

## How can I add personal additional questions to my IEQs?

For Division/Department Chairpersons (known as Department Head in the system):

Once you are logged in, you will first need to “Switch to Instructor View” from the Welcome Page; Account Menu (see screen shot below). You will then follow the instructions for all instructors.

**BEREA COLLEGE**

Edit ▾ Reports ▾ Account ▾ Help ▾ Exit ▾

Change Your Password  
Give Your Access to Others  
Switch to Instructor View

Welcome

Thank you for logging into SmartEvals.com!  
Here is an overview of the options you see on your header bar:  
**Edit**  
Class Information: Change the title, level, type, or number of courses (depending on school policy)  
Preview Course Evaluations: See the surveys as they will appear to students

For all Instructors

You will see a grey bar that is titled, “Surveys Waiting to be Opened” with each of your courses listed below. There is a big + bar that is labeled Add Questions. Choose that option.

# myEvalCenter

Alert:  
Would you like to write a thank you note for your students?  
**Write a personalized thank-you note to students who completed evaluations.**

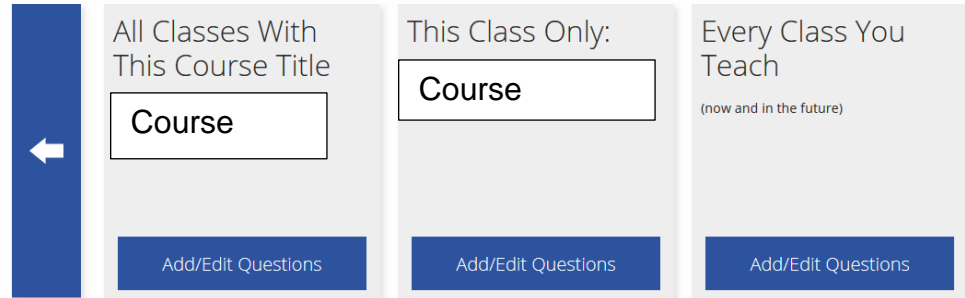
66%  
Current Overall Response Rate

Surveys Waiting to Be Opened

| Course 1.00Credit  | Course 1.00 Credit   | Course 1.00 Credit   |
|--|--|--|
| TITLE  | TITLE  | TITLE  |
| <b>Begins:</b> 11/26/2017<br><b>Ends:</b> 12/17/2017<br><b>See Reports:</b> 12/17/2017 | <b>Begins:</b> 11/26/2017<br><b>Ends:</b> 12/17/2017<br><b>See Reports:</b> 12/17/2017 | <b>Begins:</b> 11/26/2017<br><b>Ends:</b> 12/17/2017<br><b>See Reports:</b> 12/17/2017 |
| <b>+</b> Add Questions<br>Preview  | <b>+</b> Add Questions<br>Preview  | <b>+</b> Add Questions<br>Preview  |

When you click the “Add Questions” option, it will bring up the following menu:

Do you want to add questions for:



The screenshot shows a menu with three options for adding questions. On the left is a blue vertical bar with a white left-pointing arrow. The first option is "All Classes With This Course Title" with a text input field containing "Course" and a blue "Add/Edit Questions" button below it. The second option is "This Class Only:" with a text input field containing "Course" and a blue "Add/Edit Questions" button below it. The third option is "Every Class You Teach" with the subtext "(now and in the future)" and a blue "Add/Edit Questions" button below it.

Follow the instructions on the screen to add your questions. If you have any problems or find anything confusing, please contact Clara Chapman at ext. 3790 or via e-mail ([chapmanc@bera.edu](mailto:chapmanc@bera.edu))