Kent State University - Faculty Question Personalization (QP)

Please refer to the 'full' instruction guide for more detail on any section/topic.

Accessing Blue – Faculty Dashboard

1. Log in at https://flashsurvey.kent.edu using your Flashline credentials.
2. Use the drop down in the top right Tasks bar to sort tasks by the field of your choice.
3. You will see two different tasks for each of your courses. Click on a course to view details for the task.
   a. "Choose the personalized questions for …" will let you create your custom questions for your survey(s)
   b. "View and manage questionnaire settings for …" is where you go to change survey 'open' dates

NOTE: It is not necessary to change the survey 'open' date for any course.

How to Create a Personalized Question(s)

1. Click on the "Choose the personalized questions for…" task link.
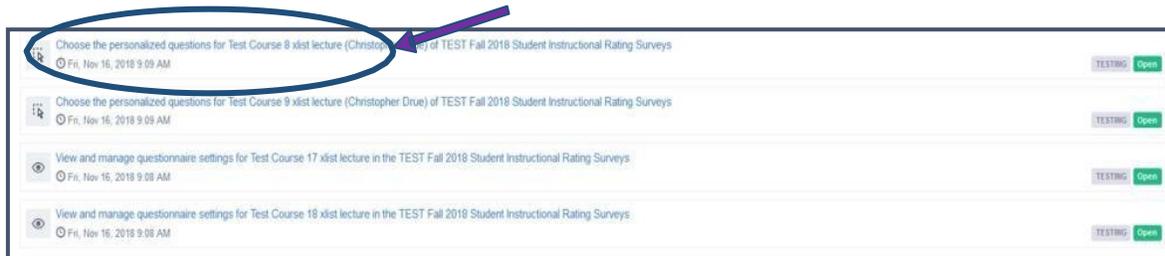
2. Scroll down and click on "Preview Questionnaire" to view all questions on your survey prior to adding personalized questions to ensure you aren't duplicating an academic unit question.
3. Click Show Section" button.
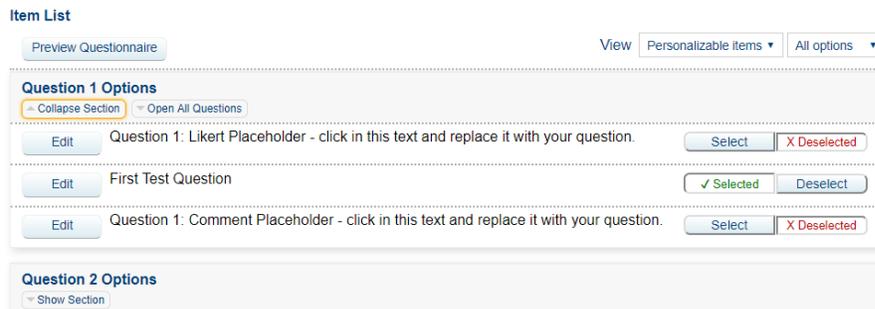
4. You will see an expanded section with an option for creating up to **five questions**.
5. Click on "Edit" next to the question type you want to enter.

6. Click on the phrase "Placeholder for a XXXX Question – click in this text and replace it with your question by just typing in the box.
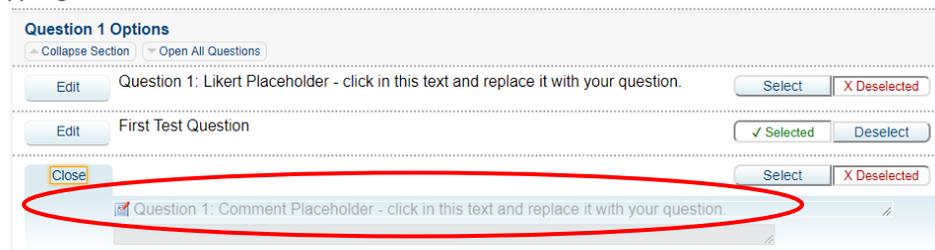
7. Select question by either clicking off the text box or click the "Select" button to the right of the question Deselect a question you have selected by clicking the "Deselect" button to the right of the question.
8. Repeat Step 1-3 to create up to a total of five custom questions.
9. Once you have finalized your questions, click the "Submit" button at the bottom of the page to add your questions to the evaluation form.

a. **Note that selected questions are not added to the evaluation form until you click on "Submit."**

Saving/Submitting Selected Questions

- If you are unable to complete your question selection/creation in one session, you can save the questions you have selected without submitting the evaluation form.
    - Click the "Save" button at the bottom of the page. You will be able to return to your work later without having to reselect/rewrite those questions.
- Once you have finalized your questions, **_you must click "Submit"_** in order to add the questions to your student's surveys and make them available for the survey fill-out period.
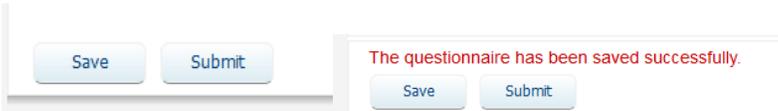

## How to Copy Questions to/from One Course to/from Another

*This feature can be used if you teach multiple courses and wish to apply the same selected and/or custom questions from one course to another course.

Find the course that contains the existing questions you want to copy TO another survey or start with a survey and look for the one to copy questions FROM. The first semester you will be creating custom questions for the first time so most likely you will create questions on a survey and want to copy them TO your other courses.

1. Locate the "Copy" box at the bottom of the screen
2. Select if you would like to copy the selected questions "to" another course, or if you would like to bring selected questions "from" another course into the current evaluation form.
3. Select the destination (to) course or source (from) course from the drop-down box.
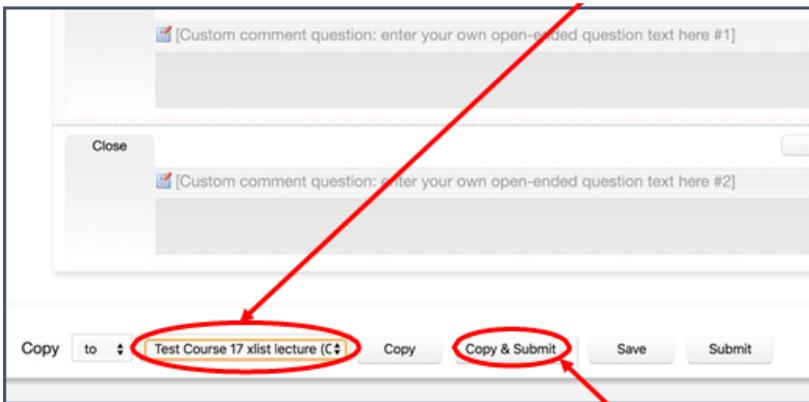
4. Select the appropriate button to complete the Copy function
    a. Selecting "Copy to: CourseNameNumber" from the course drop down list and "Copy & Submit" will copy the questions on the survey you have just customized and add them to the course(s) selected in your course list.
    b. These steps can be repeated if you want to select individual courses to receive these questions.
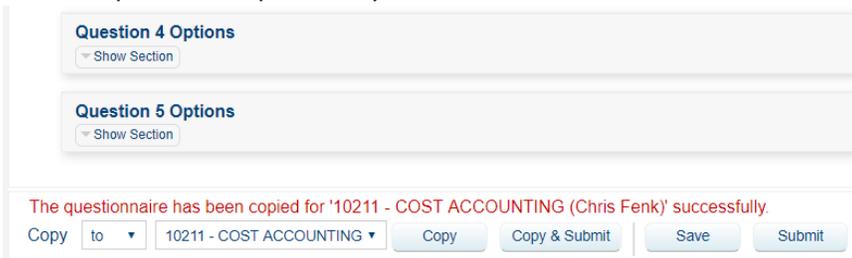
Note that performing this operation will overwrite any question selection/customization that was done previously for the destination course.

c. Click the "Copy from" button to copy the questions from another course to the existing survey you have open. Select the course that contains the questions you want to copy. Click "Copy & Submit" and they will be added to the existing survey.

d. Click the "Copy and Submit" button when you have finished copying any questions to/from other courses. Once you click this option, the survey will close. If you have not completed question personalization, you will have to go back to your task list to find the course in need of updating.

WARNING: If you click "Copy" your questions will be copied to/from the selected course; however, it will not Submit that other survey as completed! You would have to go back to that specific course and manually submit it to have the questions available on that course survey. Best practice is to always use "Copy & Submit" when performing this function.