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.
Option B. Access QP through your dashboard.

Question Personalization can also be accessed through the dashboard. Visit 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.

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.

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.

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 for assistance.