

# Faculty's Guide to Reports

Office of Planning, Analysis and Institutional Research  
Office of the Provost & Executive Vice Chancellor

UAF uses Explorance Blue (also known as Blue) to conduct course evaluations. After surveys are completed, Blue generates Reports based on the results of the survey. This guide gives **Supervisors** and **Instructors** details on what each Report entails, how to access Reports, and how to export them.

## How to Log Into Blue

Blue is an online software program you can access through your browser (Chrome, Safari, Edge). To log into Blue, you need your UAF ID and password.

1. Go to [uaf.bluera.com/uaf](http://uaf.bluera.com/uaf). And log in using your UAF ID and password.
2. You may be prompted to select which datasource to login as. If this appears, select "Users".

## About Reports

Each course evaluation survey generates **three Reports** based on the survey results. You have access to specific Reports based on which UAF colleges and campuses you oversee. If you think there is an error in the colleges and campuses you have access to, or if you change positions within UAF (including leaving a position, or changing departments), please contact the Blue Administrator at [uaf-course-evals@alaska.edu](mailto:uaf-course-evals@alaska.edu).

### The Reports generated are as follows:

1. **Summary Report:** A summarized version of the Comprehensive Report, containing only the mean, median, minimum and maximum, standard deviation, and response count (number of students who answered) for each question. This Report does not include comment responses or a score comparison.
2. **Comprehensive Report:** This report is generated from the same survey results as the Summary Report, but contains expanded information on each question and includes all open-ended (comment) responses received for that survey. For each Core Question asked on the survey, a bar graph is given that compares your score to the average score of all instructors.
3. **FDAI Course Evaluation (Inspire Us) Report:** You will not see this Report on your **Blue Dashboard**. It is only accessible through the [Archived Course Evaluations Google Drive](#) and is publicly available. This Report contains summarized survey results for each course and instructor organized by academic term and Blue Project.

*Summary Reports are used in the Annual Activities Report (AAR). For more information about AAR, visit the [Faculty 180 webpage](#).*

## Report Release Timing

Reports are released **two weeks after the end of term** as it is listed in the academic calendar. If this date falls on a weekend or a holiday, the Report release date will be pushed back to the soonest non-holiday weekday. We understand that this can be frustrating for instructors whose course(s) ended

early in the term. The Report release date is set after the term ends so that all final grades for the term are recorded before Reports are released. You will have enough time after Report releases to make changes to your instructional content or teaching style before the next term begins.

An automatically generated email notification from [uaf-course-evals@alaska.edu](mailto:uaf-course-evals@alaska.edu) will be sent to you when Reports are ready to view. The email will contain a direct link to your Blue Dashboard where you can view the Reports.

## Accessing and Exporting Reports

Accessing and exporting Reports is done from your Blue Home page. To access your Blue Home page either click on the link in the email sent to you when Reports are released, or log into Blue using the instructions above. Once you are logged in, you will see that there are two sections on your Blue Home page. The top section titled "Tasks" lists any active tasks, completed or uncompleted. The bottom section titled "Reports" lists Reports that are available for you to view.

**Supervisors** have access to specific Reports based on which UAF colleges and campuses they oversee. If you think there is an error in the colleges and campuses you have access to, or if you change departments within UAF, please contact the Blue Administrator at [uaf-course-evals@alaska.edu](mailto:uaf-course-evals@alaska.edu).

**\*NOTE FOR SUPERVISORS:** Blue will only show Reports that were created after you gained permission to view them. Meaning if you have been recently granted Report viewing access to colleges and campuses that you did not have access to before, you will not see Reports that have been previously created. If this occurs, contact the Blue Administrator at [uaf-course-evals@alaska.edu](mailto:uaf-course-evals@alaska.edu).

**Instructors** have access to specific Reports generated from courses they have taught. If there is more than one instructor teaching a course, each instructor will have their own separate Reports for that course which do not contain results for the other instructor(s).

## To View a Report

1. Log into Blue (instructions on logging in above)
2. On your Blue Home page, locate the Report you wish to view. Click on this Report, it will open in a new tab.

The screenshot displays the 'My Home' dashboard. At the top, there is a 'Tasks' section with a search bar, 'All' filter, and 'Reset' button. Below it, it shows '0 of 0 (filtered from 0 tasks)' and 'No tasks found'. The 'Reports' section is highlighted with a red border. It features a search bar, 'All' filter, and 'Reset' button. Below the search bar, it shows '2 of 2 (filtered from 2 tasks)'. There are two report entries listed:

- View the Comprehensive Report - Fall 2022 Student Course Evaluation report  
2022 | Fall | Date Published: 2022-12-19
- View the Summary Report - Fall 2022 Student Course Evaluation report  
2022 | Fall | Date Published: 2022-12-19

At the bottom of the Reports section, there are options for 'Show child reports' (set to 0), 'Current' (selected), and 'Archived'.

## To Export a Report

1. Follow steps 1 and 2 above
2. Underneath the title section and **Report Comments** section of the document, you will see a button that says "Download PDF". Click on this button to download the PDF version of the Report.

**UAF UNIVERSITY OF ALASKA FAIRBANKS**

### Summary Report - Fall 2022 Student Course Evaluation for Contexts

Project Title: Fall 2022 Student Course Evaluation

Course Audience:  
Responses Received:  
Response Ratio:

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#### Report Comments

The UAF course evaluation asks students to reflect on their learning experience by identifying the extent to which they agree or disagree with statements on a five-point scale of agreement/disagreement, and providing written comments in response to open-ended questions. Students also have the opportunity to provide reasons for their responses on the five-point scale.

This report aggregates the scale responses in the form of frequency distributions that show the percentage of agreement (5: Strongly Agree + 4: Agree), disagreement (1: Strongly Disagree + 2: Disagree) and neutral (3: Neither Agree nor Disagree) responses for each item.

As a general rule of thumb, items that show above 75% agreement suggests that students have a positive experience with that particular item/s. Items in the 60-75% agreement range warrant some reflection on how students' experience can be improved. Items with below 60% agreement signal that further investigation and actions to address the issue/s are required. Items with a percentage of neutral opinions (30% or greater) require reflection on the possible reasons, which can be mostly be derived from the open-ended comments. Caution should be applied in interpreting quantitative results for small groups of respondents (i.e., less than 5).

The frequency distributions should be interpreted together with students' reasons for their ratings, and the significance of response in the open-ended items.

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#### Core Instructor Questions for

Question	Course					
	Response Count	Mean	Standard Deviation	Median	Min	Max

*\*Certain information in this image has been obscured for privacy. Your Reports will have this information populated.*

**\*NOTE:** It is recommended that you export Reports every academic term. Report access does not expire. However, there have been technical issues in the past with Report access expiring. If you do not see Reports in your Blue Dashboard that should be available to you, contact the Blue Administrator at [uaf-course-vals@alaska.edu](mailto:uaf-course-vals@alaska.edu).