Course Evaluation Guide for Faculty
The basics of using eXplorance Blue

eXplorance Blue is the new software used to administer course evaluations. Blue provides an easy-to-use interface for students to complete course evaluations to provide feedback to faculty. Our goal is to obtain higher response rates and improved efficiency in our course evaluation process, while stressing the appropriate use of results.

01 Step 1:
Email notifications will be sent once the course evaluations are open. Students will receive an email notification once course evaluations are available. They are also able to access course evaluations through Blue portal or Blackboard under the "My Course Evaluations" section of their homepage.

02 Step 2:
Access your course list through Blue portal. You can also view response rates on Blackboard under the "Response Rates" section of your homepage.

03 Step 3:
Click on the course to view response rates. You can also view the start and end dates for the evaluation.

04 Step 4:
You will receive an email notification when your reports are available to view. You can also view your reports on Blackboard under the "Reports" section of your homepage.

05 Step 5:
When reports are made available (two weeks after the end of the semester), you can view them in Blue or download as a PDF. Your course section must have at least 6 students enrolled to be evaluated.