

## A How-To Guide for Adding Personalized Questions

This document outlines the steps for customizing and submitting your questions to the course evaluation questionnaire.

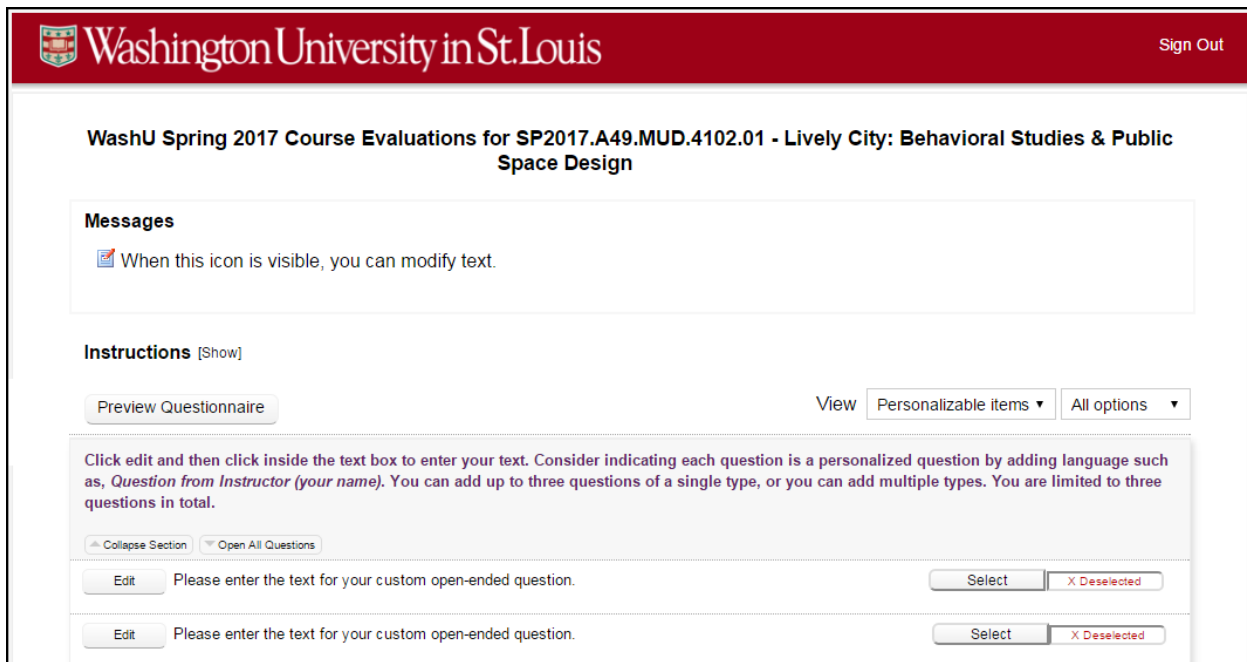
### Overview

As an instructor, you will be able to create and submit up to three questions for each of your course sections. You may copy personalized questions from one course section for use in another. You also have the option of submitting no questions. Instructions for all these options are listed below.

### [How to access question personalization](#)

#### Option A. Access QP through an email link.


You will receive an email when question personalization opens for your course. This email will contain a link. Click on the link and enter your WUSTL Key. If you have access to multiple courses they will be listed separately. Click on any course to view the QP window.



Washington University in St. Louis Sign Out

WashU Spring 2017 Course Evaluations for SP2017.A49.MUD.4102.01 - Lively City: Behavioral Studies & Public Space Design

**Messages**

 When this icon is visible, you can modify text.

**Instructions** [Show]

Preview Questionnaire View Personalizable items ▾ All options ▾

Click edit and then click inside the text box to enter your text. Consider indicating each question is a personalized question by adding language such as, *Question from Instructor (your name)*. You can add up to three questions of a single type, or you can add multiple types. You are limited to three questions in total.

▲ Collapse Section ▼ Open All Questions

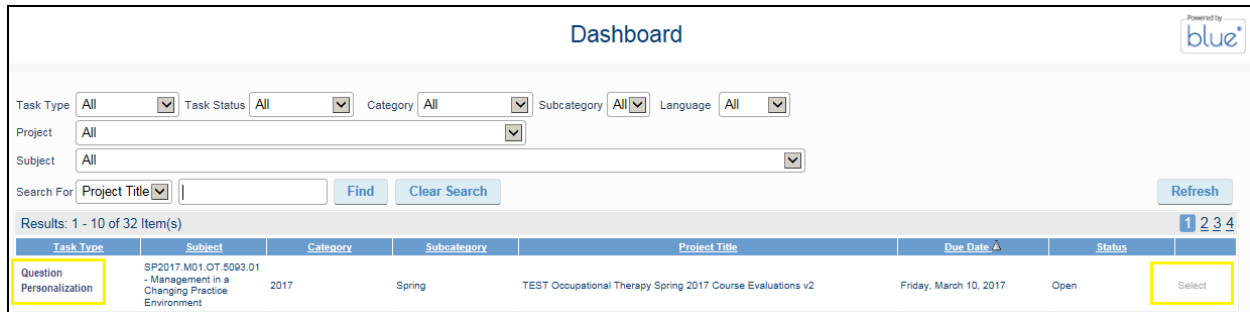
Please enter the text for your custom open-ended question.

Please enter the text for your custom open-ended question.

## Option B. Access QP through your dashboard.

Question Personalization can also be accessed through the dashboard. Visit [evals.wustl.edu](http://evals.wustl.edu) and click on the *Go to Course Evaluations* button. Then enter your WUSTL Key.

The upper area on the dashboard houses tasks and privileges that are available. Once QP opens for your course the *Select* option to the right of the course will become active.



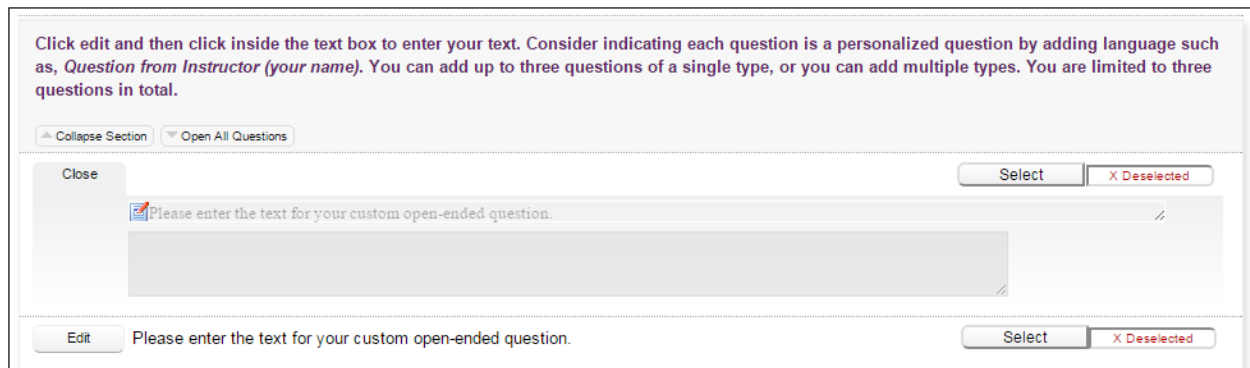
The screenshot shows a dashboard titled "Dashboard" with a "blue" logo in the top right. Below the title are several filter dropdowns: Task Type (All), Task Status (All), Category (All), Subcategory (All), and Language (All). There are also dropdowns for Project and Subject, both set to "All". A search bar is present with "Project Title" selected and a "Find" button. A "Refresh" button is on the right. Below the search bar, it says "Results: 1 - 10 of 32 Item(s)". A table follows with columns: Task Type, Subject, Category, Subcategory, Project Title, Due Date, Status, and an action column. The first row is highlighted in yellow, with "Question Personalization" in the Task Type column and "Select" in the action column.

Task Type	Subject	Category	Subcategory	Project Title	Due Date	Status	
Question Personalization	SP2017.M01.OT.5093.01 - Management in a Changing Practice Environment	2017	Spring	TEST Occupational Therapy Spring 2017 Course Evaluations v2	Friday, March 10, 2017	Open	Select

## How to add a personalized question

### Step 1. Create your question.

Click the *Edit* button beside the desired question. Once clicked, the question field will expand as shown. Click on the *Please enter* phrase or icon to activate the yellow edit box. Then begin typing your question.



The screenshot shows a question editing interface. At the top, there is a purple instruction: "Click edit and then click inside the text box to enter your text. Consider indicating each question is a personalized question by adding language such as, *Question from Instructor (your name)*. You can add up to three questions of a single type, or you can add multiple types. You are limited to three questions in total." Below this are two buttons: "Collapse Section" and "Open All Questions". The main area has a "Close" button on the left and "Select" and "X Deselected" buttons on the right. A large text box contains the placeholder text "Please enter the text for your custom open-ended question." Below the text box is an "Edit" button and another "Please enter the text for your custom open-ended question." placeholder, followed by "Select" and "X Deselected" buttons.

Consider indicating the question is a personalized question by adding language such as, *Question from Instructor (your name)*.

Please note: We have included both open-ended and rating scale questions for use in your questionnaire. You can add up to three questions of a single type, or you can add multiple types. You are limited to three questions in total.

## Step 2. Select your question.

After creating your question, click the *Select* button to the right to include the question on your questionnaire. If you change your mind, you can easily deselect a question you have selected by clicking the *Deselect* button.



If you wish, repeat the steps above to create another question.

## Step 3. Submit the questions you have selected.

Once you have finalized your questions, click the *Submit* button at the bottom of the page to add your questions to the course evaluation questionnaire.



If you are interrupted before you can complete the customization process, click the *Save* button at the bottom of the page to store your work without submitting your questions.

Once you click *Submit*, the *Save* and *Submit* buttons are replaced by an *Update* button. If you want to change your questions later, you can do so by repeating the edit process and clicking the *Update* button at the bottom of the page.

## How to review and preview your questions

Near the top right of the question creation area, you will see a *View* search box. You can use this tool to isolate only selected questions.



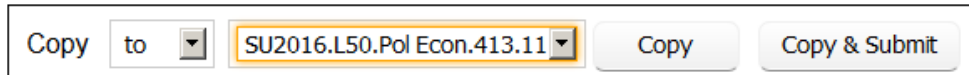
Near the top left of the question creation area, you will see the *Preview Questionnaire* button. Click this button to see the entire evaluation form as it will appear to your students.

Please note: If mandatory questions are included in your course section's questionnaire, you will need to enter responses before clicking *Next* within the preview. Any responses you give will not be saved or used in reporting.

## How to copy questions to/from one course to/from another

If you teach multiple course sections and wish to apply your personalized questions from one to another, you can use the copy function.

Locate the *Copy* box at the bottom of the screen. Using the drop-down, select the destination (to) or source (from) course section to copy the questions to or from.

A screenshot of a user interface for copying questions. It features a 'Copy' button, a 'to' dropdown menu, a selected course section 'SU2016.L50.Pol Econ.413.11' in a dropdown menu, a 'Copy' button, and a 'Copy & Submit' button. The selected course section is highlighted with a yellow border.

Click the *Copy* button to copy the questions. You also have the option to *Copy and Submit* your questions. Using this option allows you to bypass the submission step for each course. When successful you will see a message similar to this one:

The questionnaire has been copied for 'SU2016.L50.Pol Econ.413.11 - Introduction to Econometrics successfully.

Please note: Performing this operation will overwrite any question personalization that might have been done for the destination course.

## Question Personalization FAQs

**Q: Can I add my own personalized questions to the online evaluation?**

A: Yes, you can add up to three personalized questions to the evaluation form for each of your courses.

**Q: What questions are on my course evaluation?**

A: Your questionnaire will include the standard evaluation questions for the course as well as any personalized questions you have submitted. To preview your questionnaire click the *Preview Questionnaire* button.

**Q: Will my course be evaluated even though I forgot to enter my personalized questions?**

A: Yes. Your students will be asked the standard evaluation questions for the course.

**Q: What is the deadline for QP?**

A: The deadline for submitting personalized questions is the day prior to the start of the evaluation period. This can vary by course.

**Q: I am having difficulty entering my personalized questions. Can someone provide assistance?**

A: Of course. Please contact [evals@wustl.edu](mailto:evals@wustl.edu) for assistance.