

## **Directions for creating “Custom Questions” in CE&S**

1. Log in to the LMS and click on Course Evaluations link (or click on link in email sent to you)
2. Click on “Custom Question Surveys.”
3. Click on “Create New Custom Question Survey.” Give it a title such as “Professor Smith custom questions (8/2/21)”
4. Create survey questions and click “Save.”
5. When you are taken back to the dashboard, click on “Attach Surveys to Projects.”
6. Next, find the open project you are adding custom question to and click either on the project name or on the plus sign below “Add questions.”
7. Then click on “Add custom question survey” and click on the checkmark of the custom question survey you want to add.
8. Click on “Select Courses”

Adding questions for **specific courses** (Administrators and instructors) – For administrators and instructors adding custom questions to specific courses, begin by clicking on “Add courses” at the bottom of the page. Select the courses to be receiving the custom questions and then click “Add Selected Courses.”

9. You have now added your custom questions to your corresponding project. You can check for confirmation by viewing “Custom Question Survey” and checking how many courses have been added.