**Question Personalization Instructions**

Approximately 28 class days prior the last day of classes each semester, instructors will receive an email inviting them to add personalized questions for their courses.

Instructors will not be able to remove or edit any questions already included on the course's evaluation.

- When you click through the link you will be prompted to sign in with your onyen credentials.
- Once signed in you will see a task list, which will include a Question Personalization task type for each of your courses being evaluated that term.
- Clicking on a course will allow you to enter and select questions for that course. If you only have one course being evaluated, the email link will take you directly to the task itself.
- Below are step by step instructions for adding questions once you have reached the question personalization screen.

Once you have selected a course you will see a screen that looks like this:

Questions that have a "Preview" button are already crafted and cannot be changed. You will not see these yet, but such questions may be available in the future.

Questions that have an "Edit" button are customizable and can be selected.

The customizable questions come in three varieties:

1. Provide your agreement statement here.
    a. Answer options: Strongly Disagree, Disagree, Neutral, Agree, Strongly agree
2. Provide your question here.
    a. Answer Options: Poor, Fair, Neutral, Good, Excellent
3. Provide your free response question here.
    a. Answer Option: free text entry by student (no length limits)

Step 1:

1. To add and select a question, click on the "Edit" button beside it.
    a. This will display the answer choices and editable question text:

    b. Please be aware that your full name will appear below the question to ensure students know which instructor is asking the question in courses with multiple instructors (such as one or more primary instructors, secondary instructors, TAs, lab managers, lab instructors, etc).

2. Click the edit icon (paper and pencil:) to enter your question.
    a. A cursor will display as well as the grayed out text of the existing statement. As soon as you start typing this text will be replaced.
    b. Click the "Select" button to save the text and select the question.
    c. Click the edit icon again to edit the question or statement after initially selected.

Only questions marked "Selected" in green with check mark will be added to your course(s).

3. Repeat steps 1 and 2 for up to five questions.

Step 2:

You can save at any point by clicking the "Save" button at the bottom of the screen.
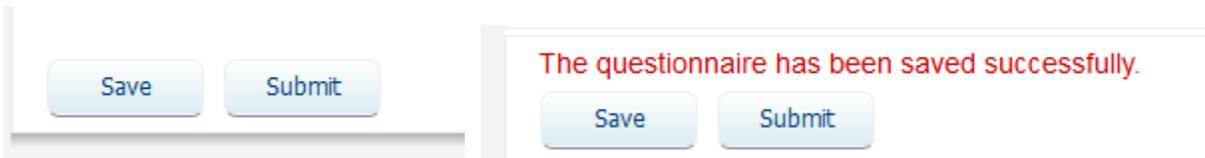
You can save and return at a later time if needed.

Step 3:

1. Once you have finalized all your selections, click the "Submit" button to finalize your selections. **You must submit before any questions will be added to your course evaluation(s).**
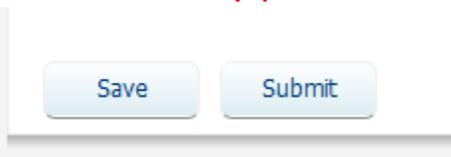
   a.

2. If you select more than 5 questions, you will receive a warning and be unable to submit.

   a.

   You have selected 6 question(s). You are allowed to select a maximum of 5 question(s).

3. If you have personalized more questions than you ultimately select (for example you entered 5 questions but only select 4of them) you will see this when you submit:

   a. Warning! One or more customized questions have not been selected.
   ☐ Ignore warning and allow Submit.

4. Simply tick the box and then submit or update if you wish to only add the 4 selected questions.

   Warning! One or more customized questions have not been selected.
   ☑ Ignore warning and allow Submit.

   a. Update

5. Once you have selected 5 or fewer questions, and click submit, you will receive a confirmation:

   a. The additional questions have been selected and saved successfully.
   Update
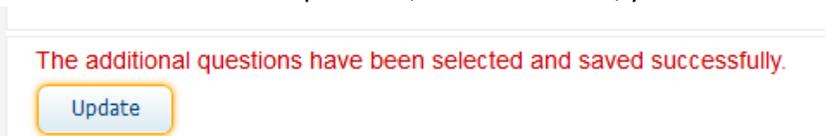
6. You will have the opportunity to update your questions and selections until the question personalization period ends (this date will be included in invitation and reminder emails). Simply make edits to the page and click the "Update" button.

Tip: If you continue to receive reminder emails, this is an indicator that your questions have not been submitted, and will not be asked on your revaluation.