

# IDEA Online

## Adding Additional Questions – Instructions for Faculty

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### Introduction

Since no single survey form can anticipate all the needs of all teachers or learning environments, the IDEA system offers instructors the option of adding up to 20 additional questions to either the Diagnostic Form or Short Form. Frequencies of student responses and the average (mean) for each additional question will appear on the last page of the individual class reports.

Additional questions can only be added **before the start date of student surveys**. The questions can be either open-ended or use response options (e.g., strongly agree to strongly disagree). Only 20 **total** additional questions can be added (e.g., if an On-Campus Coordinator adds 5 institutional questions, an instructor can add 15 questions.)

### Resources

- [Using Additional Questions](#) – Along with some general guidelines for developing custom questions, this document provides sample questions and response options for potentially unique learning situations (e.g., labs, clinical, team teaching).
- [Using Additional Questions for Online Courses](#) – Provides some sample questions specifically for online learning environments.

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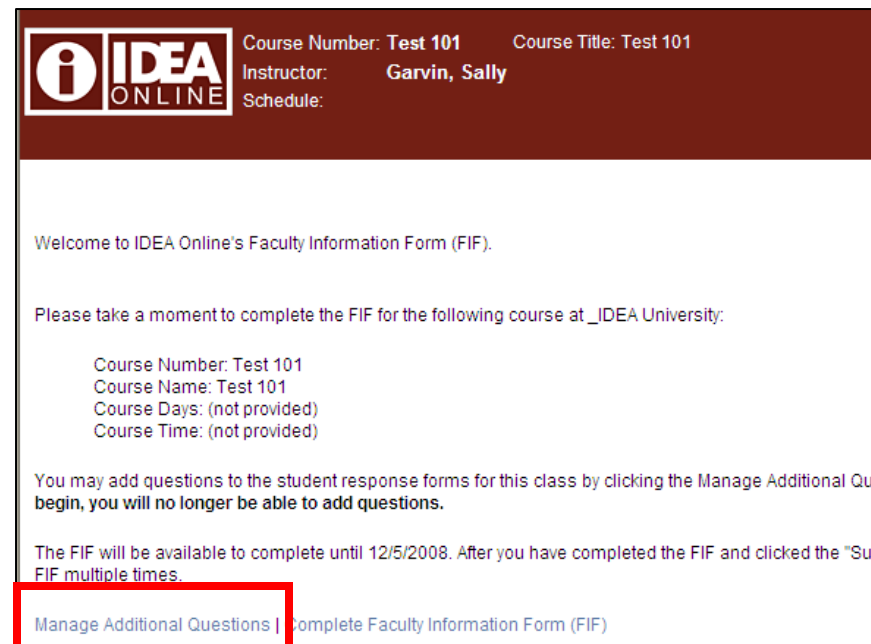
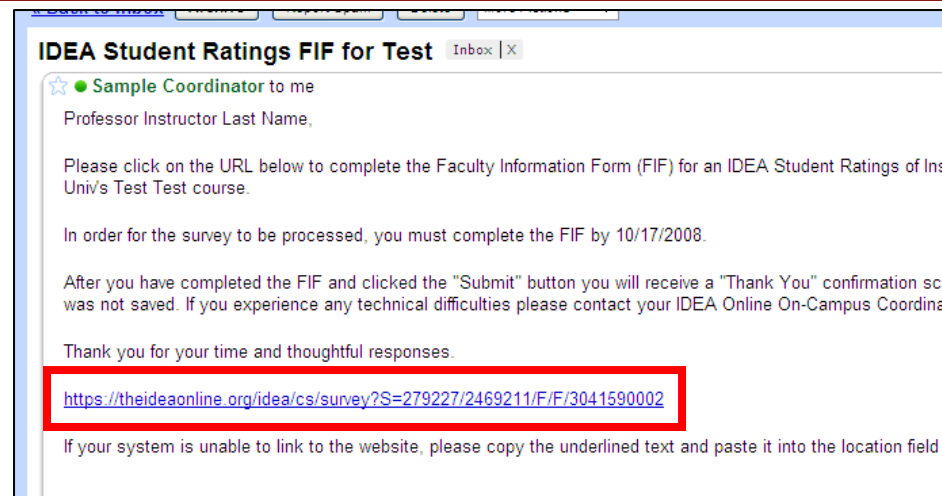
### Steps to Adding Additional Questions in IDEA Online

#### Step 1:

Instructors will receive emails from their IDEA on-campus coordinators containing a link to the FIF for each of their courses being rated online. Click on the link to access the FIF welcome page.

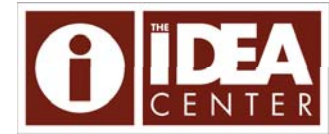
#### Step 2:

Click "Manage Additional Questions" at the bottom of the FIF welcome page to take you to the next screen.



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### Questions using response options (strongly agree, agree, disagree, etc.)

All the questions that use the same response scale can belong to the same “question group.” Each “question group” will have a title, instructions, response options (e.g., strongly agree to strongly disagree), and the questions themselves.

### Step 3:

Click “Add Question Group.”

IDEA ONLINE

Home | My Account | L

### Manage Additional Questions

This page shows the question groups and questions associated with them that have been added for this survey group.

You may add up to 20 additional questions.

ADDITIONAL SURVEY GROUP QUESTIONS

	<a href="#">ADD QUESTION GROUP</a>   <a href="#">ADD OPEN ENDED QUESTION</a>   <a href="#">COPY</a>
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### Step 4: Create the Question Group

Provide a **title** for the question group (e.g., Extra Questions), **instructions** (e.g., Use the following scale to respond to the next set of questions), and the **response options** (e.g., 1=Disagree, 2=Neutral, 3=Agree). The scale needs to have at least 2 response options and can have up to 5 response options.

Click “Submit.”

A screenshot of the IDEA Online interface for adding a question group. The form has a yellow header with the IDEA ONLINE logo. Below the header is a grey bar with the title 'Add Question Group'. The form contains three sections: 'Title (as you want it to appear on survey):' with a text box containing 'Institutional Questions'; 'Instructions:' with a text area containing 'Use the following scale to respond to the next set of questions.'; and 'Response Options:' with a table for defining response options.

ID**	Key	Label:
1	1	Disagree
2	2	Neutral
3	3	Agree
4		
5		

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### Step 5: Add Questions

Within that Question Group, you can now “Modify” your question group information (change or correct errors), “Add Question,” or “Delete the Question Group” and start over.

To enter the text of your questions, click “Add Question.”

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Home | My Account | Logout | Help

### Manage Additional Questions

This page shows the question groups and questions associated with them that have been added for this survey group.  
You may add up to 20 additional questions.

ADDITIONAL SURVEY GROUP QUESTIONS

ADD QUESTION GROUP | ADD OPEN ENDED QUESTION | COPY QUESTIONS

Question Group Name	Actions
Institutional Questions Use the following scale to respond to the next set of questions.  1 = Disagree 2 = Neutral 3 = Agree  This question group has no questions.	MODIFY   ADD QUESTION   DELETE QUESTION GROUP

ADD QUESTION GROUP | ADD OPEN ENDED QUESTION | COPY QUESTIONS

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### Step 5: Add Questions (continued)

Add the text of your question and click “Submit.” Continue until all your questions have been added.

Once you click “Submit,” your changes will be saved.

IDEA ONLINE Home

### Add Question

New Question

Enter your question text:

Submit

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### Step 6: Adding More Question Groups or Open Ended Questions

Once you've finished with the question group, you can either click "back" at the bottom of the screen to return to your Faculty Information Form directions or you can add new question groups either before (see A below) or after (see B below) the existing group, depending on how you want them to appear in the survey. The item numbers will adjust accordingly.

You can also **add open ended questions** before or after your question group.

**Manage Additional Questions**

This page shows the question groups and questions associated with them that have been added for this survey group.

You may add up to 18 additional questions.

**ADDITIONAL SURVEY GROUP QUESTIONS**

**A.** [ADD QUESTION GROUP](#) | [ADD OPEN ENDED QUESTION](#) | [COPY QUESTIONS](#)

**Institutional Questions**

Use the following scale to respond to the next set of questions.

1 = Disagree  
2 = Neutral  
3 = Agree

1 2 3

1.    This is the text for my first question. [MODIFY](#) | [DELETE](#)

2.    This is the text for my second question. [MODIFY](#) | [DELETE](#)

**B.** [ADD QUESTION GROUP](#) | [ADD OPEN ENDED QUESTION](#) | [COPY QUESTIONS](#)

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Please contact your local IDEA Online on-campus coordinator for additional assistance.