

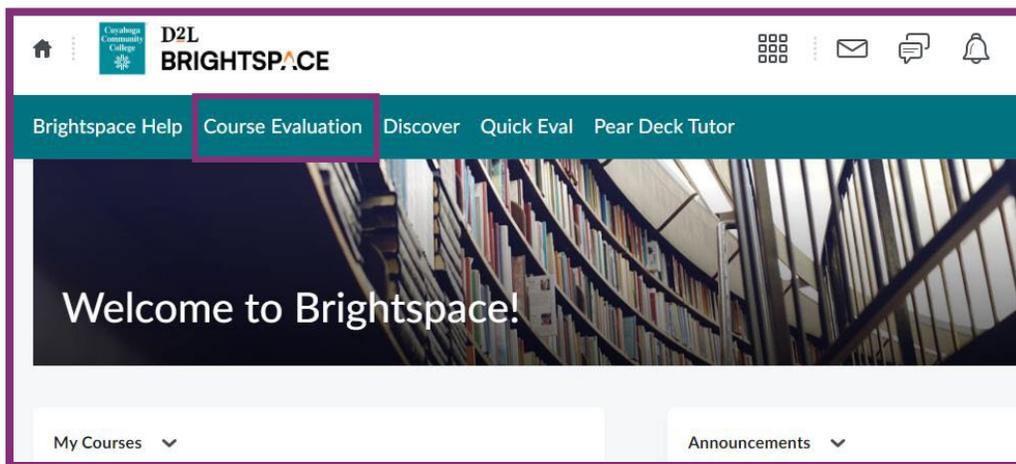
# Explorance Blue – How To Guide

## Personalize Your Questions

Question personalization allows you to add your own questions to a survey. You can access the Question Personalization page by accessing Explorance Blue through your Brightspace course.

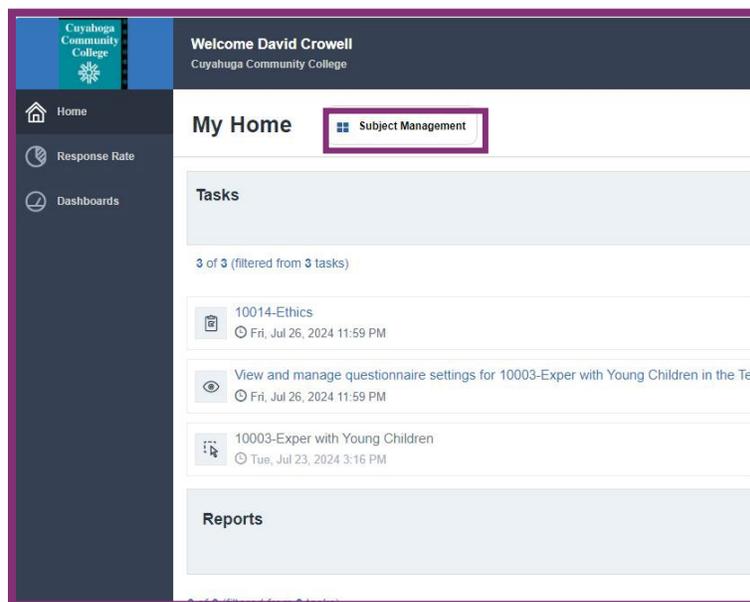
## Accessing Explorance Blue through Brightspace

Select Course Evaluation from the Tri-C Brightspace Homepage.



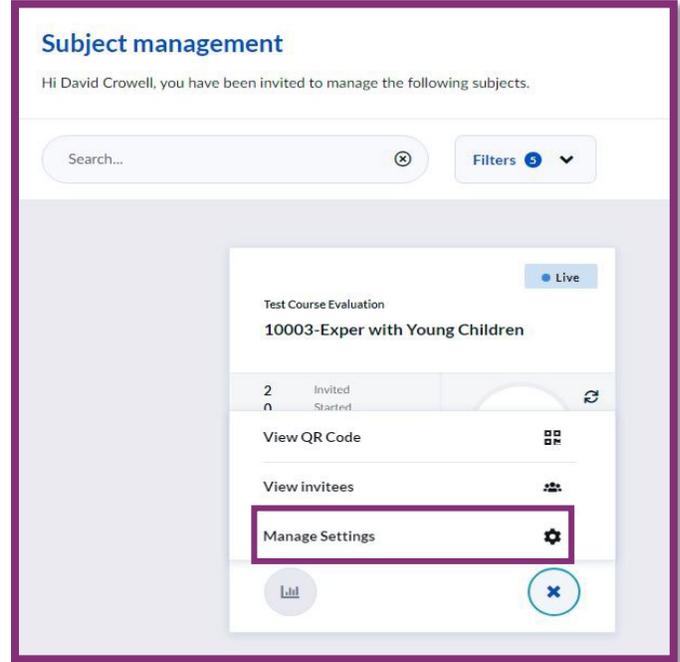
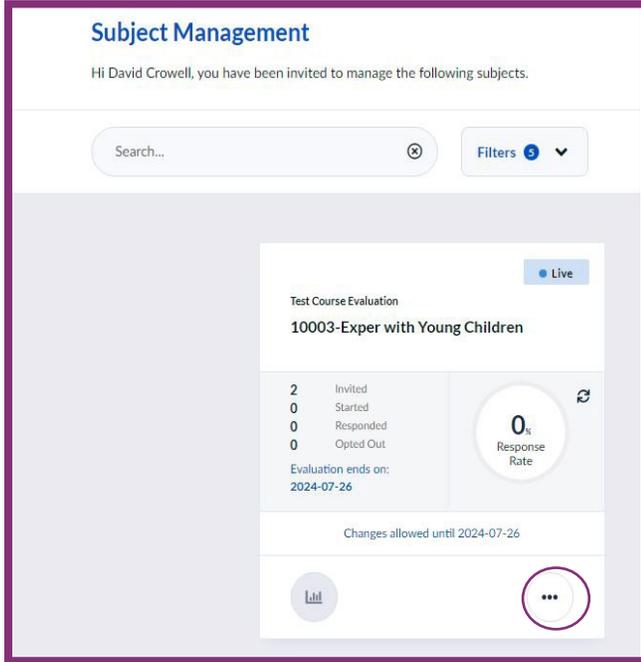
## Access Subject Management through Explorance Blue homepage

Select Subject Management from your Explorance Blue homepage



## Access Settings for Course

Select the three dots and then select Manage Settings for the course you want to create questions for.



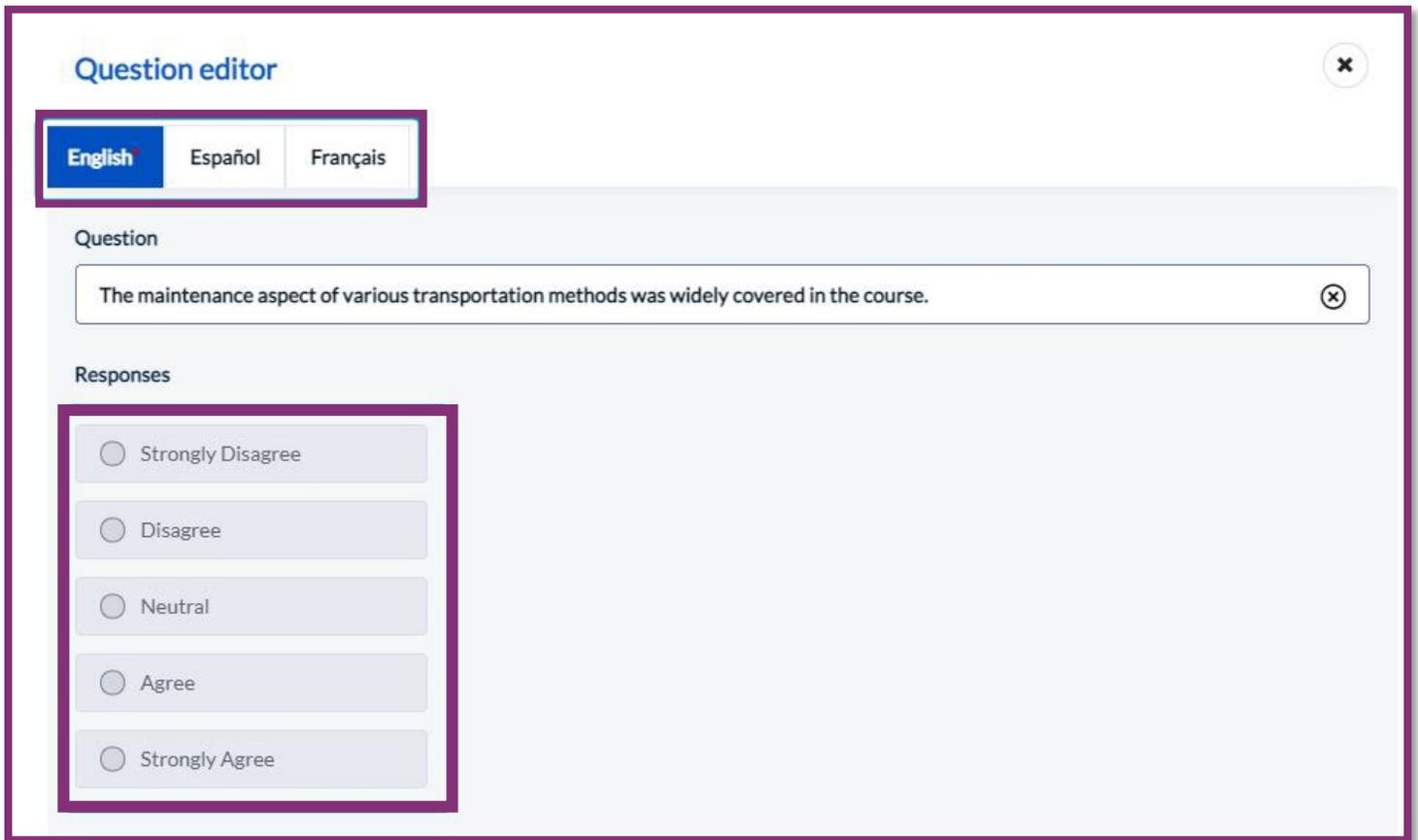
## Add Your Questions to the Survey

Each course can have four questions added them (two open-ended questions and two Likert scale questions). To edit questions, select Edit under each of the four customizable questions available. Note: Any questions that are uploaded will move excluded to included (see right side of screenshot below).



## Edit Your Question

Next, the Question editor will open for whichever question you select. The screenshot below shows the editor for a Likert rated question.



The screenshot shows the 'Question editor' interface. At the top left, the title 'Question editor' is displayed. Below it, there are three language selection buttons: 'English' (highlighted), 'Español', and 'Français'. The main area is divided into two sections: 'Question' and 'Responses'. The 'Question' section contains a text input field with the text 'The maintenance aspect of various transportation methods was widely covered in the course.' The 'Responses' section contains five radio button options: 'Strongly Disagree', 'Disagree', 'Neutral', 'Agree', and 'Strongly Agree'. A purple border highlights the language selection buttons and the response options.

## Submit Your Questions

Once finished adding questions, select Submit.



The screenshot shows the 'Question personalization for 10003-Exper with Young Children (David Crowell)' interface. At the top, it displays 'Number of questions: Min: 0 | Max: 3 ✓'. Below this, a message reads: 'Hi David Crowell, you have been invited to approve the personalized questions.' The interface includes a 'View all' dropdown menu, an 'Expand all' toggle switch (set to 'Off'), and three buttons: 'Preview', 'Save', and 'Submit'. The 'Submit' button is highlighted with a purple border.