Adding Questions to a Survey

Step 1: In the Survey Menu locate, My Course Questions

Step 2: Add Questions to Specific Courses

Inside My Course Questions you will see each of your courses listed. These courses are added to this list by the CoursEval administrator.

If your course has the ability to add questions you will see this icon:

**NOTE:** Questions can only be added to surveys up until the time when responses are received.

Choose the icon for Add Questions for each course you would like to add additional questions to.

Step 3: Review Questions

A list of the Core Questions on the survey are listed at the top:

- **Survey Questions**: 2
- **CoursEval Manager added Course Questions**: 0
- **Faculty selected Course Questions**: 0
- **Total Question Burden**: 2

**Core Questions (2)**

1) Overall, I would rate this course as:

2) Overall, I would rate this instructor as:
Questions provided by the school will display below. Your school has preselected the number of questions you may choose. If you do not see your question listed, you may request an additional question at the box at the bottom.

Step 4: Preview the Survey

You may now preview the survey with your changes.