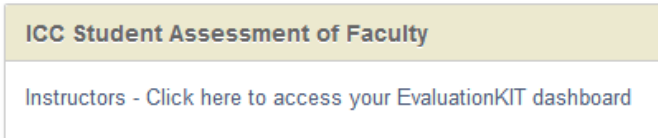


# Faculty Guide: ICC Student Assessment of Faculty

How to add questions to the qualitative assessment in EvaluationKIT

updated 2/15/2019

The Student Assessment of Faculty survey is managed through an online tool called **EvaluationKIT**, which is **integrated with ICC's Blackboard system**. During the times when there is EvaluationKIT information available for you to interact with, you will see a **ICC Student Assessment of Faculty module** on the main Blackboard @ ICC page within Blackboard.



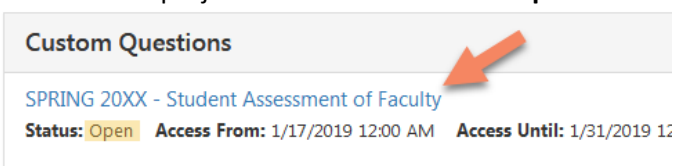
Following the link **“Instructors – Click here to access your EvaluationKIT dashboard”** automatically signs you into EvaluationKIT.

In the weeks leading up to the release of a Student Assessment of Faculty survey for your course, you should **receive an email from ICC Academic Affairs** (academic.affairs@icc.edu) that **contains an individualized direct link** to your EvaluationKIT dashboard. There is no need to sign into Blackboard or EvaluationKIT if you access EvaluationKIT by following the email link.

## Adding Questions to the Survey

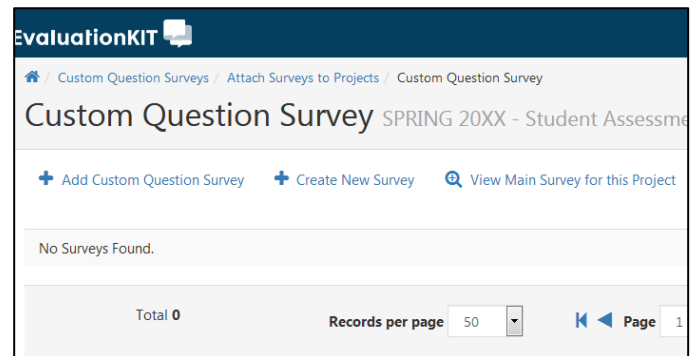
While the questions on the assessment instrument are already set and cannot be altered, faculty members do have the option of adding up to three questions to the qualitative assessment.

1. Access your EvaluationKIT dashboard by following the **email link** sent to you by ICC Academic Affairs. *The EvaluationKIT dashboard can also be accessed by signing into Blackboard and clicking on “Instructors – Click here to access your EvaluationKIT dashboard.”*
2. Within the Custom Questions module, locate the “project” that is listed with an **Open** status.



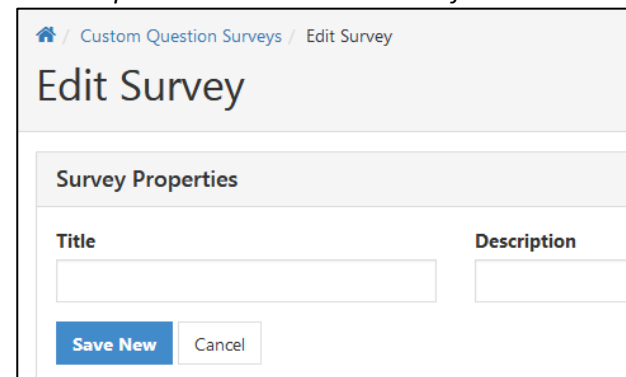
The name of a project with a status of Open will appear as a blue hyperlink.

3. Click on the project name (for example: Spring 2019 – Student Assessment of Faculty). *This should take you to the Custom Question Survey screen.*



**Note:** You can preview the ICC Student Assessment of Faculty survey by clicking the **“View Main Survey for this Project”** link.

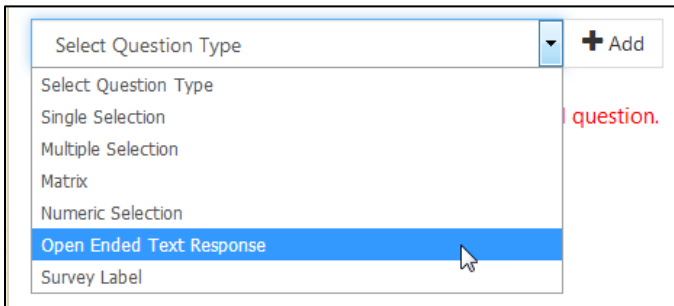
4. Click on **Create New Survey**. You will be creating a small survey of no more than three questions to add to the end of the main survey.



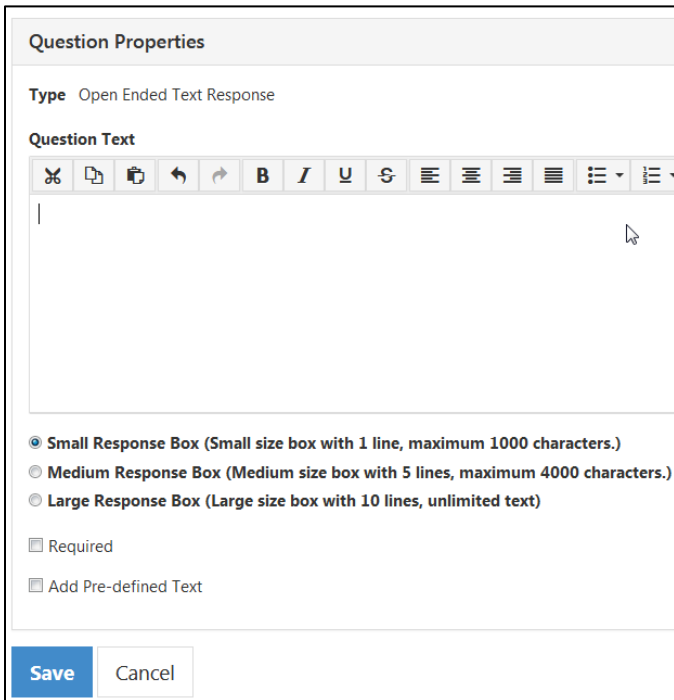
5. Fill in a **Title** and (optional) **Description** for your survey, and click **Save New**. *This is for your reference only—the title and description do not display when the questions are added to the main survey.*

**Note:** To add your questions to the qualitative assessment, **make sure to only use the Open Ended Text Response question type**. All other question types are quantitative and will be included with the quantitative survey results shared with the Dean automatically via a report generated and provided by the ICC EvaluationKIT administrator. The results from any **Open Ended Text Response question** added to the survey only appear on the qualitative reports, which **are NOT automatically shared with the Dean**.

- Choose **Open Ended Text Response** from the Select Question Type drop down, and click the **+Add** button.



- Type your first question into the **Question Text** box.



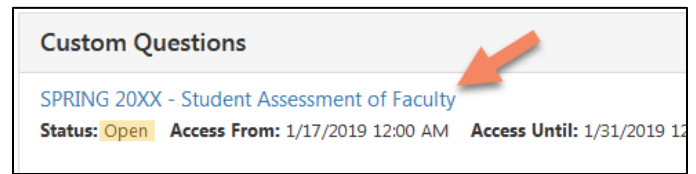
- Choose the **Response Box** size (Small, Medium, or Large) that is appropriate for your question.
- Leave the “Required” and “Add Pre-defined Text” boxes unchecked.
- Click **Save**.
- If you have another question to add, **repeat steps 6 -11 to add your next question**.

**Note:** Faculty are limited to adding **three questions** to the qualitative assessment. If you add more than three questions at this point, you will be prevented from attaching the questions to the main survey in a later step.

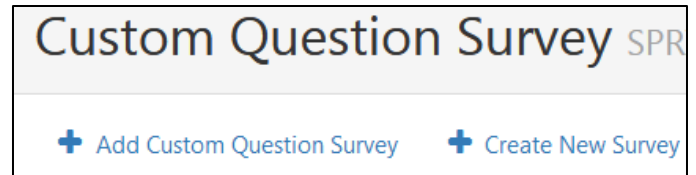
- When you have finished adding your (no more than 3) questions, click on the **Home** link near the top of the screen.



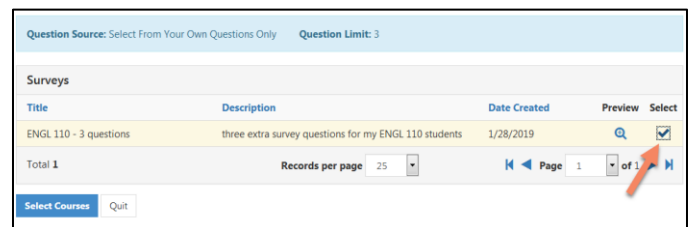
- Within the Custom Questions module, click on the name of the open project (for example: Spring 2019 – Student Assessment of Faculty).



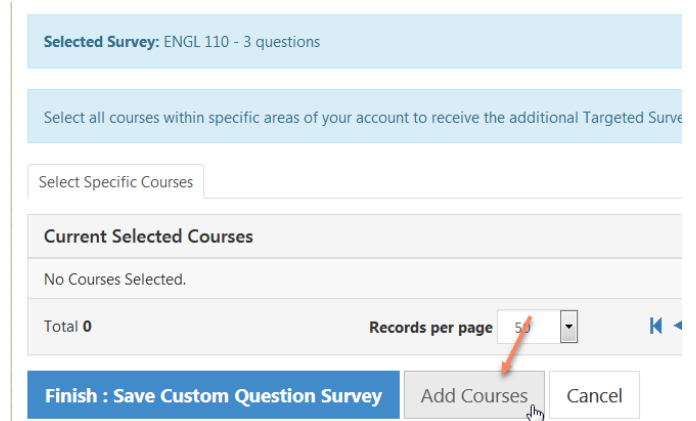
- Click **Add Custom Question Survey**.



- Click on the **checkmark in the Select column** next to the small survey you created in step 4.



- Click on the **Select Courses** button.
- Click on the **Add Courses** button



- Put a **checkmark** next to the course or courses in which you wish to include these extra survey questions. Click **Add Selected Courses**.
- You should see a message appear: “You have successfully added a Custom Question Survey to your course(s).” Click **OK**.

The questions you created will be included at the end of the ICC Student Assessment of Faculty survey in the courses you selected.