Creating a Mid-Semester Survey

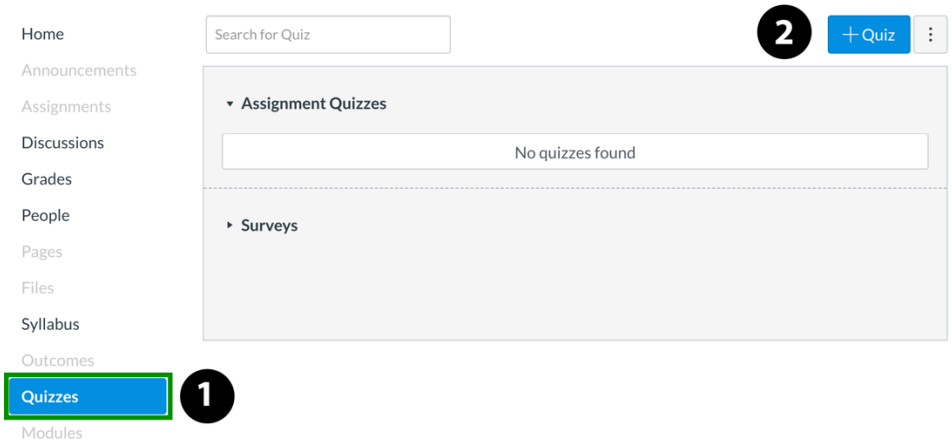
Mid-course feedback enables faculty to fine-tune a course that is already in progress. Gathering this type of feedback sends a message to students that you care about their success in the course.

To get honest feedback from students, make the survey anonymous.

To assist you, the TIDES has created a global question bank that consists of mid-course related questions. You can use all, some, or none of the questions in this question bank.

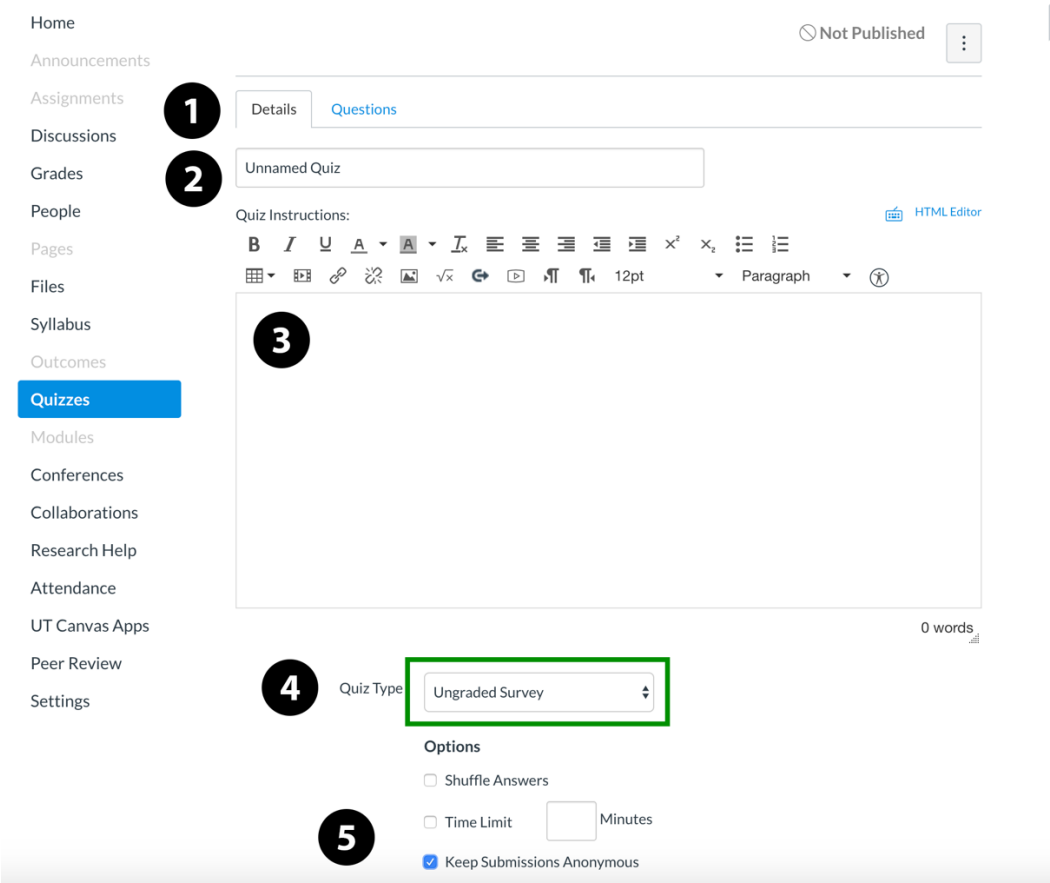
Step 1: Create a New Quiz

Select **(1)** Quizzes in your left course navigation, then select **(2)** the "+ Quiz" button.

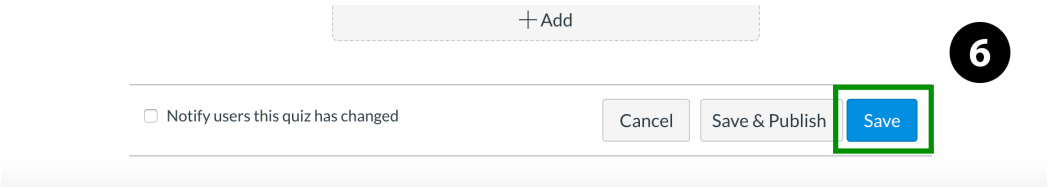


Step 2: Configure Your Quiz as a Survey

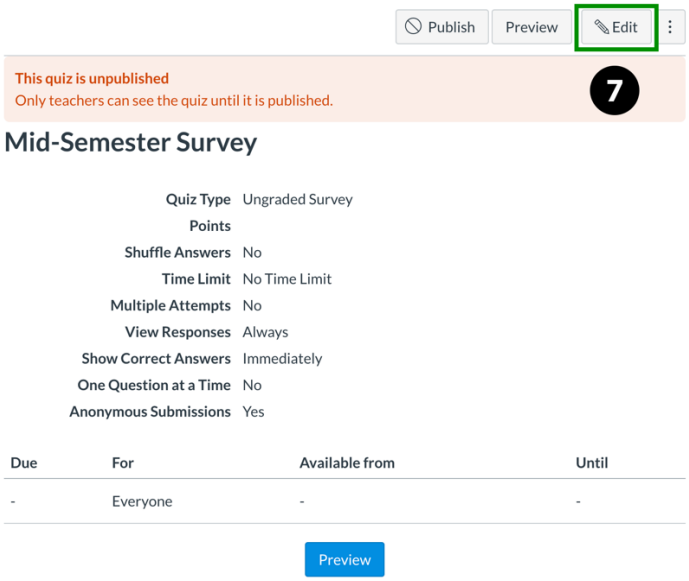
(1) The Details tab will open and you can add **(2)** a quiz/survey title, **(3)** directions, **(4)** select your assessment type from the drop-down menu—in this case ungraded survey—and a variety of other quiz/survey settings to configure the administration of your assessment. To make survey submissions anonymous, check **(5)** this box.



Please don't forget to save your work! You may have to scroll down to see the "Save" button. **(6)**

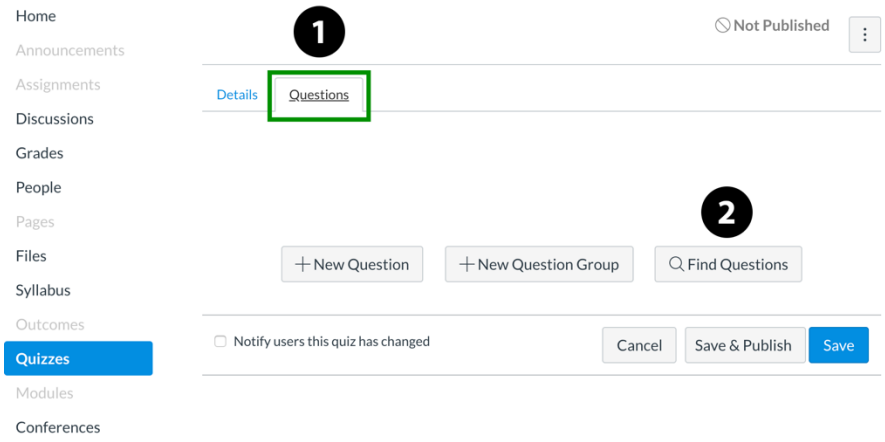


After saving, you will be brought to a page that looks like this. To get back to the new quiz creation area, click the “Edit” button. **(7)**



Step 3: Import Mid-Semester Feedback Questions

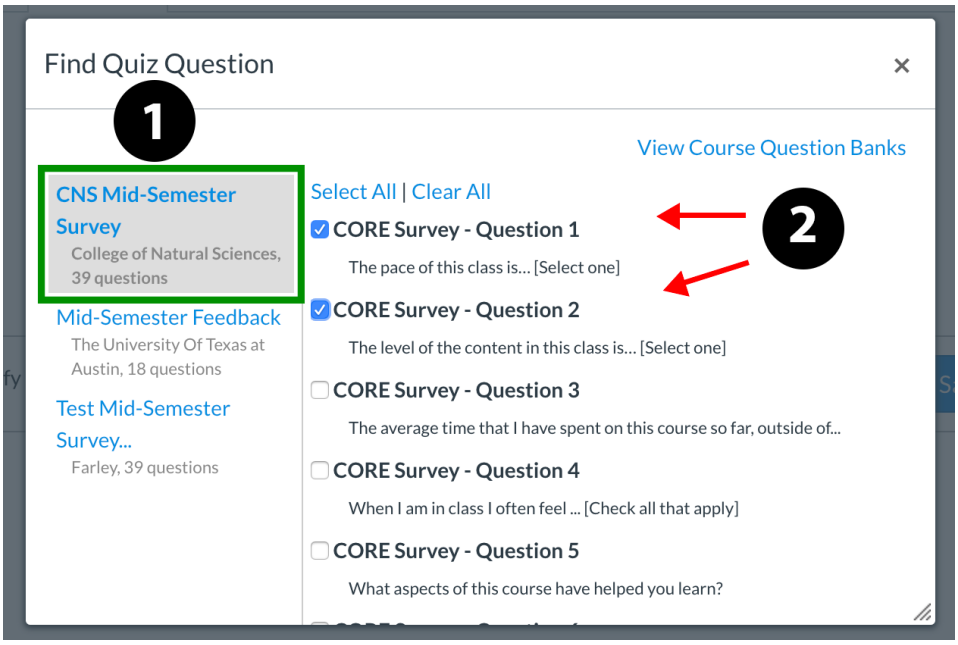
In the new quiz creation area, select the Questions Tab **(1)** and then the "Find Question" button. **(2)**



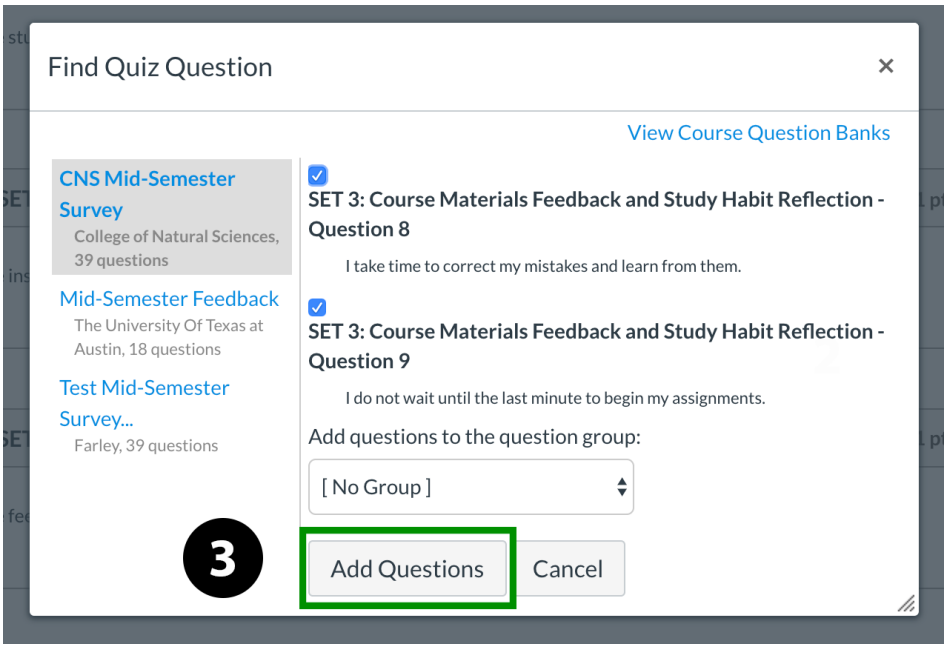
Step 4: Select Questions to Import

The CNS Mid-Semester Survey question bank **(1)** will appear in the left margin. Select it and check the boxes **(2)** next to the questions that you would like to import into your survey.

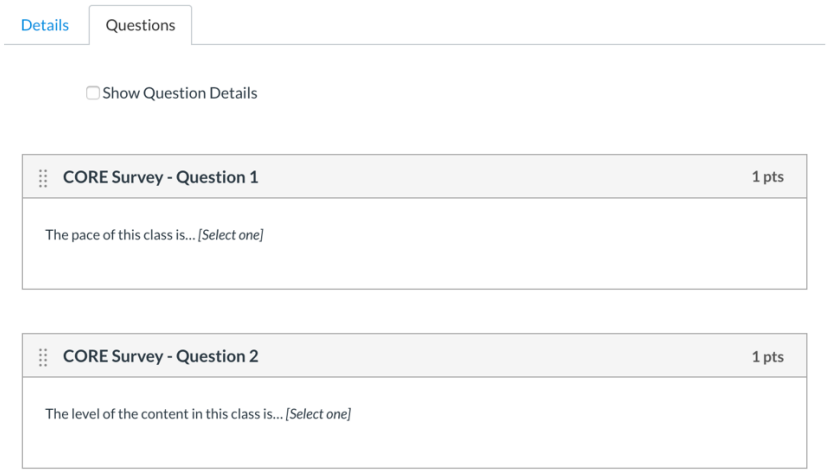
Note: You can edit the questions after you have added them to your survey.



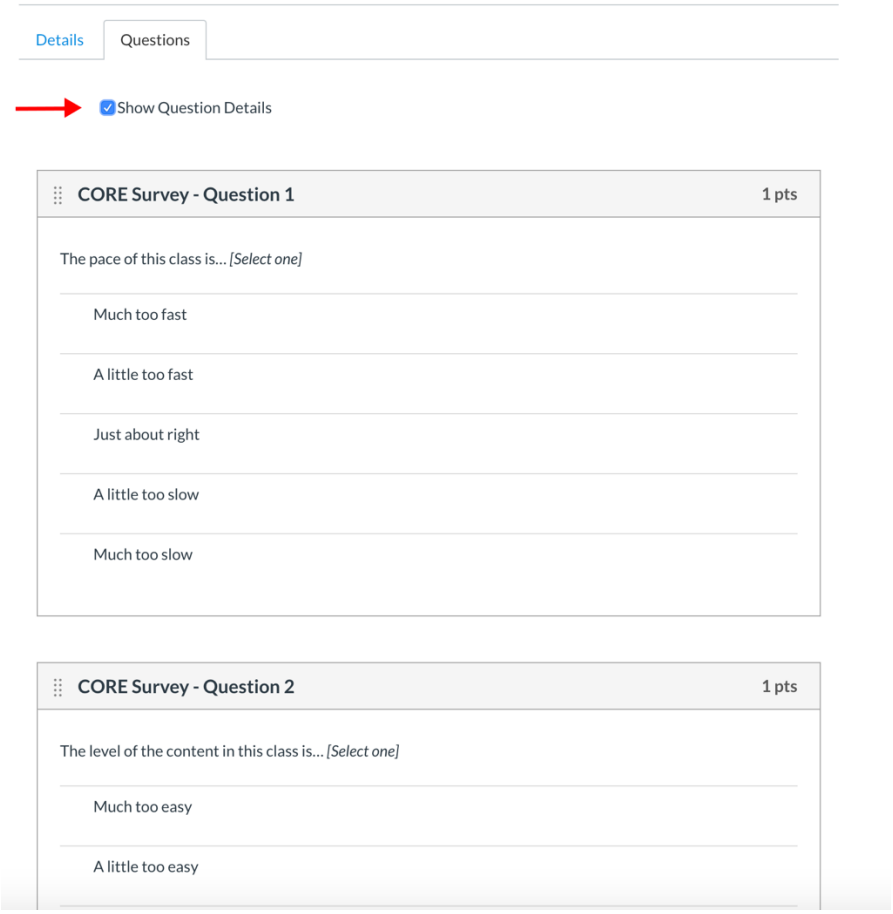
When done selecting the questions that you want to import, scroll down the window and click the “Add Questions” button. **(3)**



Your survey will then list the selected questions like the example below:

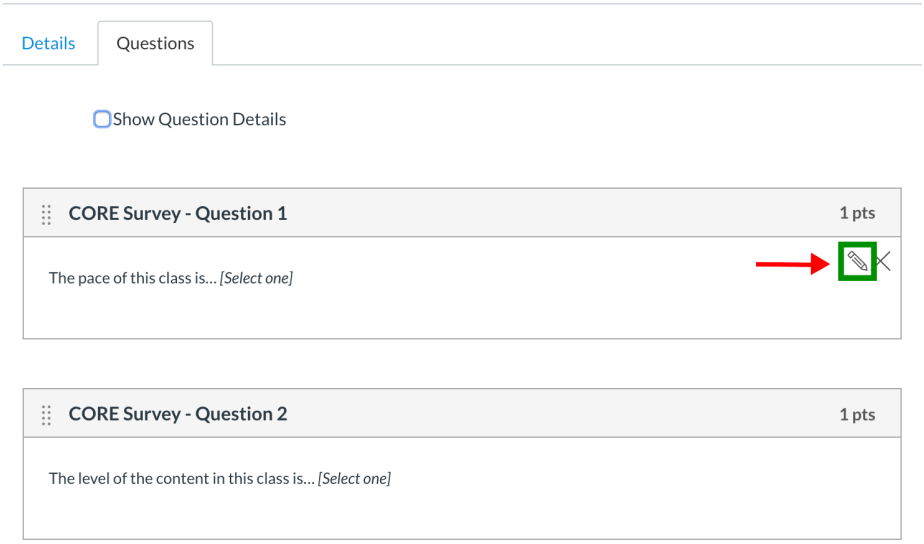


If you would like to see the questions in detailed form, check the “Show Question Details” box. The window will expand to show the question and answer choices.

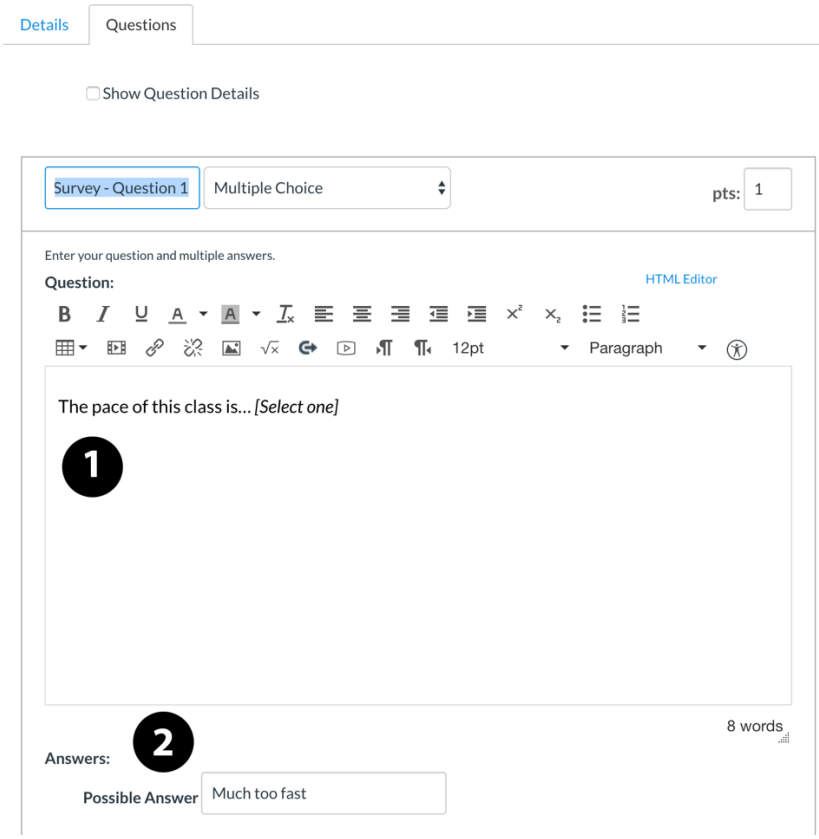


Step 4: Edit Questions

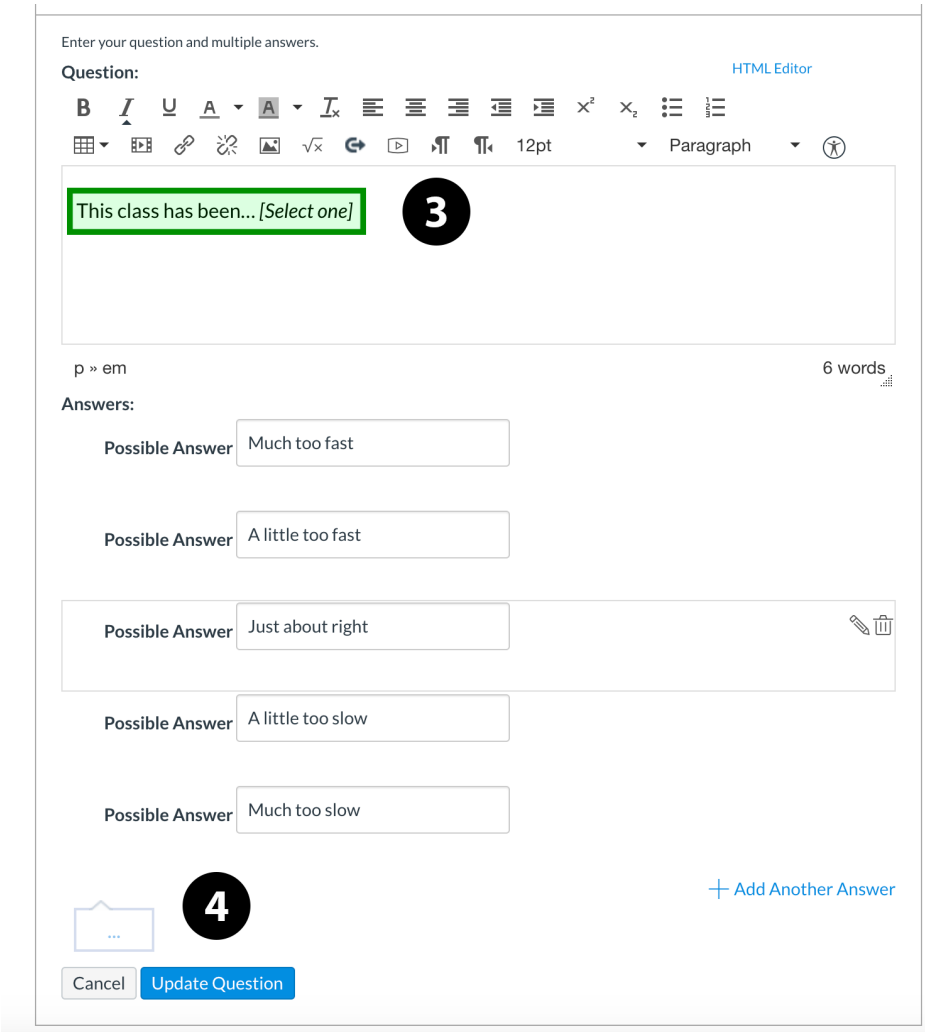
Hover over the question that you would like to change and then click the pencil icon.



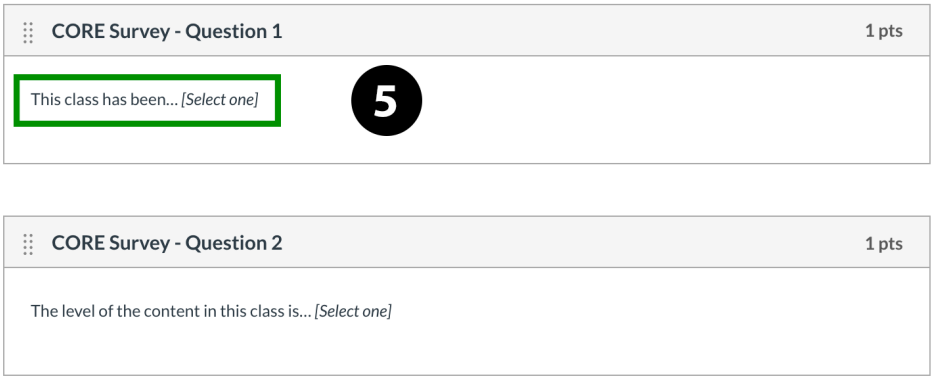
That will open to this window, where you can edit **(1)** the question and/or **(2)** the answer choices.



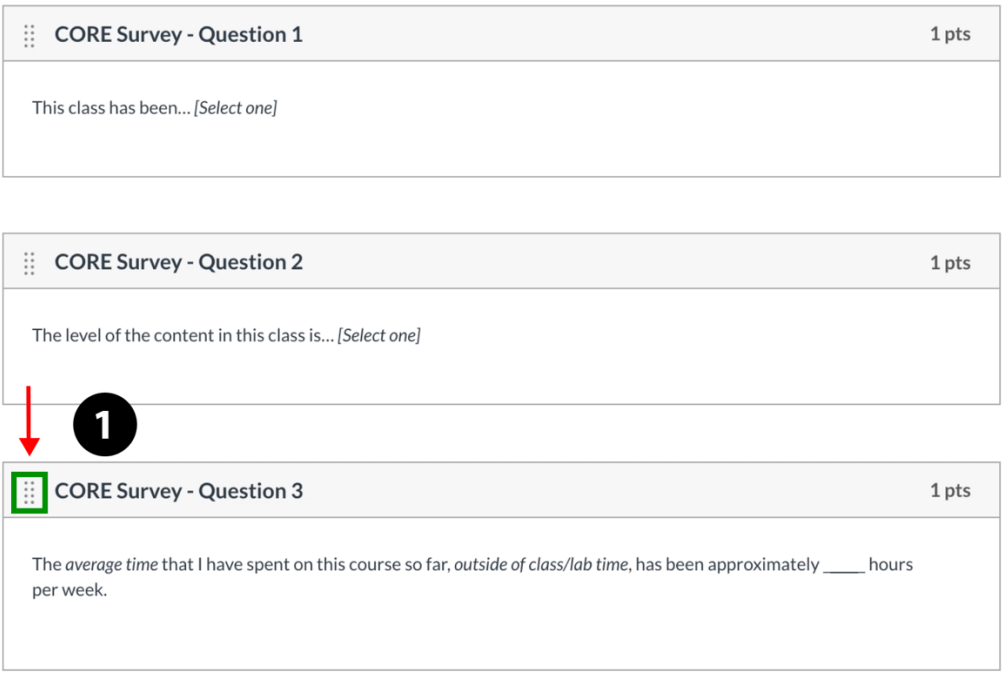
For example, if you wanted to change the wording of a question from “The pace of this class is…” to “This class has been…”, you would simply edit the text **(3)** and click the “Update Question” button **(4)** to implement the change.



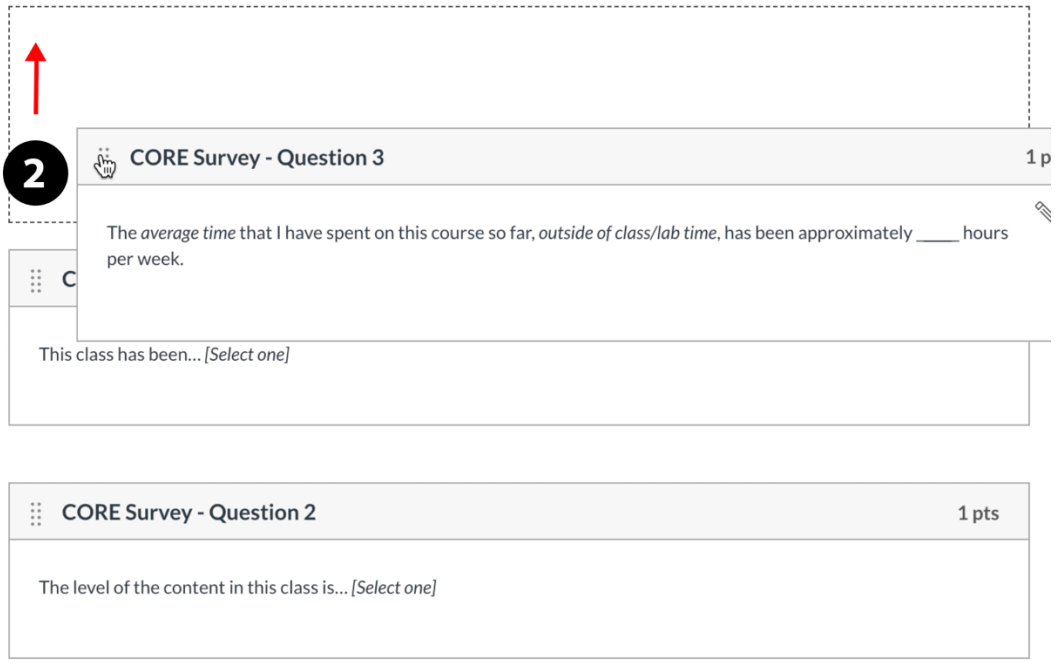
That will close that window and you will see that the question has been updated. **(5)**



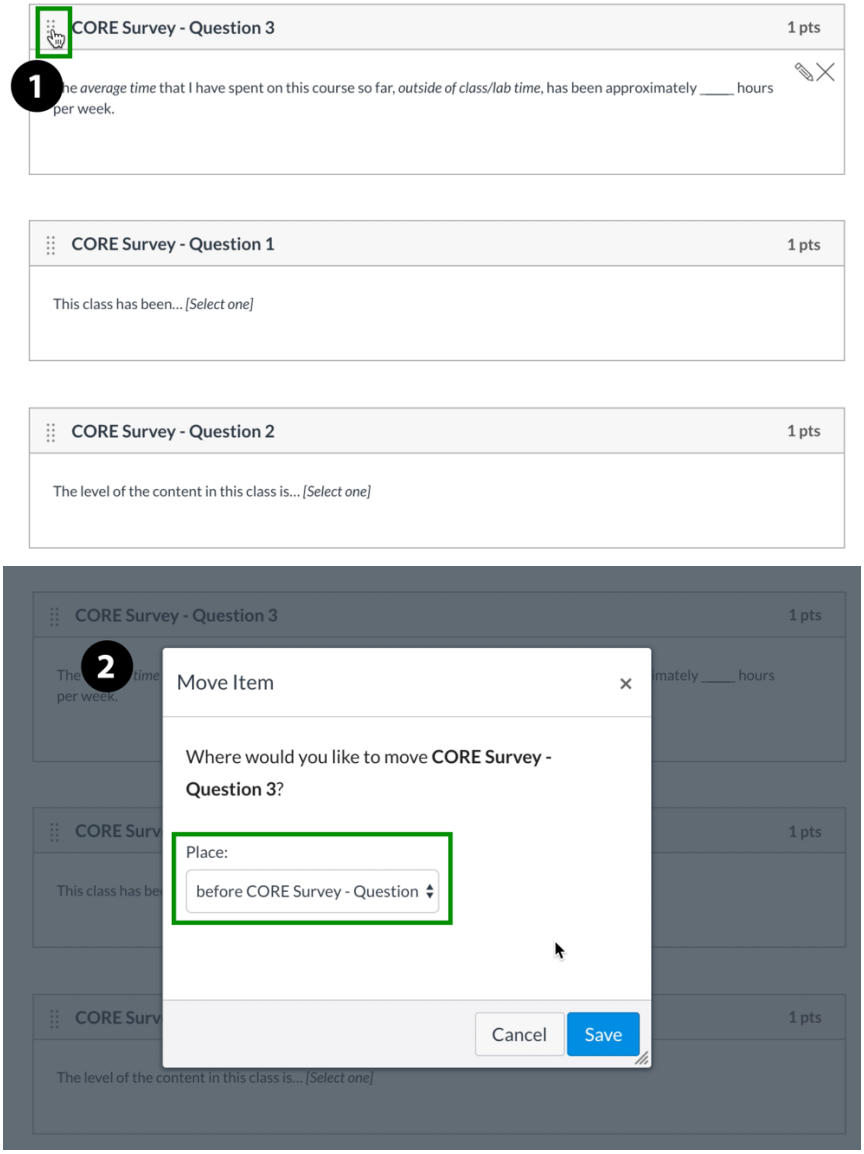
Moving Questions:
If you want to rearrange the order of the questions, you can click and hold onto the tab located next to the question name **(1)**,

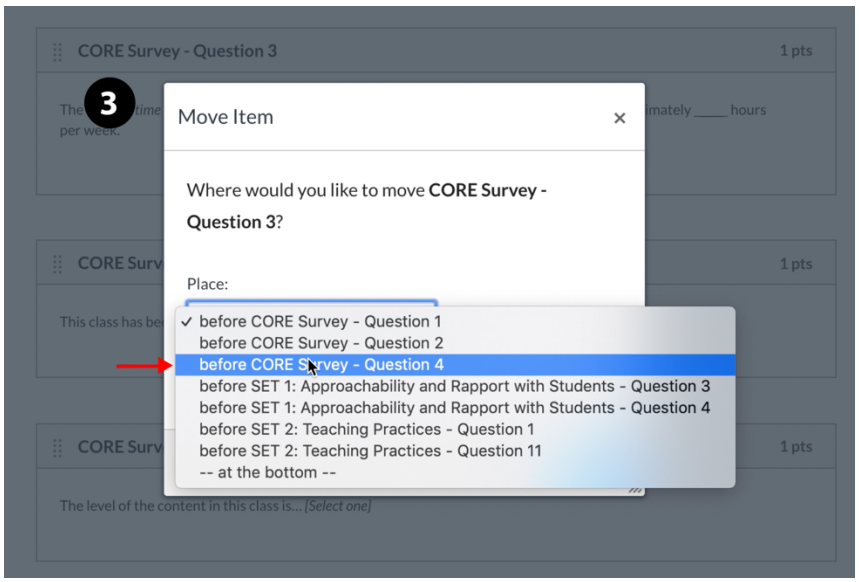


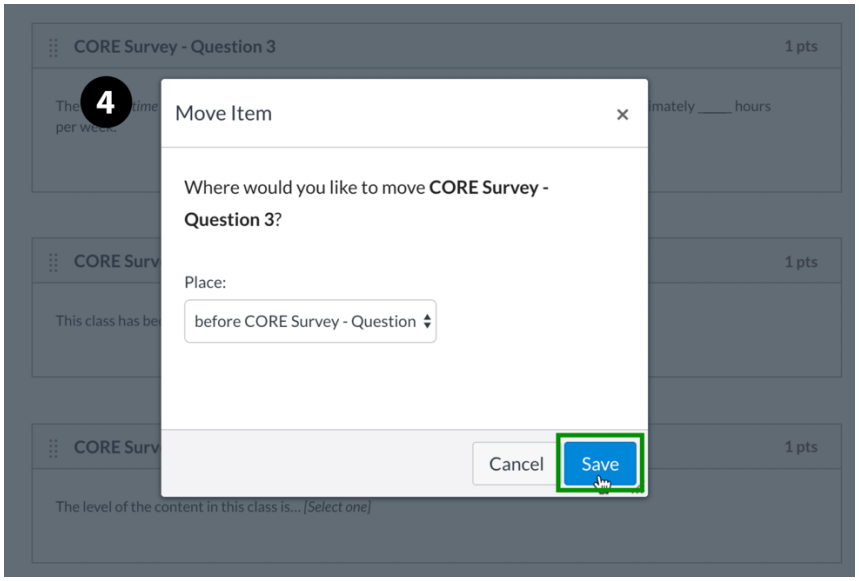
and drag it to where you want it placed. **(2)**

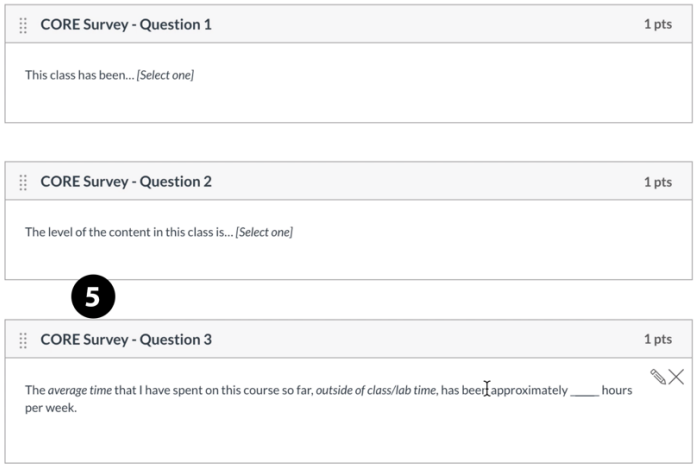


Another way you can move a question is to double click on the tab next to it. **(1)** The "Move Item" window **(2)** will open and from the "Place" dropdown list you can select where you want to place the question. **(3)** Press the "Save" button **(4)**. The question will now be where you moved it. **(5)**

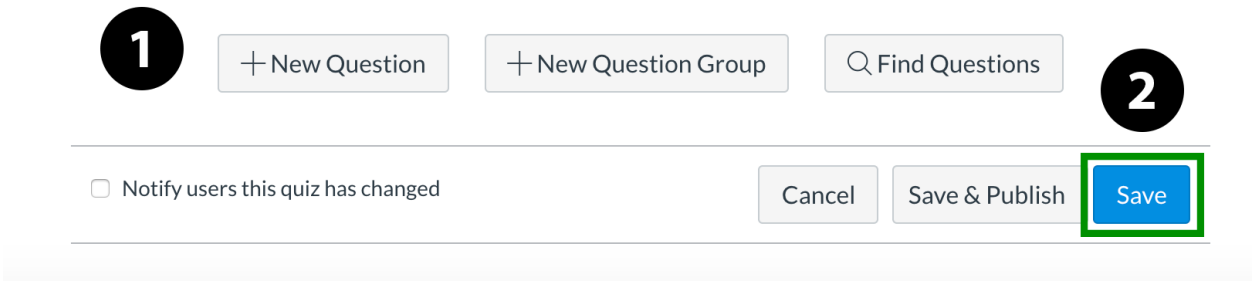



CORE Survey - Question 3
1 pts
3
Move Item
Where would you like to move CORE Survey - Question 3?
Place:
before CORE Survey - Question 1
before CORE Survey - Question 2
before CORE Survey - Question 4
before SET 1: Approachability and Rapport with Students - Question 3
before SET 1: Approachability and Rapport with Students - Question 4
before SET 2: Teaching Practices - Question 1
before SET 2: Teaching Practices - Question 11
-- at the bottom --
The level of the content in this class is... [Select one]

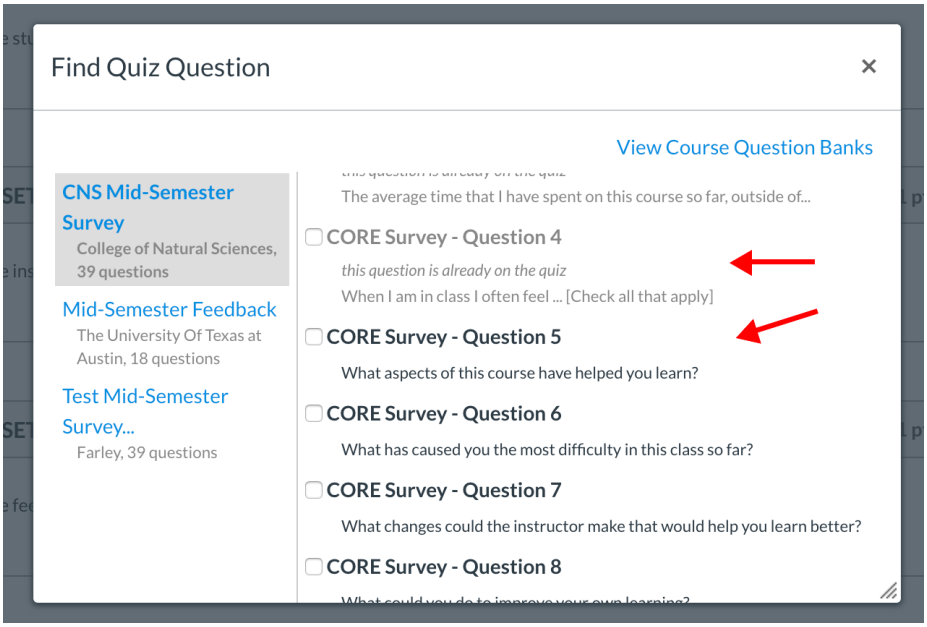

CORE Survey - Question 3
1 pts
4
Move Item
Where would you like to move CORE Survey - Question 3?
Place:
before CORE Survey - Question
Cancel
Save
The level of the content in this class is... [Select one]


CORE Survey - Question 1
1 pts
This class has been... [Select one]
CORE Survey - Question 2
1 pts
The level of the content in this class is... [Select one]
5
CORE Survey - Question 3
1 pts
The average time that I have spent on this course so far, outside of class/lab time, has been approximately ____ hours per week.

Adding Questions:
You may also want add your own questions to the survey. At the bottom of the Questions tab, select the "+ New Question" button. **(1)** After you have made all of the updates you want to the survey, please save. **(2)**

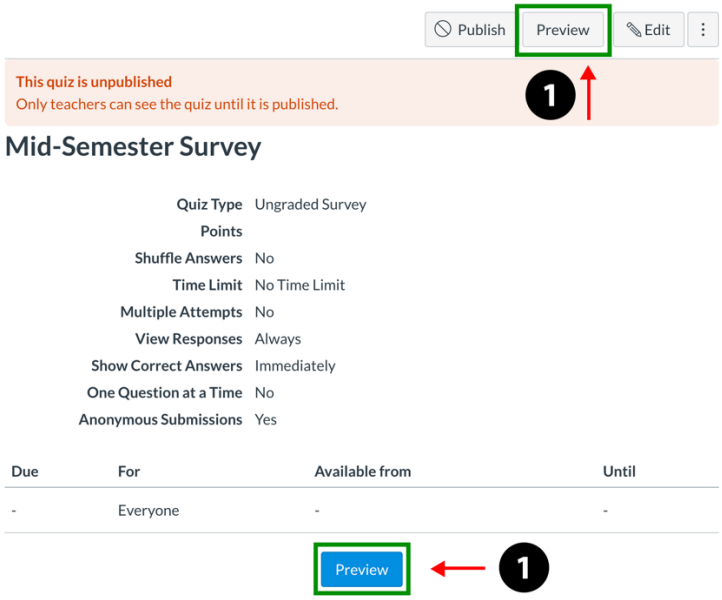


Note: If you wanted to add more questions from the same question bank, you will be able to see which questions you already have included. The question will be grayed out and also state that "this question is already on the quiz". You can however still add a question that is already in your survey.

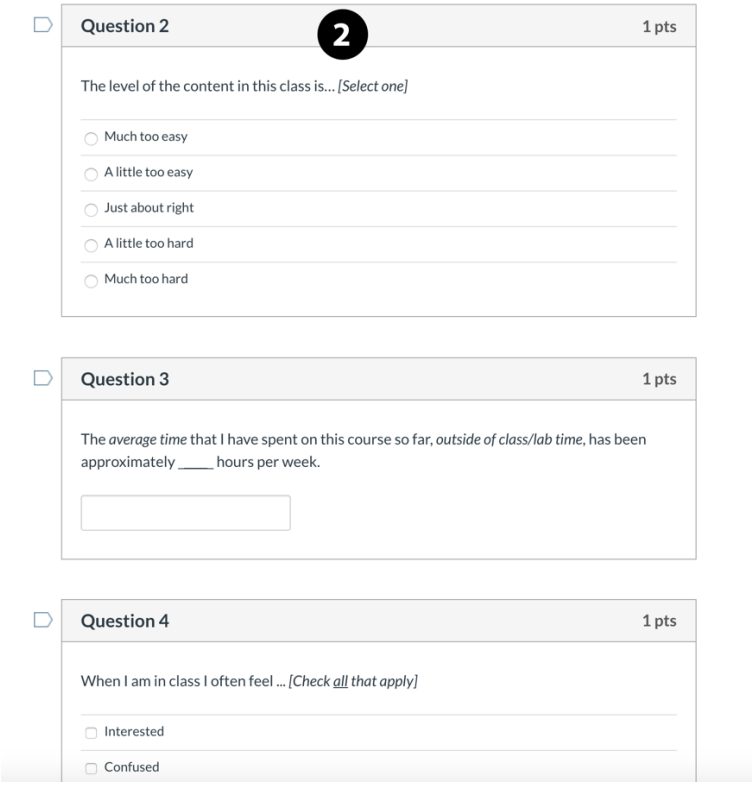


Step 6: Preview the Survey

After adding questions and arranging the survey you can preview it by clicking either "Preview" button. **(1)**



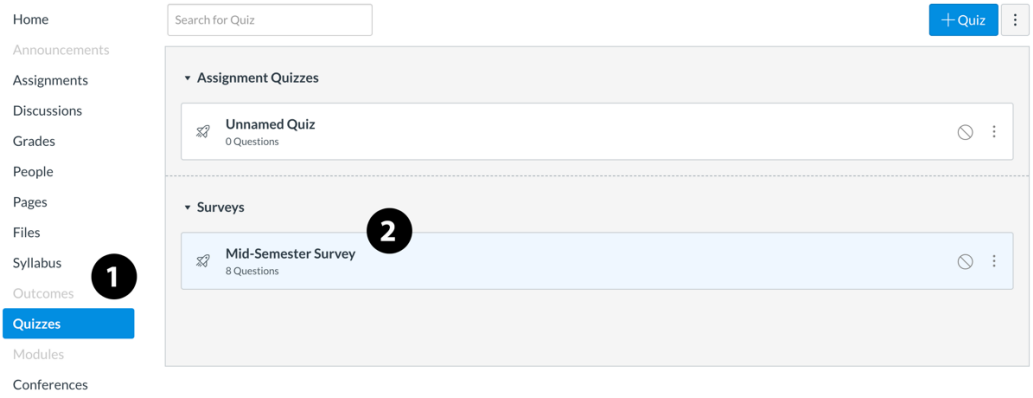
The survey questions and answer choices will be displayed as students will see them. **(2)**



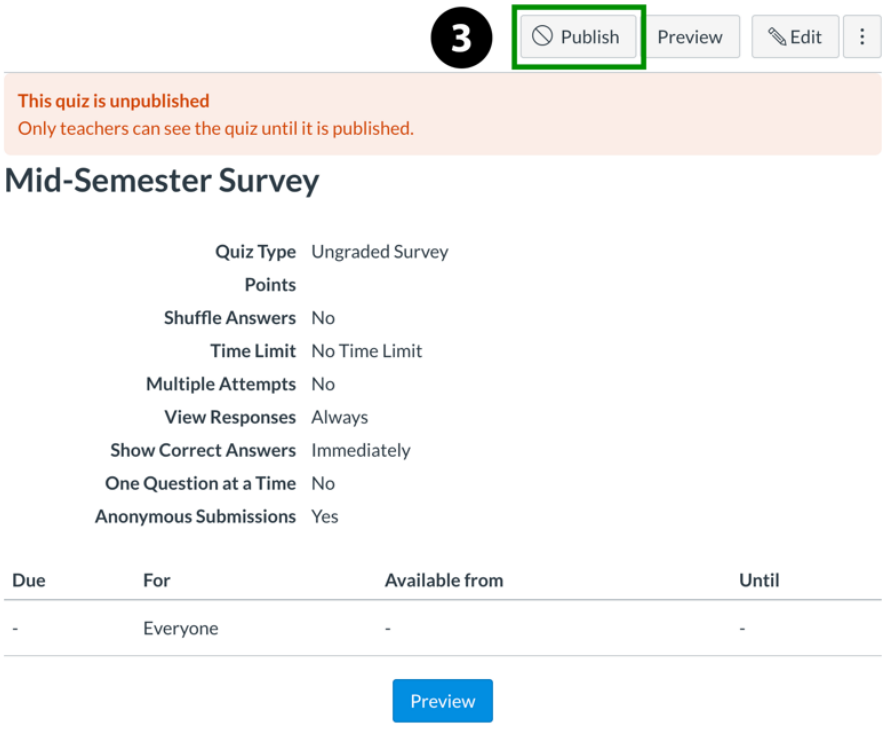
To get out of Preview mode, you can click the “Keep Editing This Survey” button. **(3)**

Step 7: Publish the Survey

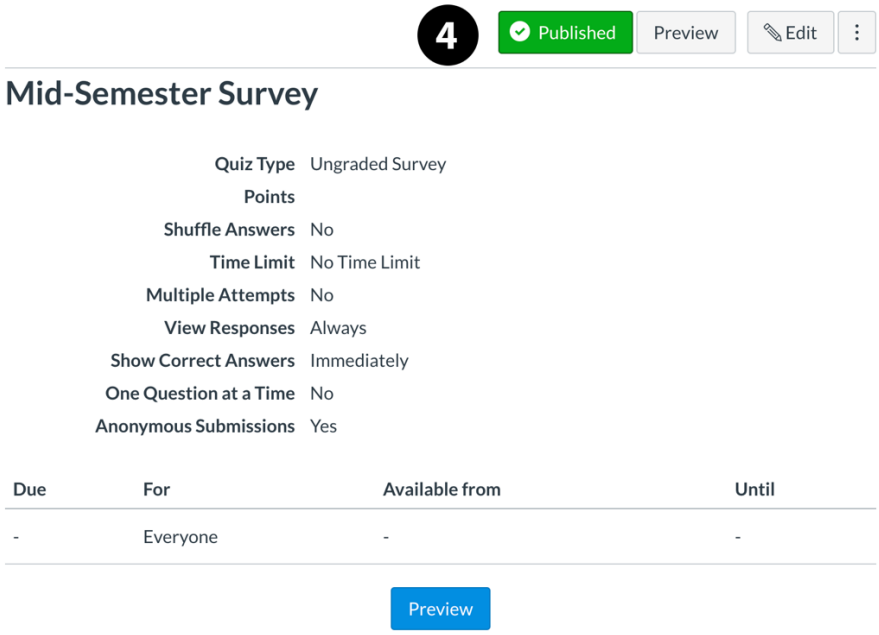
When you are done putting together the survey, you can publish it to make it available to students. To do so, select Quizzes **(1)** in your left course navigation and then locate the survey. **(2)**

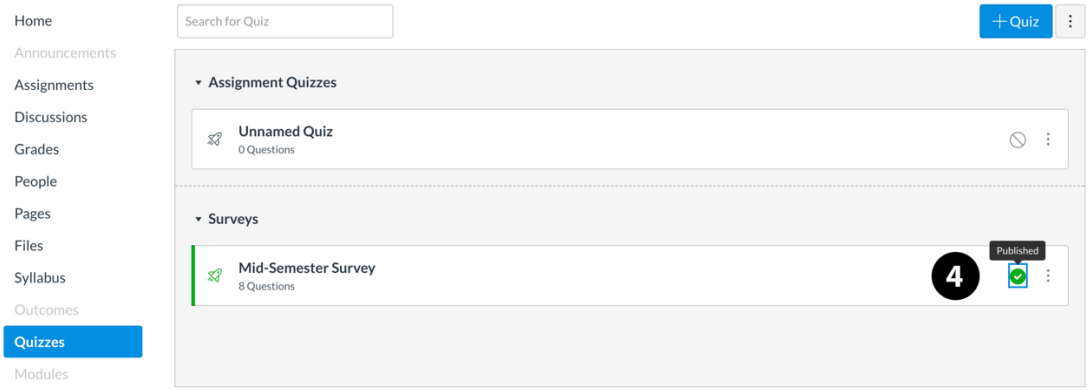


Open it and you will be taken to this window. You can publish the survey by clicking the “Publish” button. **(3)**



You will know that it has been published successfully by the button turning green with a check mark and the button text changing to “Published”. **(4)**



You can also publish a survey by selecting Quizzes **(1)** in your left course navigation, locating the survey **(2)** and clicking the “Publish” button to the right of the survey name. **(3)**

You will know that it has been published by the button turning green with a checkmark. **(4)**