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.

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.

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).
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
Form Properties
Question Library
Form Information

Click Add Question.

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

1.13 Rate this professor’s teaching. [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.
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? [ ]

[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."
STEP 2b. (FOR SCALED QUESTIONS)

In the box labeled Pole label, type your first response option, then click the [+ button.
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**.
STEP 2c. (FOR SCALED QUESTIONS)

Click *Add Question*.

1.12 I would recommend this instructor to other students.  

1.13 Rate this professor's teaching.  

1.14 What was the most beneficial part of this course?  

1.15 What was the least beneficial part of this course?  

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

2. Additional Questions by instructor  

2.1 Which of the topics covered did you find most difficult?
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**.
Your instrument should now look like this. Continue adding questions until you have finished.

<table>
<thead>
<tr>
<th>Class Climate</th>
<th>Student Evaluation of Teaching [Copy]</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>2. Additional Questions by instructor</strong> [Continue]</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Excellent</th>
<th>Good</th>
<th>Far</th>
<th>Poor</th>
<th>Very poor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>
STEP 3.

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.