

Adding Course Specific Questions

Faculty are allowed to add up to 8 course specific questions to their final evaluations. In order to do so you must first create a “**Custom Question Survey**”, then “**Attach the Surveys to Projects**”. You can create a survey with as few as one question and as many as 8 questions, and these surveys are reusable every term.

Create a “**Custom Question Survey**” via the following steps:

1. Login to Canvas
2. Click on “**Instructor Course Evaluation**” in the menu to the left
3. Click on the Evaluation Project that you wish to add course specific questions to
4. Click on “**Custom Question Surveys**” in the menu across the top of the page
5. Click “**Create New Custom Questions Survey**”
6. Provide a “**Title**” for your survey, the “**Description**” is optional (neither are visible to students).
7. Click “**Save New**”
8. Select the “**Question Type**” from the drop-down box and then click “**Add**”
9. You may add up to 8 questions, when all questions have been added, click “**Save**”

Once you have created your custom questions you then need to attach them to the evaluation via the following steps:

1. Login to Canvas
2. Click on “**Instructor Course Evaluation**” in the menu to the left
3. Click on the Evaluation Project that you wish to add course specific questions to
4. Click on “**Custom Question Surveys**” in the menu across the top of the page
5. Click “**Attach Surveys to Projects**”
6. Choose the Evaluation that you would like to add questions to and click “**Add Questions**” in the column to the very right

7. Click the check mark in the “**Select**” column for the desired question set, then click “**Select Courses**” at the bottom left of the screen
8. Click “**Select Specific Courses**” then click “**Add Courses**”
9. Click the checkbox next to each course that you wish to add a question set to, then click “**Add Selected Courses**”
10. Repeat if you want to assign a different question set to another course