

Question Personalization Instructions

Contents

Overview	1
Step 1: Customize Questions	3
Step 2: Save Questions.....	4
Step 3: Submit Questions.....	4
Copy from Past Term Option:	5

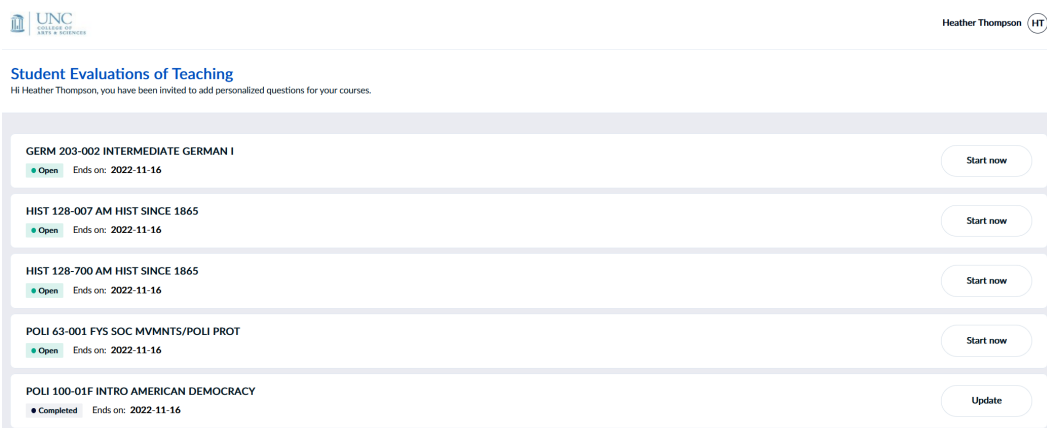
Overview

Seven calendar days prior to the opening of the evaluation to students, instructors will receive an email inviting them to add personalized questions for their course(s).

You can find a guide created by the Blue software provider [online](#) that covers basic functionalities and menus. The below directions are more in depth and include information specific to UNC and the College.

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

- When you click the link in the email you will be prompted to sign in with your onyen credentials (if you are not already signed in on your browser).
- Once signed in, you will either be taken directly to the task (if you only have one course that term) or you will see a task list, which includes 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.
- 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 similar to the one below, which will display all questions asked on your course, followed by the question options you have for customization. You can

adjust what questions are visible with the drop down menu showing “View all” to filter to just customizable, just included, or all questions.

UNC COLLEGE OF ARTS & SCIENCES Heather Thompson HT

Add Additional Questions for GERM 203-002 INTERMEDIATE GERMAN I

Number of questions: Min: 0 Max: 5 ✓

IMPORTANT: Please select “Show more” to the right for important instructions. The College of Arts & Sciences would like to make student evaluations of teaching as useful to instructors as possible. With that in mind, you may craft up to five additional questions to be asked on one or all of your evaluations if you wish to do so... [Show more](#)

View all [dropdown] Preview Save Submit [icon]

1. Overall, I learned a great deal from this course. [Included]

There is important and helpful information in the information box at the top, so we encourage you to click on the “**Show more**” option to expand this. We have included the text below for reference.

IMPORTANT: Please select “Show more” to the right for important instructions. The College of Arts & Sciences would like to make student evaluations of teaching as useful to instructors as possible. With that in mind, you may craft up to five additional questions to be asked on one or all of your evaluations if you wish to do so.

IMPORTANT: Only questions marked Select will be included. If deselected, a personalized question will not be added to the survey.

New Feature: You now have the option to copy questions from a course in the previous like term (Fall to Fall, Spring to Spring, Summer to Summer).

IMPORTANT: Click the **Submit** or **Update** button when finished.

You can find step-by-step directions for the process [here](#).
You will see all questions asked on your evaluation below.
You can copy questions from the most recent like term.
The preview button below will show you how the questionnaire will display for students including your customized questions once you have saved or submitted.

If you continue to receive reminder emails about adding questions, be sure to log in to submit your questions. Reminders will only be sent if your questions have not been successfully submitted. [Show less](#)

Questions that have a gray “Included” on the right are included by the College, your department, or a program. Please note that beginning in Fall 2022 this includes questions about the General Education requirements for your course. These questions are included for General Education assessment purposes and will be shared with you on a separate report at the end of the term.

Questions that have an “Excluded/Included” toggle and a “Customize” edit link are customizable and can be selected.

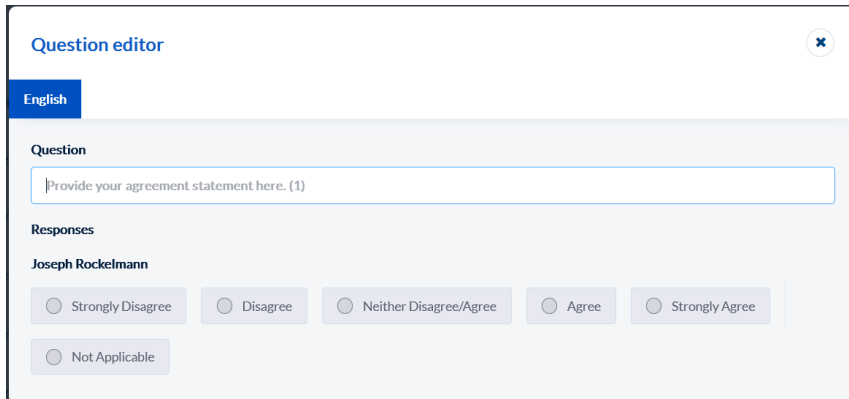


The customizable questions come in three varieties:

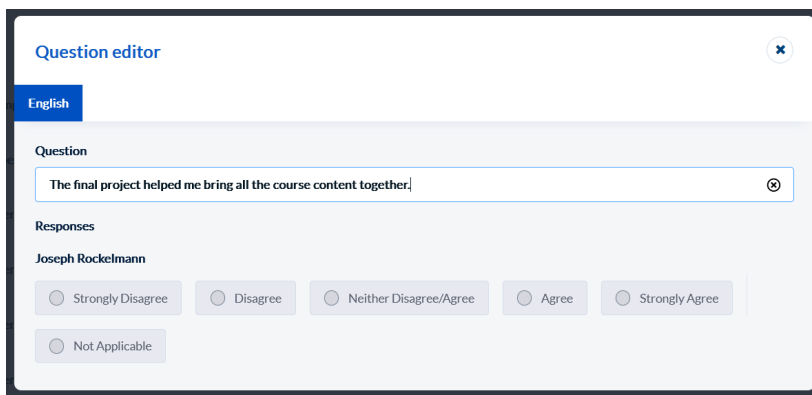
1. Provide your agreement statement here.
 - a. Answer options: Strongly Disagree, Disagree, Neutral, Agree, Strongly Agree, Not Applicable
2. Provide your question here.
 - a. Answer Options: Poor, Fair, Neutral, Good, Excellent, Not Applicable
3. Provide your free response question here.
 - a. Answer Option: free text entry by student (no length limits)

Step 1: Customize Questions

1. To add and select a question, click on the “Customize” edit link beside it.
 - a. This will display a context window with the answer choices and editable question text:



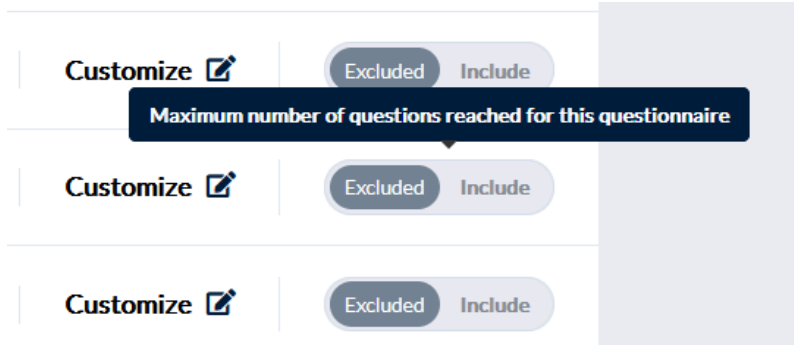
- b. Please be aware that your full name will appear below the question to ensure students know which instructor is asking the question in courses with multiple instructors (such as one or more primary instructors, secondary instructors, TAs, lab managers, lab instructors, etc.).
2. Simply type in the Question box to fill in your question, then use the X at the top right of the context window to save your changes and return to the list of questions.



3. When you have edited a question, it will automatically change to be marked “Included.”



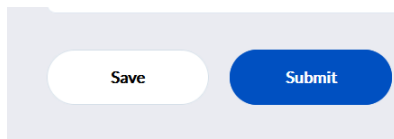
Only questions marked “Included” in green will be added to your course(s). If you edit a 6th question it will not be automatically included, and if you attempt to mark it included you will see a pop-up message warning that you have already selected the maximum number of customized questions:



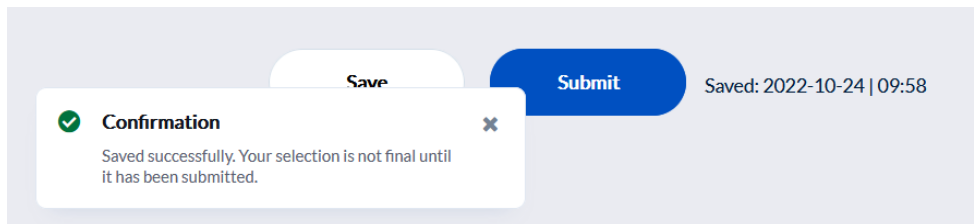
- Repeat steps 1 and 2 for up to five questions. Ensure that your final 5 are marked as “Included” in green.

Step 2: Save Questions

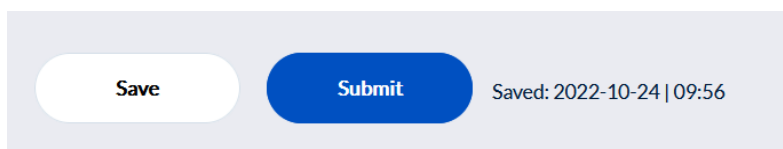
You can save at any point by clicking the “Save” button at the bottom of the screen.



You will see a pop up on screen briefly when you save:



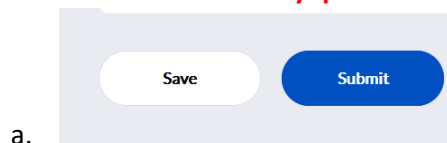
Once you have saved, you will be able to see when you last saved:



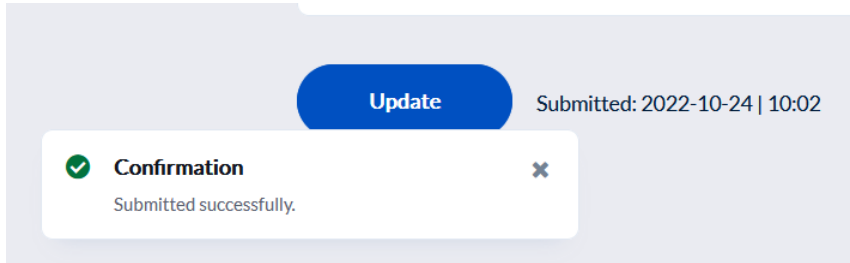
You can save and return later if needed.

Step 3: Submit Questions

- 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).



- You will see a confirmation briefly after submission. The “Save” and “Submit” buttons will be replaced by an “Update” button, next to which will be the date and time you submitted your questions.



- 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 and is 11:59pm the night before your evaluations open to students). Simply make edits to the page and click the “Update” button.

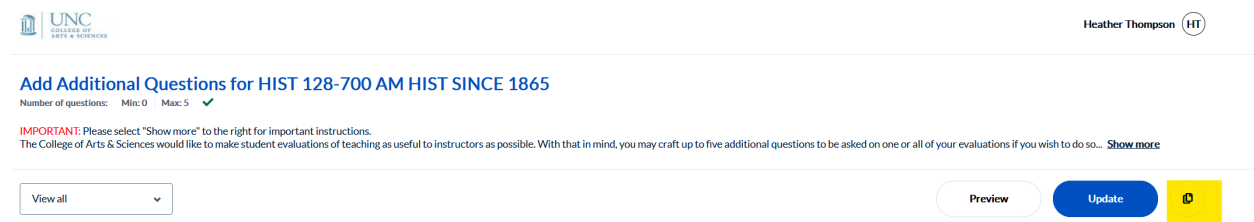
Important Tip: If you continue to receive reminder emails, this is an indicator that your questions have not been submitted and will not be asked on your reevaluation.

Copy from/to Options:

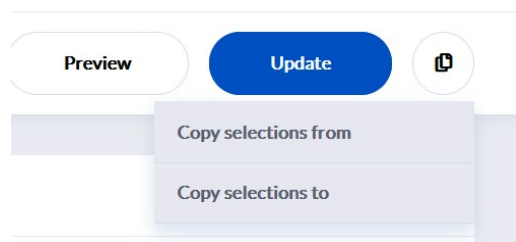
You can copy questions from one course to any or all your other courses in the same term using the Copy To option.

You can copy questions from the current term or a prior like term (e.g. fall to fall) using the Copy From option.

You will access both options from the copy button, highlighted yellow in the bottom right of the below screen shot:



Copy button’s context menu:



These options are fairly straight forward, but if needed you can view step-by-step directions and screenshots from the software provider [online](#).