* Hello and welcome to the Faculty Custom Question training video where I am going to show you how to create your five custom questions for each of your surveys. In the Flash Survey system, this is called Question Personalization, or QP.
* On the day that your QP window opens, you will receive an email that looks similar to this. It will list your courses that are currently ready to be customized and the date range you have to complete this task.
* When you click on the link in the orange button, it may take you to a role selection page depending on if you are a new instructor or if you have taught classes prior to Fall 2019. If you are a returning instructor, you should see an option for your Prior Reports, and an option named Instructors and Staff. Choose Instructors and Staff. We will eventually migrate all reports into the new Instructors and Staff role, remove the need to select a role. If you are a new instructor, your role will be automatically selected.
* This is your dashboard. Here you can see your tasks and their status, your reports, and while your survey is live, you can click here on the Response Rate button to view some fun live data charts that capture information such as student response rates, the type of device they used, and the browser they used.
* Returning back using the Home button, let’s select one of our pending, Open tasks.
* You are now looking at the question personalization page.
* You will have a set of instructions on how to use this form, a preview questionnaire button, the question options, and some view manager options, such as limiting the view to only the questions you have selected thus far.
* First, I recommend that you preview the questionnaire. If your academic unit leadership has added any questions to their unit’s surveys, you’ll want to make sure you don’t create a similar question. You’ll find these questions on the third and fourth pages. If there are no selected questions, those pages will not display. Feel free to look over the other questions on the survey. These questions are required to be on EVERY survey. Close out of this tab when you are finished, don’t bother using the buttons at the bottom of the survey. Submit buttons will give you an error page, while any of the logout buttons will actually log you out of the system.
* Let’s start with creation our first question by selecting the Show Section button.
* The Question 1 Options will expand and reveal the three types of answer keys you can choose from:
	+ Likert, which uses the Almost Always, Often, Sometimes, Rarely, and Almost Never key
	+ True or False
	+ Or an open-ended comment box.
* Creating a question is easy, simply click the edit button next to the question answer key you’d like to use.
* Click on top of the grayed-out text and type out your question. You can preview the answer key here as well.
* If your question ends up being lengthy, you can use the bottom right corner to expand the box. This is just for your viewing in this form, the question will display appropriately on the survey regardless of what you do here.
* When you’re finished, hit the close button above the question. Notice that the Select button updated on its own.
* If you have more questions, repeat the previous workflow. Click the show section button, hit edit next to the format that you want, type out your question, and click close.
* You can have up to five total questions, it will not let you select more than five.
* When you’ve finished creating your questions, hit the save button at the bottom, and then click the preview questionnaire button again. Look at your questions and make sure they show up correctly.
* To submit your questions, you have a couple different options to work with. First is the copy function.
* If you want to copy these questions to some of your other courses, you can do that here by selecting the copy TO, and then the CRN. You also have the option to select ALL if you want all your courses to have the same questions. Regardless of your choice, hit the Copy and Submit button. If you click just the Copy button, it won’t actually submit the other courses’ questions, it will leave it in the status of In Progress and won’t populate the questions on to the survey.
* This copy function is useful when you teach a lecture course that is large in capacity but is split into smaller sections. You can create your questions on one section and copy them to all of the other related sections.
* When you are finished with this survey and are finished with your copying, click the submit button. This will submit THIS survey’s custom questions. Now you can close this tab.
* Back on the dashboard, you can click your browsers refresh button up by the URL bar. You should see that the courses you submitted questions for are now marked as Completed.
* In case you only wanted to see courses that you have not submitted questions for, you can use this Search/Filter bar by changing the drop down to Status and type Open in the search bar. Your task list will update appropriately. You can do the same using the status of Completed, or In Progress.
* This is it! Class over! If you have any questions or run into any issues, feel free to reach out to the Flash Survey system admin at flashsurvey.kent.edu. Thanks!