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 also copy personalized questions from a prior project, predetermined by the course evals administrator. 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 'WashU Course Evals.' 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.
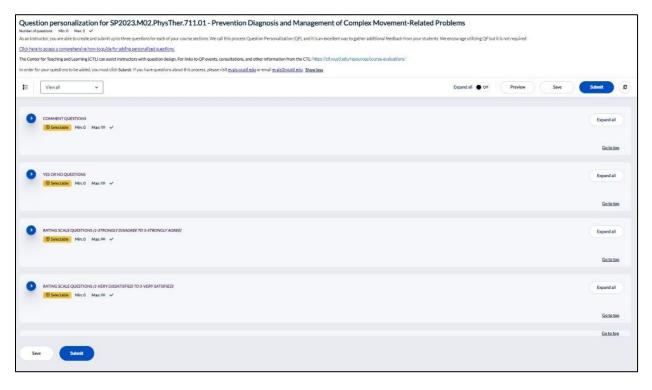
More info: http://evals.wustl.edu

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

The header at the top of the QP window links to a copy of these instructions and can be condensed or expanded.

Different types of personalized questions appear under the header. You can pick from comment questions, yes/no questions, or rating scale questions. **Rating scale questions should be chosen based on your school (if applicable).** Different schools use different rating scales.
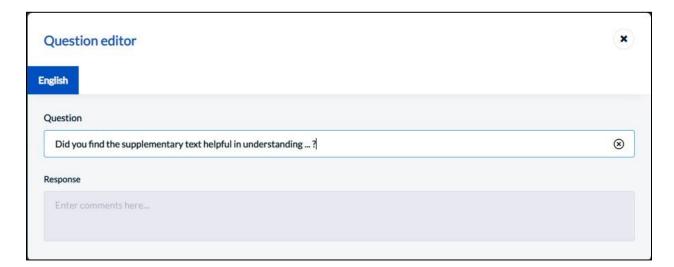

Step 1. Create your question.

Click within the box of the type of question you'd like to add. Click and enter your personalized question text.

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 question

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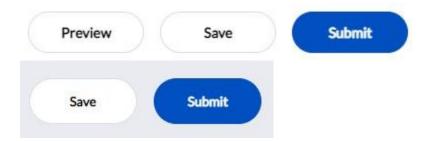

Note: Once you reach the 3-question maximum, you can still build questions but "Include" will no longer be an option.
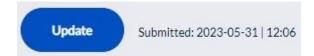
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Step 3. Submit the questions you have selected

Once you have finished entering and selecting your questions, click the *Submit* button at the top or 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 and return to the system later.

Once you submit, an *Update* button will appear at the bottom of the page with date/time of the successful submission. 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 left of the question creation area, you will see a *View* search box. You can use this tool to isolate only personalized questions by selecting "View included".

Near the top right of the question creation area, you will see a *Preview* 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.
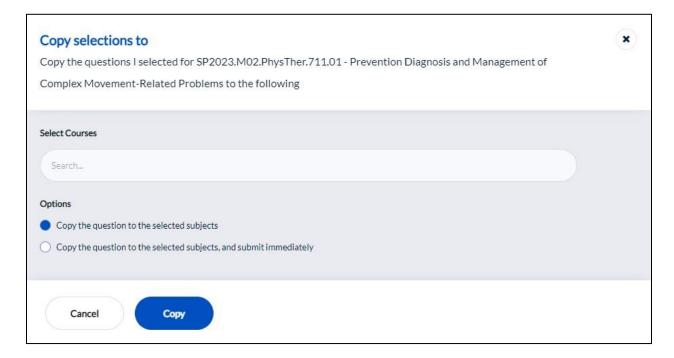
How to copy selections to

If you teach multiple course sections, you may want to copy personalized questions from one course

section to another. Click the *Additional options* button at the top of the screen. Using the drop-down, select *Copy selections to*.
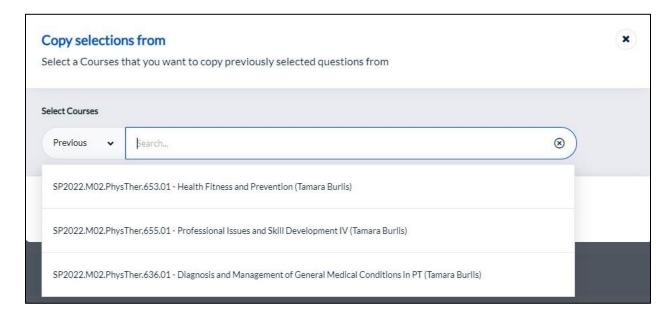
More info: http://evals.wustl.edu

Click within the Search box to select a course section. Click the *Copy* button to copy the questions. You also have the option to copy your questions and submit immediately. Using this option allows you to bypass the submission step for each course. When successful you will see a confirmation message.

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

How to copy selections from

To save time, you may want to copy personalized questions from a previous project. Click the *Additional options* button [icon] at the top of the screen. Using the drop-down, select *Copy selections from*.

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

Select "Previous" within the drop-down box and then click the Search box to select a course section from a prior project. **Note: the system can only offer one prior project, so this will likely be a lateral option (for example – during SP23, SP22 will populate; during FL23, FL22 will populate).** Click the *Copy* button to copy the questions. You also have the option to copy your questions and submit immediately. Using this option allows you to bypass the submission step for each course. When successful you will see a confirmation message.

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

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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.

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