

Creating and Attaching Custom Course Surveys

Jeremy Galvez - 2025-07-03 - Comments (0) - Course Feedback

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, you must attach the custom question survey to your current project.

After logging into [the Course Feedback system](#) you can follow step-by-step instructions in the Watermark [Custom Questions for Administrators & Instructors](#) help article. If you have already created a survey in a past semester and want to reuse it you can skip to the "Adding Custom Questions Surveys to Projects" section.

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 - Strongly Disagree
 - 2 - Disagree
 - 3 - Neutral
 - 4 - Agree
 - 5 - Strongly Agree
- 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.

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