# Adding Your Own Questions

Each faculty member can add up to 5 questions to the OTE of each of their classes. You can add Likert scale questions or open-ended questions. Likert scale questions must utilize pre-populated scales. If you do not find an appropriate scale in the system for your questions, please contact ote@depaul.edu.

A) How to Create Custom Questions

Step 1. From the OTE Home page, identify the tasks sub-tab. Click on it to bring up the page that displays all of your incomplete tasks.
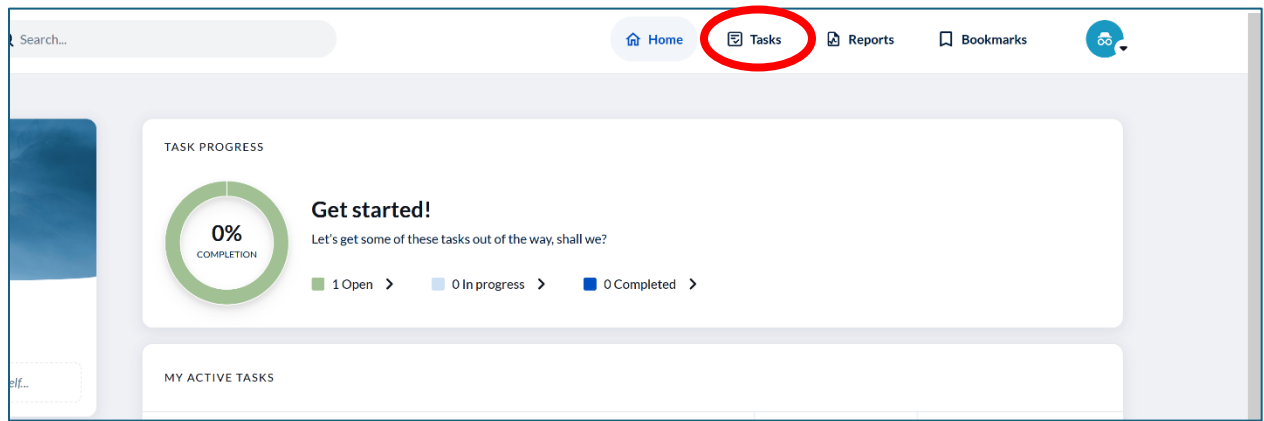
Step 2. You will have a different Question Personalization task for each course that you teach. Click the Start Now button to pull up the question personalization page.
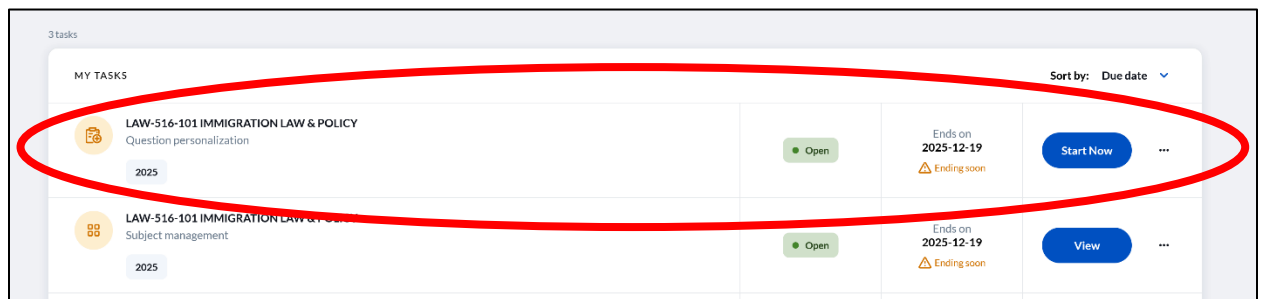
Step 3. When you open the question personalization page, you will see a large dropdown that says "Question Personalization" with a blue arrow. Click the arrow to expand the dropdown.
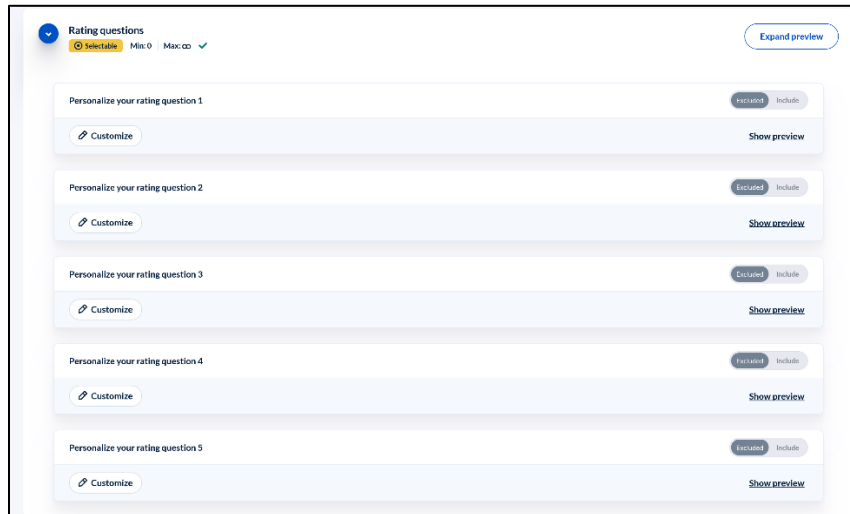

From here, you will have the option to enter either rating questions or open-ended questions. The first button on the left of the section menu allows you to either Collapse or

Show the section. When expanded the section will offer you an option for creating up to 5 questions.
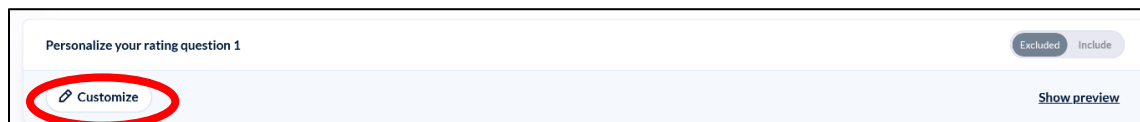
B) How to Create Custom Rating Questions
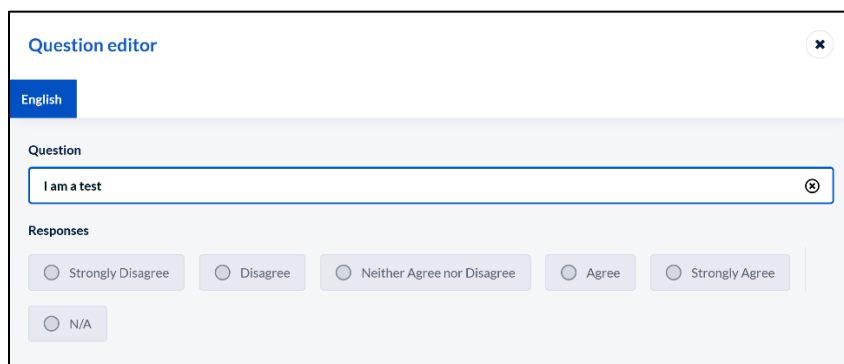
Step 4. Create rating question(s).

Click the "Customize" button below the first question:

Once clicked, the question field will expand as shown:

Type in the "Question" box your question. It may be a good idea to put your name at the end of the question so that students are aware that this was one of the personalized questions that you set.

Once you have confirmed the question and added it to the list, be sure that the circled area is set to **Included**, not excluded. It should automatically update, however it is good practice to double check. You can easily include and exclude questions by toggling this button.

Go to **Section D** below to submit the questions you have created.

C) How to create an Open-ended Question

Step 4. Create open-ended question(s).

Click the "Customize" button below the first question:

Once clicked, the question field will expand to show a text box where you can enter the question text.

Once you have confirmed the question and added it to the list, be sure that the circled area is set to **Included**, not excluded. It should automatically update, however it is good practice to double check. You can easily include and exclude questions by toggling this button.

Go to **Section D** below to submit the questions you have created.

D) Submit the questions you have created.

Once you have finalized your questions, click the "Submit" button at the bottom of the page to add your questions to the evaluation form. Remember that you can submit a maximum of five questions.

If you are interrupted before you can complete the customization process, just click the "Save" button at the bottom of the page to store your work without submitting your questions. You will be able to return to your work by clicking on the email link you received previously.

If you want to change your selections later, you can do so by repeating the editing process and then clicking the "Update" button at the bottom of the page.

## **E.** How to review and preview your question
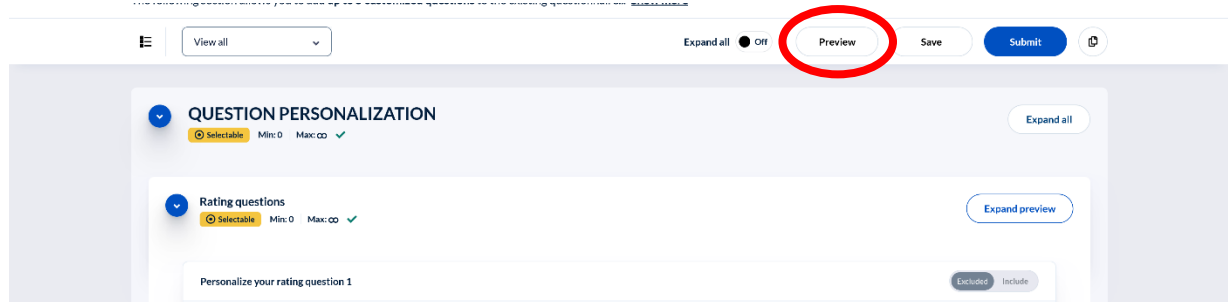
Once you receive the confirmation message that your settings have been saved, you may close the window.

F. How to copy questions to/from one course to/from another

If you teach multiple courses and wish to apply the selected and/or custom questions from one course to another course, you can use the copy function.

First locate the "Copy" button at the top of the screen:
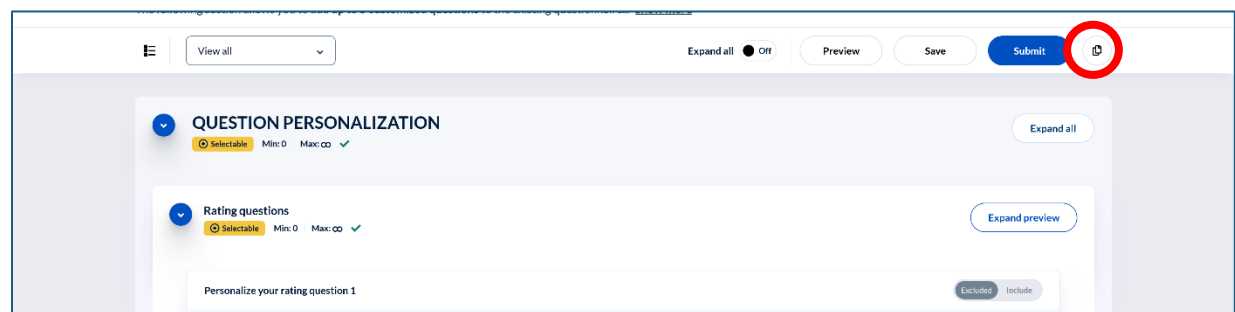
To copy questions from another course evaluation, press the "Copy selections from" button. To copy questions from this course evaluation to another, press the "Copy selections to" button.
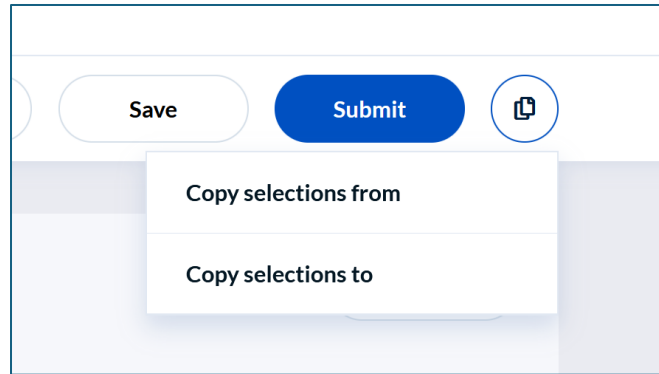
Select the course that you want to move the questions to.