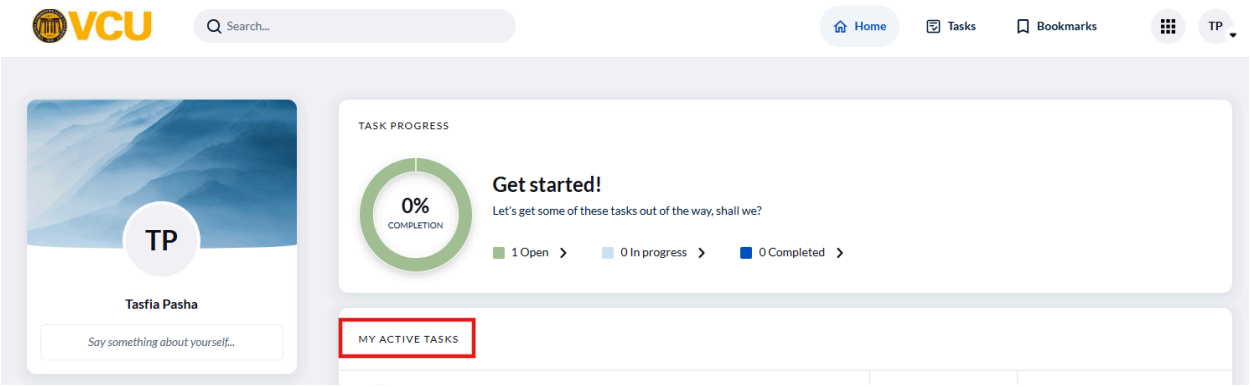
Question Personalization (QP) task

Step by Step "How To"

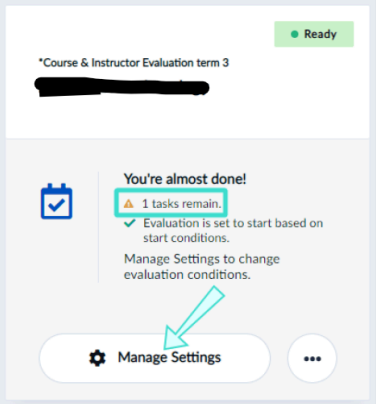
Background: Question Personalization (QP) allows instructors to add up to five optional questions to their course evaluations from a pre-approved list (CEIL). Twenty-one days before the course end date, instructors receive an email notification and a QP task appears on their Course Evaluation home page. For example, for courses ending on November 13, 2026, the QP task will become available on October 23, 2026. All courses will receive the standard questionnaire, whether or not any optional questions are selected by the instructor.

Step 1: To access your Question Personalization page from your Subject Management page:

1. After logging in to your Explorance Blue (EB) account, locate the My Active Tasks section on the homepage. The Question Personalization (QP) task will appear in this section when it becomes available.

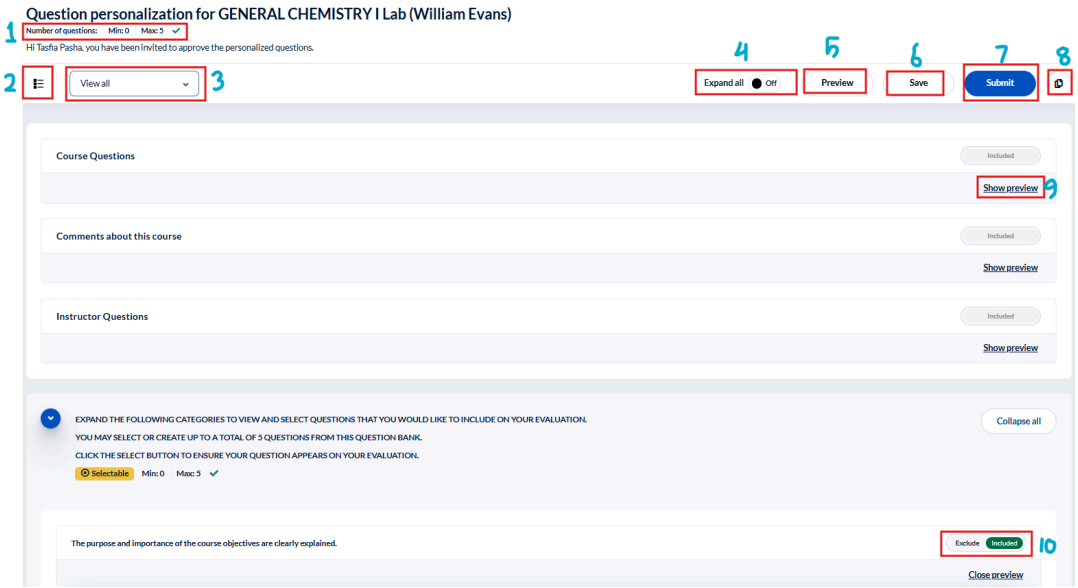


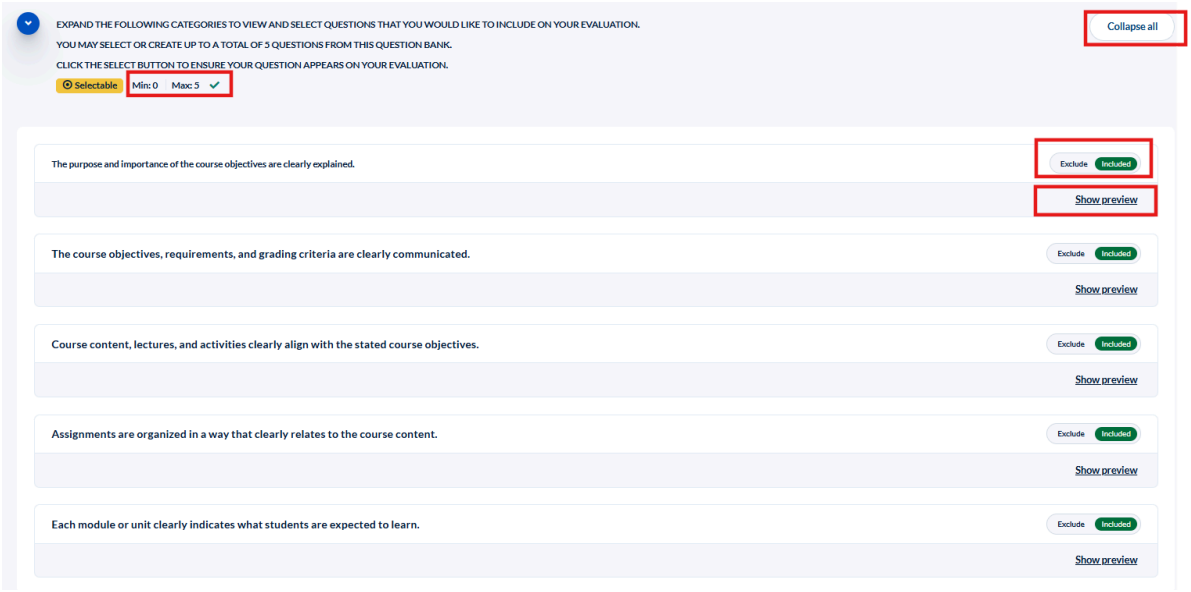
2. Click Manage Settings/View. A window to view or manage your settings will appear.



3. Click Choose your questions for Courses. Once that is selected, you will be directed to your Question Personalization page.

Step 2: On the Question Personalization page, you can choose questions from the pre-approved CEIL question list. The image below identifies 10 features of the Question Personalization menu, numbered 1–10. Refer to the "Question Personalization Menu Features" section on page 3 for a detailed description of each numbered feature.





Question personalization menu features

1. Number of questions condition - Displays the minimum and maximum number of personalized questions allowed for selection. A green check mark means the global conditions have been satisfied.

2. Table of contents - Provides a simplified overview of question sections you can personalize. The page will automatically scroll to the question section you selected.

3. Filter - Filters the list of questions displayed.
View All - All available questions.
Selectable - Only questions that can be selected.
Included - Only questions that have been chosen to be included in the questionnaire.
Excluded - Only questions that have been chosen to be excluded from the questionnaire.

4. Expand all - Allows you to expand or collapse all question previews for all sections in the questionnaire. Further, each section also contains a Collapse all or Expand all button that will display all previews for all questions and answers for that section.

5. Preview - Allows you to preview a sample of your evaluation from the perspective of your students. Make sure to save your changes before using the preview function.

6. Save - Saves your changes on the page without submitting.

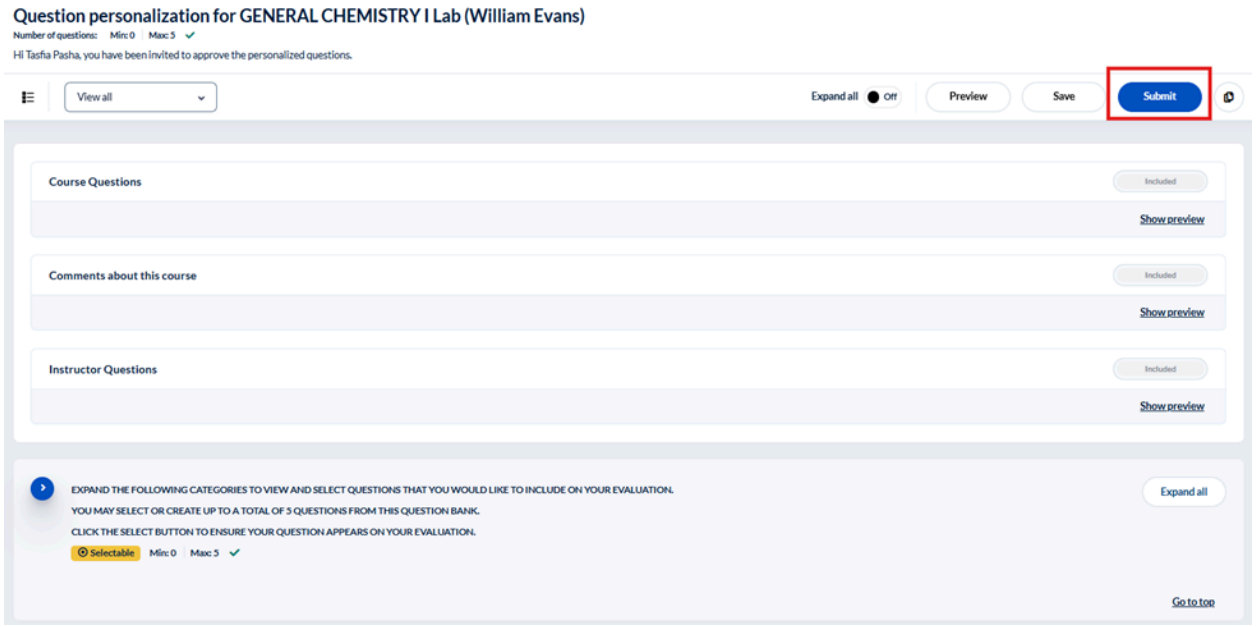
7. Submit - Submits your personalized questions to be included in the evaluation.

8. Copy options - Allows you to copy selections and personalized questions to or from another course. Copy the selected questions from another question personalization task that was part of a previous project or copy the selected questions from this subject to another subject in the same project. If a secondary subject (for example, an instructor) has more than one question personalization task to complete, the questions for one task can be copied to the other tasks. Click on the Copy button, select Copy selections to, then select the additional subjects and click Copy.

9. Show preview - Allows you to preview a sample response of the question

10. Include/ Exclude – Allows you to include or exclude questions for QP.

Step 3: Once you have selected all the desired questions, click **Submit** to finalize your selections.



You can modify and resubmit your choices within the designated timeframe by clicking the **'Update**' button.

