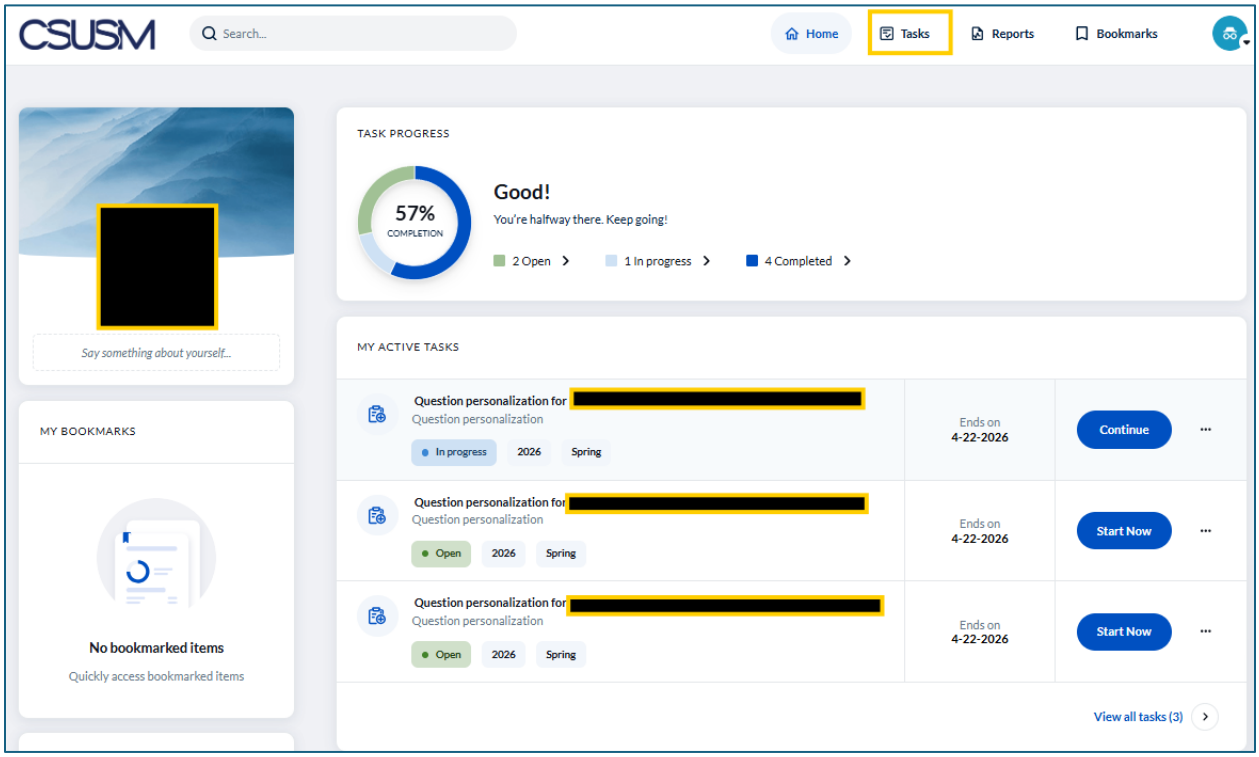
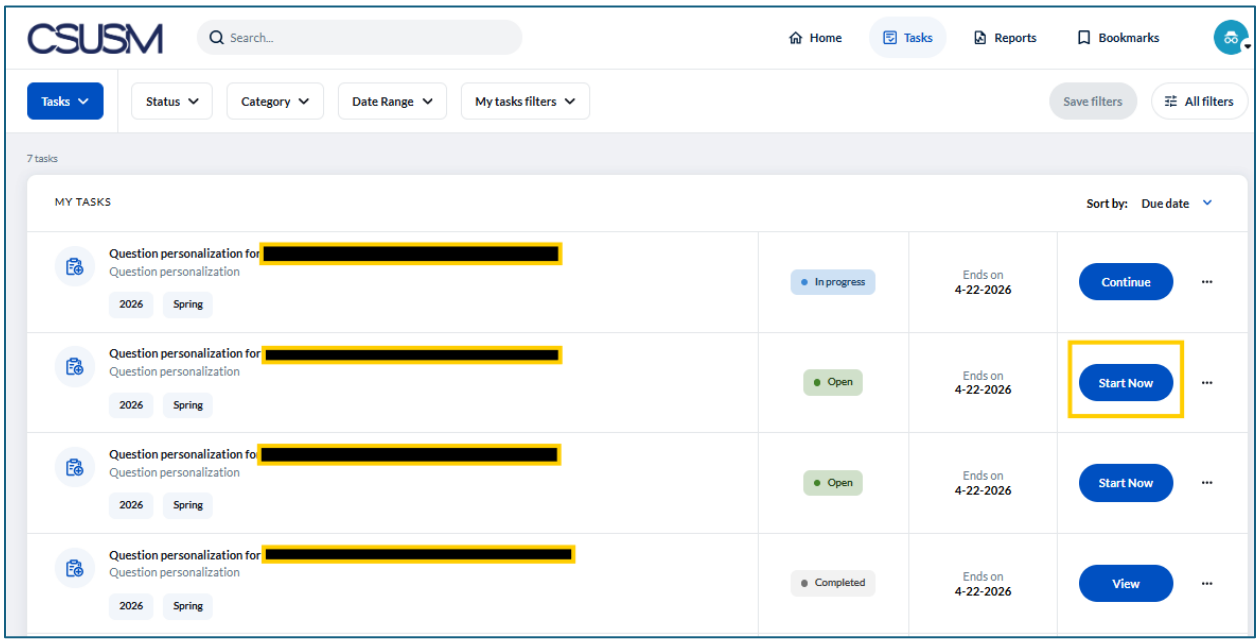
# How to Copy Your Personalized Questions (QPs) in Blue

Step 1: Sign into Blue: https://courseevals.csusm.edu

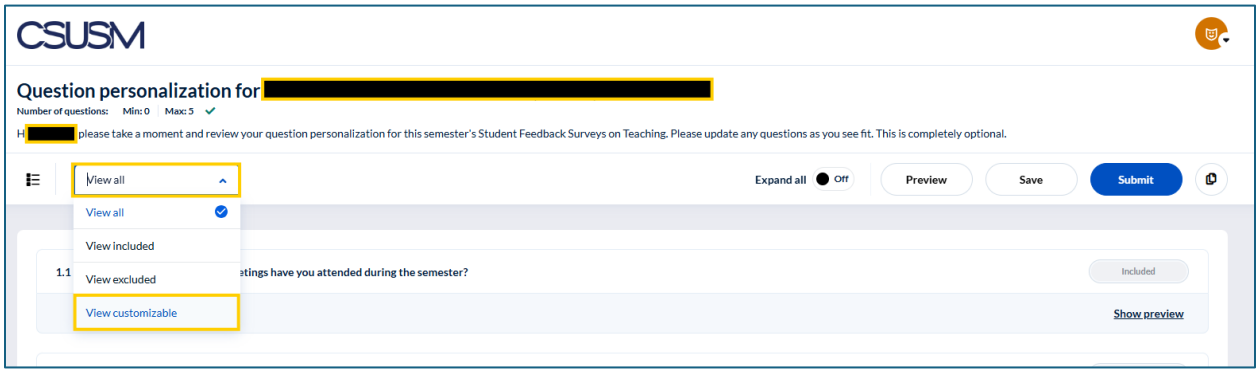
Step 2: Click on “Tasks”



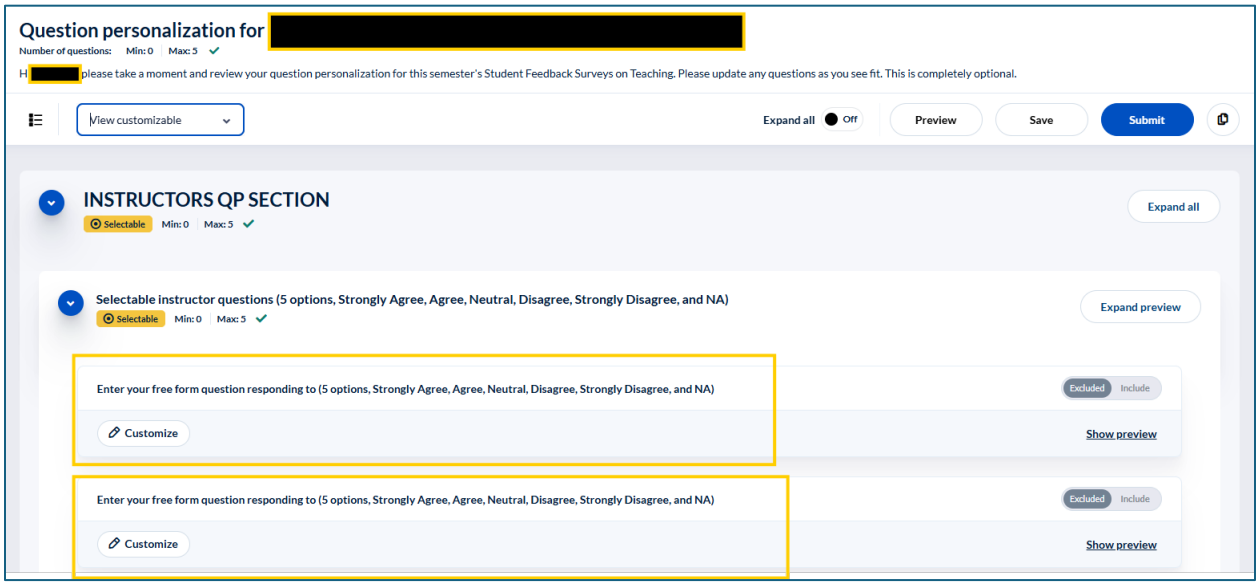

Step 3: Click on “Start Now”



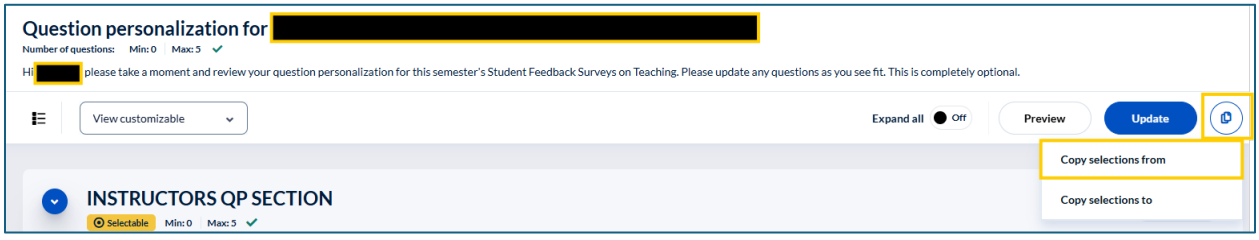
Step 4: Click on “View All”, then select “View Customizable”



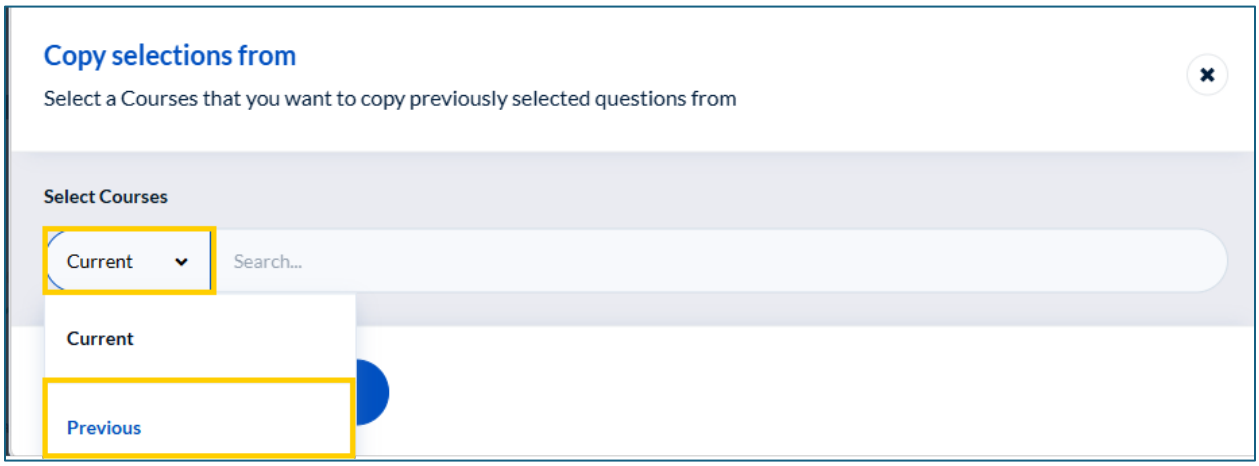

Step 5: The QPs will appear as blank



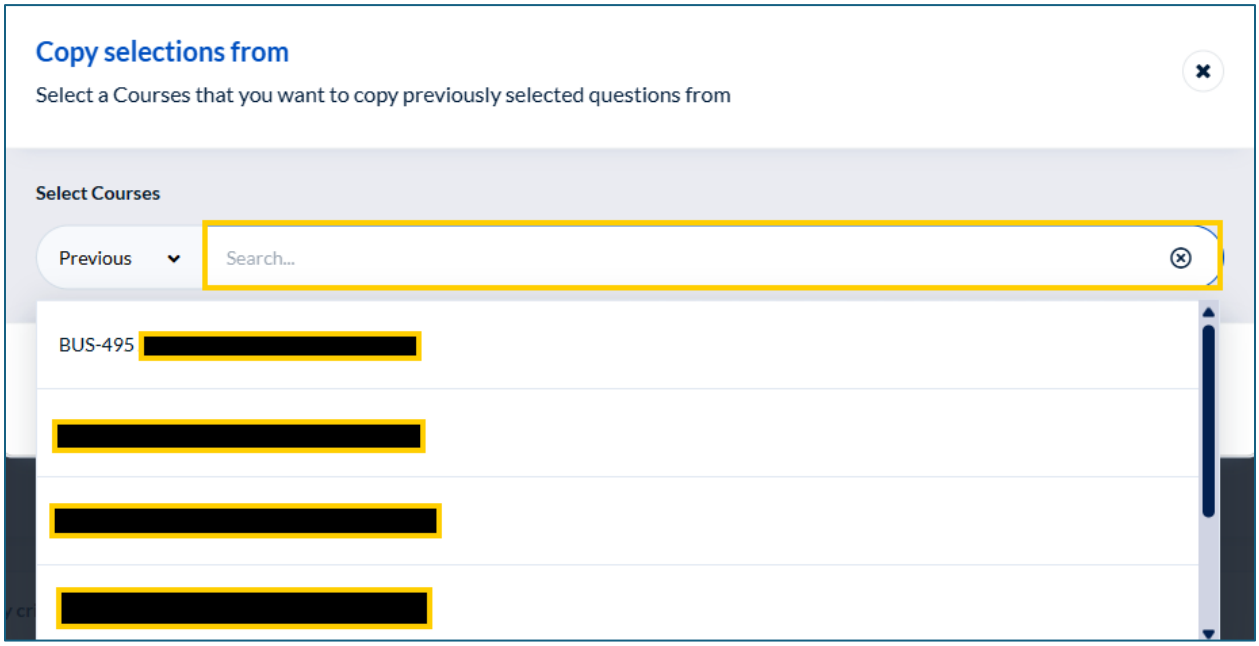

Step 6: Click the Copy Icon and select “Copy selections from”



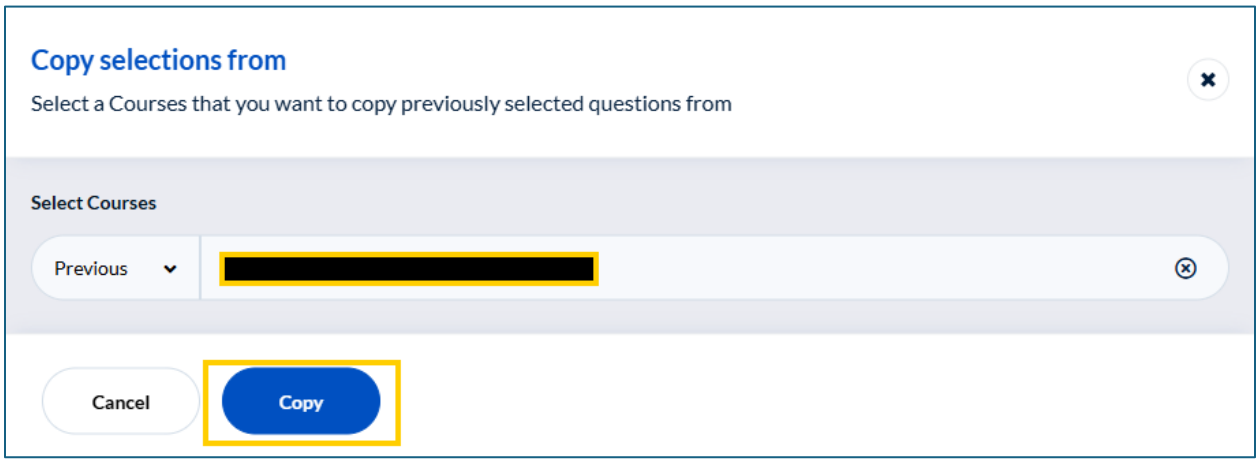
Step 7: Click on the dropdown button and select “Previous”



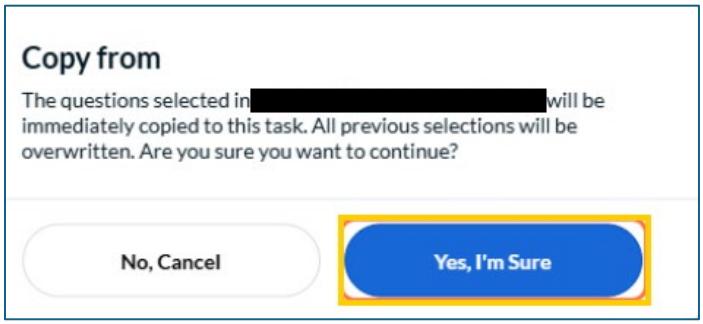

Step 8: Search for the course you want to copy your QPs from and select the course. **QPs may only be copied from the same term in the prior year.** For example, Spring 2026 courses may only copy QPs from Spring 2025.



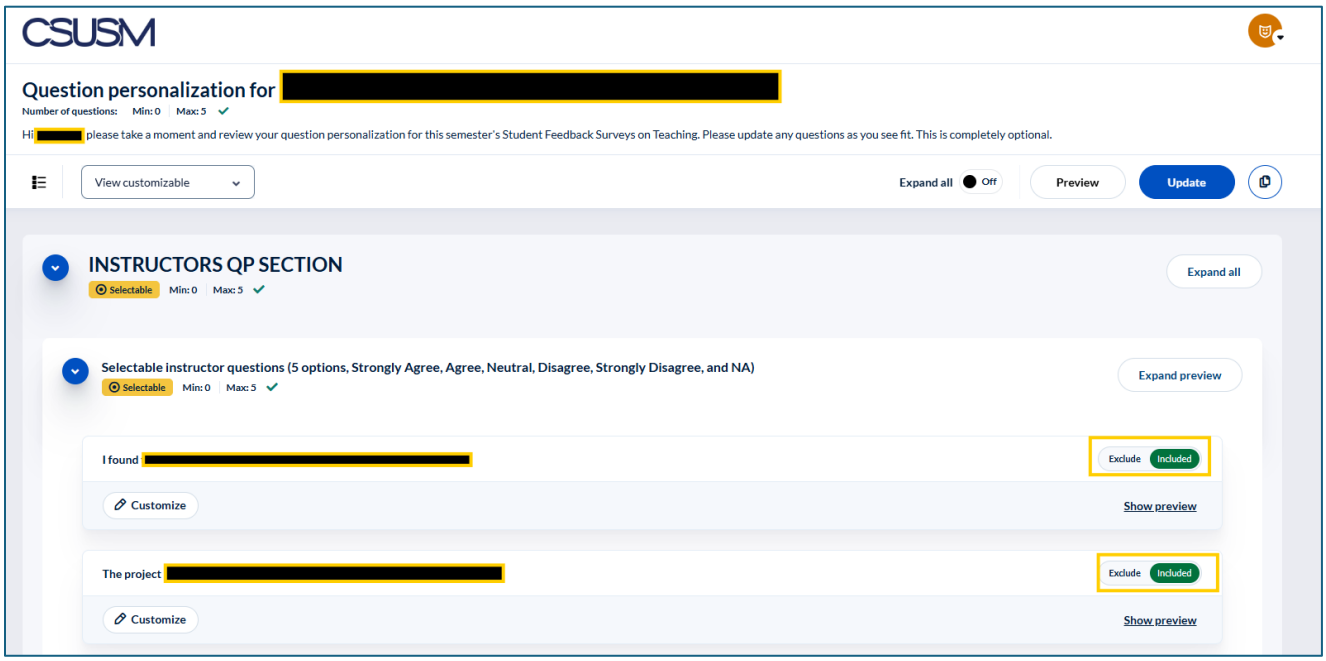
Step 9: Click on “Copy”



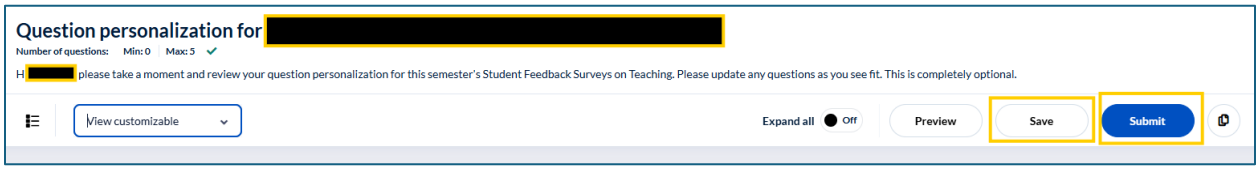

Step 10: Click on “Yes, I’m Sure”




Step 11: The QPs have been successfully copied over and will appear with the green toggle switch set to “Included”



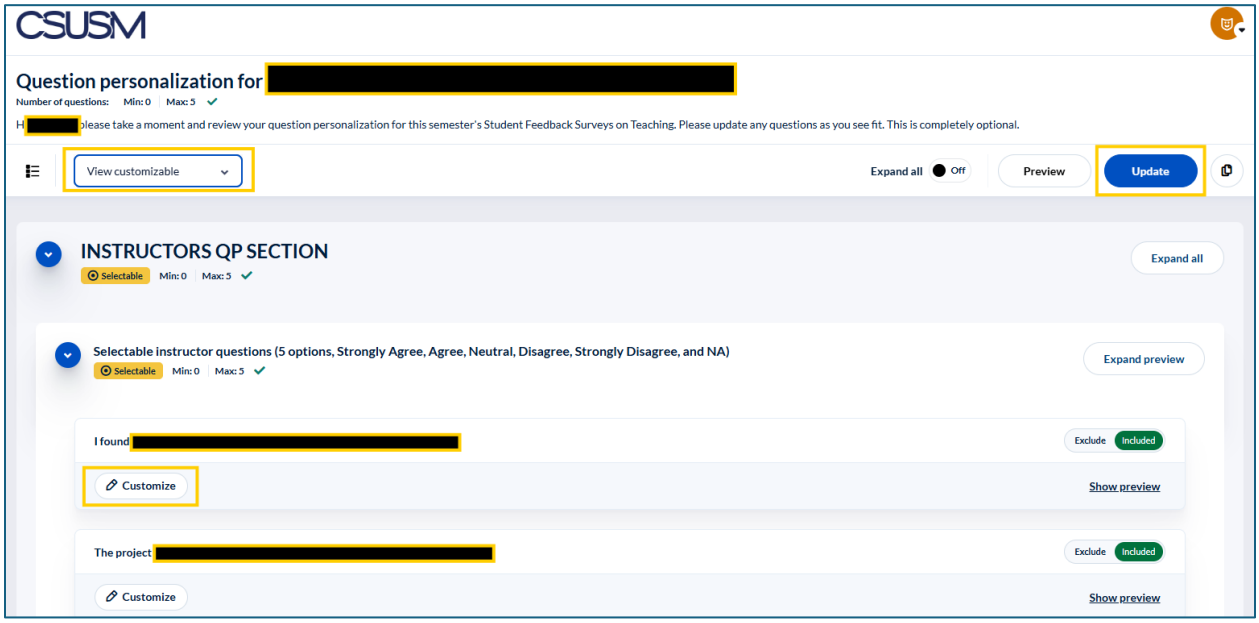
Step 12: Once you are done editing your QPs, click on Save, and then click Submit.
If you do not click “Submit”, the personalized questions marked as “Included”, will not appear on the survey.




Step 13: If you want to view your survey and/or edit the QPs after submitting, click “View.”
If a task is marked as “Open,” “In Progress,” or “Complete,” personalized questions may be added or edited up until the displayed end date (for example, 4/22/2026).




Step 14: Click on View Customizable to view the QPs you’ve added. Select “Customizable” to edit the QPs. Once you are done editing, click on “Update” to save your edited questions.



Please note that **ONLY 5 personalized questions** can be included in the final survey sent to students. While Blue allows you to enter more than 5 questions, 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 as "Included" are the ones that will appear on the survey that gets sent to students. You can click the toggle to include or exclude questions as needed.

For additional assistance with adding QPs, please refer to our guide on our website titled **"Customize Your Question Personalization in Blue."**

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