

WashU Course Evals

A How-To Guide for Adding Personalized Questions

Provided by the Office of the University Registrar
Last Updated 5/31/23

Overview

This document outlines the steps for submitting additional custom-worded questions to your course evaluation questionnaire. We call this process Question Personalization (QP), and it is an excellent way to gather additional feedback from your students. Responses to these questions will be included in your evaluation report after the term has closed.

As an instructor, you will be able to create and submit up to three questions for each of your course sections. You may also copy personalized questions from a prior project, predetermined by the course evals administrator. You are not required to add personalized questions.

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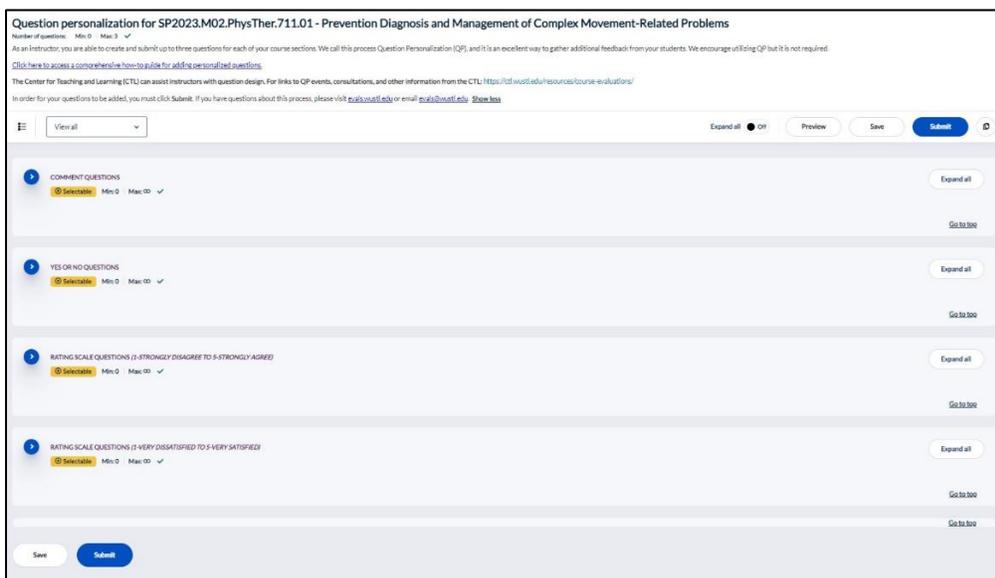
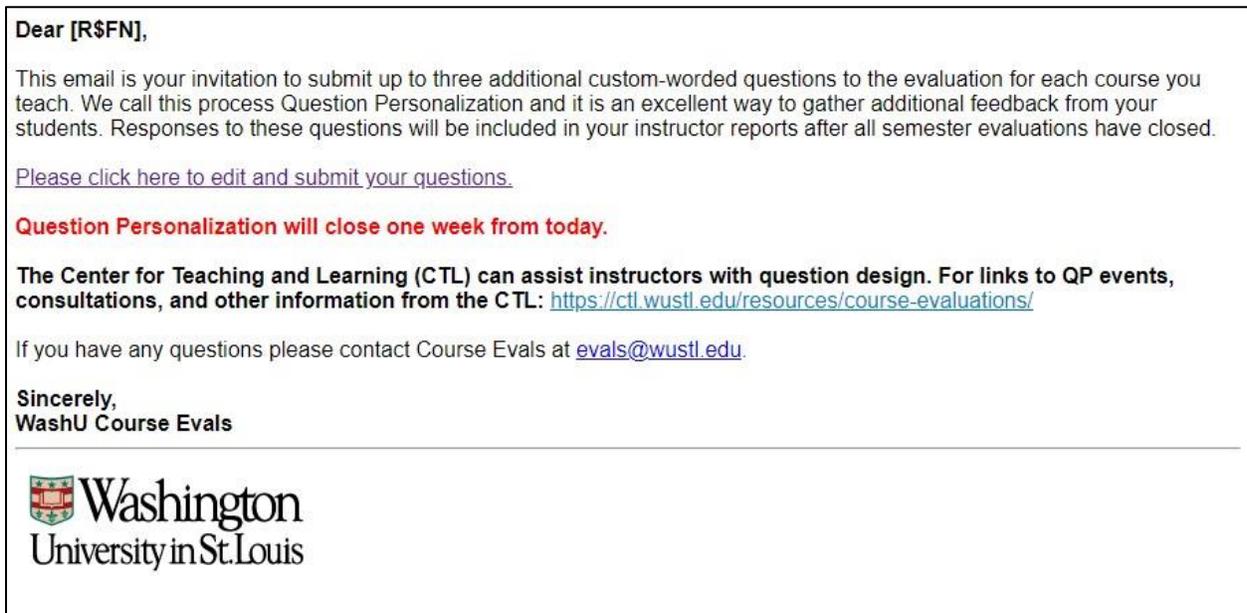
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How to access Question Personalization

Option A. Access QP through an email link.

You will receive an email when Question Personalization opens for your course. All emails will come from 'WashU Course Evals.' The QP email will contain a direct link to your QP tasks. Click on the link and enter your WUSTL Key. Click on a course to view the QP window.



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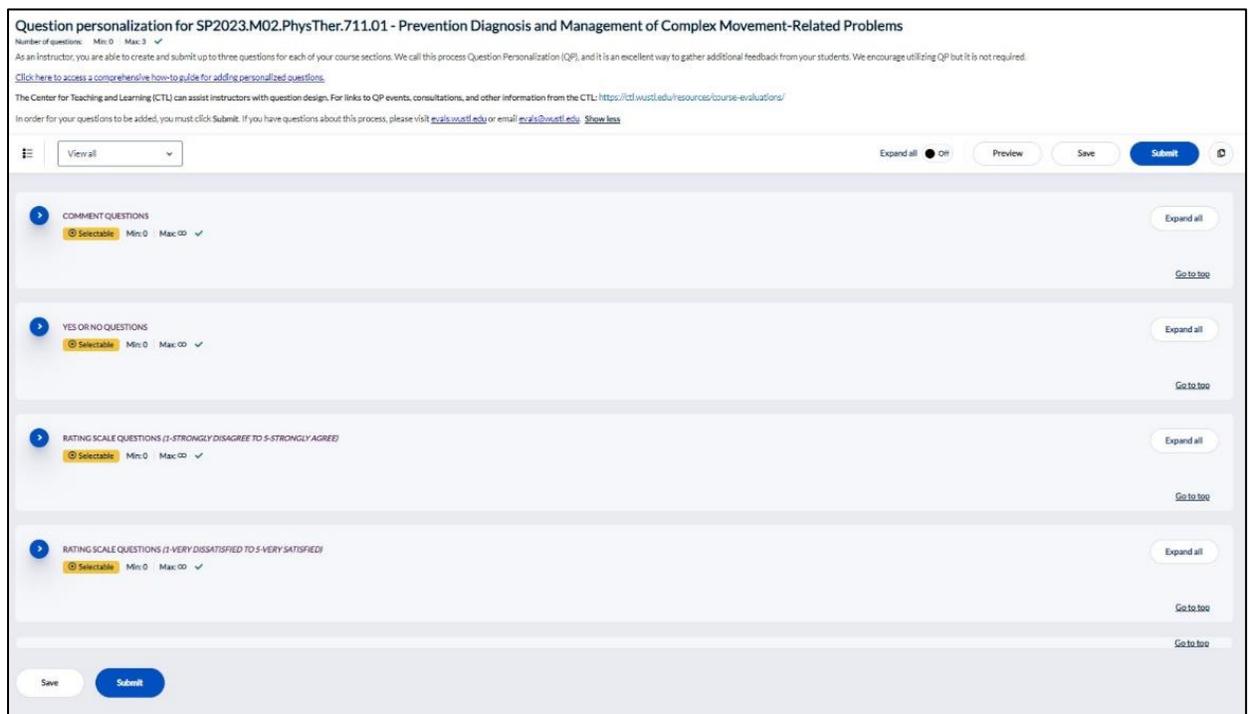
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Option B. Access QP through your dashboard

Question Personalization tasks are also available via the course evals dashboard. Visit evals.wustl.edu and click on the *Log in to your Course Evaluation Dashboard* button. Then enter your WUSTL Key.

The upper area on the dashboard houses tasks and privileges that are available. Once QP opens for a course, the status icon to the far right of the task will show *Open* in green. Click on a course to view the QP window.



How to add a personalized question

The header at the top of the QP window links to a copy of these instructions and can be condensed or expanded.

Different types of personalized questions appear under the header. You can pick from comment questions, yes/no questions, or rating scale questions. **Rating scale questions should be chosen based on your school (if applicable).** Different schools use different rating scales.



Step 1. Create your question.

Click  within the box of the type of question you'd like to add. Click  and enter your personalized question text.

You can add up to three questions of a single type, or you can add multiple types. You are limited to three questions in total.

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The screenshot shows the 'Question editor' interface. At the top left, there is a blue tab labeled 'English'. Below it, the 'Question' section contains a text input field with the text 'Did you find the supplementary text helpful in understanding ...?'. To the right of the input field is a close button (X). Below the question field is the 'Response' section, which contains a large text area with the placeholder text 'Enter comments here...'. A close button (X) is also present in the top right corner of the editor window.

The screenshot shows the 'COMMENT QUESTIONS' list. At the top left, there is a dropdown menu with a blue arrow and the text 'COMMENT QUESTIONS'. To its right, there is a yellow 'Selectable' button, and further right, 'Min: 0' and 'Max: ∞' with a checkmark. In the top right corner, there is an 'Expand all' button. The list contains three question entries. The first entry has the text 'Did you find the supplementary text helpful in understanding ...?' and has 'Exclude' and 'Included' buttons, with 'Included' being active. Below the question text is a 'Customize' button and a 'Show preview' button. The second and third entries have the placeholder text 'Click here and enter the text for your custom open-ended question.' and have 'Exclude' and 'Include' buttons, with 'Include' being active. Each entry also has a 'Customize' button and a 'Show preview' button. At the bottom right, there is a 'Go to top' link.

Step 2. Select your question

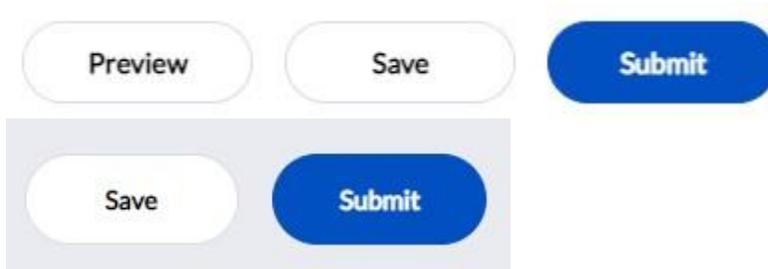
After entering a question, you can either move on to the next question or proceed to the top or bottom of the screen. In either case, once you have clicked out of the *Edit* box the question you've entered should be automatically *Included*. If you change your mind, you can *Exclude* questions as needed.



Note: Once you reach the 3-question maximum, you can still build questions but “Include” will no longer be an option.

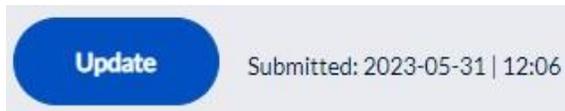
Step 3. Submit the questions you have selected

Once you have finished entering and selecting your questions, click the *Submit* button at the top or bottom of the page to add your questions to the course evaluation questionnaire.



If you are interrupted before you can complete the QP process, click the *Save* button and return to the system later.

Once you submit, an *Update* button will appear at the bottom of the page with date/time of the successful submission. If you want to change your questions later, you can do so by repeating the process above and clicking the *Update* button.



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How to review and preview your questions

Near the top left of the question creation area, you will see a *View* search box. You can use this tool to isolate only personalized questions by selecting “View included”.



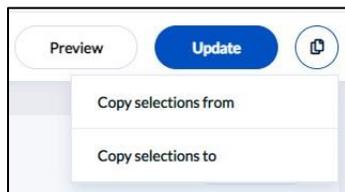
Near the top right of the question creation area, you will see a *Preview* button. Click this button to see the entire evaluation as it will appear to your students.

Note: If mandatory questions are included in your course section’s evaluation, you will need to enter responses before clicking *Next* within the preview. Any responses you give will not be saved or used in reporting.

How to copy selections to

If you teach multiple course sections, you may want to copy personalized questions from one course

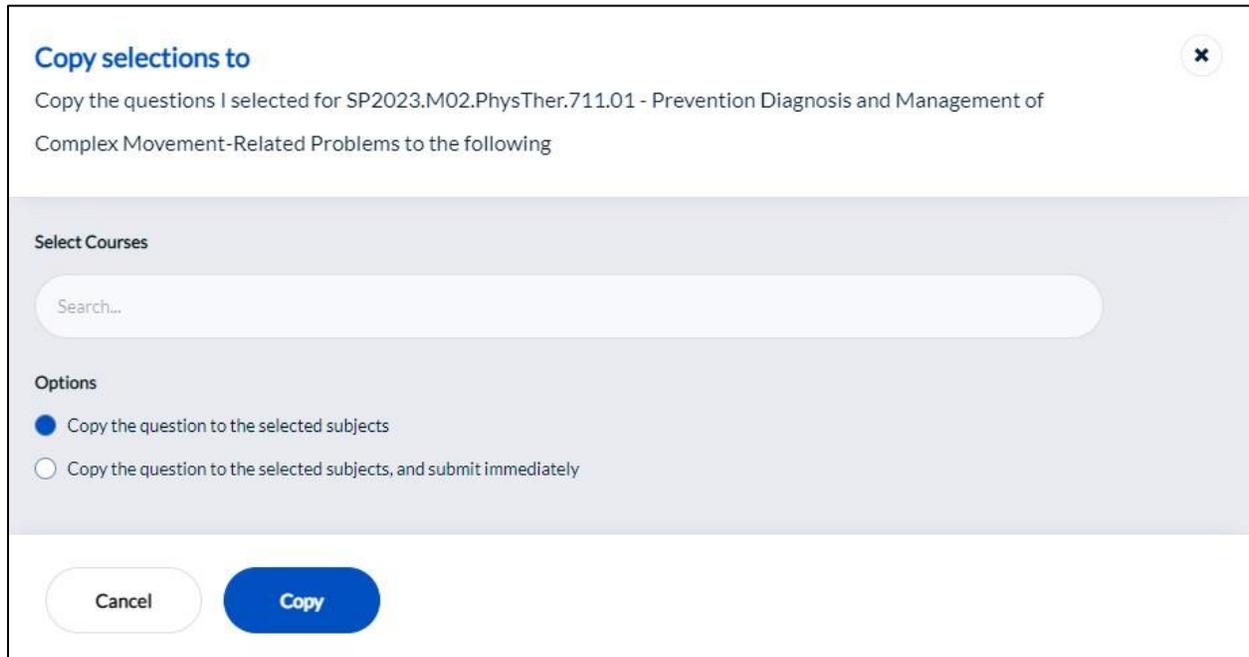
section to another. Click the *Additional options* button  at the top of the screen. Using the dropdown, select *Copy selections to*.



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The screenshot shows a dialog box titled "Copy selections to" with a close button (X) in the top right corner. The main text reads: "Copy the questions I selected for SP2023.M02.PhysTher.711.01 - Prevention Diagnosis and Management of Complex Movement-Related Problems to the following". Below this is a section titled "Select Courses" containing a search input field with the placeholder text "Search...". Underneath is an "Options" section with two radio buttons: the first is selected and labeled "Copy the question to the selected subjects"; the second is unselected and labeled "Copy the question to the selected subjects, and submit immediately". At the bottom of the dialog are two buttons: "Cancel" and "Copy".

Click within the Search box to select a course section. Click the *Copy* button to copy the questions. You also have the option to copy your questions and submit immediately. Using this option allows you to bypass the submission step for each course. When successful you will see a confirmation message.

Note: Copying personalized questions will overwrite any QP that has been submitted for the destination course.

How to copy selections from

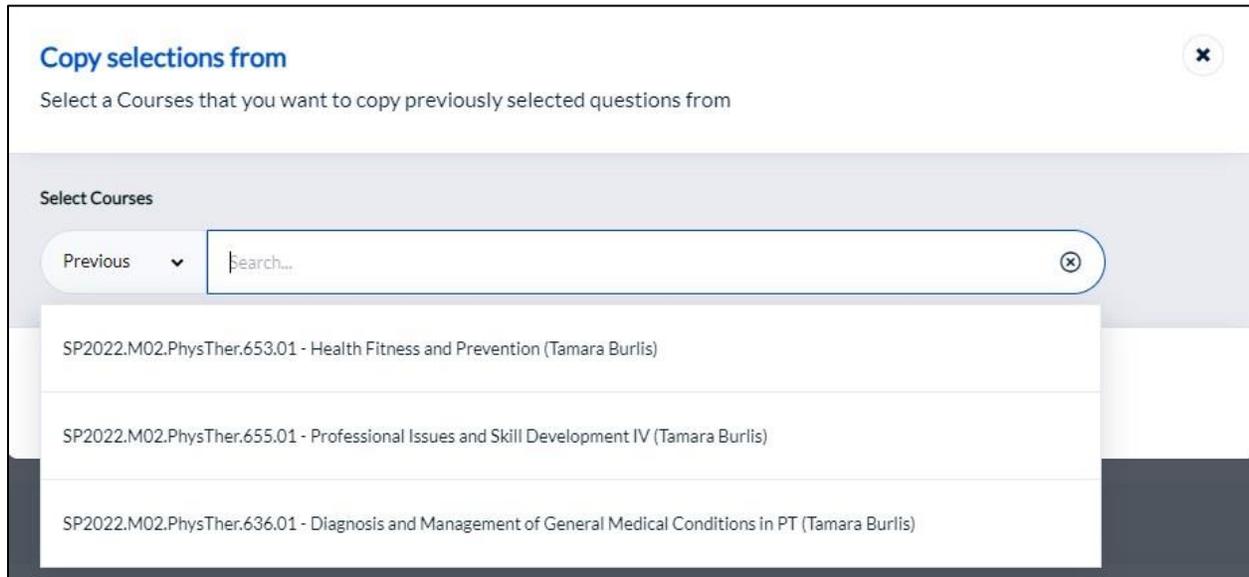
To save time, you may want to copy personalized questions from a previous project. Click the *Additional*

options button  at the top of the screen. Using the drop-down, select *Copy selections from*.

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The screenshot shows a web interface titled "Copy selections from" with a close button (X) in the top right corner. Below the title is the instruction "Select a Courses that you want to copy previously selected questions from". Underneath is a section labeled "Select Courses" containing a search box with a "Previous" dropdown menu and a "Search..." input field with a clear button (X). A list of three course sections is displayed below the search box:

- SP2022.M02.PhysTher.653.01 - Health Fitness and Prevention (Tamara Burlis)
- SP2022.M02.PhysTher.655.01 - Professional Issues and Skill Development IV (Tamara Burlis)
- SP2022.M02.PhysTher.636.01 - Diagnosis and Management of General Medical Conditions in PT (Tamara Burlis)

Select "Previous" within the drop-down box and then click the Search box to select a course section from a prior project. **Note: the system can only offer one prior project, so this will likely be a lateral option (for example – during SP23, SP22 will populate; during FL23, FL22 will populate).** Click the *Copy* button to copy the questions. You also have the option to copy your questions and submit immediately. Using this option allows you to bypass the submission step for each course. When successful you will see a confirmation message.

Note: Copying personalized questions will overwrite any QP that has been submitted for the destination course.

Frequently Asked Questions

What questions are already included in my course evaluation?

The evaluation will include the standard questions for the course as well as any personalized questions you have submitted. To preview your questionnaire click the *Preview Questionnaire* button. This can be done prior to submitting personalized questions if you are unfamiliar with your school/program's standard questions.

Will my course be evaluated even though I forgot to enter my personalized questions?

Yes. Your students will be asked the standard evaluation questions for the course.

What is the deadline for QP?

The deadline for submitting personalized questions is 4 days prior to the start of the evaluation period. Because evaluation periods can vary by course, Question Personalization periods may also vary. The QP deadline for each course should appear on your QP task list and on your Course Evals Dashboard.

I need technical help.

You can always contact evals@wustl.edu for assistance. You are also welcome to contact the appropriate school/program eval administrator.

Contacts

For additional help adding personalized questions please email evals@wustl.edu or reach out to your school/program eval administrator. A listing of school/program eval administrators is available at evals.wustl.edu.