



## How to Add Instructor Level Questions

In your My EvalCenter page, instructors can add questions to their SPOT survey(s). An instructor will have until the night before a survey launches to add questions. The responses to instructor-level questions are only viewable by the instructor.

To add survey questions, click on Add Questions.

**Surveys Waiting to Be Opened**

**Summer 2018 Z\_DEMO JOUR 5678 LEC 1**  
Intro to Social Skills 1  
With: Cara Gerrard

**Begins:** 6/30/2018    **Ends:** 7/2/2018    **See Reports:** 8/16/2018

**Students responded:** 0 / 3    **0%**  
response rate

Switch to Paper Evaluations

**Add Questions**

Preview

Add/See Notes

You will then be taken to the screen below. The first thing you want to do is select to which classes you want to add questions.

←

**All Classes With This Course Title**  
Z\_DEMO JOUR 5678 LEC  
Add/Edit Questions

**This Class Only:**  
Z\_DEMO JOUR 5678 1 taught by:  
Pramuth LEC Lower 2018 Summer  
Add/Edit Questions

**Every Class You Teach**  
(now and in the future)  
Add/Edit Questions

Clicking on the Add/Edit questions button will take you to this screen:

Add questions for: Z\_DEMO JOUR 5678 LEC

Choose a question type to add or create:

**Create a new question:**

Short question text (shown on reports):

Full question text (shown to the survey-taker):

Answer choices:  Default answer:

Choose an existing question:

Question	Answer Type
<input type="checkbox"/> 138615 The final project was challenging.	1-5 Excellent to Poor (select one)
<input type="checkbox"/> 138427 The final Paper was challenging.	1-5 Strongly Disagree-Neither-Strongly Agree (select one)
<input type="checkbox"/> 138426 The final paper was helpful.	1-5 Strongly Disagree-Neither-Strongly Agree (select one)
<input type="checkbox"/> 138425 The final paper was helpful.	1-5 Strongly Disagree-Neither-Strongly Agree (select one)
<input type="checkbox"/> 98349 The final group project was helpful.	1-5 Strongly Disagree-Neither-Strongly Agree (select one)
<input type="checkbox"/> 70033 The requirements of the final project were fully explained.	1-5 Strongly Disagree-Neither-Strongly Agree (select one)

First, select the question type (e.g. text, single choice, multiple choice, other) in the first drop-down box.

- *Select Text, if you would like the students to be able to write out their answers.*
- *Select “Single Choice” if you want a multiple choice question where the students can select only one answer. (This option will give you the overall average for the question in your report.)*
- *Select “Multiple Choice” if you want to find out demographic data such as “what grade are you expecting” or “male/female”, etc. (On your SPOT report this option will not give you the average but will show you how many people fall in each category for this particular question.)*

Next add a short question text that will be shown on your SPOT reports followed by the full question text that will be shown to survey takers. If you’ve already created a question before, you can chose it from the existing question choices and click “Add selected questions”.

In the Answer choices drop-down menu select your answer choice from the options provided. For close-ended questions, we recommend (1-5 Strong Disagree – Neither-Strongly Agree) to avoid confusion by survey takers. This format is consistent with the response scale on the standard SPOT survey.

**Note:** Faculty are not able to create their own answer choices. You need to pick one from the choices that are provided for you. However, if you have a question that requires a different answer choice than the ones provides, please contact Mica at [eSPOT@tcu.edu](mailto:eSPOT@tcu.edu).

“Create question” will allow you to save that question and add another one if needed. “Create question and add formatting” allows you to add a follow up question to your answer choices.

When you are done adding questions, click on “Return to previous page.”

You will then be taken to this screen:

« Return to the previous page   Remove Questions   Preview

**Page Header Special Features** [Show ▾](#)

Add Questions	Number	Edit	Question	Answer Type	Move Up	Move To Top	Move Down	Move To Bottom	QuestionID
	<a href="#">±</a>	1	 The field trip was helpful.	<input type="radio"/> Strongly Disagree <input type="radio"/> Disagree <input type="radio"/> Neither Agree or Disagree <input type="radio"/> Agree <input type="radio"/> Strongly Agree	↑	⤴	↓	⤵	178336
	<a href="#">±</a>	2	 The final paper was helpful.	<input type="radio"/> Strongly Disagree <input type="radio"/> Disagree <input type="radio"/> Neither Agree or Disagree <input type="radio"/> Agree <input type="radio"/> Strongly Agree	↑	⤴	↓	⤵	138426
	<a href="#">±</a>	3	 The group project was difficult.	<input type="radio"/> Strongly Disagree <input type="radio"/> Disagree <input type="radio"/> Neither Agree or Disagree <input type="radio"/> Agree <input type="radio"/> Strongly Agree	↑	⤴	↓	⤵	178337

There are several things you can do from this page.

If you click on the “” link, it will remove the question. You can also click on the “Remove Questions” link. To add another question, you can click on the “[±](#)” hyperlink.

You can make edits to your question(s) by clicking on the “Edit” icon.

When you are finished, preview how the question(s) you added will look in the survey by clicking on the “Preview” button at the top. When done, click the “Back to myEvalCenter” button.