



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

The screenshot displays the Canvas Dashboard interface. On the left is a dark sidebar with navigation options: Account (person icon), Dashboard (circular arrow icon), Courses (book icon), Calendar (calendar icon), Inbox (envelope icon), Commons (circular arrow icon), Help (question mark icon), and a back arrow at the bottom. The main content area is titled "Dashboard" and features a settings gear icon in the top right. It contains four content cards:

- Top Left Card:** Features a blue-tinted image of books. The text below reads: [Canvas Quick Start Site](#) and [TLT Canvas QS](#).
- Top Right Card:** Features a purple header. The text below is partially obscured but includes [TLT Canvas QS](#). It has three icons at the bottom: a megaphone, a speech bubble, and a folder.
- Bottom Left Card:** Features a purple-tinted image of a hand holding a smartphone. The text below reads: [Using Interactive Tools in Canvas](#) and [using interactive tools Development](#).
- Bottom Right Card:** Features a red-tinted image of computer monitors. The text below reads: [About Canvas for Students](#) and [About SU16 Development](#).

Accessing Custom Questions in Canvas

After logging into Canvas make the following selections:

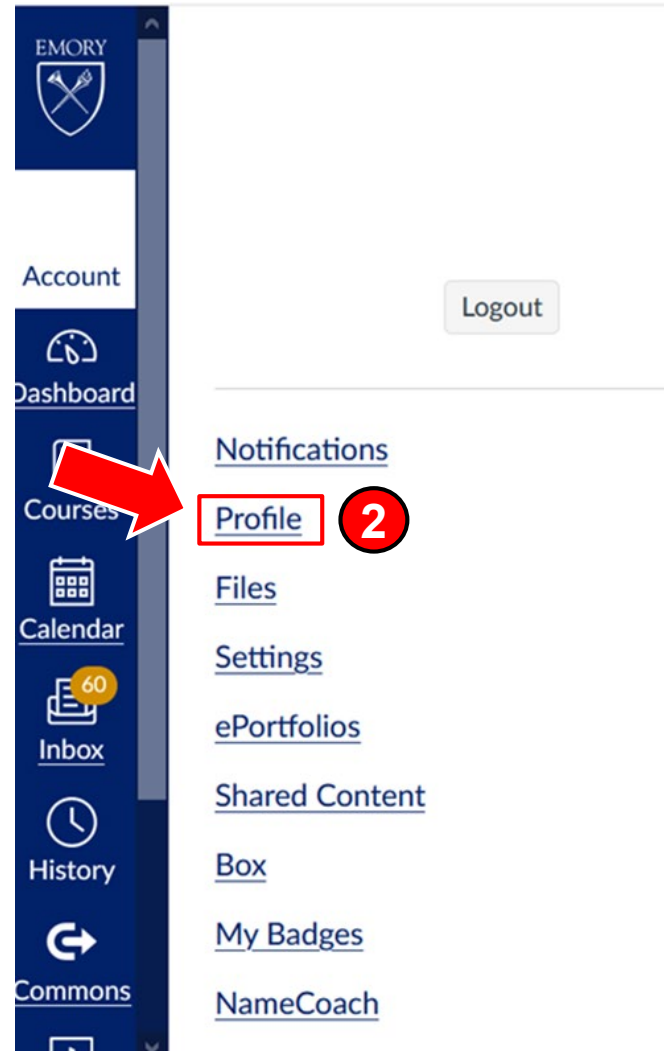
1. **Select Account**
2. Select Profile
3. Select Course Evaluations

The screenshot shows the Canvas dashboard interface. A red circle with the number '1' is placed over the 'Account' icon in the top navigation bar, with a red arrow pointing to it from the text 'After logging into Canvas make the following selections:'. The dashboard features a dark sidebar on the left with icons for Dashboard, Courses, Calendar, Inbox, Commons, and Help. The main content area displays four cards: 'Canvas Quick Start Site TLT_Canvas_QS', a card with a purple header, 'Using Interactive Tools in Canvas using interactive tools Development', and 'About Canvas for Students About SU16 Development'. A settings gear icon is visible in the top right corner.

Accessing Custom Questions in Canvas

After logging into Canvas make the following selections:

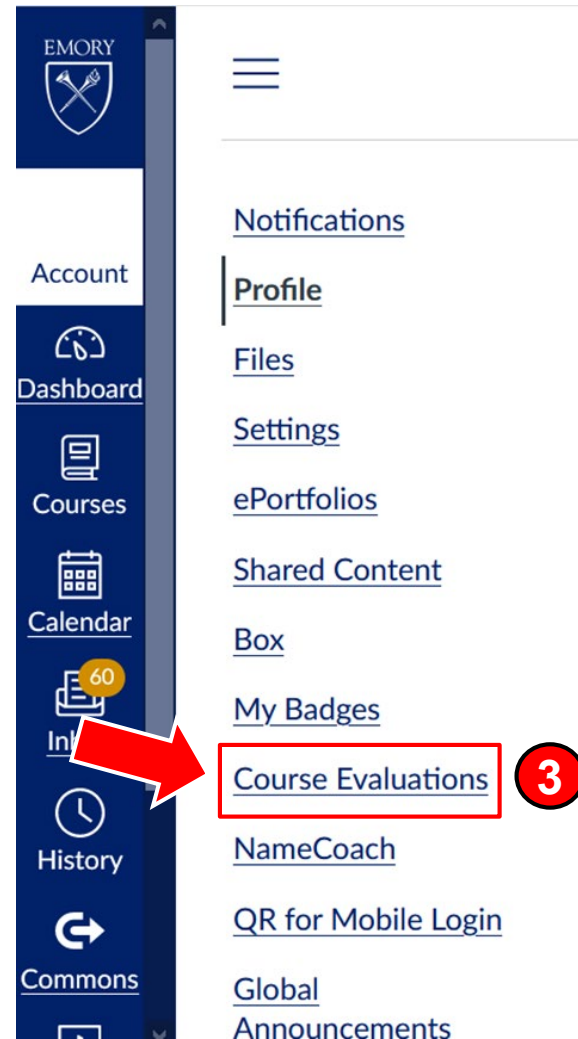
1. Select Account
2. **Select Profile**
3. Select Course Evaluations



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

EvaluationKIT by Watermark™ Home Results Custom Question Surveys Attach Surveys to Projects Instructor

Custom Questions

[RSPH_Spring_2021_Fullterm_Traditional](#)
Status: Open Access From: 3/22/2021 12:00 AM Access Until: 4/16/2021 11:59 PM Delivery Date: 4/21/2021 12:00 AM

[RSPH_Spring_2021_Fullterm_Traditional_TA_Only](#)
Status: Open Access From: 3/22/2021 12:00 AM Access Until: 4/16/2021 11:59 PM Delivery Date: 4/21/2021 12:00 AM

Project Results Response Rate Tracker In-Progress

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

Custom Question Surveys / Attach Surveys to Projects / Custom Question Survey

Custom Question Survey RSPH_Spring_2021_Second Half_Traditional

+ Add Custom Question Survey **+ Create New Survey** View Main Survey for this Project

No Surveys Found.

Total 0

Records per page 50

Page 1 of 1

You can review the main survey questions to get an idea of what is already being asked

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

Custom Question Surveys / Survey Edit

Survey Edit

Survey Properties

Title

Description

Save New Cancel

Enter a title for the survey then click Save New

Description is optional

A screenshot of a web application interface for editing a survey. The page title is 'Survey Edit' and the breadcrumb is 'Custom Question Surveys / Survey Edit'. Below the title is a 'Survey Properties' section containing two text input fields: 'Title' and 'Description'. The 'Title' field is empty, and the 'Description' field is also empty. At the bottom left of the form are two buttons: 'Save New' (highlighted with a red border) and 'Cancel'. Two blue callout boxes with white text and arrows provide instructions: one points to the 'Title' field with the text 'Enter a title for the survey then click Save New', and another points to the 'Description' field with the text 'Description is optional'.

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

The screenshot displays the 'Survey Edit' interface. At the top, there is a breadcrumb trail: 'Custom Question Surveys / Survey Edit'. Below this, the main heading is 'Survey Edit Test Survey Questions'. There are two buttons: 'Preview' and 'Export to PDF'. The 'Survey Properties' section contains a 'Title' field with the text 'Test Survey Questions' and a 'Descr' field. Below these are 'Save' and 'Cancel' buttons. A dropdown menu labeled 'Select Question Type' is highlighted with a red box. To its right is a '+ Add' button. A blue callout box with an arrow pointing to the '+ Add' button contains the text: 'Click Add once you select your question type'. To the right of the main interface, a separate dropdown menu is shown, listing the following options: 'Select Question Type', 'Single Selection', 'Multiple Selection', 'Matrix', 'Numeric Selection', 'Write-in', and 'Label'.

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

Custom Question Surveys / Survey Edit / Question Edit

Question Edit

Test Survey Questions

Type Write-in

Question Text

Describe how the apples tasted like oranges?

Enter the question text here

Small Response Box (Small size box with 1 line, maximum 1,000 characters.)

Medium Response Box (Medium size box with 5 lines, maximum 4,000 characters.)

Large Response Box (Large size box with 10 lines, unlimited text)

Add Pre-defined Text

Select how long you want to allow responses

Question Properties

Required

Learning Outcomes Question

Select if you want to make this question required

Save Cancel

Click Save When Done

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

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

Custom Question Survey

Survey Edit Test Survey Questions

Preview Export to PDF

Survey Properties

Title	Description
<input type="text" value="Test Survey Questions"/>	<input type="text"/>

Save Cancel

Select Question Type + Add

Question 1

* Describe how the apples tasted like oranges?

Select Question Type + Add

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

Question Edit BSHES_540_Section3

Type Single Selection

Question Text



Enter the question text here

Instructions

Each line below represents one response option. Example of response options might be a satisfaction scale like **Very Satisfied, Satisfied, Dissatisfied, Very Dissatisfied**. Starting with the first Response Option entered, coding for each response option begins with a weight of "1" and increases in ASCENDING values (e.g., 1, 2, 3...n).


Response Options

ItemChoice 1
ItemChoice 2
ItemChoice 3
ItemChoice 4
ItemChoice 5

Delete default
Response Options
& Enter New
Options

Numeric Weighting

1
2
3
4
5

RSPH 
Recommended
Responses &
Scale

Response Options

Strongly Disagree
Disagree
Neither Agree nor Disagree
Agree
Strongly Agree

Numeric Weighting

1
2
3
4
5

This is an example of a Single Selection question type.

Single Selection Question Example (continued)

Include Non-Numeric Option (e.g. N/A)

N/A

If making a required question, select box and type N/A

Add Comment Box

Comments:

Click check box if you want to add comments box (optional)

Question Properties

~~Reverse Code Response Options (this will change the default Numeric Weighting of Response Options to DESCENDING values (e.g., n...0, 2, 1))~~

Required

Select if you want to make this question required

Horizontal

Recommended to select this feature to match main survey

~~Learning Outcomes Question~~

Save

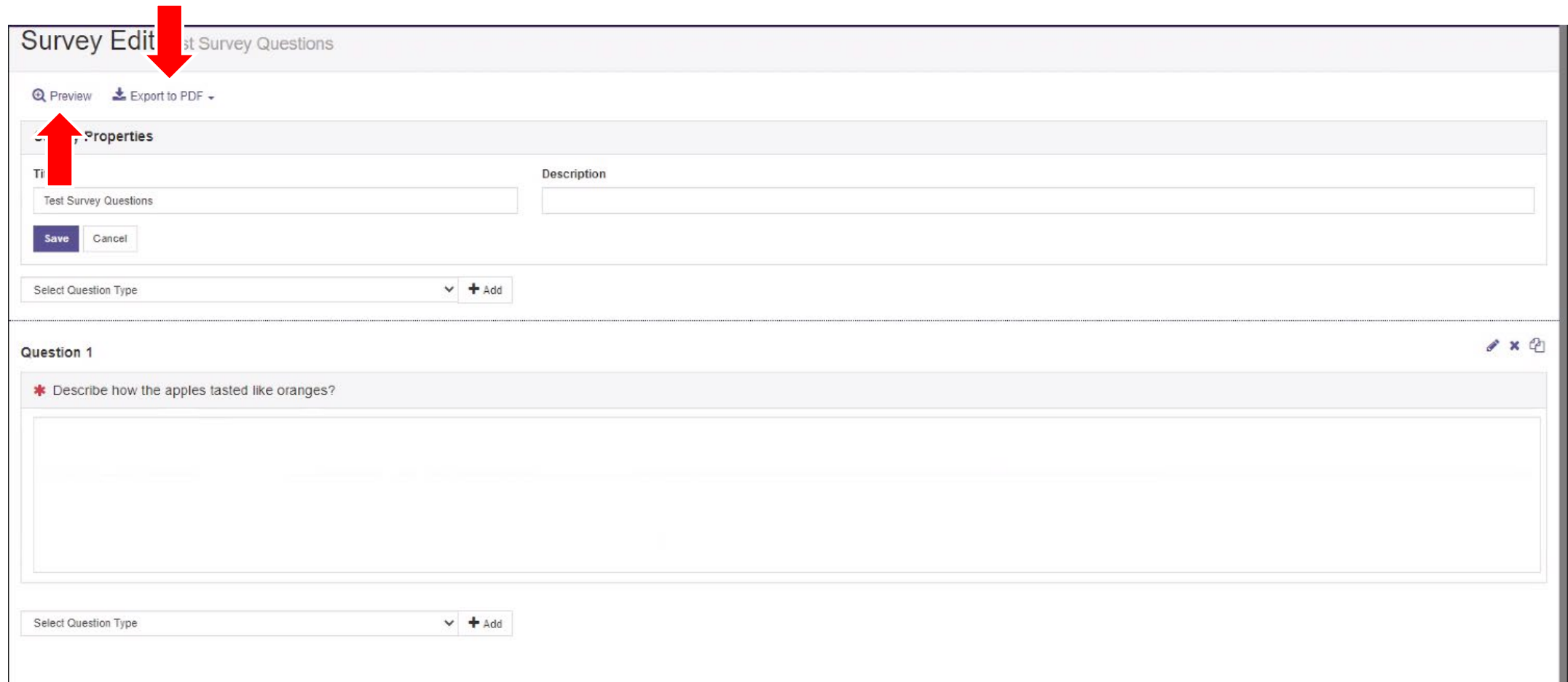
Cancel

Click Save
when done

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



The screenshot shows a web-based survey editor interface. At the top, the title "Survey Edit" is followed by "Test Survey Questions". Below this, there are two buttons: "Preview" and "Export to PDF". A red arrow points down to the "Preview" button. Below the buttons is a "Properties" section. A red arrow points up to the "Properties" section. The "Properties" section contains two input fields: "Title" (with the text "Test Survey Questions") and "Description". Below these fields are "Save" and "Cancel" buttons. Below the "Properties" section is a "Select Question Type" dropdown menu with a "+ Add" button. Below this is a "Question 1" section. The question text is "Describe how the apples tasted like oranges?". Below the question text is a large text input area. At the bottom of the "Question 1" section is another "Select Question Type" dropdown menu with a "+ Add" button.

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

EvaluationKIT by Watermark™ Home Results Custom Question Surveys **Attach Surveys to Projects**

Home / Custom Question Surveys / Survey Edit

Survey Edit BSHES_540_Section3

Preview Export to PDF

Survey Properties

Title	Description
<input type="text" value="BSHES_540_Section3"/>	<input type="text"/>

Save Cancel

Select Question Type + Add

Question 1

Add Custom Question Survey

Home / Custom Question Surveys / Attach Surveys to Projects

Attach Surveys to Projects

Projects with Custom Question Survey Access

Project Name	Status	Added to # Courses	Access From	Access Until	Delivery Date	Add Questions
RSPH_Spring_2021_Fullterm_Traditional	Open	0	3/22/2021 12:00 AM	4/16/2021 11:59 PM	4/21/2021 12:00 AM	+
RSPH_Spring_2021_Fullterm_Traditional_TA_Only	Open	0	3/22/2021 12:00 AM	4/16/2021 11:59 PM	4/21/2021 12:00 AM	+

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

Add Custom Question Survey

Custom Question Surveys / Attach Surveys to Projects / Custom Question Survey

Custom Question Survey RSPH_Spring_2021_Second Half_Traditional

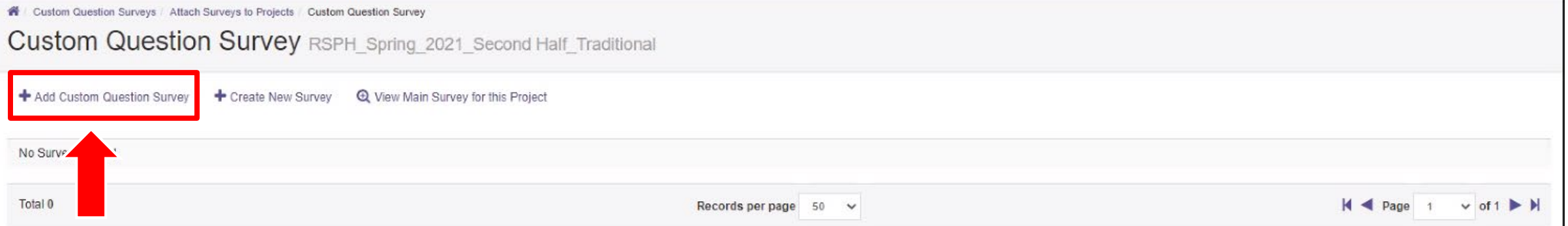
[+ Add Custom Question Survey](#) [+ Create New Survey](#) [View Main Survey for this Project](#)

No Surveys

Total 0

Records per page 50

Page 1 of 1



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

Add Custom Question Survey

Home / Custom Question Surveys / Attach Surveys to Projects / Add Custom Question Survey

Add Custom Question Survey RSPH_Spring_2021_Second Half_Traditional

Q Search Projects

Title Date Created From Date Created To

Search

Question Source: Select From Item Bank and Your Own Questions Question Limit: 255

Surveys				
Title	Description	Date Created	Preview	Select
Test Survey Questions		3/9/2021		<input checked="" type="checkbox"/>
Test Survey Questions		3/9/2021		<input type="checkbox"/>

Total 2 **2** Records per page 25 of 1 Page 1 of 1

Select Courses Quit

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

Home / Custom Question Surveys / Attach Surveys to Projects / Add Custom Question Survey / Select Courses for Custom Question Survey

Select Courses for Custom Question Survey RSPH_Spring_2021_Second Half_Traditional

Selected Survey: Test Survey Questions

Select all courses within specific areas of your account to receive the additional Custom Question Survey

Select Specific Courses

Current Selected Courses

No Courses Selected.

Total 0

Records per page 50

Page 1 of 1

Finish : Save Custom Question Survey

Add Courses

Cancel

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.

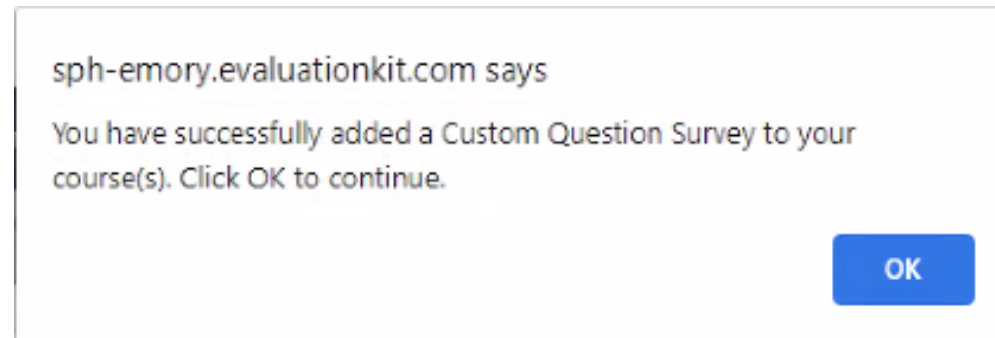
The screenshot shows a web interface titled "Add Courses". At the top, there is a search bar labeled "Q Search Courses" with three input fields for "Code", "Title", and "Unique ID", and "Search" and "Reset" buttons. Below this is a section titled "Projects" containing a table with the following data:

<input type="checkbox"/>	Course Code	Title	Unique ID	Hierarchy Level
<input type="checkbox"/>	SP21_INFO_532_1	INFO-532-1: Advanced GIS - Spring 2021	SP21_INFO_532_1	Public Health Informatics

Below the table, it shows "Total 1" records, "Records per page" set to 50, and "Page 1 of 1". At the bottom, there is a blue button labeled "Add Selected Courses".

Red annotations in the image include a circle with the number "1" next to the checkbox in the table row, and a circle with the number "2" next to the "Add Selected Courses" button.

Add Custom Question Survey



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

Custom Question

Custom Question Surveys / Attach Surveys to Projects / Custom Question Survey

Custom Question Survey RSPH_Spring_2021_Second Half_Traditional

+ Add Custom Question Survey + Create New Survey View Main Survey for this Project

Survey Title	Created By	Updated By	Updated Date	Courses	Edit	Delete
Test Survey Questions			3/9/2021 1:13 PM	1		

Total 1

Records per page 50

Page 1

Review **Edit** **Delete**

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