor Very poor

STEP 2d. (FOR SCALED QUESTIONS)

This will bring up the **Question Wizard**. Choose **Scaled Question**, then click **Next**.



Type your question. Make sure the **Number of checkboxes** corresponds to the number of answer options in your pole labels. Check **Set this scaled question as mirrored question**, then click **Apply**.

Question Wizard

Scaled Question

B I U | x_2 x^2 | **A** | [Link] | [Image] | [Image] | [Image]

How would you rate the scope of topics covered in this course?

Number of checkboxes: 5 [] [] [] [] []

Abstention: deactivated [v]

Add individual pole labels

Left Pole: **B I U** [Image] [Image] [Image] | Right Pole: **B I U** [Image] [Image] [Image] | Abstention: **B I U** [Image] [Image] [Image]

Report

Type of Diagram: Histogram [v]

Set this scaled question as mirrored question

Settings


Use these settings as default for new scaled questions

Apply settings to existing scaled questions

Define settings

Back Next **Apply** Cancel

Your instrument should now look like this. Continue adding questions until you have finished.

Class Climate	Student Evaluation of Teaching [Copy]	
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2. Additional Questions by instructor][Continue]

2.2 How would you rate the scope of topics covered in this course?

- Excellent
- Good
- Fair
- Poor
- Very poor

STEP 3.

Leave Instructor's Optional Questions | Form Properties [STJSETN218] | Paper Preview | Online Preview | Switch pa

Editor Control | Question Library

▼ Add

- Add Question Group
- Add Question
- Pole Labels
- Extended Pole Labels
- Line Space
- Separator
- Text Box
- Picture
- Page Break
- Column Separator
- Paragraph Separator

► Edit

► Clipboard

▼ Move

- ▲ Up
- ▼ Down

► Form Properties

► Question Library

► Form Information

Class Climate | Student Evaluation of Teaching [Copy]

[2 Additional Questions by instructor][Continue]

→ 2.2 How would you rate the scope of topics covered in this course?

Once you have added all your questions (up to 5 in total) click **Leave Instructor's Optional Questions**. **You will not be able to reenter the questions so do not click unless you are finished. You cannot go back.**

You will then see this screen. You have now completed the process for adding instructor optional questions. Thank you for taking the time to tailor your evaluation to your particular course.

Thank you.

Your changes will be sent to the evaluation coordinator. The questionnaires will be available shortly.