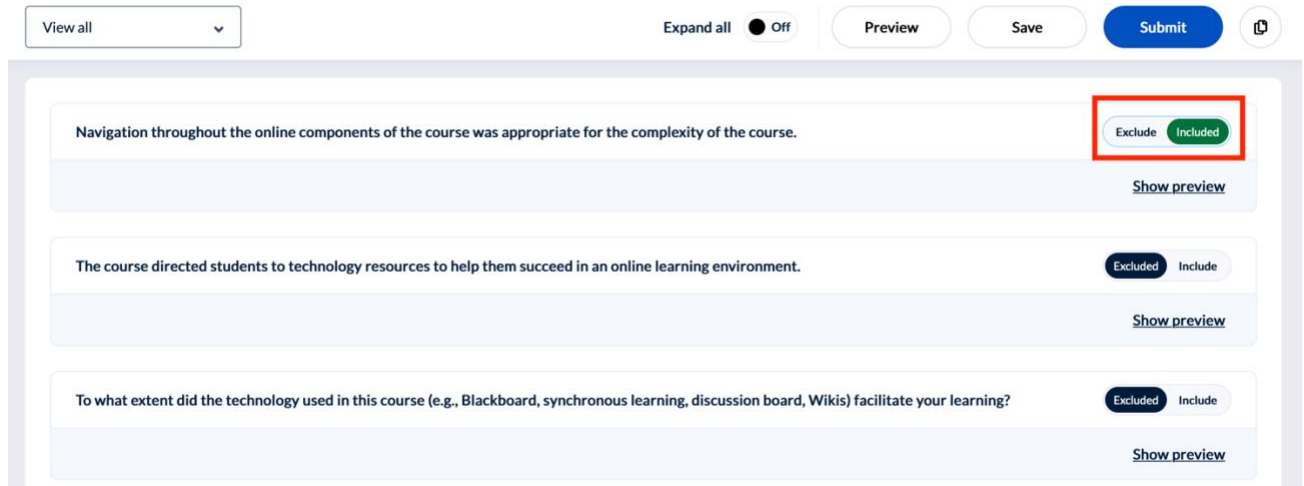


Question Personalization (QP) Instructions

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), and from the pre-written use of technology questions. Instructors can click on the provided link in the automated email and follow these steps to enter any QPs. All selectable questions to be added are excluded by default.

Pre-written questions:

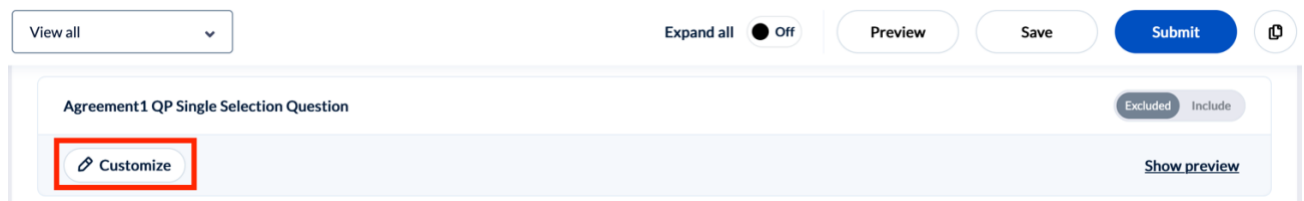
- These questions display first on the list. Click the 'Include' button to select the pre-written question(s) to be added. To view the format of the response for the selected question, click on the 'Show preview' button.



The screenshot shows the Question Personalization interface. At the top, there is a 'View all' dropdown menu, an 'Expand all' toggle set to 'Off', and buttons for 'Preview', 'Save', and 'Submit'. Below this, three pre-written questions are listed. The first question, 'Navigation throughout the online components of the course was appropriate for the complexity of the course.', has its 'Include' button highlighted with a red box. The second question, 'The course directed students to technology resources to help them succeed in an online learning environment.', has its 'Excluded' button highlighted. The third question, 'To what extent did the technology used in this course (e.g., Blackboard, synchronous learning, discussion board, Wikis) facilitate your learning?', also has its 'Excluded' button highlighted. Each question has a 'Show preview' button below it.

Customizable questions:

- These questions display next in the list. Click the 'Customize' button first to select the customizable question(s) to be added.



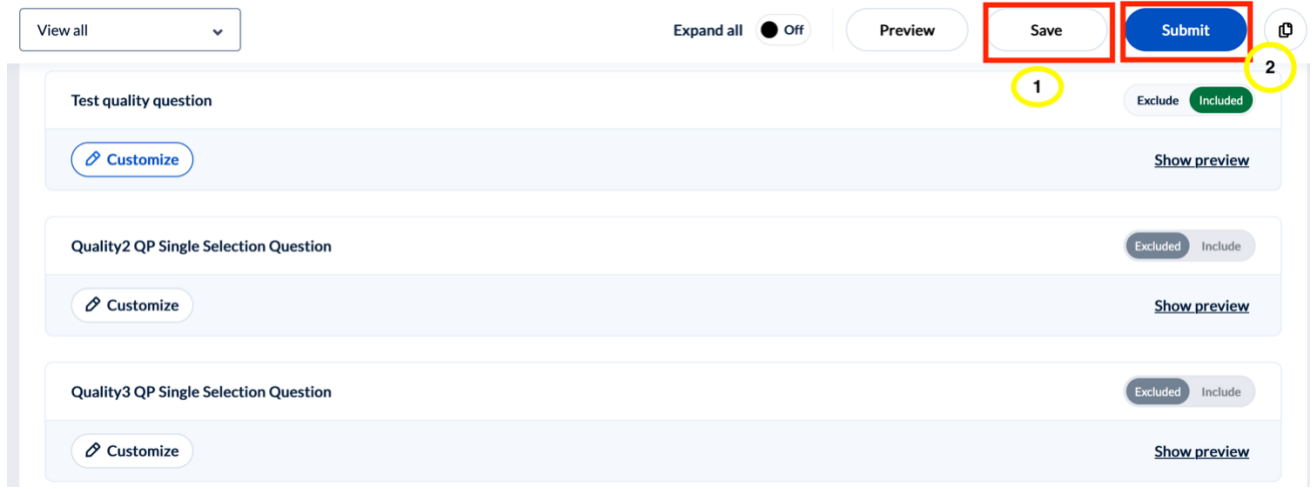
The screenshot shows the Question Personalization interface. At the top, there is a 'View all' dropdown menu, an 'Expand all' toggle set to 'Off', and buttons for 'Preview', 'Save', and 'Submit'. Below this, a single customizable question is listed: 'Agreement1 QP Single Selection Question'. The 'Customize' button for this question is highlighted with a red box. The 'Excluded' button is also visible. A 'Show preview' button is located at the bottom right of the question card.

- After clicking the ‘Customize’ button, the question editor box will open. Type in the text for the question in the text box. To close the question editor, click on the X.

- With the question closed, the question selected can still be seen, along with the specific text entered for the question. The selection question now will show it will be included in the evaluation.

- Continue entering questions as needed, following the above steps. To exclude the customized question with added text, click on the ‘Exclude’ button. To edit the customized text, click on ‘Customize’ and repeat the previous step.

- After selecting/entering personalized questions, this work can be saved by clicking on ‘Save’. To submit and add these questions to the main evaluation, click ‘Submit’. These buttons are located on the top right of the screen, or by scrolling to the bottom of the page. Before submitting the evaluation, to view the added questions in the main evaluation, click ‘Preview’.



- To add these questions to another course, or to import already submitted customized questions from another course, click on the ‘Additional Options’ button (top right).



To import already submitted customized questions from another course, click ‘Copy selections from’. To add the current questions to another course, click ‘Copy selections to’. Select the course, and click ‘Copy’.

