

INSTRUCTOR COURSE EVALUATIONS GUIDE

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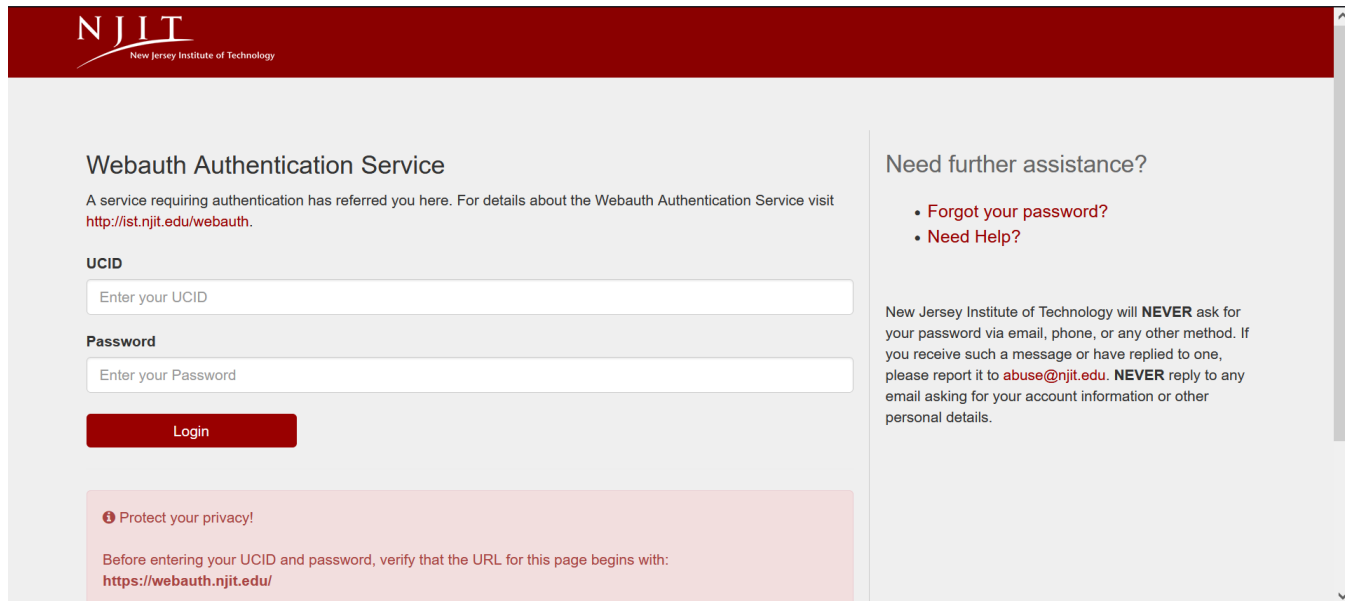
INSTRUCTOR GUIDE

ACCESS YOUR EVALUATIONS AND REPORTS

You will be able to access your evaluations through either NJIT's Learning Management System (LMS), or through notifications and links provided to you.

NJIT LOGIN

Log in to NJITs Web Authentication Service as you normally would with your regular username and password.



The screenshot shows the NJIT Webauth Authentication Service login page. At the top left is the NJIT logo. The main heading is "Webauth Authentication Service". Below it, a message states: "A service requiring authentication has referred you here. For details about the Webauth Authentication Service visit <http://ist.njit.edu/webauth>." There are two input fields: "UCID" with the placeholder "Enter your UCID" and "Password" with the placeholder "Enter your Password". A red "Login" button is positioned below the password field. To the right, under the heading "Need further assistance?", there are two links: "Forgot your password?" and "Need Help?". A security warning at the bottom left reads: "Protect your privacy! Before entering your UCID and password, verify that the URL for this page begins with: <https://webauth.njit.edu/>".

Figure 1: NJIT login page

Canvas

Log in to Canvas as you normally would with your regular school username and password.

CANVAS

Email

johnsmith@outlook.com

Password

●●●●●●●●●●

Stay signed in

[Forgot Password?](#)

Log In

[Help](#) [Privacy Policy](#) [Acceptable Use Policy](#) [Facebook](#) [Twitter](#)

INSTRUCTURE

Figure 2: Canvas login page

From your dashboard, select **Courses** found in the left side-pane. Then select one of your published courses.

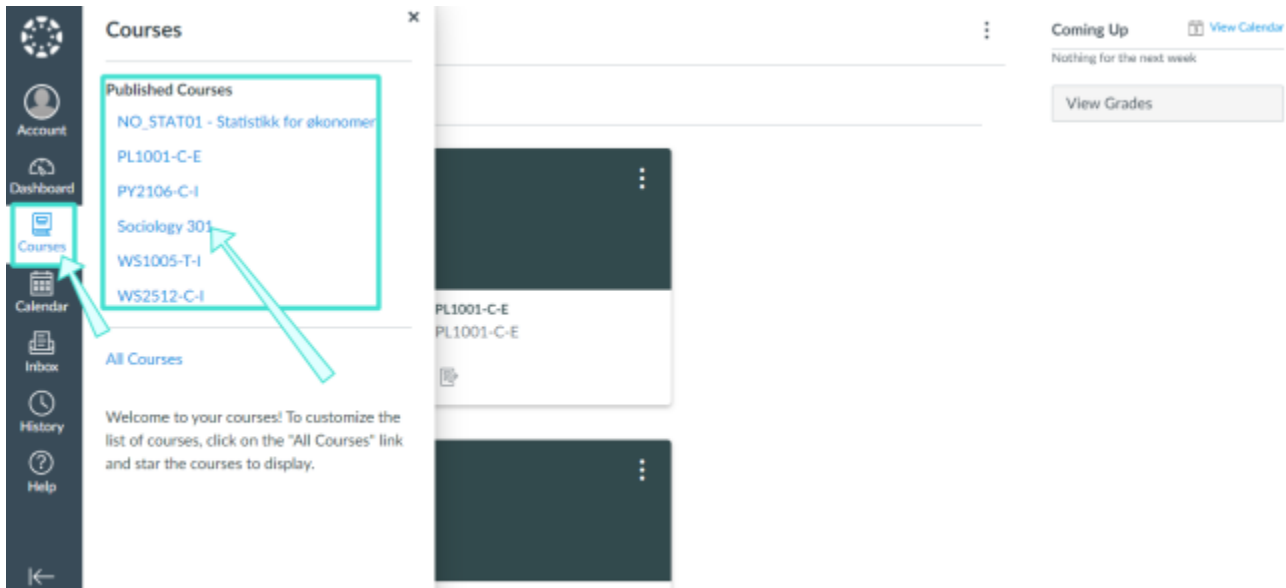


Figure 3: Canvas dashboard

Click **Blue Connector - Evaluations** to access your evaluation(s) for that course.

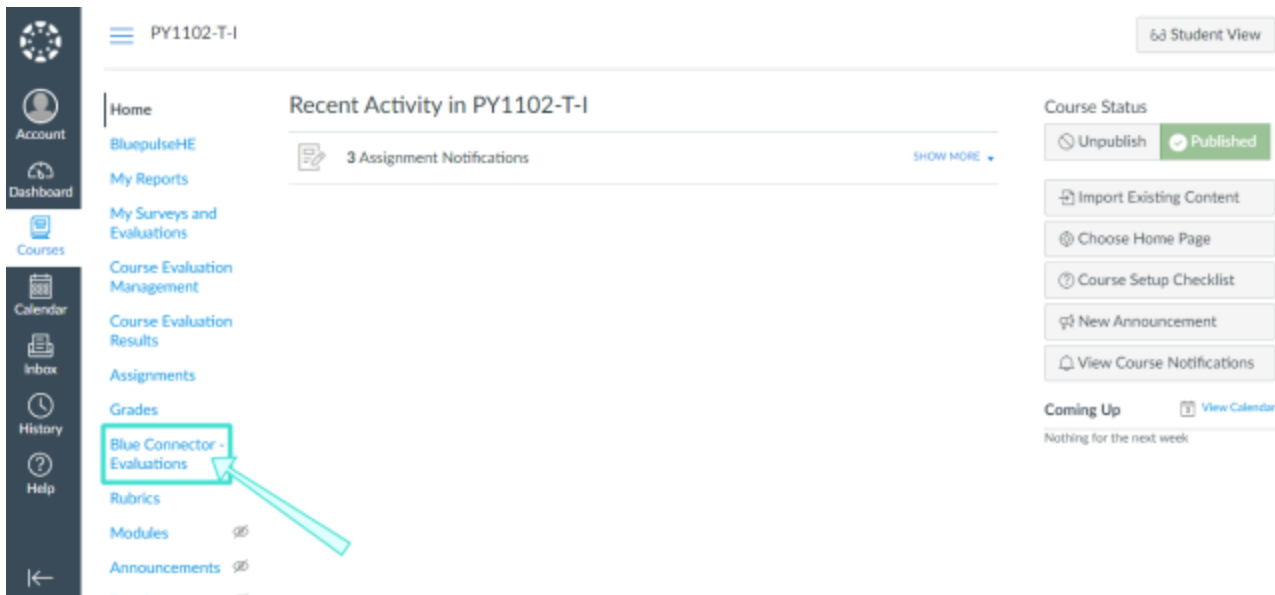


Figure 4: Blue connector - evaluations

Select an evaluation from your **Current Evaluations** to begin.

explorance.

Current Evaluations My Other Evaluations

Please provide feedback for the following courses:

Current Evaluations





	Course Evaluation - Spring 2021 Course: Sociology 301	Completed	Due Apr 30 2021 07:51:45 PM	
	Course Evaluation - Spring 2020 Course: Sociology 301	In Progress	Due Apr 30 2021 07:51:45 PM	

Figure 5: Canvas instructor task list

EVALUATION LIST FEATURES

- a. **Current evaluations** - Lists evaluations you have for the course you are in. Simply click on the corresponding item to complete each evaluation.
- b. **My other evaluations** - Lists all your other evaluations for your convenience.
- c. **Task type** - Displays the type of task that has been assigned to you for this evaluation.
- d. **Subject management** - Allows you to view the status of people or things being evaluated, and to modify certain settings where permitted from a single comprehensive page.
- e. **Description** - Displays the evaluation name and link.
- f. **Status** - Indicates the status. The status can be Open (not started), In Progress, or Completed.
- g. **End date** - Displays the deadline to complete the evaluation.
- h. **Status icon** - Indicates the status with an icon.

FROM NOTIFICATIONS OR LINKS

Email

If you received an email to access your evaluations or reports:

1. Open the email.
2. Click on the link provided in the email's message (blue.njit.edu/blue). You will be directed to your Subject Management page which will display all of your evaluations.

SVM - Manage your upcoming evaluations

Hi Wendy Earles,

Thanks for using Blue by Explorance. You have been invited to manage your course evaluations.

Please take a few minutes to configure your upcoming evaluations.

[Manage your evaluations](#)



Thanks,
The Explorance team

Figure 6: Email login to access evaluations

Reports - Access to your Course Evaluation Reports

Hi Ada Lovelace,

Thanks for using Blue by Explorance. You have been invited to access your reports for the latest course evaluations.

Please take a few minutes to review your reports.

[Access your Reports](#)



Thanks,
The Explorance team

Figure 7: Email login to access reports

Blue central page

If you received a website URL for your evaluation, click on the link or copy and paste it into the address bar of your browser. You will be directed to your Blue central page which will display your evaluation tasks.

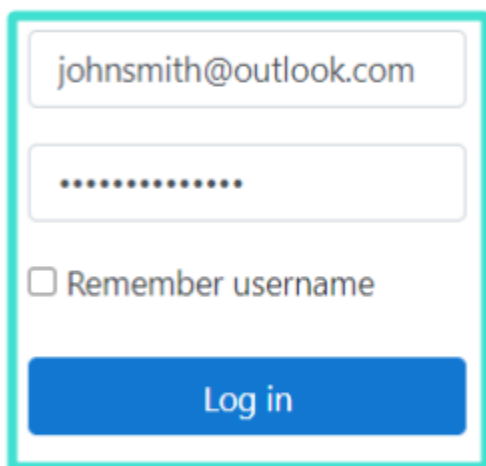
You can view your evaluations and reports from either two views:

- **BLUE CENTRAL VIEW** - This view is the Blue central page that you will first land on after logging in from a website URL. You will be able to manage and monitor your evaluations and view reports from this page.
- **SUBJECT MANAGEMENT VIEW** - This is an enhanced view that will allow you to see all activity related to your evaluations on a single comprehensive page. Relevant details and options are showcased for each evaluation right when you need them, such as calls to action if tasks are incomplete, viewing response rates for live evaluations, and reports for completed ones.

IMPORTANT

Typically when you access your evaluations, you will be automatically authenticated through your school's single sign on and you can skip the step of signing in. **However, you may be asked to sign in to your school's portal to access certain evaluations.** If you do see your school's login page:

Log in as you normally would with your regular school username and password. You will be directed to your evaluations.



johnsmith@outlook.com

.....

Remember username

Log in

[Forgotten your username or password?](#)

Cookies must be enabled in your browser [?](#)

Some courses may allow guest access

Log in as a guest

Figure 8: Regular school login

You may also encounter the Blue login page instead of your school's. Expand **Blue login page** for further instructions.

Blue login page

If you are directed to the Blue login page:

1. Select the group that applies to you from the drop-down list in the first box. If there is no drop-down list, or you do not see the first box at all, then skip to the next step.
2. Enter the username and password provided to you by your school.
3. Click **Sign In** and you will be directed to your evaluations.

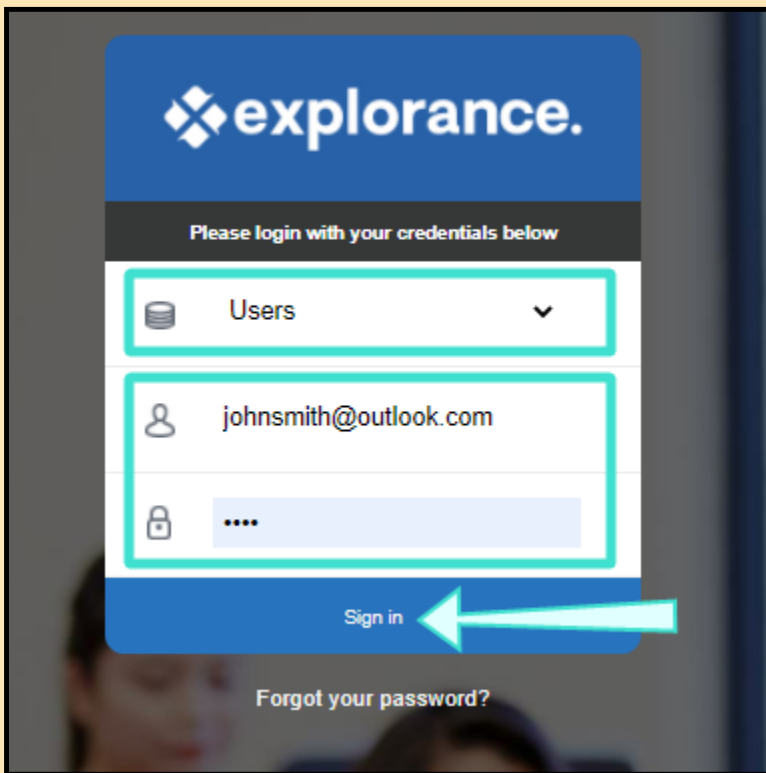


Figure 9: Blue login page

Forgot your password?

Clicking forgot your password from here will not change your regular school username.

1. Click **Forgot your password** if you lost or cannot remember the password provided to you by your school.
2. Select the group that applies to you from the drop-down list. If there is no drop-down list, or you do not see the first box at all, then ignore this and continue to the next step.
3. Enter your regular school username or a username that was provided to you by your school.
4. Enter the security code as it is shown.
5. Click **Submit** . A temporary password will be sent to your email account within a few minutes.

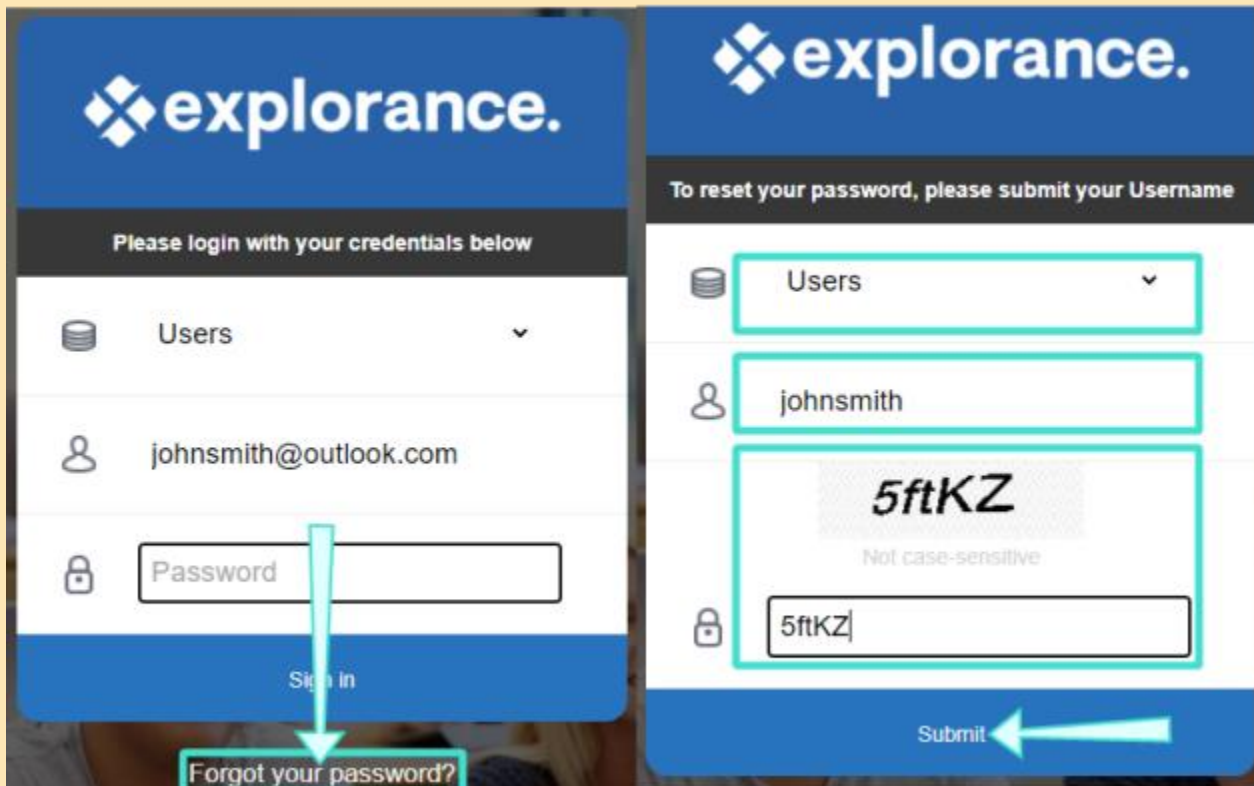
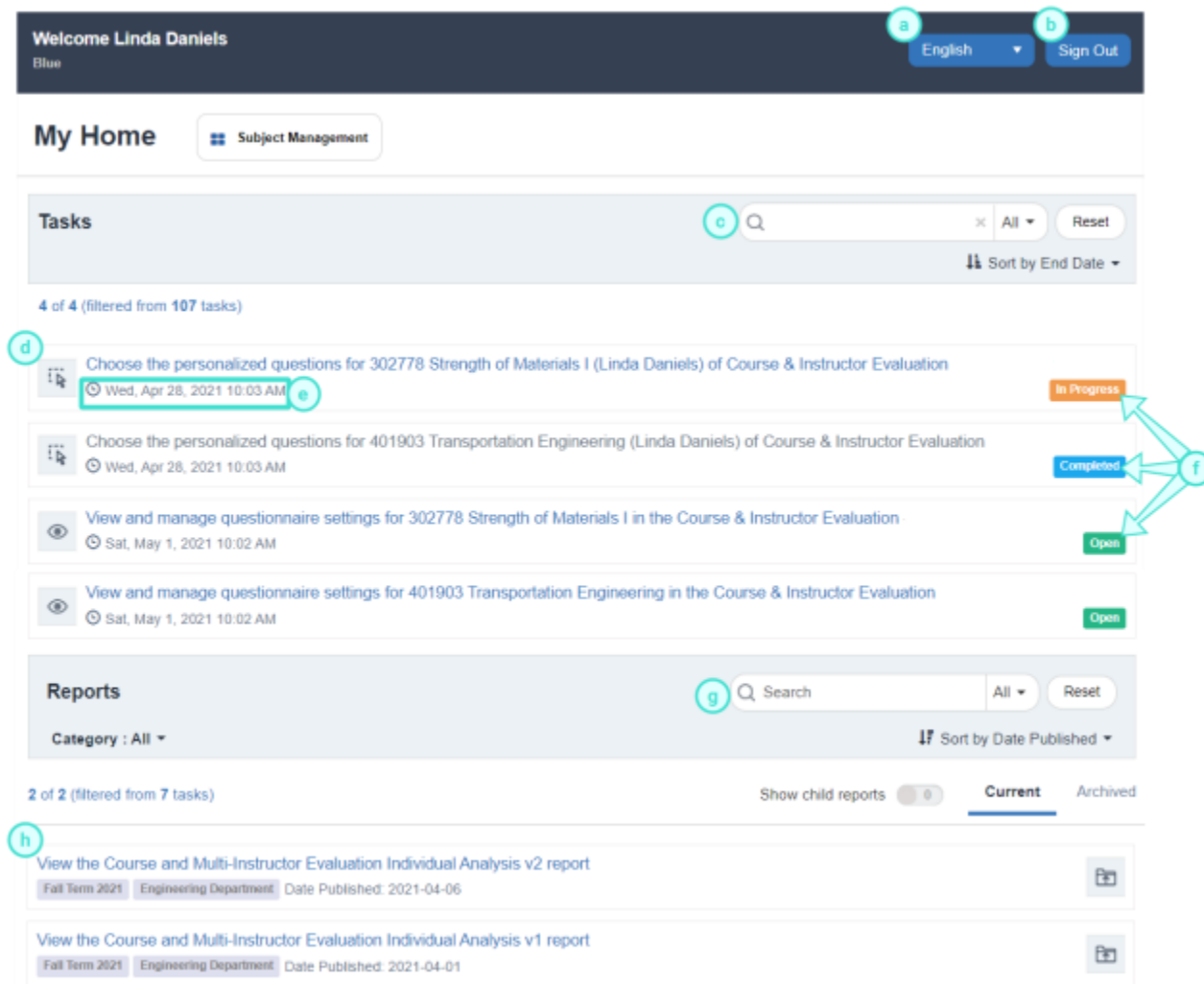


Figure 10: Forgot your password

VIEW THE BLUE CENTRAL PAGE

This is the Blue central page that you will first land on after logging in from a website URL. You will be able to manage and monitor your evaluations and also view reports from this page.

You may open a task or view a report from your Blue central page to begin.



The screenshot shows the Blue central page interface. At the top, a dark blue header contains the text "Welcome Linda Daniels" and "Blue" on the left, and "English" (with a dropdown arrow) and "Sign Out" on the right. Below the header is a "My Home" section with a "Subject Management" button. The main content area is divided into two sections: "Tasks" and "Reports".

The "Tasks" section has a search bar (callout c), a filter dropdown set to "All", and a "Reset" button. Below the search bar, it shows "4 of 4 (filtered from 107 tasks)". There are four task items, each with a status indicator on the right:

- Task 1: "Choose the personalized questions for 302778 Strength of Materials I (Linda Daniels) of Course & Instructor Evaluation". Status: "In Progress" (callout f). Callout d points to the task title, and callout e points to the timestamp "Wed, Apr 28, 2021 10:03 AM".
- Task 2: "Choose the personalized questions for 401903 Transportation Engineering (Linda Daniels) of Course & Instructor Evaluation". Status: "Completed".
- Task 3: "View and manage questionnaire settings for 302778 Strength of Materials I in the Course & Instructor Evaluation". Status: "Open".
- Task 4: "View and manage questionnaire settings for 401903 Transportation Engineering in the Course & Instructor Evaluation". Status: "Open".

The "Reports" section has a search bar (callout g), a filter dropdown set to "All", and a "Reset" button. Below the search bar, it shows "2 of 2 (filtered from 7 tasks)". There are two report items, each with a status indicator on the right:

- Report 1: "View the Course and Multi-Instructor Evaluation Individual Analysis v2 report". Status: "Current". Callout h points to the report title. Below the title are tags for "Fall Term 2021", "Engineering Department", and "Date Published: 2021-04-06".
- Report 2: "View the Course and Multi-Instructor Evaluation Individual Analysis v1 report". Status: "Archived". Below the title are tags for "Fall Term 2021", "Engineering Department", and "Date Published: 2021-04-01".

At the bottom of the Reports section, there is a "Show child reports" toggle switch and tabs for "Current" and "Archived".

Figure 11: Blue central page

BLUE CENTRAL VIEW FEATURES

- a. **Language** - Allows you to select a different language.
- b. **Sign Out** - Ends your session.

- c. **Evaluation task search bar** - Allows you to perform a keyword search to locate a specific task.
- d. **Evaluation task** - Displays the evaluation task name and link. To learn more, see [Open your tasks](#).
- e. **End date** - Displays the deadline to complete the evaluation.
- f. **Status** - Indicates the evaluation status. The status can be Open (not yet started), In Progress (started but incomplete), or Completed (submitted and nothing left to do).
- g. **Report search bar** - Searches for reports with filtering and sort options.
- h. **Report** - Lists reports assigned to you. To open, simply click on the link, or click on the icon(s) to download. To learn more, see [Analyze your results](#).

OPEN YOUR TASKS

You can open evaluation tasks that have been assigned to you by clicking on their respective links from the Blue central page. Typically, the task you select will open in a new page.

The screenshot shows the user interface of the NJIT Blue central page. At the top, a dark blue header bar contains the text "Welcome Linda Daniels" and "Blue" on the left, and "English" and "Sign Out" buttons on the right. Below the header, there is a "My Home" section with a "Subject Management" button. The main content area is titled "Tasks" and includes a search bar, a filter dropdown set to "All", a "Reset" button, and a "Sort by End Date" option. Below this, a list of tasks is displayed, showing 10 of 12 tasks (filtered from 109 total). Each task entry includes a lettered icon (a, b, c), a task title, a timestamp, and an "Open" button.

Task ID	Task Title	Timestamp	Action
a	Complete the questionnaire on 101848 Modern Art for Course & Instructor Evaluation	Sat, May 8, 2021 2:09 PM	Open
b	Choose the personalized questions for 302778 Strength of Materials I (Linda Daniels) of Course & Instructor Evaluation	Wed, Apr 28, 2021 10:03 AM	Open
c	View and manage questionnaire settings for 401903 Transportation Engineering in the Course & Instructor Evaluation	Sat, May 8, 2021 2:08 PM	Open

Figure 12: Instructor's Blue central task list

Subject management task - Allows you to view the status of people or things being evaluated, and to modify certain settings where permitted from a single comprehensive page.

ANALYZE YOUR RESULTS

To view reports from your Blue central page, navigate to the Reports section.

1. Select a report you wish to view. A new page will open listing all relevant reports.

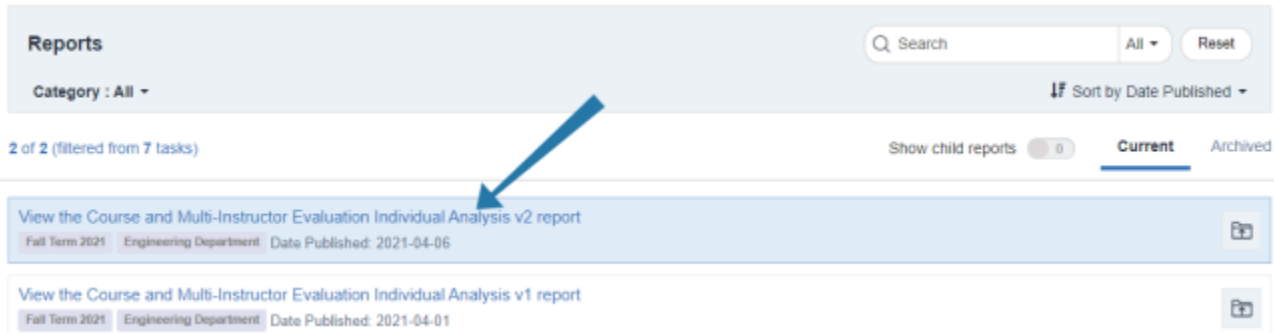


Figure 13: Reports section on Blue central page

2. Select a report from your list. A new page will open.

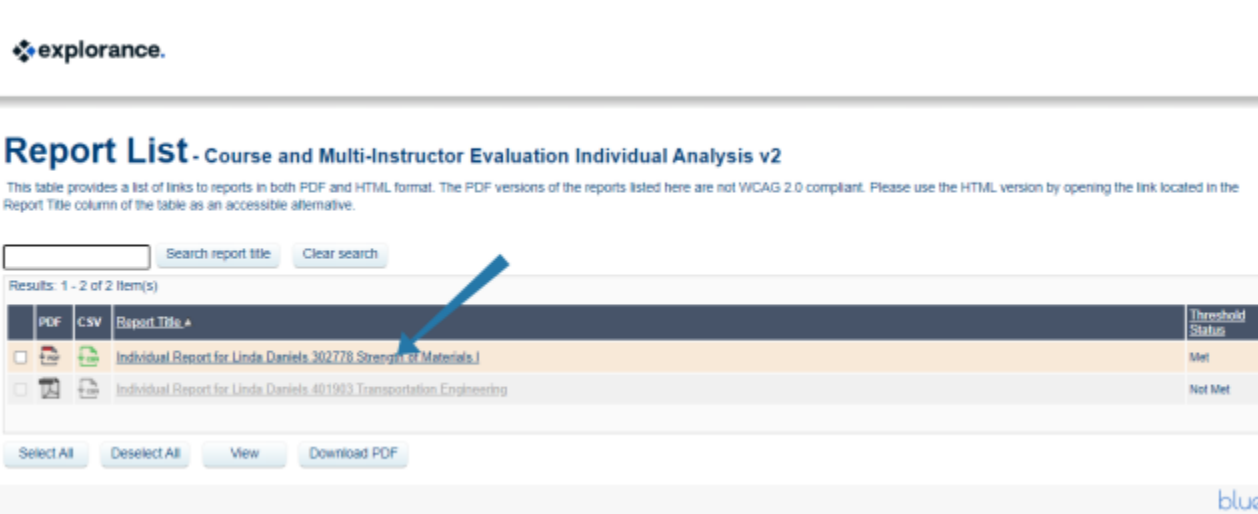


Figure 14: Report list

3. View your report. To learn more, see [Reports](#).



Individual Report for Linda Daniels 302778 Strength of Materials I

Project Title: Course & Instructor Evaluation - APTest v6 reports

Courses Audience: 28
Responses Received: 26
Response Ratio: 92.86%

Prepared by: blue blue
Creation Date: Thursday, April 1, 2021



Please evaluate the following aspects of the course:

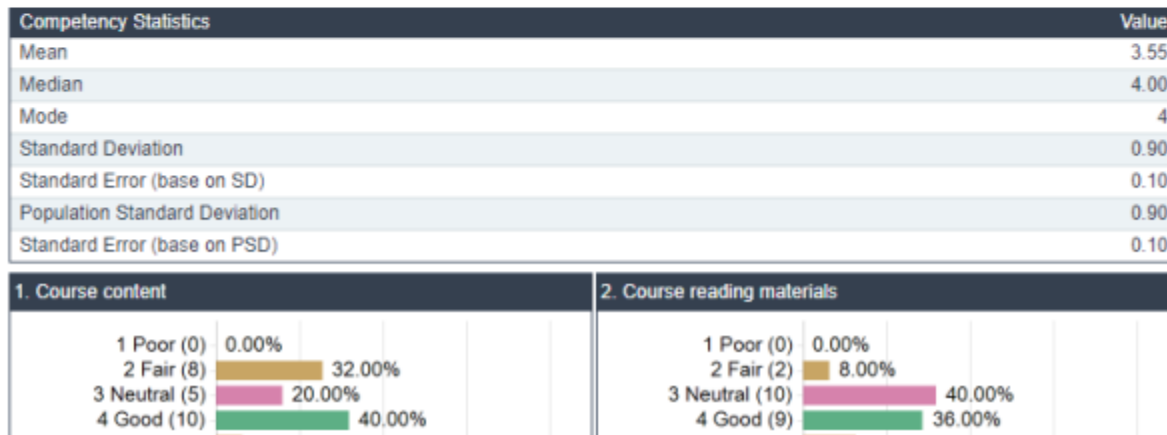


Figure 15: Individual report

If allowed by your Blue administrator, you may be able to:

- a. **Download PDF** - Download report to your computer as PDF file.
- b. **Download CSV** - Download raw response data to your computer in CSV format.

VIEW THE SUBJECT MANAGEMENT PAGE

This is an enhanced view that will allow you to see all activity related to your evaluations on a single comprehensive page. Relevant details and options are showcased for each evaluation right when you need them, such as calls to action if tasks are incomplete, viewing response rates for live evaluations, and reports for completed ones.

To access the Subject Management page from the Blue central page:

- Click **Subject Management** . A new page will appear where you will see **all your evaluations** represented as tiles.

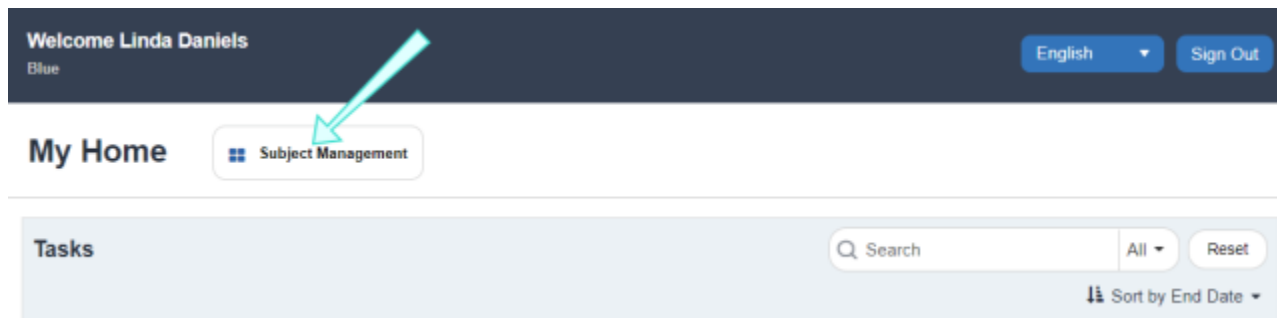


Figure 16: Subject management button from Blue central page

From this page, you will be able to:

- **View response rates** - View real-time response rates to your live evaluation(s).
- **View or manage evaluation settings** - View or adjust settings to your evaluation(s).
- **View reports** - View individual or aggregate reports by course.

TIPS

Bookmark this page for easier access in the future.

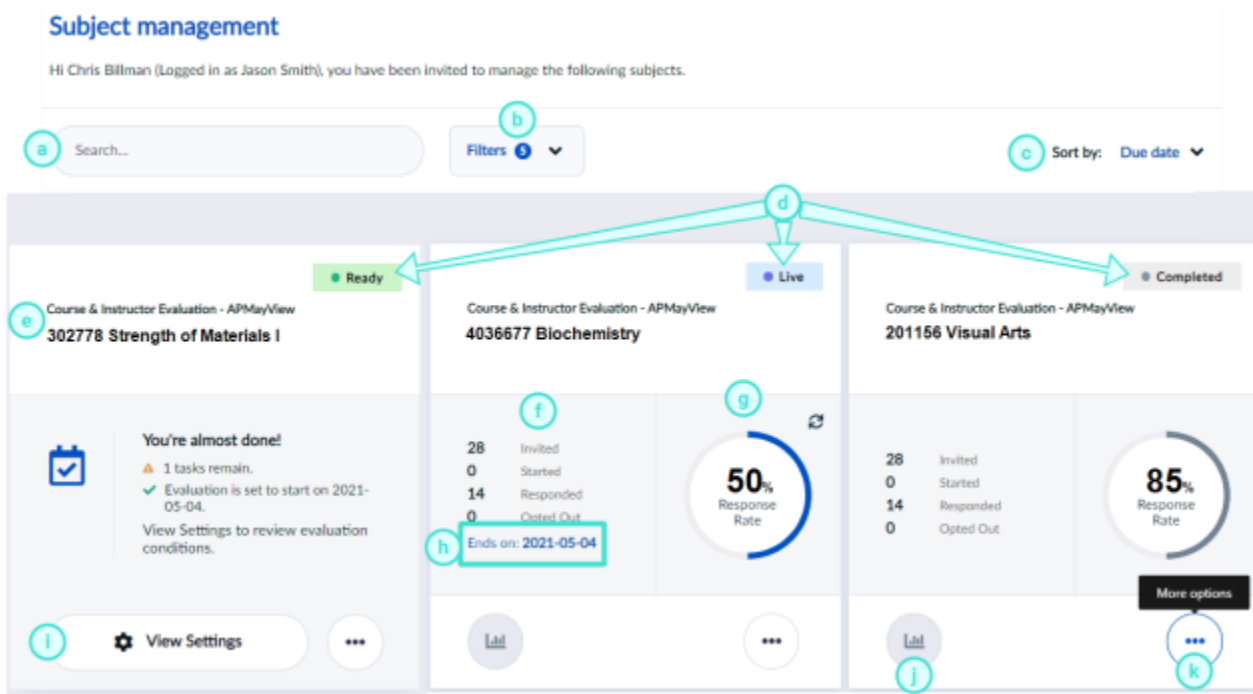


Figure 17: Subject management page

SUBJECT MANAGEMENT VIEW FEATURES

- a. **Search bar** - Allows you to do a keyword search to locate specific evaluations.
- b. **Filters** - Allows you to filter evaluations displayed according to their [status](#).

NOTE

By default, evaluations with a status of Opted Out or Expired will not display unless the filter for these statuses is enabled.

- c. **Sort by** - Allows you to sort your list by due date or course name.
- d. **Status** - Indicates the evaluation status.
- e. **Evaluation** - Displays the evaluation and project name.
- f. **Participant details** - Indicates the number of participants who were invited, started, responded, and opted out of the evaluation. (we disabled this function to protect student privacy)
- g. **Response rate** - Displays the number of responses the evaluation has received.
- h. **End date** - Displays the deadline for students to complete the evaluation.
- i. **View Settings** - View settings to your evaluation. If your Blue administrator has allowed you to adjust your evaluation settings, then you may see **Manage Settings** instead.

j. **Reports** - Allows you to view reports.

k. **More Options** - Displays more options including:

- View QR code - Print or display the QR code for your evaluation to students during remote or in-class sessions to encourage participation.

VIEW YOUR EVALUATION SETTINGS

Typically, settings to your **end-of-term evaluations** will be view-only. If your Blue administrator has allowed you to adjust settings to your evaluations, see [Manage your evaluation settings](#).

The typical evaluation will go through a sequence of three statuses in the following order:

1. **Ready** - Ready means the evaluation is set to begin. You may still have some optional tasks to complete, so take note of on-screen instructions. This is typically the first stage of the evaluation process.
2. **Live** - The evaluation has started. Your respondents can access their tasks through email, LMS or by other means communicated with them already. If you see a QR code option, you may also display it to encourage your students during in-person or remote sessions.
3. **Completed** - The evaluation has ended and students will no longer be able to fill out the evaluation.

Other statuses you may see:

- **Pending** - A Pending status means your Blue administrator has made this evaluation optional. No evaluations will be sent out unless you or someone authorized to manage this evaluation launches it. This is typically seen in midterm evaluations.
- **Expired** - This status will only appear if a Pending evaluation was not launched by a certain date.
- **Opted out** - You (or someone authorized) has chosen to skip this evaluation. No invitations will be sent and no results will be collected for this evaluation.
- **Paused** - The evaluation has been paused. This will temporarily prevent students from providing feedback until it is unpaused and goes Live again. This is useful if you started the evaluation prematurely and want to start it again at a later date.

READY STATUS

Ready means the evaluation is set to begin. You may still have some optional tasks (typically question personalization) to complete, so take note of on-screen instructions. You can complete your tasks and view settings to Ready evaluations by clicking **View Settings** .

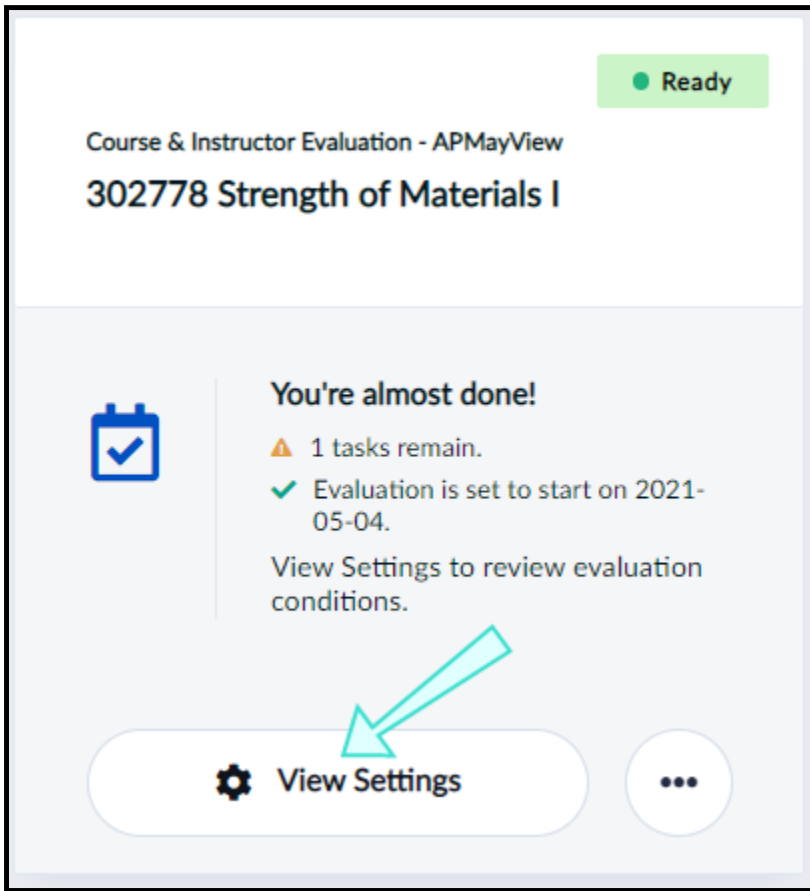


Figure 18: View settings for ready evaluation

You may view settings before the evaluation goes Live on the start date.

Course & Instructor Evaluation - APMayView

Cancel



302778 Strength of Materials I

Manage by: 2021-06-01

a Choose your questions for Linda Daniels

To do - Due by 2021-06-03



b Choose timing

Scheduled

Start Date

2021 - 05 - 04

11 : 15



End Date

2021 - 05 - 04

11 : 30



Share evaluation

View QR code or copy short link to share this evaluation.

[https://go-test.blade.io/5f2b89a3-2a4f-2d17-2b88a8](#)



c

View QR Code

I have finished all my tasks, please stop sending me reminders

Update

Figure 19: View settings window for ready evaluation

VIEW SETTINGS WINDOW FOR READY EVALUATION

- Choose timing** - Corresponds to when the evaluation will be Live and students will be able to respond.
- Share evaluation** - Print or display the QR code for your evaluation to students during remote or in-class sessions to encourage participation.

LIVE STATUS

The evaluation has started and your respondents can access their tasks through email, LMS or by other means communicated with them already. You can view settings to Live evaluations by clicking the **More Options** button and selecting **View Settings** .

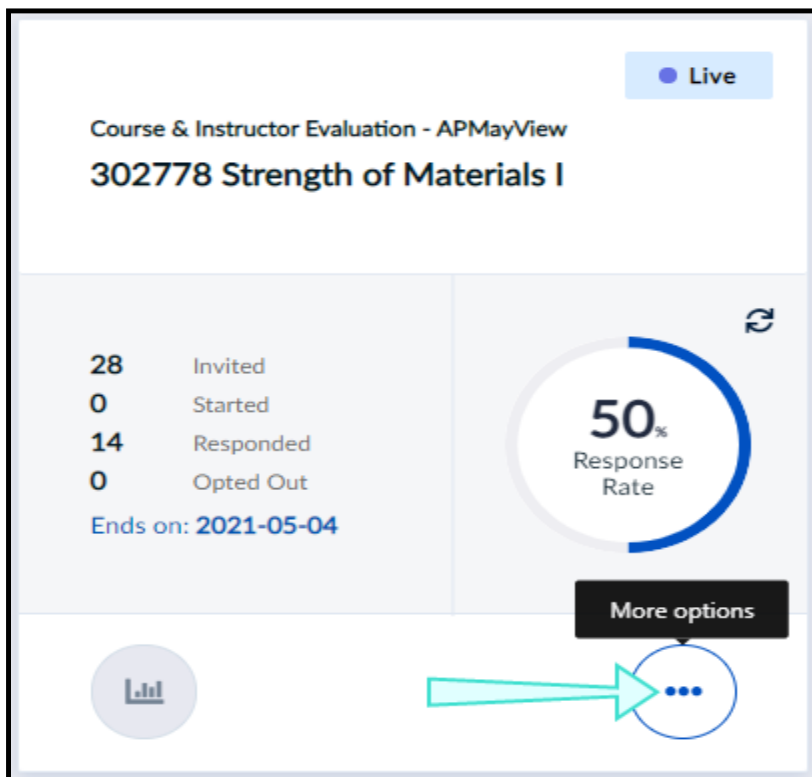


Figure 20: View settings for a Live evaluation

You may view settings to your Live evaluation before it ends.

VIEW SETTINGS WINDOW FOR LIVE EVALUATION

- Update your question selection for [Instructor]** - Allows you to view personalized questions you added to your evaluation while it is Live. To learn more, see [Personalize your questions](#).
- Choose timing** - Corresponds to when the evaluation will be Live and students will be able to respond.
- Share evaluation** - Print or display the QR code for your evaluation to students during remote or in-class sessions to encourage participation.

COMPLETED STATUS

The evaluation has ended and students will no longer be able to fill out the evaluation. You can view settings to Completed evaluations by clicking the **More Options** button and selecting **View Settings**. You may consult the questionnaire to verify which questions were included in the evaluation, or view the timing to determine when the evaluation was done.

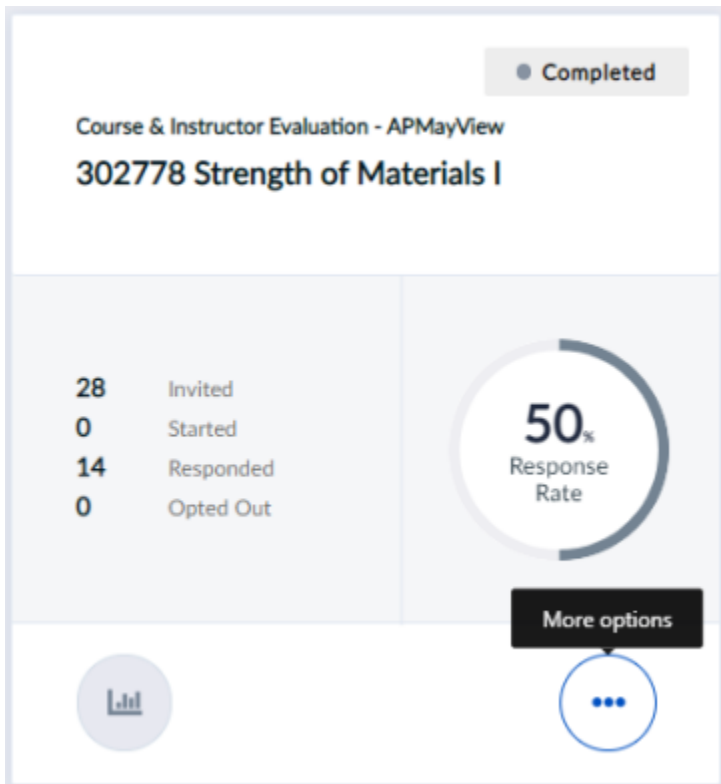


Figure 22: View settings button for completed evaluation

OTHER STATUSES YOU MAY SEE

Pending - A Pending status means your Blue administrator has made this evaluation optional. No evaluations will be sent out unless you or someone authorized to manage this evaluation launches it.

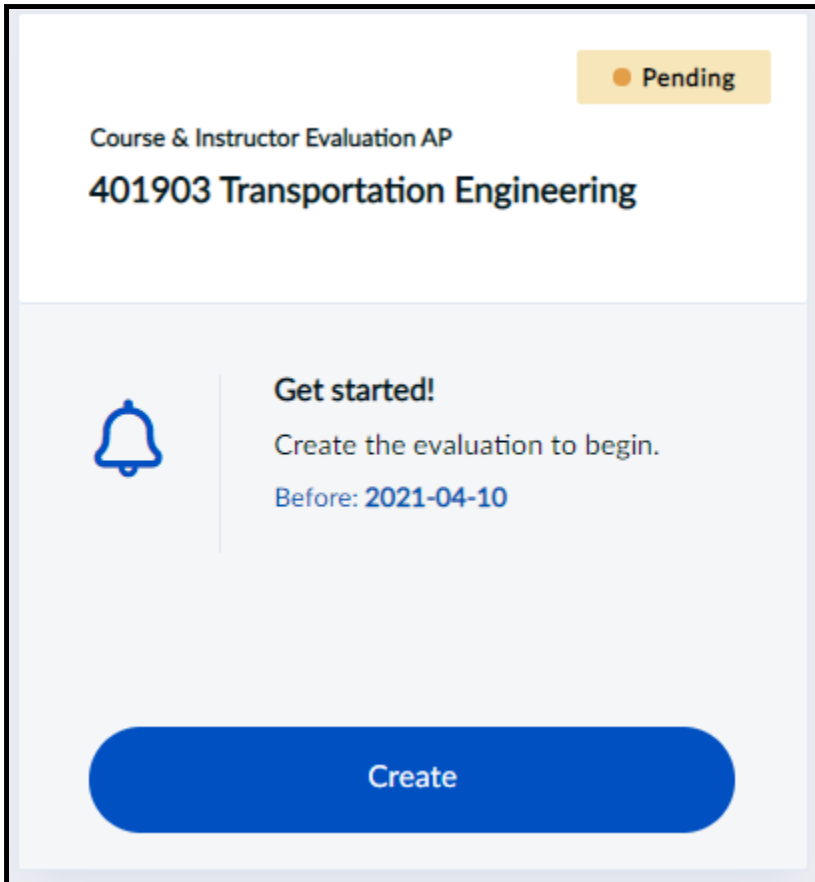


Figure 23: Pending evaluation

Expired - This status will only appear if a Pending evaluation was not launched by a certain date.

The screenshot shows a user interface for an evaluation task. At the top right, there is a red pill-shaped button with a white dot and the text "Expired". Below this, the text "Course & Instructor Evaluation AP" and "402623 Biblical Studies in Film" is displayed. A large light blue box contains a blue hourglass icon on the left. To the right of the icon, the text reads "Task expired." followed by "This evaluation can no longer be created." and "Expired: 2021-04-10" in red. At the bottom of this box is a light blue rounded rectangular button with the text "Create".

Figure 24: Expired evaluation

Opted out - You (or someone authorized) has chosen to skip this evaluation. No invitations will be sent and no results will be collected for this evaluation.

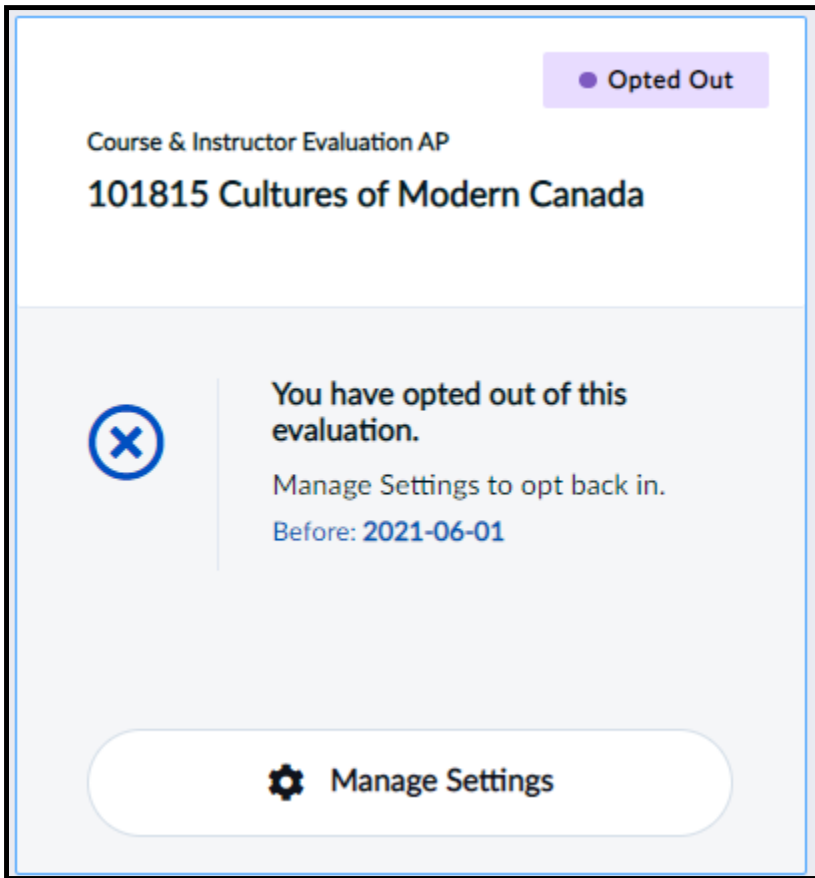


Figure 25: Opted out evaluation

Paused - The evaluation has been paused. This will temporarily prevent students from providing feedback until it is unpaused and goes Live again. This is useful if you started the evaluation prematurely and want to start it again at a later date.

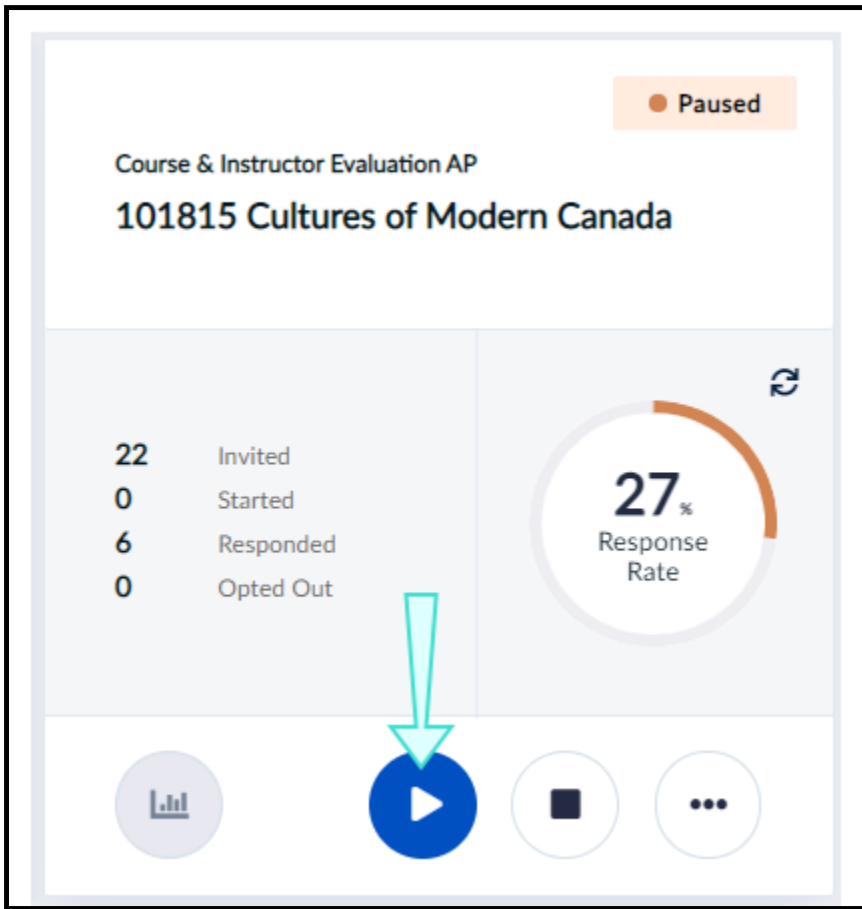


Figure 26: Paused evaluation

MANAGE YOUR EVALUATION SETTINGS

You may be given rights to configure settings for some of your evaluations. In this section, **midterm evaluations** will be used as an example of what you may be asked to configure. If your Blue administrator has not allowed you to adjust any of your evaluation settings, see [View your evaluation settings](#).

The typical midterm evaluation will go through a sequence of four statuses in the following order:

1. **Pending** - A Pending status means your Blue administrator has made this evaluation optional. No evaluations will be sent out unless you or someone authorized to manage this evaluation launches it. Once a Pending evaluation is created and launched, the status will become Ready.
2. **Ready** - Ready means the evaluation is set to begin. You may still have some optional tasks to complete, so take note of on-screen instructions.
3. **Live** - The evaluation has started. Your respondents can access their tasks through email, LMS or by other means communicated with them already. If you see a QR code option, you may also display it to encourage your students during in-person or remote sessions.
4. **Completed** - The evaluation has ended and students will no longer be able to fill out the evaluation.

Other statuses you may see:

- **Expired** - This status will only appear if a Pending evaluation was not launched by a certain date.
- **Opted out** - You (or someone authorized) has chosen to skip this evaluation. No invitations will be sent and no results will be collected for this evaluation.
- **Paused** - The evaluation has been paused. This will temporarily prevent students from providing feedback until it is unpaused and goes Live again. This is useful if you started the evaluation prematurely and want to start it again at a later date.

PENDING STATUS - CREATE YOUR MIDTERM EVALUATION

If you see evaluations with a Pending status, you may be able to create a midterm evaluation for one or several of your courses. This midterm evaluation will be completely optional, so no evaluations will be sent out unless you or someone authorized to manage the evaluation creates and launches it.

To create and launch a midterm evaluation:

1. Click **Create** on a Pending evaluation to activate it. The manage settings window will appear.

NOTE

If you ignore Pending evaluations, they will expire and no responses will be collected for these.

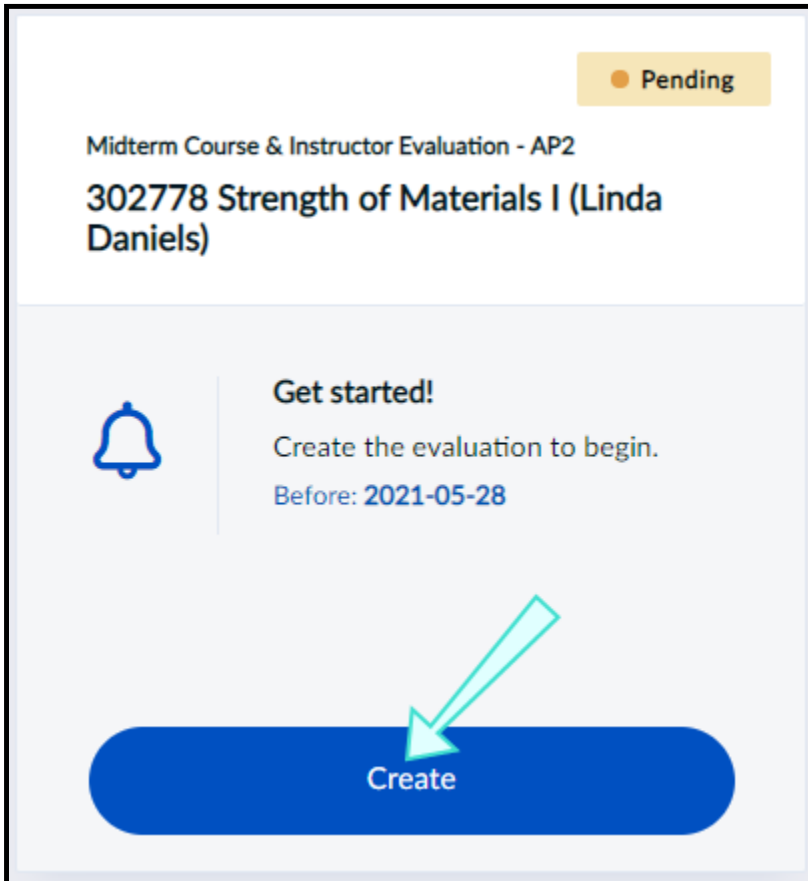



Figure 27: Create


2. Click **Choose your questions** to complete and submit your question personalization task. To learn more, see [Personalize your questions](#).

IMPORTANT



In order to launch a Pending evaluation, **it is mandatory that you choose and submit course questions, and set a start and end date if not already configured.**

Midterm Course & Instructor Evaluation - AP2 Cancel 

302778 Strength of Materials I (Linda Daniels)


Opt in to this evaluation? Yes 


Manage by: 2021-05-28

Choose your questions*  

To do - Due by 2021-04-30

Choose timing Scheduled Manual

Start Date 

End Date 

I have finished all my tasks, please stop sending me reminders

Save ✓ Launch

Figure 28: Pending evaluation manage settings window

3. Set or adjust the scheduled dates to your evaluation by selecting the calendar icon next to **Start Date** and **End Date** respectively.

Choose timing

Scheduled Manual

Start Date 2021 - 04 - 30 00 : 00

End Date 2021 - 05 - 21 23 : 59

Figure 29: Scheduled choose timing

4. Select the date and time from the monthly calendar view. You may see that some dates are unavailable for selection since a date range has been predefined for you to choose from.
5. Click **Apply** when you are done.

MAY 2021 < > | ✕

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

08 : 00

Apply

Figure 30: Apply a new date

6. Click **Launch** in the manage settings window.

Midterm Course & Instructor Evaluation - AP2 Cancel ✕

302778 Strength of Materials I (Linda Daniels)

Opt in to this evaluation? Yes ●

Manage by: 2021-05-28

Update your question selection ✓ ➤

Done - Updated 2021-04-29

Choose timing Scheduled Manual

Start Date 📅

End Date 📅

I have finished all my tasks, please stop sending me reminders

Save ✓ Launch

Figure 31: Launch evaluation

Your evaluation's status will become Ready.

The screenshot shows a card with a green 'Ready' status indicator in the top right corner. The card title is 'Midterm Course & Instructor Evaluation - AP2' followed by '302778 Strength of Materials I (Linda Daniels)'. Below the title is a blue calendar icon with a checkmark. To the right of the icon, the text reads 'You're all done!' followed by two green checkmarks: 'All tasks are completed.' and 'Evaluation is set to start on 2021-05-03.'. Below this is the text 'Manage Settings to change evaluation conditions.'. At the bottom of the card, there is a 'Manage Settings' button with a gear icon and a circular menu icon with three dots.

Figure 32: Ready evaluation

READY STATUS

Ready means the evaluation is set to begin. You may still have some optional tasks to complete, so take note of on-screen instructions. You can view or adjust settings to Ready evaluations by clicking **Manage Settings** .

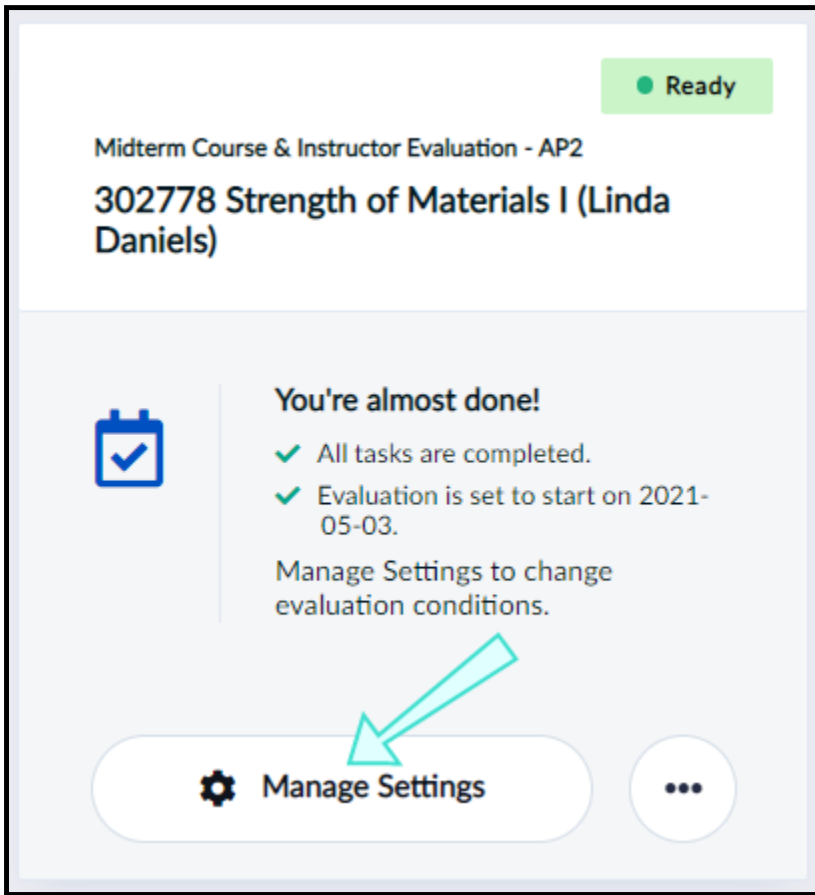


Figure 33: Manage settings for ready evaluation

If allowed by your Blue administrator, you may adjust **some or all settings** to your Ready evaluation before it goes Live on the start date.

Figure 34: Manage settings window for ready evaluation

MANAGE SETTINGS WINDOW FOR READY EVALUATION

- a. **Opt in to this evaluation?** - Choose whether the course will be evaluated or not. Default participation will typically be set to Yes. Once an evaluation goes Live, this cannot be modified.
- b. **Update your question selection** - Allows you to update questions you have chosen for your evaluation. To learn more, see [Personalize your questions](#).
- c. **Choose timing** - Set the start and end dates to when students will be able to complete your evaluation. You may use a scheduled calendar or do it manually.
- d. **Share evaluation** - Print or display the QR code for your evaluation to students during remote or in-class sessions to encourage participation.
- e. **Checkbox** - Check this box if you have finished all your tasks and wish to stop receiving reminders.
- f. **Update** - Updates your setting changes.

You may click on the following sections for instructions on how to opt out, choose questions, and choose the timing for your Ready evaluations.

Opt out

As the course instructor, opting out of an evaluation means that you are choosing that the course will not have a midterm evaluation.

OPT OUT

If you wish to opt out of an evaluation:

1. Toggle the **Yes/No** button to **No** from the manage settings window.

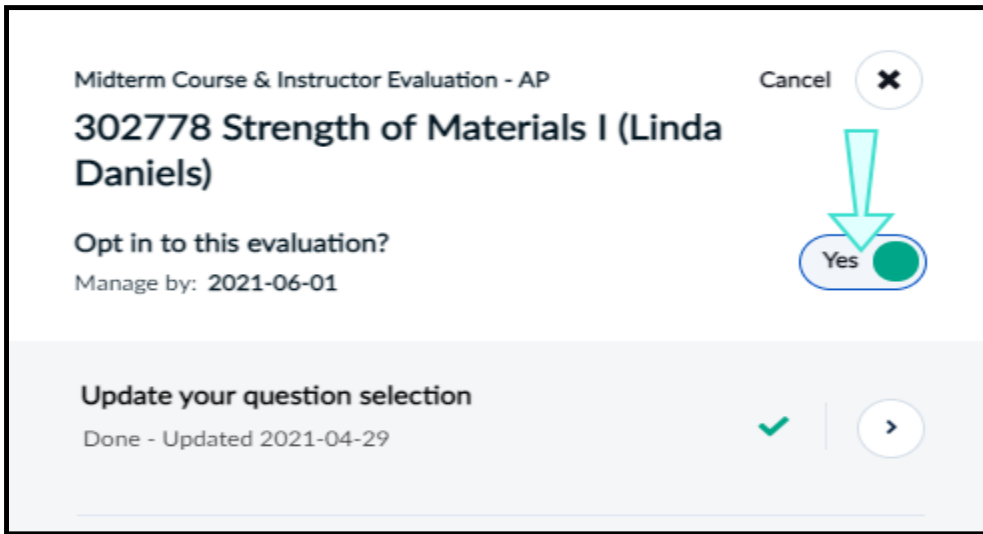


Figure 35: Opt out

2. Click **Update** to save your changes. The course will no longer be evaluated and the tile's status will become Opted out.

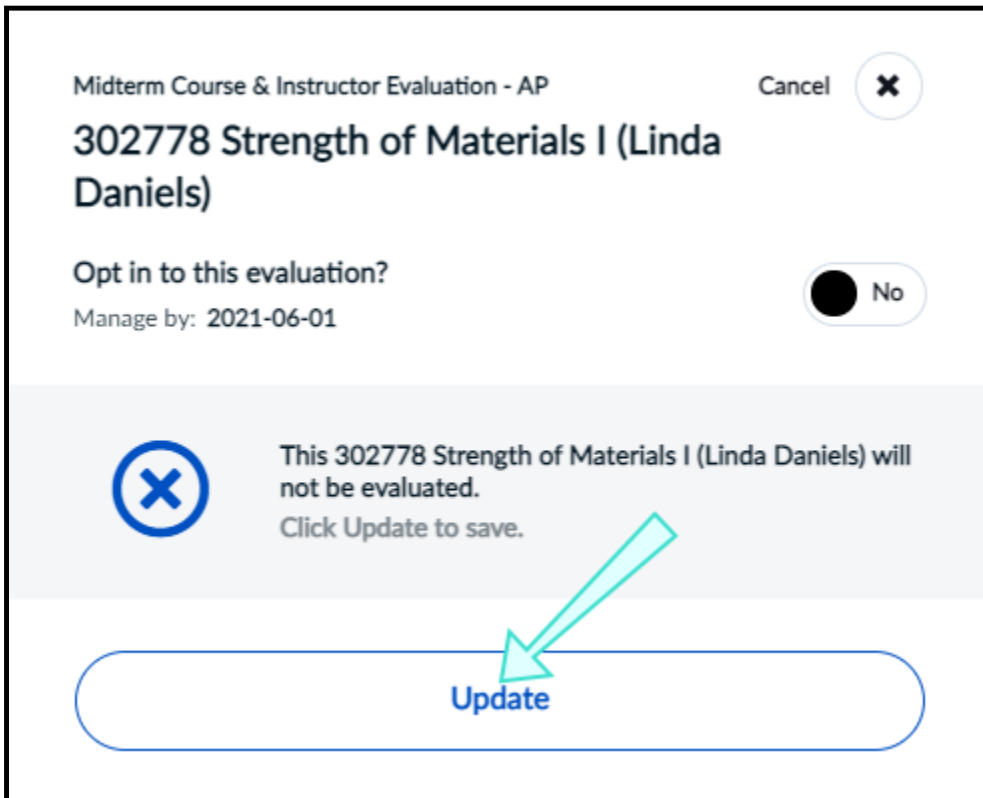


Figure 36: Opted out

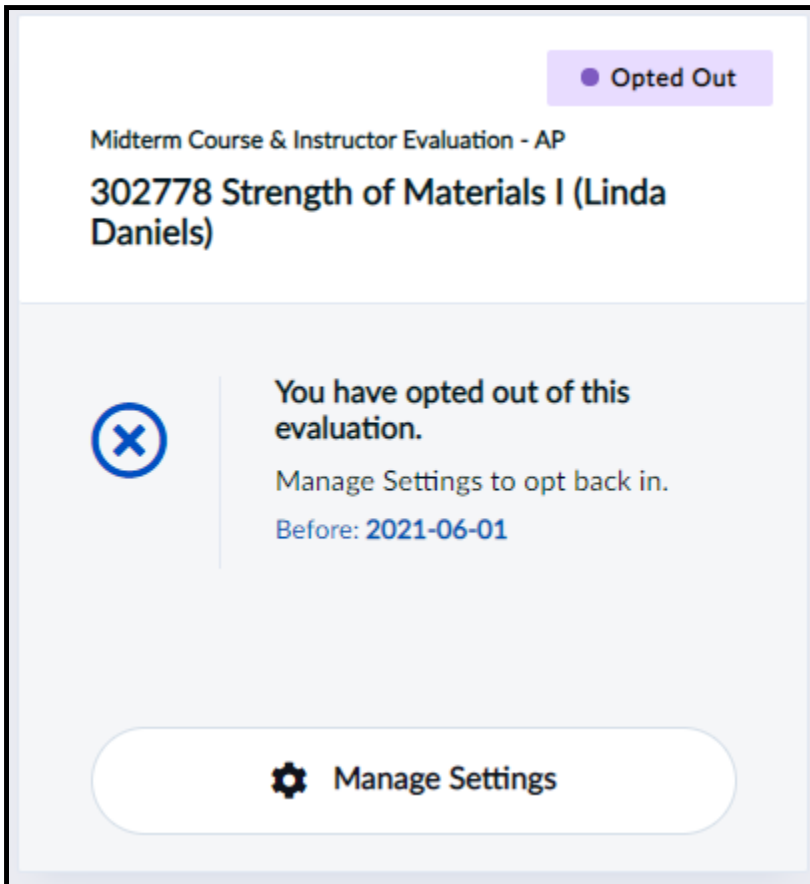


Figure 37: Opted out status

If you change your mind and wish to opt back into an evaluation:

1. Click **Manage Settings** .
2. Toggle the **Yes/No** button to **Yes** from the manage settings window. A confirmation window will appear.

Midterm Course & Instructor Evaluation - AP

Cancel

302778 Strength of Materials I (Linda Daniels)

Opt in to this evaluation?
Manage by: 2021-06-01

No

This 302778 Strength of Materials I (Linda Daniels) will not be evaluated.
Click Update to save.

Figure 38: Opt back in

3. Click **Yes, I'm Sure** . Your evaluation's status will become Ready and the course will be evaluated again.

You are about to opt in the evaluation

302778 Strength of Materials I (Linda Daniels) will be evaluated. Are you sure you want to continue?

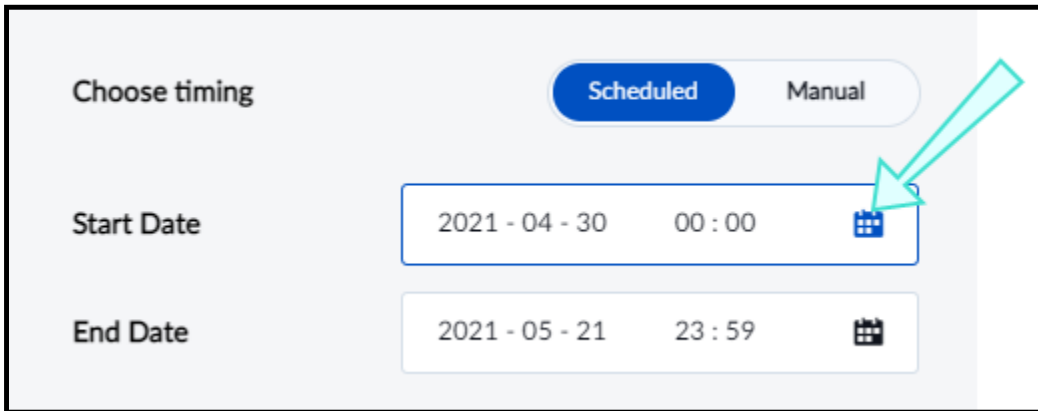
Figure 39: Opt back in

Choose timing

You may be able to change start and end dates to your evaluations if allowed by your Blue administrator. The two types of timing methods are scheduled and manual.

SCHEDULED TIMING

1. Click the calendar icon next to **Start Date** or **End Date** from the manage settings window.



The screenshot shows a settings window titled "Choose timing". At the top, there are two radio buttons: "Scheduled" (which is selected and highlighted in blue) and "Manual". Below this, there are two input fields. The first is labeled "Start Date" and contains the text "2021 - 04 - 30 00 : 00". To the right of this text is a small calendar icon. A red rectangular box highlights the entire "Start Date" input area, and a red arrow points from the top right towards the calendar icon. The second input field is labeled "End Date" and contains the text "2021 - 05 - 21 23 : 59", also with a calendar icon to its right.

Figure 40: Scheduled choose timing

2. Select the date and time from the monthly calendar view. You may see that some dates are unavailable for selection since a date range has been predefined for you to choose from.
3. Click **Apply** when you are done.

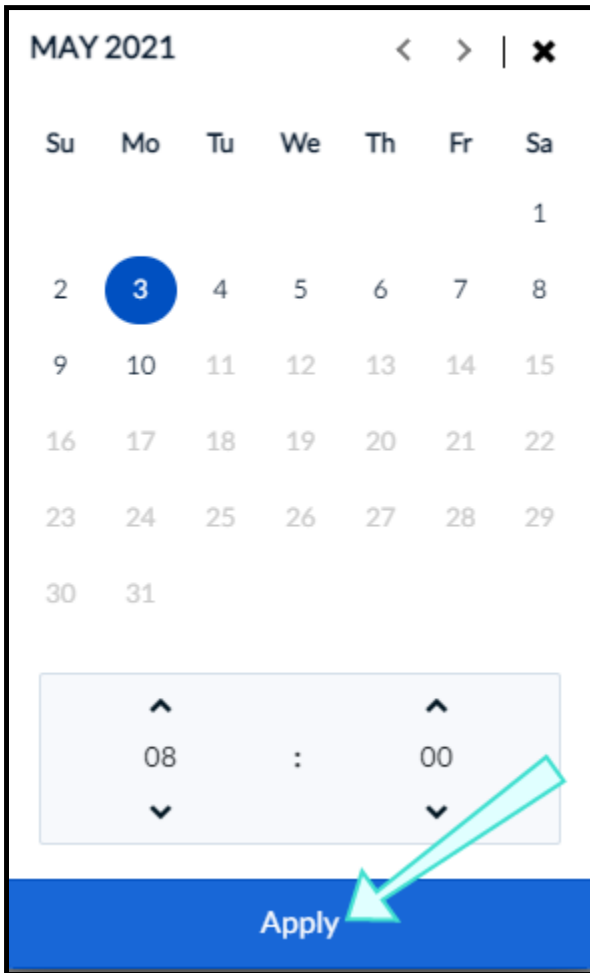


Figure 41: Apply a new date

MANUAL TIMING

1. Select the toggle button to **Manual** and click **Update** from the manage settings window.

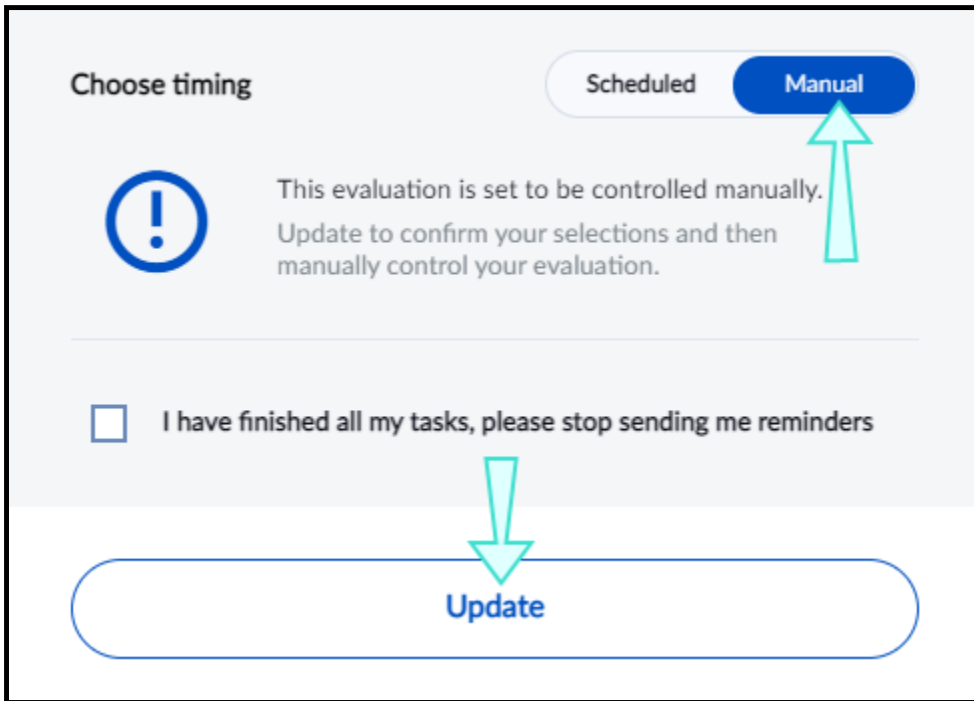


Figure 42: Manual timing

2. Click **Start The Evaluation** when you would like the evaluation to go Live. A confirmation window will appear.

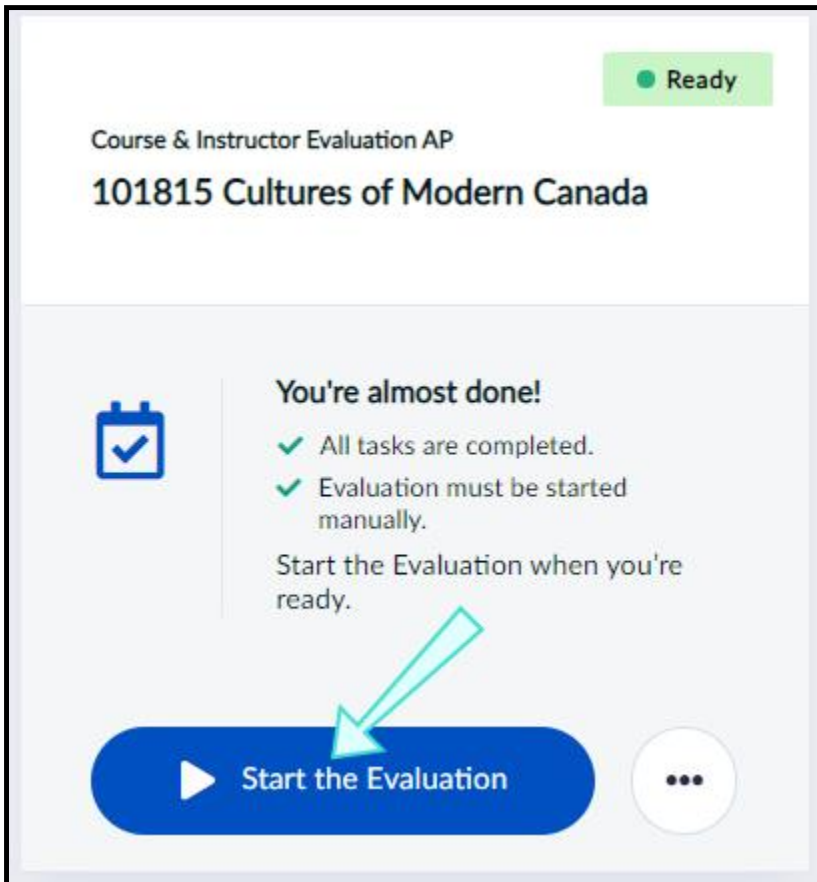


Figure 43: Start the evaluation

3. Click **Yes, I'm Sure** . The term raters refers to the students invited to complete the evaluation. Your evaluation has now gone Live.

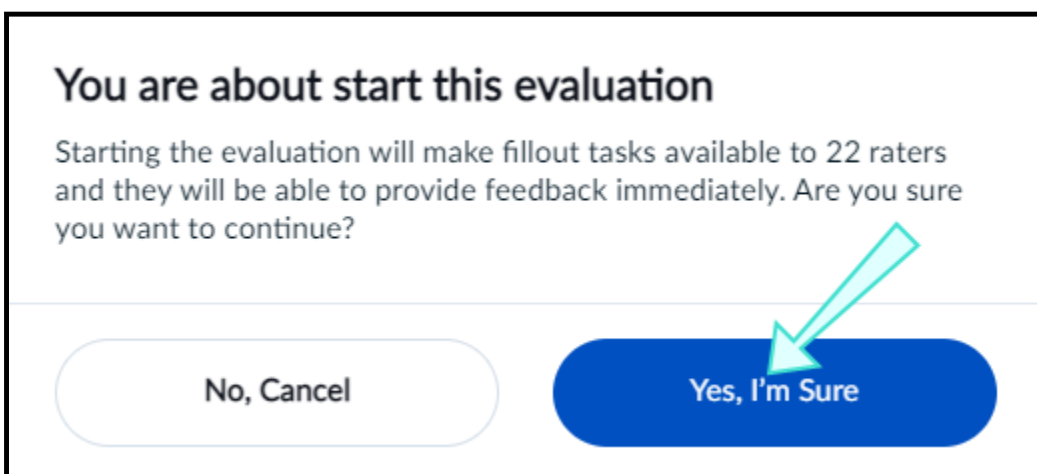


Figure 44: Confirmation window

LIVE STATUS

The evaluation has started and your respondents can access their tasks through email, LMS or by other means communicated with them already. You can view or adjust your settings to Live evaluations by clicking the **More Options** button and selecting **Manage Settings**.

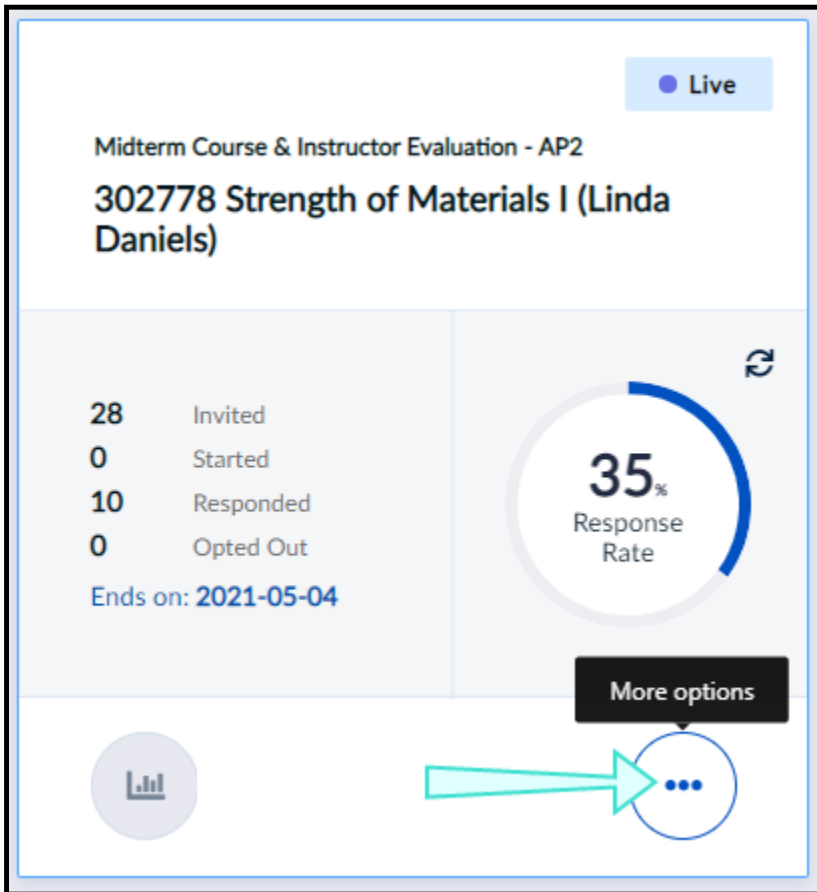



Figure 45: Manage settings for a Live evaluation

You may view or adjust settings to your Live evaluation before it ends. Some settings will be locked for changes since the evaluation has already gone Live.


Midterm Course & Instructor Evaluation - AP2 Cancel 


302778 Strength of Materials I (Linda Daniels)


a Opt in to this evaluation? Yes
Manage by: 2021-05-28


b Update your question selection ✓ >
Done - Updated 2021-04-29

c Choose timing Scheduled Manual

Start Date 

End Date 

 Share evaluation
View QR code or copy short link to share this evaluation.

<https://go-test.monster-wp.com/302778/302778/302778/302778> 

d

e I have finished all my tasks, please stop sending me reminders

f

Figure 46: Manage settings window for live evaluation

MANAGE SETTINGS WINDOW FOR LIVE EVALUATION

- a. **Opt in to this evaluation?** - You will not be able to opt out of the evaluation since it has already gone Live.
- b. **Update your question selection** - Allows you to view questions you have chosen for your evaluation while it is Live. Selecting this will bring you to your Question Personalization page. To learn more, see [Personalize your questions](#).
- c. **Choose timing** - Adjust the start and end dates to when students will be able to complete your evaluation. You may use a scheduled calendar or do it manually.
- d. **Share evaluation** - Print or display the QR code for your evaluation to students during remote or in-class sessions to encourage participation.
- e. **Checkbox** - Check this box if you have finished all your tasks and wish to stop receiving reminders.
- f. **Update** - Updates your setting changes.

If you wish to view instructions on how to adjust timing to your Live evaluations, click the following:

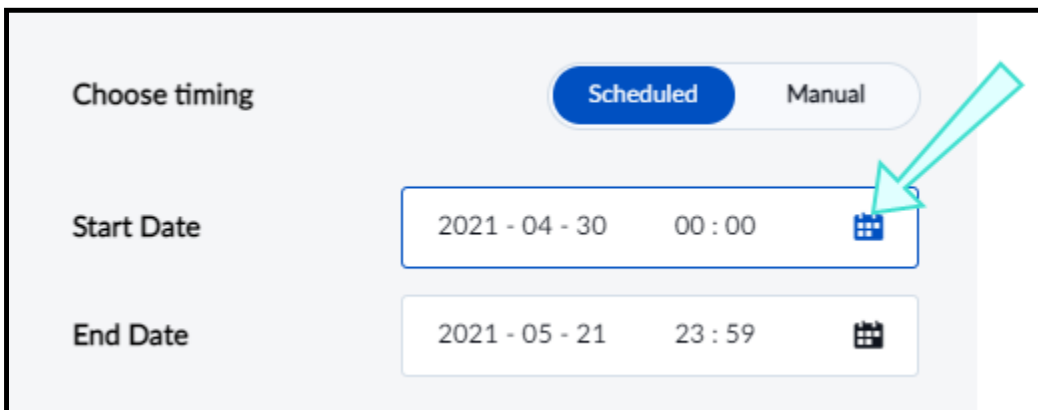
Adjust timing to your Live evaluations

You may be able to adjust start and end dates to your Live evaluation if allowed by your Blue administrator. The two types of timing methods are scheduled and manual.

SCHEDULED TIMING

If you wish to adjust the timing to your Live evaluation:

1. Click the calendar icon next to **Start Date** or **End Date** from the manage settings window.



The screenshot shows a 'Choose timing' window with two radio buttons: 'Scheduled' (selected) and 'Manual'. Below are two input fields: 'Start Date' with the value '2021 - 04 - 30 00 : 00' and 'End Date' with the value '2021 - 05 - 21 23 : 59'. Each input field has a small calendar icon to its right. A red arrow points to the calendar icon for the Start Date field.

Figure 47: Scheduled choose timing

2. Select the date and time from the monthly calendar view. You may see that some dates are unavailable for selection since a date range has been predefined for you to choose from.

IMPORTANT

If you adjust a Live evaluation's start date to a time in the future, then your evaluation's status will become Ready until the new start date.

3. Click **Apply** when you are done.

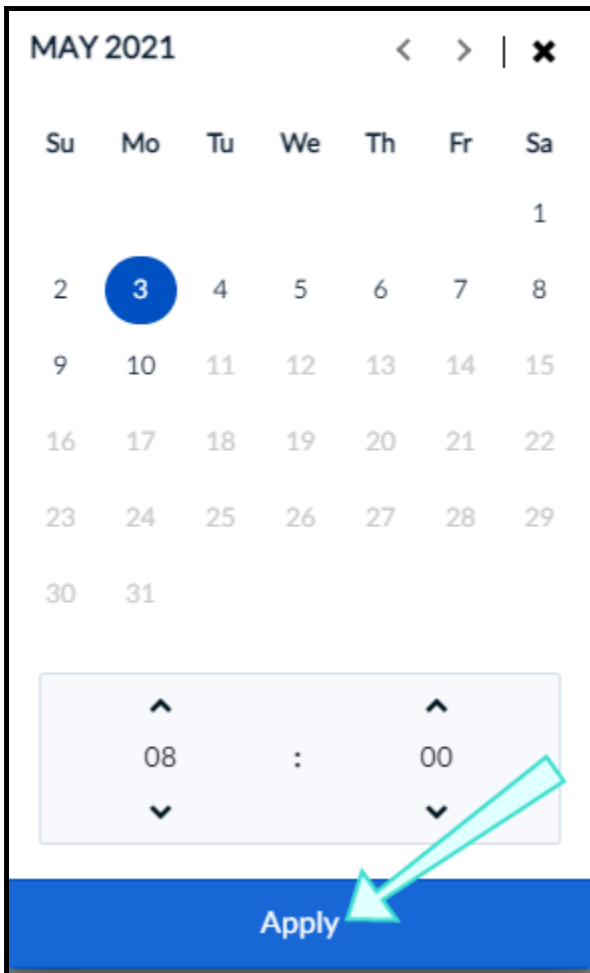


Figure 48: Apply new date

MANUAL TIMING

Similar to a stopwatch, the manual timing method allows you to start or stop your Live evaluation when necessary.

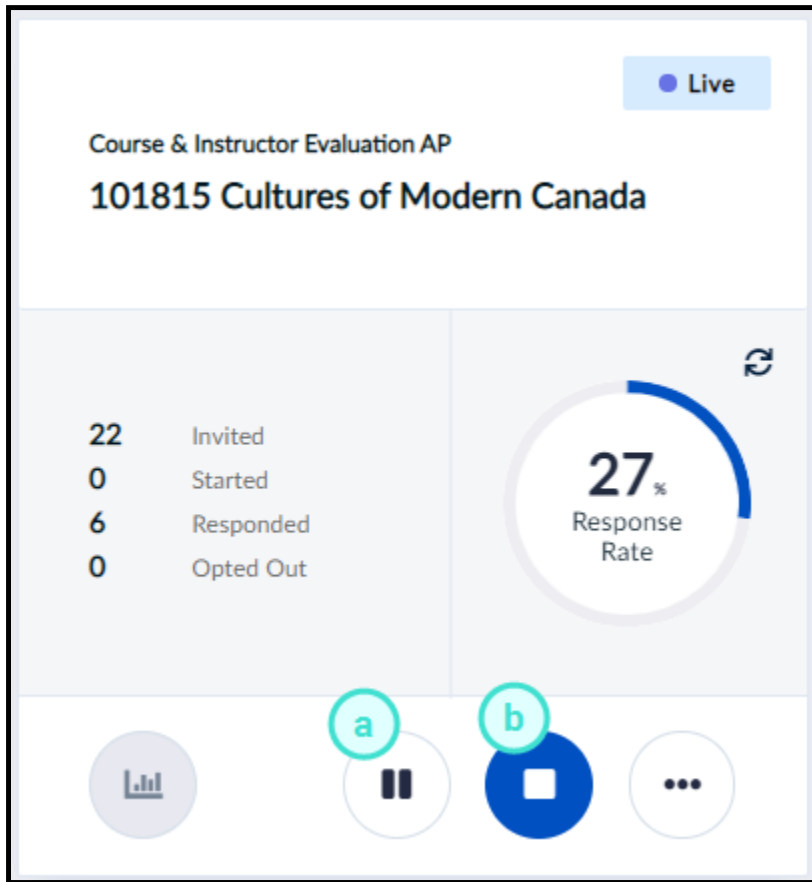


Figure 49: Pause or stop

- Pause** - The evaluation has been paused. This will temporarily prevent students from providing feedback until it is unpaused and goes Live again. This is useful if you started the evaluation prematurely and want to start it again at a later date.
- Stop** - Ends the evaluation. If some student feedback has already been collected, stopping and confirming will permanently end the evaluation. The evaluation's status will become Completed.

To pause a manually timed evaluation:

Click **Pause** and the evaluation's status will become Paused until you click **Start** again.

CAUTION

Remember to start the evaluation again, otherwise students won't get a chance to submit their responses.

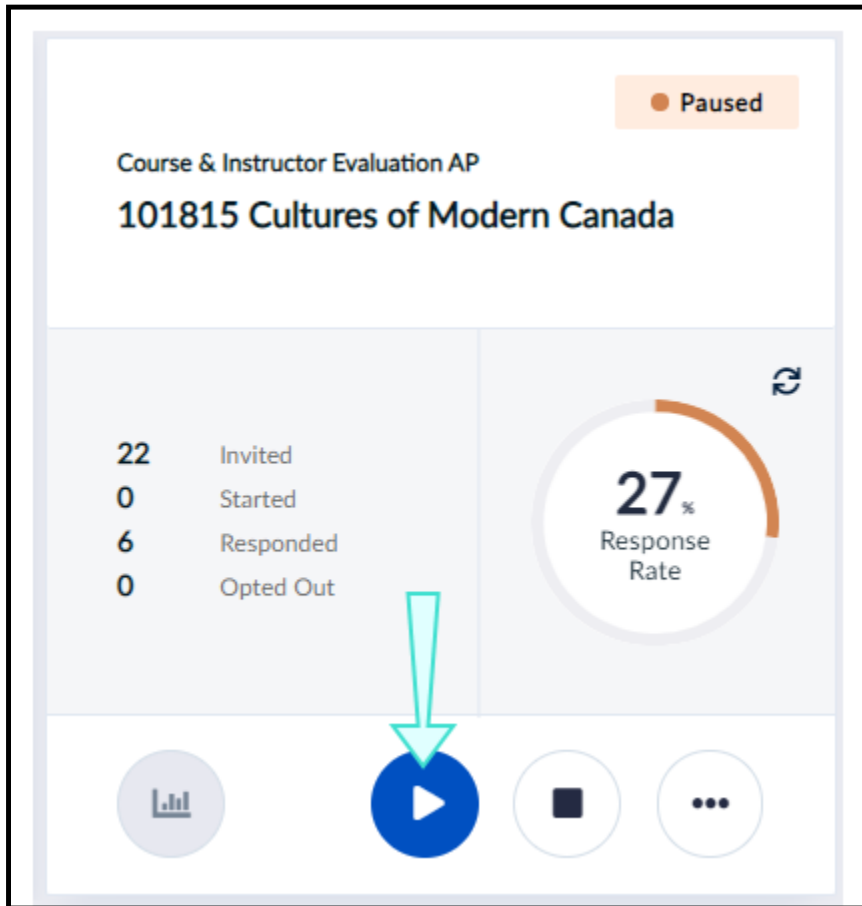


Figure 50: Paused evaluation

To stop a manually timed evaluation:

1. Click **Stop** . A confirmation box will appear.

CAUTION

Stopping and confirming a manually timed evaluation with some student feedback already collected will **permanently end the evaluation.**

2. Click **Yes, I'm Sure** if the feedback data collected so far is sufficient.

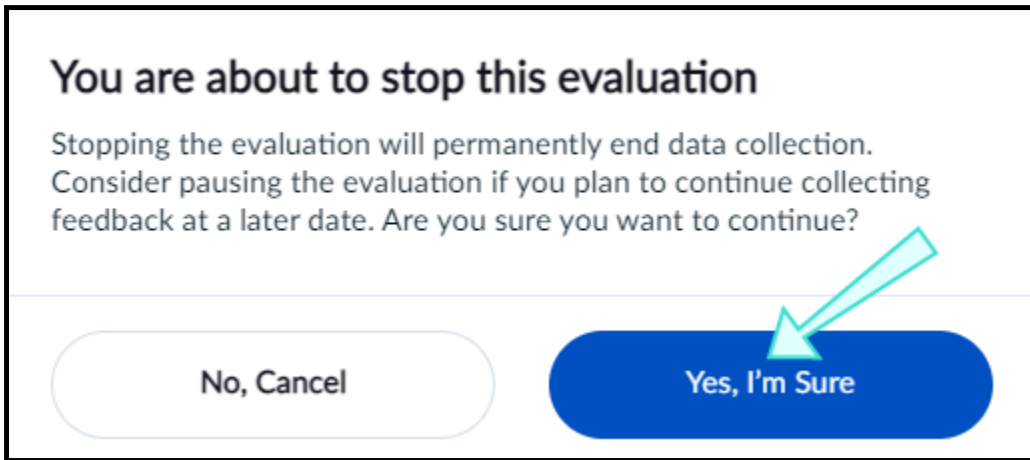


Figure 51: Stop an evaluation

The evaluation's status will become Completed.

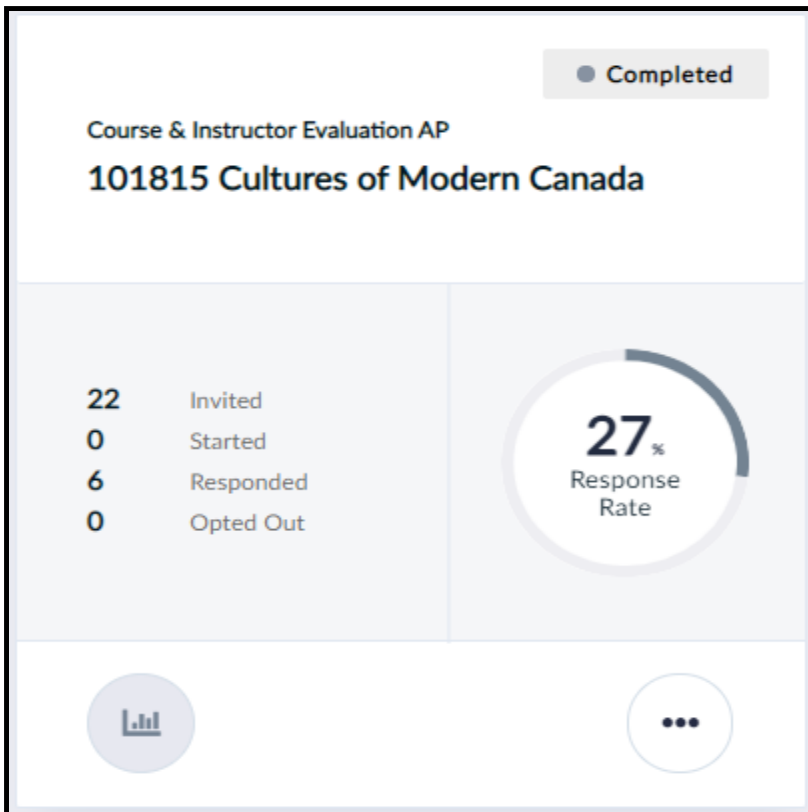


Figure 52: Completed status

COMPLETED STATUS

The evaluation has ended and students will no longer be able to fill out the evaluation. You can view settings to Completed evaluations by clicking the **More Options** button and selecting **Manage Setting** . You may consult the questionnaire to verify which questions were included in the evaluation, or view the timing to determine when the evaluation was done.

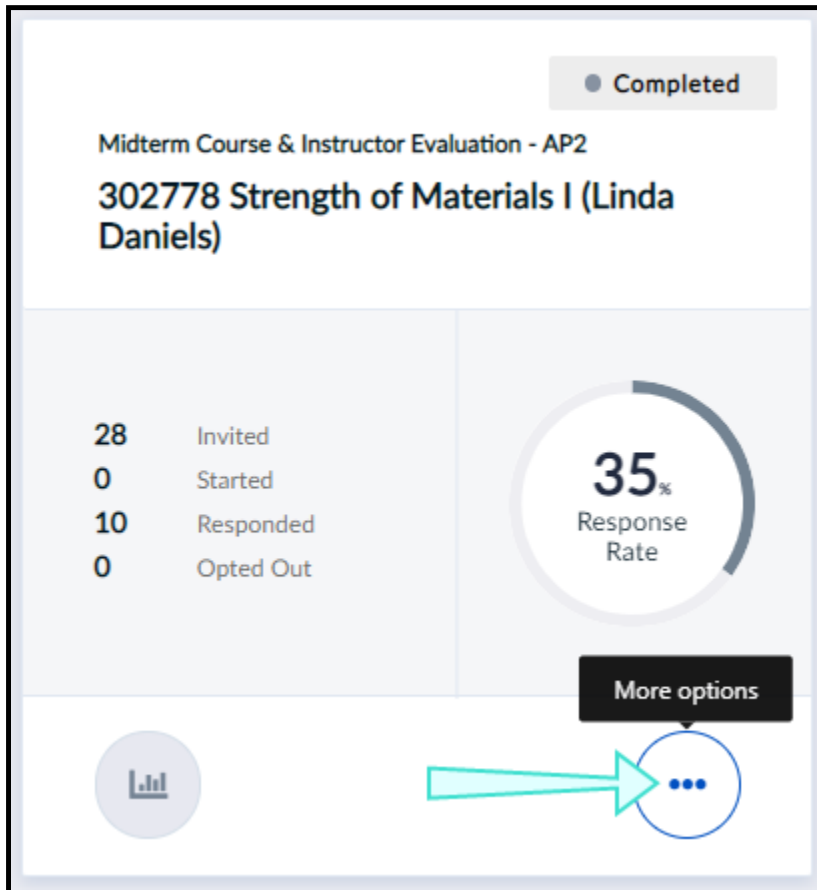


Figure 53: Manage settings button for completed evaluation

An additional feature you may see is being able to download raw response data to a Completed evaluation.

Download raw data

You will be able to download the raw response data to your evaluation if you see a **Download Raw Data** button in your evaluation tile.

1. Click **More Options** . A drop-down list will appear.
2. Select **Download Raw Data** . A CSV file will automatically download itself to your computer.

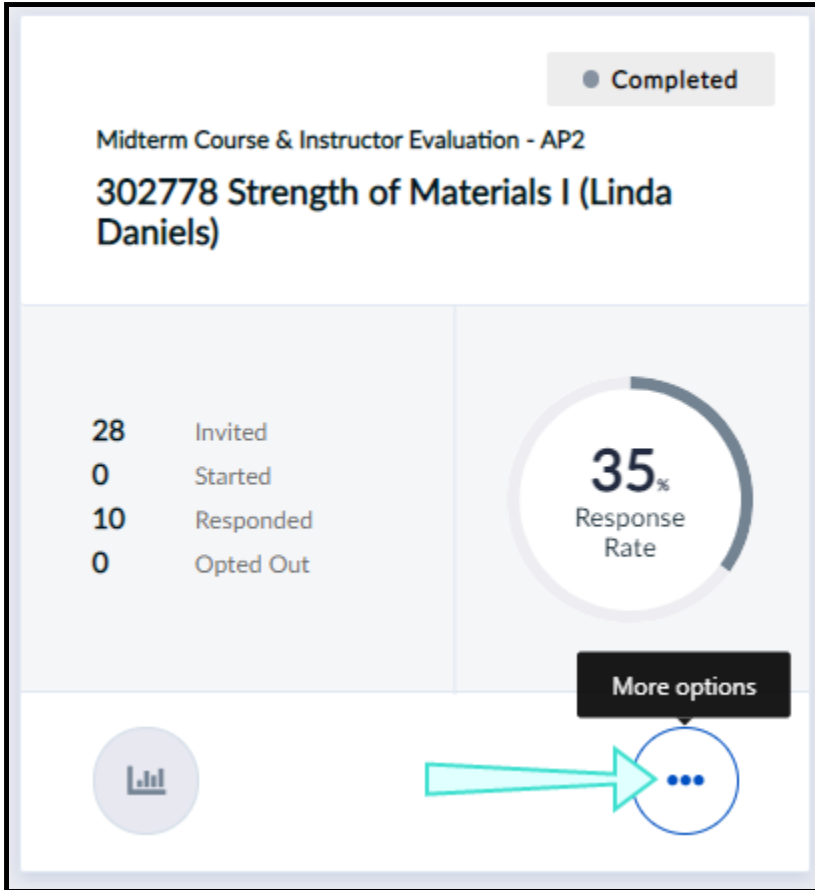
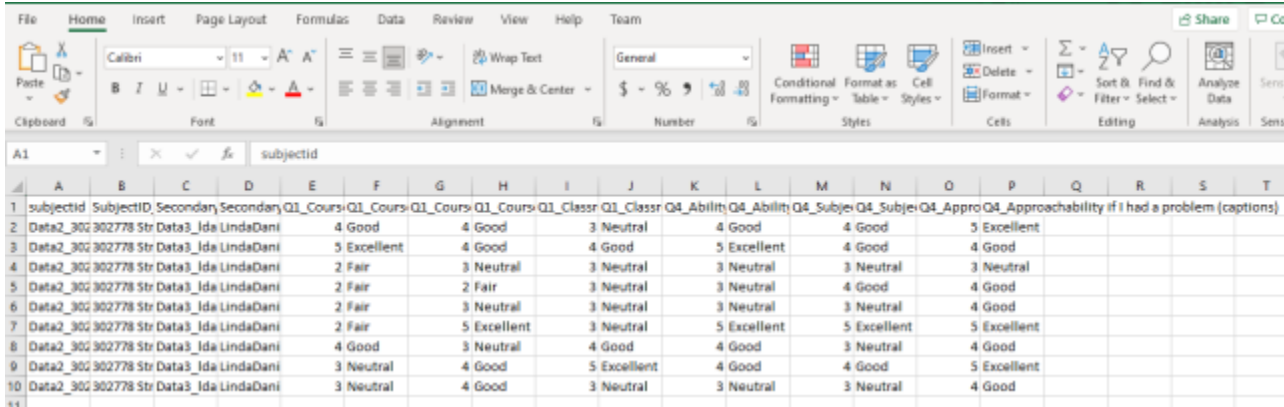


Figure 54: Download raw data

3. Open the CSV file.
4. View your evaluation's raw response data.



subjectid	SubjectID	Secondary	Secondary	Q1_Cours	Q1_Cours	Q1_Cours	Q1_Cours	Q1_Class	Q1_Class	Q4_Abilit	Q4_Abilit	Q4_Subje	Q4_Subje	Q4_Appro	Q4_Approachability if i had a problem (captions)	
2	Data2_302302778	Str	Data3_Ida	LindaDani	4	Good	4	Good	3	Neutral	4	Good	4	Good	5	Excellent
3	Data2_302302778	Str	Data3_Ida	LindaDani	5	Excellent	4	Good	4	Good	5	Excellent	4	Good	4	Good
4	Data2_302302778	Str	Data3_Ida	LindaDani	2	Fair	3	Neutral	3	Neutral	3	Neutral	3	Neutral	3	Neutral
5	Data2_302302778	Str	Data3_Ida	LindaDani	2	Fair	2	Fair	3	Neutral	3	Neutral	4	Good	4	Good
6	Data2_302302778	Str	Data3_Ida	LindaDani	2	Fair	3	Neutral	3	Neutral	3	Neutral	3	Neutral	4	Good
7	Data2_302302778	Str	Data3_Ida	LindaDani	2	Fair	5	Excellent	3	Neutral	5	Excellent	5	Excellent	5	Excellent
8	Data2_302302778	Str	Data3_Ida	LindaDani	4	Good	3	Neutral	4	Good	4	Good	3	Neutral	4	Good
9	Data2_302302778	Str	Data3_Ida	LindaDani	3	Neutral	4	Good	5	Excellent	4	Good	4	Good	5	Excellent
10	Data2_302302778	Str	Data3_Ida	LindaDani	3	Neutral	4	Good	3	Neutral	3	Neutral	3	Neutral	4	Good

Figure 55: CSV response data file

OTHER STATUSES YOU MAY SEE

Expired - This status will only appear if a Pending evaluation was not launched by a certain date.

The screenshot shows a user interface for an evaluation task. At the top right, there is a red pill-shaped button with a white dot and the text "Expired". Below this, the text "Course & Instructor Evaluation AP" and "402623 Biblical Studies in Film" is displayed. A large light blue box contains a blue hourglass icon on the left. To the right of the icon, the text reads "Task expired." followed by "This evaluation can no longer be created." and "Expired: 2021-04-10" in red. At the bottom of this box is a light blue rounded rectangular button with the text "Create".

Figure 56: Expired evaluation

Opted out - You (or someone authorized) has chosen to skip this evaluation. No invitations will be sent and no results will be collected for this evaluation.

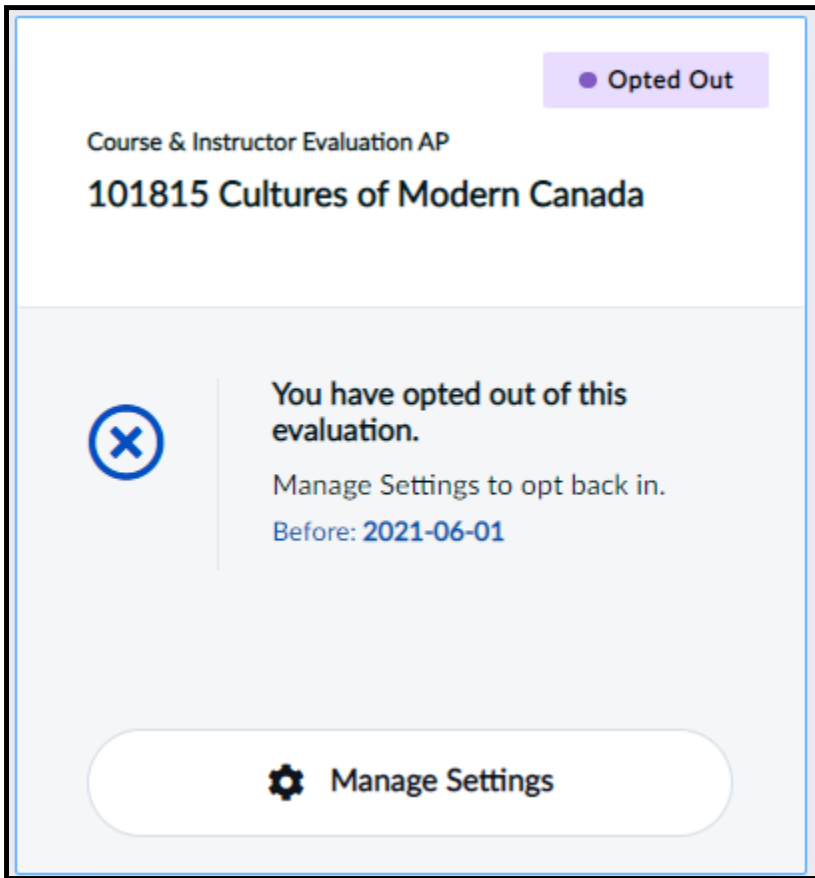


Figure 57: Opted out evaluation

Paused - The evaluation has been paused. This will temporarily prevent students from providing feedback until it is unpaused and goes Live again. This is useful if you started the evaluation prematurely and want to start it again at a later date.

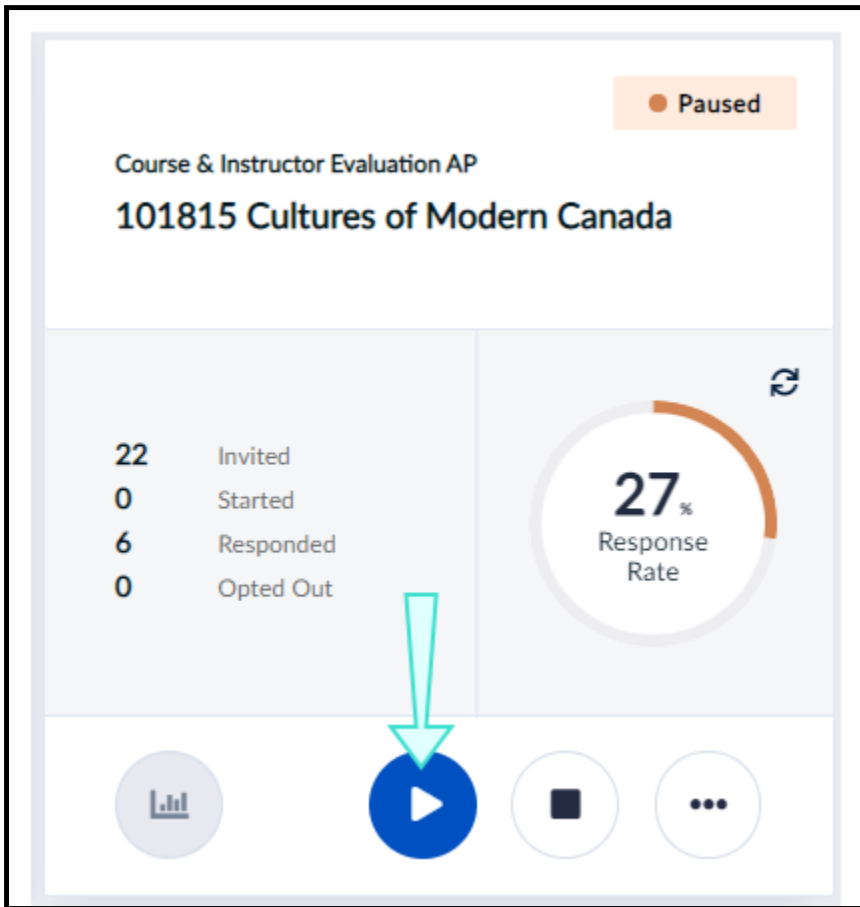


Figure 58: Paused evaluation

MONITOR YOUR RESPONSE RATES

To view the real-time response rate of your **Live** evaluation:

- Click the refresh icon.

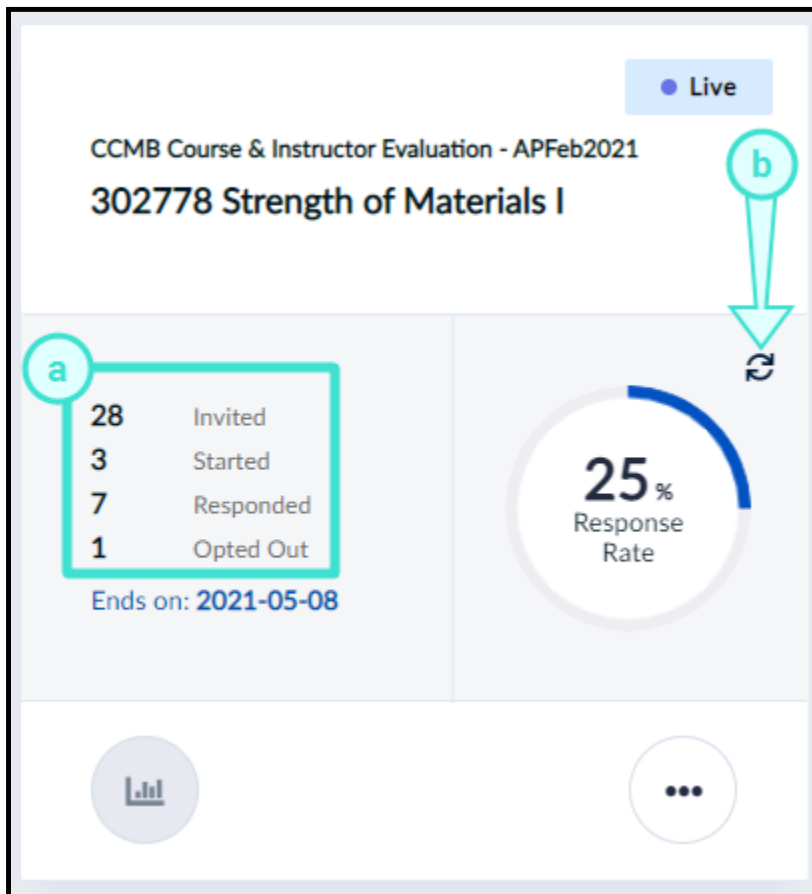


Figure 59: View response rate

RESPONSE RATE FEATURES

- Response rate details** - Indicates the number of participants who were:
 - Invited - The total number of students invited to complete the evaluation.
 - Started - Students who started but did not submit the evaluation.
 - Responded - Students who submitted the evaluation.
 - Opted Out - Students who chose to opt out of the evaluation.
- Refresh icon** - Refreshes response data to most accurately reflect the most recent changes in the response rate.