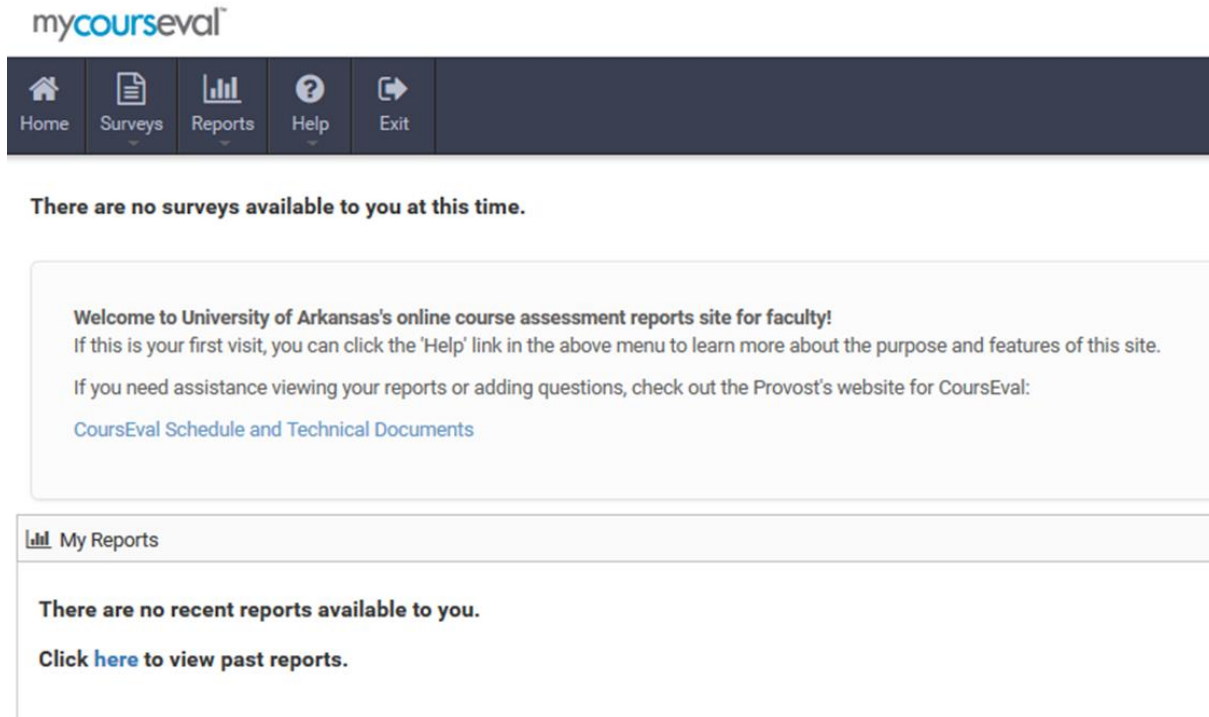


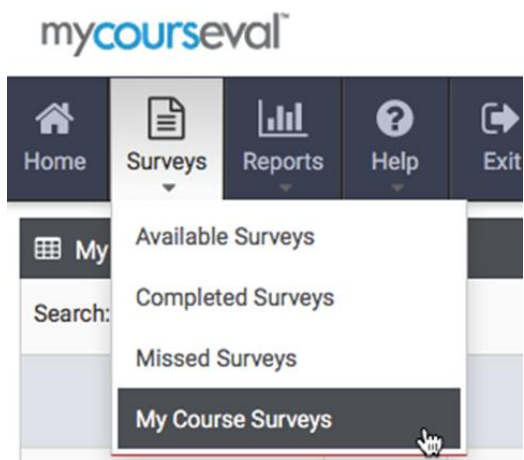
How to add Faculty Questions to your Survey.

1. Login to CourseEval (Use your UARK credentials to login). Since this is before the survey has deployed you will probably see the following message:




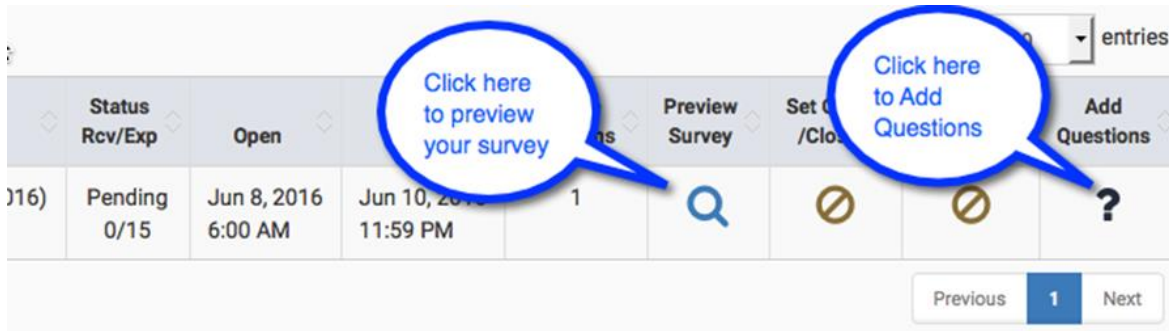
The screenshot shows the mycourseeval website interface. At the top, there is a navigation bar with icons for Home, Surveys, Reports, Help, and Exit. Below the navigation bar, a message states: "There are no surveys available to you at this time." A large white box contains a welcome message: "Welcome to University of Arkansas's online course assessment reports site for faculty! If this is your first visit, you can click the 'Help' link in the above menu to learn more about the purpose and features of this site. If you need assistance viewing your reports or adding questions, check out the Provost's website for CourseEval: [CourseEval Schedule and Technical Documents](#)". Below this, a section titled "My Reports" shows a message: "There are no recent reports available to you. Click [here](#) to view past reports."





2. Select Surveys and then My Course Surveys from the menu.



The screenshot shows the mycourseeval website interface with the Surveys menu open. The navigation bar at the top includes Home, Surveys, Reports, Help, and Exit. The Surveys menu is expanded, showing options: Available Surveys, Completed Surveys, Missed Surveys, and My Course Surveys. A mouse cursor is pointing at the My Course Surveys option.

3. You should now see a list of your courses that are set to be evaluated. Choose the Add Questions  button and select up to 5 questions to add to your survey.



	Status Rcv/Exp	Open	ns	Preview Survey	Set C /Clo	Add Questions
016)	Pending 0/15	Jun 8, 2016 6:00 AM	Jun 10, 2016 11:59 PM	1		  

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NOTE: Questions can only be added to surveys up until the time when responses are received

My Questions

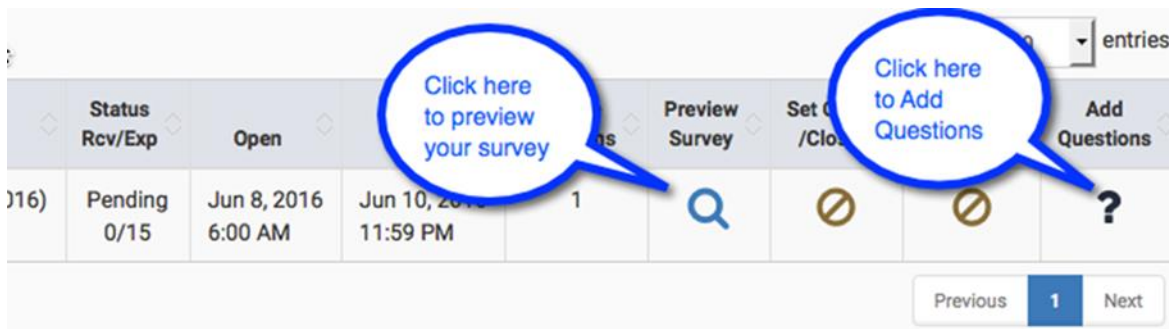
Select up to 5 questions below to add to your survey





Faculty Added Questions

ALL Questions

The question pool is located under the My Question Section and contains over 600 items to choose from. Typically you can use the FIND feature (CTRL+F) to search for keywords. Any text matching your search will be highlighted so that you can skim the page for a question that would potentially meet your needs. If you cannot find a question that meets your requirements please use the Request Additional Question box at the bottom of the page. Remember to click SAVE to save all your changes.

Make sure to Preview your Survey  to review your additions.



	Status Rcv/Exp	Open	ns	Preview Survey	Set C /Clo	Add Questions
016)	Pending 0/15	Jun 8, 2016 6:00 AM	Jun 10, 2016 11:59 PM	1		  

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NOTE: If you require assistance with adding questions please send an email to courseval@uark.edu.