Course Evaluation System – Faculty – Creating Custom Questions

Using a browser go to https://eval.lanecc.edu/

Log into the Central Authentication Server using your L-Number and PIN.

There are two places where faculty can normally create questions. You can create questions that apply to all of your courses in the "Individual Instructor Questions" section. You can create questions that apply to a single course section in the "Course Section Evaluation" section.

In either place you will need to click the "Questions" button.
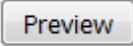
Questions

There are two kinds of questions that are currently available to use, open ended questions and scaled questions. When creating a custom question it is best to decide what text you want displayed as the question text beforehand. Select the question type and carefully type in the question text. You can create, add, and remove questions, but you cannot edit the question text once the question has been created. Click the "Create" button to create the question.

Create

After creating questions they appear in the "Custom Questions" section. If you have any custom questions the survey automatically ignores the default questions. If you want the default questions to also appear on the Course Evaluation survey then you need to add them back. You can add each question back using the "Add" button in the "Default Questions" section.

Add

After you are done with custom questions, it is good to preview the new evaluation. You can click the link "Evaluation Main Page" at the top of the screen to get back to the main screen. From there you can find a course you are teaching in the "Course Section Evaluation" section and click the "Preview" button.

Preview

If you need to, you can make additional adjustment.