

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 [Courseworks](#)
2. Click on “**Account**” then “**Profile**” in the menu to the left
3. On the following page click on “**Course Evaluations**” (this link can take minute or so to load, it will appear below the “Shared Content” link) and you will be redirected to Evaluation KIT
4. Scroll down to the “**My Courses in Custom Question Projects**” Click on the Evaluation Project that you wish to add course specific questions to (e.g. A&S Spring 2026 Standard Evaluation)
5. Click on “**Custom Question Surveys**” in the Custom Questions drop down box at the top of the page
6. Click “**Create New Survey**”
7. Provide a “**Title**” for your survey, the “**Description**” is optional (neither are visible to students).
8. Click “**Save New**”
9. Select the “**Question Type**” from the drop-down box and then click “**Add**”
10. 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 [Courseworks](#)
2. Click on “**Account**” then “**Profile**” in the menu to the left
3. On the following page click on “**Course Evaluations**” (this link can take minute or so to load, it will appear below the “Shared Content” link) and you will be redirected to Evaluation KIT

4. Click on “**Custom Question Projects**” in the Custom Questions drop down box at the top of the page
5. Click on the Project that you want to add questions to (e.g. A&S Spring 2026 standard Evaluation)
6. On the next page click on “+ **Add Survey**”
7. On the next screen select the Custom Question Survey that you wish to add, then click the “**NEXT**” button at the top right of the page
8. On the next screen, select the courses that you want to add the custom questions to, then click on the “**FINISH & ADD**” button at the top right of the page

To confirm that the questions have been added you can preview the form following these steps:

1. Login to [Courseworks](#)
2. Click on “**Account**” then “**Profile**” in the menu to the left
3. On the following page click on “**Course Evaluations**” (this link can take minute or so to load, it will appear below the “Shared Content” link) and you will be redirected to Evaluation KIT
4. Click on “**Manage Courses**” in the Custom Questions drop down box at the top of the page
5. In the row of the desired evaluation, click on the magnifying glass icon in the “**View**” column
6. In the row of the desired course, click on the magnifying glass icon in the “**Preview**” column