

A How To Guide: Adding your own Personalized Questions at the end of the Course Evaluation Forms
Office of Vice Chancellor for Academic Affairs
Indiana University South Bend

- 1) For every section that you are teaching this semester, you will receive an email from the BLUE system, inviting you to add your own questions to the bottom of the course evaluation. The text of this email is provided below. **If you don't have any questions to add to the evaluation form, then simply ignore this email, and the rest of this document!**

Dear <FACULTY>,

Welcome to our new course evaluation software package, eXplorance Blue.

Indiana University South Bend is committed to ensuring the quality of its academic programs, its teaching effectiveness and the learning experiences of its students. An important component of this is the regular evaluation of courses by students.

Indiana University South Bend's course evaluation framework includes a set number of core institutional questions to appear on all evaluation forms. In addition, instructors are invited to enter additional questions for each of their Courses. You may add up to 5 additional questions; you are not required to add any.

[Please click here to enter your additional questions.](#)

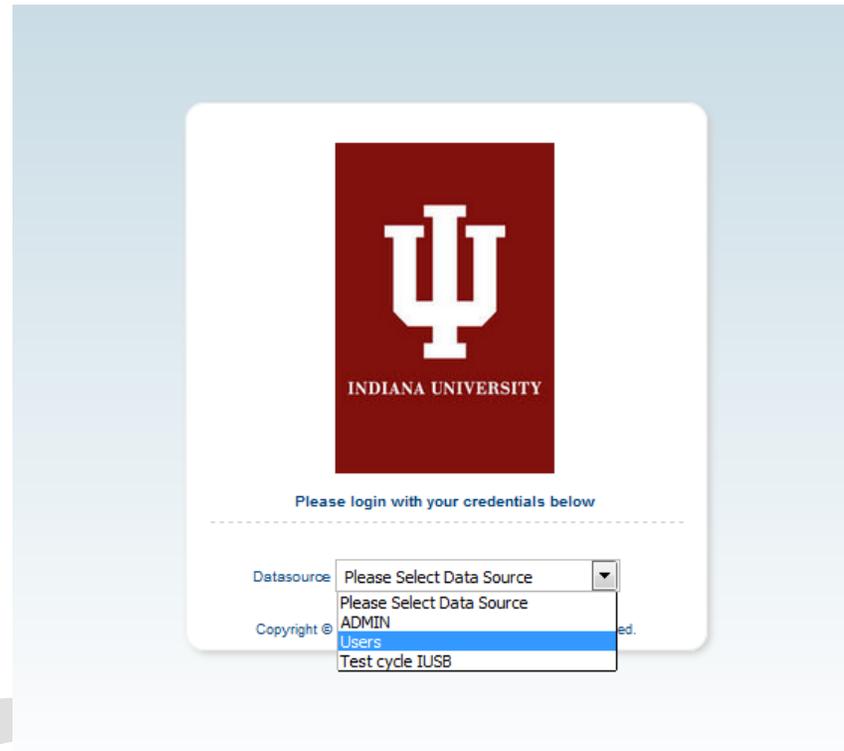
Note: If you don't have questions to add, simply SUBMIT without selecting questions, or you will receive reminders.

If you have any questions please contact the Survey Administrator at jmcintos@iusb.edu.

Kind regards,
John

John McIntosh
Associate Vice Chancellor for Academic Affairs
Indiana University South Bend

- 2) If you would like **to add some questions to the evaluation form, then CLICK the link in the above email.**
- 3) Clicking the link will bring you to an IU Authentication page (unless your browser session has already been authenticated)
- 4) Then you will see the following BLUE login page. If you see more than one DataSource in the combobox, make sure to select the "**USERS**" data source.



5) Finally you should see the **BLUE dashboard**. You should see all of the sections that you are teaching this semester. Note that **you may see each section twice, (once for "QUESTION PERSONALIZATION" and once for "SUBJECT VIEW MANAGEMENT")**. (See figure below)

The screenshot shows the BLUE dashboard interface. At the top, there is a navigation bar with the user's name 'Hossein Hakimzadeh' and the date 'Sat, Nov 21, 2015'. Below this is a search area with filters for Task Type, Task Status, Category, Subcategory, and Language, all set to 'All'. A search bar contains 'Project Title' and buttons for 'Find' and 'Clear Search'. A 'Refresh' button is also present.

The main content area displays a table with 10 results. The table has columns for Task Type, Subject, Category, Subcategory, Project Title, Due Date, Status, and a 'Select' link. Two rows are highlighted with red boxes: the first row for 'Question Personalization' and the last row for 'Subject View Management'.

Task Type	Subject	Category	Subcategory	Project Title	Due Date	Status	Select
Question Personalization	A105 16911 INTRODUCTION TO COMPUTING (Hossein Hakimzadeh)	IUSB	Regular fall 2015	IU South Bend Student Course Evaluation – Regular Classes Fall 2015	Friday, November 27, 2015	Open	Select
Question Personalization	A201 16155 INTRODUCTION TO PROGRAMMING I (Hossein Hakimzadeh)	IUSB	Regular fall 2015	IU South Bend Student Course Evaluation – Regular Classes Fall 2015	Friday, November 27, 2015	Open	Select
Question Personalization	A201 35071 INTRODUCTION TO PROGRAMMING I (Hossein Hakimzadeh)	IUSB	Regular fall 2015	IU South Bend Student Course Evaluation – Regular Classes Fall 2015	Friday, November 27, 2015	Open	Select
Question Personalization	A505 16157 OBJECT ORIENTED PROGRAMMING (Hossein Hakimzadeh)	IUSB	Regular fall 2015	IU South Bend Student Course Evaluation – Regular Classes Fall 2015	Friday, November 27, 2015	Open	Select
Question Personalization	A505 35072 OBJECT ORIENTED PROGRAMMING (Hossein Hakimzadeh)	IUSB	Regular fall 2015	IU South Bend Student Course Evaluation – Regular Classes Fall 2015	Friday, November 27, 2015	Open	Select
Question Personalization	I420 16972 INTERN INFORMATICS PROF PRACT (Hossein Hakimzadeh)	IUSB	Regular fall 2015	IU South Bend Student Course Evaluation – Regular Classes Fall 2015	Friday, November 27, 2015	Open	Select
Question Personalization	I499 18101 RDNGS & RSRCH IN INFORMATICS (Hossein Hakimzadeh)	IUSB	Regular fall 2015	IU South Bend Student Course Evaluation – Regular Classes Fall 2015	Friday, November 27, 2015	Open	Select
Question Personalization	Y358 16166 INTRNSHP IN PROFESSIONAL PRAC (Hossein Hakimzadeh)	IUSB	Regular fall 2015	IU South Bend Student Course Evaluation – Regular Classes Fall 2015	Friday, November 27, 2015	Open	Select
Question Personalization	Y798 16949 PROFSNL PRACTICUM/INTERNSHP (Hossein Hakimzadeh)	IUSB	Regular fall 2015	IU South Bend Student Course Evaluation – Regular Classes Fall 2015	Friday, November 27, 2015	Open	Select
Subject View Management	A105 16911 INTRODUCTION TO COMPUTING	IUSB	Regular fall 2015	IU South Bend Student Course Evaluation – Regular Classes Fall 2015	Saturday, December 19, 2015	Not Ready	Select

6) **Make sure you focus on the rows that have “QUESTION PERSONALIZATION” in their first column.** (See figure below)

The screenshot shows a web application interface for a user named Hossein Hakimzadeh. The interface includes a navigation menu on the left with options like 'Home', 'Dashboard', and 'My Preferences'. The main content area displays a list of tasks with columns for Task Type, Subject, Category, Subcategory, Project Title, Due Date, Status, and a 'Select' link. The 'Question Personalization' task type is highlighted in a red box.

Task Type	Subject	Category	Subcategory	Project Title	Due Date	Status	
Question Personalization	A108 16911 INTRODUCTION TO COMPUTING (Hossein Hakimzadeh)	IUSB	Regular fall 2015	IU South Bend Student Course Evaluation – Regular Classes Fall 2015	Friday, November 27, 2015	Open	Select
Question Personalization	A201 16155 INTRODUCTION TO PROGRAMMING I (Hossein Hakimzadeh)	IUSB	Regular fall 2015	IU South Bend Student Course Evaluation – Regular Classes Fall 2015	Friday, November 27, 2015	Open	Select

7) Identify the section that you would like to add questions to, and click the “**SELECT**” link for that section. (see figure below)

The screenshot shows the same web application interface as in the previous figure. The 'Select' link for the 'Question Personalization' task is highlighted in a red box.

Task Type	Subject	Category	Subcategory	Project Title	Due Date	Status	
Question Personalization	A108 16911 INTRODUCTION TO COMPUTING (Hossein Hakimzadeh)	IUSB	Regular fall 2015	IU South Bend Student Course Evaluation – Regular Classes Fall 2015	Friday, November 27, 2015	Open	Select

8) You will now see the following screen. At this point, our advice is to ignore most of what is on this page. Simply decide if you want to ask a question that requires a scalar answer (such as: Strongly Agree, Agree, Disagree, etc.) or a question that requires an open-ended text response. (see figure below)

Blue - Question Personalization... Faculty_Survey_CrossTab.d...
aspx?lang=eng&pid=e4a2e072-7c6b-4466-8762-66d07dc0886e&tid=c7320423852a59af5abb3ad471dc

IU South Bend Student Course Evaluation – Regular Classes Fall 2015 for A106 16911 INTRODUCTION TO COMPUTING (Hossein Hakimzadeh)

Messages
When this icon is visible, you can modify text.

Instructions [Hide]
You may add up to five **additional questions** of your own. You are not required to add any questions to the core campus items.
IMPORTANT: If you intend to include your personalized questions, click the **Select** button beside your additional questions. If deselected, they will not be added to the survey.
IMPORTANT: Click the **Submit** or **Update** button when finished.

Preview Questionnaire View Personalizable items All options

Question Personalization For Teachers. Create your customized rating and/or open ended questions
Edit and click inside the text box to enter your own text for the following questions/items.
Rating item uses a 5-point scale. Please make sure that your question is worded accordingly to the response scale.
You may create up to a total of 5 items/questions from this section.
Click the **Select** button to ensure your question appears on your Evaluation.
Collapse Section Open All Questions

Rating questions
Collapse Section Open All Questions

Edit	Please enter your first question here.	Select	X Deselected
Edit	Please enter your second question here.	Select	X Deselected
Edit	Please enter your third question here.	Select	X Deselected
Edit	Please enter your fourth question here.	Select	X Deselected
Edit	Please enter your fifth question here.	Select	X Deselected

Open-ended questions - enter your own questions
Collapse Section Open All Questions

Edit	Please enter your first open-ended question here.	Select	X Deselected
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- 9) If you decided to **add any questions to the evaluation form, you need to do two things:** First click the **“SELECT”** button for that question, then click the **“EDIT”** button to actually change the content of the question. You can repeat this process for up to 5 questions. (see figure below)

Blue - Question Personalization... Faculty_Survey_CrossTab.d... Search

asp?lang=eng&pid=e4a2e072-7c6b-4466-8762-66d07dc0886e&tid=c7320423852a59af5abb3ad471dc

IU South Bend Student Course Evaluation – Regular Classes Fall 2015 for A106 16911 INTRODUCTION TO COMPUTING (Hossein Hakimzadeh)

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Rating questions
Collapse Section Open All Questions

Edit	Please enter your first question here.	Select	X Deselected
Edit	Please enter your second question here.	Select	X Deselected
Edit	Please enter your third question here.	Select	X Deselected
Edit	Please enter your fourth question here.	Select	X Deselected
Edit	Please enter your fifth question here.	Select	X Deselected

Open-ended questions - enter your own questions
Collapse Section Open All Questions

Edit	Please enter your first open-ended question here.	Select	X Deselected
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10) Once your “Personalized” questions have been created, you can copy them to all of your sections for this semester by clicking the combobox, and selecting “ALL”, then clicking “COPY & SUBMIT”. (see figure below)

Question Personalization For Teachers. Create your customized rating and/or open ended questions
Edit and click inside the text box to enter your own text for the following questions/items.

Rating item uses a 5-point scale. Please make sure that your question is worded accordingly to the response scale.

You may create up to a total of 5 items/questions from this section.

Click the Select button to ensure your question appears on your Evaluation.

← Collapse Section ▾ Open All Questions

Rating questions
← Collapse Section ▾ Open All Questions

Edit	Please enter your first question here.	Select	X Deselected
Edit	Please enter your second question here.	Select	X Deselected
Edit	Please enter your third question here.	Select	X Deselected
Edit	Please enter your fourth question here.	Select	X Deselected
Edit	Please enter your fifth question here.	Select	X Deselected

Open-ended questions - enter your own questions
← Collapse Section ▾ Open All Questions

Edit	Please enter your first open-ended question here.	Select	X Deselected
Edit	Please enter your second open-ended question here.	Select	X Deselected
Edit	Please enter your third open-ended question here.	Select	X Deselected
Edit	Please enter your fourth open-ended question here.	Select	X Deselected
Edit	Please enter your fifth open-ended question here.	Select	X Deselected

Copy to ▾ Copy Copy & Submit Save Submit

- All
- A201 16155 INTRODUCTION TO PROGRAMMING I (Hossein Hakimzadeh)
- A201 35071 INTRODUCTION TO PROGRAMMING I (Hossein Hakimzadeh)
- A505 16157 OBJECT ORIENTED PROGRAMMING (Hossein Hakimzadeh)
- A505 35072 OBJECT ORIENTED PROGRAMMING (Hossein Hakimzadeh)
- Y398 16166 INTRNSHP IN PROFESSIONAL PRAC (Hossein Hakimzadeh)
- Y798 16949 PROFSNL PRACTICUM/ INTERNSHP (Hossein Hakimzadeh)

Powered by blue

11) There are other (optional) things you can do on the above page, for example you can click on the “PREVIEW QUESTIONNAIRE” to see the entire evaluation form, but they are not necessary. Good luck.

DRAFT

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Office of the Associate Vice Chancellor for Academic Affairs