

Create a Custom Question Survey

Melissa Kane - 2025-07-03 - Comments (0) - Teaching Learning and Research

NOTE: These steps are out of date, please reference the newest steps as of July 2025 on our current knowledgebase article below.

[Creating and Attaching Custom Course Surveys.](#)

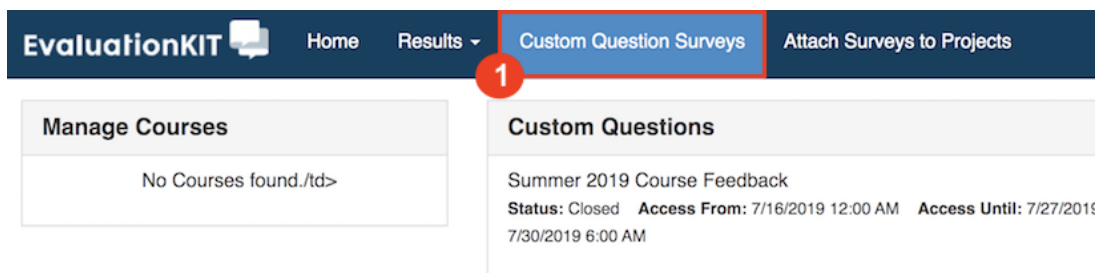
A course feedback form is automatically created for every course and includes Brown's [standard questions](#). However, instructors, department chairs and managers may add up to 10 custom questions before students complete the course feedback. Alternatively, instructors, department chairs and managers may apply Optional Item Banks created by the university, that are now available in the Course Feedback system. Open this PDF to review the [Optional Items Banks](#), available in the Course Feedback system custom question survey builder.

NOTE: Creating a custom question survey is a **two-step process**. Once you have created your custom question survey using the instructions below, you must [Attach the Custom Question Survey](#) to your current project.

Create Custom Question Survey

1. Log into [the Course Feedback system](#)

2. Click on **Custom Question Surveys**



The screenshot shows the EvaluationKIT web interface. At the top is a dark blue navigation bar with the 'EvaluationKIT' logo and a speech bubble icon. To the right of the logo are links for 'Home', 'Results' (with a dropdown arrow), 'Custom Question Surveys' (highlighted with a red box and a red circle containing the number 1), and 'Attach Surveys to Projects'. Below the navigation bar, the page is divided into two main sections. The left section, titled 'Manage Courses', contains the text 'No Courses found./td>'. The right section, titled 'Custom Questions', displays a table with one entry: 'Summer 2019 Course Feedback'. Below this entry, the status is 'Status: Closed', and the access period is 'Access From: 7/16/2019 12:00 AM' and 'Access Until: 7/27/2019 7/30/2019 6:00 AM'.

Custom Questions
Summer 2019 Course Feedback Status: Closed Access From: 7/16/2019 12:00 AM Access Until: 7/27/2019 7/30/2019 6:00 AM

3. Click **+Create New Custom Question Survey**

Custom Question Surveys

+ Create New Custom Question Survey 2

Q Search Surveys

Title Contains Start Date End Date

Search

Surveys No Default Survey Selected

No Surveys Found

Total 0 Records per page 25

4. Fill in **Title** and **Description** for the custom question survey, and then click **Save New**

Survey Edit

Survey Properties

Title 4
Inclusive Classroom Questions

Description 5
These questions inquire

Save New Cancel

5. Click on **Select Question Type**, select the question style, and click **+Add**

Survey Properties

Title
Inclusive Classroom Questions

Description
These questions inquire

Save Cancel

Select Question Type 6 **+ Add** 7

6. Write the **Question Text**, customize the **Response Options** (e.g., Likert-scale "Agree," "Disagree," etc.), and **Numeric Weighting**. Customize **Question Properties** where preferred.

Type Single Selection

Question Text 8



Instructions

Each line below represents one response option. Example of response options might be a satisfaction rating. Starting with the first Response Option entered, coding for each response option begins with a

Response Options 9

ItemChoice 1
ItemChoice 2
ItemChoice 3
ItemChoice 4
ItemChoice 5

Numeric Weighting 10

1
2
3
4
5

7. Click **Save**.

For **technical assistance** with the Course Feedback system, email help@brown.edu
For **non-technical** questions or a consultation, please email course_feedback@brown.edu

Types of Custom Questions

- **Optional Item Banks:** Optional Item Banks allows you to select one or more survey items from the Optional Item Banks, which are organized by theme.
- **Single Selection Question:** Single Selection Question type is where the student will pick from one of many options. This works best for yes/no and Likert-type scale questions and can be formatted both vertically and horizontally.
 - If using a Likert-type scale, Brown uses the following:
 - 1 - Agree Strongly
 - 2 - Agree
 - 3 - Neither Agree nor Disagree

4 - Disagree

5 - Disagree, Strongly

- **Multiple Selection Question:** Multiple Selection Question type allows the student to check all that apply and is only appropriate when asking the student to select multiple or potentially multiple responses from multiple options.
- **Matrix Question:** Matrix Question type has a common response scale and multiple items being evaluated on the same response scale. Here, the student would go through and respond to the different items from one response scale.
- **Numeric Selection Question:** Numeric Selection Question type allows you to setup numeric ranges using a slider and the student can then input a numeric selection based on that range.
- **Open-Ended Text Response Question:** Open-Ended Text Response Question Type is for write-in responses and/or comments.
- **Survey Label:** The Survey Label is text that you can add anywhere in the body of your survey to organize, write instructional text or add a thank you message at the end. You can insert these survey labels anywhere throughout your survey to add these text breaks.