How to Add Custom Questions into the Existing Survey in Campus Labs

The URL for Faculty to login is https://yale-nus.campuslabs.com/faculty/

You will be prompted to NUS Single Sign-on login page. Please sign in with your NUSNET ID that starts with nusst\yncxxx and your password.
If you do not see your corresponding Course(s), drop an email to edtech@yale-nus.edu.sg

Notes:

i. You may only add custom questions to Courses that are not ‘active’. If the Course (Survey) is already running or have ended, you will not be able to make any edit.

ii. Therefore, ensure that you do the additions well ahead before the ‘go-live’ date/time.
Step 1 – To add your custom questions into a ‘Course’, click on Course Evaluation Questions located at the top right hand corner.

Step 2 – Identify the ‘Course’ which you would like to add the custom questions. Click View/Edit Evaluation.
Step 3 – Click *Edit*.
(Notice that the standard set of Questions are listed on the left hand side)
Step 4 – Click +New.
Choose your desired question type (Multiple Choice or Textbox).
**Step 5** – Type your question in the textbox. Click **Ok** once done.
You would need to add your question(s) one at a time. Repeat this step for each of your question(s).

- **Question Text**
  - This is an additional question. Please respond. **Type your question here.**

- **Textbox Validation**
  - **Text**
  - **Number**
  - **Specific**
  - **Height (Rows)**: 3
  - **Character Limit**

  **You may also optionally choose the size of the box.**

- **Click Ok once done.**
Step 6 – Click **Done Editing** if there are no more questions to be added.

Click **+New** to add more Question(s).

All the additional question(s) will be reflected on this area.

Click **Done Editing** when you’re done.
And you're done! 😊 The newly added questions will now be reflected on screen.
Note: During the live survey, your custom question(s) will appear at the end – after the original set of questions.

For more guides, head over to: [https://faculty.yale-nus.edu.sg/registry/course-evaluations/]