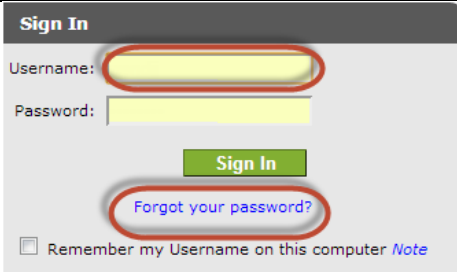
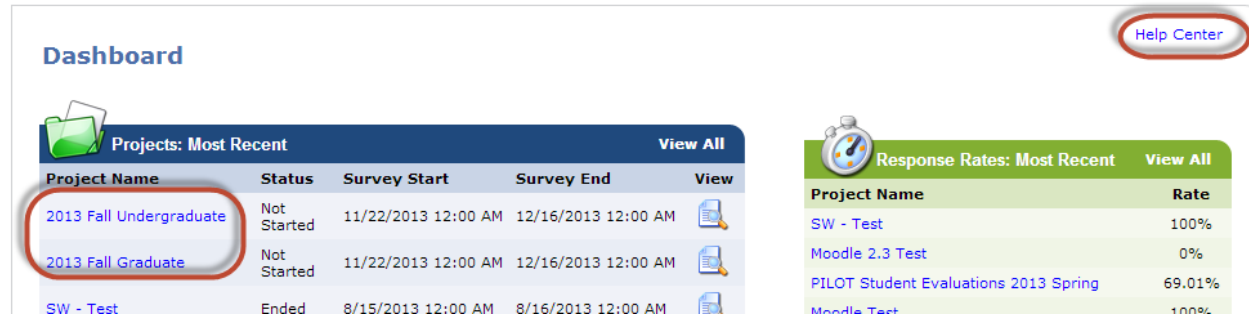
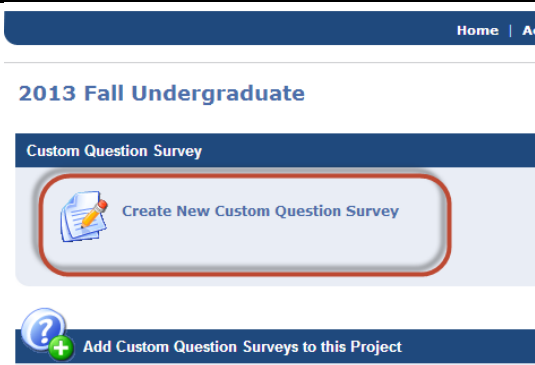
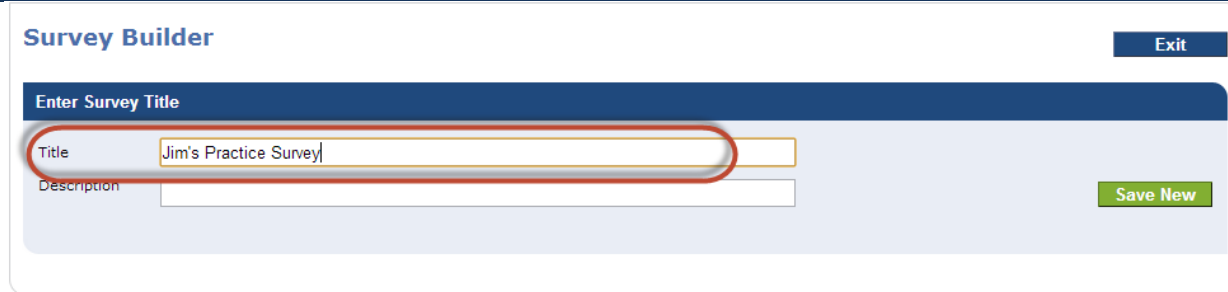
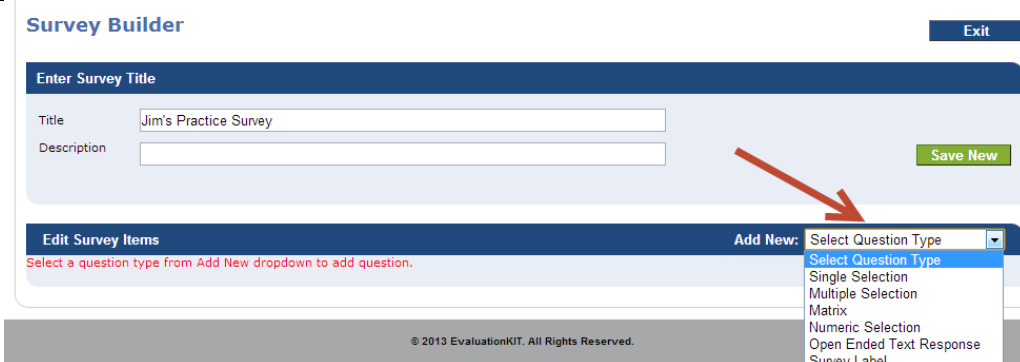
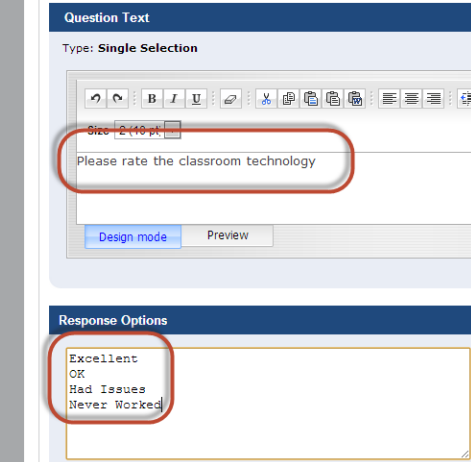
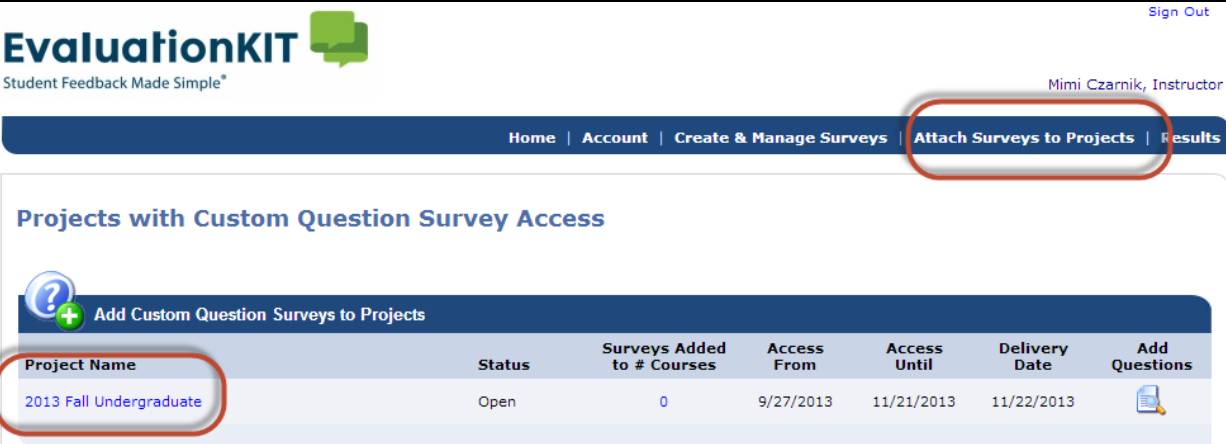


Evaluation Kit – Adding Questions for Faculty

To add questions to a survey, you need to create a survey, add a question or questions to the survey and attach the survey to your Moodle course. Only faculty members that are to be evaluated, along with Deans and Associate Deans can add questions to a survey.

| Task | Screen Shot |
|---|--|
| <p>Most instructors will access Evaluation Kit by clicking on a link they receive in an email. Another way to access Evaluation Kit is outlined in steps 1-4.</p> <ol style="list-style-type: none">1. Log in to Alverno.evaluationkit.com2. Enter your Alverno username.3. Select Forgot your password?4. You will be sent a temporary password. |  |
| <ol style="list-style-type: none">5. Note that Tutorials can be accessed from the Help Center link at the top right.6. From your home page, select the current Undergraduate or Graduate project. |  |

| Task | Screen Shot |
|---|---|
| 7. Click Create New Custom Question Survey |  <p>Home Ad</p> <p>2013 Fall Undergraduate</p> <p>Custom Question Survey</p> <p>Create New Custom Question Survey</p> <p>Add Custom Question Surveys to this Project</p> |
| 8. Give the survey a title and description, then click the Save New button. |  <p>Survey Builder Exit</p> <p>Enter Survey Title</p> <p>Title Jim's Practice Survey</p> <p>Description</p> <p>Save New</p> |
| 9. Select a Question type from the Add New drop down menu. |  <p>Survey Builder Exit</p> <p>Enter Survey Title</p> <p>Title Jim's Practice Survey</p> <p>Description</p> <p>Save New</p> <p>Edit Survey Items Add New: Select Question Type</p> <p>Select a question type from Add New dropdown to add question.</p> <ul style="list-style-type: none"> Select Question Type Single Selection Multiple Selection Matrix Numeric Selection Open Ended Text Response Survey Label <p>© 2013 EvaluationKIT. All Rights Reserved.</p> |

| Task | Screen Shot |
|---|---|
| <p>10. Type the text of the question in the top and response options below</p> <p>11. Save Survey</p> |  |
| <p>12. Using the bar at the top of the page, select Attach Surveys to Projects</p> <p>13. Select 2013 Fall Undergraduate or 2013 Fall Graduate.</p> |  |

| Task | Screen Shot |
|---|-------------|
| 14. Select Add Custom questions survey | |
| 15. Click the check mark after the survey | |
| 16. Scroll down and click Select Courses | |

| Task | Screen Shot | | | | | | | | | | | | |
|--|--|--------------------------------------|--------------------|-----------|-----------------|---|-------------------------------------|-------|--------------------|--|--|-------|--------------------|
| 17. Add a checkmark next to course(s) that you would like to add questions to and click Add Selected Courses. Your questions will now be added to the courses. | <div><div>Course Code: <input type="text"/></div><div>Course Title: <input type="text"/></div><div>Course Unique ID: <input type="text"/></div><div>Reset Filter</div><table><tr><th><input type="checkbox"/> Course Code</th><th>Title ▲</th><th>Unique ID</th><th>Hierarchy Level</th></tr><tr><td><input type="checkbox"/> 2013FA-EN-311-01</td><td>Fiction Into Film(2013FA-EN-311-01)</td><td>73433</td><td>English Department</td></tr><tr><td><input type="checkbox"/> 2013FA-HUM-398-01</td><td>Film Around the World(2013FA-HUM-398-01)</td><td>74334</td><td>Humanities Program</td></tr></table><div>Total: 2<div>25▼ records per page</div><div><<< < Page 1 > >>></div><div>Add Selected CoursesClose</div></div></div> | <input type="checkbox"/> Course Code | Title ▲ | Unique ID | Hierarchy Level | <input type="checkbox"/> 2013FA-EN-311-01 | Fiction Into Film(2013FA-EN-311-01) | 73433 | English Department | <input type="checkbox"/> 2013FA-HUM-398-01 | Film Around the World(2013FA-HUM-398-01) | 74334 | Humanities Program |
| <input type="checkbox"/> Course Code | Title ▲ | Unique ID | Hierarchy Level | | | | | | | | | | |
| <input type="checkbox"/> 2013FA-EN-311-01 | Fiction Into Film(2013FA-EN-311-01) | 73433 | English Department | | | | | | | | | | |
| <input type="checkbox"/> 2013FA-HUM-398-01 | Film Around the World(2013FA-HUM-398-01) | 74334 | Humanities Program | | | | | | | | | | |