

SET Question Personalization Guide 6-14-2024

Below is a step-by-step guide to accessing and creating/editing your personalized questions for your courses. If you are still having trouble, please reach out via the SET e-mail: seteaching@uconn.edu

1. Accessing your question personalization task in Blue

Each semester you will be sent an automated e-mail with a link taking you directly to your question personalization tasks. However, if for some reason you don't receive this e-mail, or if you are unable to find it in your inbox you can access the tasks directly by logging in to Blue with your NetID and password at <https://blueapp.grove.ad.uconn.edu/Blue>. If you are having trouble logging in, please see our troubleshooting steps [here](#). Once logged in, you will be able to see your active tasks which you can now access.

The screenshot shows the Blue app interface. At the top, there is a dark navigation bar with the text "Welcome [redacted]" and "Blue" on the left, and "English" and "Sign Out" buttons on the right. Below this is a "My Home" section. The "Tasks" section has a search bar, a filter dropdown set to "All", and a "Reset" button. It shows "1 of 1 (filtered from 1 tasks)" and a task card for "FNCE [redacted]" dated "Fri, Jun 14, 2024 11:59 PM". The task card has tabs for "2024", "Summer", and "In Progress". Below the tasks is a "Reports" section with a search bar, a filter dropdown set to "All", and a "Reset" button. It shows "0 of 0 (filtered from 0 tasks)". At the bottom right of the reports section, there is a "Show child reports" toggle set to "0" and tabs for "Current" and "Archived". The "Current" tab is selected. At the very bottom, it says "No reports found".

2. Open your question personalization task

Click on the course you would like to edit, and you will be brought to this page. From here you can click on “Customize” to begin adding or editing a custom question.

Question personalization for FNCE [REDACTED]

Question Personalizatio... Show more

The screenshot displays a user interface for question personalization. At the top, there is a navigation bar with a hamburger menu icon, a 'View all' dropdown menu, and buttons for 'Expand all' (set to 'Off'), 'Preview', 'Save', and 'Submit'. Below the navigation bar, the main content area is divided into sections. The first section is titled 'CORE QUESTIONS (FYI)' with a right-pointing arrow icon, 'Min: 0', 'Max: ∞', and a checkmark. It includes an 'Expand all' button and a 'Go to top' link. The second section is titled 'ADD YOUR QUESTIONS' with a downward-pointing arrow icon, a 'Selectable' tag, 'Min: 0', 'Max: ∞', and a checkmark. It also has an 'Expand all' button. Underneath, there are two input fields for qualitative questions. The first field is labeled 'Enter your 1st qualitative question here' and contains an 'Excluded' button, an 'Include' button, and a 'Show preview' link. A 'Customize' button with a pencil icon is highlighted with a red box. The second field is labeled 'Enter your 2nd qualitative question here' and contains similar 'Excluded', 'Include', and 'Show preview' elements, along with a 'Customize' button.

3. Enter your custom question

Enter your question, and when you are finished click the small “x” at the top right of the dialogue box.

Question editor

English

Question

Enter your custom question here!

Response

Enter comments here...

4. Save your changes!

Make sure that once you are done editing your questions that you click BOTH “Save” and “Submit” at the top right corner of the task screen. If you don’t do this and you leave the page, none of your changes will be saved.

Question personalization for FNCE- [REDACTED]

Question Personalizatio... Show more

The screenshot shows a web interface for question personalization. At the top right, there is a navigation bar with buttons for "Save" and "Submit". The "Submit" button is highlighted with a red rectangular box. Below the navigation bar, there are two main sections. The first section is titled "CORE QUESTIONS (FYI)" and includes a sub-section "ADD YOUR QUESTIONS" which is highlighted in yellow. Under "ADD YOUR QUESTIONS", there are two input fields for qualitative questions, each with a "Customize" button and a "Show preview" link. The interface also features a "View all" dropdown menu, an "Expand all" toggle (currently "Off"), and a "Preview" button.

5. Including/Excluding Questions

You will notice there is a slider next to each question where you can “Include” or “Exclude” your questions in the survey. Created questions are included by default, but if you change your mind and decide you want to drop one of the questions but not add a new one in its place you can just change the option to “Exclude”

Question personalization for FNCE- [REDACTED]

Question Personalizatio... Show more

View all

Expand all Off

Preview Save Submit

CORE QUESTIONS (FYI)
Min: 0 | Max: ∞ ✓

Expand all

[Go to top](#)

ADD YOUR QUESTIONS
Selectable Min: 0 | Max: ∞ ✓

Expand all

Enter your 1st qualitative question here

Excluded Include

Customize Show preview

Enter your 2nd qualitative question here

Excluded Include

Customize Show preview

6. Finished!

After saving and submitting your question changes, you are free to leave the page. You will have to ability to come back to this task at any time in the window in which it is active and make changes (typically the one to two weeks preceding the surveys being sent out are your open window).