

# How to add Custom Questions to Course Surveys

When you add “custom” questions in *EvaluationKit (EK)*, you might expect to see your courses and a way to add questions to those courses. That’s not how EK is set up. Instead, you first create a list of questions (a *Survey*), which you attach to a project (e.g. Fall 2022 Course Surveys). Then, you attach your courses to *Surveys*. It’s a little backwards, but the step-by-step instructions are below.

## Important:

- You can use the **+Create New Survey** button to create as many groups of questions (*Surveys*) as you want.
- You can use the **View Main Survey** button to see the [Standard Campus Survey](#) questions.
- You can access *EvaluationKit* by logging in to Moodle and scrolling down to the *EK* block.

## Step 1: Add YOUR questions by creating *Surveys*.

- Select a **Course Survey** project from the *Custom Questions* area.
- Select **+Create New Survey** link.
  - Add a *Title* (e.g. MATH 101 – Group A Questions).
  - Select **Save New** button.
- Use **Select Questions Type** pull-down and **+Add** to add questions.
- Select **Save** button after composing a question.
- Select **Save** in *Survey Properties* area when you’re done adding questions.
- Select **Cancel**.

You have just created a *Survey* (a list of one or more questions). You can create as many *Surveys* as needed by repeating step 1.

## Step 2: Attach YOUR *Surveys* to a Project (and courses to *Surveys*).

- Select **Attach Surveys to Project** button.
- Select your **Course Survey** project.
- Select **+Add Custom Questions Survey**.
  - Select  checkmark for the *Survey* you want to attach.
  - Select **Select Courses** button.
  - Select **Add Courses** button.
  - Select *checkboxes* to attach course(s) to the *Survey*.
  - Select **Add Selected Courses** button.
  - Select **Ok**.

If you have other *Surveys* to add to courses, repeat the **+Add Custom Questions Survey** steps above.

## Step 3: Preview YOUR “custom” course surveys.

- Select **Attach Surveys to Project** button.
- Select your **Course Survey** project.
- For each *Survey*:
  - Select *number* link under **Courses**.
  - Pop-up window will list courses attached to the *Survey*.
  - Select **Close** button.

You can select the  *Edit* and  *preview* buttons to view that *Survey*’s questions.