

Managing Questions in Course Response

You can revisit Manage Questions at any time during the Manage Questions period but, once polling is opened to students, Manage Questions is unalterably closed for the duration of the Data Collection Period (DCP).

1. Log into Digital Measures at <https://www.digitalmeasures.com/login/rpi/faculty/>.
2. Click **Course Response** from the navigation pane on the left.
3. Click **Manage Questions** from the navigation pane on the left. The **Manage Questions** screen displays with a list of current courses.

Manage Questions allows you to select additional questions that will be asked for your courses.

Manage Questions

Course Evaluation - Institute

<input type="checkbox"/> ARCH 6340, Section 1 MATERIAL SYSTEMS & PRODUCTIONS	Select Questions
<input type="checkbox"/> BMED 4580, Section 1 BIOMEDICAL FLUID MECHANICS	Select Questions
<input type="checkbox"/> CSCI 4800, Section 1 NUMERICAL COMPUTING	Select Questions
<input type="checkbox"/> ECON 4120, Section 1 MATH METHODS IN ECONOMICS	Select Questions
<input type="checkbox"/> ECSE 4220, Section 1 VLSI DESIGN	Select Questions

4. Click the **Select Questions** link for the course to generate customized questions. The **Manage Questions – Add Questions** screen displays.

Write your own questions or pick from a list provided by your campus. A total of 10 custom questions may be chosen.

Manage Questions

Note: Click **Save** after making changes!

SAVE CANCEL

Add Questions

WRITE YOUR OWN PICK FROM A LIST

Currently Selected Questions Remove

SAVE CANCEL

5. To write your own question, click the **WRITE YOUR OWN** question button. The **Write Your Own Question** screen displays.

Write your own question below by selecting a question type and entering information about the question.

Write Your Own Question

Type: Scale VIEW

Question Text:

Scale:

Orientation: Horizontal

SAVE CANCEL

Perform one of the following steps:

- To create a scale question, select **Scale** from the **Type** drop down. Click the **View** button. A message displays referring to changing the question type. Click **OK**. Type **Question Text**. Select **Scale** option. Select **Orientation** option. Click the **SAVE** button. Question displays. Click the **SAVE** button to save the question and return to the course listings.
- To create a short response question, select **Text box** from the **Type** drop down. Click the **View** button. A message displays referring to changing the question type. Click **OK**. Type **Question Text**. Click the **SAVE** button. Question displays. Click the **SAVE** button to save the question and return to the course listings.

- To create a long response question, select **Text box (large)** from the **Type** drop down. Click the **View** button. A message displays referring to changing the question type. Click **OK**. Type **Question Text**. Click the **SAVE** button. Question displays. Click the **SAVE** button to save the question and return to the course listings.

Click the **Select Questions** link for the course to display the generated questions.

Currently Selected Questions [View as Students See Them]		Remove
The lecture time was very convenient.		
Would virtual office hours be something of interest?		
What was the most important thing you learned? Please explain.		

SAVE CANCEL

Notes:

- To view the questions in a student view, click the **View as Students See Them** link.
 - To remove a question, click the **Remove** button. Click the **SAVE** button.
 - To edit a question, click the **Remove** button. Click the **SAVE** button. Create the new question.
6. To pick a standard question from a list, click the **PICK FROM A LIST** question button. The **Pick From a List** screen displays.

Select existing questions to include from the list below.

Pick From a List

Note: Click **Save** after making changes!

SAVE CANCEL

What did you like about this course?




What did you NOT like about this course?

What would you change and why?


SAVE CANCEL

- Select the question(s) to add to the course. Click the **SAVE** button. Question(s) displays. Click the **SAVE** button to save the question and return to the course listings.

Click the **Select Questions** link for the course to display the generated questions.

Currently Selected Questions [View as Students See Them]	Remove
What did you like about this course?	
What did you NOT like about this course?	
What would you change and why?	

Notes:

- To view the questions in a student view, click the **View as Students See Them** link.
- To remove a question, click the **Remove**  button. Click the **SAVE** button.