

Adding Questions to Your End of Semester Course Evaluation

Each course evaluation contains the seven questions listed below, as well as any questions submitted by your department. The seven core questions are aligned with the mission statement of the university and are broken into two groups – evaluation of course and evaluation of instructor.

Evaluation of Course:

1. This course challenged me to learn and/or develop new skills
2. This class provided a positive learning environment.
3. I have become more competent or knowledgeable in this area since taking this course.

Evaluation of Instructor:

1. The instructor was well prepared to teach this course.
2. The instructor was genuinely interested in the students' progress.
3. Overall, this instructor was an effective teacher.

Comments:

1. Please provide and comments or suggestions you may have.

As the instructor of your course, you can choose to add up to fifteen additional questions to your course evaluation. The answers to these questions can only be viewed by you. The only exception to this is if you are co-teaching a course. Then the questions are shared between the instructors and the results are able to be viewed by either instructor.

If you would like to add additional questions, please follow the steps below:

Step One: Access the Digital Measures Course Evaluation System

To access the course evaluation system, please go to <http://www.csu.edu/course-eval>. You will need to enter your CSU username and password to access the system. This is the same username and password that you use to access Moodle and CougarConnect.

Step Two: Select the Appropriate Course

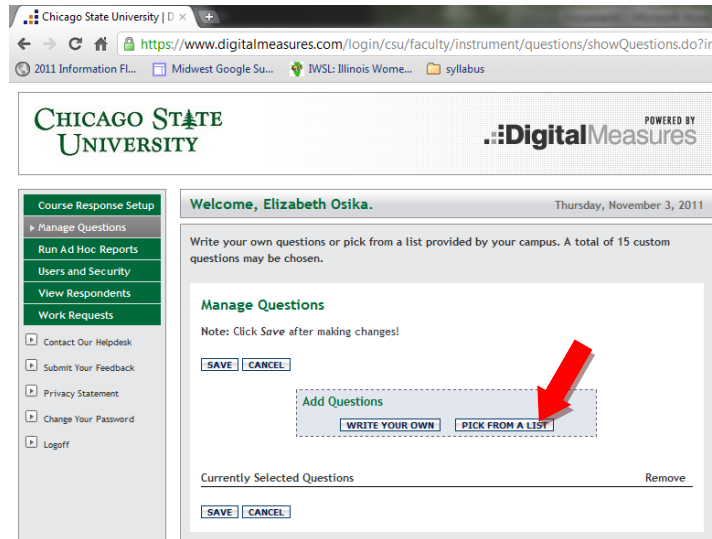
Once you have logged in, click on "Manage Questions" from the left menu. This will display a list of all the course evaluations available for you to modify. Once the list of course evaluations appears, click on "Select Questions" after the course name to begin to add questions to this course's evaluation.

The screenshot displays the Digital Measures Course Evaluation System interface. At the top, the browser address bar shows the URL: <https://www.digitalmeasures.com/login/csu/faculty/instrument/questions/showCourses.do>. The page header features the Chicago State University logo and the text "POWERED BY DigitalMeasures". Below the header, a navigation sidebar on the left contains several menu items, with "Manage Questions" highlighted by a red arrow. The main content area displays a welcome message: "Welcome, Elizabeth Osika." followed by the date "Thursday, November 3, 2011". Below this, a section titled "Manage Questions" provides instructions: "Manage Questions allows you to select additional questions that will be asked for your courses." A table lists available course evaluations, with one entry: "TR&ED 5111, Section 51 Introduction to Online Evaluations". A red arrow points to the "Select Questions" link next to this entry.

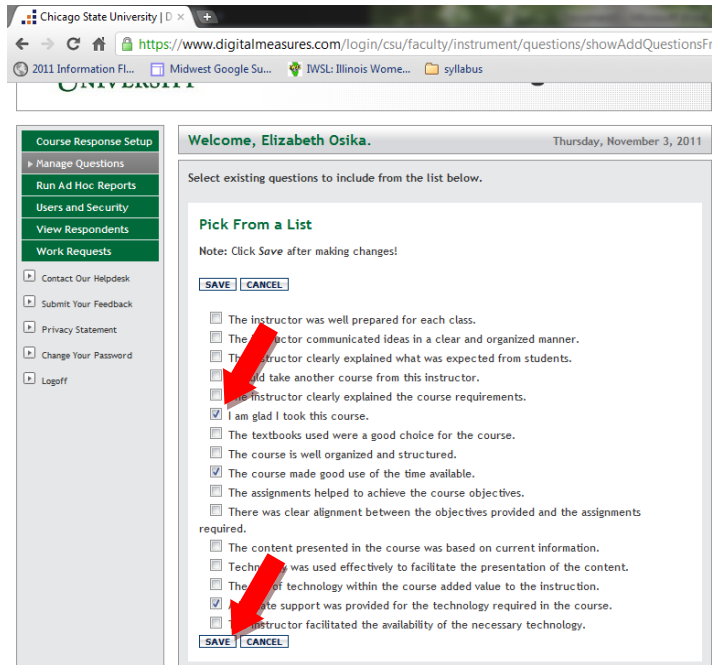
Step Three: Adding Questions from the Question Pool

In order to make adding questions easier, we have created a pool of questions from which you may select. These questions were the ones asked most frequently across departments.

To add questions from the pool, click on “Pick from a List” on the Manage Questions screen.



The list of the available questions will appear. Simply check the boxes in front of the questions you would like to add to your course evaluation. Once selected, click SAVE to add the questions.



Step Four: Add Custom Questions

If you prefer, you can create your own questions for the evaluation. This would be helpful to assess the effectiveness of specific teaching strategies or to focus on a specific issue that concerns you.

To create your own questions, click on “Write Your Own” from the Manage Questions screen.

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https://www.digitalmeasures.com/login/csu/faculty/instrument/questions/addQuestionsFromPoc
2011 Information Fl... Midwest Google Su... IWSL: Illinois Wome... syllabus

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Course Response Setup
Manage Questions
Run Ad Hoc Reports
Users and Security
View Respondents
Work Requests
Contact Our Helpdesk
Submit Your Feedback
Privacy Statement
Change Your Password
Logout

Welcome, Elizabeth Osika. Thursday, November 3, 2011

Write your own questions or pick from a list provided by your campus. A total of 15 custom questions may be chosen.

Manage Questions
Note: Click Save after making changes!

SAVE CANCEL

Add Questions
WRITE YOUR OWN PICK FROM A LIST

Currently Selected Questions [View as Students See Them] Remove

I am glad I took this course.	Remove
The course made good use of the time available.	Remove
Adequate support was provided for the technology required in the course.	Remove

SAVE CANCEL

Within the “Write Your Own Question” screen, you can select the type of question you want to include – scale, comment, etc. – from the “Type” drop down. The form will walk you through the rest of the question setup.

Once the question is complete, click “Save” at the bottom of the screen.

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https://www.digitalmeasures.com/login/csu/faculty/instrument/questions/showCreateQuestion.c
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Welcome, Elizabeth Osika. Thursday, November 3, 2011

Write your own question below by selecting a question type and entering information about the question.

Write Your Own Question

Type: Scale VIEW

Question Text: I was able to easily locate the resources needed in Moodle

Scale: 4:Strongly Agree, 3:Agree, 2:Disagree, 1:Strongly Disagree

Orientation: Horizontal

SAVE CANCEL

Step Five: Save Changes

Once all questions have been added, you will need to click on “Save” to make sure all changes are saved to the system.

The screenshot displays the 'Manage Questions' interface. On the left is a sidebar with a 'Course Response Setup' menu containing 'Manage Questions', 'Run Ad Hoc Reports', 'Users and Security', 'View Respondents', and 'Work Requests'. Below this are links for 'Contact Our Helpdesk', 'Submit Your Feedback', 'Privacy Statement', 'Change Your Password', and 'Logoff'. The main content area is titled 'Manage Questions' and includes a 'SAVE' button highlighted with a red arrow. Below this is an 'Add Questions' section with 'WRITE YOUR OWN' and 'PICK FROM A LIST' buttons. At the bottom, there is a table of 'Currently Selected Questions' with 'Remove' icons for each question.

Currently Selected Questions [View as Students See Them]	Remove
I am glad I took this course.	
The course made good use of the time available.	
Adequate support was provided for the technology required in the course.	
I was able to easily locate the resources needed in Moodle	

NOTES:

- If you want, you can view the questions you selected as the student sees them, by clicking “View as Students See Them.” This will allow you the opportunity to make any needed changes to the questions.
- You will only be able to view the questions that you have added, the standard questions do not display in this view.
- When thinking about adding questions, remember that less is more. The longer the survey, the less likely students will be to complete the survey.