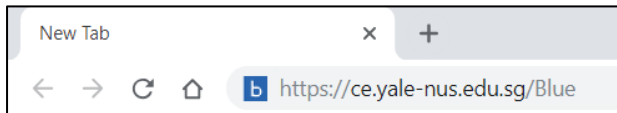


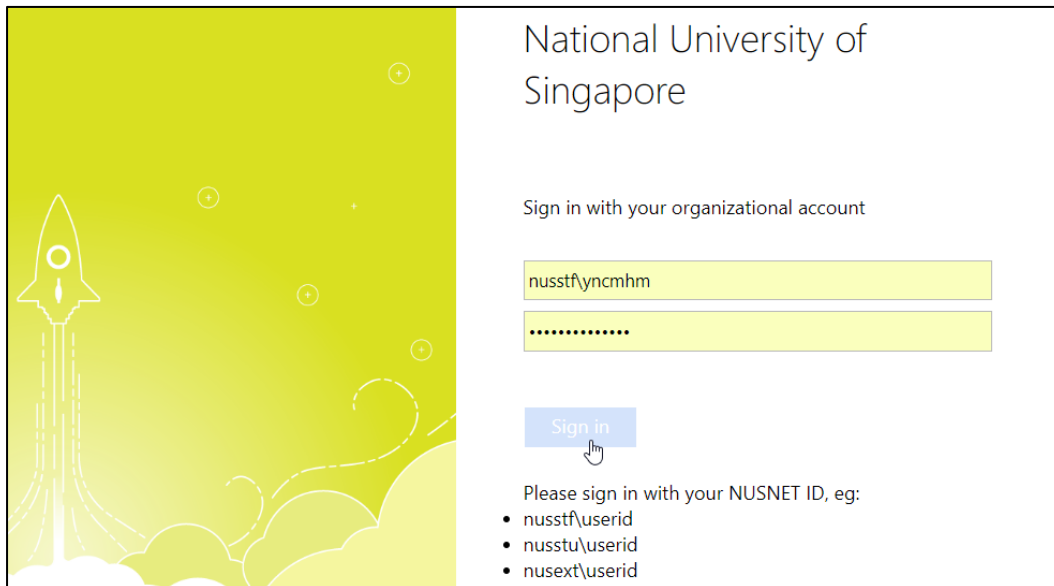
Guide: Adding your own Personalized Questions in Blue Course Evaluation

How to Login to Blue?

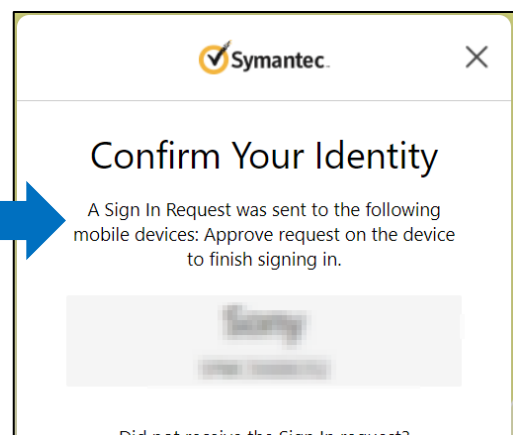
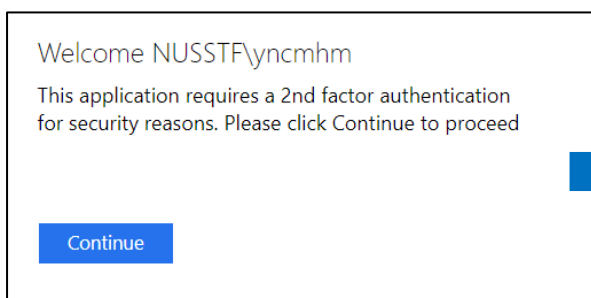
Go to URL: <https://ce.yale-nus.edu.sg/Blue>



Enter your NUSNET ID credentials e.g. **nusstf\yncxxx** (ensure you have a valid NUSNET ID)



You will be prompted with the 2-Factor Authentication (2FA). Ensure you have your 2FA device ready to authorise your login.



You will now see the Dashboard.

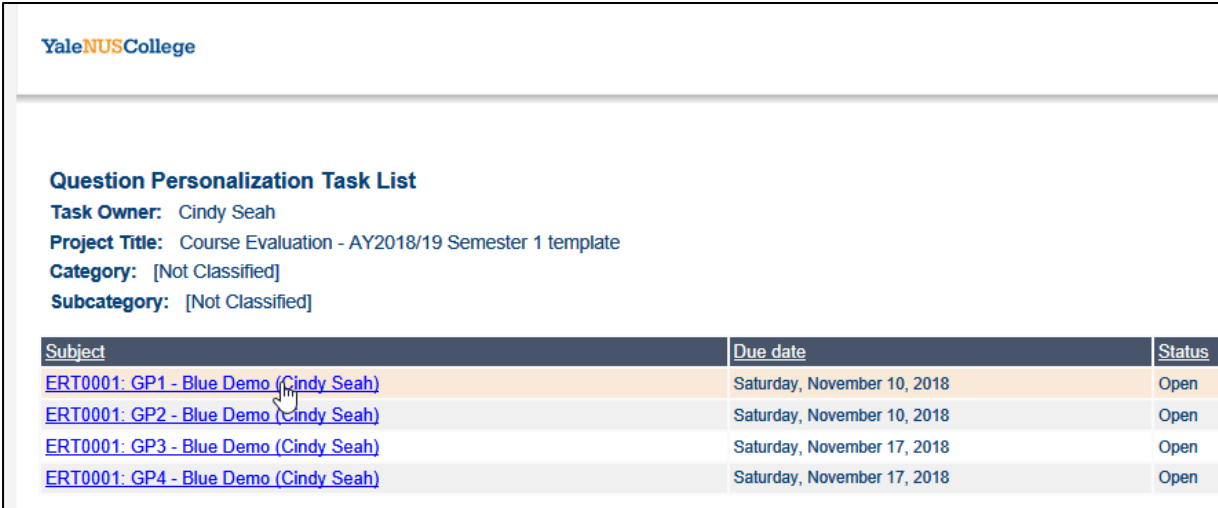
If you have a valid NUSNET ID but encounter any trouble logging in to Blue, please reach to us at edtech@yale-nus.edu.sg, for us to immediately look at your Blue account validity.

How do I start adding personalized questions in Blue?

The Personalized Questions feature in Blue allows instructors to add custom questions to the bottom of the College's standard evaluation form.

You will first receive an automated invitation email from Yale-NUS College EdTech, that the Blue Course Evaluation is ready for your access to add your personalised questions. You can either login to the Course Evaluation system or click on the link provided in the invitation email.

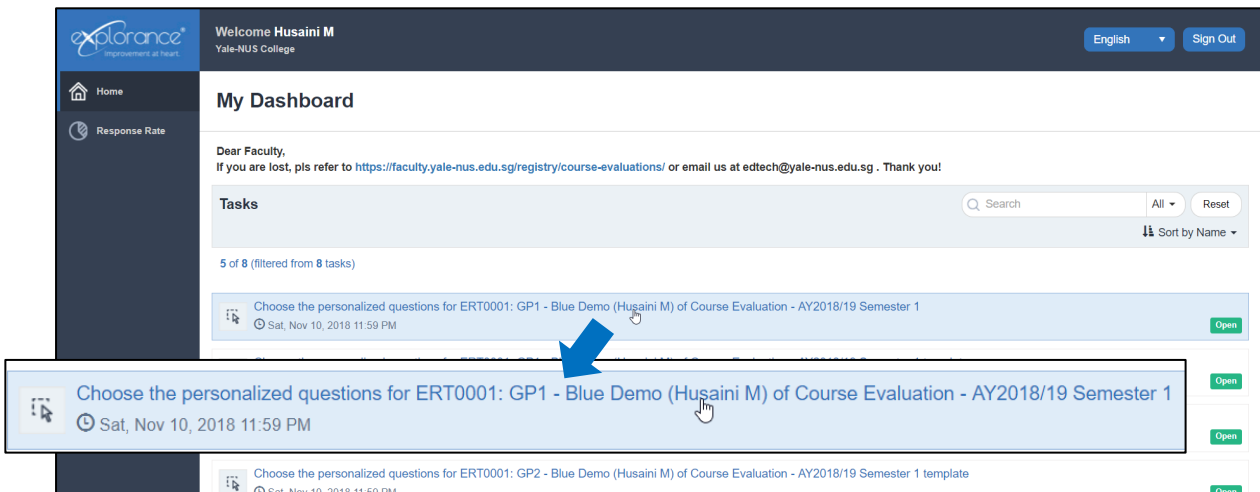
If you click on the link directly from the invitation email, it will direct you to your web browser, and you will see this page, and click on the respective course evaluation.



The screenshot shows the 'Question Personalization Task List' page. At the top left is the YaleNUSCollege logo. Below it, the page title is 'Question Personalization Task List'. The task details are: Task Owner: Cindy Seah, Project Title: Course Evaluation - AY2018/19 Semester 1 template, Category: [Not Classified], and Subcategory: [Not Classified]. Below the details is a table with three columns: Subject, Due date, and Status.

Subject	Due date	Status
ERT0001: GP1 - Blue Demo (Cindy Seah)	Saturday, November 10, 2018	Open
ERT0001: GP2 - Blue Demo (Cindy Seah)	Saturday, November 10, 2018	Open
ERT0001: GP3 - Blue Demo (Cindy Seah)	Saturday, November 17, 2018	Open
ERT0001: GP4 - Blue Demo (Cindy Seah)	Saturday, November 17, 2018	Open

If you are accessing directly through Blue Course Evaluation, you will see your Dashboard page, simply click on the respective course evaluation.



The screenshot shows the 'My Dashboard' page. The top navigation bar includes the 'explorance' logo, 'Welcome Husaini M', 'Yale-NUS College', 'English' language selector, and 'Sign Out' button. The main content area is titled 'My Dashboard' and includes a greeting: 'Dear Faculty, If you are lost, pls refer to <https://faculty.yale-nus.edu.sg/registry/course-evaluations/> or email us at edtech@yale-nus.edu.sg. Thank you!'. Below this is a 'Tasks' section with a search bar, 'All' filter, 'Reset' button, and 'Sort by Name' dropdown. A list of tasks is shown, with one task highlighted by a blue box and a blue arrow pointing to it. The highlighted task is: 'Choose the personalized questions for ERT0001: GP1 - Blue Demo (Husaini M) of Course Evaluation - AY2018/19 Semester 1' with a timestamp of 'Sat, Nov 10, 2018 11:59 PM' and an 'Open' button.

Quick Steps: Choose > Edit > Select > Save/Submit/Update > Preview > Status

1. **Choose** Text Box, Single Select or Matrix Table – in any combination you want.

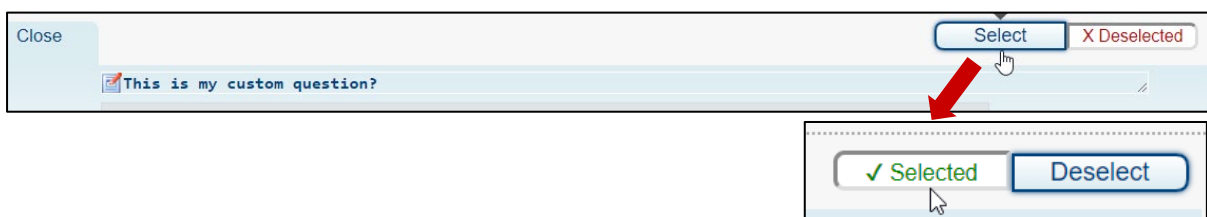


2. **Edit** the question, based on your chosen question type.

(Click **1** Show Section > **2** Open All Questions > **3** Type your text entry, respectively)

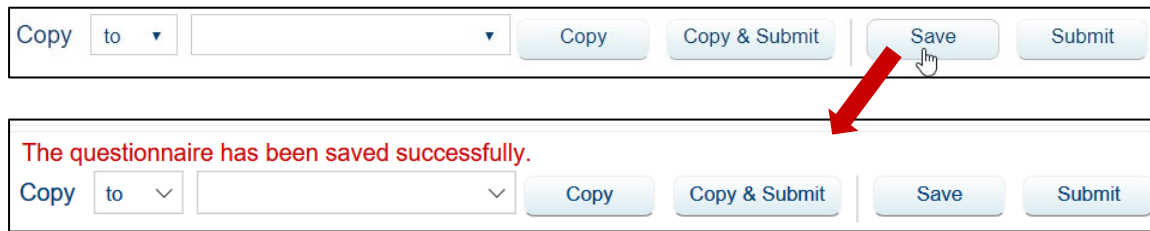


3. **Select** the customized question(s) to include them onto the College's standard evaluation form, for this particular course.

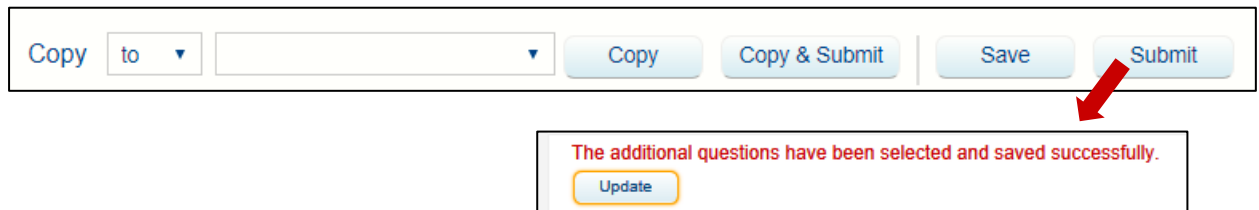


Important: Ensure you have clicked "Selected" for each of the custom question(s) you intend to add.

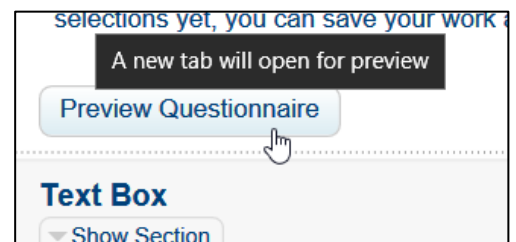
4.1 If you are NOT READY, click on **Save** button (located at bottom of page) to save current progress.



4.2 When you are SURE you want these questions added, click **Submit** button (located at bottom of page). If you have made any changes, then click on **Update** button.



4.3 Click **Preview Questionnaire**, to view the actual evaluation form together with your newly added custom questions. You are free to add any “dummy” entries during the Preview, the responses will not be captured.



5. Status

Subject	Due date	Status
ERT0001: GP1 - Blue Demo (Cindy Seah)	Saturday, November 10, 2018	Completed ← Note¹
ERT0001: GP2 - Blue Demo (Cindy Seah)	Saturday, November 10, 2018	In Progress ← Note²
ERT0001: GP3 - Blue Demo (Cindy Seah)	Saturday, November 17, 2018	Open
ERT0001: GP4 - Blue Demo (Cindy Seah)	Saturday, November 17, 2018	Open

- Note¹:
- The status will change to “Completed” when you click on **Submit** button.
 - You could revisit, edit and update your customized questions at any time, even after clicking **Submit**. However, this is only possible during allowed period.
 - Once the status shows “Closed”, we will not be able to perform any extension.

Note²: If you have any changes but did/ have not pressed Submit, the status will show “In Progress”.

Repeat steps for your other course evaluation, where necessary.

Need help? Any questions? Drop us an e-mail at edtech@yale-nus.edu.sg.