How to add Instructor Optional Questions to your Survey

OMET
Office of Measurement & Evaluation of Teaching
Getting Started

You will receive an email from OMET with “Instructor’s Optional Questions” in the subject line.

It is important to remember:

+ To allow enough time to complete the form.
+ Firefox or Internet Explorer must be used in conjunction with Class Climate.
+ Your session will time out if you are not actively working on the form.
+ You must add all of your questions at one time.
+ Once the link has been activated it cannot be accessed again.
Once you click on the Survey Link for the survey you wish to add questions to, the following screen will appear:
Click “Next”
The next screen appears with a message to make sure you save your changes when you are finished:
The Question Library contains hundreds of questions to choose from. You may view the entire list at omet.pitt.edu.

+ Click on the Question Library drop down list option under Editor Control. Then click “Choose a question from the library” . This will open a list of headings.

+ Click on the heading that you would like to choose questions from and click “next”.

+ Select the question(s) to add to the survey form. Multiple selections can be made by holding the “crtl” key on Windows PC or the “command” key on a Mac while making your selections.

+ Click “Apply” when finished choosing questions under this heading.
Example:
The heading and questions will appear at the end of the survey form:
Repeat these steps if you wish to choose additional questions.

Once you are completely finished, make sure to “Save form and leave the Instructor’s Optional Questions”.
Writing your own questions

Class Climate offers the ability to design and write your own questions.

- Begin by choosing “Add Question Group” – You may create your own title. Click “Apply”.
- Then choose “Add Question”, you will be asked to select a question type.
Scaled Question:
Choose Scaled Question and click “Next”
Type your question in the text box and click “Next”.

The reading assignments were helpful.
Click on “Individualize Pole Labels”

- This screen will appear by clicking on the pencil to the right of the boxes.
- You may type in your left and right pole options.
- Examples are: Strongly disagree and Strongly agree
- Click “Apply” and “Apply” again.
The question will appear on your survey form. Repeat for additional questions.

<table>
<thead>
<tr>
<th>Class Climate</th>
<th>Swanson School of Engineering Teaching Survey</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. TEACHING COMMENTS</td>
<td></td>
</tr>
<tr>
<td>2.1 What were the instructor’s major strengths?</td>
<td></td>
</tr>
<tr>
<td>2.2 What were the instructor’s major weaknesses?</td>
<td></td>
</tr>
</tbody>
</table>

3. Additional Questions

3.1 The reading assignments were helpful.  Strongly disagree □ □ □ □ □  Strongly agree
Open Ended Questions
Choose Open Ended Question and click “next” and type your question in the text box.
The next screen will appear:

Please do not make changes – click “Apply”. The question will appear on your form.
More Options

+ Single Choice questions are designed to allow students to choose only one response.

+ Multiple Choice questions allow students to choose as many responses as apply.

+ Matrix Field allows the capturing and evaluation of five-digit numbers (horizontal matrix question) or ten-digit numbers (vertical matrix question).

+ Grade Value allows students to report their GPA.

Remember to “Save form and leave the Instructor’s Optional Questions”, you will not be able to access the link again.