

Instructor's Guide to Question Personalization

Office of Planning, Analysis and Institutional Research
Office of the Provost & Executive Vice Chancellor

UAF uses Explorance Blue (also known as Blue) to conduct course evaluations. Before survey invitations are sent out to students, instructors are allowed to add personalized questions to the survey. **This duty is called the Question Personalization (or QP) task.** Below are instructions on how to complete the Question Personalization task.

[Skip to Instructions on Adding Personalized Questions](#)

How to Log Into Blue

Blue is an online software program you can access through your browser (Chrome, Safari, Edge). To log into Blue you need your UAF ID and password.

1. Go to uaf.bluera.com/uaf. And log in using your UAF ID and password.
 - a. If you forgot your UAF ID and/or password, [follow these instructions](#).
2. You may be prompted to select which datasource to login as. If this appears, select "Users".
3. You will now see your Blue Dashboard.

What is Question Personalization?

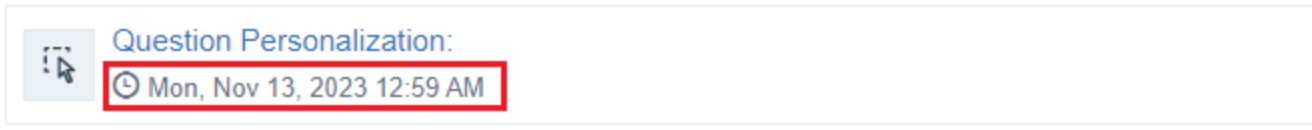
The Question Personalization (QP) task is assigned to course instructors. **The act of personalizing questions is to add additional questions that you as an instructor choose to include on the student survey in addition to the standard questions.** The questions you add will appear on the survey for every student in the course. **Personalizing questions is optional, but strongly encouraged.** If you choose not to add additional questions to the surveys sent out for courses you teach, the survey will only include the standard questions.

Adding personalized questions to student surveys can help give you more insight into how to improve course materials or instructional strategy. If you are interested in getting feedback on a specific aspect of the course, you can add a question relating to the aspect. For example, if the course you teach has a laboratory element and you want to gain feedback specifically on the lab portion of the course, you can add questions pertaining to the lab. Or if you are implementing new lecture slides and are wondering how the new slides were perceived, you can add a question about it.

Question Personalization Timing and Notifications

The QP task **opens to instructors 14 days before the course start date** as listed in Banner. The amount of time given to add personalized questions depends on the duration of the course, but the task will close before surveys are sent to students. For courses that are **7-21 days long the QP task will close 50% of the way through the course** (based on course start and end dates). The QP task will end **60% of the way through the course for courses 22-42 days in length**. For courses lasting more than 42 days, including **normal duration courses (courses 107-110 days long), the QP task will end 70% of the way through the course.**

To find the exact Question Personalization task expiration date, log into Blue and find the listed task under "Tasks". The expiration date on the task is when the task closes and you are now able to make personalized question selections or edits.



You will receive an invitation email to add personalized questions when the task opens. The email will be sent from uaf-course-evs@alaska.edu to your UAF email address and includes a direct link to the Question Personalization task. Receiving this email means you are now allowed to add personalized questions to course surveys. You will also receive an additional 1-2 reminder email notifications throughout the duration of the QP task. You will not receive reminder emails if you have already completed the task.

Question Types

Instructors are allowed to add up to 8 additional questions to the course survey. You do not have to add all 8 questions. There are two types of questions you can add: **Selectable Questions** and **Customizable Questions**. You may choose any combination of Selectable and Customizable questions up to a total of 8. For example, you can add 8 Customizable Questions, OR 3 Customizable Questions and 5 Selectable Questions. Below are descriptions of both question types and question options therein.

All Selectable and Customizable Questions are not mandatory for students to answer, meaning students can leave these questions blank and still submit their survey answers.

Selectable Questions

Selectable Questions have a predetermined scoring scale attached to the question. You may not adjust the scoring scale or the wording of a **Selectable Question**, you may only choose to include or exclude the question in the survey. Selectable Questions are organized into 10 categories based on the aspect of the course the question relates to. **Below is a list of every Selectable Question option you may choose from.**

Physical Environment

1. The physical environment of the class was conducive to learning.
2. Noise levels in the classroom were distracting.
3. The arrangement of student desks or tables in the classroom helped me engage in class activities.

Technology

1. The instructor uses technology in ways that helped my learning of concepts and principles.
2. The integration of Canvas and other web sites and applications was clear and understandable.
3. The multimedia (audio, video, and animation) used in the course helped me learn course content.

Pedagogy

1. Small group activities in class helped me learn course content.
2. Peer-review activities helped me improve my work.
3. Course projects were clearly connected to course content.

Discussion/Seminar

1. This course encourages students to learn from each other.
2. Discussions clarify the lecture material well.

3. The instructor raises challenging questions for discussion.

Skill-Based

1. Students had the opportunity to practice what they learned.
2. Course assignments allowed me to use practical skills outside the classroom.

Online

1. The instructor was available to me (via email and/or discussion) for help.
2. The navigation of the course was clear and understandable.
3. The process(es) for participating in the class was clear.

Lab & Field

1. Laboratory assignments were relevant to what was presented in class.
2. Laboratory assignments made students think.

Course Organization and Content

1. Class sessions were well organized.

Instructor

1. The instructor was well-prepared for class.
2. The instructor encouraged student participation.

General

1. The use of time in class was appropriate.
2. Students felt welcome in seeking help.

Customizable Questions

Customizable Questions are questions that you yourself write, in contrast to **Selectable Questions** that are pre-written. You may choose up to 4 Customizable Questions with an attached scoring scale (rating question), and 4 without an attached scale (open-ended question). **When writing questions, use third person narration.** Below are descriptions of both Customizable Question types and examples.

Customizable Rating Questions

This Customizable Question type has an attached scoring scale from 1-5, with 1 being “Strongly Disagree” and 5 being “Strongly Agree”. You cannot alter the scale in any way. When writing a Customizable Rating Question, be sure to word the question to match the scale. **Here are some examples:**

- The instructor helped create an atmosphere that kept me engaged
- The instructor was responsive to student concerns
- This course has lead me to a deeper understanding of [course content]
- This course has motivated me to take additional [course subject] classes
- This course was worth my time and effort

Customizable Open-Ended Questions

This Customizable Question type is a comment/open-ended question and does not have an attached scale. Students write in their response to this question type, in contrast to a Rated Question, where students select a response option. Instructors mainly use this question type to allow students to expand on previous responses, but there are many other options. Here are some examples:

- Please use this space to expand on your previous responses
- What can the instructor do to help you stay engaged and interested in the course material?
- What was your favorite unit within the course and why?
- Which unit or concept in the course did you not enjoy learning and why?

How to Add Personalized Questions

You may add up to 8 total personalized questions to the survey of each course you are teaching. If you wish to personalize questions for more than one course, you must repeat the question personalization process for every course. Below are instructions on how to add personalized questions to student surveys.

Navigate to the Question Personalization Task

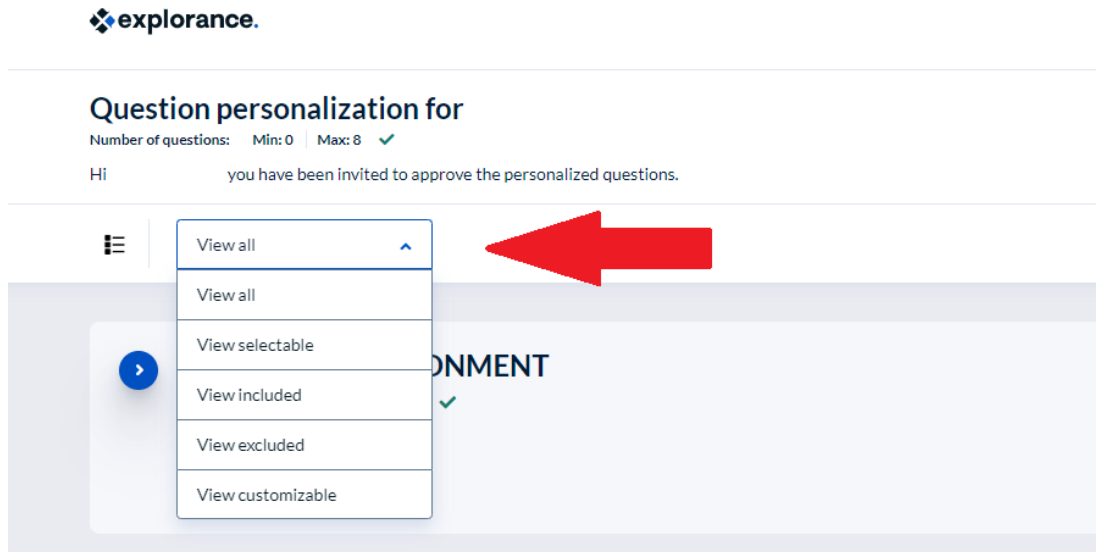
1. Log into Blue ([see instructions here](#))
2. Once you are in your Blue Dashboard, you will see a section titled "Tasks". This section contains a list of tasks you are assigned, including Question Personalization tasks.
3. Click on an item that is labeled "Question Personalization: [course name]". This will open the QP task in a new tab.

The screenshot shows the 'My Home' dashboard with a 'Subject Management' button. The 'Tasks' section is active, displaying a search bar, a filter dropdown set to 'All', and a 'Reset' button. Below the search bar, it indicates '10 of 14 (filtered from 14 tasks)' and a 'Sort by End Date' option. The task list contains three entries, each with a red arrow pointing to the title 'Question Personalization: course name'. The first entry has a status of 'In Progress', while the other two are 'Open'. Each entry also shows the date 'Mon, Nov 13, 2023 12:59 AM' and a '2023 Fall' semester indicator.

Filter the Question View

You can filter which questions are displayed on the screen. This can be helpful when you want to find questions you have already selected to **Include** or want to only view either **Selectable** or **Customizable Questions**.

At the top of the page, there is a drop-down menu defaulted to "View All". Click on this drop-down menu and select a view choice. Below are the view options.



View All: All questions, Included or Excluded are shown

View selectable: Only Selectable Questions are shown

View included: Only questions you have chosen to Include on the survey are shown

View excluded: Only questions you have chosen to Exclude from the survey are shown

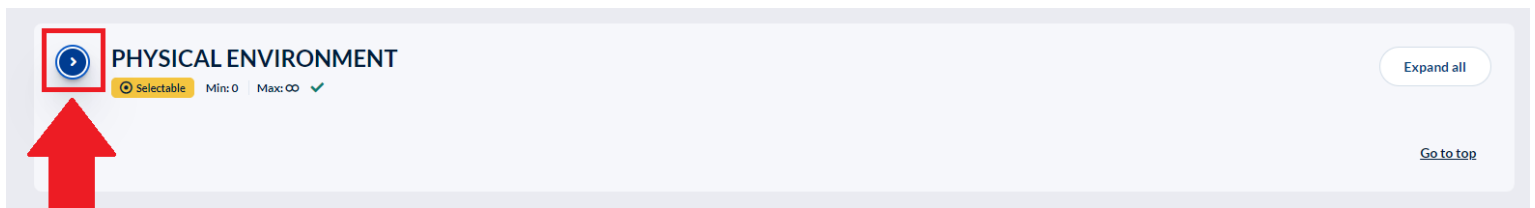
View customizable: Only Customizable Question are shown

Select Questions to Include on Student Surveys

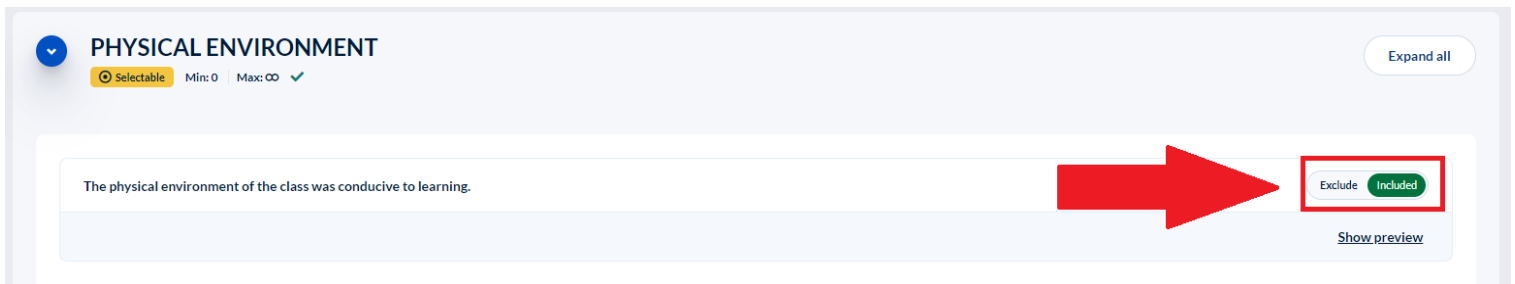
Next to each question, there is a toggle to **Include** or **Exclude** that question. Questions are **Excluded** by default. You must **Include** each question you want to add to the survey. For details on each question type, view the [Question Types](#) section above.

Add Selectable Questions

1. **Expand the sections to view the Selectable Questions.** Expanding sections can be done by toggling on **Expand All** located next to the **Submit** button, or clicking the arrow next to the question category title.

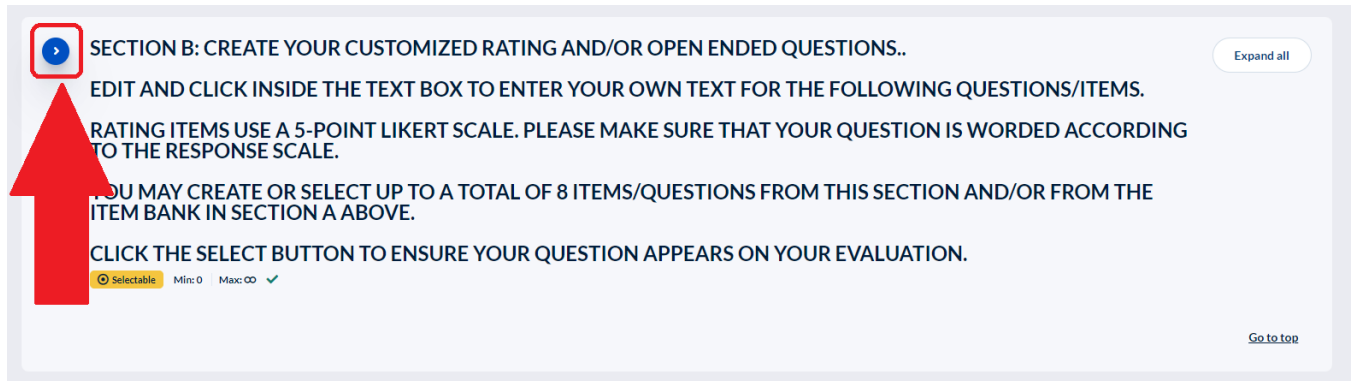


2. After expanding the sections, each question will have an **Exclude/Include** toggle. **Locate the question you want to add to the survey, and click Include.**



Add Customizable Questions

1. **Locate the Customizable Question section**, it is the last section on the page.
2. Expand the **Customizable Question** section by clicking on the arrow next to the section title, or toggling the **Expand All** button on.



3. The first 4 Customizable Questions are rated questions, the last 4 are open-ended/comment questions. **Select the Customize button on the question you want to customize.** This will open a pop-up box.

Question editor ×

English

Question

[Please enter your 1st rating question.]

Responses

Strongly Disagree

Disagree

Neutral

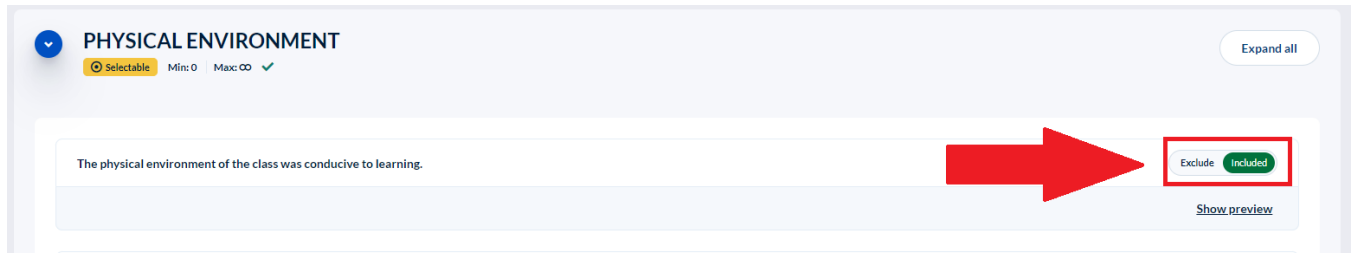
Agree

Strongly Agree

4. **Write your Customizable Question in the question box**, then click the X in the top right corner to close the window. When you write a Customized Question, it will automatically be **Included** in the survey.

Verify Your Questions are Correct

In the [Question View drop down menu](#), select "View included" to review the list of questions that will be included on the survey. If there is a question on this list you do NOT want to include, click on the **Exclude** button next to that question.



Submit Your Question Choices

You must **Submit** your question choices to have the questions added to the student survey. It is recommended to verify your question choices are correct before **Submitting**. See how to verify your question choices above.

To **Submit** your question choices, locate and click on the blue Submit button. This button is located in the top right and the bottom left of the page.



Note that after you **Submit your question choices, you will stop receiving Question Personalization task reminder emails for that course.*

Edit Questions After Submission

After **Submitting**, you are able to make changes to your selections an unlimited number of times until the Question Personalization task expires. To edit question choices after submission, first [navigate to the Question Personalization task again](#).

The **Submit** button will now be displayed as the **Update** button. You are allowed to edit any aspect of the questions after **Submitting**. After making changes, you MUST click the **Update** button to save your edits. If you exit the screen before clicking **Update**, your changes will not be saved.

