How to add questions to student evaluations:

1. Login to the faculty portal (<https://gvsu.iasystem.org/faculty>) using your network ID. This brings you to the homepage.
2. The homepage lists the evaluations that have been created for your courses. On the right hand side under ACTION click on “Add Items”. This will take you to a new page.
3. ***Adding custom items for the first time*:**
	1. You have the option of adding a scaled item using excellent to very poor, strongly agree to strongly disagree, and a comment item.
	2. Once you have typed a question in the corresponding box, click the blue “Add” button.
	3. When you have completed adding questions to your course evaluation, click the blue “Save” button at the top of the page. This will take you to a review page. Click on the blue “Preview” button to see the added questions in your course evaluation. Once you have created items they are saved in your item bank.
4. ***Adding previously created items to a course evaluation:***
	1. From the homepage, click the “Add Items” button to the evaluation you want to add a custom item.
	2. If you have not added items to this evaluation you will be brought to the “Add Items to Evaluation” page. Items you previously entered will appear on this page.
	3. To add an item that already exists in your item bank, click the check box to the right of the item.
	4. To add a new item, type into the box under a question category type and click “Add”.
	5. Once you have completed adding questions, click the blue “Save” button at the top of the page. This will take you to the review page. Click the blue “Preview” button to see the added questions to your evaluation.

For additional information please see the Faculty user guide: <http://iasystem.org/help-main/faculty-user-guide/>