Overview

This document outlines the steps for submitting additional custom-worded questions to your course evaluation questionnaire. We call this process Question Personalization (QP), and it is an excellent way to gather additional feedback from your students. Responses to these questions will be included in your evaluation report after the term has closed.

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 to another. You are not required to add personalized questions.

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More info: http://evals.wustl.edu

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. All emails will come from the 'WashU Evals Team.' The QP email will contain a direct link to your QP tasks. Click on the link and enter your WUSTL Key. Click on a course to view the QP window.

WashU Course Evaluations - Question Personalization Available
WashU Course Evals Team <evals@wustl.edu>
Sent:
To:

Dear Instructor,

This email is your invitation to submit up to three additional custom-worded questions to the evaluation form for each course you teach. We call this process Question Personalization and it is an excellent way to gather additional feedback from your students. Their responses to these questions will be included in your evaluation reports after the term has closed.

Please click here to Edit and Submit your questions.

If you don't wish to add questions, simply follow the link and click SUBMIT without making modifications; this will ensure that the system doesn't bother you with reminder emails. If you have any questions please contact the Course Evals Team at evals@wustl.edu.

Sincerely,
The WashU Course Evals Team

Washington
University in St.Louis

Sign Out

Question Personalization Task List
Task Owner:
Project Title: WashU Course Evaluations
Category:
Subcategory:

Subject	Due date	Status
SP2019.L24.Math.131.01 - Calculus I	Wednesday, March 27, 2019	Open
SP2019.L24.Math.132.01 - Calculus II	Wednesday, March 27, 2019	Open
SP2019.L24.Math.309.01 - Matrix Algebra	Wednesday, March 27, 2019	Open
SP2019.L24.Math.493.01 - Probability	Wednesday, March 27, 2019	Open

Mobile Version | Standard Version

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More info: http://evals.wustl.edu

Option B. Access QP through your dashboard

Question Personalization tasks are also available via the Course Evals Dashboard. Visit evals.wustl.edu and click on the *Log in to your Course Evaluation Dashboard* button. Then enter your WUSTL Key.

The upper area on the dashboard houses tasks and privileges that are available. Once QP opens for a course, the status icon to the far right of the task will show *Open* in green. Click on a course to view the QP window.

More info: http://evals.wustl.edu

How to add a personalized question

Once you have selected a course, the QP window will appear. There are some instructions at the top of the page that can be hidden or displayed. These instructions contain a condensed version of the information provided in this document.

Different types of personalized questions appear under the Instructions. You can pick from comment questions, yes/no questions, or rating scale questions. Rating scale questions can and should be chosen based on your school. Different school use different rating scales.

Step 1. Create your question.

Click *Show Section* under the type of question you'd like to add. Click *Edit* and enter your personalized question text. Consider indicating the 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.

More info: http://evals.wustl.edu

Step 2. Select your questions.

After entering a question, you can either move on to the next question or proceed to the bottom of the screen. In either case, once you have clicked out of the *Edit* box the question you've entered should be automatically *Selected*. If you change your mind, you can *Deselect* questions as needed.

Step 3. Submit the questions you have selected.

Once you have finished entering and selecting 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 QP process, click the *Save* button at the bottom of the page and return to the system later.

Once you submit, an *Update* button will appear at the bottom of the page. If you want to change your questions later, you can do so by repeating the process above and clicking the *Update* button.

More info: http://evals.wustl.edu

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.

| Preview Questionnaire		View	Personalizable items ▼	Selected ▼

Near the top left of the question creation area, you will see the *Preview Questionnaire* button. Click this button to see the entire evaluation as it will appear to your students.
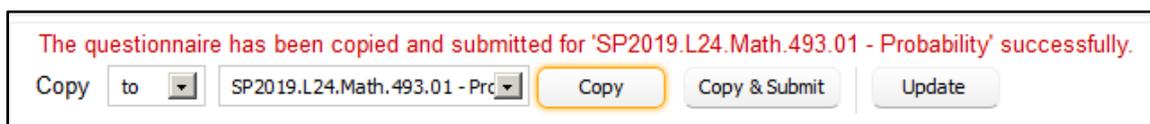
Note: If mandatory questions are included in your course section's evaluation, you will need to enter responses before clicking *Next* within the preview. Any responses you give will not be saved or used in reporting.

How to copy questions

If you teach multiple course sections, you may want to copy personalized questions from one course section to another. Locate the *Copy* area at the bottom of the screen. Using the drop-down, select the destination (to) or source (from).

Copy	to ▼	SP2019.L24.Math.131.01 - Ca ▼	Copy	Copy & Submit	Save	Submit
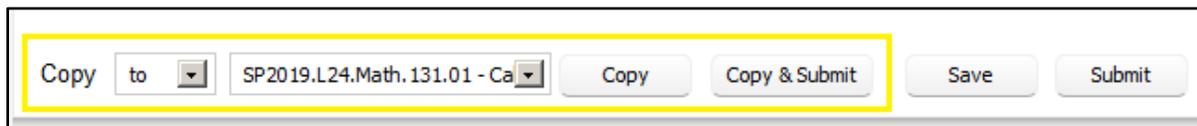
Click the *Copy* button to copy the questions. You also have the option to *Copy and Submit* your questions. Using this option allows you to bypass the submission step for each course. When successful you will see a message similar to the one below.

The questionnaire has been copied and submitted for 'SP2019.L24.Math.493.01 - Probability' successfully.

Copy	to ▼	SP2019.L24.Math.493.01 - Pro ▼	Copy	Copy & Submit	Update

Note: Copying personalized questions will overwrite any QP that has been submitted for the destination course.

More info: http://evals.wustl.edu

Frequently Asked Questions

What questions are already included in my course evaluation?

The evaluation will include the standard questions for the course as well as any personalized questions you have submitted. To preview your questionnaire click the *Preview Questionnaire* button. This can be done prior to submitting personalized questions if you are unfamiliar with your school/program's standard questions.

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

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

What is the deadline for QP?

The deadline for submitting personalized questions is 4 days prior to the start of the evaluation period. Because evaluation periods can vary by course, Question Personalization periods may also vary. The QP deadline for each course should appear on your QP task list and on your Course Evals Dashboard.

I need technical help.

You can always contact evals@wustl.edu for assistance. You are also welcome to contact the appropriate school/program eval administrator.

Contacts

For additional help adding personalized questions please email evals@wustl.edu or reach out to your school/program eval administrator. A listing of school/program eval administrators is available at evals.wustl.edu.

More info: http://evals.wustl.edu