

Online Course Evaluation Aids: Using Forms Manager

Adding Questions to All Course Evaluations

Here is a step-by-step description of how to add questions to all course evaluations. Please be aware that this will add questions to all of your course evaluations. If you want to add questions to one or select courses, please go to the next heading for instructions.

First, login into the faculty page of the online system using your CSB/SJU login ID and password. For reference, the site is <https://apps.csbsju.edu/evaluations/faculty/>.

Step 1: Click on Forms Manager on left side tool bar. You will be prompted to log in again. If you are off campus and your CSB/SJU login ID and password don't work, add ad/ before your user name.

Step 2: Find the Fall 2011 course evaluation from the list of forms available to you. On the right side of the form, click on "Options" then "Edit Form".

Step 3: On the top left of the form will be "Check Out". Click on this and you will be able to edit your form.

Step 4: Click on "New Field" at the top right of the form. This will open a box where you can choose the type of question you want to add and the position on the form (top, middle, or bottom). Click "Add Field" at the bottom of the box. This will take you back to the form.

*Please note that the five required questions cannot be edited on this form.

Step 5: To add your question, type it as you want it to appear in pink box by "Field Text". Choose the text style, default value if needed, layout, and options. To add possible responses, click "edit by each option". A text box will open. Enter the response in the "Enter display text below" box then click OK. The response will appear on the form. Click "Done" at the bottom of the question to update the form with the new question included.

Step 6: Repeat steps 4 and 5 until all of the questions you want added are included on the form.

Step 7: Click on "Check In" at the top left of the form.

Step 8: Go back to the Faculty Course Evaluation site, click on the form you added questions. The form will open and you can view how the form, with the added questions, will appear to students.

*If you want to make changes to questions after they have been added to a form, go back to Forms Manager. Then, check out the form, go to the question you wish to change and click on "Change" at the bottom of the question. This will allow you to edit the question and layout.

Adding Questions to One Course Evaluation

First, login into the faculty page of the online system using your CSB/SJU login ID and password. For reference, the site is <https://apps.csbsju.edu/evaluations/faculty/>.

Step 1: Click on "Choose Course Forms" on the left side toolbar. This will take you to the Choose Course Forms Page. On it, you should see all of your courses for this semester.

Step 2: Click on the drop down box beside the course next to the course for which you want to add questions.. Click on “New Form”. This will create a course evaluation form specific to the course in Forms Manager.

Step 3: Click on Forms Manager on left side tool bar. You will be prompted to log in again. If you are off campus and your CSB/SJU login ID and password don’t work, add ad/ before your user name.

Step 4: Find the course evaluation form you just created. It will be listed by semester, year, department code, and course number. For example, Fall 2011 THEO 380 – 1A. On the right side of the form, click on “Options” then “Edit Form”.

Step 5: On the top left of the form will be “Check Out”. Click on this and you will be able to edit your form.

Step 6: Click on “New Field” at the top right of the form. This will open a box where you can choose the type of question you want to add and the position on the form (top, middle, or bottom). Click “Add Field” at the bottom of the box. This will take you back to the form.

*Please note that the five required questions cannot be edited on this form.

Step 7: To add your question, type it as you want it to appear in pink box by “Field Text”. Choose the text style, default value if needed, layout, and options. To add possible responses, click “edit by each option. A text box will open. Enter the response in the “Enter display text below” box then click OK. The response will appear on the form. Click “Done” at the bottom of the question to update the form with the new question included.

Step 8: Repeat steps 4 and 5 until all of the questions you want added are included on the form.

Step 9: Click on “Check In” at the top left of the form.

Step 10: Go back to the Faculty Course Evaluation site, click on the form you added questions. The form will open and you can view how the form, with the added questions, will appear to students.

*If you want to make changes to questions after they have been added to a form, go back to Forms Manager. Then, check out the form, go to the question you wish to change and click on “Change” at the bottom of the question. This will allow you to edit the question and layout.

Adding Questions from Existing Forms

Questions can be added to any Forms Manager form for which you own or have read/edit privileges.

First, login into the faculty page of the online system using your CSB/SJU login ID and password. For reference, the site is <https://apps.csbsju.edu/evaluations/faculty/>.

Step 1: Click on “Choose Course Forms” on the left side toolbar. This will take you to the Choose Course Forms Page. On it, you should see all of your courses for this semester. If you are adding questions to all course evaluations, skip to step 4.

Step 2: Click on the drop down box beside the course next to the course for which you want to add questions, Click on “New Form”. This will create a course evaluation form specific to the course in Forms Manager.

Step 3: Click on Forms Manager on left side tool bar. You will be prompted to log in again. If you are off campus and your CSB/SJU login ID and password don't work, add ad\ before your user name.

Step 4: Once in Forms Manager, check out the form you are adding questions to by clicking on the "Options" on the left of the form. Click on "Edit Fields".

Step 5: Once you are on the Edit Fields page, click on "Check Out" on the top left side of the form. This will allow you to edit the form.

Step 6: Once you have the form checked out, click on "Copy Fields" in the top right corner of the form. A pop-up box will open up. On the left side of the box, highlight the form for which you want to take questions. The questions included on that form will appear on the right side of the form. Highlight the questions you wish to move to your course evaluation. To add multiple questions at one time, hold down the Ctrl key and mouse click each question.

Step 7: Once you have the questions highlighted, choose the position on the form you want the questions to move to (top, middle, or bottom). Then click "Copy Fields".

Step 8: The added questions should now appear on the form. Using the up and down arrows on top right corner of each question field, you can change the order of the questions.

Step 9: Click on "Check In" at the top left of the form.

Step 10: Go back to the Faculty Course Evaluation site, click on the form you added questions. The form will open and you can view how the form, with the added questions, will appear to students.

*If you want to make changes to questions after they have been added to a form, go back to Forms Manager. Then, check out the form, go to the question you wish to change and click on "Change" at the bottom of the question. This will allow you to edit the question and layout.

Explanation of Team and Co-Taught Courses

Team and co-taught courses are listed in the course list of the faculty listed first in Banner. Currently, they are the only faculty that has the authority to add questions to the course evaluations for a team or co-taught course. Faculty who are not listed first in Banner will not see the course appear in their course list until after results become available. To add questions, please coordinate with all faculty involved in the course.