Adding Custom Questions to a Course Section

Step 1: Log into your faculty experience homepage at https://usm.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".

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.

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, available only to the individual faculty member.

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