ACE Online

Today’s Session: Adding customized questions

Getting Ready: You will need a valid HawkID and password

Follow up:
If you have questions regarding this instructional technology, please contact the ITS Help Desk at its-helpdesk@uiowa.edu.

For future events and trainings, please refer to https://teach.its.uiowa.edu/events/upcoming.

We will be adding custom questions to your ACE Online evaluation.

PART ONE – Accessing the ACE Online Program

Points of access
You can access the ACE Online Program via ICON and myui.

Access via ICON
1. Open a new browser: Chrome or Firefox.
2. Go to https://icon.uiowa.edu.
3. Click HawkID Login.
4. Enter your HawkID and Password.

5. Click **Log In**.

6. Click **Student Tools**.

7. Click **Course Evaluations (ACE)**.
8. Enter your HawkID and Password.

9. Click Log In.
Access via MyUI

1. Open a new browser: Chrome or Firefox.
2. Go to https://myui.uiowa.edu.
3. Click Course Evaluations.
4. Enter your HawkID and Password.
5. Click **Log In**.
PART TWO – Adding a Custom Questions to an Evaluation

⚠️ Viewing your evaluations

1. From Top Menu click My Questions.

2. Choose the following to reflect the current term and course:
3. Click **Show Questions**.

![My Questions](image)

**Adding a custom question**

1. Click **Add New Question**.

![Add New Question](image)
2. Enter the text of the question you wish to add to your evaluation.

![Question](image1.png)

a. If you would like to add this question to all of the courses you are teaching this semester, check the box beneath the question text.

![Question](image2.png)

3. Fill in the Abbreviation box using keywords from the question.

![Question](image3.png)

4. Choose the Type of scale you would like to use for this question.
   a. Quantitative – Likert Scale responses.
   b. Written – Open ended (qualitative) responses.

![Question](image4.png)
5. Select how you would like the response options to be displayed to students.

6. Choose the most appropriate Answer set for the question (quantitative).

7. Click Create.

8. Repeat these steps for each custom question you wish to add your evaluation.
Individuals with disabilities are encouraged to attend all University of Iowa-sponsored events. If you are a person with a disability who requires a reasonable accommodation in order to participate in this program, please contact the Office of Teaching, Learning & Technology in advance at 319-384-4357.

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