USM’s Electronic Course Evaluation (ECE)

Instructions for Adding Course-Specific Items to the Standard Course Evaluation

**Step 1:** Log into your faculty portal homepage at:  [https://usm.campuslabs.com/faculty](https://usm.campuslabs.com/faculty) (use your Mainestreet ID and password)

**Step 2:** Each faculty member has permission to add course-specific items to the standard course evaluation (Electronic Green Form). You can add questions up until the evaluation period opens. See image below of the list of courses, select which course, then choose the button for “Add Custom Questions”.

![Image of course evaluation interface](image)

**Step 3:** There are two types of questions available: **Single Select** (for multiple-choice or likert-type of items) and **Textbox** (for open-ended items).
How to add a Single Select question:

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

Add in your question 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. The question is saved and added to the course evaluation.
How to add a Textbox question

Choose 'New from the top and choose Textbox

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

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. Once done, click the OK button.

Questions may only be added up until the time when the survey opens. The results will display in the web reports, available only to the faculty member.