

# 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.



End of Course / Mid-Course evaluations provide an opportunity for you to review your students feedback about your courses.

Academic Year

[View Evaluations](#)

Please take a moment to review your End of Course evaluation(s).

Show  entries

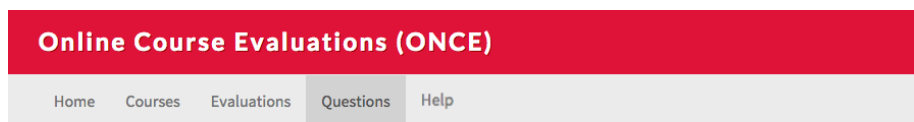
Search:

Course	Faculty	Period	Sec	Completed / Total	Percent Completed	Results
HUMA 1825	AP	Y	A	0 / 187	0.00%	No Results
GK 3010	AP	F	A	0 / 1	0.00%	No Results
GK 4010	AP	F	A	0 / 2	0.00%	No Results

Showing 1 to 3 of 3 entries

Previous  Next

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



## Questions

Faculty  **1**

Department  **2**

Question Type  **3**

Instructional Format  **3**

Search existing evaluation forms for questions used to evaluate meets in the above instructional format.

Search Text

Locked

Hide custom evaluation-specific questions?

Language

[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.



End of Course / Mid-Course evaluations provide an opportunity for you to review your students feedback about your courses.

Academic Year

[View Evaluations](#)

Please take a moment to review your End of Course evaluation(s).

Show  entries

Search:

Course	Faculty	Period	Sec	Completed / Total	Percent Completed	Results
HUMA 1825	AP	Y	A	0 / 187	0.00%	No Results
GK 3010	AP	F	A	0 / 1	0.00%	No Results
GK 4010	AP	F	A	0 / 2	0.00%	No Results

Showing 1 to 3 of 3 entries

Previous  Next

From the Question Search Screen, click **Add Question**

**Online Course Evaluations (ONCE)**

Home Courses Evaluations Questions Help

Questions

**Faculty** LA&PS

**Department** HUMANITIES

**Question Type** -- Select Question Type --

**Instructional Format** -- Select Instructional Format --  
Search existing evaluation forms for questions used to evaluate meets in the above instructional format.

**Search Text**

**Locked**

**Hide custom evaluation-specific questions?**

**Language** EN

**Filter Questions**

**Create New Question**

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

Create New Question X

**Caption (EN)**  1

**Caption (FR)**

**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** – 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.

**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.