

# Attach Surveys to Projects

1. From the Dashboard, scroll to **Custom Questions** and click on the project/survey you want to add your questions to:

The screenshot shows the EvaluationKIT dashboard. The top navigation bar includes links for Home, Custom Question Surveys, Attach Surveys to Projects, Results, and a user profile. Below the navigation bar, there are sections for Notifications (No Announcements at this time), Project Results (Student Perception of Instruction 201501), and Response Rate Tracker (No Project Found). The 'Custom Questions' section is highlighted with a red arrow and contains a table of surveys:

| Survey Title                                | Status | Access From        | Access Until        | Delivery Date      |
|---|--------|--------------------|---------------------|--------------------|
| Student Perception of Instruction 201508    | Open   | 10/1/2015 12:00 AM | 10/30/2015 11:59 PM | 11/2/2015 12:00 AM |
| Test Student Perception of Instruction Fall | Open   | 10/1/2015 12:00 AM | 10/30/2015 11:59 PM | 11/2/2015 01:00 AM |
| Student Perception of Instruction 201501    | Closed | 2/9/2015 12:00 AM  | 4/5/2015 11:59 PM   | 4/6/2015 01:00 AM  |

2. Click the “+ Add Custom Question Survey” link

The screenshot shows the 'Custom Question Survey' page for 'Student Perception of Instruction 201508'. The page has a breadcrumb trail: Home > Custom Question Surveys > Attach Surveys to Projects > Custom Question Survey. Below the title, there are three links: '+ Add Custom Question Survey' (highlighted in yellow), '+ Create New Survey', and 'View Main Survey for this Project'. A message states 'No Surveys Found.' At the bottom, there is a 'Total 0' and a 'Records per page' dropdown set to 50.

3. Choose survey by clicking on the checkmark (Survey will highlighted in yellow) and then, click to “Select Courses”.

The screenshot shows the 'Add Custom Question Survey' page for 'Student Perception of Instruction 201508'. It features a search bar for projects with fields for Title, Date Created From, and Date Created To. Below the search bar, there is a section for 'Surveys' with a table of surveys:

| Title    | Description                    | Date Created | Preview | Select |
|----------|--------------------------------|--------------|---------|--------|
| Fall2015 | Custom Questions for Fall 2015 | 10/12/2015   |         |        |

At the bottom, there is a 'Total 1' and a 'Records per page' dropdown set to 25. A red arrow points to the 'Select Courses' button, which is highlighted in yellow.

- Click on the **"Add Courses"** button

Select Courses for Custom Question Survey Student Perception of Instruction 201508

**Selected Survey:** Fall2015

Select all courses within specific areas of your account to receive the additional Targeted Survey or 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

- Select the course(s) to add the Custom Question Survey (your list of courses will appear) and click to **"Add Selected Courses"**:

### Add Courses

**Search Courses**

Code Title Unique ID

**Search** **Reset**

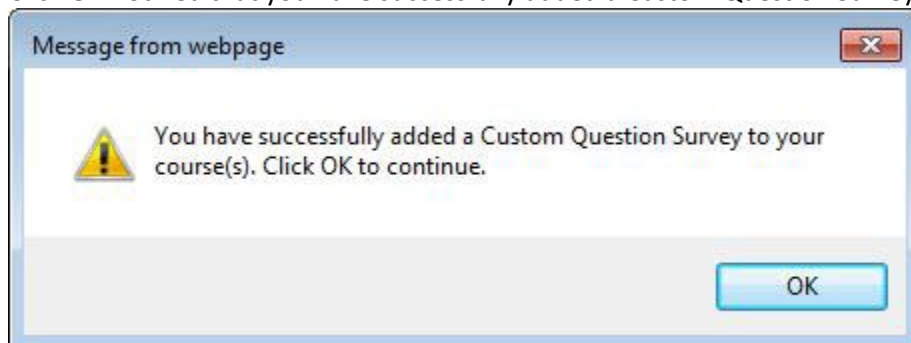
**Projects**

| <input type="checkbox"/>              | Course Code                | Title   | Unique ID                   | Hierarchy Level               |
|---------------------------------------|----------------------------|---|-----------------------------|-------------------------------|
| 1 <input checked="" type="checkbox"/> | COP2006-CRN80337-TR-201508 | COP 2006 - CRN 80337 - Introduction to Programming-201508-80337-1 | 201508-80337_201508-80337-1 | Florida Gulf Coast University |

Total **1** Records per page 50 Page 1 of 1

2 **Add Selected Courses** Close

- Click **OK** notified that you have successfully added a Custom Question Survey



## Additional Information

You can verify what course(s) you have attached your Custom Question Survey to, as well as *edit* or *delete* it from the main survey.

The screenshot shows the EvaluationKIT interface. The top navigation bar includes links for Home, Custom Question Surveys, Attach Surveys to Projects, and Results. The user is logged in as an Instructor or eLearning Teacher. The breadcrumb trail indicates the current location: Custom Question Surveys > Attach Surveys to Projects > Custom Question Survey. The main heading is 'Custom Question Survey' followed by 'Lucas Center Project 3 Custom Question'. Below this, there are three action links: 'Add Custom Question Survey', 'Create New Survey', and 'View Main Survey for this Project'. A table lists the surveys with columns for Survey Title, Created By, Updated By, Updated Date, Courses, Edit, and Delete. The first row shows 'AMH Custom Questions' created and updated by 'eLearning Teacher' on '3/24/2015 9:01:51 AM'. The 'Courses' column for this row is highlighted with a red box, and a mouse cursor is pointing at the dropdown arrow.

| Survey Title         | Created By        | Updated By        | Updated Date         | Courses | Edit | Delete |
|----------------------|-------------------|-------------------|----------------------|---------|------|--------|
| AMH Custom Questions | eLearning Teacher | eLearning Teacher | 3/24/2015 9:01:51 AM |         |      |        |