

# Using *Course Evaluations*

## How to include additional survey questions



The Subject Experience Survey (SuES) is the instrument used at Charles Sturt University for formal subject evaluations to capture student feedback on subjects they have undertaken. The survey is completed confidentially online for every subject students are enrolled in. The SuES General Survey is currently a set of 21 core questions, two of which enable students to provide open comments.

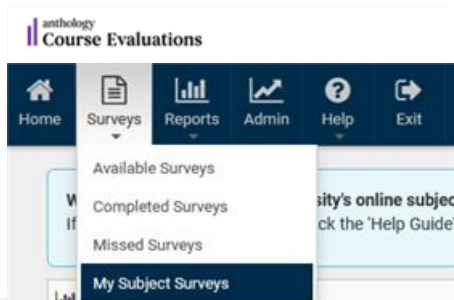
You can add up to five further questions to a survey where you would like to explore specific aspects related to the learning and teaching of a subject. Additional items are chosen from a large set of questions stored in the *Course Evaluations* question bank. Note that core questions cannot be removed from a survey.

Surveys are open to customisation one week after the census date and remain open until the day before the survey is released to students. You will receive an email notification with instructions when your surveys are available for customisation. You can always check the schedule of [survey key administration dates](#).

When adding questions to customise your survey, do be mindful that students are asked to complete the SuES for each subject in which they are enrolled. A longer survey may be a disincentive for students to complete it.

### How to add additional questions

Log into *Course Evaluations*, either from the Subject Experience Survey in Staff Links on the Interact2 dashboard or using the Evaluations link in the navigation menu within any subject site.



From the Home page, select Surveys from the top navigation menu, then My Subject Surveys.

This opens the list of subject surveys that have not yet been opened, which means you can still add questions to the survey.

Subject #	Section	Subject Name	Subject Code	Survey Name	Status Rcv/Exp	Open	Close	Subject Questions	Preview Survey	Set Open /Close	Feedback	Add Questions
BMS261	W D	Clinical Biochemistry 1		Subject Experience Survey - 202214	Pending 0/21	Feb 11, 2022 12:00 AM	Mar 11, 2022 11:59 PM	0				
BMS261	W I	Clinical Biochemistry 1		Subject Experience Survey - 202214	Pending 0/6	Feb 11, 2022 12:00 AM	Mar 11, 2022 11:59 PM	0				

Click the far-right Add Questions icon for the survey you want to customise.

At the top of the new screen, the core questions for the General Survey are displayed. Scroll down to the section: My Questions. There are two main categories:

- Additional Questions for Online Instructors
- Customised Items

You can select additional questions from either or both categories but no more than five in total. Once you have selected your additional questions, scroll to the bottom of the webpage and click the Save button. If you're

unsure whether you've selected the questions you really want, instead of scrolling through the long list in the questions pool to check, simply use the Reset button and start again.

Once you have saved the selected additional questions, use the Preview Survey icon to check that you're really satisfied with your customised subject survey. The survey is now ready for release to students, which happens 3 weeks prior to end of session.

### Logout/Exit

To ensure privacy and security of data, always use the Exit button to logout and then close your browser when you're done using *Course Evaluations*.



### Further helpful resources for the Subject Experience Survey

*Course Evaluations: An Introductory Guide*

*Course Evaluations: The Survey Evaluation Report*

*Course and Subject Quality Assurance and Review Procedure*, in [CSU Policy Library](#)



If you would like a guiding hand or second opinion in putting together a survey with additional questions, log a request with DLT Service Requests using the icon located on your CSU computer desktop or from [this link](#).