



## SET Instructor Optional Questions

As of November 09, 2021

Before the main evaluations open to students each semester, instructors of courses with only one professor will be allowed to add their own questions (up to 5) to the university evaluation form.

This *Instructor Optional Question* or *IOQ* period will last about a week and will end the night before evaluations open for students.

**This option cannot be reopened once the evaluations start.**

### Overall Process Summary

**You will need to do this process in a single session as you cannot save your work. DO NOT START until you are able to finish the process in one sitting.**

The summary process is as follows (detailed steps with screen shots start on page 2):

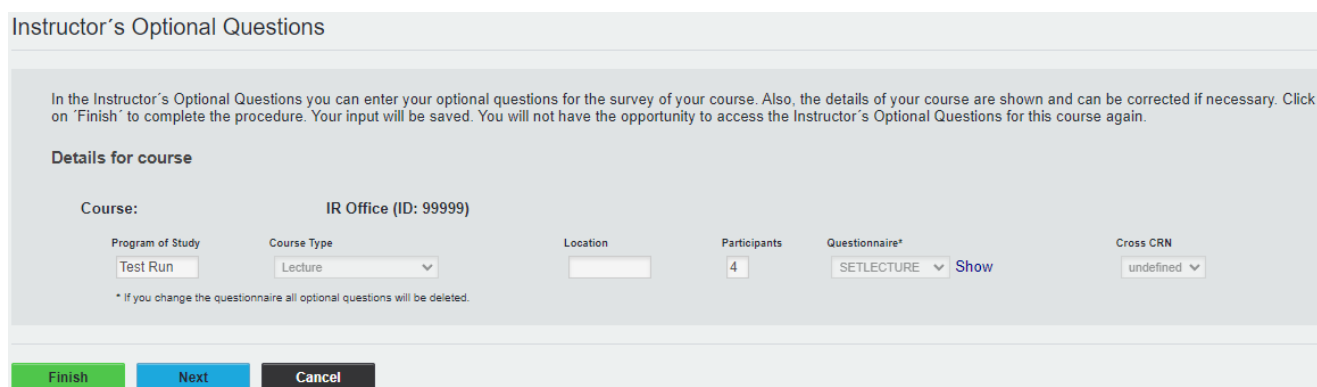
1. Once you receive the email to add questions, the link will take you to your course where you click NEXT to begin the process. You will have to do this for each course you want to add questions to.
2. You may want to click "Switch paper/online view" to change the view to the web view that students will actually see.
3. In the left panel, click "Add Question Group". This will create a divide between the university questions and your questions, you should name it something to make this clear such as "Additional Questions from your Instructor". **NOTE: THIS IS NOT A QUESTION**
4. Once you click Apply this will add the new section to the bottom of the form.
5. To add the questions, you start with "Add Question" in the left panel. From there you will have a choice of question types. For most cases, "Scaled Question" and "Open Question" should be all you need.
6. Click "Next" to add the question. See detailed steps for instructions based on question type later in this document.
7. To edit a question you can click on it to reopen the edit window.
8. To remove a question close the edit window and just hit the "Delete" button on your keyboard.
9. You can click "Online Preview" to see more clearly what the form looks like as you progress or to save it for future reference.
10. When you are finished just click "Leave Instructor's Optional Questions". Your changes will save automatically.

**NOTE: If you click "Leave Instructor's Optional Questions" before you finish or with errors on the page, you will not be able to make corrections or revisit the page.** If this happens you will have to contact the Office of Institutional Research [constana@stjohns.edu](mailto:constana@stjohns.edu) if you want to make changes.

## Detailed Steps

**DO NOT START** until you are able to finish the process in one sitting.

### Step 1.



After following the link in your email, click “Next” to begin the process of adding questions.

### Step 2

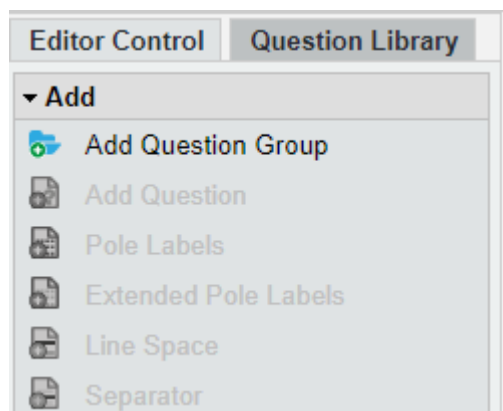
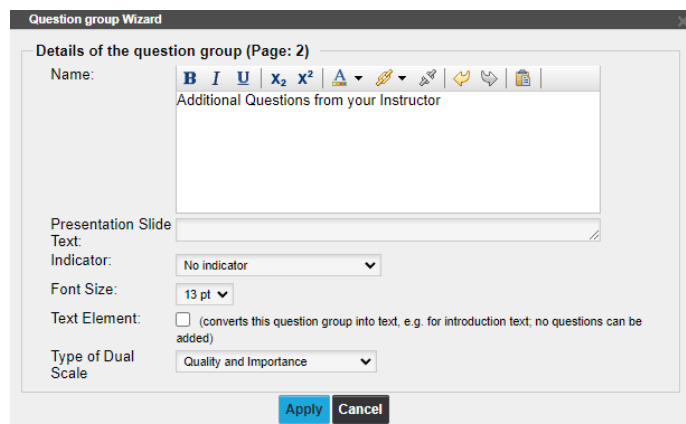


It will be more helpful to change the view of the evaluation form to the online version that students will see. Click “Switch paper/online view” to make this switch.

### Step 3

3. In the left panel, click “Add Question Group”. This will create a divide between the university questions and your questions, you should name it something to make this clear such as “Additional Questions From Your Instructor”.

**NOTE: THIS IS NOT A QUESTION**

## Step 4

### Step 4

Once you click Apply this will add the new section to the bottom of the form. You will need to click on this divider to start adding questions.

1.16 What was the least beneficial part of this course?

1.17 What improvements would you suggest your instructor make in this course?



Additional Questions from your Instructor



### Steps 5 and 6



To add the questions you start with “Add Question” in the left panel. From there you will have a choice of question types. For most cases, “Scaled Question” and “Open Question” should be all you need. Choose your question type, click “Next” and follow the steps below.



Question Wizard



Please choose a question type:



 Scaled Question 



 Open Question 



 Segmented Open Question 

 Single Choice Question 

 Multiple Choice Question 

 Ranking Question 

 Matrix Field 

 Grade Value Question 

Please note that the VividForms Editor does not apply the English hyphenation rules to the texts entered (question texts, pole labels, text boxes etc.). Please place line breaks accordingly.

Back

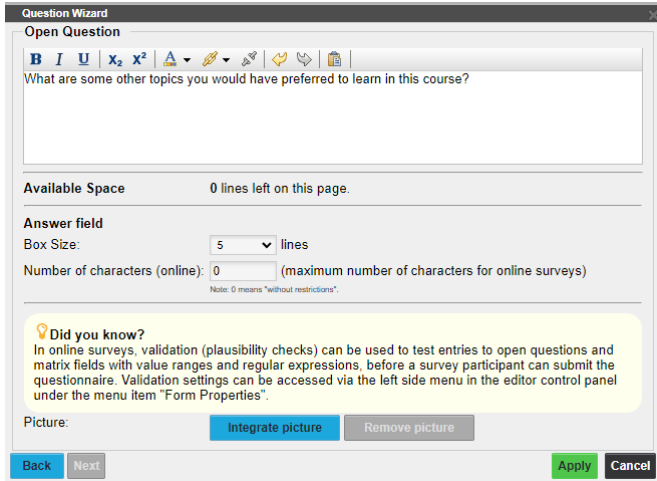
Next

Apply

Cancel

## Adding Open Questions

Adding open ended questions is straightforward. Once you have entered the question you want to ask, click “Apply” and the question will be added to the end of the form.



**Question Wizard**  
**Open Question**

What are some other topics you would have preferred to learn in this course?

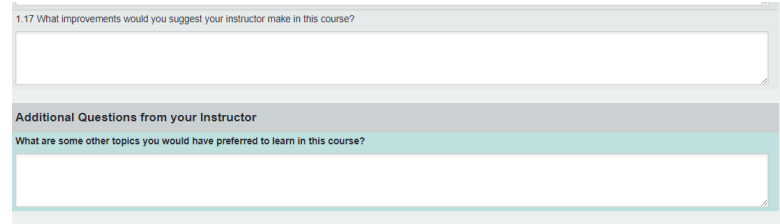
Available Space 0 lines left on this page.

Answer field  
Box Size: 5 lines  
Number of characters (online): 0 (maximum number of characters for online surveys)  
Note: 0 means "without restrictions".

**Did you know?**  
In online surveys, validation (plausibility checks) can be used to test entries to open questions and matrix fields with value ranges and regular expressions, before a survey participant can submit the questionnaire. Validation settings can be accessed via the left side menu in the editor control panel under the menu item "Form Properties".

Picture: Integrate picture Remove picture

Back Next Apply Cancel



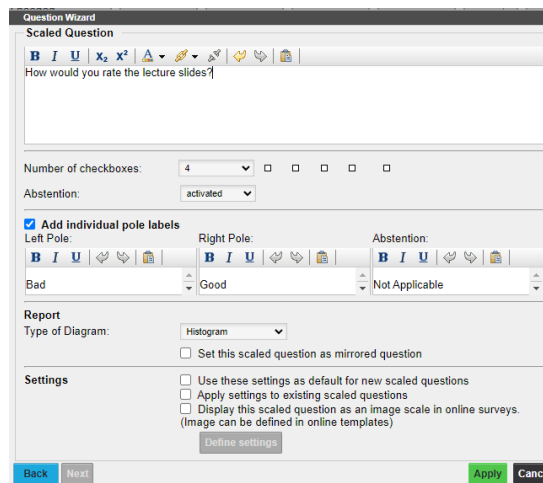
1.17 What improvements would you suggest your instructor make in this course?

Additional Questions from your Instructor

What are some other topics you would have preferred to learn in this course?

## Adding Scaled Questions

Scaled questions are more complicated to add. By default these will allow students to select values from a low point (Left Pole) to a high point (Right Pole).



**Question Wizard**  
**Scaled Question**

How would you rate the lecture slides?

Number of checkboxes: 4 ☐ ☐ ☐ ☐

Abstention: activated

☒ Add individual pole labels

Left Pole:  Right Pole:  Abstention:

Report  
Type of Diagram: Histogram

☐ Set this scaled question as mirrored question

Settings  
☐ Use these settings as default for new scaled questions  
☐ Apply settings to existing scaled questions  
☐ Display this scaled question as an image scale in online surveys.  
(Image can be defined in online templates)

Back Next Apply Cancel

- You have the choice of dividing your scale into 2 sections or up to as many as 11 in the “Number of checkboxes” field.
- You may also choose to add a checkbox for students who do not want to answer a question or can’t by activating the “Abstention” field.
- Next you can add the labels to the extreme values of your scale as well as a label for the Abstention checkbox if you activated it by checking the “Add individual pole labels” checkbox and entering the values.
- If you are going to add several questions in a row with this same scale you can check the box to “Use these settings as default for new scaled questions” otherwise you can leave the “Report” and “Settings” alone
- Finally click “Apply”.

## Steps 5 and 6

You can continue to add more questions with the same scale if needed or changing the scale if needed.

|  |     |                       |                       |                       |                       |      |                                      |
|--|-----|-----------------------|-----------------------|-----------------------|-----------------------|------|--------------------------------------|
| How would you rate the lecture slides? | Bad | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Good | <input type="radio"/> Not Applicable |
| How would you rate the exams?          | Bad | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Good | <input type="radio"/> Not Applicable |
| How would you rate the homework?       | Bad | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Good | <input type="radio"/> Not Applicable |

## Adding Scaled Questions with More Labels

If you prefer to have more than just the left and right ends of your scale labeled then you can create your own labels to use (similar to how it is in the main evaluation section).

- To create your own labels click “Extended Pole Labels” from the left panel to open the Pole Labels Window

**Add**

- Add Question Group
- Add Question
- Pole Labels
- Extended Pole Labels**
- Line Space
- Separator
- Text Box
- Picture
- Page Break
- Column Separator
- Paragraph Separator

**Extended Pole Labels**

Pole label:  [+]

List of pole labels:

Bad

Ok

Decent

Good

Abstention:

Degree of inclination: 45°

Please notice that the inclination of the answer options will not be shown in the preview of the VividForms Editor due to technical reasons.

Apply
Cancel

- Click “Apply” and this will create a new divider at the bottom of the page with your labels shown

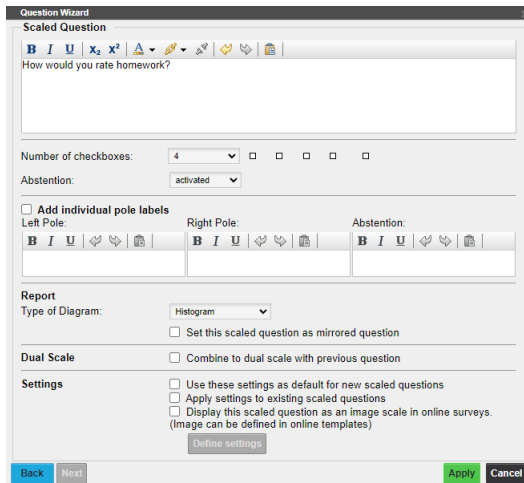
**Additional Questions from your Instructor**

What are some other topics you would have preferred to learn in this course?

Bad
Ok
Decent
Good
Not Applicable

## Steps 7 and 8

- After that, add new scaled questions as before but you will want to leave the “Add individual pole labels” unselected.



**Question Wizard**  
**Scaled Question**

How would you rate homework?

Number of checkboxes: 4

Abstention: activated

☐ Add individual pole labels

Left Pole: Right Pole: Abstention:

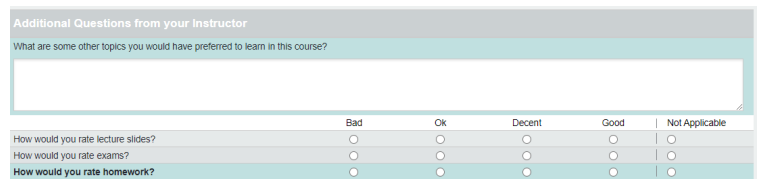
Report  
Type of Diagram: Histogram

☐ Set this scaled question as mirrored question

Dual Scale  
☐ Combine to dual scale with previous question

Settings  
☐ Use these settings as default for new scaled questions  
☐ Apply settings to existing scaled questions  
☐ Display this scaled question as an image scale in online surveys.  
(Image can be defined in online templates)

Back Next Apply Cancel



**Additional Questions from your Instructor**

What are some other topics you would have preferred to learn in this course?

|                                    | Bad                   | Ok                    | Decent                | Good                  | Not Applicable        |
|------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| How would you rate lecture slides? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| How would you rate exams?          | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| How would you rate homework?       | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

## Steps 7 and 8

To edit a question you can click on it to reopen the edit window.

To remove a question close the edit window and just hit the “Delete” button on your keyboard.

## Steps 9 and 10

You can click “Online Preview” to see more clearly what the form looks like as you progress or to save it for future reference.



Leave Instructor's Optional Questions | Form Properties [SETLECTURE4] | Paper Preview | Online Preview | Switch paper/online view | 2

When you are finished just click “Leave Instructor’s Optional Questions”. Your changes will save automatically.