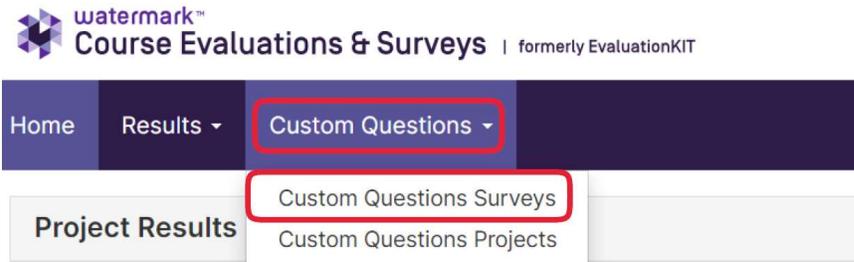


## How to Add Custom Questions in Lehigh's Course Evaluations & Surveys (CES) Portal

To add custom questions, log into Lehigh's Course Evaluation portal, using your Lehigh Credentials:  
<https://go.lehigh.edu/evalkit>

On the homepage toolbar, click on "**Custom Questions**" and then on "**Custom Questions Surveys**".



If you have used custom questions in past semesters, your custom question surveys are listed on this page. You can reuse them by attaching them to new projects. Here, you can view, copy, edit or delete existing custom question surveys. Copying a survey allows existing questions to be reused for a new survey, rather than creating a new form from scratch.

To continue with creating a new custom questions survey, click on "**+ Create New Custom Question Survey**".

The screenshot shows the 'Create New Custom Question Survey' page. A red box highlights the '+ Create New Custom Question Survey' button. Below the button is a search form for existing surveys, and a table of current surveys.

Title	Date Created	Author	Type	Projects	Preview	Copy	Edit	Delete	Lock
BUAN123-010-SP23	8/14/2023 12:11 PM	Hollie Tran	Course Custom Question	1					

Total 1  
Records per page 25

This will bring you to the *Create Survey* page: give your survey a title and an optional brief description and then click "**Save**".

← **Create Survey** Done

**Survey Details**  
Fields marked with \* are required.

**Title\***  
BUAN\_001 Fall 2022

**Description**  
Description can be entered here.

Save

You will land on the *Edit Survey* page, where you have the option to edit the survey details along with the option to **“Add a Question”**. Click on this, and select **“Create New”** (Lehigh is not currently using Item Banks).

← **Edit Survey** Done

Preview Export to PDF

**Survey Details**  
Fields marked with \* are required.

**Title\*** BUAN\_001 Fall 2022 [Edit Details](#)

**Description**  
Description can be entered here.

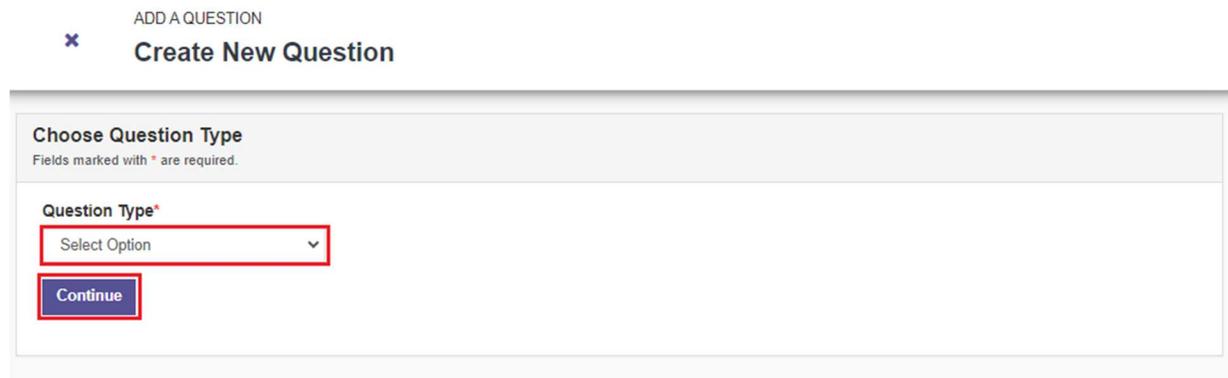
**Question Management**

There are no questions in this survey  
Get started by adding the first question

Add a Question ^

- + Create New
- From Item Banks
- From LO Item Banks

Then, select the question type of the first custom question you wish to add. For guidance on selecting the appropriate type of question, see the document “*Types of Custom Questions available in the CES Portal*”. Then, click “**Continue**”.



ADD A QUESTION

**Create New Question**

**Choose Question Type**  
Fields marked with \* are required.

**Question Type\***  
Select Option

**Continue**

You will then be able to enter the question text, and the response options appropriate for the question (if applicable).

In case of single, multiple, and matrix selection questions, scale weights are assigned automatically. However, they can be reversed by selecting the check box “*Reverse Code Response Options*” in the Question Properties section. Response options can be displayed either vertically, horizontally, or as a drop-down box.

It is highly recommended to keep the “*Required*” box unchecked. Marking a question as required means that a student has to answer it in order to complete the survey. This may cause some students to abort the survey and thus lead to low response rates.

Below is an example of a *Single Selection* question:

ADD A QUESTION

**Create New Question** Save & Add

---

**Question Type**

**Question Type**  
Single Selection [Change Type](#)

**About Single Selection**  
 In Single Selection Question type, the student will pick from one of many options. This works best for yes/no and likert-type scale questions and can be formatted both vertically and horizontally.

---

**Question Management**

**Question Text**

*I felt supported by my instructor.*

**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**

Response Options	Numeric Weighting
Agree Strongly	5
Agree Somewhat	4
Neutral	3
Disagree Somewhat	2
Disagree Strongly	1

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

Add Comment Box

Comments:

---

**Question Properties**

Reverse Code Response Options (this will change the default Numeric Weighting of Response Options to DESCENDING values (e.g., n...3, 2, 1))

Required

Learning Outcomes Question

**Question Display**

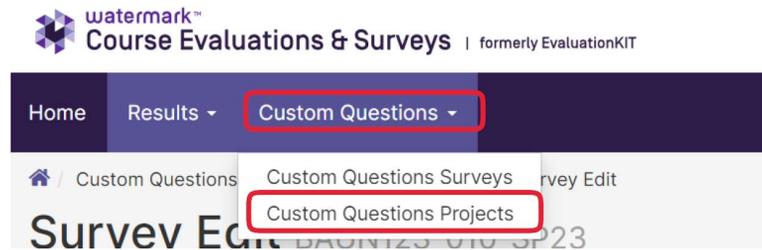
Vertical

Horizontal

Drop-down

Click **"Save & Add"** at the top-right corner of the page to save the question and return to the *Edit Survey* page. Click on **"Add a Question"** again and repeat these steps until all custom questions for this survey have been added. It is recommended not to add too many custom questions in order to keep the length of the entire course evaluation survey within reasonable time limits. To edit a saved question, click on the *pencil* icon on the top-right portion of the question pane. After all custom questions have been added, click **"Done"** at the top-right corner of the *Edit Survey* page to save the survey.

The survey is now ready to be attached to the courses. In the toolbar at the top of the page, click **"Custom Questions"**, then **"Custom Questions Projects"**.



A list of projects will be displayed with each project representing the course evaluations for any given term. Projects that are currently open appear in blue. Choose the open project that contains the courses to which the custom questions will be attached (e.g., “Fall 2023”, which contains all the courses from the Fall term 2023 that qualify for a course evaluation) by either clicking on the project title or on the “+” sign under “**Add Questions**”.

#### Attach Surveys to Projects

Projects with Custom Question Survey Access						
Project Name	Status	Added to # Courses	Access From	Access Until	Delivery Date	Add Questions
Test Survey - Office of Institutional Research	Open	3	4/17/2023 12:00 AM	9/28/2023 11:59 PM	9/30/2023 2:28 PM	+

On the *Custom Question Survey* page, the custom surveys listed are those that are already added to this project. Here, you have the options to remove and/or add custom question surveys. You may also verify how many courses have been included in the survey, and to which courses the survey has already been added. In order to add a newly created custom questions survey to the project, click “**Add Custom Question Survey**”.

Custom Question Survey Test Survey - Office of Institutional Research

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

Survey Title	Created By	Updated By	Updated Date	Courses	Edit	Deletes
BUAN123-010-SP23	Hollie Tran	Hollie Tran	6/14/2023 1:03 PM	3		

Total 1 Records per page 50 Page 1 of 1

On the next window, click the check mark under “**Select**”, for the custom question survey you wish to add.

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

Surveys	Title	Description	Date Created	Preview	Select
BUAN123-010-SP23	These custom questions allow the instructor enhance the efficiency of the course structure.	6/14/2023			<input checked="" type="checkbox"/>
BUAN123-010-SP23-1	testing	6/19/2023			<input type="checkbox"/>

Total 2 Records per page 25 Page 1 of 1

Select Courses

Then click on “**Select Courses**” on the bottom left in order to proceed to the course selection. Then, click on “**Add Courses**”.

Finish : Save Custom Question Survey **Add Courses** Cancel

A pop-up window will open that displays all of the courses in the current project. Select the courses that the custom survey questions should be added to and click **"Add Selected Courses"** to save the selection. If a course is missing from this list, please reach out to our office at [inevals@lehigh.edu](mailto:inevals@lehigh.edu).

**Add Courses**

Q Search Courses

Code Title Unique ID

Search Reset

**Projects**

<input type="checkbox"/> Course Code	Title	Unique ID	Hierarchy Level
<input checked="" type="checkbox"/> BUAN123-010	Business Intelligence	678910-FAXX-30001	Lehigh University
<input type="checkbox"/> ENGL222-010	Professional Writing	678910-FAXX-30002	Lehigh University
<input checked="" type="checkbox"/> BUAN499-010	Quantitative Business Analytics	678910-FAXX-30003	Lehigh University

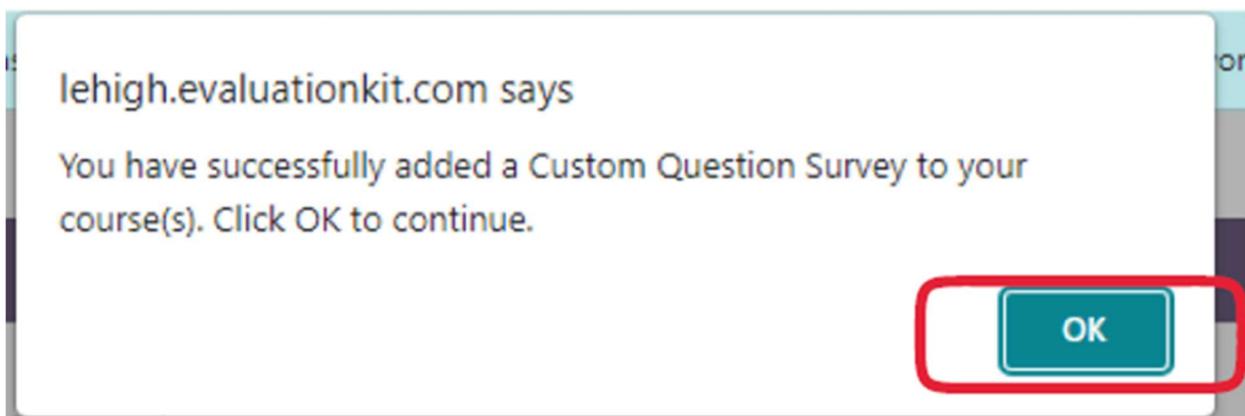
Total 3

Records per page 50

Page 1 of 1

**Add Selected Courses** Close

A pop-up window will appear stating that you have successfully added a Custom Question Survey to your course(s). Click **"OK"** to continue.



Your custom questions have now been added to your selected courses. You may close out of the CES Portal.

If you encounter any issues adding custom questions to your course evaluations, please do not hesitate to reach out to our office for assistance: [inevals@lehigh.edu](mailto:inevals@lehigh.edu).