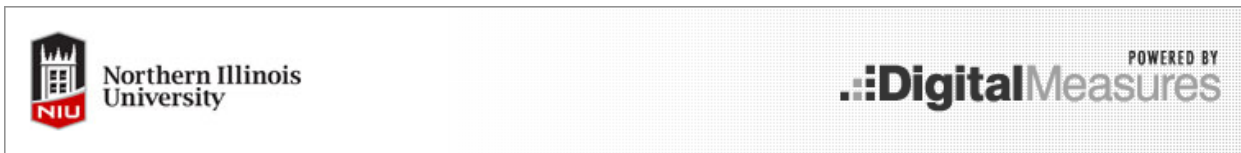


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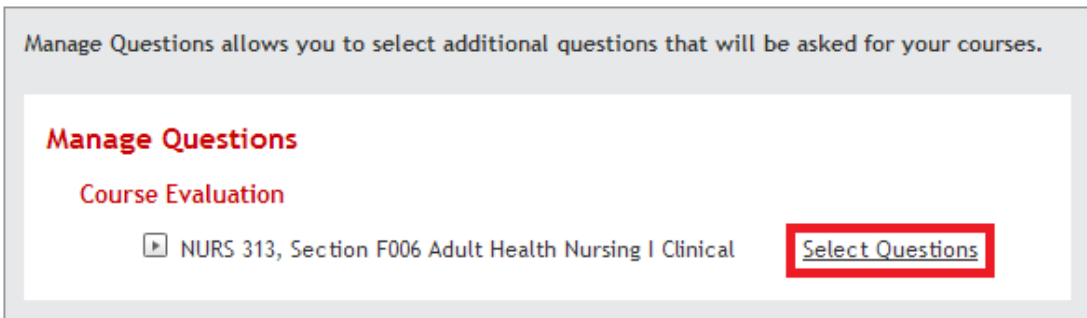
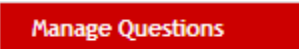


This is a job aid for adding custom questions to course evaluations in Digital Measures. If you have any additional questions, please send an e-mail to CHHSCourseEval@niu.edu or contact Dr. Beverly Henry at bwhenry@niu.edu.

Every course evaluation comes with a standard list of questions designed by your program that students see in every class course evaluation. Instructors have the opportunity to expand the questions by adding their own custom written questions or choosing questions from a pre-constructed list. Up to 10 custom questions can be added for each course in addition to the standard questions. Use the following guide to add custom questions to course evaluations.

Note: Any text in CAPS represents a button.

- | Step | Instructions |
|------|---|
| 1 | Log on, with your faculty ID and password, to Digital Measures at https://www.digitalmeasures.com/login/niu/faculty or access it through your myNIU.niu.edu page via the Digital Measures link. |
| 2 | On the red menu to the left, choose MANAGE QUESTIONS . |
| 3 | Find the course for which you would like to add custom questions. Click “Select Questions” to the right of the course. |



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- The “Manage Questions” page will open. Locate the “Add Questions” section in a gray box. There will be two options within the box: WRITE YOUR OWN or PICK FROM A LIST.

Write your own questions or pick from a list provided by your campus. A total of 10 custom questions may be chosen.

Manage Questions

Note: Click Save after making changes!

SAVE CANCEL

Add Questions

WRITE YOUR OWN PICK FROM A LIST

Currently Selected Questions Remove

SAVE CANCEL

To see steps for writing your own questions, go to steps 8–20.
To see steps for adding pre-written questions, go to steps 5–7.

- To pick from a list of pre-written questions, select PICK FROM A LIST from “Add Questions”.

Add Questions

WRITE YOUR OWN PICK FROM A LIST

There will be many categories to choose questions from: Clarity and Effectiveness of Presentations, Student Interest/Involvement in Learning, Broadening Student Outlook, Teaching/Learning of Relationships and Concepts, Instructor Provides Help as Needed, Providing Feedback to Students, Adapting to Individual Differences, Respect and Rapport, Course Goals or Objectives, Usefulness/Relevance of Content, Discussion, Exams and Grades, Assignments, Media: Films, TV, etc., Team Teaching, General Method, Laboratory, General Student Perceptions, General Perceptions, Internships, and Former University Core Questions.

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- 6 The available questions will be listed with checkboxes to the left of them. Click on the checkbox to the left of the question to select it.

Select existing questions to include from the list below.

Pick From a List

Note: Click Save after making changes!

Clarity and Effectiveness of Presentations

I understand easily what my instructor is saying.

My instructor is able to simplify difficult materials.

My instructor explains experiments and/or assignments clearly.

Difficult topics are structured in easily understood ways.

My instructor has an effective style of presentation.

My instructor talks at a pace suitable for maximum comprehension.

My instructor speaks audibly and clearly.

My instructor draws and explains diagrams effectively.

My instructor writes legibly on the blackboard.

My instructor has no distracting peculiarities.

My instructor makes good use of examples and illustrations.

Student Interest/Involvement in Learning

My instructor makes learning easy and interesting.

My instructor holds the attention of the class.

My instructor senses when students are bored.

- 7 Save the selected question/s using the “Save” button at the top of the page. Continue to step 21.

Select existing questions to include from the list below.

Pick From a List

Note: Click Save after making changes!

Clarity and Effectiveness of Presentations

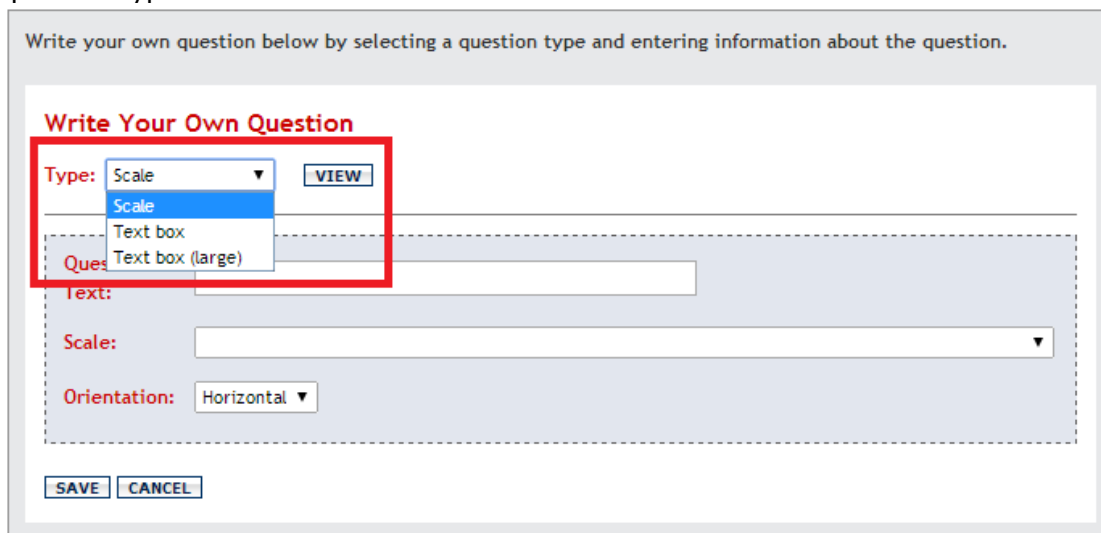
I understand easily what my instructor is saying.

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- 8 To create your own custom question, select the WRITE YOUR OWN option from “Add Questions”.



- 9 Select a type of question from the dropdown menu. Press VIEW to proceed to that question type.

A screenshot of a software interface showing a form titled "Write Your Own Question". The form contains several fields: "Type:" with a dropdown menu showing "Scale", "Text box", and "Text box (large)"; "Text:" with a text input field; "Scale:" with a dropdown menu; and "Orientation:" with a dropdown menu showing "Horizontal". A "VIEW" button is located next to the "Type:" dropdown. The "Type:" dropdown and the "VIEW" button are highlighted with a red rectangular border. At the bottom of the form, there are "SAVE" and "CANCEL" buttons.

There are three types of questions: Scale, Text box, Text box (large). Pressing VIEW will let you modify that questions type.

Note: Pressing VIEW will erase any fields that information is entered into.

For description and steps on how to add Scale questions, see steps 10–14.

For description and steps on how to add Text box questions, see steps 15–17.

For description and steps on how to add Text box (large) questions, see steps 18–20.

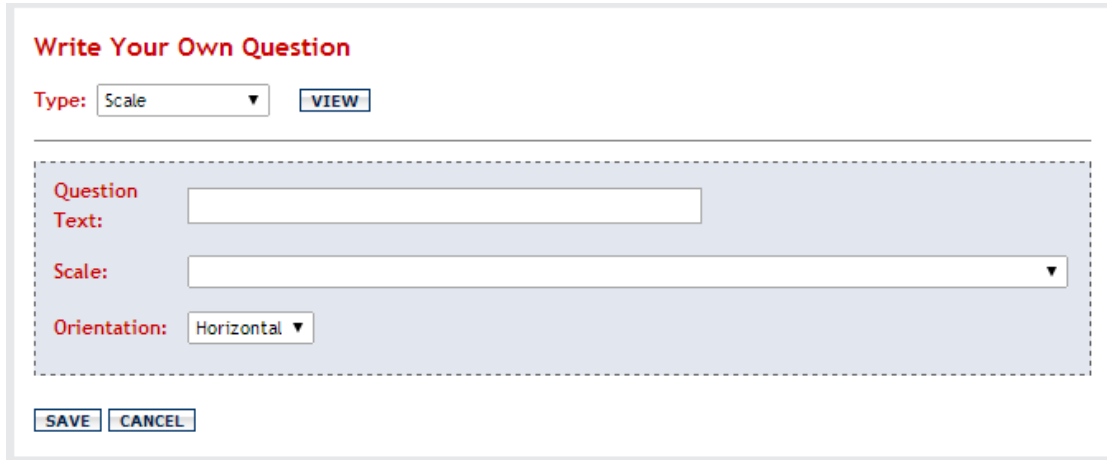
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- 10 Scale questions are similar to the standard list of questions; the scale question allows for you to choose from a variety of scales from True/False to a rating on a number scale 1 to 5.

SAMPLE QUESTION TEXT: THIS CLASS WAS REQUIRED FOR MY DEGREE.

SAMPLE SCALE: 1:TRUE, 2:FALSE

SAMPLE ORIENTATION: HORIZONTAL



Write Your Own Question

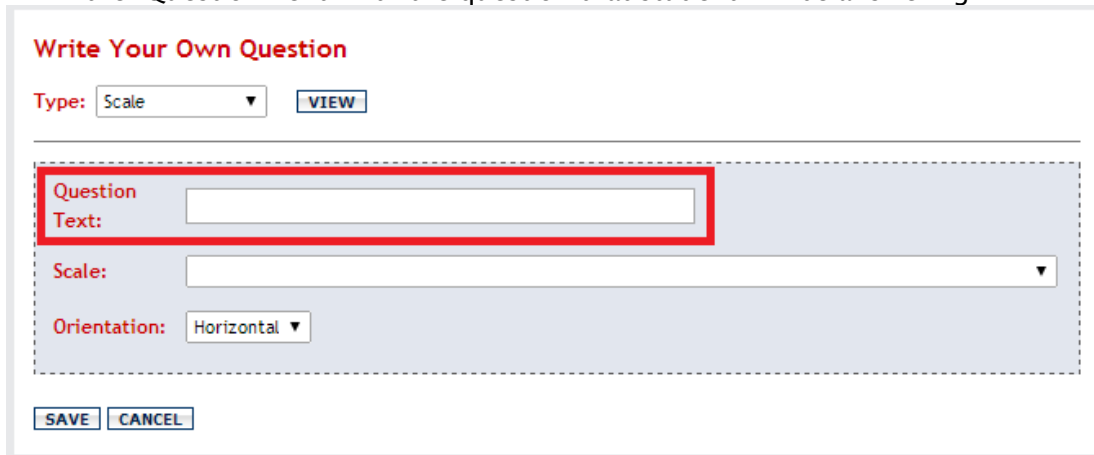
Type: Scale ▾

Question Text:

Scale:

Orientation: Horizontal ▾

- 11 Fill in the "Question Text" with the question that student will be answering.



Write Your Own Question

Type: Scale ▾

Question Text:

Scale:

Orientation: Horizontal ▾

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- 12 Choose the scale desired for the question. Students will be choosing numbers that correspond to the chosen scale.

The screenshot shows the 'Write Your Own Question' interface. At the top, 'Type' is set to 'Scale' with a 'VIEW' button. Below is a 'Question Text' field. The 'Scale' dropdown is open, displaying a list of scale options. The 'Orientation' dropdown is also visible, with 'Horizontal' selected. 'SAVE' and 'CANCEL' buttons are at the bottom left.

Write Your Own Question

Type: Scale

Question Text:

Scale:

Orientation:

1:A, 2:B, 3:C, 4:D, 5:F
1:Exceptional, 2:Very Good, 3:Good, 4:Fair, 5:Poor, 6:Very Poor
1:Very Good, 2:Good, 3:Somewhat Good, 4:Somewhat Poor, 5:Poor, 6:Very Poor
1:Far Above Average, 2:Above Average, 3:Average, 4:Below Average, 5:Average, 6:Far Below Average
1:Outstanding, 2:Very Good, 3:Adequate, 4:Below Average, 5:Inadequate
1:Strongly Agree, 2:Agree, 3:Mildly Agree, 4:Mildly Disagree, 5:Disagree, 6:Strongly Disagree
1:Strongly Disagree, 2:Disagree, 3:Mildly Disagree, 4:Mildly Agree, 5:Agree, 6:Strongly Agree
1:Strongly Agree, 2:Agree, 3:Undecided, 4:Disagree, 5:Strongly Disagree
1:True, 2:False
1:Very Easy, 2:Easy, 3:Medium, 4:Hard, 5:Very Hard
1:Very Good, 2:Good, 3:Adequate, 4:Poor, 5:Very Poor
1:Very High, 2:High, 3:Medium, 4:Low, 5:Very Low
1:Yes, 2:No

Note: The standard list of questions lists the options with 1 being the lowest and 5/6 being the highest. This is unlike most of the options in the scale for this question type. If you choose this question, it is good practice to write a warning to the students in the question text about the change in scale.

- 13 Choose the orientation for the question scale to be displayed in.

The screenshot shows the 'Write Your Own Question' interface. 'Type' is 'Scale' and 'VIEW' is visible. The 'Question Text' field is empty. The 'Scale' dropdown is empty. The 'Orientation' dropdown is open, showing 'Horizontal' selected. 'SAVE' and 'CANCEL' buttons are at the bottom left.

Write Your Own Question

Type: Scale

Question Text:

Scale:

Orientation:

- 14 Do not forget to save your question after filling in all the fields.



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- 15 A text box type will allow students to type in their own response into a text field for a question.

SAMPLE QUESTION TEXT: HOW DID YOU LIKE THE LAYOUT OF THE MATERIAL FOR THIS COURSE?

Write your own question below by selecting a question type and entering information about the question.

Write Your Own Question

Type:

Question Text:

- 16 Fill in the "Question Text" with the question that student will be answering.

Write your own question below by selecting a question type and entering information about the question.

Write Your Own Question

Type:

Question Text:

- 17 Do not forget to save your question after filling in all the fields.

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- 18 A Text box (large) type is the same as the Text box option with the exception that students will be able to provide longer responses.

SAMPLE QUESTION TEXT: IF YOU COULD CHANGE THE TYPES OF ASSESSMENTS IN THIS COURSE, HOW AND WHY WOULD YOU MAKE THE CHANGES?

Write your own question below by selecting a question type and entering information about the question.

Write Your Own Question

Type:

Question Text:

- 19 Fill in the "Question Text" with the question that student will be answering.

Write your own question below by selecting a question type and entering information about the question.

Write Your Own Question

Type:

Question Text:

- 20 Do not forget to save your question after filling in all the fields.



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- 21 The form will return to the “Manage Questions” page where you can view all the current custom questions that are selected in the “Currently Selected Questions” section.

Write your own questions or pick from a list provided by your campus. A total of 10 custom questions may be chosen.

Manage Questions

Note: Click Save after making changes!

Add Questions

Currently Selected Questions [View as Students See Them]	Remove
Sample Question	

You can delete the questions by clicking on the trash can icon to the right of each question.



You can see the questions as a student would by choosing the [View as Student] option in the table header.

Currently Selected Questions [View as Students See Them]	Remove
Sample Question	

- 22 Once you are satisfied with your questions, make sure to save your changes by clicking SAVE at the top of the page.