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.

2. From the Question Search Screen, select the following:

   1. Faculty
   2. Department
   3. Question Type

   ![Questions Search Screen](image)

   - [Filter Questions]
1. Select the Faculty/Department from the drop down list.
2. Select the Question Type from the drop down list. (Optional)
   i. Essay
   ii. Multiple Choice
   iii. Scale
   iv. Label
3. Select the Instructional Format from the drop down list. (Optional)
4. Enter the text you are searching for. (Optional)
5. Then click on Filter Questions to begin your search.

**To create new question(s):**

From the navigation menu, click the QUESTIONS link.
From the Question Search Screen, click Add Question.

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

1. Create New Question
2. Caption (EN)
3. Caption (FR)
4. Locked
5. Faculty
6. Department
7. Question Type

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** – Displays information only (there is no input asked from students)
   c. **Multiple Choice** - A list of options where the student can choose only one value
   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 Options](image)

**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.