How Do I Add the Same Custom Questions That I Used In A Past Semester?

1- Log into MyNewSchool and go to Academics. Click on the red banner Complete Your Course Evaluations Here.
2- Under CUSTOM QUESTIONS [top left side], choose the topmost project which, normally, is the project for the current semester [it should have the following notations: SU for summer, SP for spring and FA for fall].
3- Proceed by clicking on the following tabs sequentially:

   EvaluationKIT
   Home Custom Question Surveys Attach Surveys to Projects
   / Custom Question Surveys / Attach Surveys to Projects / Custom Question Survey

   Attach Surveys to Projects
   Projects with Custom Question Survey Access
   Project Name | Status | Added to Courses | Access From | Access Until | Delivery Date | Add Questions
   Tet Tests SU16 Course Evaluations | Open | 6 | 5/8/2014 1:10 AM | 7/12/2016 1:10 AM | 5/15/2016 1:10 AM |

   Custom Question Survey
   + Add Custom Question Survey + Create New Sur

4- The page will display the title of the survey with custom questions that you have used in the past.
5- Click on the check mark underneath SELECT [all the way to the right]. Dotted lines around the check mark will be visible which means successful selection.
6- Click on SELECT COURSES
7- Click ADD COURSES to identify the course/s which should have your custom questions
8- Check the boxes next to the course/s
9- Click ADD SELECTED COURSES [make sure that the boxes next to the course/s are checked]

To verify that your custom questions are properly attached to your course/s, navigate back to ATTACH SURVEYS TO PROJECT page. In the diagram below, you will see ‘1’ under ADDED TO # COURSES. This means that you have attached custom questions to one course within the project under PROJECT NAME. Click on that ‘1’ to verify the course description.

   Projects with Custom Question Survey Access
   Project Name | Status | Added to # Courses
   Tet Tests SU16 Course Evaluations | Open | 1