Individual Section Question Instructions

**Step 1**: Log into your faculty experience homepage at **https://*nova*.campuslabs.com/faculty/**

**Step 2**: In the top right corner of the page, click **Course Evaluation Questions**. If your course has questions enabled, you will see the "View/Edit Evaluation" option. If custom questions are not enabled, or if the administration has already opened, you will be able to view evaluation questions by clicking "View Evaluation".

BMS 126L (K)
Evaluation Status: **CURRENT**                                    View Evaluation

COM 358 (K)
Evaluation Status: **CURRENT**                                    View Evaluation

CTI 219 (K)
Evaluation Status: **PENDING (30 days left to add questions)**    View/Edit Evaluation

CTI 233 (K)
Evaluation Status: **PENDING (8 days left to add questions)**     View/Edit Evaluation

ECO 308 (D)
Evaluation Status: **COMPLETED**                                  View Evaluation

SVL 301 (L2)
Evaluation Status: **PENDING (2 days left to add questions)**     View/Edit Evaluation

**Step 3**: On the right side of the page, you will be able to view, add, and edit your custom questions. The core questions created by your university administrator will be on the left. Click "Edit" to create or edit your questions.
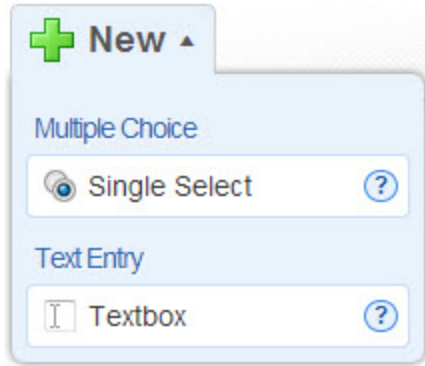
**Custom Questions**                                             Edit

*These questions will appear at the end of the evaluation.*

*There are no custom questions set up for this course section.*

You will have the option to add both a single select or textbox question.

## How to add a Single Select question:

Choose **New** from the top and choose **Single Select**.

Add in your question text and answer choices. Answer choices should each be listed on a separate line. If you wish for there to be a Mean/Standard deviation, do not forget to choose the scale values option from the drop down at the bottom.

Ascending - Scales would start with 1, 2, 3, 4, etc.

Descending - Scales would start with 4, 3, 2, 1, etc.

Choose **OK** when finished.

## How to add a Textbox question

Choose **New** from the top and choose **Textbox**

Add in your question text. You may also optionally choose the size of the box as well as a character limit if you wish.



Choose **OK** when finished.

You may continue to add additional questions as necessary. You may click on the text of the question to update it, or the response choice to change the anchor, value, or settings.

Questions may only be added up until the time the administration opens. The results will display in the web reports.

To view instructions via a short video go to:

https://courseevaluationsupport.campuslabs.com/hc/en-us/articles/204024838-Adding-Custom-Questions-to-a-Course-Section-by-Faculty