Adding Guest Speaker
Instructor Optional
Questions to your Survey

OMET
Office of Measurement & Evaluation of Teaching
Getting Started

You will receive an email from OMET – Class Climate with “Instructor’s Optional Questions Activated” 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 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:
Adding the Questions

+ Choose “Add a Question Group” from the menu on the left.
+ Title the Question Group and “Apply”: 
Choose “Add Question” from the menu on the left.

Select “Scaled Question” and “Next”.

Type in Question – “Next”
+ Check “Individualize pole labels” and click on the pencil icon.
+ Type in the labels you want to use and “Apply”:
Repeat for each Guest Speaker.

Example:

<table>
<thead>
<tr>
<th>6. Guest Speaker Number 1</th>
<th>Strongly disagree</th>
<th></th>
<th></th>
<th></th>
<th>Strongly agree</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.1 Guest speaker number 1 was interesting and stimulating.</td>
<td>Strongly disagree</td>
<td></td>
<td></td>
<td></td>
<td>Strongly agree</td>
</tr>
<tr>
<td>6.2 Guest speaker number 1 gave an effective presentation.</td>
<td>Strongly disagree</td>
<td></td>
<td></td>
<td></td>
<td>Strongly agree</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>7. Guest Speaker Number 2</th>
<th>Strongly disagree</th>
<th></th>
<th></th>
<th></th>
<th>Strongly agree</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.1 Guest speaker number 1 was interesting and stimulating.</td>
<td>Strongly disagree</td>
<td></td>
<td></td>
<td></td>
<td>Strongly agree</td>
</tr>
<tr>
<td>7.2 Guest speaker number 2 gave an effective presentation.</td>
<td>Strongly disagree</td>
<td></td>
<td></td>
<td></td>
<td>Strongly agree</td>
</tr>
</tbody>
</table>

Remember to save the form.