How to add Questions to EvaluationKit Surveys

If you want to add questions to your EK survey, you must first create the survey and then attach them to the general campus survey. If you're adding different questions to each course, create a "list" of questions for each course using the **+Create New Survey** option.

Step 1: Add YOUR questions.
- Select **Spring 2020 Pilot** link from EK *Dashboard*.
- Select **+Create New Survey** link.
- Add a *Title* (e.g. MATH 101 Questions)
- Select **Save New**.
- Use **Select Questions Type** pull-down and **+Add** to add questions.
- Add questions (saving each one).
- Select **Save** in *Survey Properties* area when you're done adding questions.
- Select *Attach Surveys to Project*.

Step 2: Attach YOUR questions to EK survey(s).
- Select **Spring 2020 Pilot** link (from *Attach Surveys to Project* page).
- Select **+Add Custom Questions Survey** link.
- Select ✔ *checkmark* for the list-questions you want to attach.
- Select **Select Course** button.
- Select **Add Course** button.
- Select *checkbox* for course(s) to attach list-questions.
- Select **Add Selected Courses** button.
- Select **Ok**.

Step 3: Preview YOUR course surveys**.**
To view witch list-questions have been added to a course:
- From *Custom Questions Survey* page (*If coming from *Dashboard*, select **Spring 2020 Pilot** link).
- Select *number* link under **Courses** column.
- Pop-up window will list courses containing selected list-questions.
- Select **Close** button.
- Select *Custom Question Surveys* (top of page)*.*
- Select 🔍 *preview* to see the list-questions (can't view general questions here).

You can view the general survey questions by selecting **Home, Spring 2020 Pilot***,* **View Main Survey for this Project** button.