

## Creating an Evaluation Form in Eval25

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### Creating a New Evaluation Form

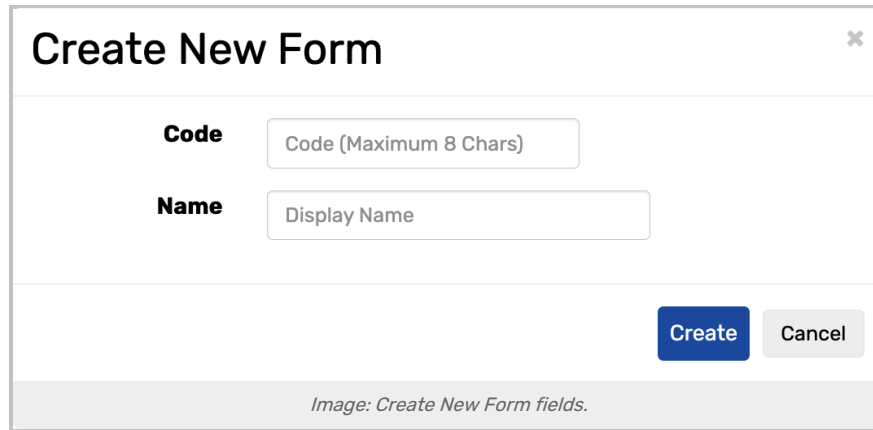
1. Choose Form Editor From the Configuration Menu
2. Click the Settings (⚙️) Button and Select Create New Form

The screenshot shows the 'Form Editor' interface. At the top, there is a navigation bar with links: Home, Reports, My Questions, Configuration, and Survey. The 'Configuration' menu is expanded, showing a settings icon and a dropdown menu with three options: 'Create New Form' (highlighted in blue), 'Edit Form Properties', and 'Run Bindings Audit'. Below the navigation bar, the 'Form Editor' section contains three dropdown menus: 'Form' (set to 'Main Evaluation Form'), 'Term' (set to 'Winter'), and 'Category Type' (set to 'Bound'). Below these dropdowns is a 'Show Bindings' link and a 'Load Form' button. A settings icon is also present, which is the one that was clicked to open the configuration menu.

Image: Tap the settings button and select Create New Form.

### 3. In the Create New Form window, enter a Code

A **Code** is an abbreviated name used to identify the form to the system that will be included in the data file you send CollegeNET—(maximum 8 characters) and a name for the form.



**Create New Form**

**Code** Code (Maximum 8 Chars)

**Name** Display Name

Create Cancel

*Image: Create New Form fields.*

#### 4. Click Create

#### 5. On the Form Editor Page, Select **All** From the Category Type Dropdown List

The options are:

- **Bound** - search by specific bindings for questions.
- **Unbound** - search without bindings for questions.
- **By Course** - find and modify the questions associated with a specific course, rather than only being able to see the course-specific questions in the Form Viewer, where they cannot be edited. This is helpful when it is not clear which binding to search on for a question in the Form Editor.
- **All** - search all bindings.
- **Question Bank** - search the Question Bank.

#### 6. Tap Load Form

#### 7. Click the Settings (⚙️) Button in the Section Labeled "All"

#### 8. Choose the Create New Category Option

The Form Editor interface displays several dropdown menus for selecting a form, term, and category type. The 'Form' dropdown is set to 'Facility Safety', 'Term' is set to 'Winter', and 'Category Type' is set to 'All'. Below these is a 'Search By Category Title' text input field. A 'Load Form' button and a settings gear icon are positioned below the search field. The main content area shows 'All' as the selected category. A settings dropdown menu is open, showing options to 'Show/Hide All Categories' Bindings' and 'Create New Category'.

**Form Editor**

**Form** Facility Safety

**Term** Winter

**Category Type** All

**Search By Category Title**

**Load Form** [Settings Icon]

**All** [Settings Icon]

Show/Hide All Categories' Bindings

Create New Category

*Image: When **All** is selected for the Category Type, Create New Category option will be available to select in the settings dropdown.*

## 9. Enter a Title, Description (Optional), and Abbreviation for the Category

The abbreviation is shown only on individual course reports.

This form contains input fields for 'Title', 'Description', 'Abbreviation', 'Page', 'Display Order', and 'Type'. The 'Type' dropdown is set to 'Static'. 'Create' and 'Cancel' buttons are located at the top right.

**Title** Title

**Description** Description

**Abbreviation** Abbreviation

**Page** Page

**Display Order** Order

**Type** Static

**Create** **Cancel**

*Image: Enter the new category information into the fields and tap **Create**.*

Make sure **Static** is selected as the **Type**.

(**Bank** adds the category to the Question Bank if you're using that option. See [Adding a Question Category to the Question Bank.](#))

## 10. Click Create

## 11. Click the Settings (⚙️) Button Next to Your new Category, and Select Add Question

The question creation portion of the page opens, as show in this partial page example:

**Question**

**Abbreviation**

**Report As**

**Display As**

**Possible Answers**

1	Almost Never	
2	Seldom	<a href="#">Remove</a>
3	As Often as Not	<a href="#">Remove</a>
4	Very Often	<a href="#">Remove</a>
5	Almost Always	<a href="#">Remove</a>

[Add](#)

Updating the answer set will update all quantitative answer sets in this category.

*Image: New Question fields for Quantitative questions.*

## 12. Enter Question Text and an Abbreviation

The abbreviation is shown in evaluation reports.

The question text should match the type of question you want to create—Quantitative, Select One, Select Many, Written, or Number:

- **Quantitative:** “How would you rate the overall effectiveness of this instructor?”
- **Select One:** “Select the option that best describes the overall effectiveness of this instructor.”
- **Select Many:** Participant chooses from several possible answers that you provide
  - Available within [conditionally displayed questions](#) for up to two options
- **Written:** “Describe the overall effectiveness of this instructor.”
- **Number:** “How many times did the instructor answer your questions?”

## 13. Choose the Type of Question you Want to Create From the Type Dropdown:

### Quantitative

If you’re creating a quantitative question, use the **Display As** dropdown box to choose whether you want the answer labels displayed as:

- **Buttons Horizontal**
- **Buttons Vertical**
- **Drop Down List**
- **Radio Buttons**
- **Stars**
  - Choosing **Stars** lets students see star labels (one star, two stars, and so on) instead of the answer (word) labels. The labels that correspond to each star rating are shown in evaluation results and reports.

Next, select an existing answer set or click New Answer Set and enter possible answer values and labels. A category uses only one answer set for all quantitative questions in that category.

The screenshot shows a form for creating a quantitative question. It includes fields for the question text, abbreviation, report type, and display format. Below these is a table for possible answers with columns for a numeric value and a text label. Each row in the table has a 'Remove' button. An 'Add' button is at the bottom of the table. A note states that updating the answer set will update all quantitative answer sets in the category.

<b>Question</b>	The facility safety equipment was easily accessible.	
<b>Abbreviation</b>	Safety Access	
<b>Report As</b>	Quantitative	
<b>Display As</b>	Buttons - Horizontal	
<b>Possible Answers</b>	1	Almost Never
	2	Seldom
	3	As Often as Not
	4	Very Often
	5	Almost Always
	<a href="#">Add</a>	
	Updating the answer set will update all quantitative answer sets in this category.	

*Image: Quantitative question example.*

## Written

If you're creating a written question, use the **Display As** dropdown box to choose whether you want answer text line(s) displayed as:

- **Standard** - Displays about 5 lines of text
- **Extra Large** - Displays about 15 lines of text
- **Small** - Displays 1 line of text

No additional action is required. Below is a Written question example:

The screenshot shows a form for creating a written question. It includes fields for the question text, abbreviation, report type, and display format. The 'Display As' dropdown is set to 'Text (Standard)'.

<b>Question</b>	Describe the safety equipment in the facility and how easy or difficult it was to access.
<b>Abbreviation</b>	Equipment
<b>Report As</b>	Written
<b>Display As</b>	Text (Standard)

*Image: Written question example.*

## Select One

If you chose Select One, enter possible answer values (abbreviations) and their labels. Then, use the **Display As** dropdown box to choose whether you want the answer labels displayed as:

- **Drop Down List**

- **Buttons - Vertical**
- **Radio Buttons**

Below is a Select One question example:

<b>Question</b>	Which statement best describes the accessibility of the facility's safety equipment?	
<b>Abbreviation</b>	Equipment Accessibility	
<b>Report As</b>	Select one	
<b>Display As</b>	Radio Buttons	
<b>Possible Answers</b>	Easily	The equipment was easily accessible.
	Somewhat	The equipment was somewhat accessible. <a href="#">Remove</a>
	Not	The equipment was not accessible. <a href="#">Remove</a>
	<a href="#">Add</a>	

*Image: Select One question example.*

## Select Many

If you chose Select Many, enter possible answer values (abbreviations) and their labels. Select Many options will appear as check boxes. Below is a Select Many question example:

<b>Question</b>	Of the following, which safety equipment was available for use?	
<b>Abbreviation</b>	Lab Equipment	
<b>Report As</b>	Select many	
<b>Display As</b>	Check Boxes	
<b>Possible Answers</b>	Fire Extinguisher	A fire extinguisher was available
	Eyewash Station	A working eyewash station was available <a href="#">Remove</a>
	Goggles	There were enough goggles everyone <a href="#">Remove</a>
	Gloves	There were enough gloves for everyone <a href="#">Remove</a>
	First Aid Kit	A complete first aid kit was available <a href="#">Remove</a>
	<a href="#">Add</a>	

*Image: Select Many question example.*

## Number

If you chose Number, create a question, abbreviation, display as text size (always small). and validation of minimum, maximum values or numeric range for the answer. Also, decide if the question is required. Below is a Number question example:

<b>Question</b>	<input type="text" value="How many times have you felt unsafe in parking structures?"/>
<b>Abbreviation</b>	<input type="text" value="Parking Structure"/>
<b>Report As</b>	<input type="text" value="Number"/>
<b>Display As</b>	<input type="text" value="Text (Small)"/>

*Image: Number question example.*

#### 14. Click Create



#### Note

When editing an evaluation form's questions in the Form Editor, the changes you make to questions will not carry over to a future term unless you copy the term that the evaluation is part of.

When creating a new term, you can copy a previous term using the "Copy Term" option. This dictates the version of the evaluation form that will be used in the newly created term.

*Please see [Creating and Editing Evaluation Terms and Sessions in Eval25](#) for more information.*

*For more information, please see [Binding an Evaluation Form](#), [Editing Evaluation Forms](#), & [Adding a Question Category to the Question Bank](#)*