EMORY | ROLLINS SCHOOL OF PUBLIC HEALTH

HOW TO CREATE: CUSTOM QUESTIONS

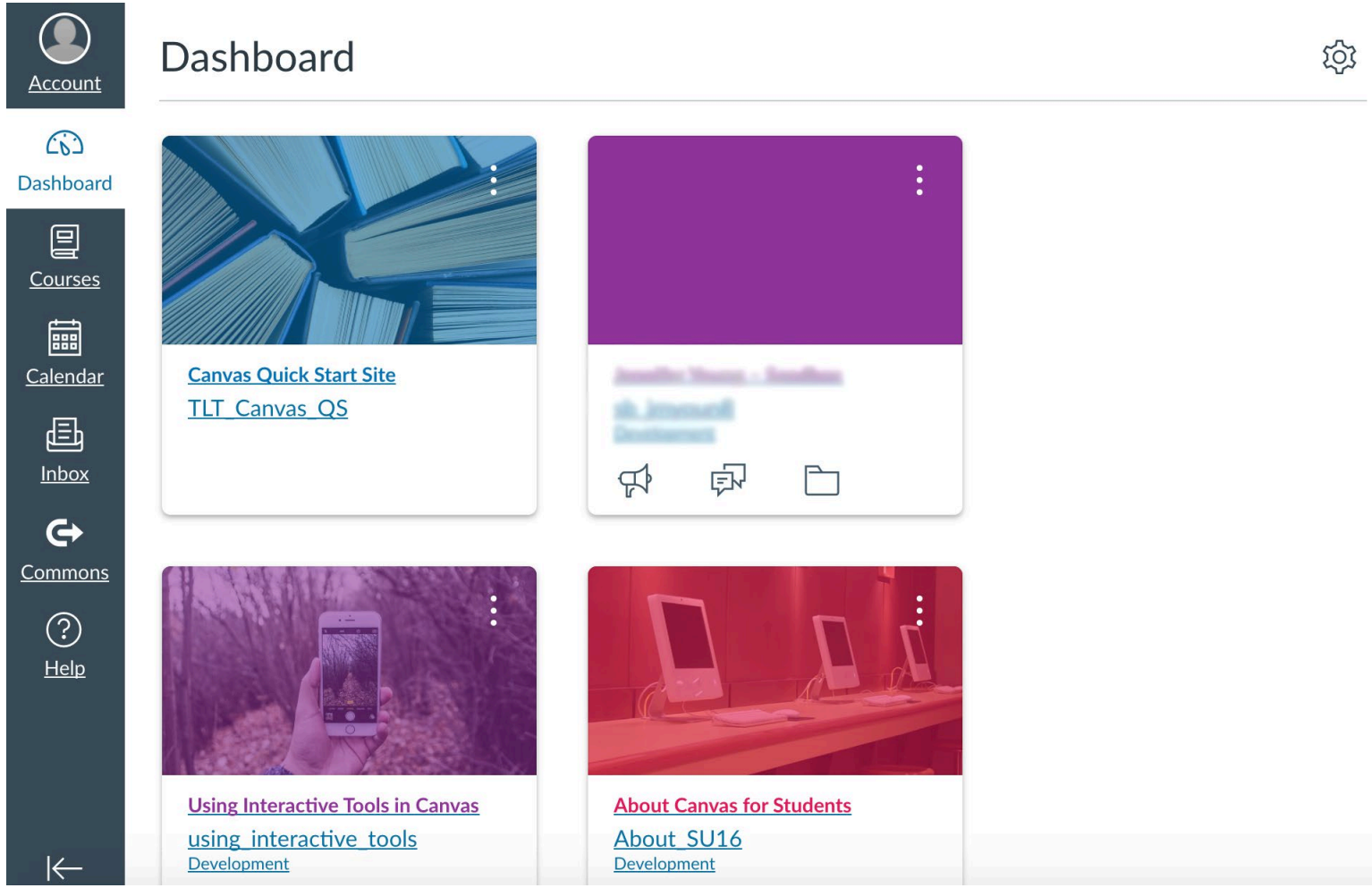
RSPH Faculty

Initial Steps

Step 1	Please click here to review a brief video that provides a general overview of creating custom questions in EKit.
Step 2	Use the slides below as supplemental information on how to create custom questions

Accessing Custom Questions in Canvas

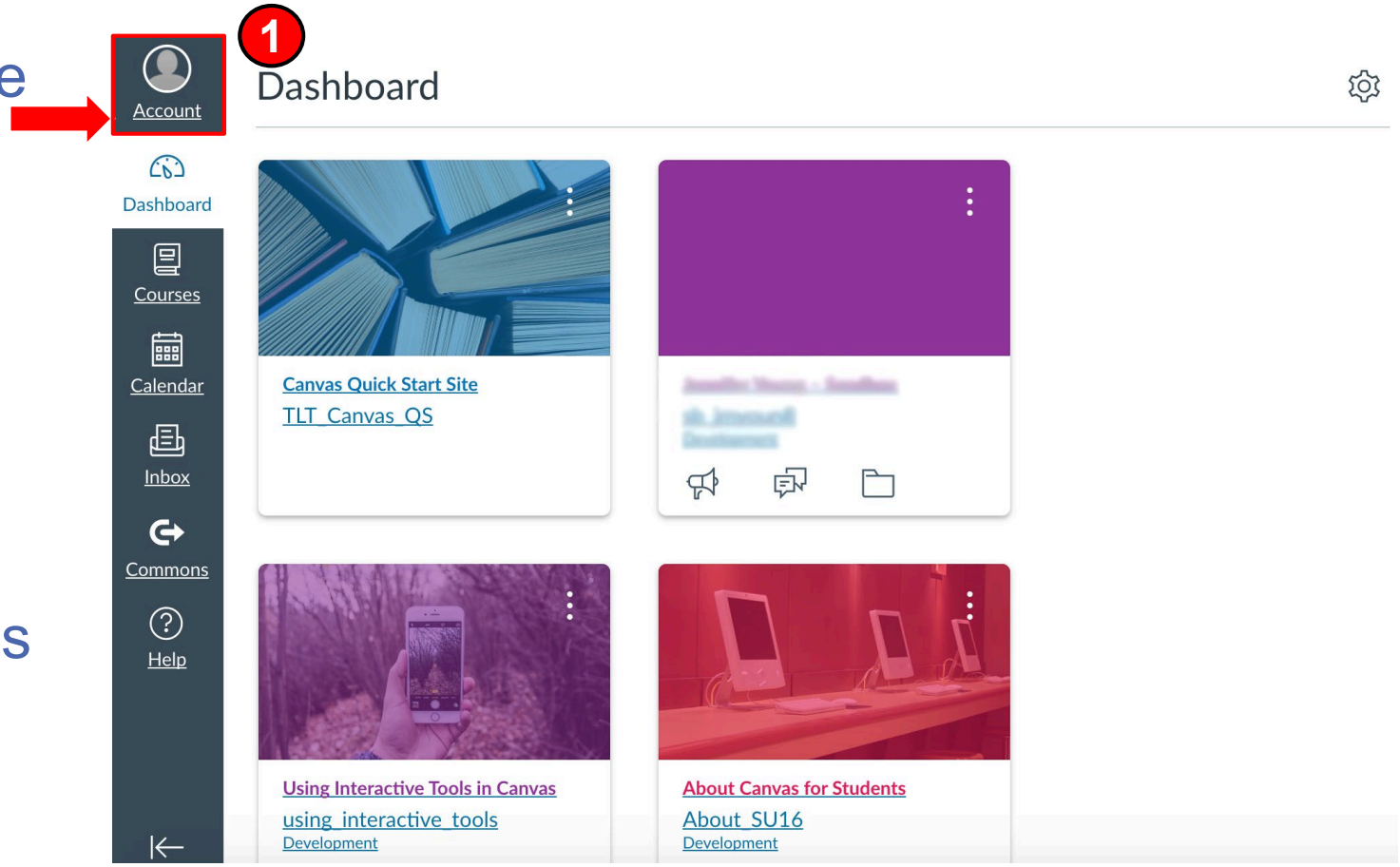
Login to Canvas with your Emory NetID and Password



Accessing Custom Questions in Canvas

After logging into Canvas make the following selections:

1. Select Account
2. Select Profile
3. Select Course Evaluations



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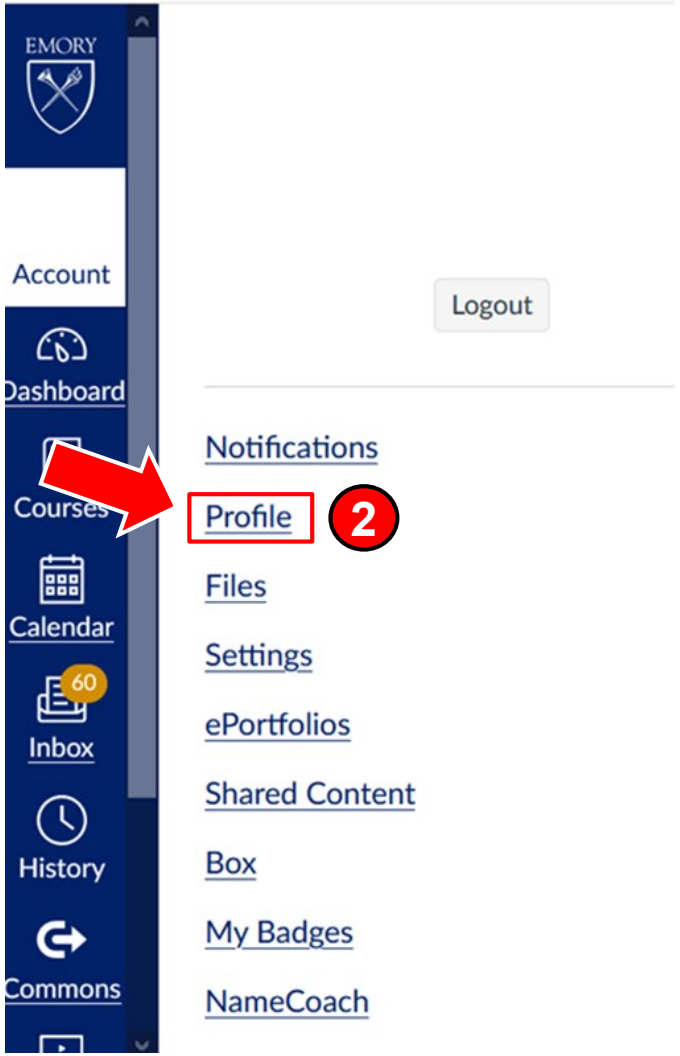
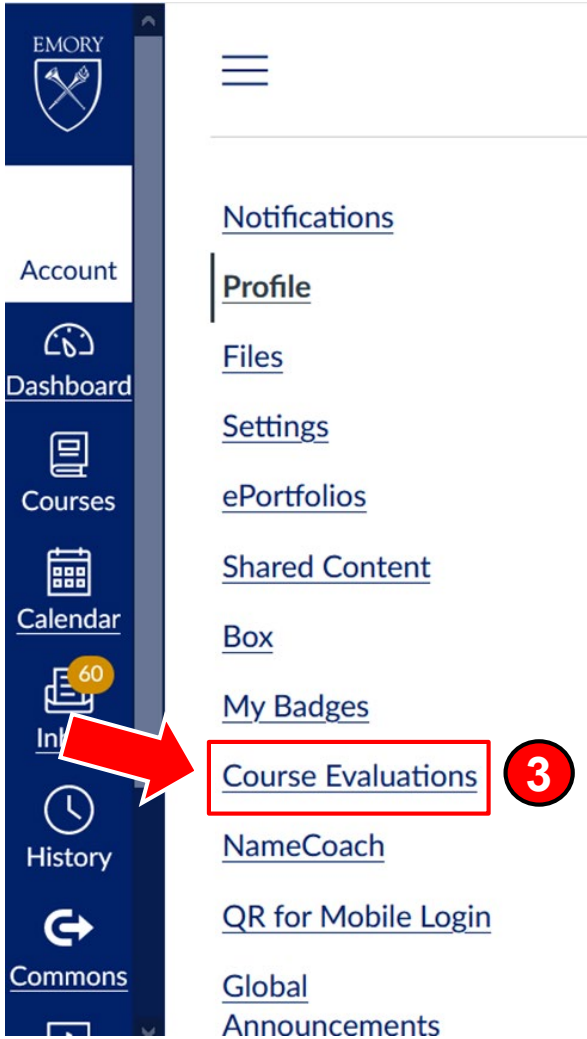


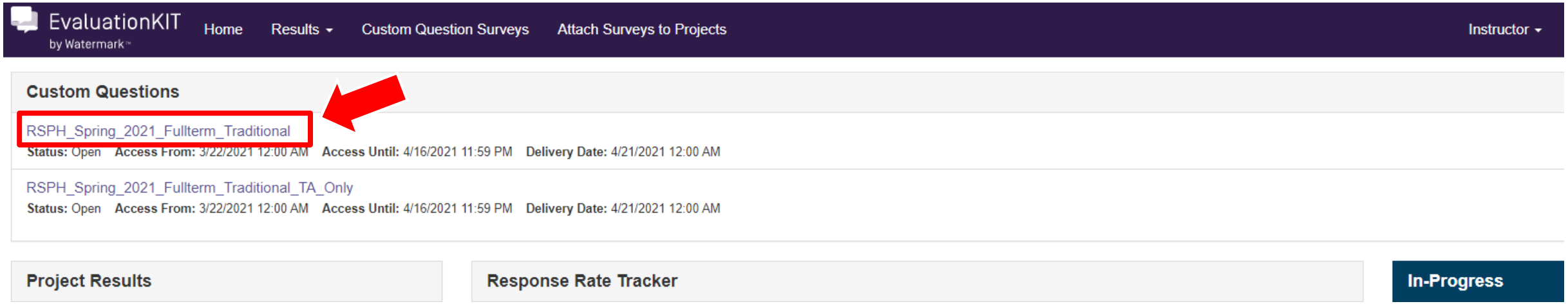
Accessing Custom Questions in Canvas

After logging into Canvas make the following selections:

1. Select Account
2. Select Profile
3. Select Course Evaluations (allow a few seconds for this option to appear)



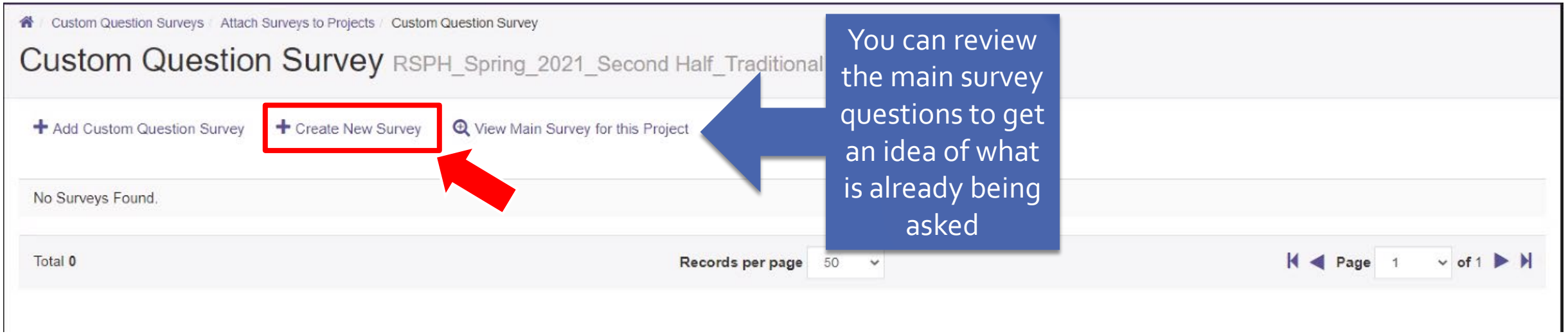
Dashboard Home Screen



You should now see the EKit Dashboard home screen.

From this screen you will be able to navigate to the custom question section by clicking the project hyperlink under the Custom Questions header.

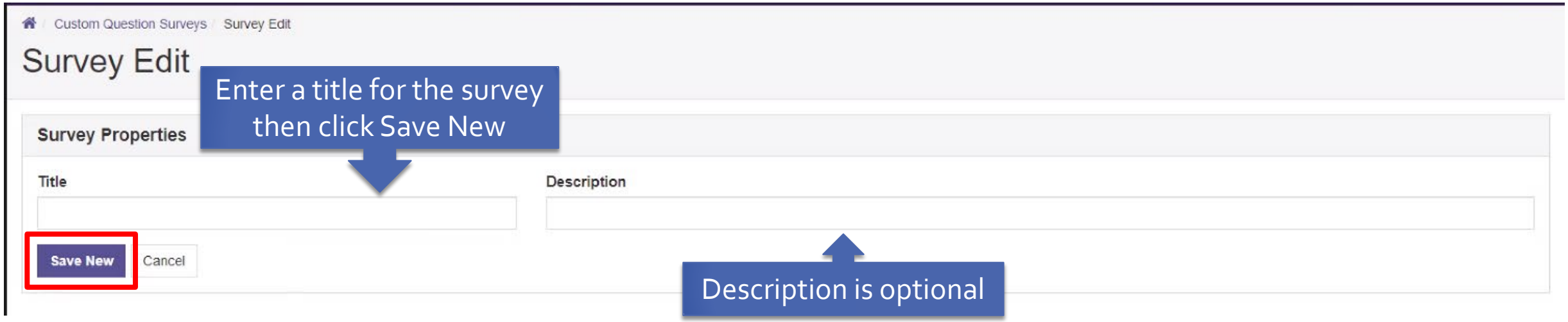
Custom Question Survey



To begin creating questions, click Create New Survey.

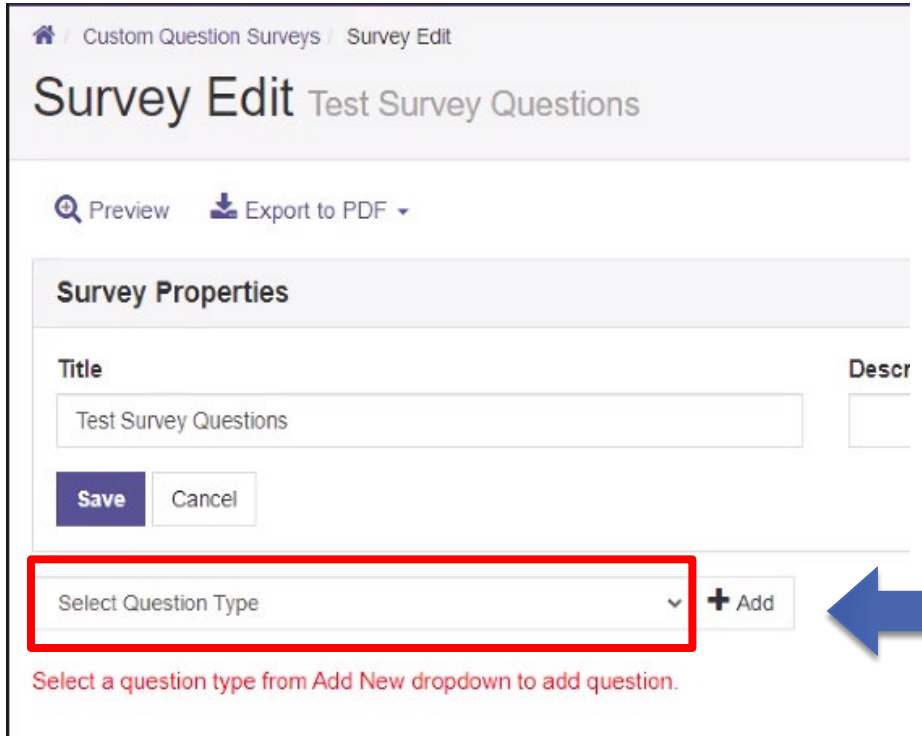
Note: You will be creating a separate survey that will be attached to the main RSPH evaluation.

Custom Question Survey

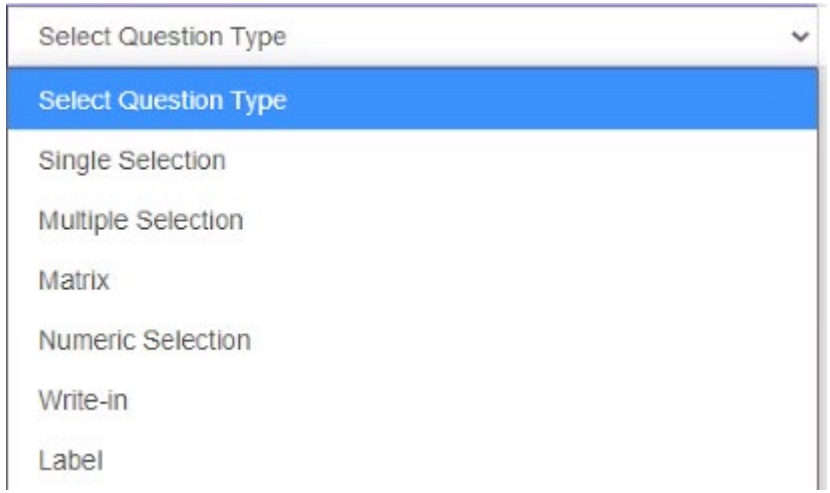


Tip: It is recommended if you teach multiple classes that you name your survey in a way that easily distinguishes one survey from another. Example: BSHES_540_Section3

Custom Question Survey

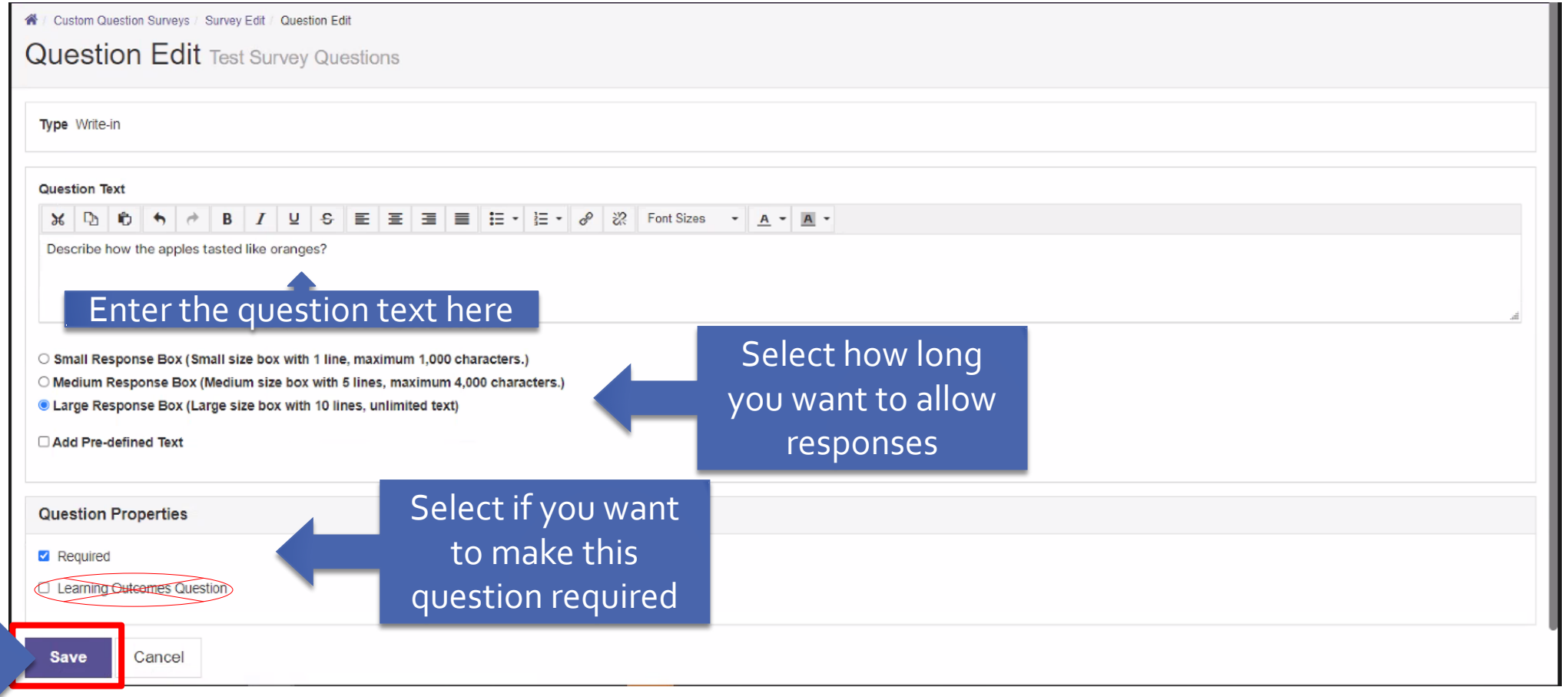


Click Add once you select your question type



Click the dropdown menu to review the question types available. The Ekit training video provides a more in depth review of question types. Most instructors typically select Write-in or Single Selection question types.

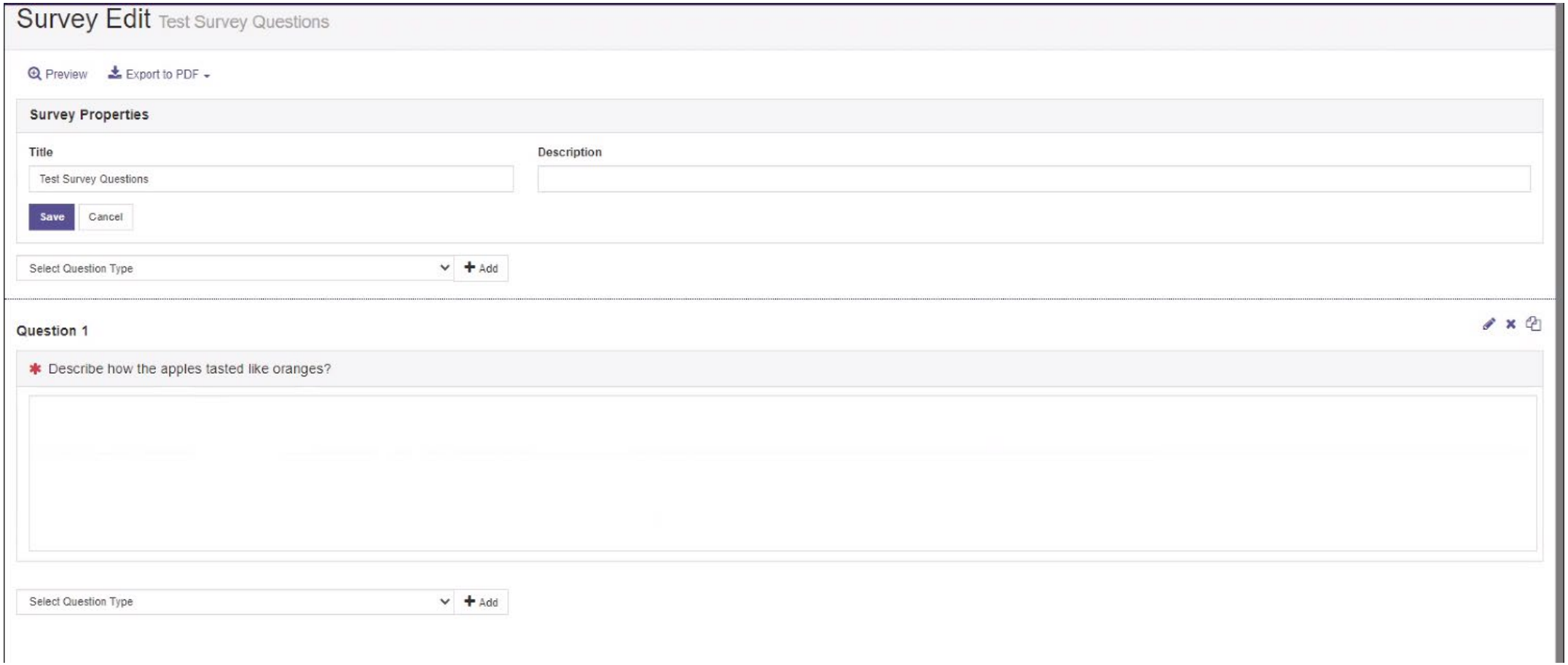
Write-In Question Example



This is an example of a Write-in question type.

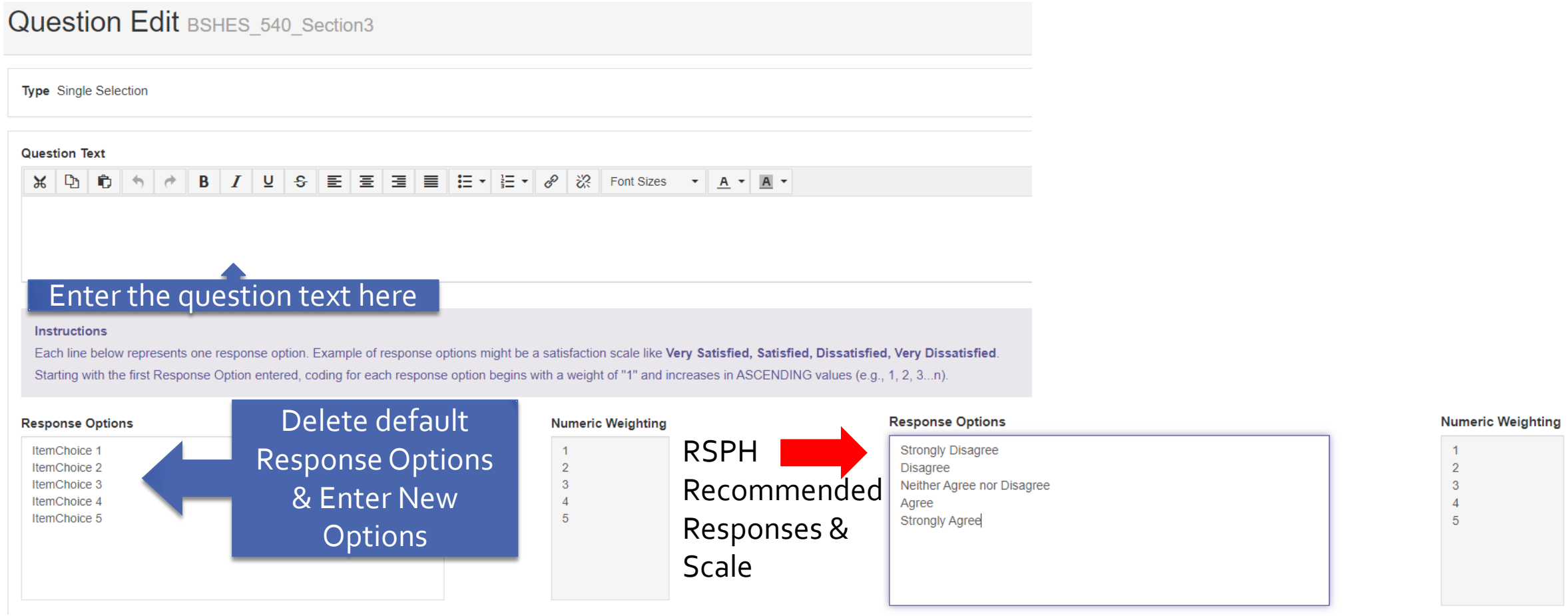
Note: **Do not** select the Learning Outcomes Question box.

Custom Question Survey



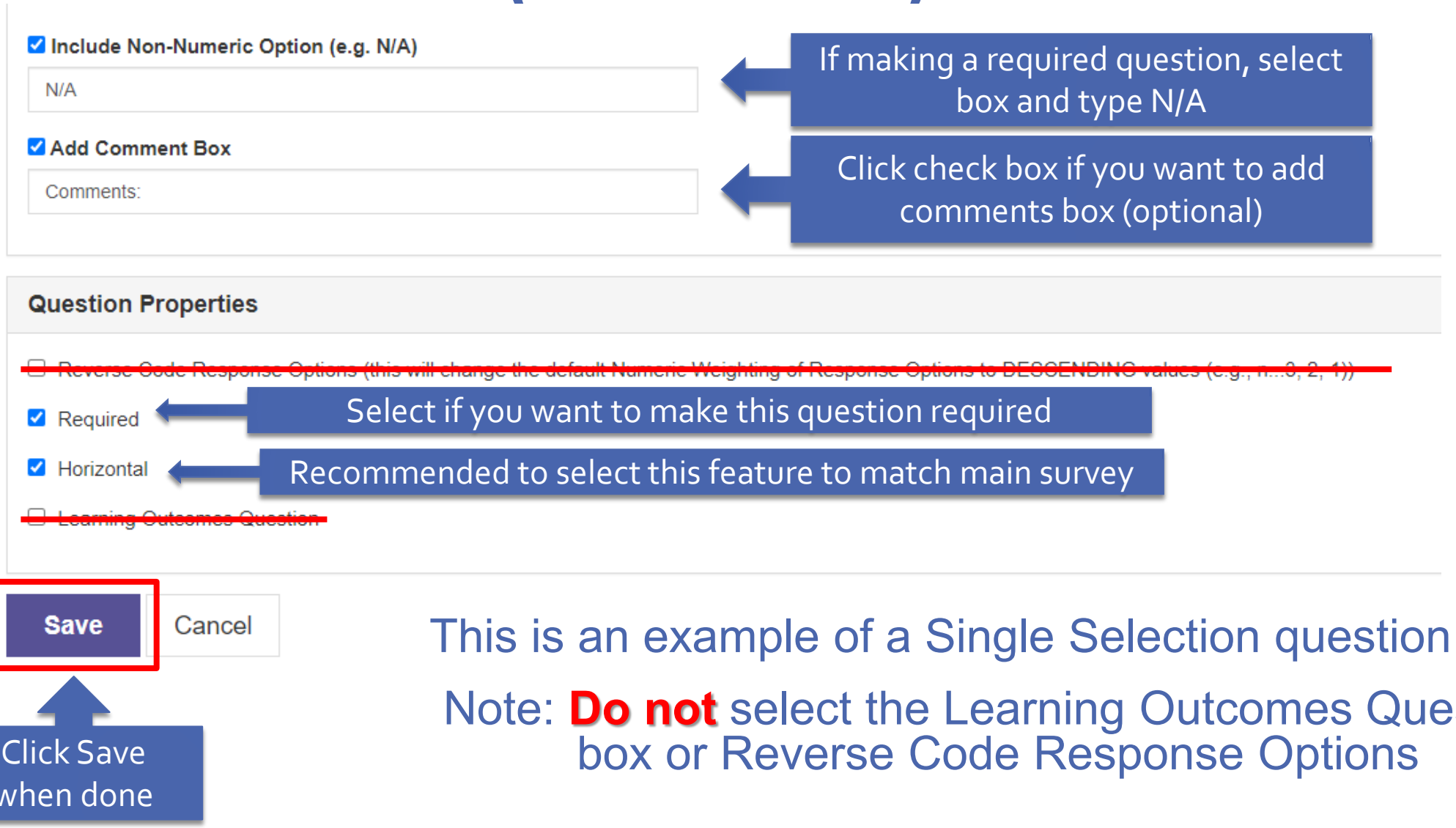
Once you save your question you will be directed back to the Survey Edit screen. You may continue to add questions to the survey.

Single Selection Question Example



This is an example of a Single Selection question type.

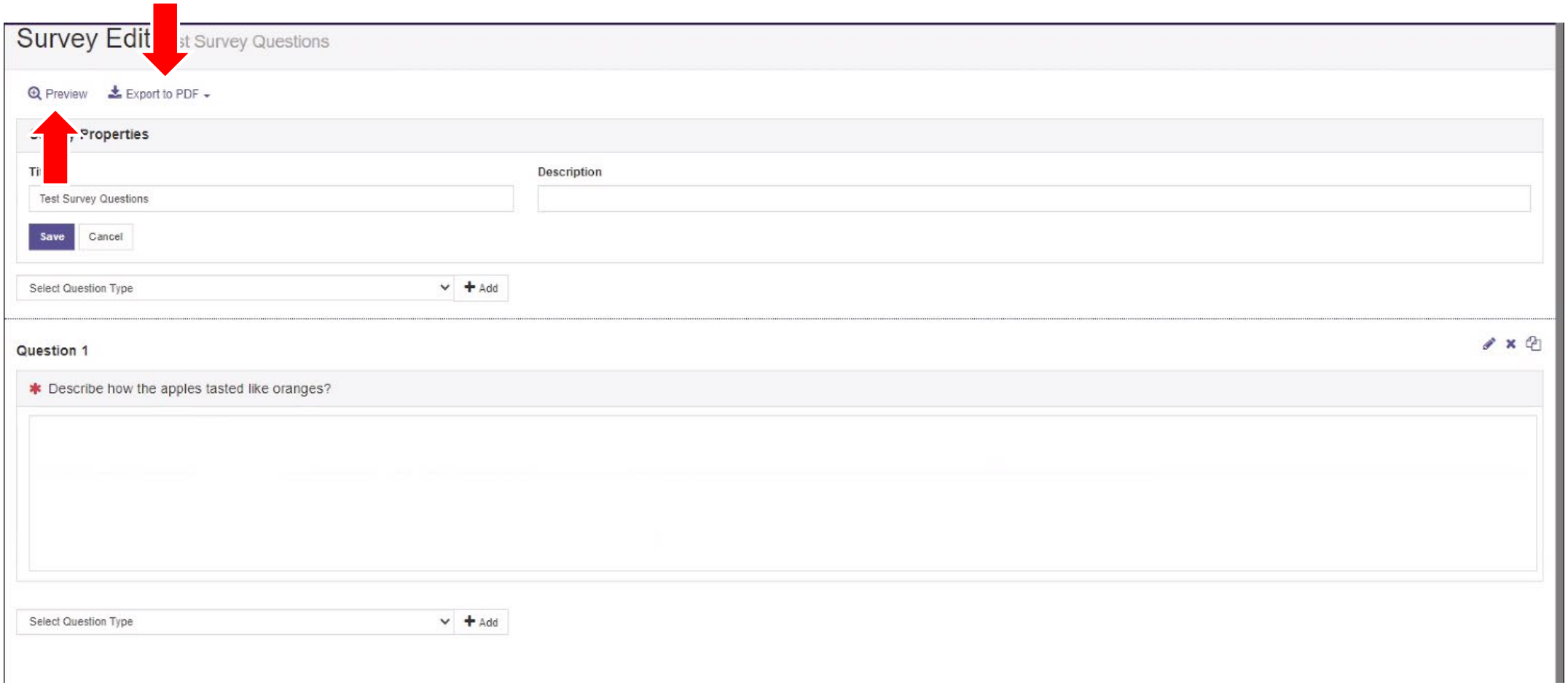
Single Selection Question Example (continued)



This is an example of a Single Selection question type.

Note: **Do not** select the Learning Outcomes Question box or Reverse Code Response Options

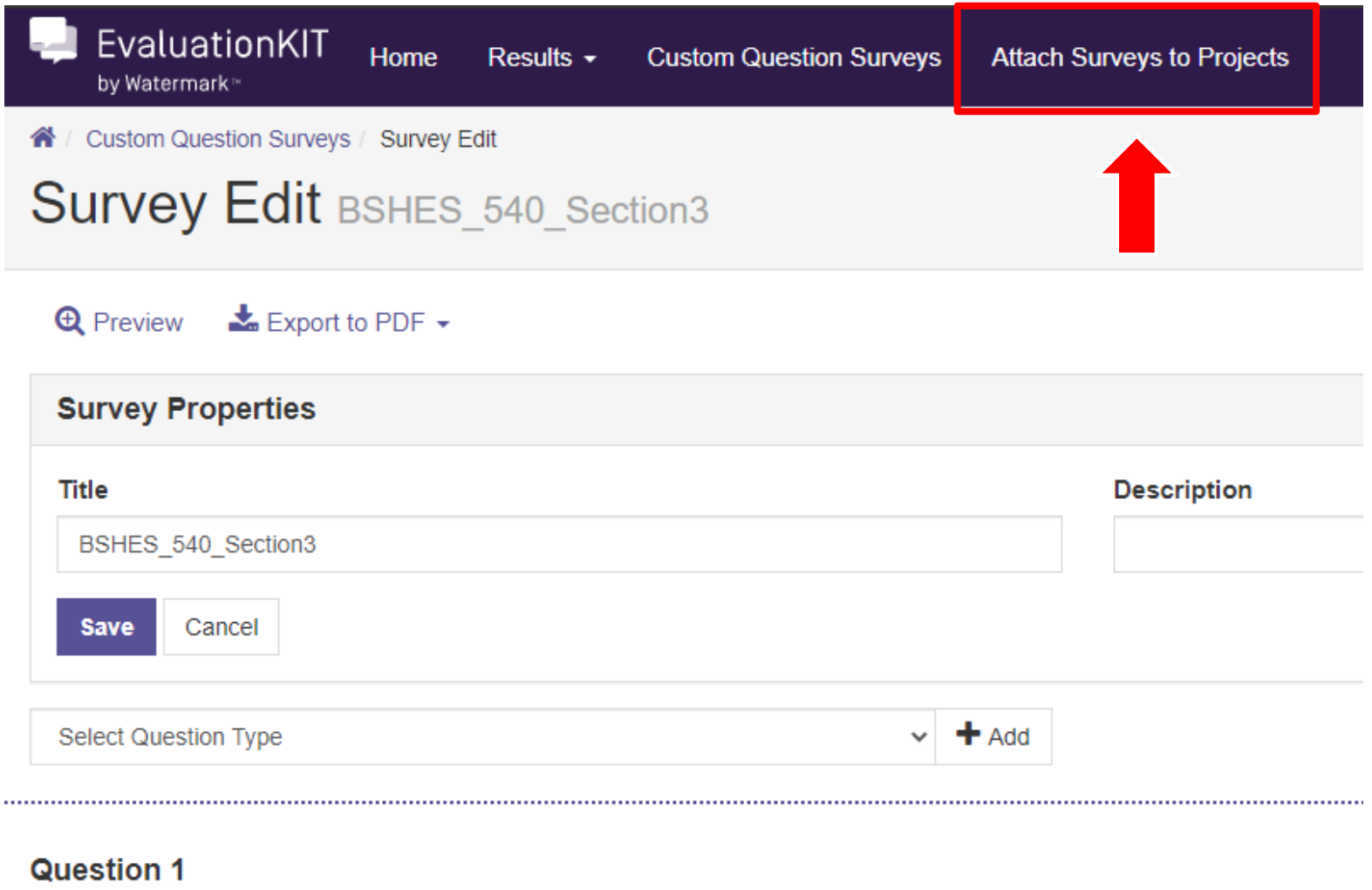
Custom Question Survey



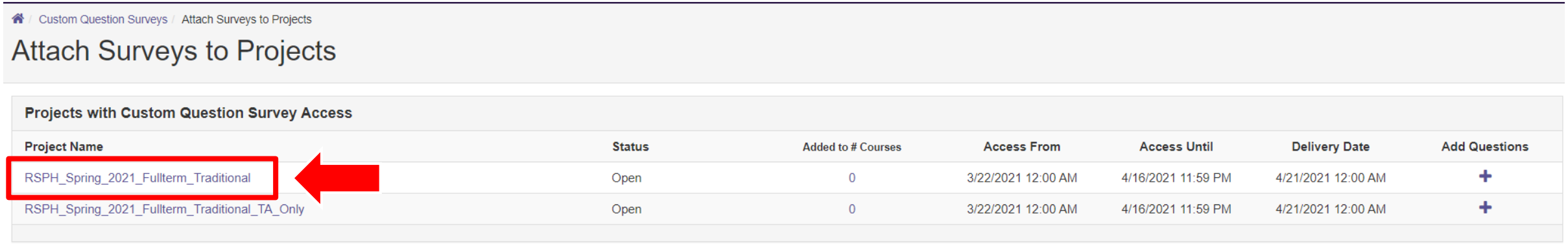
At any point you can Preview what your survey would look like or Export a PDF.

Add Custom Question Survey

When you are finished adding questions, click in the purple banner Attach Surveys to Projects

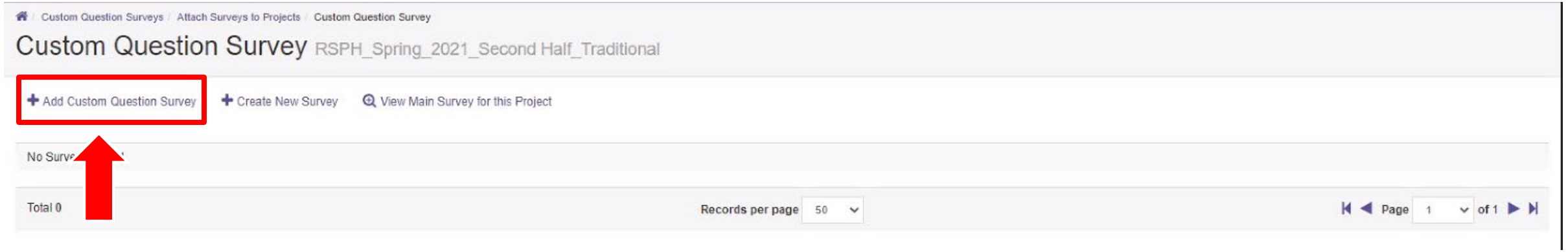


Add Custom Question Survey



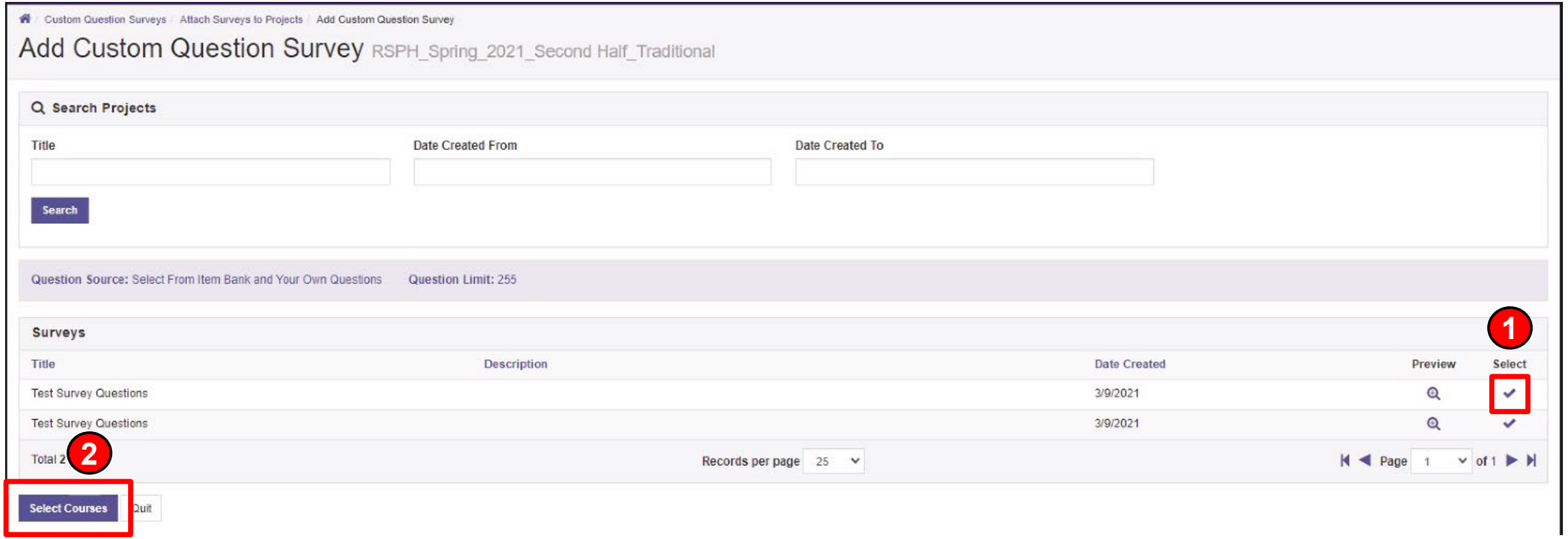
Select which project (term) you would like to add your survey questions to.

Add Custom Question Survey



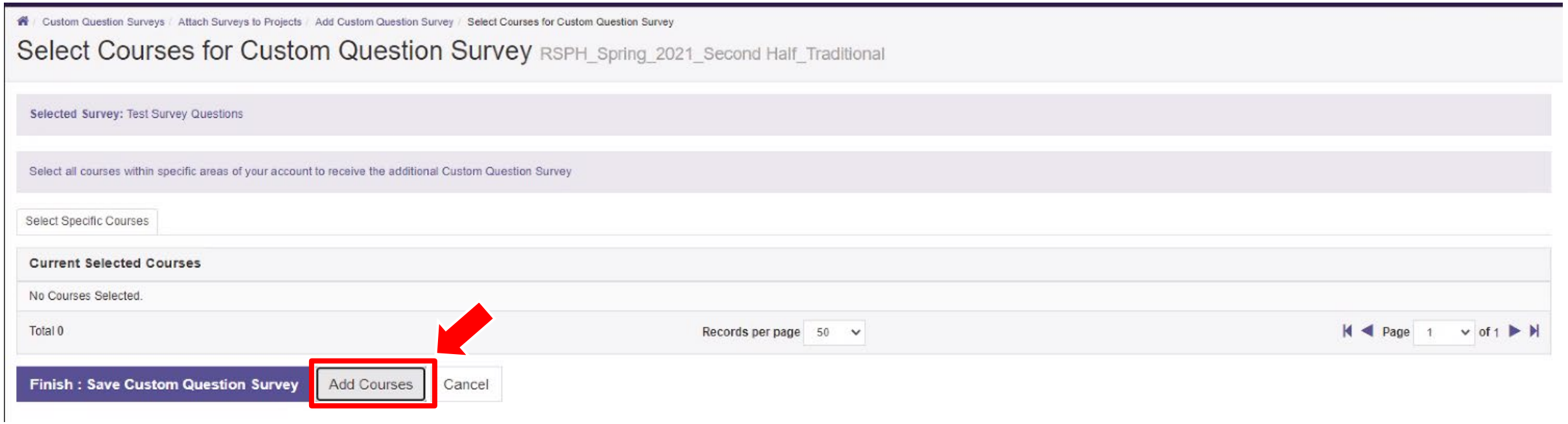
Next, click Add Custom Question Survey to attach your survey to the RSPH evaluation.

Add Custom Question Survey



You will be directed to a list of your Custom Question Surveys. Under the Select header, click the check mark next to the survey you wish to add. Then click Select Courses.

Add Custom Question Survey



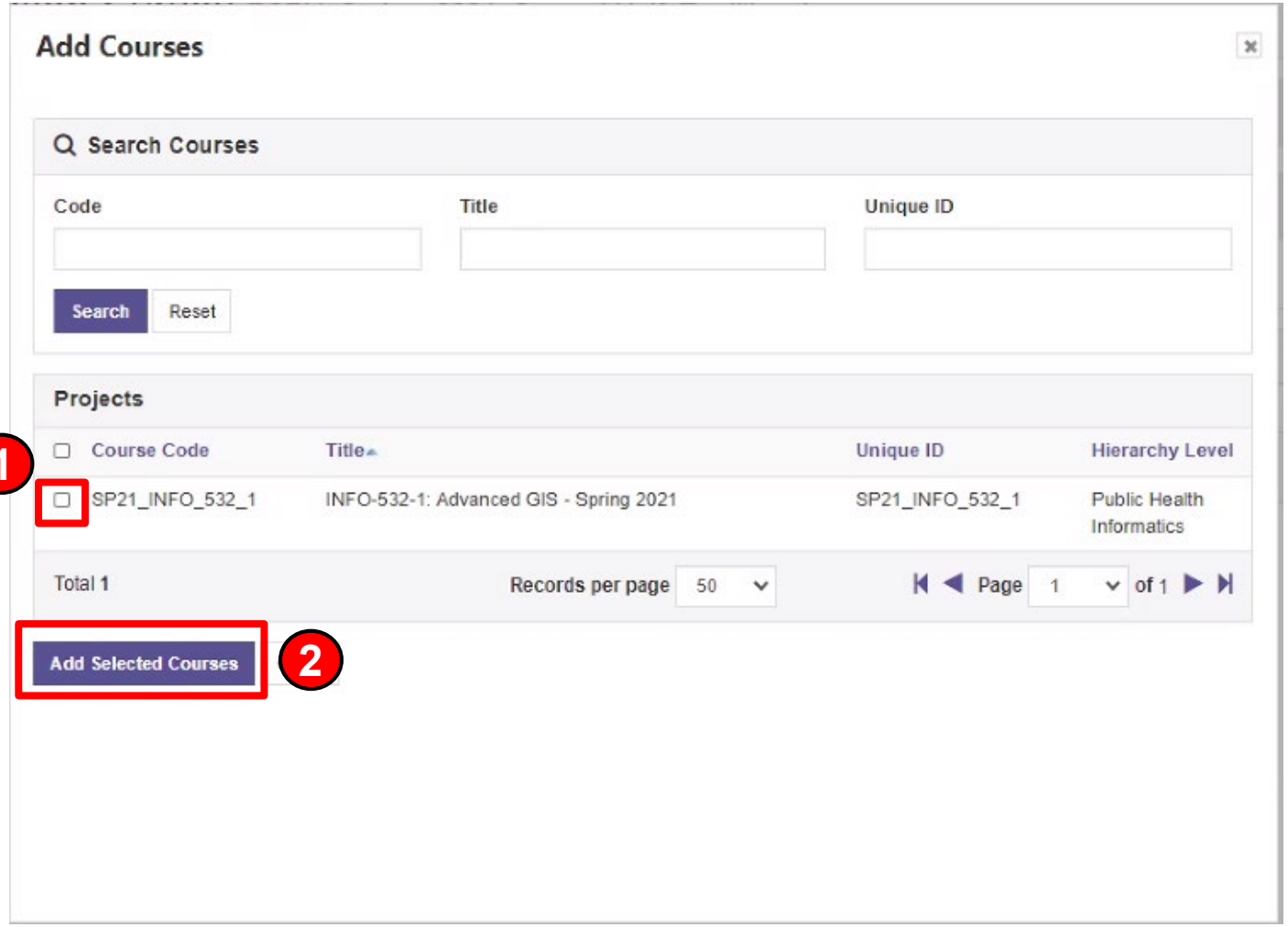
Click Add Courses

Add Custom Question Survey

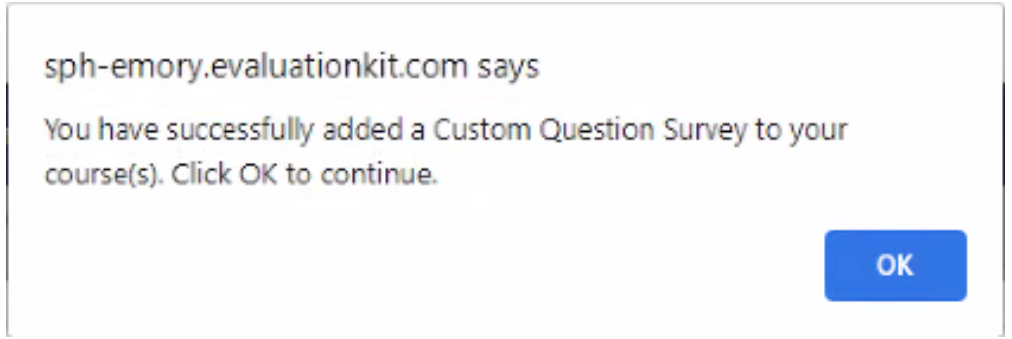
A list of the courses you are teaching will appear under the Projects list.

Click the box(es) next to the courses you want to attach the Custom Question Survey to.

Then click Add Selected Courses.

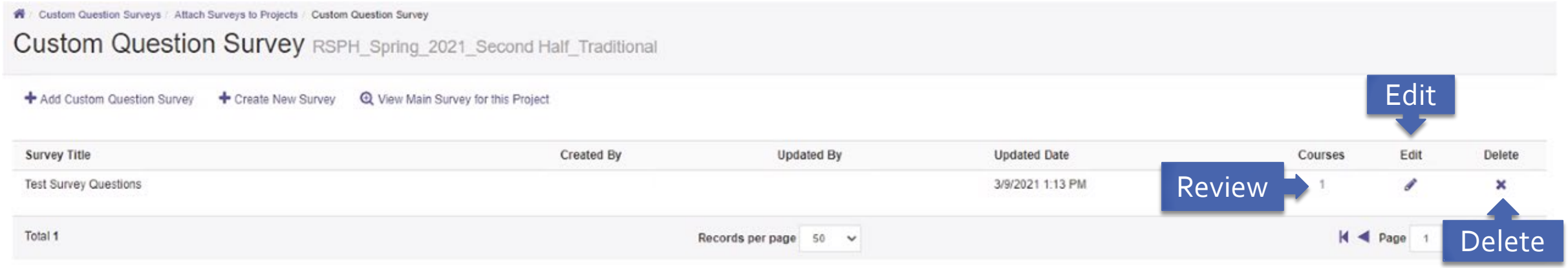


Add Custom Question Survey



A popup will appear confirming you have successfully added your questions to the evaluation. Click OK.

Custom Question



From this screen you can:

1. Review the courses attached with your survey.
2. Edit your survey.
3. Delete your survey.

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QUESTIONS?

Please send all questions to
rsphenrollmentservices@emory.edu