

Adding HSS Anti-Black Racism Task Force Racial and Cultural Climate Items to your End-of-semester Course Evaluation

After following the steps in the Video to create questions from the Question Bank, this document describes the steps to connect your questions to your classes during the attachment window. Each semester, the dates for the attachment window will appear here:

<https://academicaffairs.tcnj.edu/windows-for-completion-of-student-feedback/>

If you still need to watch the video, here is the [2-minute video](#) that demonstrates how to access the items in the item bank and add them to a Custom Question Survey in your account.

Step 1: Click Attach Surveys to Projects at the top and then click the + in the row of the current semester.

Custom Question Survey **Attach Surveys to Projects**

Attach Surveys to Projects

Project Name	Status	Added to # Courses	Access From	Access Until	Delivery Date	Add Questions
8-Student Feedback 2021 Spring Full Semester and 2nd Q Undergrad	Open	0	4/12/2021 12:00 AM	4/25/2021 11:59 PM	4/26/2021 12:01 AM	+
7-Student Feedback 2021 Spring 1st Q	Closed	0	3/1/2021 12:00 AM	3/14/2021 11:59 PM	3/15/2021 12:01 AM	
4-Student Feedback 2020 Fall Undergrad Full Semester and 2nd Q	Closed	1	11/16/2020 12:01 AM	11/23/2020 12:01 AM	11/23/2020 12:01 AM	

Step 2: Click at the top on the Add Custom Question Survey

[+ Add Custom Question Survey](#)

Step 3: Click the Check Mark for the Racial and Cultural Climate survey (that you previously created from the item bank)

Question Source: Selected From Item Bank and Your Own Questions Question Limit: 255

Surveys

Title	Description	Date Created	Preview	Select
Racial and Cultural Climate	This survey contains items to assess the racial and cultural climate.	11/18/2020	🔍	✓

Step 4: After selecting, the bar turns a different color. Next click the Select Courses button.

Question Source: Select From Item Bank and Your Own Questions Question Limit: 255

Surveys				
Title	Description	Date Created	Preview	Select
Racial and Cultural Climate	This survey contains items to assess the racial and cultural climate.	11/18/2020		
Anti-Racism Questions		3/8/2021		
Racial and Cultural Climate Questions		3/8/2021		

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Step 5: [This step may seem confusing]. You are taken to what appears to be a screen with nothing selected. Pick Add Courses.

Selected Survey: Racial and Cultural Climate

Select all courses within specific areas of your account to receive the additional Custom Question Survey

Select Specific Courses

Current Selected Courses

No Courses Selected.

Total 0 Records per page: 50 Page 1 of 1

Step 6: Click on each course you wish to add, and then click Add Selected Courses.

Add Custom Question Survey

Add Courses

Search Courses

Code Title Unique ID

Projects

<input type="checkbox"/>	Course Code	Title	Unique ID	Hierarchy Level
<input type="checkbox"/>	1214-PSY214-01	1214-PSY214-01: COGNITIVE PSYCHOLOGY	1214-PSY21401	Psychology
<input type="checkbox"/>	1214-PSY390-09	1214-PSY390-09: COLLABORATIVE RESEARCH	1214-PSY39009	Psychology
<input type="checkbox"/>	1214-PSY492-09	1214-PSY492-09: SR COLLABORAT. RESEARCH	1214-PSY49209	Psychology

Total 3 Records per page: 50 Page 1 of 1

Step 7: Done! You can see that I attached the survey to the 3 courses that I selected.

Survey Title	Created By	Updated By	Updated Date	Courses	Edit	Delete
Racial and Cultural Climate	Lisa Grimm	Lisa Grimm	4/12/2021 9:07 AM	3		

Total 1 Records per page: 50 Page 1 of 1