Faculty Guide:
How to Add Custom Questions to Your Course Evaluation in Blue

Question Personalization Timeline & Support

Faculty may add custom questions during the Question Personalization window:

- **Fall and Spring semesters:** The personalization window opens approximately **2 weeks before** course evaluations become available to students.
- **Summer semester:** The personalization window opens approximately **1 week before** course evaluations become available to students.

Faculty will receive an email notification when the personalization window opens.

Please note: Responses to your custom questions will only be visible to you.

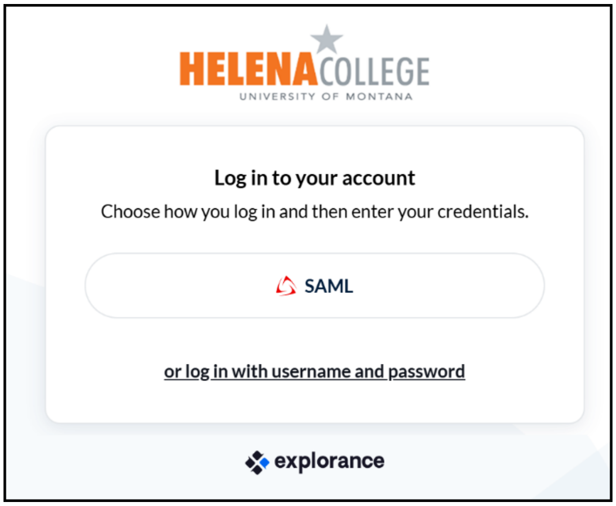
If you need assistance with course evaluations or custom questions, please contact:
CourseEvaluations@helenacollege.edu

Instruction

When the Question Personalization window opens, you will receive an email similar to the example below.

> Dear Amy,
>
> You have been invited to add your own custom questions to **Course Evaluations (2026 Summer)**.
>
> This feature allows you to gather additional feedback from students that is specific to your course(s). Responses to these custom questions will be available **only to you** after final grades have been posted.
>
> Please note that the **types and number of questions are pre-set by the Blue platform**. If you would like to add additional questions beyond the preset limit or use different question types, please contact the Blue administrators at CourseEvaluations@HelenaCollege for assistance.
>
> Please use the link below to add your custom questions before the course evaluations open to students:
> **Start Question Personalization Now**.
>
> To help you get started, please refer to the following tutorial guide, which provides step-by-step instructions on how to add custom questions to a course evaluation:
>
> - Faculty Guide: How to Add Custom Questions to Course Evaluations
>
> Thank you for your participation and for helping us gather meaningful feedback to support your own teaching and student learning at Helena College.

Click the **“Start Question Personalization Now”** link in the email, then log in to your Blue account using Single Sign-On (SSO).

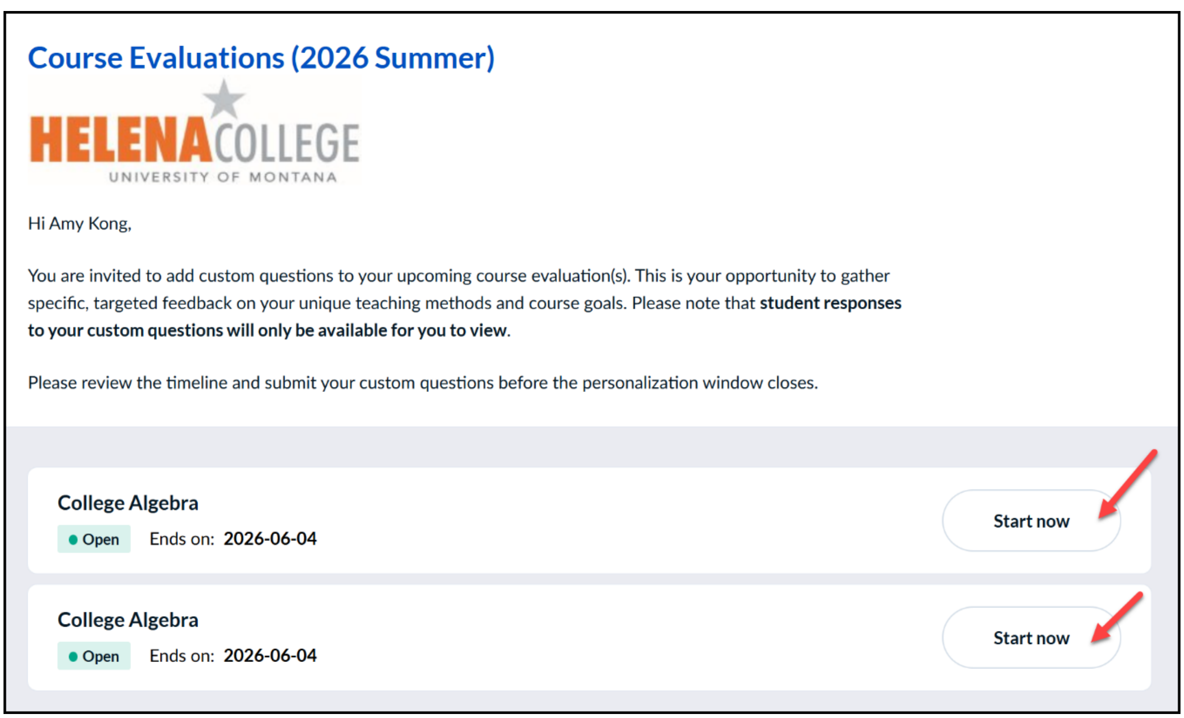


After logging in, you will see two links for each course:

- One link allows you to add custom questions whose responses are visible only to you.
- The other link allows you to add custom questions whose responses can be viewed by all instructors teaching the same course. This option is recommended for co-taught courses.

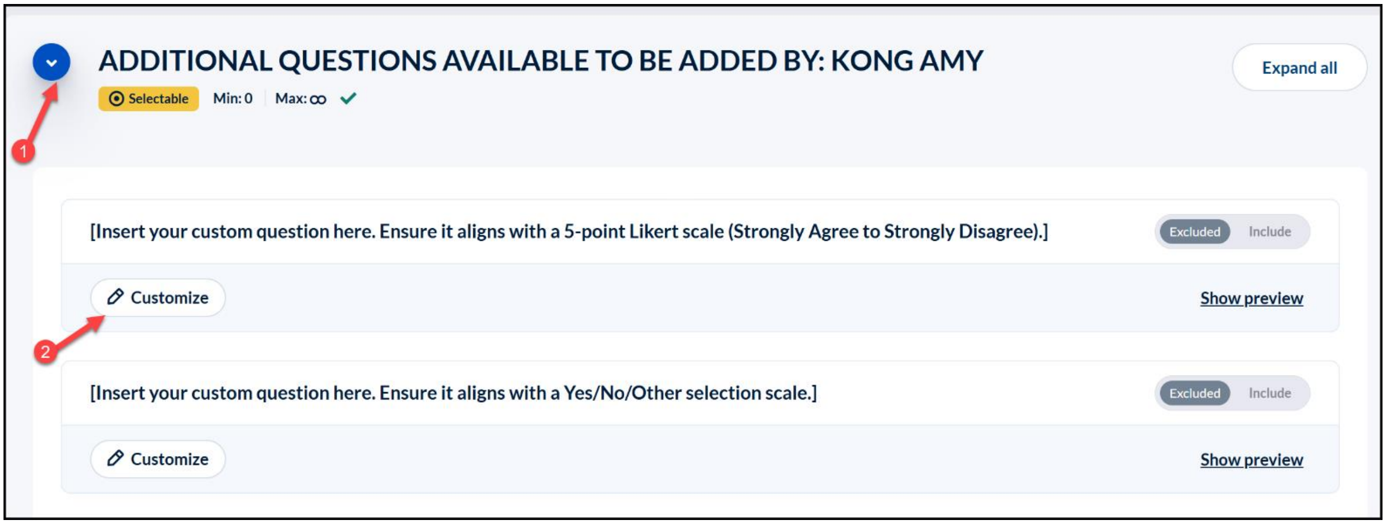
Click the **Start now** button for the course you would like to customize.

Important: The number and types of questions available are preset by the Blue platform.
If you would like to add additional questions beyond the preset limit or use different question types, please contact the Blue administrators at CourseEvaluations@HelenaCollege for assistance.



To add a custom question:

1. Click the blue arrow to expand the available question options.
2. Click **Customize** next to the question type you would like to use.
3. Enter your custom question in the question editor.



When you are finished entering your custom question, click the **"X"** button in the top-right corner of the question editor to close the window.

After you finish adding your questions, click the **Submit** button to save your changes.