

Instructor Question Personalization Instructions

This document has been prepared to assist instructors in customizing and submitting their evaluation questions.

Step 1: Customizing Questions

To customize a question, click the Edit button beside one of the Rating Scale questions:

Enter your 1st qualitative question here

Once clicked, it will show as:

Enter your 1st qualitative question here

Click where the phrase 'Enter your 1st qualitative question here' words are to enter an open-ended question.

Enter your 1st qualitative question here

To ensure that this question gets added to the survey, click the 'Select' button to the right of the question. The question will now show as 'Selected':

Step 2: Review Customized Questions (optional)

Near the top of the page look for the View search box:

View Personalizable items All options

Change the 'All options' drop down to show 'Selected':

View Personalizable Items Selected

Now the list of Questions below will only include the questions that have been selected.

To see a preview of the complete questionnaire as it would appear to students, click on the 'Preview' button,

Preview

Step 3: Saving the Selected Questions (optional)

If the question customization process needs to be interrupted, scroll to the bottom of the page and then click the 'Save' button:

Save

Once clicked, this message will appear:

The questionnaire has been saved successfully.

Save

Once saved, the window can be closed. Click on the link in the invitation email to return to select more questions or to submit the selected questions.

Step 4: Submitting the Selected Questions

Once the questions have been selected, click the 'Submit' button at the bottom of the screen. This will now make the selected questions available in the Student Course Evaluation.



Once clicked, this message will appear:

The question personalizations have been submitted successfully.



Note that the 'Save' and 'Submit' buttons are no longer available, now there is only the 'Update' button. Note also that at this point the window can be closed; the questions have been submitted.

Step 5: Copying the Question List (optional)

If, after having completed customizing the questions, it is determined that this exact same list of questions is to be applied to another course, the copy function can be used:

1. In the course that already has the customized questions, locate the Copy box at the bottom of the screen:



2. Using the drop down box, select the destination course to copy the questions to:



3. Click the Apply button to copy the questions; once clicked this message will appear:

The questionnaire has been copied to 'AD140012012F RESEARCH:METHODS&DA'

Note that any questions that had already been customized in the destination course would be lost when performing this copy. Note also that the Copy 'from' could also be used to copy questions from a source course to the one being customized.

Step 6: Updating the Question List (optional)

If, after submitting the selected questions, it is discovered that there should be a change (one or more questions removed, added or changed):

1. Return to the question selection screen via the link in the email.
2. Make the changes to the selected question list.
3. Click the 'Update' button.



Once clicked, this message will appear:

The questionnaire has been saved successfully.



4. The window can now be closed; the selected question list has been saved with the changes made.

Note that once the question selection deadline is met the update option will no longer be available.