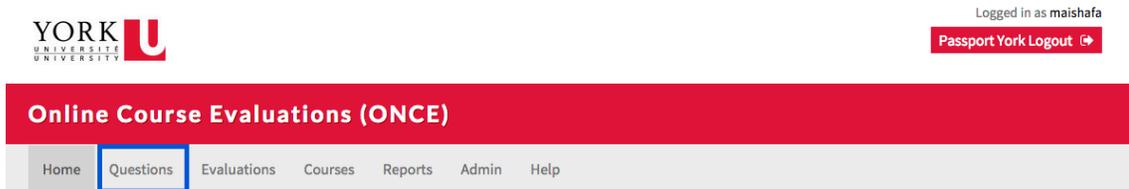


Creating Questions in ONCE

Evaluations must be created **before** the academic year begins and must not be modified after. In order to create an evaluation, questions need to be either edited or created first. The Questions section is used to create questions to be integrated into the evaluation forms. A user should first search for the questions they may need before creating any new questions that may be similar or already exist.

To search for question(s):

1. From the navigation menu, click the **QUESTIONS** link.



The following is a list of common tasks related to the online course evaluation process:

- [Link](#) a course to an existing evaluation
- Create a [new evaluation form](#)
- Browse the [library](#) of reusable evaluation content
- Application version: 2415

Need Help? Please visit the [course evaluation support site](#).

2. From the Question Search Screen (expand “Show Filter” if you do not see the below section), select the following:

- a. Select the **Faculty/Department** from the drop down list.
- b. Select the **Question Type** from the drop down list. (Optional)
 - i. Essay
 - ii. Multiple Choice
 - iii. Scale
 - iv. Label
- c. Select the **Instructional Format** from the drop down list. (Optional)
- d. Enter the text you are searching for. (Optional)
- e. Then click on Filter Questions to begin your search.

To create new question(s):

From the navigation menu, click the **QUESTIONS** link.

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Passport York Logout

Online Course Evaluations (ONCE)

Home Questions Evaluations Courses Reports Admin Help

The following is a list of common tasks related to the online course evaluation process:

- [Link](#) a course to an existing evaluation
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From the Question Search Screen, click **Add Question**

Online Course Evaluations (ONCE)

Home Questions Evaluations Courses Reports Admin Help

Questions Show Filter

Create New Question

Show 10 entries

Search:

Type	Question	Faculty	Dept	Locked	Shared	Updated By	Updated On	Actions
Scale	Ability to encourage and guide discussion:				X	System	11/06/2009	Edit Delete
Scale	Ability to explain ideas and concepts clearly:				X	System	11/06/2009	Edit Delete

For the following steps, please refer to the image below:

Create New Question X

Caption (EN) [Text Box] 1

Caption (FR) [Text Box]

Locked

Faculty LA&PS 2

Department HISTORY 3

Question Type Essay 4

Submit Close

1. Enter the question to be asked in the **Caption (EN)** field, if you plan on having a French evaluation enter the translated text in the **Caption (FR)** field as well.
2. Select your Faculty from the **Faculty** drop down list.
3. Select your Department from the **Department** drop down list.
4. Choose the question type
 - a. **Essay** - An area that students will be able to enter text; a common example is an "Any other comments" question.
 - b. **Label** - _____
 - c. **Multiple Choice** - A list of options where the student can choose only one value

Question Type Multiple Choice

Choice Set -- Select or Create Choice Set --

Vertical

Choices

Text (EN)	Text (FR)	
[Text Box]	[Text Box]	↑ ↓ ✖
[Text Box]	[Text Box]	↑ ↓ ✖

Add custom answer

Submit Close

- d. **Scale** - A list of options where only one can be chosen by the student that has an associated value with it, an example are "Poor/Adequate/Good/Very Good/Excellent" questions.

Question Type

Choice Set

Choices

Text (EN)	Text (FR)	Scale Value	
<input type="text"/>	<input type="text"/>	<input type="text"/>	↑ ↓ -
<input type="text"/>	<input type="text"/>	<input type="text"/>	↑ ↓ -

[Add custom answer](#)

[Submit](#) [Close](#)

Note: If you chose a Multiple Choice or Scale question enter the options available to the student under the **Text (EN)** fields, and in the **Text (FR)** fields if you are having a French Evaluation. To add another choice, click the **Add custom answer**.

When you have finished setting up the question click the blue **Submit** button. Repeat as necessary for each question in the evaluation.