

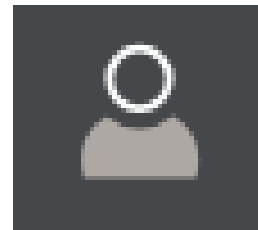
WSU COURSE EVALUATIONS GUIDE FOR CONCURRENT ENROLLMENT INSTRUCTORS

HOW TO ACCESS BLUE BY EXPLORANCE

1st- Log Into eWeber Portal



<https://portalapps.weber.edu/eweber/>



2nd - Search for "Blue" app



Course Evaluations

blue

Details

★ Favorite



How to Navigate Blue and Monitor Course Evaluations


NEXT >>



How to Create a QR code







Welcome to the Blue Homepage



PROFILE

Customize the background image displayed behind everyone's profile picture.












SUBJECT MANAGEMENT  
Sends user to their Subject Management in a new tab.

RESPONSE RATE MONITOR  
Opens the Response Rate Monitor in a new tab.

BLUE DASHBOARD  

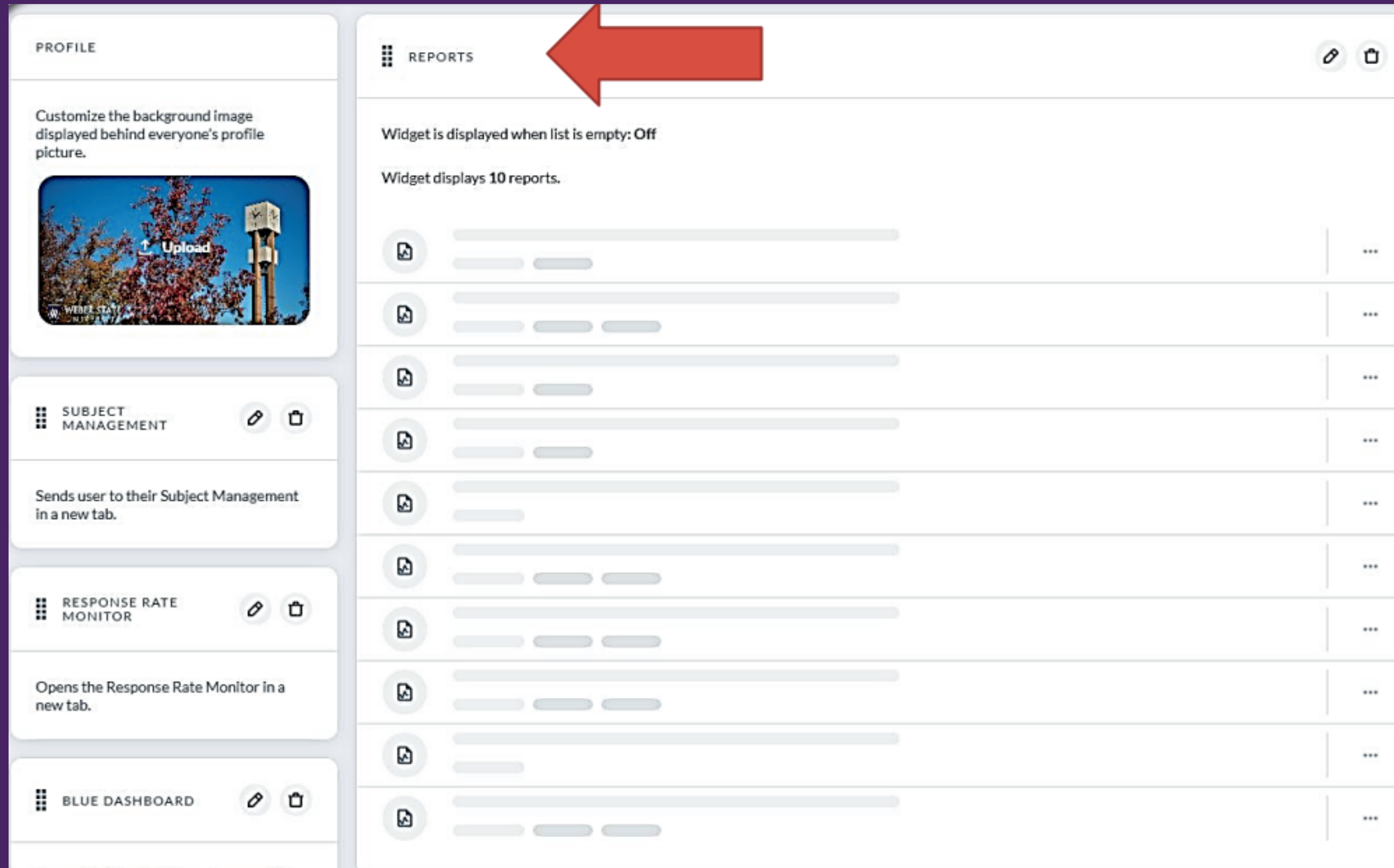
REPORTS  

Widget is displayed when list is empty: Off
Widget displays 10 reports.

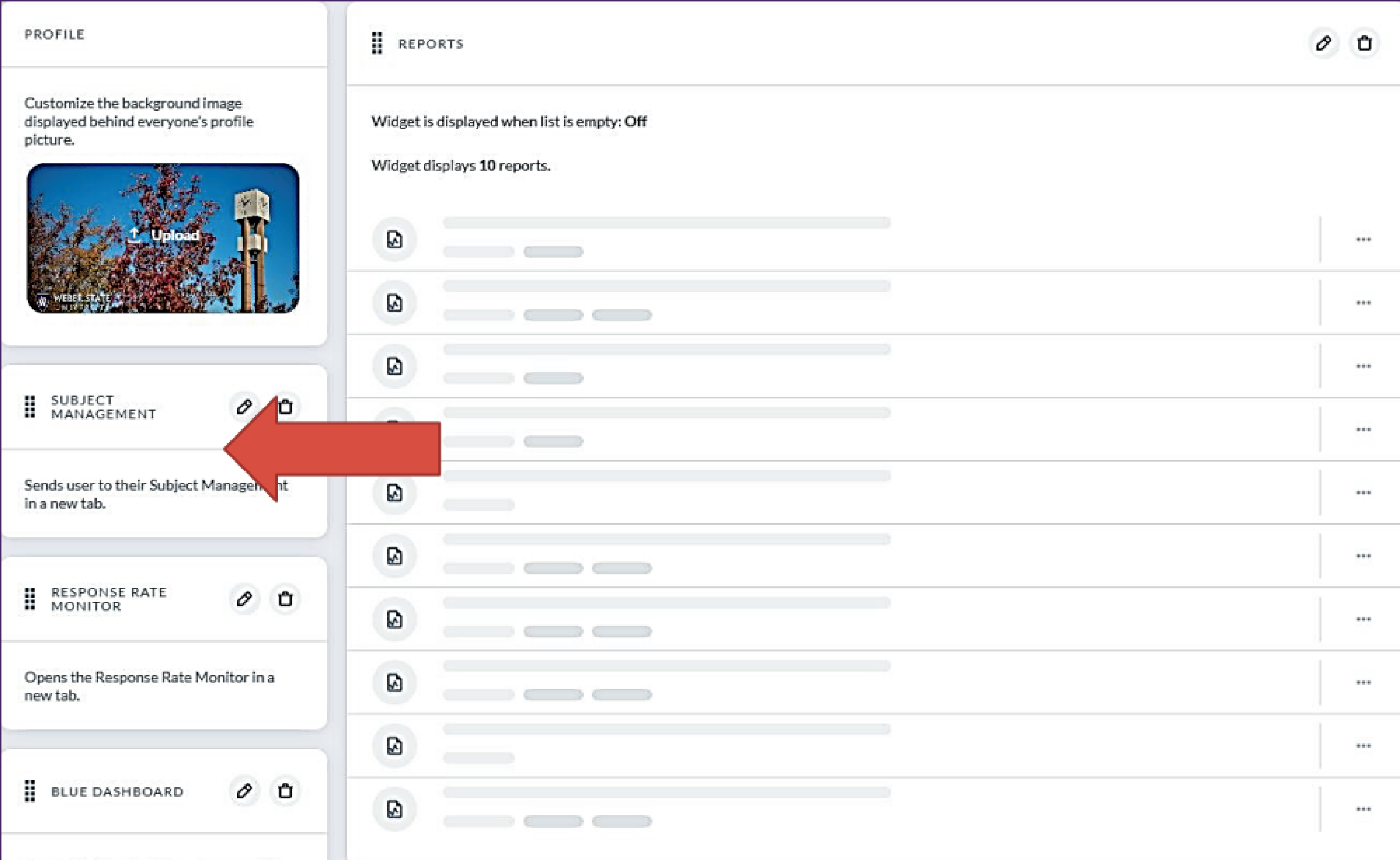
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Reports

PDF reports of completed evaluations will appear here

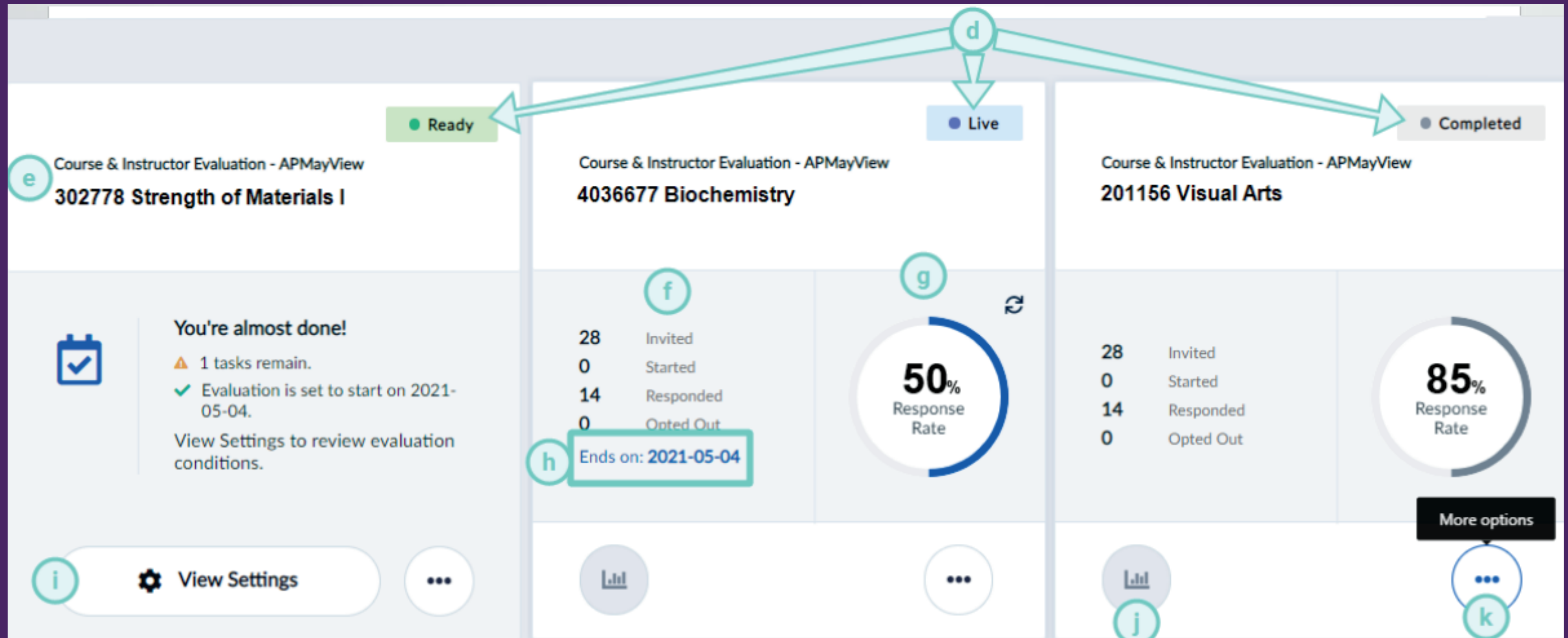


Clicking on Subject Management will open a new page



Subject Management Page

Each of your courses and evaluations will be represented as tiles



The evaluation status is in the top right corner of each tile

The dashboard displays three evaluation tiles, each for a different course. The status of each evaluation is indicated in the top right corner of the tile.

- Ready:** Indicated by a green dot and the word "Ready".
- Live:** Indicated by a blue dot and the word "Live".
- Completed:** Indicated by a grey dot and the word "Completed".

The tiles are:

- Course & Instructor Evaluation - APMayView 302778 Strength of Materials I** (Status: Ready)
- Course & Instructor Evaluation - APMayView 4036677 Biochemistry** (Status: Live)
- Course & Instructor Evaluation - APMayView 201156 Visual Arts** (Status: Completed)

Additional details for the evaluations:

- Strength of Materials I:** You're almost done! 1 tasks remain. Evaluation is set to start on 2021-05-04. View Settings to review evaluation conditions.
- Biochemistry:** 28 Invited, 0 Started, 14 Responded, 0 Opted Out. Ends on: 2021-05-04. Response Rate: 50%.
- Visual Arts:** 28 Invited, 0 Started, 14 Responded, 0 Opted Out. Response Rate: 85%.

Buttons and options:

- View Settings:** Available for the Ready and Live evaluations.
- More options:** Available for the Completed evaluation.

The evaluation title is just above the course name

The screenshot displays the APMayView evaluation interface with three evaluation cards. Red arrows point to the evaluation titles above the course names. A teal line with circles 'd', 'f', 'g', 'h', 'j', and 'k' connects various elements across the cards.

Card 1: 302778 Strength of Materials I

- Status: Ready
- Message: You're almost done! 1 tasks remain. Evaluation is set to start on 2021-05-04. View Settings to review evaluation conditions.
- Buttons: View Settings, More options

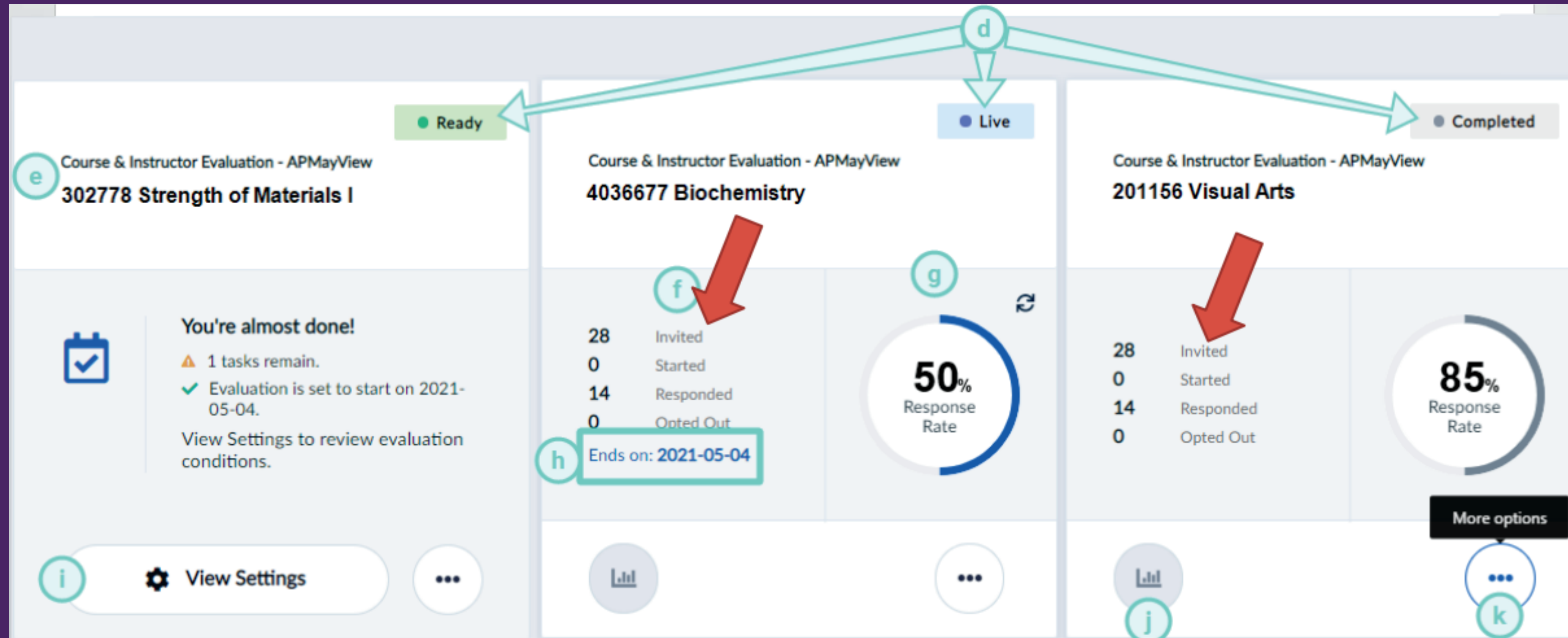
Card 2: 4036677 Biochemistry

- Status: Live
- Progress: 50% Response Rate
- Counts: 28 Invited, 0 Started, 14 Responded, 0 Opted Out
- Ends on: 2021-05-04
- Buttons: View Settings, More options

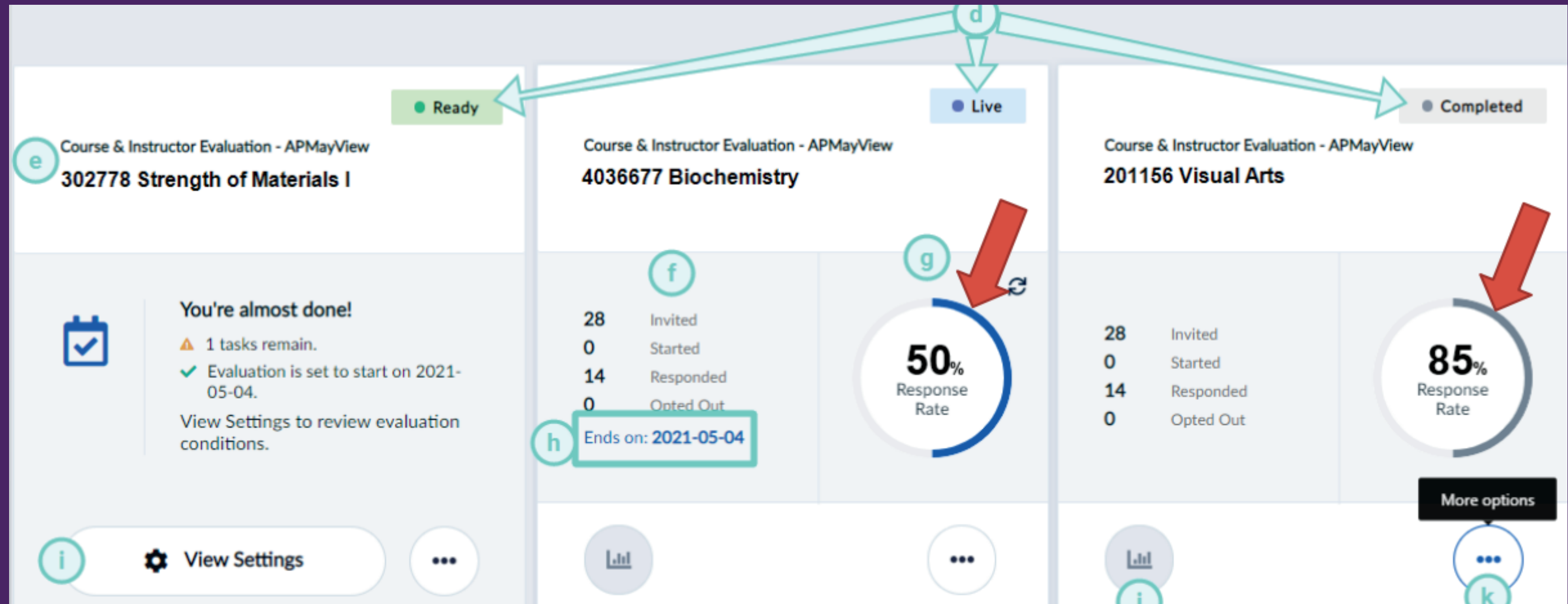
Card 3: 201156 Visual Arts

- Status: Completed
- Progress: 85% Response Rate
- Counts: 28 Invited, 0 Started, 14 Responded, 0 Opted Out
- Buttons: View Settings, More options

Participant details are shown for completed and live evaluations



Response rates are shown for completed and live evaluations



Once published, a link to the report is in the bottom left corner of the course tile

The screenshot displays the APMayView course evaluation interface. At the top, a status bar shows 'Ready', 'Live', and 'Completed' options. Below this, three course tiles are shown:

- Course & Instructor Evaluation - APMayView 302778 Strength of Materials I**: Status 'Ready'. A message says 'You're almost done!' with '1 tasks remain.' and 'Evaluation is set to start on 2021-05-04.' A 'View Settings' button is at the bottom.
- Course & Instructor Evaluation - APMayView 4036677 Biochemistry**: Status 'Live'. A progress bar shows '50% Response Rate'. A table lists: 28 Invited, 0 Started, 14 Responded, 0 Opted Out. The end date is '2021-05-04'.
- Course & Instructor Evaluation - APMayView 201156 Visual Arts**: Status 'Completed'. A progress bar shows '85% Response Rate'. A table lists: 28 Invited, 0 Started, 14 Responded, 0 Opted Out. A 'More options' button is at the bottom.

A red arrow points to a report icon (j) in the bottom left corner of the Visual Arts tile. Other icons include a calendar (e), a checkmark (i), and a bar chart (k).

Evaluation Statuses

● Ready

View QR Code to distribute to students

● Live

View respondents and whether they have completed their evaluation

● Completed

Download raw data from a completed evaluation

The screenshot displays the APMayView evaluation interface. At the top, three status indicators are shown: 'Ready' (green dot), 'Live' (blue dot), and 'Completed' (grey dot). Below these, three course tiles are visible:

- Course & Instructor Evaluation - APMayView 302778 Strength of Materials I**: Status 'Ready'. A red arrow points to the 'View QR Code' button in the 'More options' menu.
- Course & Instructor Evaluation - APMayView 4036677 Biochemistry**: Status 'Live'. A red arrow points to the 'View QR Code' button in the 'More options' menu.
- Course & Instructor Evaluation - APMayView 201156 Visual Arts**: Status 'Completed'. A red arrow points to the 'More options' button in the bottom right corner.

Each tile includes a 'You're almost done!' message, a progress bar, and a 'View Settings' button. The 'More options' menu is highlighted with a red box and contains three items: 'View QR Code' (with a QR code icon), 'View invitees' (with a group of people icon), and 'View Settings' (with a gear icon). A red arrow points to the 'More options' button in the bottom right corner of the 'Visual Arts' tile.

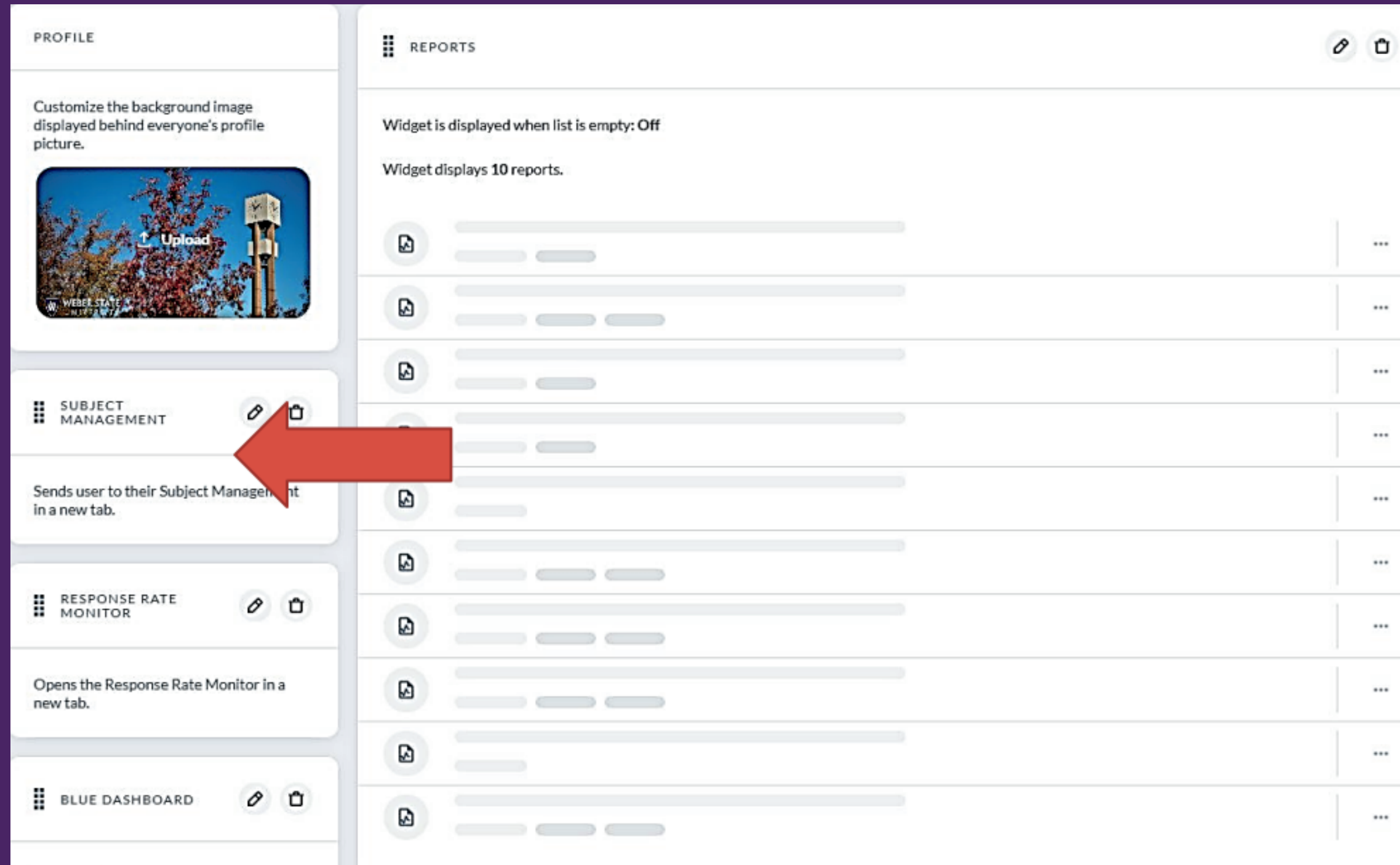
The three dots in the bottom right corner of the course tile will display more options

Obtaining a QR Code for Students

- A QR Code is quick and easy way to direct students to complete the course evaluation
- The QR Code is unique for each course
- You will need to create a QR code for all courses each term and share the individual course links accordingly

1

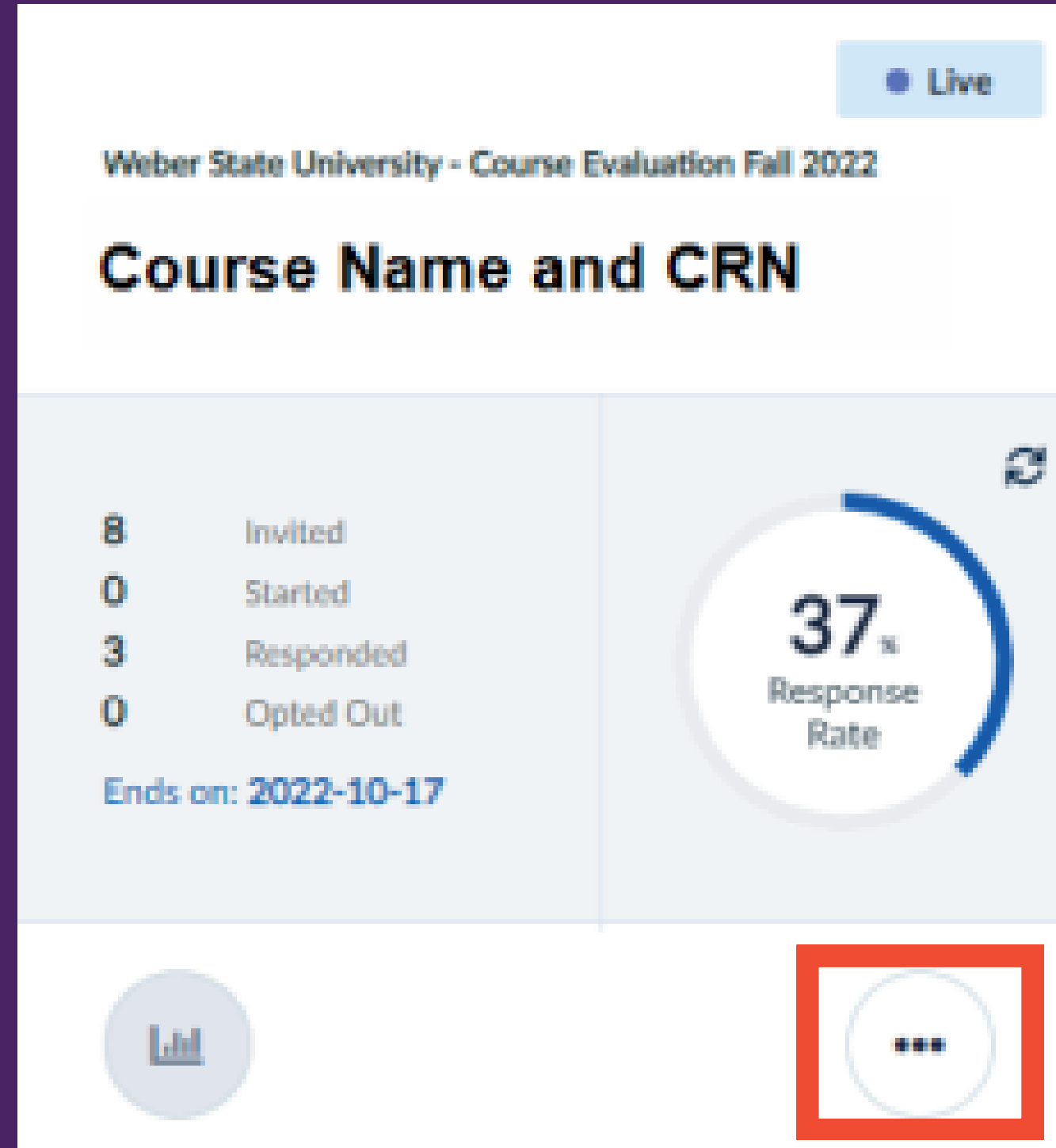
After logging into Blue, click on Subject Management



This will display a page with tiles for each course

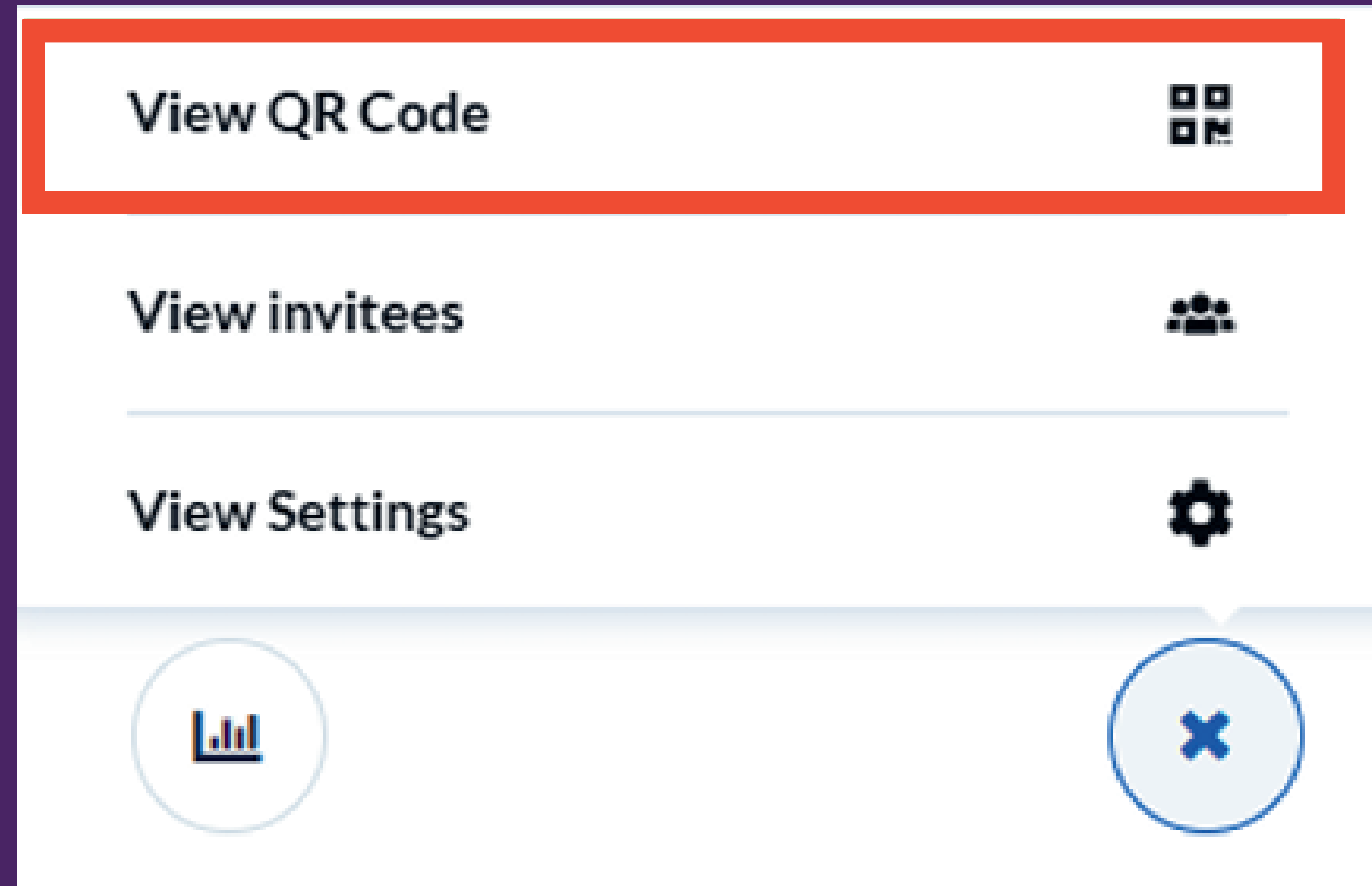
2

Instructors can access the QR code unique to the course by clicking the three buttons at the bottom right of a tile



3

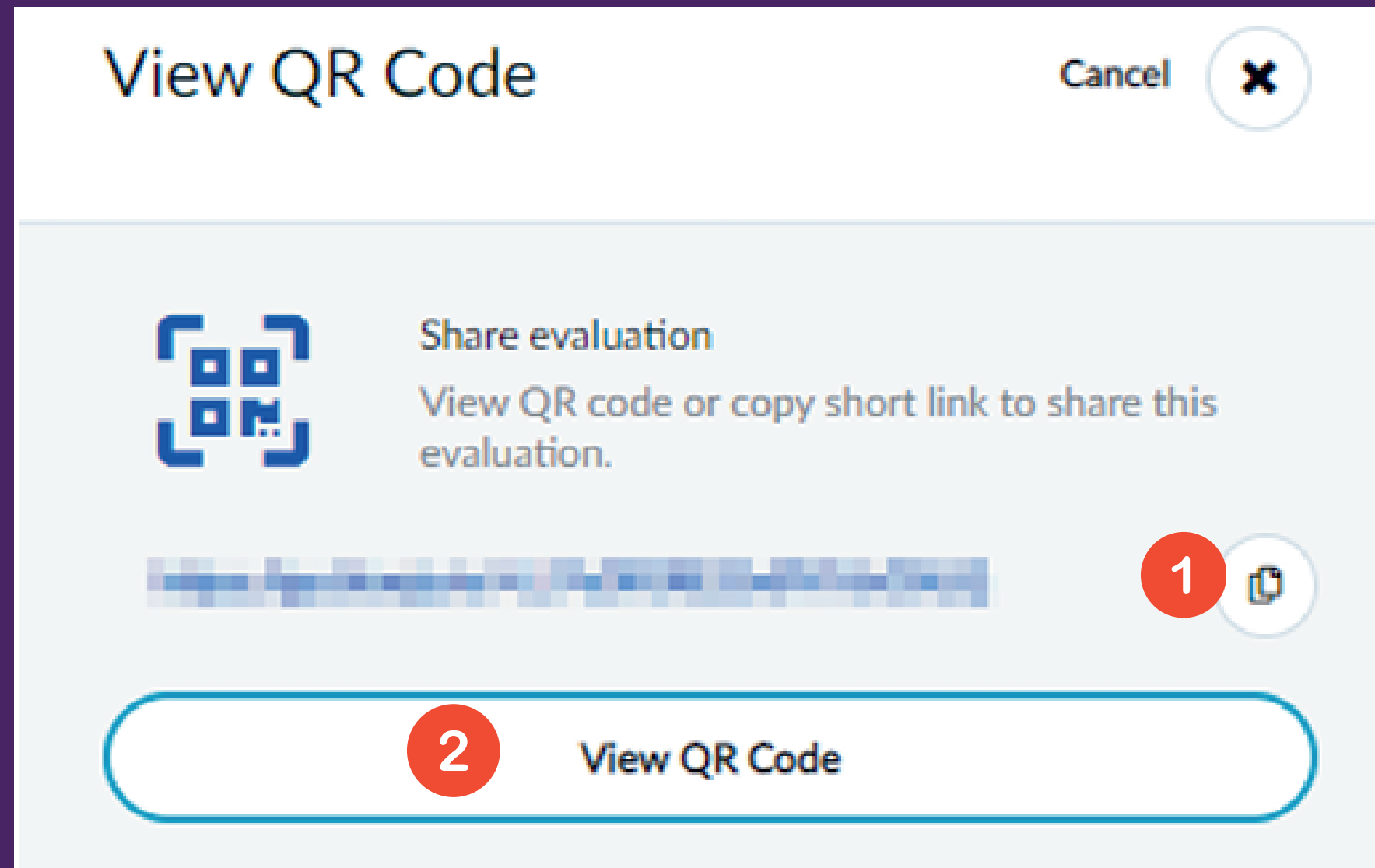
Click “View QR Code”



4

1 Click the copy button to copy the direct URL
OR

2 Click “View QR Code” to create a QR code that students can scan



5

- In the View QR Code option, you will receive a QR code unique to the course/CRN
- Right-click the QR code and select “copy image”
- Next, paste the image in an announcement, message, or document for students in the course

