

[[SALUTATION] [SURNAME]],

Optional questions for your upcoming survey are now available for your input. As the listed Course Coordinator for this survey ([SURVEY]), you can write your own questions for your course and teaching team (if any) by clicking the link at the bottom of this email.

These questions will be added to the existing survey template which has two standard scaled questions and two standard open comments. These standard items are:

Course:

- Scaled - I have received helpful feedback on how I am going in the course.
- Scaled - So far, how would you rate this course?
- Open comment - So far, what are the best aspects of this course?
- Open comment - So far, what improvements would you suggest?

Teaching:

- Scaled - ...inspired me to learn.
- Scaled - So far, how would you rate this teacher?
- Open comment - So far, what aspects of this teacher's approach best helps your learning?
- Open comment - So far, what would you have like this teacher to do differently?

There are two types of questions: Scaled (S) or Open comment (OP). Your questions should be appropriately phrased to use the scales "Strongly Agree = 5, Agree = 4, Neutral = 3, Disagree = 2, Strongly Disagree = 1" for your course and teaching team (if any). If there is more than one teacher in your teaching team, you can also tailor your questions to suit each teacher. If all members of your teaching team will have the same optional teaching questions, you will need to copy and paste those questions into the relevant teaching questions section for each teacher. You have the option to add up to 4 scaled questions and 2 open comments per course and teacher/s.

Please follow the instructions below to add your own questions:

1. Click on the link below to open the Optional Questions interface.

2. Once the interface opens, scroll down to the "**Predefined optional questions**" section.

**Predefined optional questions**

To add an optional question to the questionnaire, activate the select box for the corresponding question. [S] represents scaled questions, [OP] represents open questions. Enter the question text and, if required, text for the left and right pole, as well as for abstention. Confirm your entries and ensure that all desired questions are selected and that the text boxes are filled correctly. If you wish to remove a question afterwards, click the box to deselect the question. Finally click "Finish". The questionnaire is now supplemented with your questions and the "Instructor's Optional Questions" menu closes.

Click [here](#) to show the original questionnaire.

|  | Outcome Category / Question text   | Left pole                     | Right pole   | Abstention                           |
|--|--|-------------------------------|--|--------------------------------------|
|  | ABCD1234 - Example course evaluation - STUDENT FEEDBACK ABOUT COURSE EXPERIENCE                |                               |  |                                      |
|  |  | Str<br>ong<br>ly<br>Agr<br>ee | Agr<br>ee<br>Ne<br>u<br>tra<br>l<br>Dis<br>agr<br>ee | Str<br>ong<br>ly<br>Dis<br>agr<br>ee |
| <input checked="" type="checkbox"/> S  | <input type="text" value="The course Blackboard site is well-organised."/>                     | <input type="checkbox"/>      | <input type="checkbox"/>                             | <input type="checkbox"/>             |
| <input checked="" type="checkbox"/> S  | <input type="text" value="The practical sessions have been helpful."/>                         | <input type="checkbox"/>      | <input type="checkbox"/>                             | <input type="checkbox"/>             |
| <input checked="" type="checkbox"/> OP | <input type="text" value="Please comment on how well you believe this course fits into your"/> |                               |  |                                      |
| <input checked="" type="checkbox"/> OP | <input type="text" value="If you haven't attended lectures, please specify why."/>             |                               |  |                                      |
| <input type="checkbox"/> OP            | <input type="text"/>   |                               |  |                                      |

3. You can view an example of the survey by clicking on the link at: "[Click here to show the original questionnaire](#)".

4. Select the question type you would like to use: Scaled (S) or Open comment (OP). Tick a checkbox corresponding to the type of question then type your own question into the corresponding text box on the right side of the ticked checkbox.

5. Once you have completed your optional questions, make sure to click the green "**Finish**" button. Once you click the "Finish" button, you will not be able to return to the interface.

5a. If you close the browser window and haven't clicked the "Finish" button, you can return to the interface at any time before the closing date (using the link below).

5b. If you have clicked the "Finish" button and would like to change your questions, please contact us. We will need to manually re-open the interface for you by sending you a new link.

6. You must complete your questions by 5pm on the Friday prior to the surveys opening to students. You will not be able to enter questions after this time.

**7. As these surveys will be automatically generated and the optional questions are not audited by the Evaluation Unit, you must ensure that your questions are correct and free of typos. Otherwise your survey will be sent to students with errors.**

8. We recommend you save a copy of your questions as they will not be stored by the evaluation system for future use.

To progress to the Optional Questions interface, please click the link below:

[\[LINK\]](#)

Regards,

Evaluation Unit

