



Faculty Question Personalization

How to select questions from the Question Bank:

Step 1. Go to the section for the Question Bank.

Find the section titled “Select your questions from the question bank” and click the “Show Section” button.

Step 2. View the questions in the Question Bank.

You will see an expanded section listing question categories. To see the questions inside any category, click the “Show Section” button in that category.

Step 3. Preview any questions that interest you.

Click the “Preview” button to the left of any question that interests you. This will show you the question along with the answer options that your students will see.

Step 4. Select the questions you want to add to your form.

To select a question, click the “Select” button to the right of the question. You can easily deselect a question you have selected by clicking the “Deselect” button to the right of the question. **Note that selected questions are not added to the evaluation form until you click on “Submit.”**

Step 5. 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 evaluation form. Remember that you can submit a **maximum of ten questions total.**

How to Create a Custom Rating Question:

Step 1. Go to the section for creating custom questions.

Find the section titled “Create Your Custom Rating Questions” and click the “Show Section” button. You will see an expanded section with an option for **creating up to ten questions.**

Step 2. Create your question(s).

Click the “Edit” button beside the first question:



Once clicked, the question field will expand as shown:



Click on the phrase “Please enter your 1st question” to activate the yellow edit box. Then begin typing your question.

The course contributed in a meaningful and relevant way to my program of study.

To include your question on the evaluation form, click the “Select” button to the right of the question. The question will now show as “Selected.” You can easily deselect a question you have selected by clicking the “Deselect” button to the right of the question. Note that selected questions are not added to the evaluation form until you click on “Submit.”

✓ Selected Deselect

If you wish, repeat the steps above to create another custom-rating question.

How to review and preview your questions:

Near the top of the question selection/creation page, you will see a “View” search box:

View All items All options

Change the “All options” drop-down menu to show “Selected”:

View All items Selected

Click the down arrow button next to View and Select Personalizable items to refresh the view to display your custom questions.

To the far left of the “View” search box is a “Preview” button. Click this button to see the entire evaluation form as it will appear to your students.

How to save selected questions before submitting them:

If you are interrupted before you can complete the customization process, just click the “Save” button at the bottom of the page to store your work without submitting your questions. You will be able to return to your work by clicking on the email link you received previously.

Save Submit

Once you receive the confirmation message that your settings have been saved, you may close the window.

Note that the “Exit” button at the bottom of the page can be used to refresh the page with your latest changes and prepare for the closing of the browser. Once you submit your questions, however, you can simply close the browser.

How to submit selected questions:

Once you have finalized your questions, click the “Submit” button at the bottom of the page to add your questions to the evaluation form. Remember that you can submit a total of nine questions (up to four from the question bank and up to five customized rating questions).



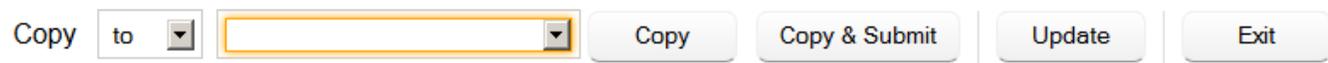
Once you click “Submit,” the “Save” and “Submit” buttons are replaced by an “Update” button. At this point you may close the window since the questions have been submitted.

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

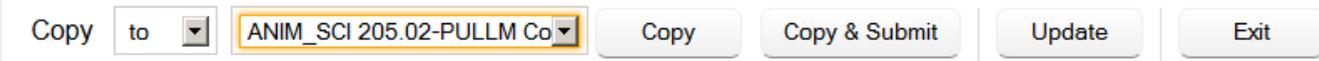
How to copy questions to/from one course to/from another (pilot courses only):

If you teach multiple courses and wish to apply the selected and/or custom questions from one course to another course, you can use the copy function.

First locate the “Copy” box at the bottom of the screen:



Using the drop-down box, select the source (from) or destination (to) course to copy the questions from or to:

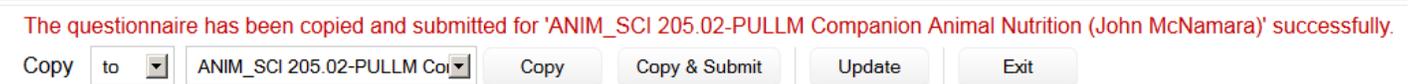


Click the “Copy” button to copy the questions. You will then see a message similar to the one below confirming the copy:



Note that performing this operation will overwrite any question customization that might have been done for the destination course.

Click the “Copy & Submit” button to copy the questions and submit. You will then see a message similar to the one below confirming the Copy and Submit:



Click the ‘Update’ button to update the present evaluation form with the new changes.