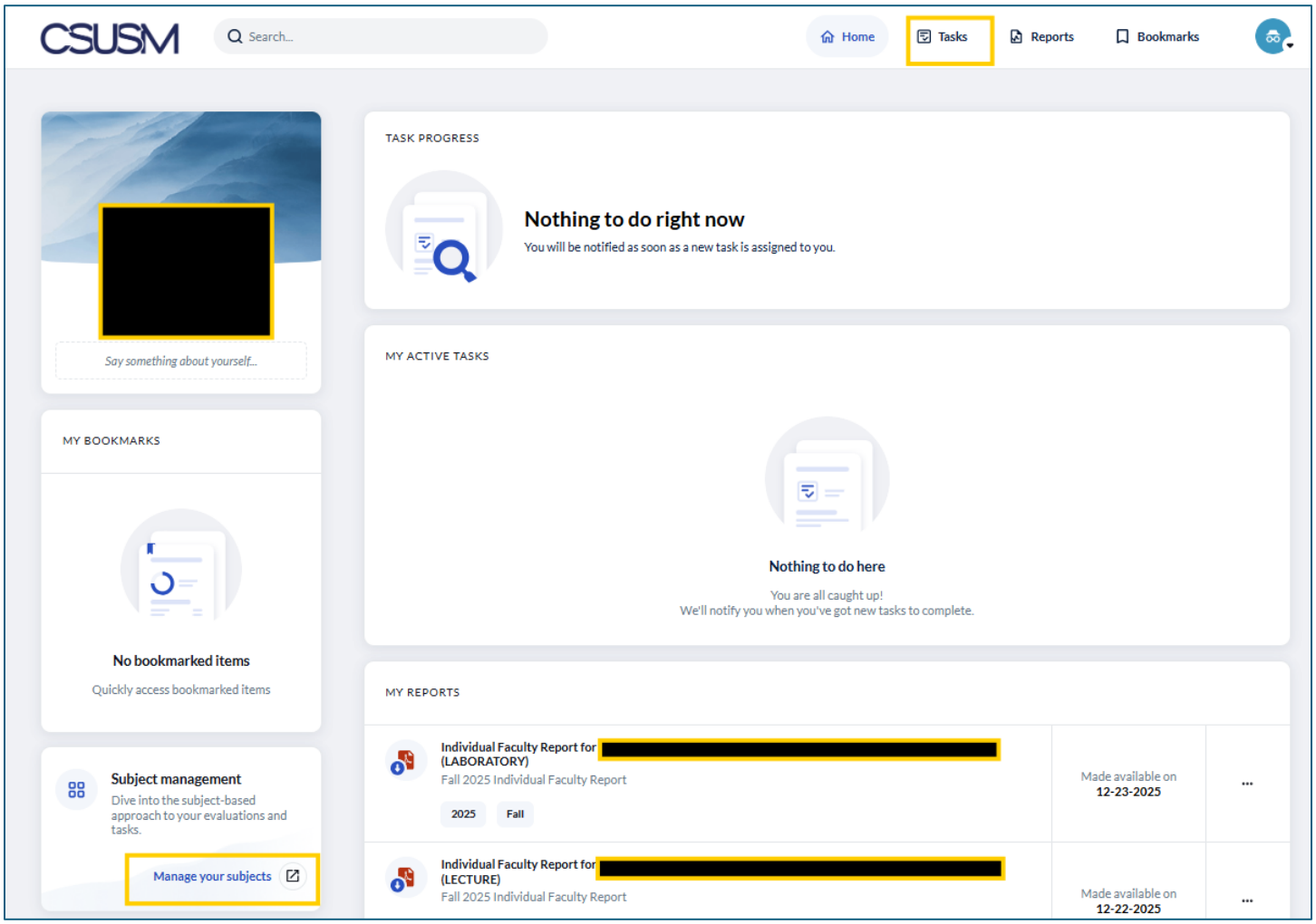
Add Instructor Questions via Question Personalization in Blue

The process of adding instructor questions to a Student Feedback Survey is called "**Question Personalization**" (QP). Each semester, instructors will receive an email from courseevals@csusm.edu asking to customize personalized questions (formerly known as Instructor Added Questions) for the upcoming survey period, thereby soliciting course-specific student feedback. Through QP, instructors may customize their survey form with up to 5 questions of their own. You can add Likert scale questions or open-ended text (comment questions). This process is open in Blue for two weeks for instructors to complete.

Step 1: Sign in to https://courseevals.csusm.edu

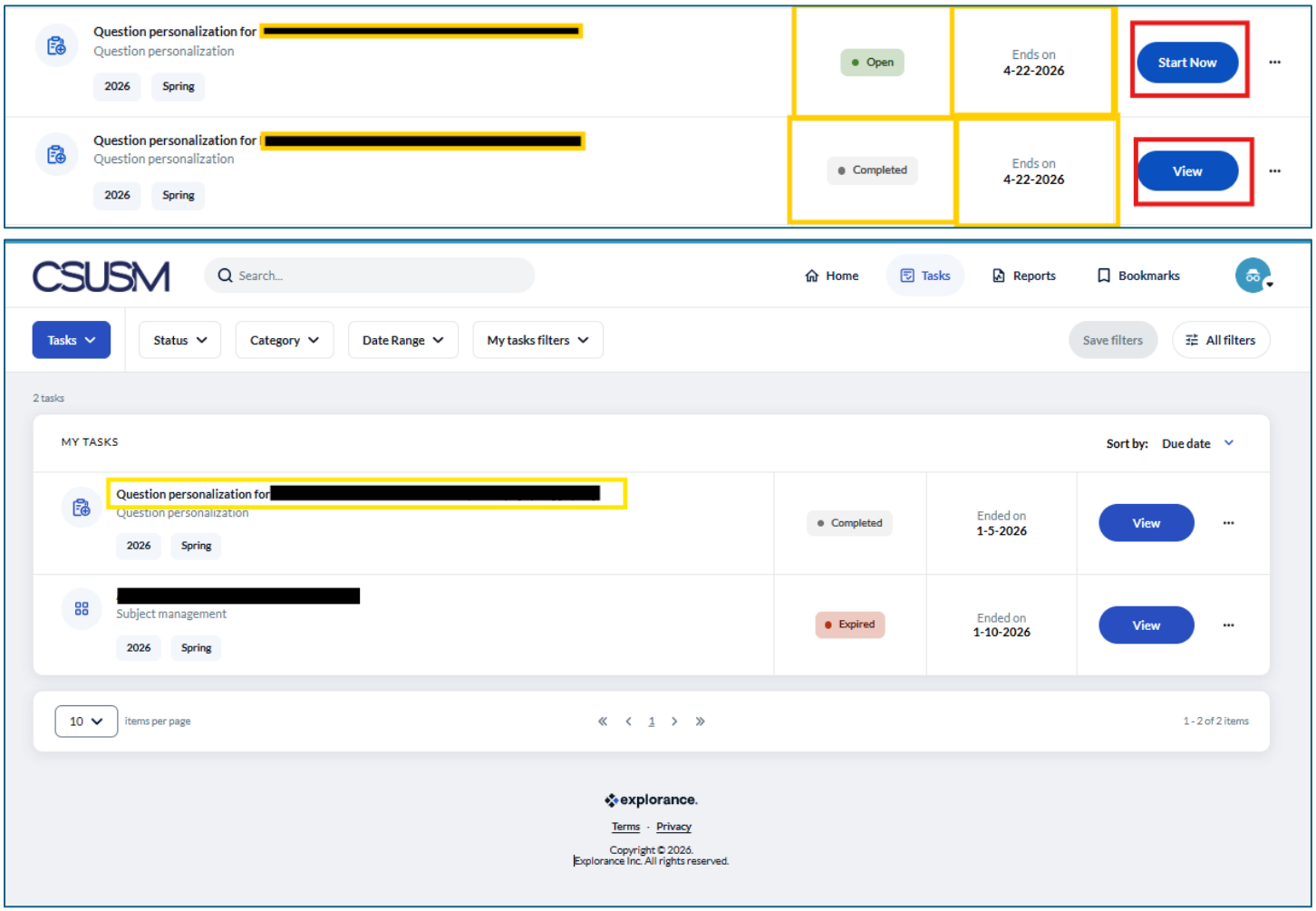
Below is what the Landing Page should look like when an instructor is signed in. Please click on either **"Manage your subjects"** or **"Tasks".**



Under **Tasks** there will be a list of courses* that are able to have Question Personalization added to them (example below):

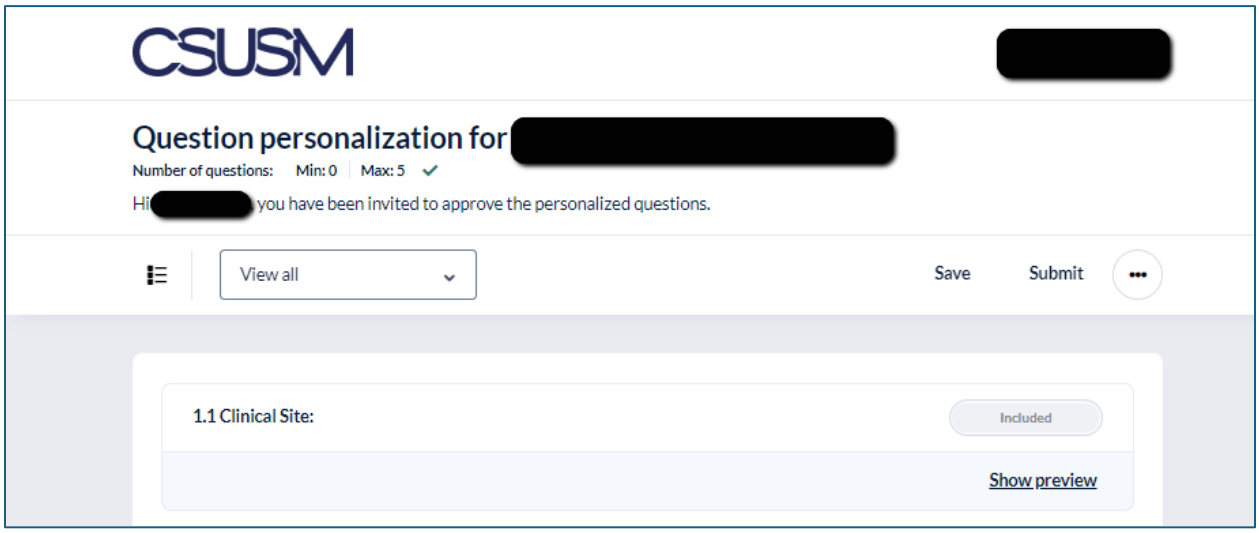
If a task is marked as “Open,” you may add your personalized questions up until the end date displayed (for example, 4/22/26). Once you have added your QPs, the task status will update to “Complete.” At that point, you can select “View” to preview how your survey will appear to students.

*Even if the task shows as complete, you may continue to make edits if the end date has not yet passed.

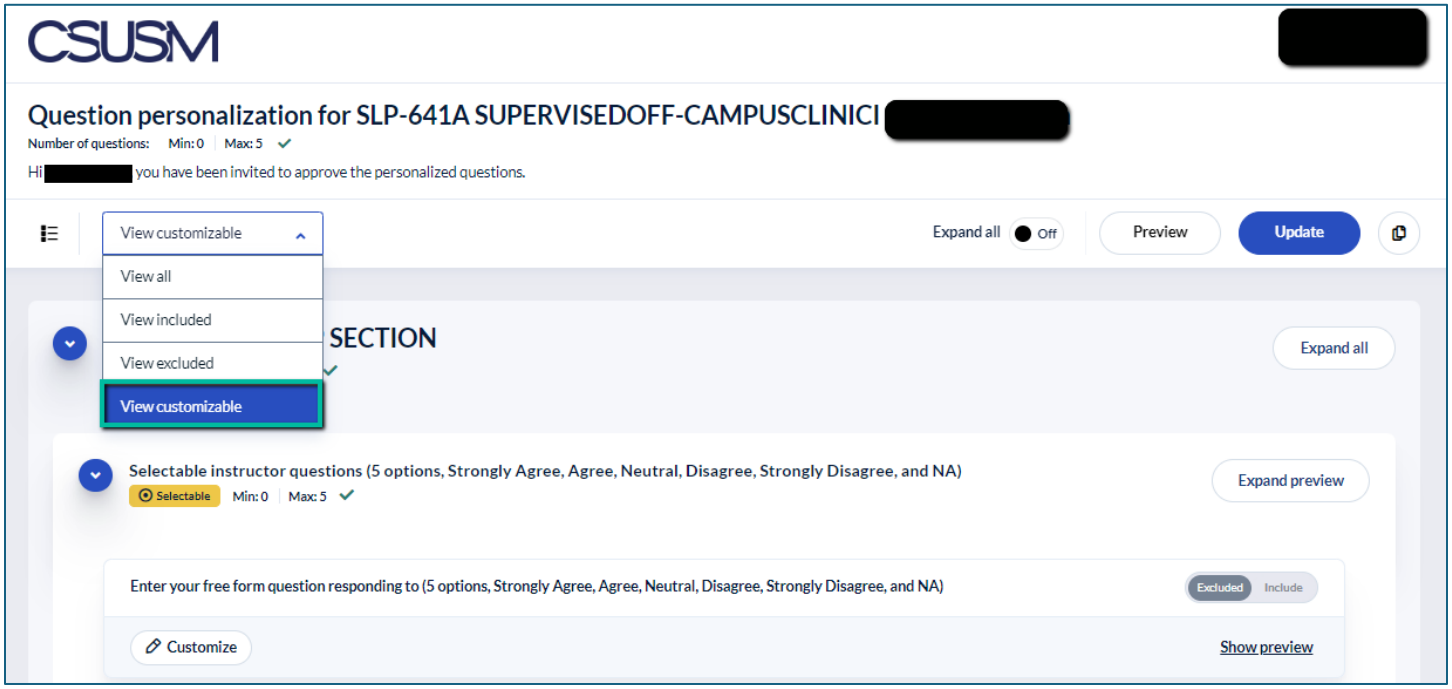


*If a course is not listed, it could be too early in the survey cycle for it to show on the Landing Page. Please see the Timeline on the Student Feedback Survey website for more information about important dates during the process.

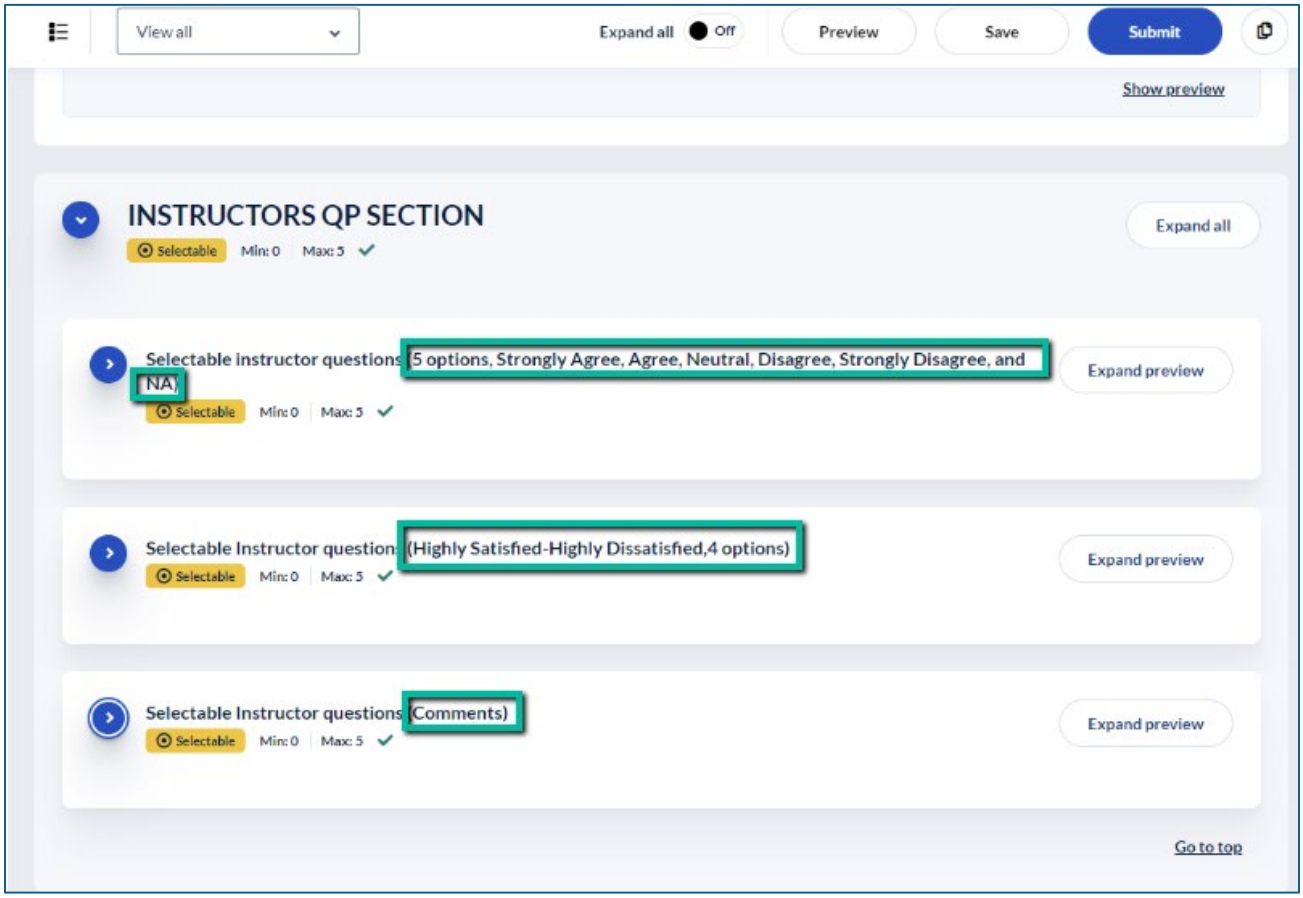
Step 2: When you click on the course, the following screen should show.
The first view will be the survey questions that are automatically added to the Student Feedback Survey based on the form that was selected to be used for that course.



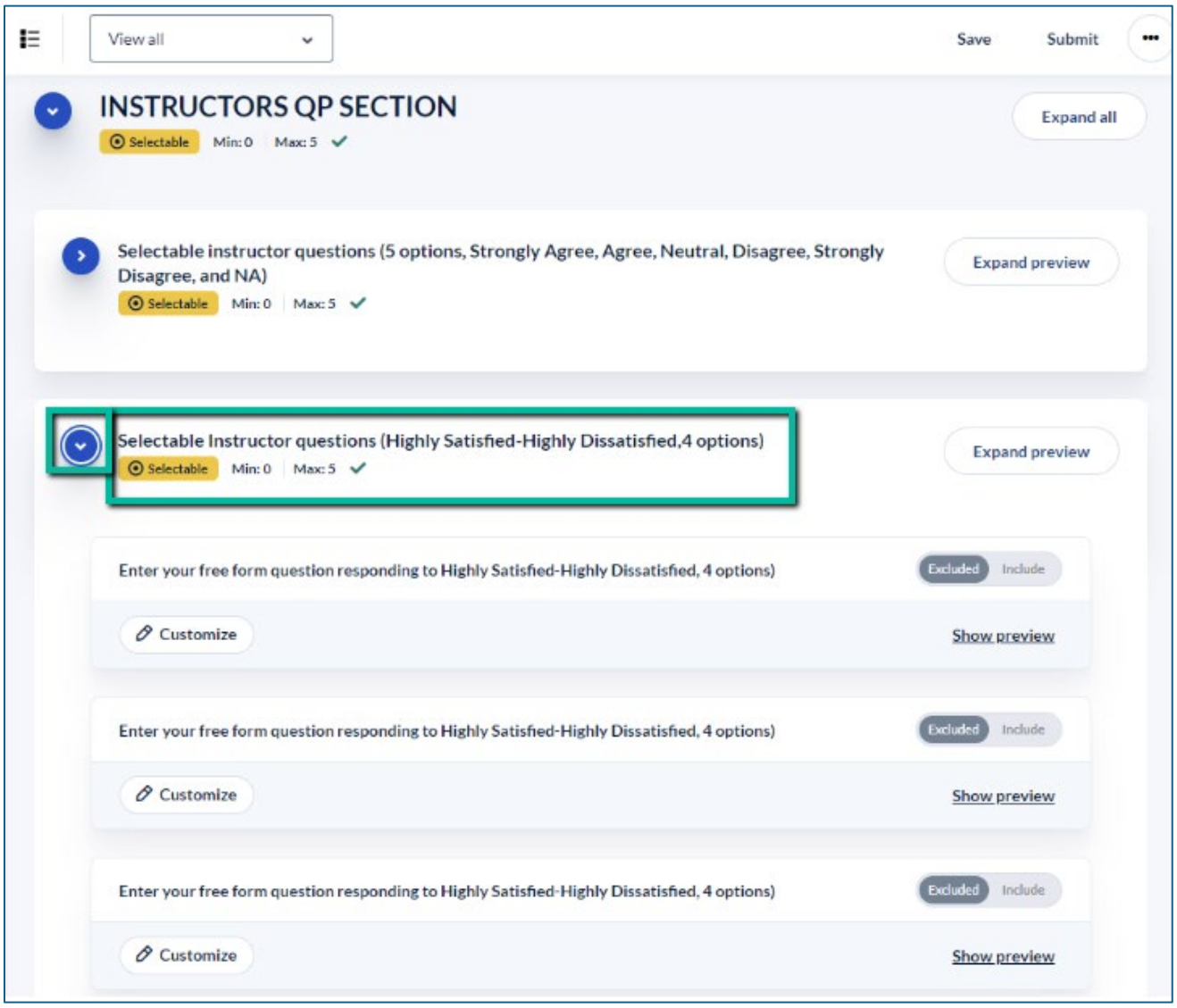
Step 3: On the drop-down menu at the top next to “View All”, click on the down arrow and then click “View Customizable.” The available Lickert scales will show for adding personalized questions. You can add up to 5 personalized questions.

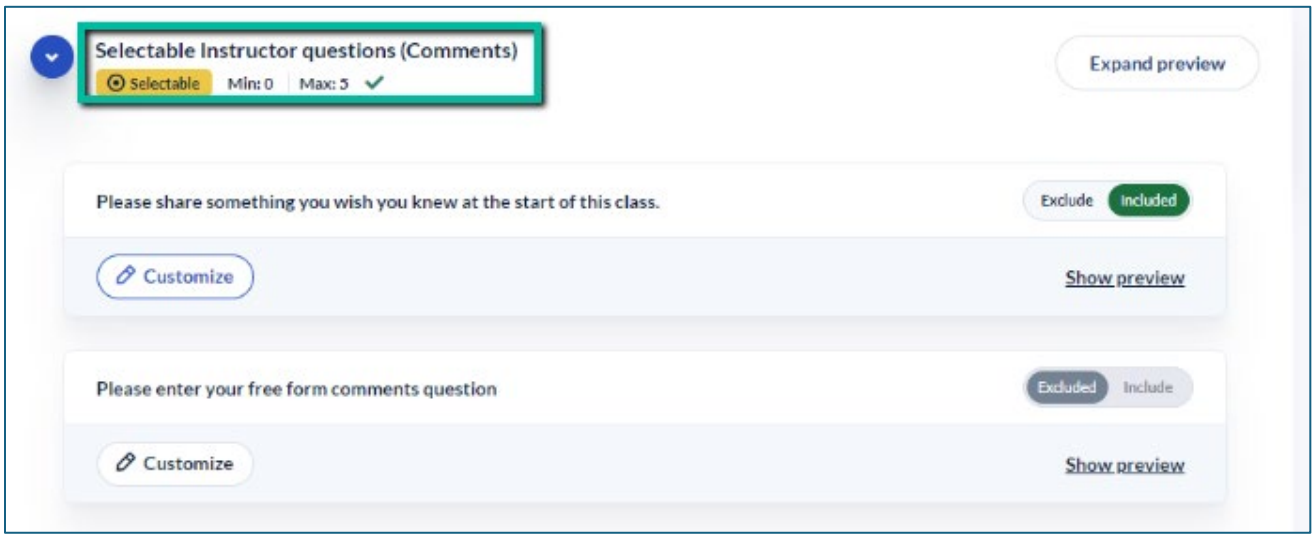


Step 4: Below are the 3 question types in the QP section. There are 2 Likert scales (e.g., Strongly Agree to NA, and Highly Satisfied to Highly Dissatisfied), and open-ended text (e.g., comment questions).

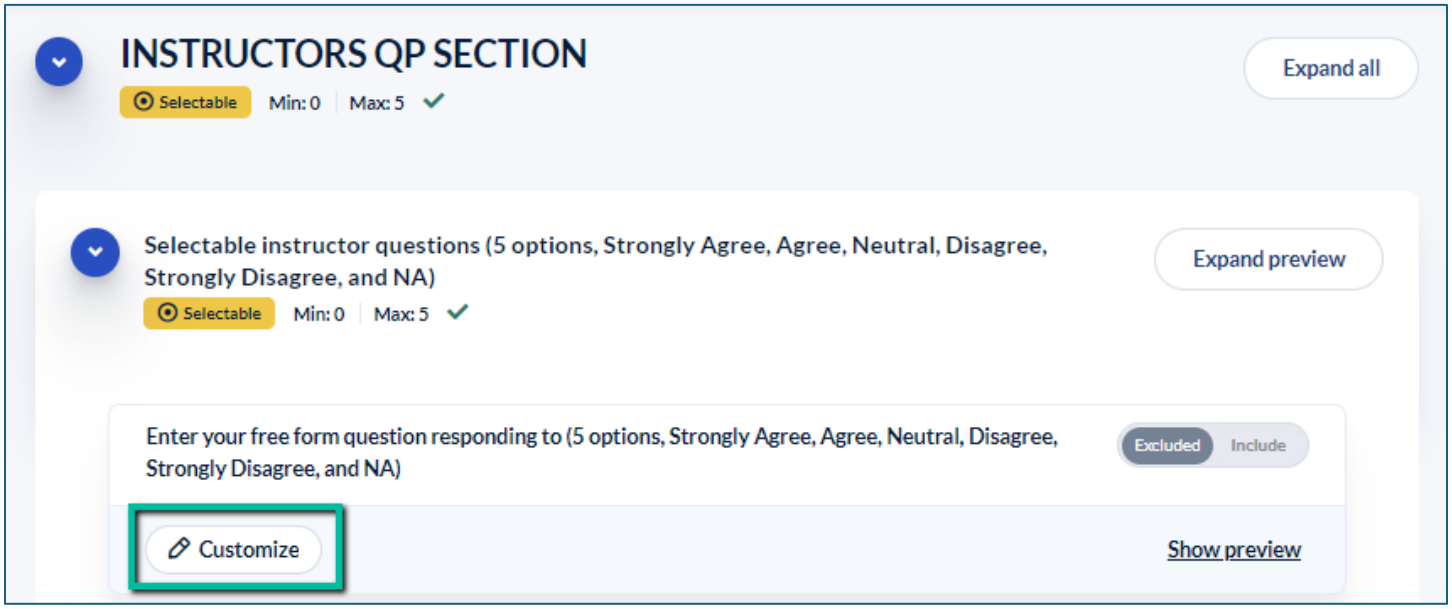


Step 5: Click the button next to the QP type to dropdown the Selectable Instructor Questions.

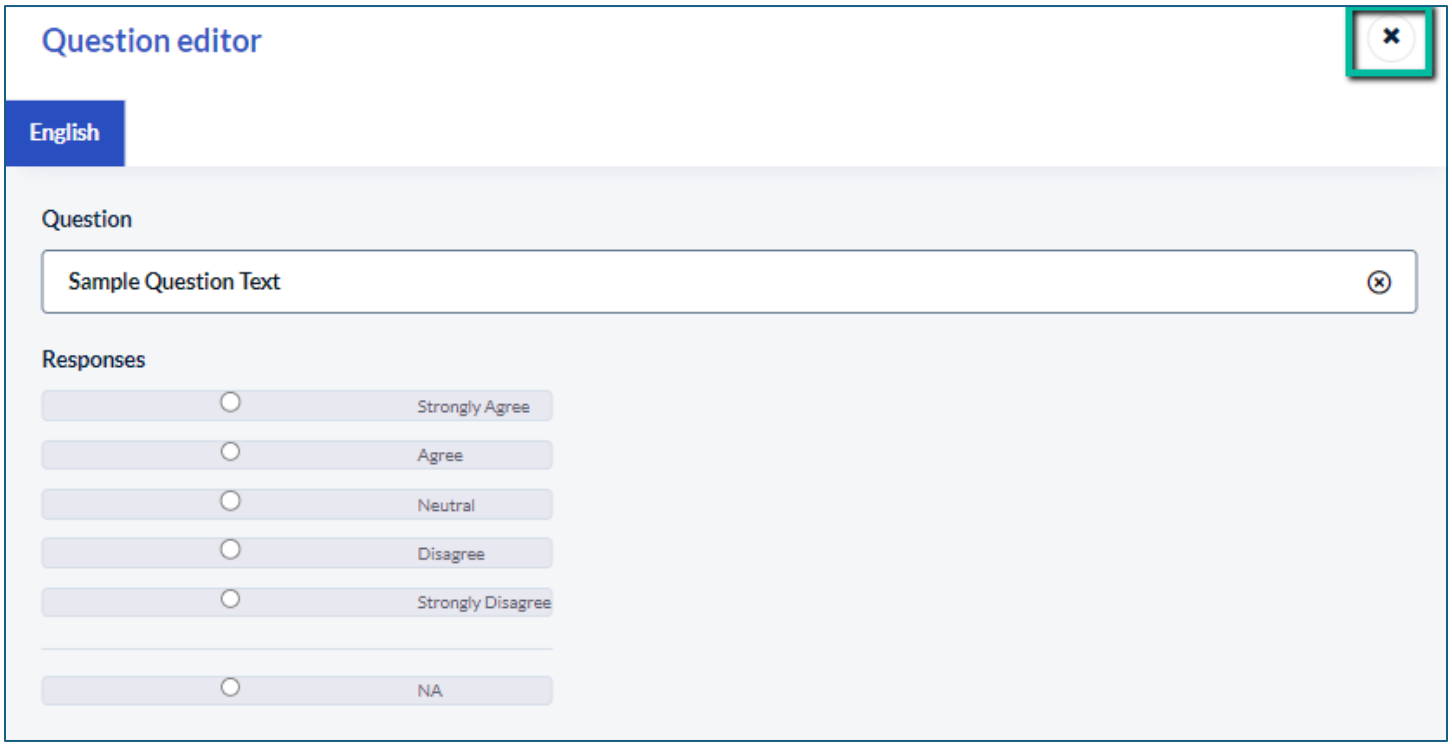




Step 6: Click the **Customize** icon next to the type of question you want to add. The Question editor will then show below.



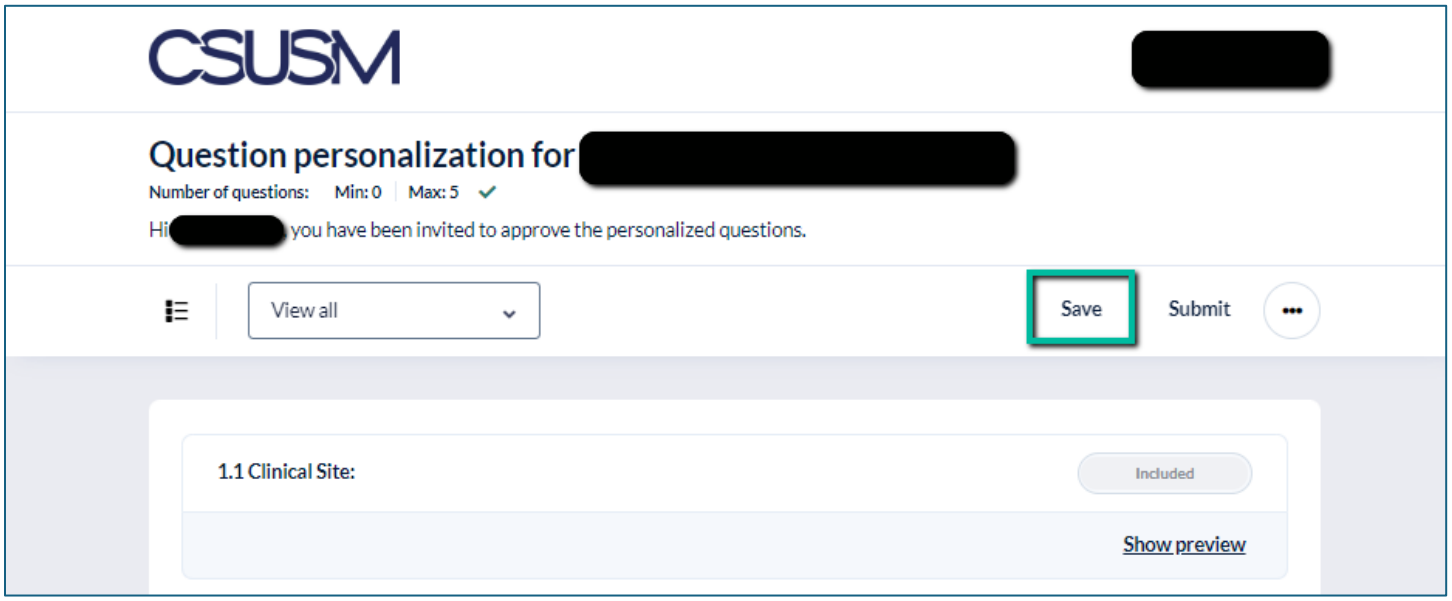
Step 7: Type in the question text in the **Question** box.
Step 8: After you type the question text, click the "X" in the upper right corner to Save when you are done.



Step 9: After you click the “X”, the question you typed in will have a green toggle switch saying “Included”.

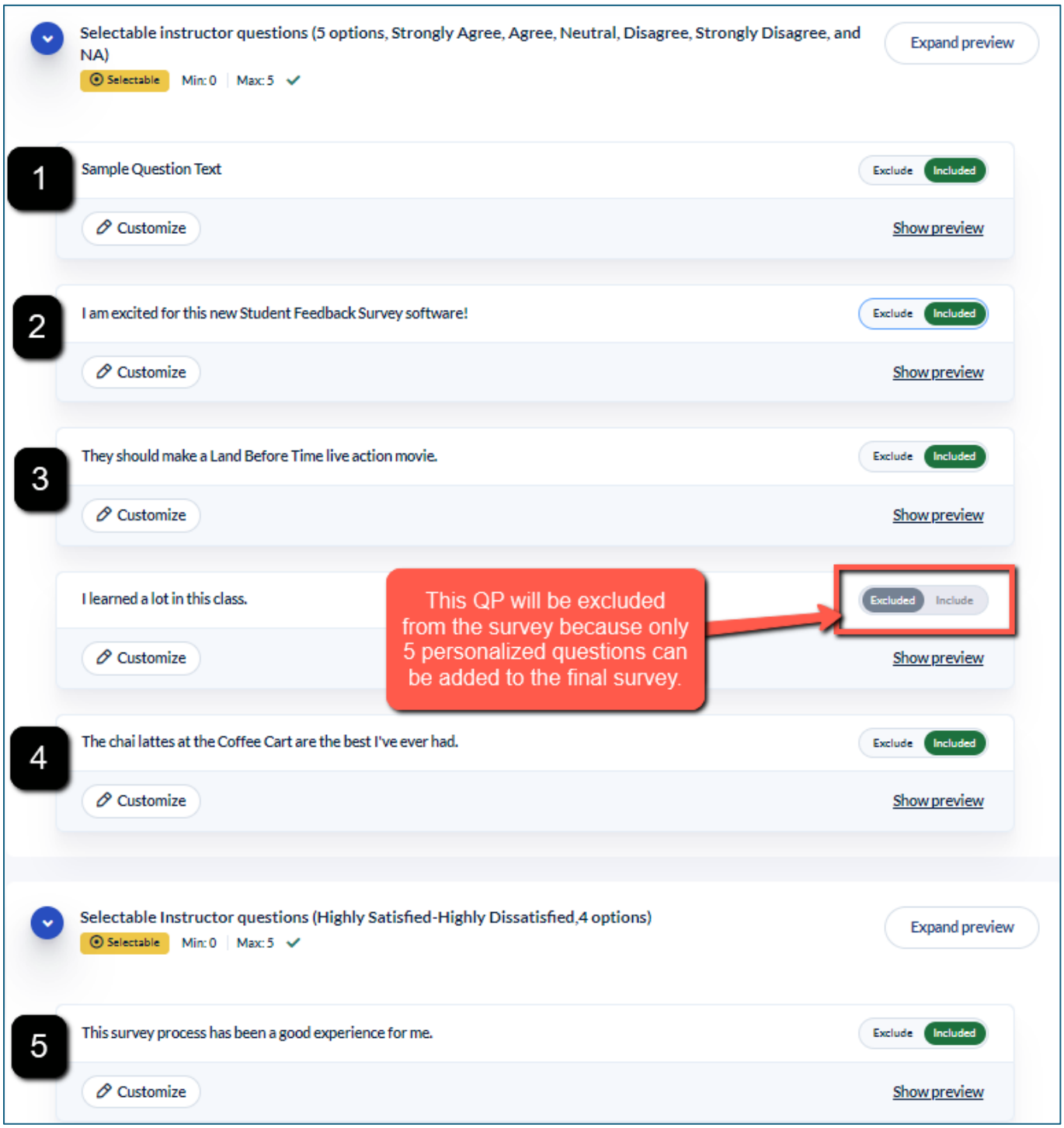


Step 10: You can click “**Save**” at the top of the page if you are not finished and want to return to edit the questions.

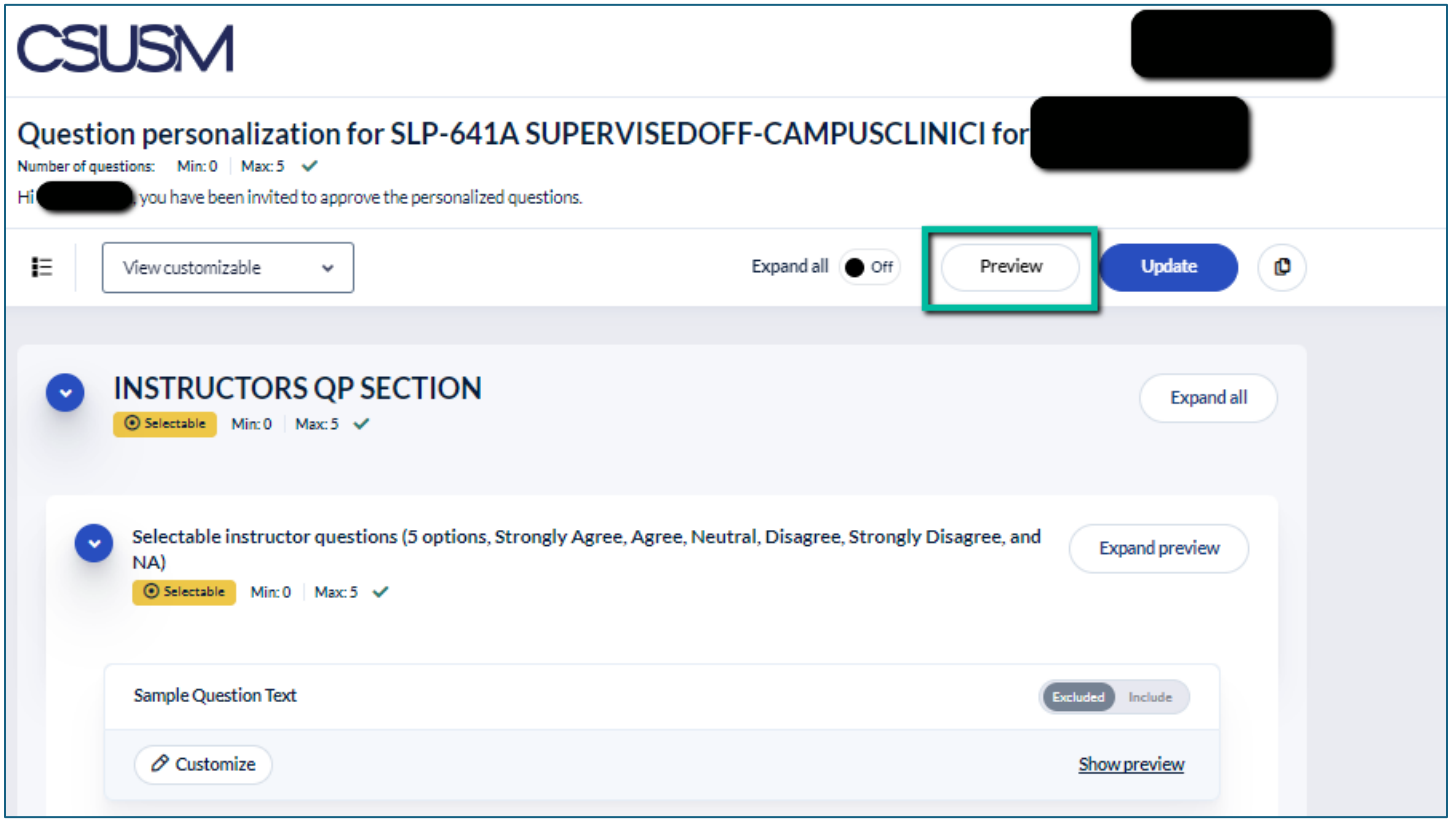


Step 11: Blue allows you to enter more than 5 questions, but **ONLY 5 personalized questions can be included in the final survey sent to students.** If more than 5 questions are set to "Included," the system will automatically only save the first 5 QPs entered.

You may include up to 5 questions in total, whether they are Likert scale or open-ended. Questions with the green toggle labeled "Included" are the ones that will appear on the survey. You can click the toggle to include or exclude questions as needed.



Step 12: Through clicking “Preview” at the top of the QP Page, an instructor can view the Student Feedback Survey with the now included personalized questions.



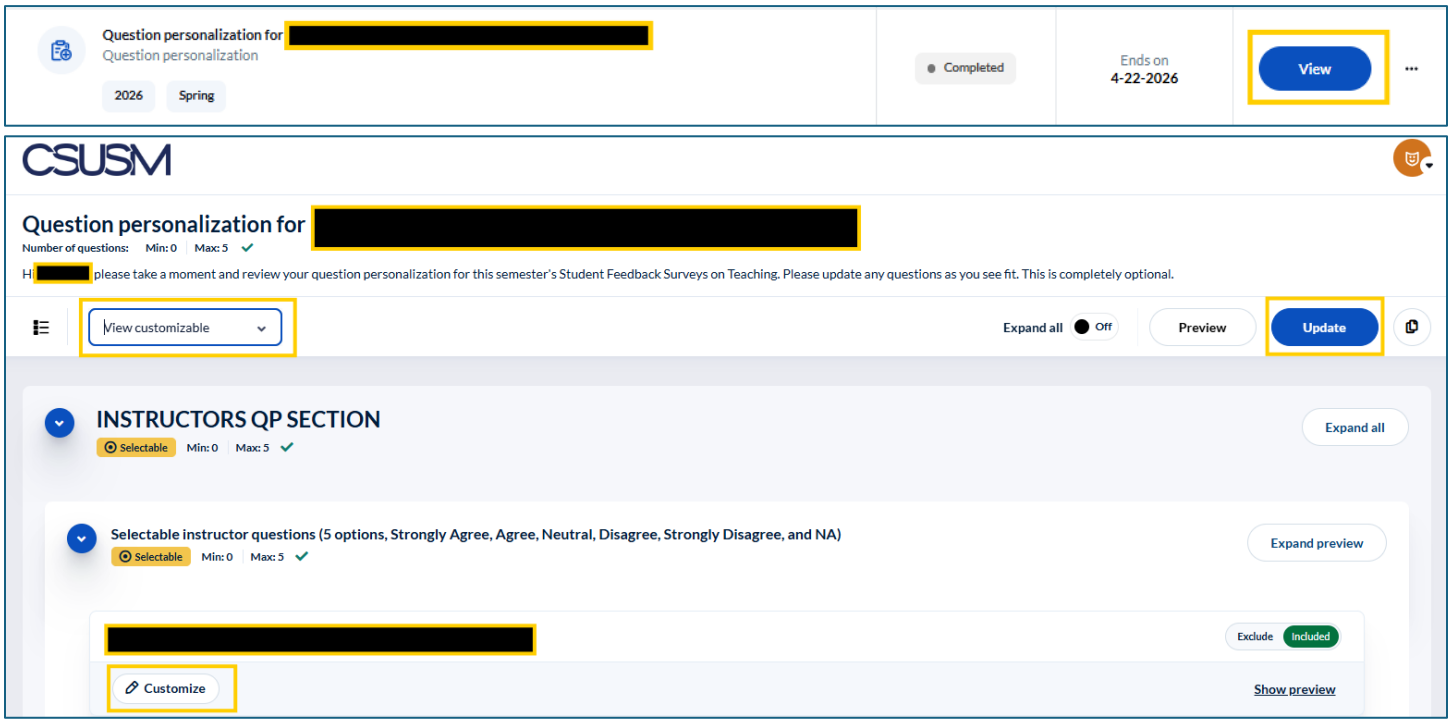
Step 13: When done with the question personalization process, click the blue “**Submit**” button to finalize and submit so that your personalized questions appear on the survey.



If you do not click “**Submit**”, the personalized questions marked as “Included”, will not appear on the survey.

The “**Submit**” button appears at the top and the bottom of the page.

Step 14: If you need to make corrections to your QPs, click View, select “View Customizable,” and then click “Customize” to edit your QPs. Once you are done editing, click “Update” in the top right corner. This will save the personized questions again.



If you have any questions, please contact courseevals@csusm.edu.