



ADD QUESTIONS TO STUDENT COURSE FEEDBACK SURVEYS

Question Personalization (QP) in Blue

The following steps will work if you are listed **as an instructor** on at least one University of Utah course. You can add questions to your course feedback surveys until the surveys open. Please email scf@ctle.utah.edu if you have trouble adding your questions, or if you need to add questions for a College, Department, or other unit. For other help, including how to Check Survey Dates and Monitor Response rates, visit our [Quick Start Guides for Instructors](#).

Step 1: Task List

There are **two ways to access** your tasks to personalize survey questions.

Direct login

Login at <https://scf.utah.edu>.

Click on a **“Choose the personalized questions for...”** task to begin adding questions.

You can use the search box next to “Tasks” to find specific courses.

The screenshot shows a 'Tasks' interface with a search bar, a dropdown menu set to 'All', and a 'Reset' button. Below the search bar is a 'Sort by End Date' dropdown. A status indicator shows '10 of 43 (filtered from 43 tasks)'. Two task entries are visible, each with a blue 'Open' button. A yellow arrow points to the first task entry.

Task Title	Date	Action
Choose the personalized questions for CTLE 1010-2 Course Name Spring 2022 of Copy of Student Course Feedback	Mon, Jan 31, 2022 11:59 PM	Open
Choose the personalized questions for CTLE 1020-2 Course Name Spring 2022 of Copy of Student Course Feedback	Mon, Jan 31, 2022 11:59 PM	Open


Emailed link

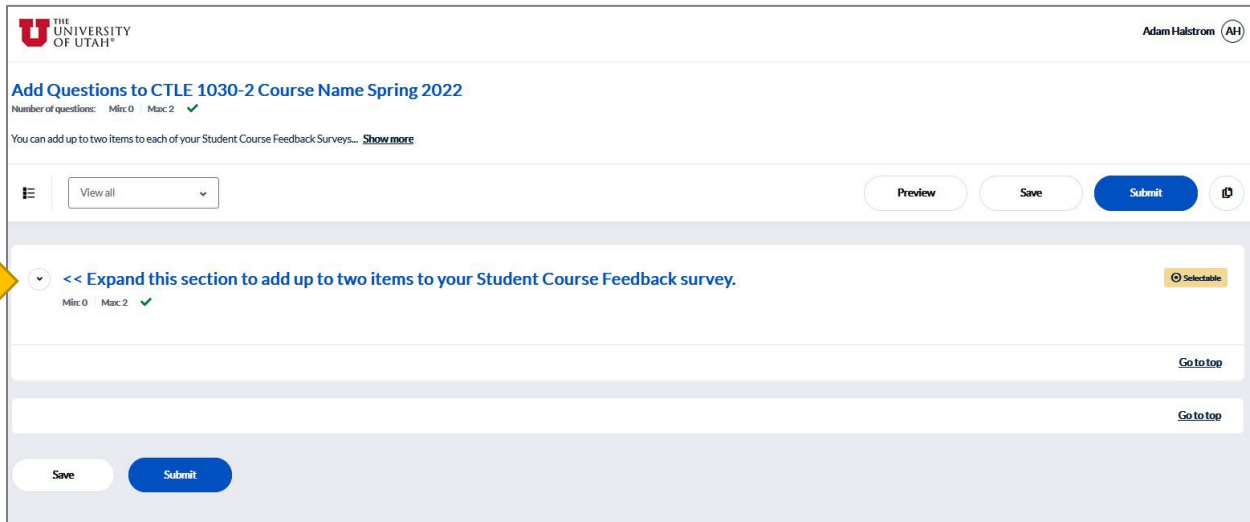
- You will receive emails about the opportunity to add questions to your surveys.
- **Click the link** in your email to view a list of your courses.
- **Click on a course** to begin adding questions.

The screenshot shows an emailed link page from the University of Utah. It features the university logo and the name 'Adam Halstrom (AH)'. The main heading is 'Student Course Feedback' with a sub-heading 'You can add up to two items to each of your Student Course Feedback Surveys... Show more'. Below this is a list of four courses, each with a 'Continue' or 'Start now' button. A yellow arrow points to the first course entry.

Course Name	Status	Ends on	Action
CTLE 1010-2 Course Name Spring 2022	In Progress	2022-01-22	Continue
CTLE 1020-2 Course Name Spring 2022	In Progress	2022-01-22	Continue
CTLE 1030-2 Course Name Spring 2022	Open	2022-01-22	Start now
CTLE 2000-2 Course Name Spring 2022	Open	2022-01-22	Start now

Step 2: Customize Questions

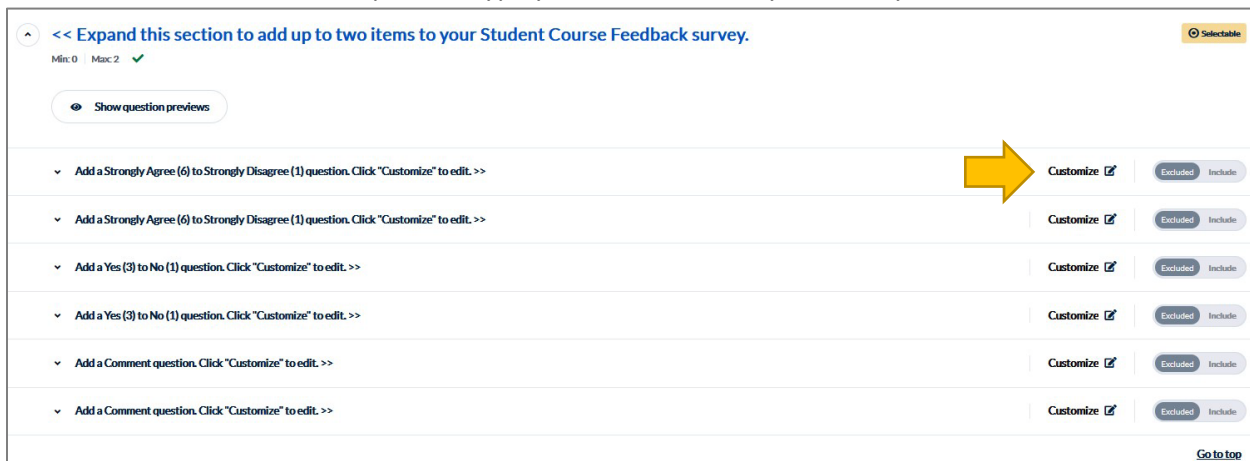
Click the  icon next to “<< Expand this section...”



Add up to two items to your survey. The available question types are:

- Single response 6-point scale: “Strongly Agree (6) to Strongly Disagree (1)”
- Single response 3-point scale: “Yes (3) to No (1)”
- Open-ended Comment Box

Click “Customize” next to the question type you want to add to your survey.



Enter your question text under “Question.”

Click the (X) to close the Question editor and save your question.

Question editor

English

Question

Enter your question here.

Responses

- Strongly Agree
- Agree
- Mildly Agree
- Mildly Disagree
- Disagree
- Strongly Disagree

After you customize a question, the question will be marked as “Included.”

You can **add a maximum of two questions** to your survey. If you customize more than two questions, the first two you customized will be “Included,” and the remaining questions will be “Excluded.”

Click the “Exclude/Include” button to change which two items will be included on your survey.

Enter your question here. Customize [X] Exclude Included

Your Question Customize [X] Excluded

Your question Customize [X] Excluded Include

Maximum number of questions reached for << Expand this section to add up to two items to your Student Course Feedback survey.

Step 3: Submit

Click **“Submit”** to save your questions and add them to the survey. You **MUST** click Submit to ensure your questions appear on the survey. Your questions will not appear in the Preview until you click **“Submit.”**

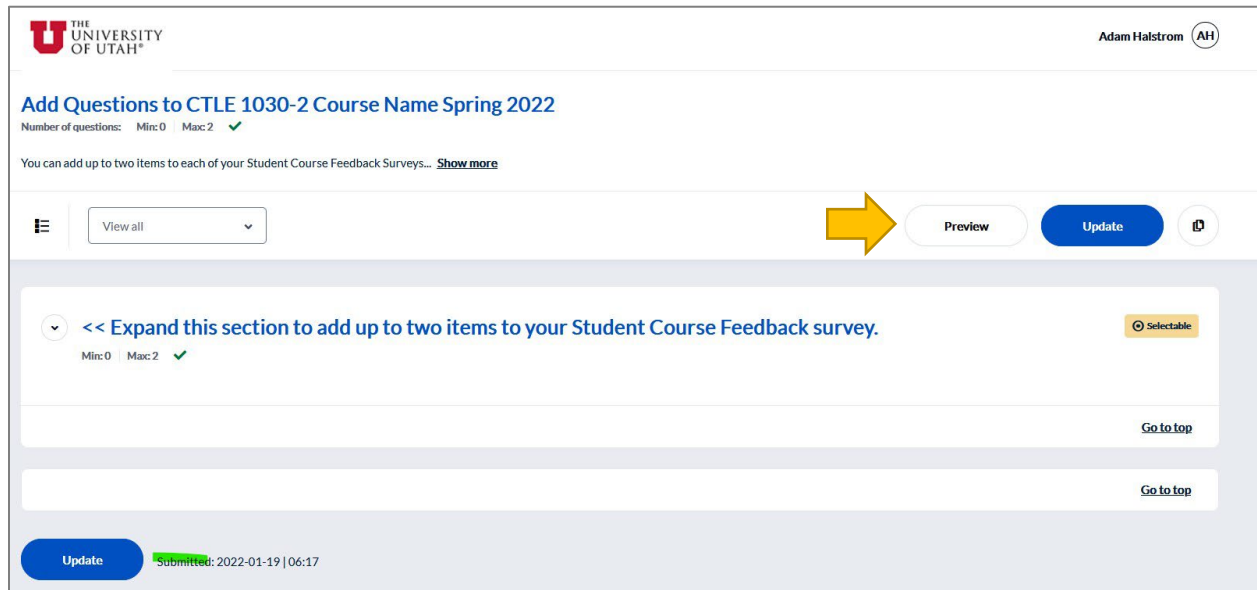
The screenshot displays the user interface for adding questions to a survey. At the top left is the University of Utah logo. The user's name, Adam Halstrom (AH), is in the top right. The main heading is "Add Questions to CTLE 1030-2 Course Name Spring 2022". Below this, it shows "Number of questions: Min: 0 | Max: 2" with a green checkmark. A note states, "You can add up to two items to each of your Student Course Feedback Surveys... [Show more](#)".

The interface includes a navigation bar with a "View all" dropdown, and three buttons: "Preview", "Save", and "Submit". A yellow arrow points to the "Submit" button. Below the navigation bar, there is a section titled "<< Expand this section to add up to two items to your Student Course Feedback survey." with a "Selectable" icon. This section shows "Min: 0 | Max: 2" and a "Show question previews" button. Below this, there are two question entry rows. Each row has a dropdown menu (currently showing "Enter your question here." and "Your Question"), a "Customize" button with a checkmark icon, and an "Exclude" button with an "Included" status indicator.

Step 4: Preview & Update (Optional)

Click **“Update”** if you make any changes to your customized questions. You can update your questions any time before the survey opens.

Click **“Preview”** to preview the survey. The preview will display ALL survey items, including the Standardized Instrument. **Your questions will appear at the end of the survey.** You can quickly find your questions in the Preview by clicking **“Summary”** at the top of the page. Scroll down to find your questions and click **“Modify”** to preview them.



The screenshot shows the user interface for managing a survey. At the top left is the University of Utah logo. The user's name, Adam Halstrom (AH), is in the top right. The main heading is "Add Questions to CTLE 1030-2 Course Name Spring 2022". Below this, it shows "Number of questions: Min: 0 | Max: 2" with a green checkmark. A message states, "You can add up to two items to each of your Student Course Feedback Surveys... [Show more](#)".

In the center, there is a "View all" dropdown menu. To its right, a yellow arrow points to a "Preview" button. Further right is a blue "Update" button and a circular icon with a plus sign. Below this is a section with a collapse icon and the text: "<< Expand this section to add up to two items to your Student Course Feedback survey." This section also shows "Min: 0 | Max: 2" with a green checkmark and a "Selectable" button. At the bottom of this section are two "Go to top" links. At the very bottom, there is another blue "Update" button and a timestamp: "Submitted: 2022-01-19 | 06:17".

Step 5: Add Questions to Your Other Courses (Optional)

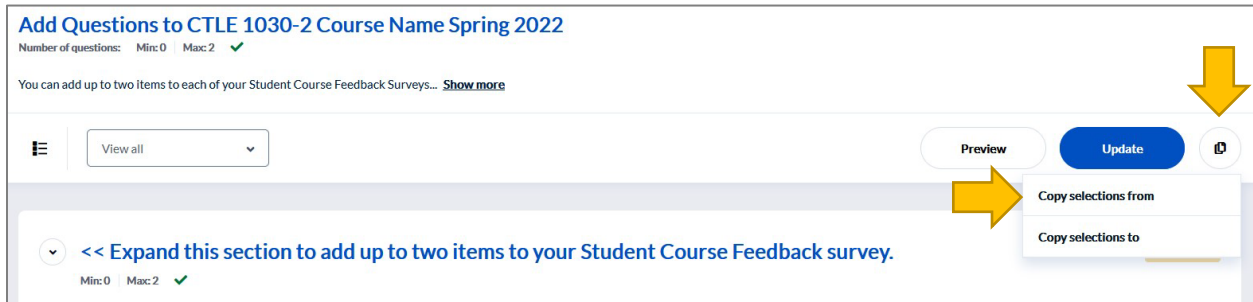
Add Different Questions to Your Other Courses

Close your browser tab to return to Step 1 and select a different course.

Copy Your Questions to Your Other Courses

Click the  icon next to Update.

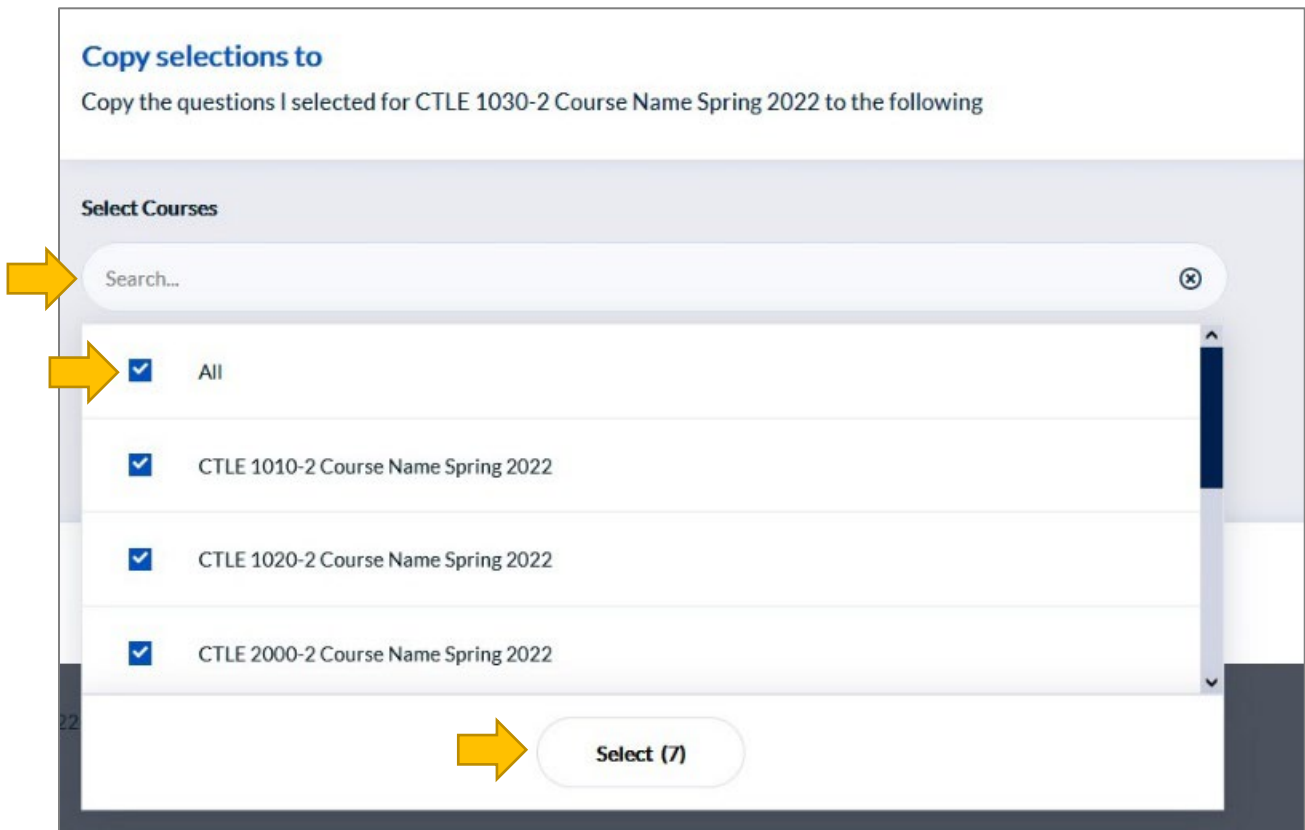
Click “Copy selections to.”



Click in the Search box to pull up a list of your other courses.

Select “All” or select the individual courses you want to copy your questions to.

Click “Select (#).” The number reflects the number of courses you have selected.



You will see a list of all the courses you selected.

Choose whether to

- Copy the question to the selected subjects
- Copy the question to the selected subjects, and submit immediately (*Recommended*)

Click “Copy & Submit”

Copy selections to ✕

Copy the questions I selected for CTLE 1030-2 Course Name Spring 2022 to the following

Select Courses

Search...

CTLE 1010-2 Course Name Spring 2022 ✕ CTLE 1020-2 Course Name Spring 2022 ✕

CTLE 2000-2 Course Name Spring 2022 ✕ CTLE 2020-2 Course Name Spring 2022 ✕

CTLE 3300-2 Course Name Spring 2022 ✕ CTLE 5000-2 Course Name Spring 2022 ✕

CTLE 6000-2 Course Name Spring 2022 ✕

Options

Copy the question to the selected subjects

Copy the question to the selected subjects, and submit immediately

Cancel Copy & Submit

Click “Yes, I’m Sure” to confirm you want to Copy & Submit the selections.

Copy selections and submit

The questions selected for CTLE 1030-2 Course Name Spring 2022 will be immediately copied to the selected Courses and submitted. All previous selections will be overwritten. Are you sure you want to continue?

No, Cancel Yes, I'm Sure

You're Finished!

You can return to your list of courses in Step 1 to preview your surveys or make changes to your additional questions before the survey opens.

For other help, including how to **Check Survey Dates** and **Monitor Response Rates**, visit our [Quick Start Guides for Instructors](#).