1. Welcome. This is the Question Bank Selection Form tutorial. In this video, we will do a quick walkthrough of the components in the Question Bank form and how to fill it out.
2. This is the Question Bank Selection Form. Included is a guide to the process of selecting questions, a template with all the questions to fill out, and a key with the required formatting for all the identifiers that you’ll need to complete the form.
3. Please refer to the guide if you have any questions. The process is clearly explained and can be useful for referencing steps with more detail than what this video will provide.
4. Before filling out this template, be sure to fill out the required approval information at the top of the guide tab. If this section is missing any information, the form will be returned, and the questions will not be added to the academic unit’s surveys.
5. Let’s look at the template. The first thing you will see are the column headers. These identify the question name, the ID used for mapping the question, where the requestor would like the question to be mapped, instructions on what information to provide per the user’s prior selection, and enough space to list as many course identifiers as one would need.
6. The next row simply states that all the listed questions have a response key in the Likert format, i.e. Almost Always, Often, Sometimes, Rarely, and Almost Never, unless otherwise stated.
7. The first section is a list of the questions that are on the survey by default, the four demographic questions, the four standard university questions, and a closing comment question.
8. From this point on is the Question Bank list. The color patterns are important, as the only cells that you will need to fill out are yellow.
9. Let’s start with selecting a question. To choose a question, simply click in the first yellow box to the right of the listed question. A small arrow box will appear. Click on that arrow and choose one of the options from the drop-down menu. Each option provides an explanation for where this question should be mapped. Let’s choose the first option, “I want this question on every survey in my Academic Unit.” The next cell will populate with instructions requesting specific information to be provided in the following columns.
10. For this choice, I’ve filled out my sample academic unit code, AERO. When mapped, this question will show up on every survey for this academic unit.
11. Let’s choose a couple more.
12. So, I’ve chosen a few different questions and a few different areas for where to map them. I chose to have this question mapped to the course prefixes AERN and TECH. That means that this question will show up on every survey in every course that belongs to these two course prefixes.
13. For this question, I chose to have it mapped to all my online courses under TECH.
14. For this question, I choose to have it listed on all the ten thousand courses under the course prefix AERN.
15. And finally, I choose to have this question listed on a few different course numbers specifically.
16. In the situation where you would like to map a single question to two or more of the items in the drop down menu, such as all the courses in the AERN twenty thousand range and two specific course numbers in the AERN thirty thousand range, pick one of the drop downs that matches either request and list all the course identifiers you want the question mapped to, like this.
17. If your academic unit has questions you wish to add to the question bank, scroll to the bottom of the question bank template to the New Custom Questions section.
18. Type out the question text, choose if it is a question for a course or for an instructor, and fill out the rest of the row like the rest of the template. These questions count as part of the eight-question selection limit.
19. Remember, each student’s survey is limited to eight questions chosen by the academic unit from the question bank, plus two free online questions if requested. The best way to track how many questions will be on each survey is to start at the most generic level and work your way to the most granular. Start with choosing what questions should be asked on all surveys under the academic unit, then choose the questions that will be asked on all surveys under a specific course prefix, and so on. Choosing questions for individual course numbers should be left after all the other options are exhausted as that is the most specific type of request.
20. Thank you for watching this tutorial. If you need any assistance in filling out this form, or questions in general about Flash Survey, please feel free to reach out to the flash survey system administrator using the contact information listed on kent.edu/flashsurvey.