Create a Survey

Most departments have a set of questions that are used across all courses. CoursEval allows us to create a new survey by copying from a previous semester. You can then add individual faculty questions to the departmental survey. This document covers how to create a new survey by copying from a previous semester. Please see the “Add Individual Questions to A Survey” procedure sheet for directions to add faculty individual questions.

1) After logging in, navigate to Survey Icon -> Survey List

2) Look to the bottom left of the screen. Make sure the Add New: Course: Standard is chosen and click “Add” to add a new survey

3) Provide proper information in the Create New survey screen:
   a. Name the survey with the proper format: EXAMPLE: IUB – IST- Spring 1 2012
      i. IUB – Department – Semester – Year
1. For first eight week course evaluations we need to put a “1” behind the semester; for second eight week and traditional semester course you will leave out the 1

b. Assessment Focus = Students will assess Faculty

c. Program = Default

d. Period = (varies by semester; check with ETS if you are not sure but the period names will follow the format for the survey names so that a first eight week course will have a ‘1’ in the name while traditional and second eight week courses will not)

e. Copy Settings -

i. **If you are creating a brand new survey then** choose “Do not copy setting from an existing survey or template”

ii. **If you are creating a survey for a current semester that will be exactly like a survey from a previous semester then choose** “Copy Settings from survey:” and choose the survey from the previous semester that you wish to copy.

iii. **Make sure you do not check the box to copy all courses.** That will bring all courses from the previous semester to the new semester. ETS loads courses fresh from the IU data warehouse each semester.

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**NOTE:** The example above was created for the Curriculum and Instruction department for a first eight week course in spring 2012.