

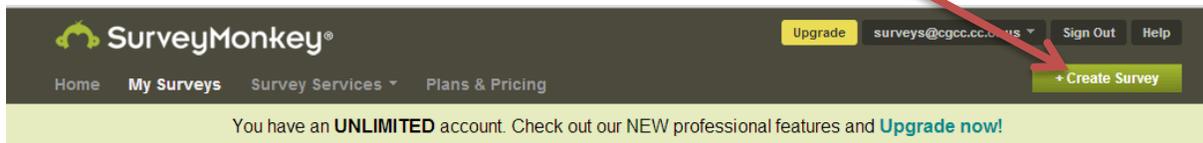
SurveyMonkey Instructions

Instructor Facilitated Course Evaluations

Instructional Services coordinates course evaluation surveys as part of the Course Assessment process for scheduled faculty/courses. Instructors who wish to conduct their own (optional) course evaluation survey are welcome to do so. The college has a SurveyMonkey account that can be used for this and other college-related surveys.

Step 1: Go to www.surveymonkey.com and login with the username surveys@cgcc.cc.or.us and a password available from Instructional Services.

Step 2: Click the Create Survey button.

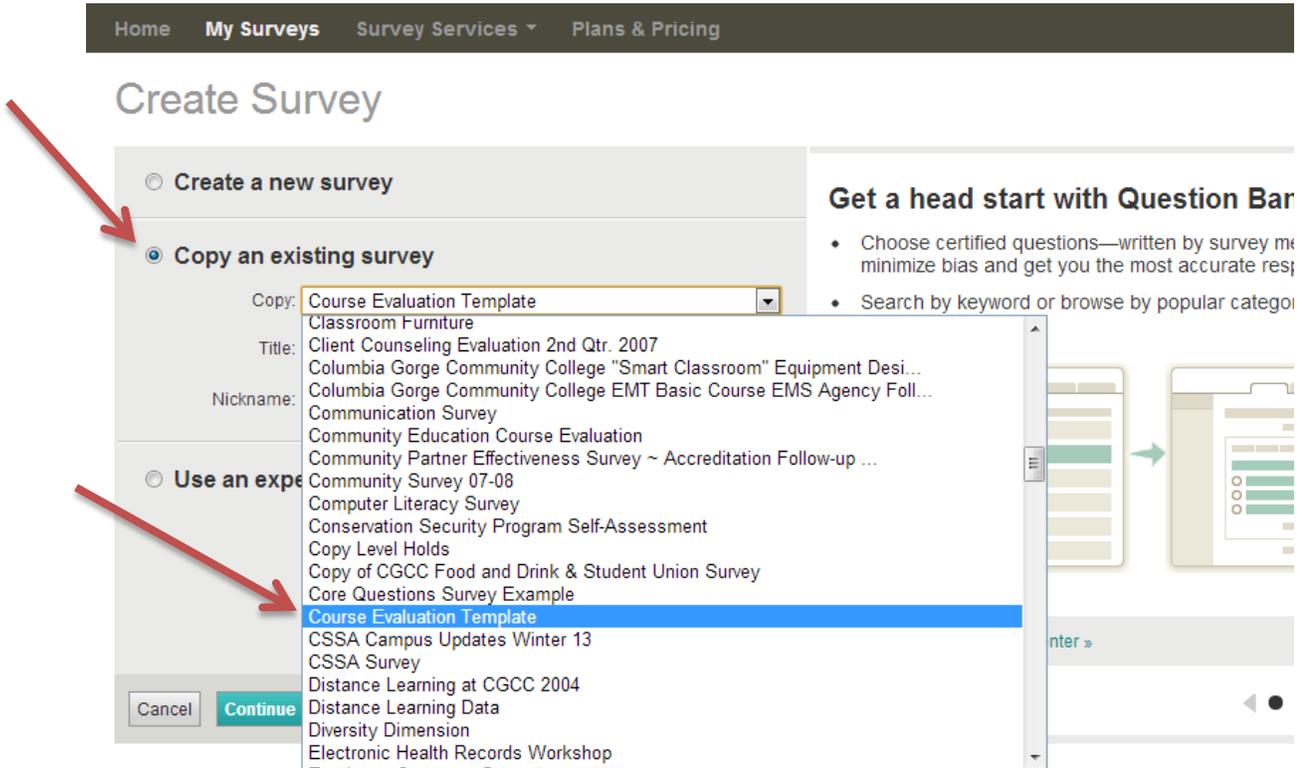


Survey Title Sort	Created Sort	Modified Sort	Design	Collect	Analyze Sort	Actions
Employee Commute Survey 2013	January 18, 2013 2:57 PM	58 minutes ago				93 Clear Transfer Delete
Student Commute Survey 2013	January 18, 2013 2:42 PM	16 hours ago				82 Clear Transfer Delete
2013 Student Survey-CGCC Student Government	February 21, 2013 1:27 PM	3 days ago				3 Clear Transfer Delete
Course Evaluation Template	March 1, 2013 4:16 PM	3 days ago				0 Clear Transfer Delete
generic	March 1, 2013 4:15 PM	3 days ago				0 Clear Transfer Delete
IS Budget Survey	February 28, 2013 1:59 PM	4 days ago				4 Clear Transfer Delete
Community Education Course Evaluation	December 22, 2011 10:01 AM	6 days ago				22 Clear Transfer Delete
RET Internship Survey	December 22, 2011 2:06 PM	21 days ago				2 Clear Transfer Delete
Management Fundamentals fo...: Coaching for Performance	December 13, 2012 11:05 AM	28 days ago				50 Clear Transfer Delete
CSSA Campus Updates Winter 13	October 1, 2012 10:51 AM	29 days ago				7 Clear Transfer Delete

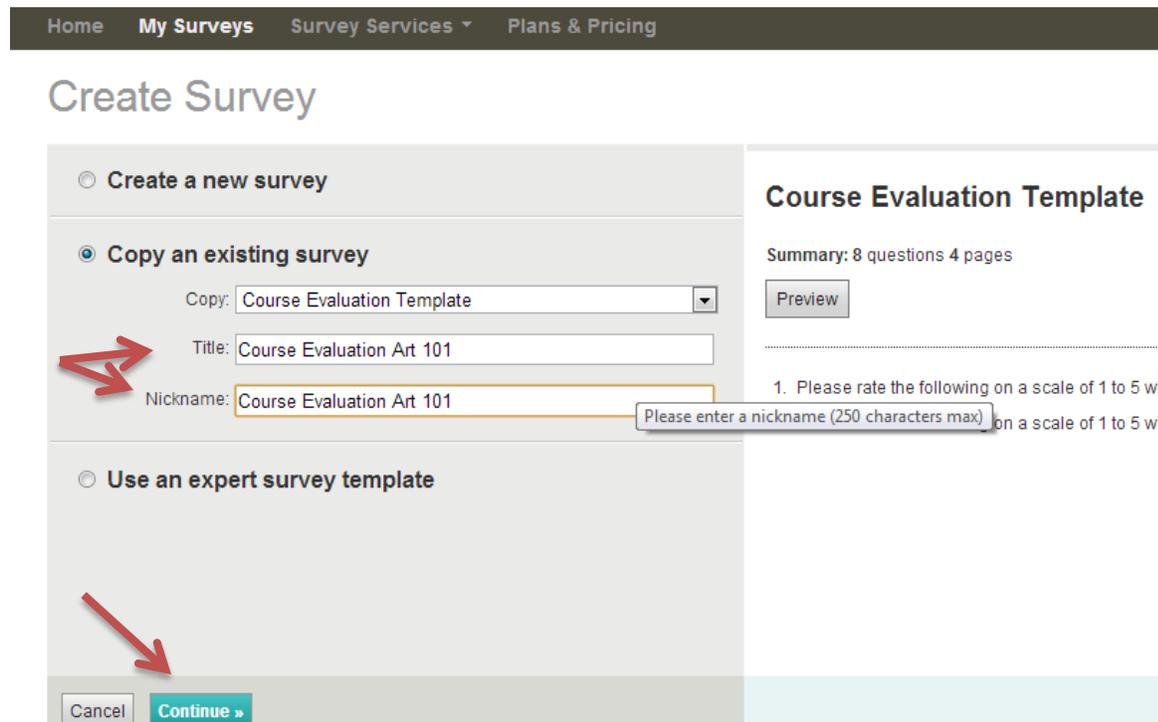
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Step 3: Click the Copy existing survey button and select Course Evaluation Template from the first dropdown menu.



Step 4: Change the title and Nickname, then click the Continue button.



Created March 5, 2013

Step 5: Edit or delete questions 3 – 7. Add specific outcomes from your course to questions 3 – 5, and your own questions to 6 and 7. You can also include additional questions or different types of questions. If you ask students to provide their name (to track extra credit, etc.), be sure to communicate that the responses are not anonymous.

The screenshot shows a survey editor interface with two question cards, Q3 and Q4, each enclosed in a dashed border. At the top center, there is a button labeled '+ Add Question' with a dropdown arrow. Below this, the first question card (Q3) is visible. It has a title 'Q3' and a toolbar with 'Edit Question', 'Move', 'Copy', and 'Delete' buttons. The question text is '3. On a scale of 1 to 5, please rate your level of understanding and/or ability to [add first outcome here]:' followed by a Likert scale with five options: 'poor', 'fair', 'good', 'very good', and 'excellent'. There are two rows of radio buttons for responses. Below the scale is a 'Comments' section with a text input box. A red arrow points to the 'Add First Outcome Here' link in the question text. The second question card (Q4) is identical in structure, with a red arrow pointing to its 'Add Second Outcome Here' link. Between the two question cards, there are buttons for '+ Add Question' and 'Split Page Here'.

Step 6: Once you're finished editing, click the send survey button at the bottom of the page.

Step 7: Distribute your survey by using the link provided or one of the other available methods. View responses by returning to www.surveymonkey.com, locating your survey, and looking at the Analyze Results tab. **NOTE:** Responses are viewable by anyone with the login credentials. Consider downloading responses to be kept offline and deleting surveys once they are no longer needed.

Course Evaluation Art 101

Design Survey

Collect Responses

Analyze Results

Send Your Survey

Change Settings

Rewards

Change Restrictions

Manual Data Entry

Close Collector Now

Send Your Survey

STATUS: OPEN

NEW Buy a Targeted Audience: Purchase a group of respondents that fit your criteria to take your survey. [Learn more »](#)

Your Survey Web Link

Collector Name: **Web Link** [Edit](#)

Copy, paste and email the web link below to your audience.

<http://www.surveymonkey.com/s/XLSKZZ2>

[Customize](#)

Copy and paste the HTML code below to add your Web Link to any webpage:

```
<a href="http://www.surveymonkey.com/s/XLSKZZ2">Click here to take survey</a>
```

If you have questions or need assistance setting up your surveys please contact the Instructional Services office at (541) 506-6034.