

## Question Personalization (QP) Instructions

Instructors receive an automated email when the window to complete the question personalization (QP) task is open. Adding QPs for a course is optional. Instructors are able to add up to five customized questions from the four question types available (agreement, quality, effort, comment). Instructors can click on the provided link in the automated email and follow these steps to enter any QPs.

Instructors are taken to the following page to complete the QP task:

The screenshot shows the 'Student Evaluations of Teaching' interface. At the top left is the George Mason University logo, and at the top right is a 'Sign Out' link. The main heading is 'Student Evaluations of Teaching' followed by a redacted area. Below this is a 'Messages' section with a red icon and text: 'When this icon is visible, you can modify text. There are no errors to display'. An 'Instructions' section follows, with a '(Hide)' link. The instructions state: 'The following questions allow you to customize the questionnaire framework to best suit your needs. You are able to select a number of selectable questions and personalized questions to include in the questionnaire. It's important to edit the personalized questions you have selected before submitting the questionnaire. If you aren't ready to submit your question selections yet, you can save your work and come back to it later.' The 'Item List' section has a 'Preview' button and a 'View' dropdown menu with options for 'Personalizable items' and 'All options'. The list contains 20 items, each with an 'Edit' button, a name, and 'Select' and 'Deselected' buttons. The items are: Agreement1-5 (Single Selection Question), Quality1-5 (Single Selection Question), Effort1-5 (Single Selection Question), and Comment1-5 (Question). At the bottom are 'Save' and 'Submit' buttons, and the 'blue' logo in the footer.

Item Name	Select	Deselected
Agreement1 QP Single Selection Question	Select	Deselected
Agreement2 QP Single Selection Question	Select	Deselected
Agreement3 QP Single Selection Question	Select	Deselected
Agreement4 QP Single Selection Question	Select	Deselected
Agreement5 QP Single Selection Question	Select	Deselected
Quality1 QP Single Selection Question	Select	Deselected
Quality2 QP Single Selection Question	Select	Deselected
Quality3 QP Single Selection Question	Select	Deselected
Quality4 QP Single Selection Question	Select	Deselected
Quality5 QP Single Selection Question	Select	Deselected
Effort1 QP Single Selection Question	Select	Deselected
Effort2 QP Single Selection Question	Select	Deselected
Effort3 QP Single Selection Question	Select	Deselected
Effort4 QP Single Selection Question	Select	Deselected
Effort5 QP Single Selection Question	Select	Deselected
Comment1 QP Question	Select	Deselected
Comment2 QP Question	Select	Deselected
Comment3 QP Question	Select	Deselected
Comment4 QP Question	Select	Deselected
Comment5 QP Question	Select	Deselected

- Click the 'Select' button for the type of question to be added. Select 'Edit' to open the text box to enter the text for the question.

**Item List**

Preview 2 View Personalizable items ▾ All options ▾

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Edit Agreement1 QP Single Selection Question 1 Select Deselected

- After clicking on 'Select', this will change to show the type of question which has been selected to use as a QP. Click in the edit box to type in the text for the question.

Close 1 Selected Deselect

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2 Agreement1 QP Single Selection Question

Strongly Agree  
 Agree  
 Neutral  
 Disagree  
 Strongly Disagree  
 Not Applicable

- To minimize/close the question previously entered, click 'Close' (top left in question box). With the question closed, the question selected can still be seen, along with the specific text entered for the question.

Sign Out

**Student Evaluations of Teaching -** [REDACTED]

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**Messages**

When this icon is visible, you can modify text.  
 There are no errors to display

**Instructions** [Hide]

The following questions allow you to customize the questionnaire framework to best suit your needs. You are able to select a number of selectable questions and personalized questions to include in the questionnaire.

It's important to edit the personalized questions you have selected before submitting the questionnaire. If you aren't ready to submit your question selections yet, you can save your work and come back to it later.

**Item List**

Preview View Personalizable items ▾ All options ▾

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Edit Test agreement question Selected Deselect

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Edit Agreement2 QP Single Selection Question Select Deselected

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Edit Agreement3 QP Single Selection Question Select Deselected

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Edit Agreement4 QP Single Selection Question Select Deselected

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Edit Agreement5 QP Single Selection Question Select Deselected

- Continue entering questions as needed, following the above steps. For a question previously selected which is no longer needed, click 'Deselect' for that question.

GEORGE MASON UNIVERSITY Sign Out

## Student Evaluations of Teaching - [REDACTED]

**Messages**

When this icon is visible, you can modify text.  
**There are no errors to display**

**Instructions** [Hide]

The following questions allow you to customize the questionnaire framework to best suit your needs. You are able to select a number of selectable questions and personalized questions to include in the questionnaire.

It's important to edit the personalized questions you have selected before submitting the questionnaire. If you aren't ready to submit your question selections yet, you can save your work and come back to it later.

**Item List**

Preview View Personalizable Items All options

Close Selected Deselect

**Test agreement question**

- Strongly Agree
- Agree
- Neutral
- Disagree
- Strongly Disagree
- Not Applicable

Agreement2 QP Single Selection Question Select Deselected

Agreement3 QP Single Selection Question Select Deselected

Agreement4 QP Single Selection Question Select Deselected

Agreement5 QP Single Selection Question Select Deselected

Close Selected Deselect

**Test quality question**

- Excellent
- OK
- Poor

Quality2 QP Single Selection Question Select Deselected

Quality2 QP Single Selection Question Select Deselected

Quality3 QP Single Selection Question Select Deselected

Quality4 QP Single Selection Question Select Deselected

Quality5 QP Single Selection Question Select Deselected

Close Selected Deselect

**Test effort question**

- Very High
- Moderate
- Low

Effort2 QP Single Selection Question Select Deselected

Effort3 QP Single Selection Question Select Deselected

Effort4 QP Single Selection Question Select Deselected

Effort5 QP Single Selection Question Select Deselected

Close Selected Deselect

**Test comment question**

Comment2 QP Question Select Deselected

Comment3 QP Question Select Deselected

Comment4 QP Question Select Deselected

Comment5 QP Question Select Deselected

blue

- After selecting/entering personalized questions, this work can be saved by clicking on 'Save' (bottom left). To submit and add these questions to the main evaluation, click 'Submit' (next to the 'Save' button).

**Messages**

 When this icon is visible, you can modify text.

**There are no errors to display**

**Instructions** [Hide]

The following questions allow you to customize the questionnaire framework to best suit your needs. You are able to select a number of selectable questions and personalized questions to include in the questionnaire.

It's important to edit the personalized questions you have selected before submitting the questionnaire. If you aren't ready to submit your question selections yet, you can save your work and come back to it later.

**Item List**

Preview View

<input type="button" value="Edit"/>	Test agreement question	<input type="button" value="Selected"/>	<input type="button" value="Deselect"/>
<input type="button" value="Edit"/>	Agreement2 QP Single Selection Question	<input type="button" value="Select"/>	<input type="button" value="Deselected"/>
<input type="button" value="Edit"/>	Agreement3 QP Single Selection Question	<input type="button" value="Select"/>	<input type="button" value="Deselected"/>
<input type="button" value="Edit"/>	Agreement4 QP Single Selection Question	<input type="button" value="Select"/>	<input type="button" value="Deselected"/>
<input type="button" value="Edit"/>	Agreement5 QP Single Selection Question	<input type="button" value="Select"/>	<input type="button" value="Deselected"/>
<input type="button" value="Edit"/>	Test quality question	<input type="button" value="Selected"/>	<input type="button" value="Deselect"/>
<input type="button" value="Edit"/>	Quality2 QP Single Selection Question	<input type="button" value="Select"/>	<input type="button" value="Deselected"/>
<input type="button" value="Edit"/>	Quality3 QP Single Selection Question	<input type="button" value="Select"/>	<input type="button" value="Deselected"/>
<input type="button" value="Edit"/>	Quality4 QP Single Selection Question	<input type="button" value="Select"/>	<input type="button" value="Deselected"/>
<input type="button" value="Edit"/>	Quality5 QP Single Selection Question	<input type="button" value="Select"/>	<input type="button" value="Deselected"/>
<input type="button" value="Edit"/>	Test effort question	<input type="button" value="Selected"/>	<input type="button" value="Deselect"/>
<input type="button" value="Edit"/>	Effort2 QP Single Selection Question	<input type="button" value="Select"/>	<input type="button" value="Deselected"/>
<input type="button" value="Edit"/>	Effort3 QP Single Selection Question	<input type="button" value="Select"/>	<input type="button" value="Deselected"/>
<input type="button" value="Edit"/>	Effort4 QP Single Selection Question	<input type="button" value="Select"/>	<input type="button" value="Deselected"/>
<input type="button" value="Edit"/>	Effort5 QP Single Selection Question	<input type="button" value="Select"/>	<input type="button" value="Deselected"/>
<input type="button" value="Edit"/>	Test comment question	<input type="button" value="Selected"/>	<input type="button" value="Deselect"/>
<input type="button" value="Edit"/>	Comment2 QP Question	<input type="button" value="Select"/>	<input type="button" value="Deselected"/>
<input type="button" value="Edit"/>	Comment3 QP Question	<input type="button" value="Select"/>	<input type="button" value="Deselected"/>
<input type="button" value="Edit"/>	Comment4 QP Question	<input type="button" value="Select"/>	<input type="button" value="Deselected"/>
<input type="button" value="Edit"/>	Comment5 QP Question	<input type="button" value="Select"/>	<input type="button" value="Deselected"/>

**1** **2**

**The questionnaire has been saved successfully.**