

Student Experience of Teaching (SET) Surveys

Question Personalization Guide 09-18-2025

Below is a step-by-step guide for accessing and creating/editing your personalized questions for your courses.

If you are still having trouble, please reach out via the SET email: seteaching@uconn.edu

1. Accessing your question personalization task in Blue

Every semester you will be sent an automated e-mail with a link taking you to the SET webpage where you can login to Blue to access 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 into SET Blue with your UConn NetID or email and password directly here: <https://blueapp.uconn.edu/>

If you are having trouble logging in, please see our troubleshooting steps here:

<https://bpir.uconn.edu/home/institutional-research/set/set-support-resources/>

Once logged in, you will be able to see your active tasks which you can now access.


The screenshot displays the 'My Home' dashboard of the SET Blue application. At the top, a dark blue header bar contains a 'Welcome' message, a user profile picture, and buttons for 'English' and 'Sign Out'. Below the header, the 'My Home' title is followed by a 'Tasks' section. This section includes a search bar, a filter dropdown set to 'All', and a 'Reset' button. Below these are sorting options: 'Sort by End Date'. A single task is listed, titled 'FNCE', with a date of 'Fri, Jun 14, 2024 11:59 PM'. To the right of the task, there are tabs for '2024', 'Summer', and 'In Progress'. Below the 'Tasks' section is a 'Reports' section, which also features a search bar, a filter dropdown set to 'All', and a 'Reset' button. Below these are sorting options: 'Sort by Name'. At the bottom of the 'Reports' section, there is a toggle for 'Show child reports' and tabs for 'Current' and 'Archived'. The 'Current' tab is selected. The bottom of the dashboard shows '0 of 0 (filtered from 0 tasks)' and a message '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




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

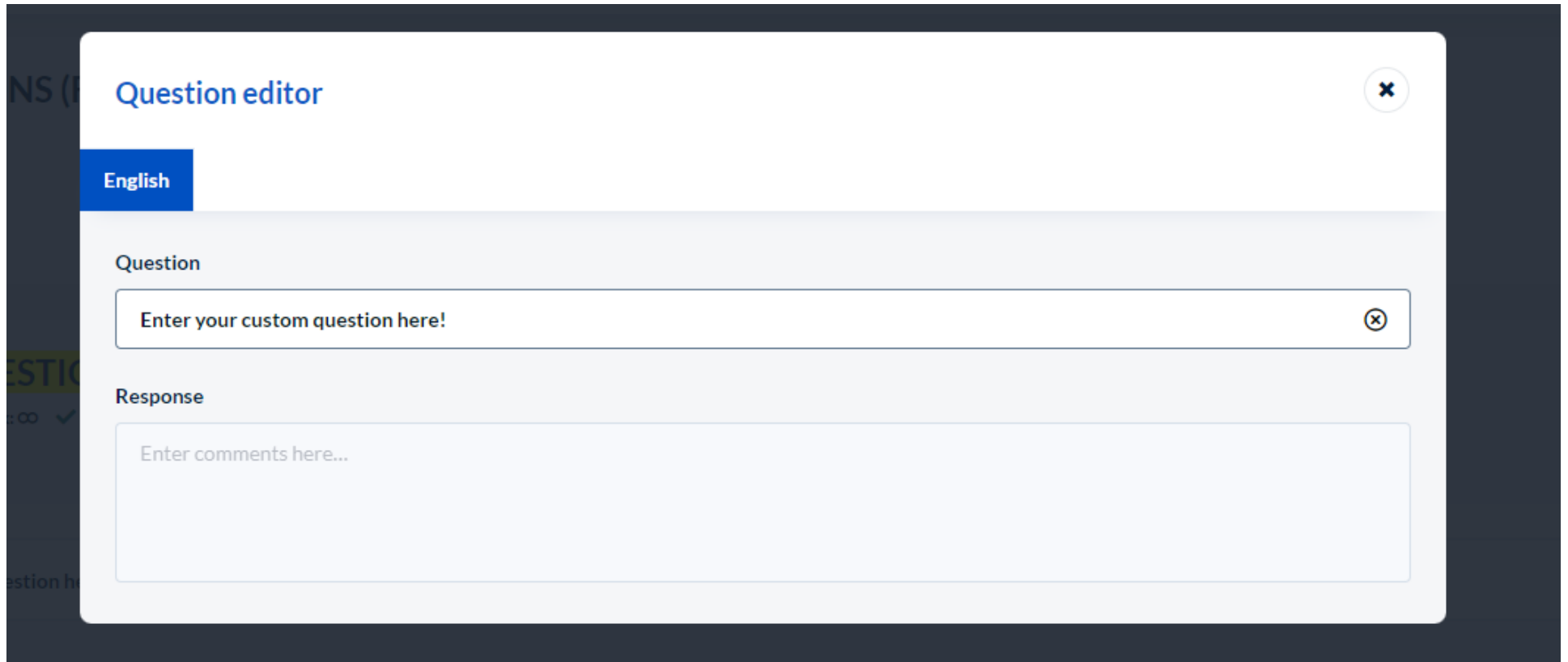
Include

 Customize

[Show preview](#)

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.



The image shows a 'Question editor' dialog box with a dark blue background. The dialog box has a title bar with 'Question editor' in blue text and a close button (a small 'x' in a circle) in the top right corner. Below the title bar, there is a blue tab labeled 'English'. The main content area is divided into two sections: 'Question' and 'Response'. The 'Question' section has a text input field with the placeholder text 'Enter your custom question here!' and a small 'x' icon in the top right corner. The 'Response' section has a larger text input field with the placeholder text 'Enter comments here...'. The dialog box is centered on the screen.

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-

Question Personalizatio... Show more




View all

Expand all ☐

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

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-

Question Personalization... Show more

The screenshot shows a web interface for question personalization. At the top, there's a header with a menu icon, a 'View all' dropdown, and buttons for 'Expand all' (set to 'Off'), 'Preview', 'Save', and 'Submit'. Below the header, there are two main sections:

- CORE QUESTIONS (FYI)**: This section has a right arrow icon, a status 'Min: 0 | Max: ∞' with a green checkmark, and an 'Expand all' button. A 'Go to top' link is at the bottom right.
- ADD YOUR QUESTIONS**: This section has a down arrow icon, a 'Selectable' tag, and a status 'Min: 0 | Max: ∞' with a green checkmark. It contains two input fields for qualitative questions. Each input field has a 'Customize' button and a toggle switch. The first toggle switch is highlighted with a red box and is currently set to 'Excluded'. The second toggle switch is also set to 'Excluded'. Each input field also has a 'Show preview' link.

6. Finished!

After saving and submitting your question changes, you are free to leave the page. You will have the 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).