

**Project Generation WorkFlow**

**Test-Cycle**

**BLUE Course Evaluation System**

**By**

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2/12/2016**

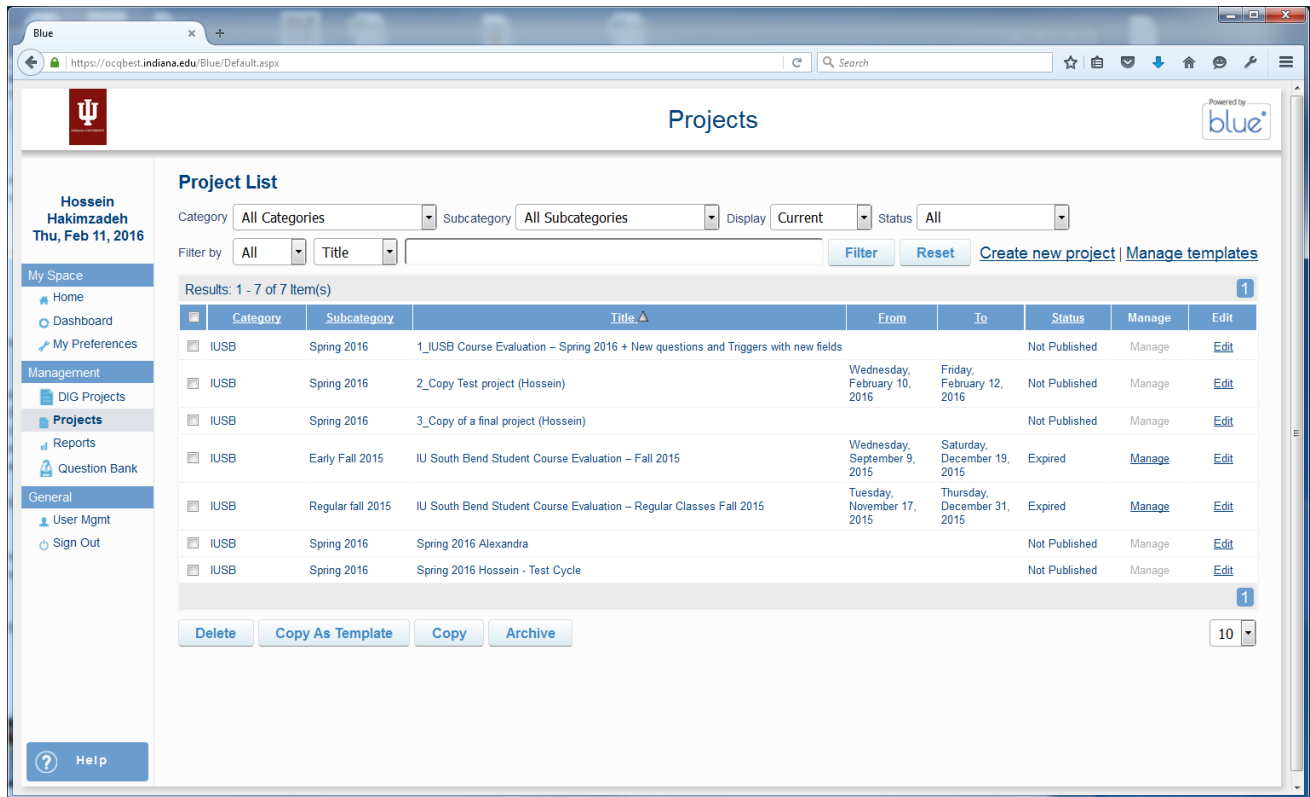
**Minor modifications, additional screen shots, etc (9/19/2016)**

**Fair warning:**

Successful completion of this training material may have negative intellectual implications for the learner.

## IUSB/BLUE WorkFlow – Test Cycle

### 1) Creating a new Test-Cycle project

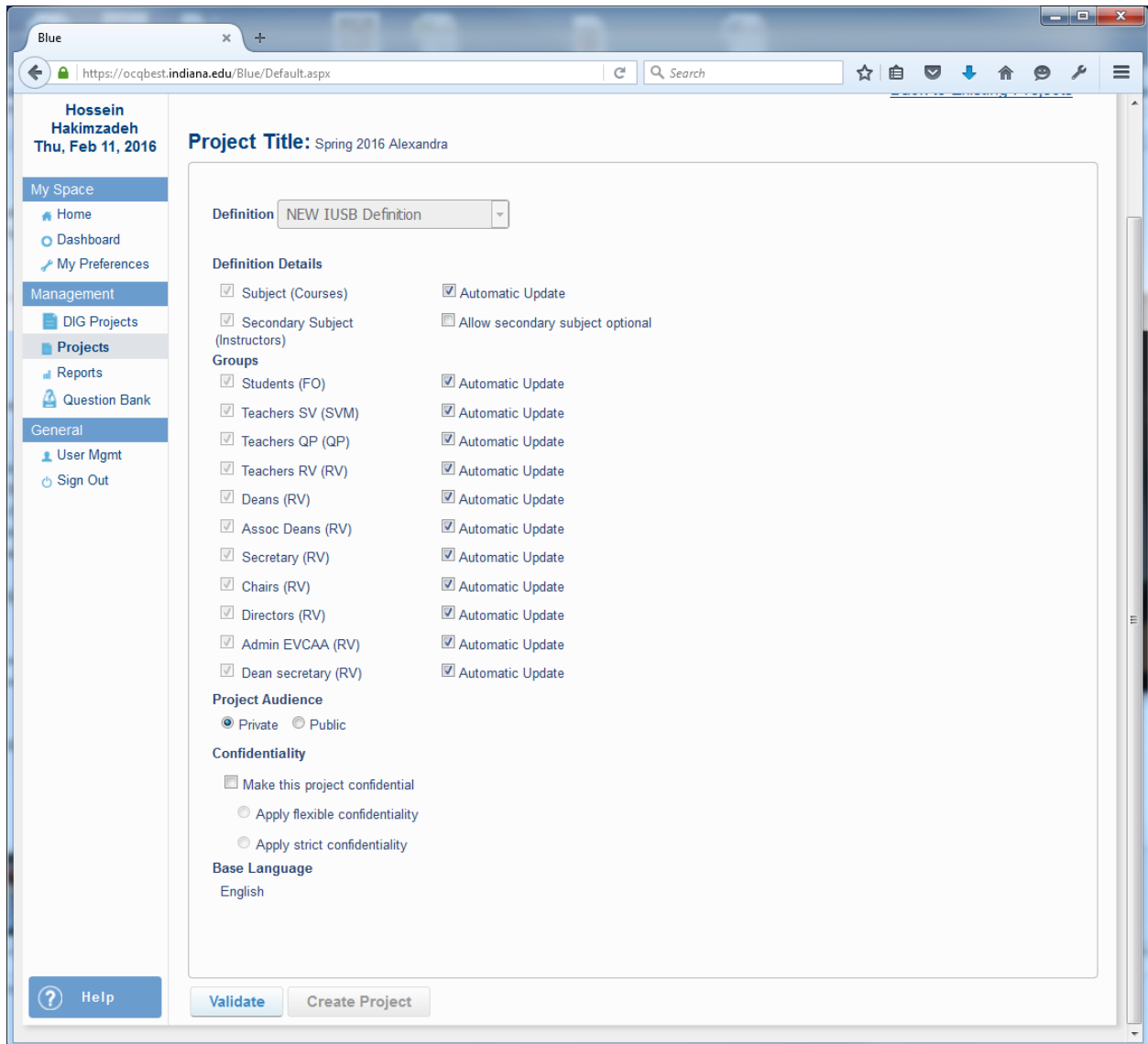


The screenshot shows the Blue Projects interface. The user is Hossein Hakimzadeh, logged in on Thu, Feb 11, 2016. The page displays a list of 7 projects. The 'Copy' button is highlighted in yellow.

Category	Subcategory	Title	From	To	Status	Manage	Edit
IUSB	Spring 2016	1_IUSB Course Evaluation – Spring 2016 + New questions and Triggers with new fields			Not Published	Manage	Edit
IUSB	Spring 2016	2_Copy Test project (Hossein)	Wednesday, February 10, 2016	Friday, February 12, 2016	Not Published	Manage	Edit
IUSB	Spring 2016	3_Copy of a final project (Hossein)			Not Published	Manage	Edit
IUSB	Early Fall 2015	IU South Bend Student Course Evaluation – Fall 2015	Wednesday, September 9, 2015	Saturday, December 19, 2015	Expired	Manage	Edit
IUSB	Regular fall 2015	IU South Bend Student Course Evaluation – Regular Classes Fall 2015	Tuesday, November 17, 2015	Thursday, December 31, 2015	Expired	Manage	Edit
IUSB	Spring 2016	Spring 2016 Alexandra			Not Published	Manage	Edit
IUSB	Spring 2016	Spring 2016 Hossein - Test Cycle			Not Published	Manage	Edit

Click the project we want to use as the starting point, and then click the “COPY” button.

You should see the following:



For a **TEST-CYCLE** project “**Uncheck**” all the automatic updates for Groups.

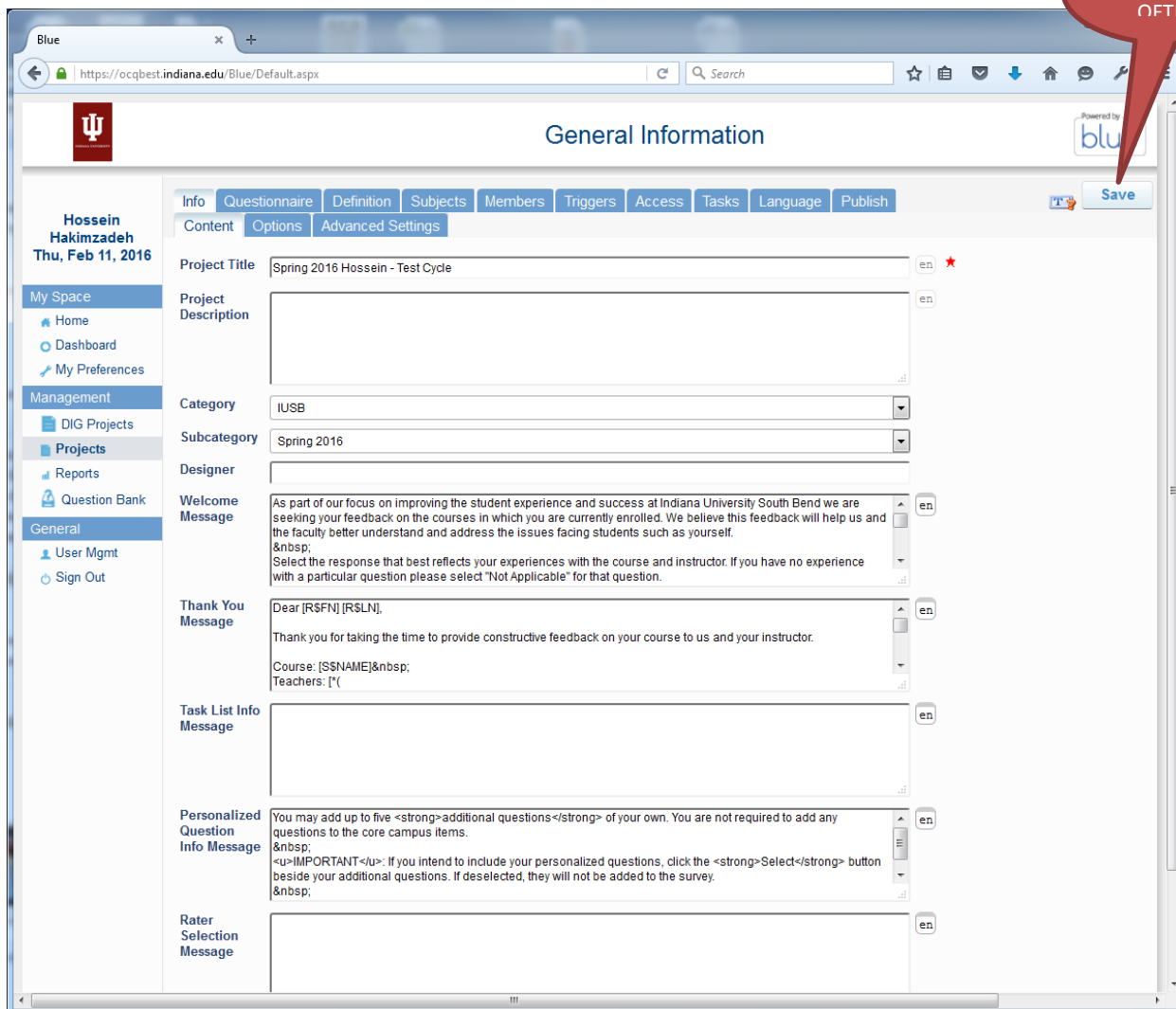
Then click **VALIDATE**,

followed by **CREATE PROJECT** button.

Now we will see the following:

Change the Project Title to “Semester Year Campus – Test Cycle”

Change the Category and Subcategory if appropriate. (note if we need the information in the sub category, for example the semester to change, apparently that is done by David in Bloomington)



**NOTE:**

Given that BLUE is a web based application, and given that the user interface for this system does not warn you about saving your data, you should save your steps pretty much in every opportunity. Otherwise prepare to waist a lot of time redoing your work.

SAVE  
OFTFN

## CREATING/MODIFYING QUESTIONS

Depending on the situation, every semester, we might have some new questions specific to the departments or there may be some changes to the campus questions. To make these changes, click the QUESTIONNAIRE tab. As of spring 2016, there are 59 questions in the system. See figures below:

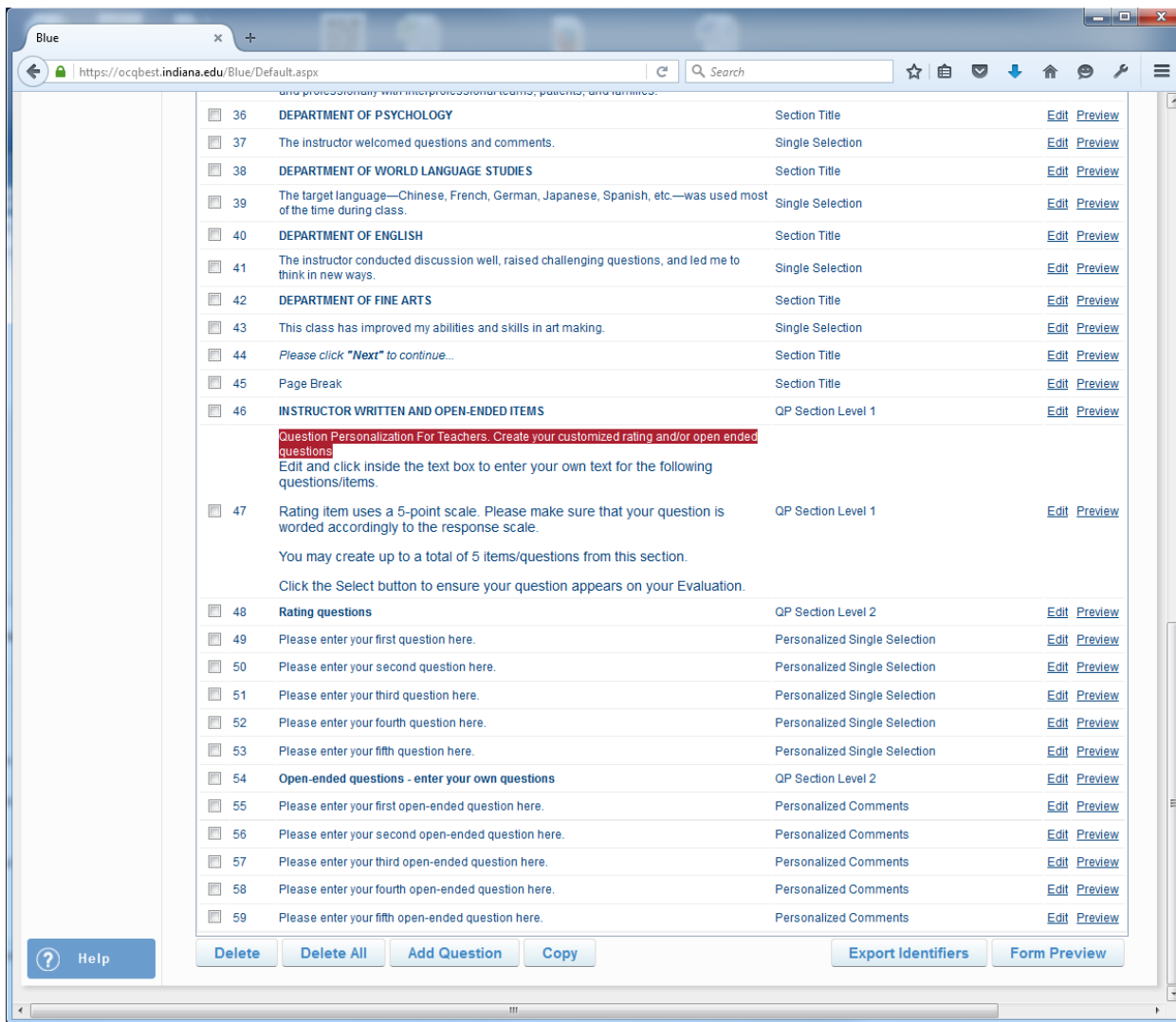
The screenshot displays the Blue Questionnaire interface. The top navigation bar includes tabs for Info, Questionnaire, Definition, Subjects, Members, Triggers, Access, Tasks, Language, and Publish. Below this, there are sub-tabs for Question List, Options, Alternative Display Order, Virtual Question, and Question Bank Mapping. The main content area shows a 'Question List' table with columns for Index, Title, Type, Edit, and Preview. The table lists 24 items, including section titles and individual questions. A sidebar on the left shows the user's name (Hossein Hakimzadeh) and the date (Thu, Feb 11, 2016), along with navigation options like My Space, Management, and General.

Index	Title	Type	Edit	Preview
1	Instructor questions:	Section Title	Edit	Preview
2	Questions for [CSFN] [CSLN]	Single Selection Table	Edit	Preview
3	Please click "Next" to continue...	Section Title	Edit	Preview
4	Page Break	Section Title	Edit	Preview
5	Overall, how do you rate this instructor?	Single Selection	Edit	Preview
6	Overall, how do you rate this course?	Single Selection	Edit	Preview
7	Any additional comments?	Comments	Edit	Preview
8	Please click "Next" to continue...	Section Title	Edit	Preview
9	Page Break	Section Title	Edit	Preview
10	LEIGHTON SCHOOL OF BUSINESS & ECONOMICS	Section Title	Edit	Preview
11	The instructor uses effective teaching methods that enhance my learning.	Single Selection	Edit	Preview
12	Instructor cares about student learning and growth.	Single Selection	Edit	Preview
13	Assignments and exams are fairly assessed.	Single Selection	Edit	Preview
14	The instructor challenges me to think.	Single Selection	Edit	Preview
15	Please click "Next" to continue...	Section Title	Edit	Preview
16	Page Break	Section Title	Edit	Preview
17	LEIGHTON SCHOOL OF BUSINESS & ECONOMICS (continued)	Section Title	Edit	Preview
18	The course objectives are clearly stated.	Single Selection	Edit	Preview
19	I learned a lot from this course.	Single Selection	Edit	Preview
20	What grade do you expect from the class?	Single Selection	Edit	Preview
21	How much time was spent in outside preparation each week?	Single Selection	Edit	Preview
22	SCHOOL OF HEALTH SCIENCES	Section Title	Edit	Preview
23	This course helped in establishing skills necessary for finding employment?	Single Selection	Edit	Preview
24	SCHOOL OF NURSING (LEC, LAB, IND) courses	Section Title	Edit	Preview

Blue

https://ocqbest.indiana.edu/Blue/Default.aspx

<input type="checkbox"/>	24	SCHOOL OF NURSING (LEC, LAB, IND) courses	Section Title	<a href="#">Edit</a> <a href="#">Preview</a>
<input type="checkbox"/>	25	The objectives of the course were clearly stated.	Single Selection	<a href="#">Edit</a> <a href="#">Preview</a>
<input type="checkbox"/>	26	The assignments, tests, quizzes assisted me in meeting the objectives of the course.	Single Selection	<a href="#">Edit</a> <a href="#">Preview</a>
<input type="checkbox"/>	27	The course content built upon previous knowledge from past courses.	Single Selection	<a href="#">Edit</a> <a href="#">Preview</a>
<input type="checkbox"/>	28	SCHOOL OF NURSING (CLN) courses	Section Title	<a href="#">Edit</a> <a href="#">Preview</a>
<input type="checkbox"/>	29	The objectives of the course were clearly stated.	Single Selection	<a href="#">Edit</a> <a href="#">Preview</a>
<input type="checkbox"/>	30	The assignments, tests, quizzes assisted me in meeting the objectives of the course.	Single Selection	<a href="#">Edit</a> <a href="#">Preview</a>
<input type="checkbox"/>	31	The clinical component advanced my understanding of the didactic (lecture) course content.	Single Selection	<a href="#">Edit</a> <a href="#">Preview</a>
<input type="checkbox"/>	32	The clinical site (staff, observations, patient population) facilitated my learning.	Single Selection	<a href="#">Edit</a> <a href="#">Preview</a>
<input type="checkbox"/>	33	Simulation and/or observation experiences enhanced my learning.	Single Selection	<a href="#">Edit</a> <a href="#">Preview</a>
<input type="checkbox"/>	34	The course content built upon previous knowledge from past courses.	Single Selection	<a href="#">Edit</a> <a href="#">Preview</a>
<input type="checkbox"/>	35	This course supported the importance of communication skills in order to interact effectively and professionally with interprofessional teams, patients, and families.	Single Selection	<a href="#">Edit</a> <a href="#">Preview</a>
<input type="checkbox"/>	36	DEPARTMENT OF PSYCHOLOGY	Section Title	<a href="#">Edit</a> <a href="#">Preview</a>
<input type="checkbox"/>	37	The instructor welcomed questions and comments.	Single Selection	<a href="#">Edit</a> <a href="#">Preview</a>
<input type="checkbox"/>	38	DEPARTMENT OF WORLD LANGUAGE STUDIES	Section Title	<a href="#">Edit</a> <a href="#">Preview</a>
<input type="checkbox"/>	39	The target language—Chinese, French, German, Japanese, Spanish, etc.—was used most of the time during class.	Single Selection	<a href="#">Edit</a> <a href="#">Preview</a>
<input type="checkbox"/>	40	DEPARTMENT OF ENGLISH	Section Title	<a href="#">Edit</a> <a href="#">Preview</a>
<input type="checkbox"/>	41	The instructor conducted discussion well, raised challenging questions, and led me to think in new ways.	Single Selection	<a href="#">Edit</a> <a href="#">Preview</a>
<input type="checkbox"/>	42	DEPARTMENT OF FINE ARTS	Section Title	<a href="#">Edit</a> <a href="#">Preview</a>
<input type="checkbox"/>	43	This class has improved my abilities and skills in art making.	Single Selection	<a href="#">Edit</a> <a href="#">Preview</a>
<input type="checkbox"/>	44	Please click "Next" to continue...	Section Title	<a href="#">Edit</a> <a href="#">Preview</a>
<input type="checkbox"/>	45	Page Break	Section Title	<a href="#">Edit</a> <a href="#">Preview</a>
<input type="checkbox"/>	46	INSTRUCTOR WRITTEN AND OPEN-ENDED ITEMS	QP Section Level 1	<a href="#">Edit</a> <a href="#">Preview</a>
		<p><b>Question Personalization For Teachers. Create your customized rating and/or open ended questions</b>            Edit and click inside the text box to enter your own text for the following questions/items.</p>		
<input type="checkbox"/>	47	Rating item uses a 5-point scale. Please make sure that your question is worded accordingly to the response scale.  You may create up to a total of 5 items/questions from this section.  Click the Select button to ensure your question appears on your Evaluation.	QP Section Level 1	<a href="#">Edit</a> <a href="#">Preview</a>
<input type="checkbox"/>	48	Rating questions	QP Section Level 2	<a href="#">Edit</a> <a href="#">Preview</a>
<input type="checkbox"/>	49	Please enter your first question here.	Personalized Single Selection	<a href="#">Edit</a> <a href="#">Preview</a>
<input type="checkbox"/>	50	Please enter your second question here.	Personalized Single Selection	<a href="#">Edit</a> <a href="#">Preview</a>



The figure below shows the Campus Level Questions:

Blue https://ocqbest.indiana.edu/Blue/Default.aspx

**Questionnaire** Powered by blue

Info Questionnaire Definition Subjects Members Triggers Access Tasks Language Publish Save

Question List Options Alternative Display Order Virtual Question Question Bank Mapping

My Space  
 Home  
 Dashboard  
 My Preferences

Management  
 DIG Projects  
 Projects  
 Reports  
 Question Bank

General  
 User Mgmt  
 Sign Out

Type: Single Selection Table Select

Current Question Type: Single Selection Table

Item 1 of 37 Questions for [C\$FN] [C\$LN] Comments

	Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree	Not applicable	
The instructor was well-prepared.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
The instructor explained the subject matter clearly.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
The instructor created an environment that was conducive to learning.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
The assignments helped me to learn.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
The instructor was readily available (e.g., email, office hours, or one-on-one consultation).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
The instructor provided helpful feedback (e.g., on assignments, exams, presentations).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>

SAVE OFTEN

Blue https://ocqbest.indiana.edu/Blue/Default.aspx

**Questionnaire** Powered by blue

Info Questionnaire Definition Subjects Members Triggers Access Tasks Language Publish Save

Question List Options Alternative Display Order Virtual Question Question Bank Mapping

My Space  
 Home  
 Dashboard  
 My Preferences

Management  
 DIG Projects  
 Projects  
 Reports  
 Question Bank

General  
 User Mgmt  
 Sign Out

Type: Single Selection Select

Current Question Type: Single Selection

Item 2 of 37 Overall, how do you rate this instructor?  
 Question for [C\$FN] [C\$LN] Comments

	Excellent	Good	Satisfactory	Needs Improvement	Poor	
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>

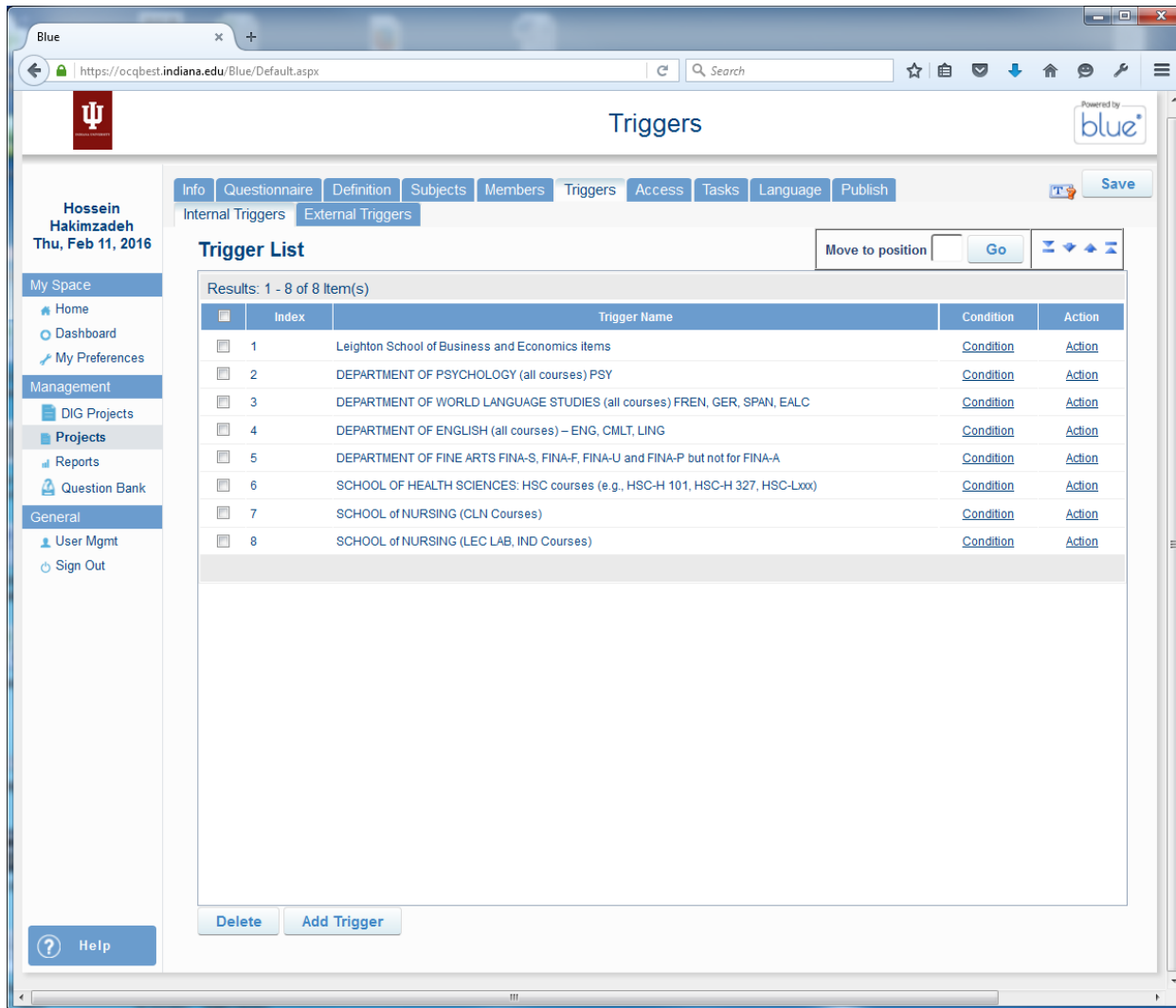


The screenshot shows the Blue Questionnaire editor interface. The browser address bar displays <https://ocqbest.indiana.edu/Blue/Default.aspx>. The page title is "Questionnaire" and it is powered by "blue". The user is identified as "Hossein Hakimzadeh" on "Thu, Feb 11, 2016". The interface includes a navigation menu on the left with sections for "My Space" (Home, Dashboard, My Preferences), "Management" (DIG Projects, Projects, Reports, Question Bank), and "General" (User Mgmt, Sign Out). The top navigation bar contains tabs for "Info", "Questionnaire", "Definition", "Subjects", "Members", "Triggers", "Access", "Tasks", "Language", and "Publish". Below these are sub-tabs for "Question List", "Options", "Alternative Display Order", "Virtual Question", and "Question Bank Mapping". A "Save" button is visible in the top right. The main content area shows the "Type" dropdown set to "Single Selection" and a "Select" button. The current question is "Item 3 of 37" with the text "Overall, how do you rate this course?". The question type is "Single Selection". The response options are "Excellent", "Good", "Satisfactory", "Needs improvement", and "Poor", each with a radio button. A "Comments" field is also present.

The screenshot shows the Blue Questionnaire editor interface. The browser address bar displays <https://ocqbest.indiana.edu/Blue/Default.aspx>. The page title is "Questionnaire" and it is powered by "blue". The user is identified as "Hossein Hakimzadeh" on "Thu, Feb 11, 2016". The interface includes a navigation menu on the left with sections for "My Space" (Home, Dashboard, My Preferences), "Management" (DIG Projects, Projects, Reports, Question Bank), and "General" (User Mgmt, Sign Out). The top navigation bar contains tabs for "Info", "Questionnaire", "Definition", "Subjects", "Members", "Triggers", "Access", "Tasks", "Language", and "Publish". Below these are sub-tabs for "Question List", "Options", "Alternative Display Order", "Virtual Question", and "Question Bank Mapping". A "Save" button is visible in the top right. The main content area shows the "Type" dropdown set to "Comments" and a "Select" button. The current question is "Item 4 of 37" with the text "Any additional comments?". The question type is "Comments". A large text input field is provided for the user to enter their comments.

## TRIGGERS

The department level or college level questions have similar format, however because they are triggered for specific courses (e.g., course that belong to the department of PSY, the School of NURS, etc.), we must also create triggers for these courses. **We can do so by clicking the TRIGGERS Tab.** See below



The screenshot shows the Blue system interface for managing triggers. The page title is "Triggers" and it is powered by "blue". The user is logged in as Hossein Hakimzadeh on Thu, Feb 11, 2016. The interface includes a navigation menu on the left with options like Home, Dashboard, My Preferences, Management, Projects, Reports, Question Bank, and General. The main content area shows the "Trigger List" with 8 items. Each item has a checkbox, an index, a trigger name, a condition, and an action.

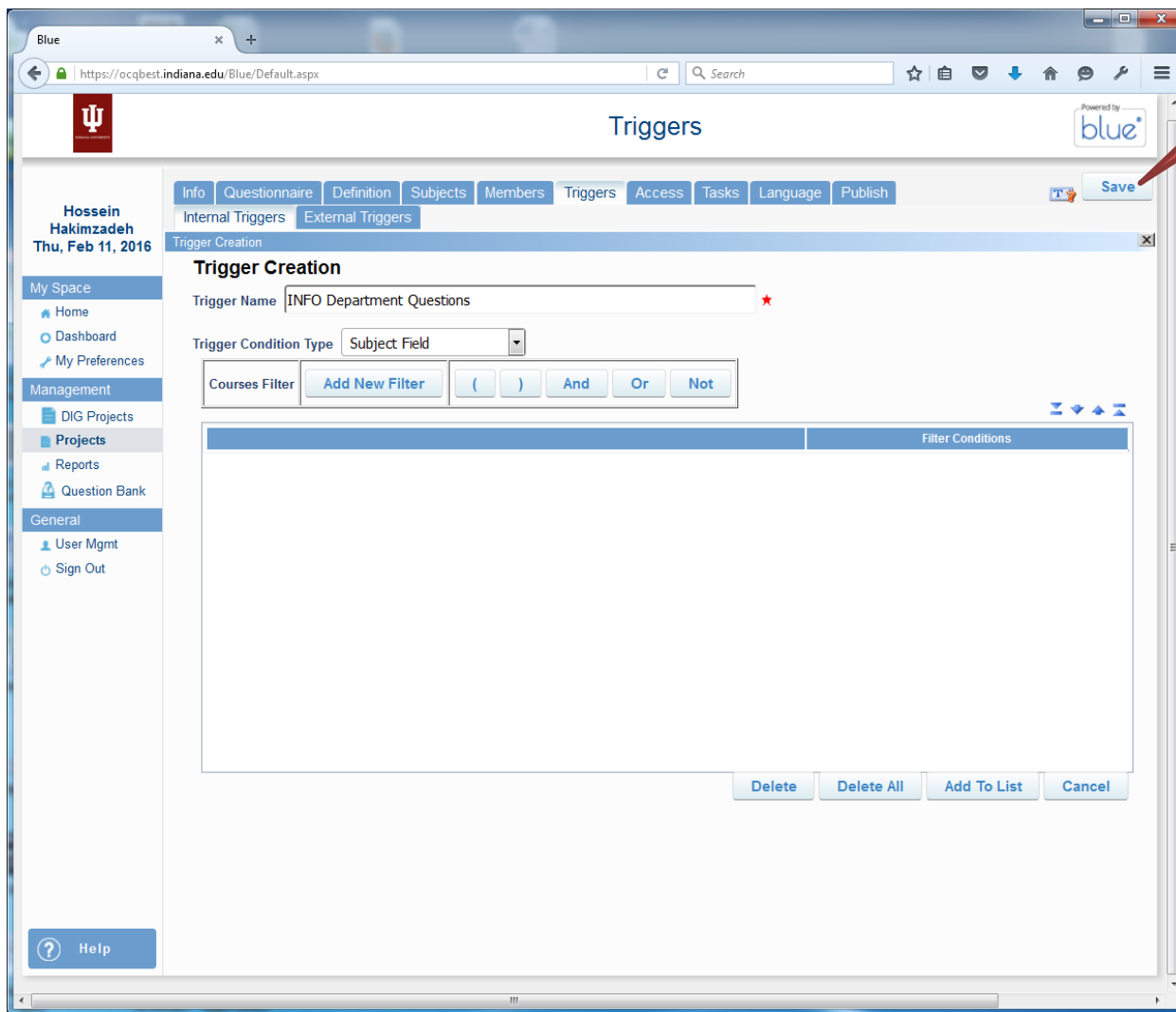
Index	Trigger Name	Condition	Action
1	Leighton School of Business and Economics items	Condition	Action
2	DEPARTMENT OF PSYCHOLOGY (all courses) PSY	Condition	Action
3	DEPARTMENT OF WORLD LANGUAGE STUDIES (all courses) FREN, GER, SPAN, EALC	Condition	Action
4	DEPARTMENT OF ENGLISH (all courses) – ENG, CMLT, LING	Condition	Action
5	DEPARTMENT OF FINE ARTS FINA-S, FINA-F, FINA-U and FINA-P but not for FINA-A	Condition	Action
6	SCHOOL OF HEALTH SCIENCES: HSC courses (e.g., HSC-H 101, HSC-H 327, HSC-Lxxx)	Condition	Action
7	SCHOOL of NURSING (CLN Courses)	Condition	Action
8	SCHOOL of NURSING (LEC LAB, IND Courses)	Condition	Action

Most of the above triggers (IF conditions) were created for fall 2015 and the last two were created for Spring 2016.

To Create a New TRIGGER, click the ADD TRIGGER button, See below:

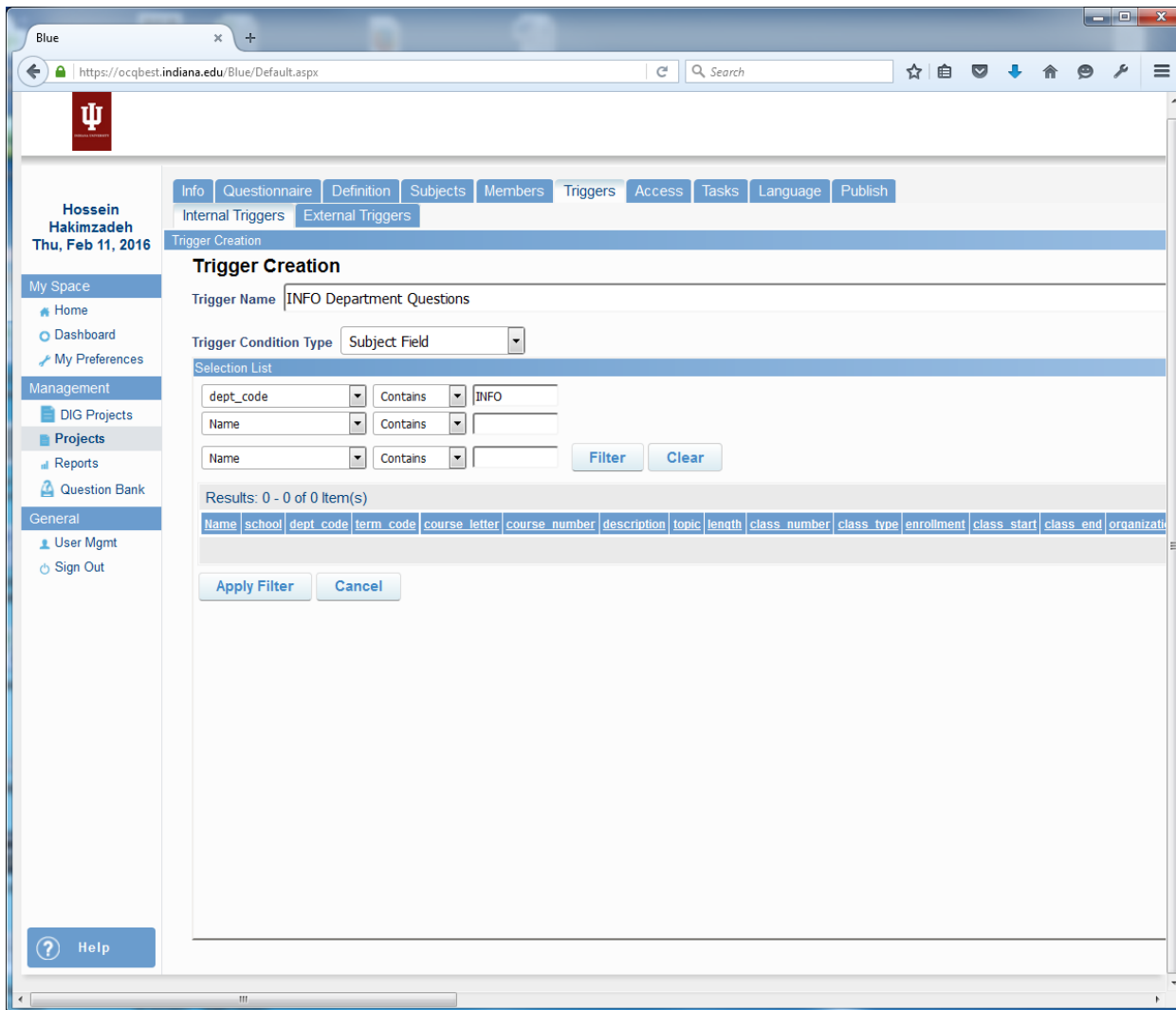
Enter the Trigger Name in the TEXTBOX.

Select “Subject Field” for the Trigger Condition Type. (Don’t ask me why, I have asked this question at least two times and the answer never really made any sense) However “Subject Field”, essentially means the fields in the Course Table.



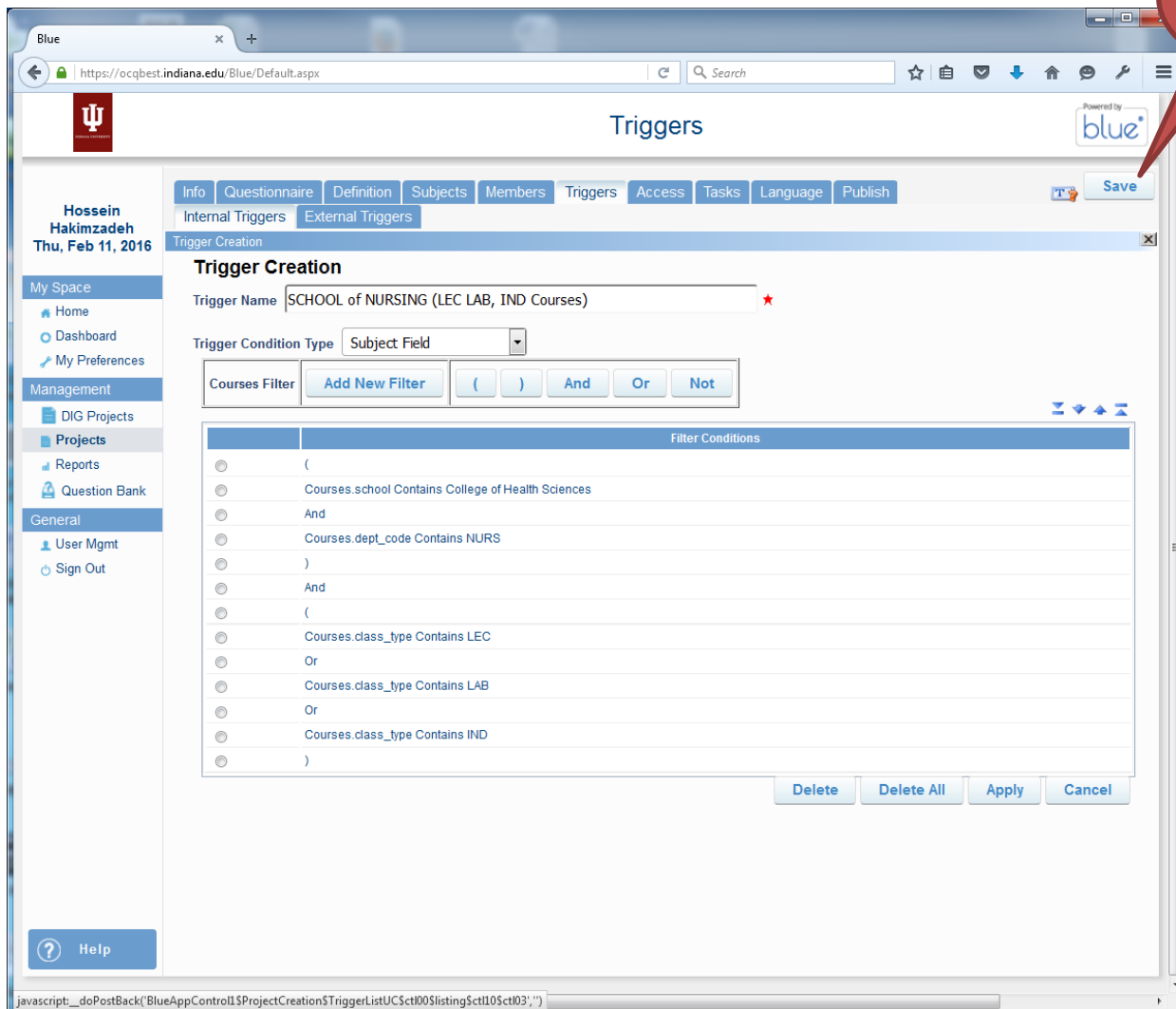
Now, to create a condition, click the “ADD NEW FILTER” button. (of course if we need a parenthesized expression we can start with a prentice)

Clicking the Add New Filer will give you a “SELECTION LIST” to search for courses/fields, etc.



Click FILTER, and if the courses look like the courses that the TRIGGER should apply to, then click the “APPLY FILTER” button.

Below is an example of a trigger that was created for the School of Nursing:



### **CREATING AN ACTION FOR EACH TRIGGER**

If you think that creating a trigger will do the job. You are wrong. The next step is to create an "ACTION" for the trigger. The ACTION simply tells the system what questions should use invoked for this particular trigger.

To create an ACTION for a trigger, go back to the TRIGGER tab, and click the ACTION link in front of the desired trigger.

For example the questions that should be invoked for the above trigger are:

So, to trigger questions 24 to 27 for SCHOOL OF NURSING (CLN) courses, make sure that the YES radio button is selected under the IS VISIBLE / TRIGGER ACTION column.

The screenshot shows a web browser window with the URL <https://ocqbest.indiana.edu/Blue/Default.aspx>. The interface includes a navigation menu on the left with options like 'Management', 'DIG Projects', 'Projects', 'Reports', 'Question Bank', 'General', 'User Mgmt', and 'Sign Out'. At the top, there are controls for 'Presubmit' and 'Submit' with radio buttons for 'Yes', 'No', and 'N/A'. The main content is a table titled 'Question actions'.

Index	Question Title	Question Type	Is Visible			Is Mandatory				
			Default	Trigger Action		Default	Trigger Action			
1	<b>Instructor questions:</b>	Section Title	Yes	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> N/A	No	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> N/A
2	Questions for [CSFN] [CSLN]	Single Selection	Yes	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> N/A	No	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> N/A
3	Please click "Next" to continue...	Section Title	Yes	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> N/A	No	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> N/A
4	Page Break	Section Title	-	-	-	-	-	-	-	-
5	Overall, how do you rate this instructor?	Single Selection	Yes	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> N/A	No	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> N/A
6	Overall, how do you rate this course?	Single Selection	Yes	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> N/A	No	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> N/A
7	Any additional comments?	Comments	Yes	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> N/A	No	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> N/A
8	Please click "Next" to continue...	Section Title	Yes	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> N/A	No	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> N/A
9	Page Break	Section Title	-	-	-	-	-	-	-	-
10	<b>LEIGHTON SCHOOL OF BUSINESS &amp; ECONOMICS</b>	Section Title	No	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> N/A	No	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> N/A
11	The instructor uses effective teaching methods that enhance my learning.	Single Selection	No	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> N/A	No	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> N/A
12	Instructor cares about student learning and growth.	Single Selection	No	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> N/A	No	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> N/A
13	Assignments and exams are fairly assessed.	Single Selection	No	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> N/A	No	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> N/A
14	The instructor challenges me to think.	Single Selection	No	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> N/A	No	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> N/A
15	Please click "Next" to continue...	Section Title	No	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> N/A	No	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> N/A
16	Page Break	Section Title	-	-	-	-	-	-	-	-
17	<b>LEIGHTON SCHOOL OF BUSINESS &amp; ECONOMICS (continued)</b>	Section Title	No	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> N/A	No	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> N/A
18	The course objectives are clearly stated.	Single Selection	No	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> N/A	No	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> N/A
19	I learned a lot from this course.	Single Selection	No	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> N/A	No	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> N/A
20	What grade do you expect from the class?	Single Selection	No	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> N/A	No	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> N/A
21	How much time was spent in outside preparation each week?	Single Selection	No	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> N/A	No	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> N/A
22	<b>SCHOOL OF HEALTH SCIENCES</b>	Section Title	No	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> N/A	No	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> N/A
23	This course helped in establishing skills necessary for finding employment?	Single Selection	No	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> N/A	No	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> N/A
24	<b>SCHOOL OF NURSING (LEC, LAB, IND) courses</b>	Section Title	No	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A	No	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> N/A
25	The objectives of the course were clearly stated.	Single Selection	No	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A	No	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> N/A
26	The assignments, tests, quizzes assisted me in meeting the objectives of the course.	Single Selection	No	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A	No	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> N/A
27	The course content built upon previous knowledge from past courses.	Single Selection	No	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A	No	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> N/A
28	<b>SCHOOL OF NURSING (CLN) courses</b>	Section Title	No	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> N/A	No	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> N/A
29	The objectives of the course were clearly stated.	Single Selection	No	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> N/A	No	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> N/A
30	The assignments, tests, quizzes assisted me in meeting the objectives of the course.	Single Selection	No	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> N/A	No	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> N/A

**OK, up to this point things were reasonably logical.**

## SELECTING THE COURSES TO BE EVALUATED

Aside from the QUESTIONS and TRIGGERS, we need to make sure the RIGHT courses will be used for this semester's evaluation. To do so, we need a FILTER. Well you guessed it, FILTERS would be under the DEFINITION tab. And by FILTERS we mean "SUBJECT FILTER". (So, in BLUE, Subject = Courses). Below is the SPRING 2016 filter to select courses that belongs to IUSB and their **term\_code = 4162**.

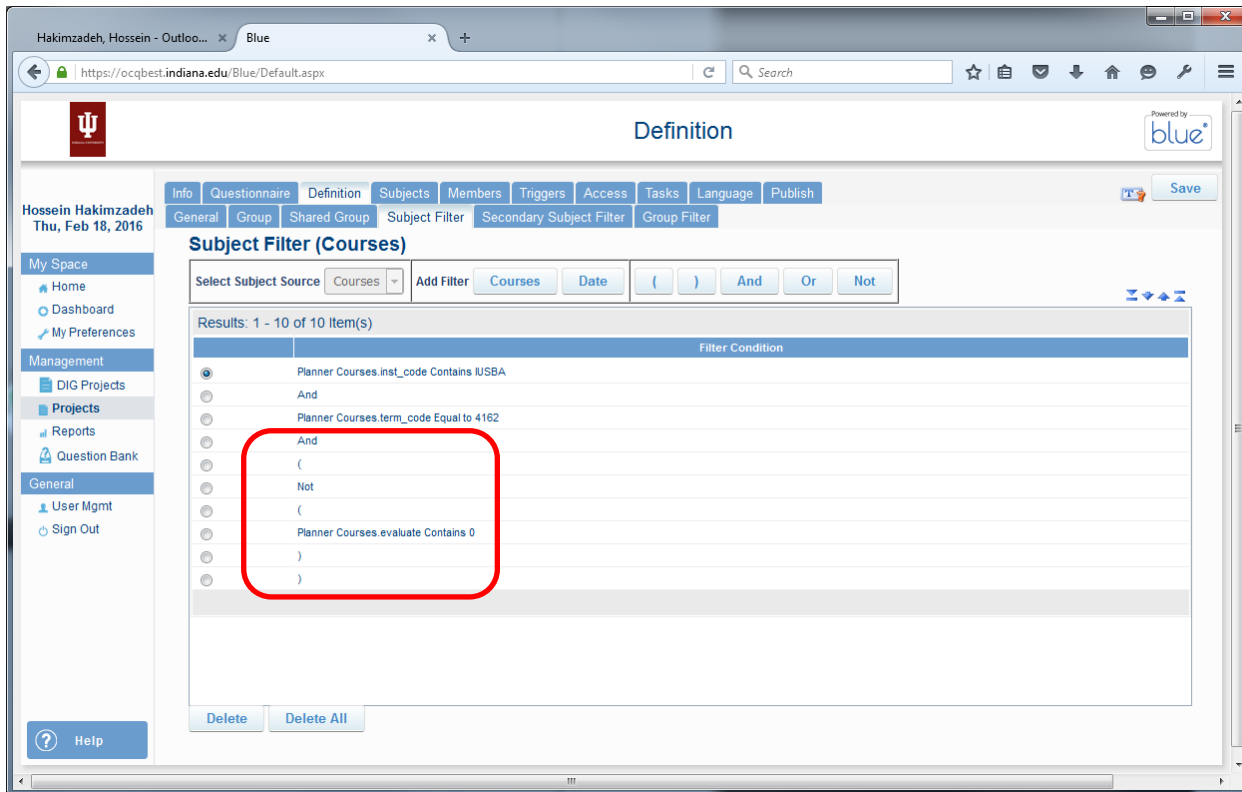
The screenshot shows the Blue system interface for configuring a Subject Filter. The user is Hossein Hakimzadeh, and the date is Thu, Feb 11, 2016. The interface is titled "Definition" and includes a navigation menu with tabs for Info, Questionnaire, Definition, Subjects, Members, Triggers, Access, Tasks, Language, and Publish. The "Definition" tab is active, and the "Subject Filter" sub-tab is selected. The filter is configured for "Courses" and includes two conditions: "Planner Courses.inst\_code Contains IUSBA" and "Planner Courses.term\_code Equal to 4162". The filter is highlighted with a red box. The interface also includes a "Save" button and a "Delete" button.

Future semesters, the SUBJECT filter has to be modified to reflect the correct semester (term\_code).



**IMPORTANT NOTE:**

In addition, to the above filtering, when data is being pulled from the PLANNER (IU's data source for BLUE), there will be a field named "evaluate" which is initially blank, but later may be equal to (0, 1 or left empty). The campus SU for the PLANNER as well department administrators for PLANNER are able to select courses to be included or excluded in BLUE. When they do this selection, the evaluate field will change to either a ("0" for do not evaluate) or ("1" for Do evaluate). Therefore, if this field has a value of "1" it means that the course was specifically identified by the SU or department administrators for evaluation. The filter below should be able to include any course that does not have a "0" in the evaluate field. In other words, if the field is left empty, it will be evaluated by default. (the reason the condition is written this way, is because initially the evaluate fields is left empty, and we want the default to be set in such a way that it includes all the courses, until someone specifically indicates that they should not be evaluated.



If you remember to set the field in the Evaluation Planner" as EVALUATE (1) or DO NOT EVALUATE (0), then the condition can be adjusted to look for 0 or 1. See below:

The screenshot shows the Blue system interface for configuring a Subject Filter. The breadcrumb trail is: Projects >> Fall 2016 IUSB Course Evaluation - Test Cycle >> Definition >> Subject Filter. The current page is titled "Subject Filter (Courses)".

The filter configuration is as follows:

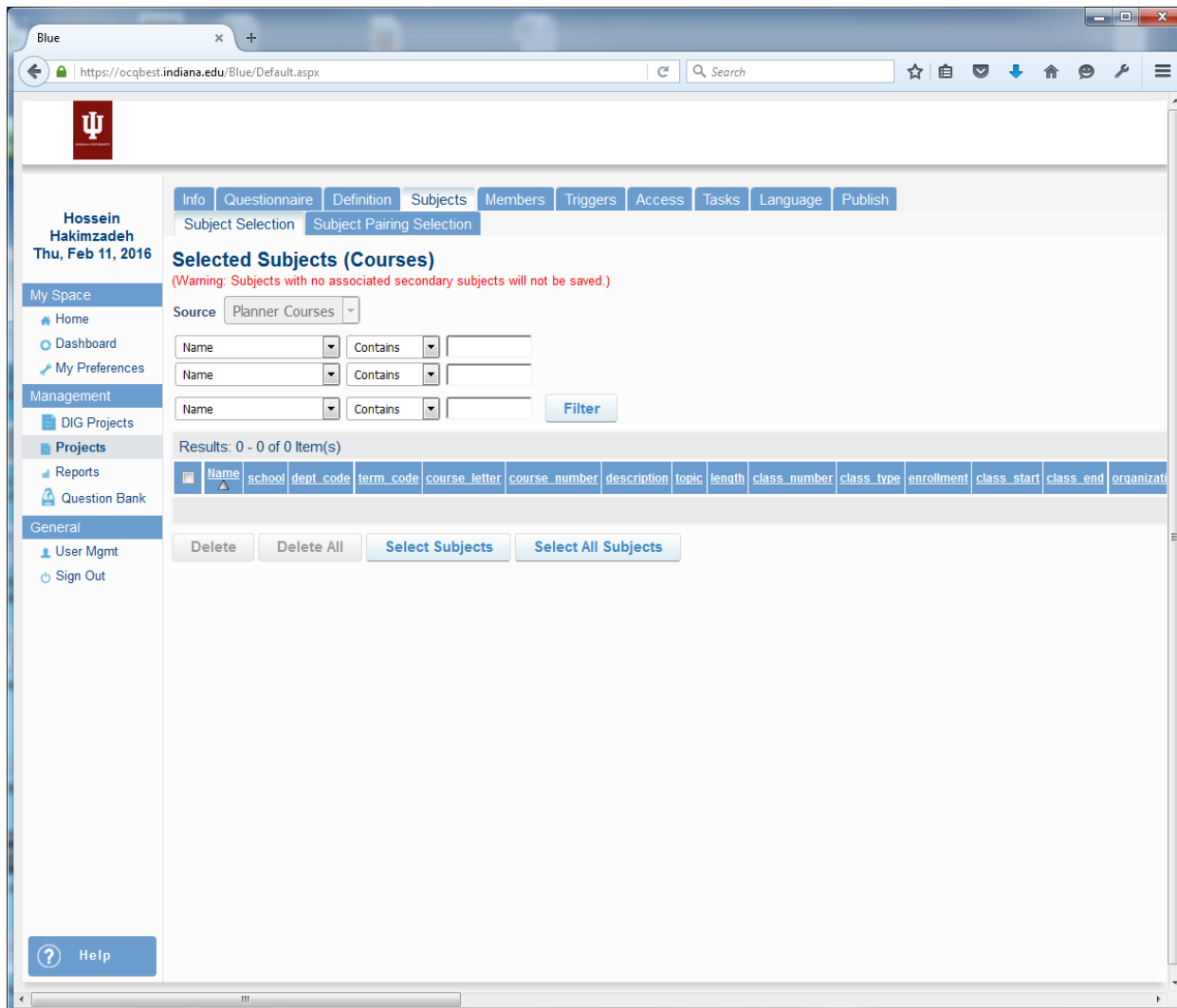
- Select Subject Source: Courses
- Add Filter: Courses, Date, ( ), And, Or, Not
- Results: 1 - 5 of 5 Item(s)

	Filter Condition
<input checked="" type="radio"/>	Planner Courses.inst_code Contains IUSBA
<input type="radio"/>	And
<input type="radio"/>	Planner Courses.term_code Equal to 4168
<input type="radio"/>	And
<input type="radio"/>	Planner Courses.evaluate Contains 1

Buttons at the bottom: Delete, Delete All.

## VALIDATING THE COURSES FOR THIS SEMESTER

Now that we have the SUBJECT FILTER defined, only the appropriate courses should appear in the project. To view these, click the SUBJECTS tab now! **WOW, where are the courses?**



Don't even try to search for them by trying to use the combo boxes or the filter mechanism.

**Instead, click the SELECT ALL SUBJECTS first!** (Bottom of the screen!)

See screen below:

Note that there are 1811 courses that are in the system for SPRING 2016.

The screenshot shows a web browser window displaying a course selection interface. The user is logged in as Hossein Hakimzadeh on Thu, Feb 11, 2016. The interface has a top navigation bar with tabs: Info, Questionnaire, Definition, Subjects, Members, Triggers, Access, Tasks, Language, and Publish. Below this is a sub-menu for 'Subject Selection' and 'Subject Pairing Selection'. The main content area is titled 'Selected Subjects (Courses)' and includes a warning: '(Warning: Subjects with no associated secondary subjects will not be saved.)'. There is a search filter section with 'Source' set to 'Planner Courses' and three 'Name' dropdown menus with 'Contains' operators. A 'Filter' button is present. Below the filter, it says 'Results: 1 - 10 of 1811 Item(s)'. A table lists the following courses:

Name	school	dept_code	term_code	course_letter	course_number	description	topic	length	class_number	class_type	enrollment	class_start	class_end	organization	evaluate	team
AERO A101 (LAB) 17293 INTRO TO THE AIR FORCE TODAY	Administrative Tracking Group	AERO	4162	A	101	INTRO TO THE AIR FORCE TODAY		Regular	17293	LAB	0	1/11/2016 12:00:00 AM	5/5/2016 12:00:00 AM	Aerospace Studies		
AERO A201 (LAB) 17296 EVOLUTION USAF AIR & SPACE PWR	Administrative Tracking Group	AERO	4162	A	201	EVOLUTION USAF AIR & SPACE PWR		Regular	17296	LAB	0	1/11/2016 12:00:00 AM	5/5/2016 12:00:00 AM	Aerospace Studies		
AERO A201 (LEC) 17297 EVOLUTION USAF AIR & SPACE PWR	Administrative Tracking Group	AERO	4162	A	201	EVOLUTION USAF AIR & SPACE PWR		Regular	17297	LEC	0	1/11/2016 12:00:00 AM	5/5/2016 12:00:00 AM	Aerospace Studies		
AERO A201 (LEC) 17298 EVOLUTION USAF AIR & SPACE PWR	Administrative Tracking Group	AERO	4162	A	201	EVOLUTION USAF AIR & SPACE PWR		Regular	17298	LEC	0	1/11/2016 12:00:00 AM	5/5/2016 12:00:00 AM	Aerospace Studies		
AHLT B311 (LEC) 34496 SYSTEMS OF HEALTH CARE DELIVER	Div of Allied Health Sciences	AHLT	4162	B	311	SYSTEMS OF HEALTH CARE DELIVER		Regular	34496	LEC	3	1/11/2016 12:00:00 AM	5/5/2016 12:00:00 AM	Online Class Connect		
AHLT B499 (SEM) 34500 HEALTH MANAGEMENT CAPSTONE	Div of Allied Health Sciences	AHLT	4162	B	499	HEALTH MANAGEMENT CAPSTONE		Regular	34500	SEM	0	1/11/2016 12:00:00 AM	5/6/2016 12:00:00 AM	Online Class Connect		
AHLT H355																

Note that there are many more fields in this table, and several are empty.

### AUDIT POINT

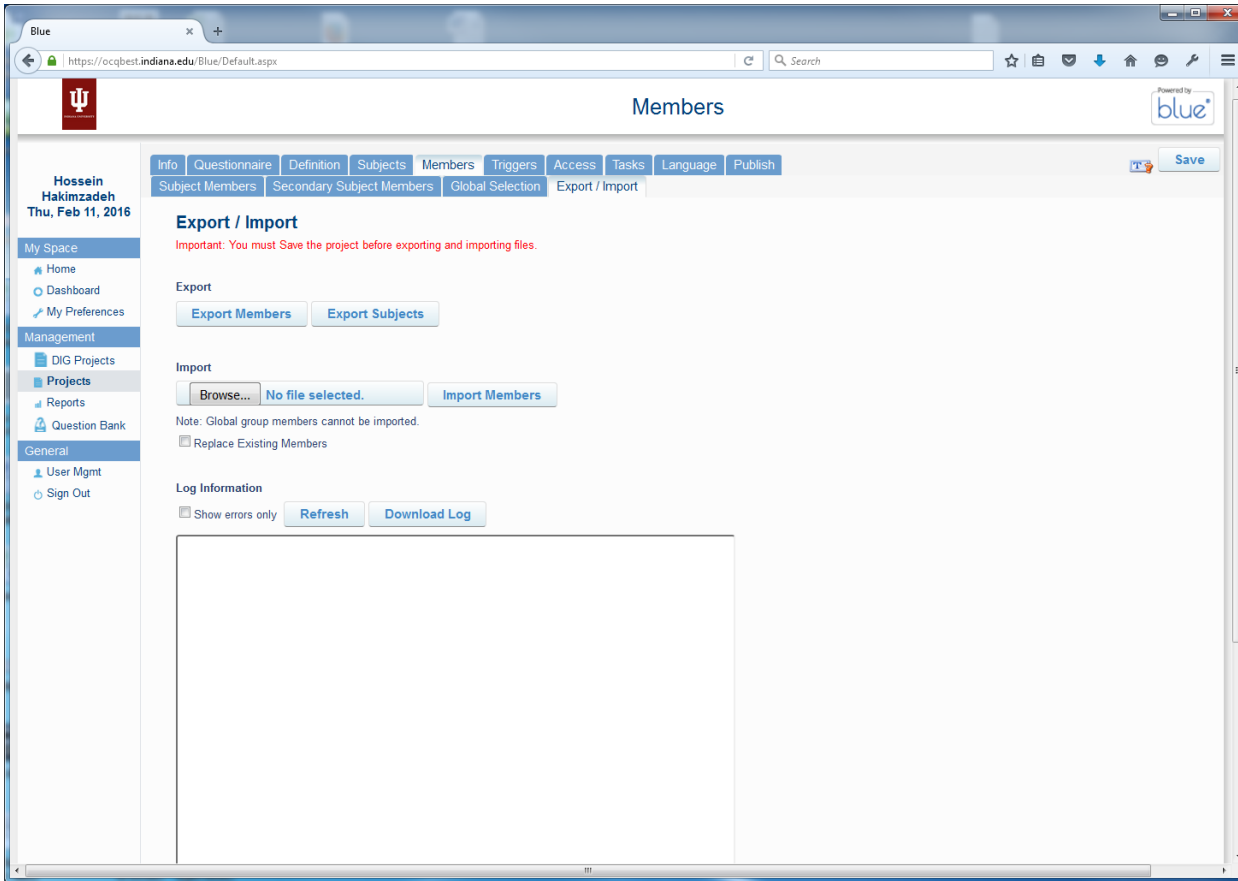
At THIS POINT we probably need to print all of these courses and have the department secretaries validate them and signoff on their accuracy.

So at this point it would be logical to be able to click on button that allows us to download these subjects (courses). Well, there is not such button on this screen! But don't worry, there is button some place.

See next page...

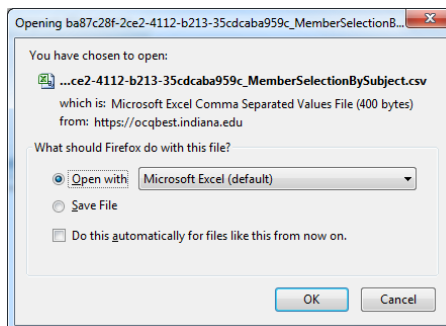
## DOWNLOADING THE COURSES FOR AUTITING

Oh Yes, the download button for subjects can be found under. **MEMBERS** tab, then under **EXPORT/IMPORT** sub tab.



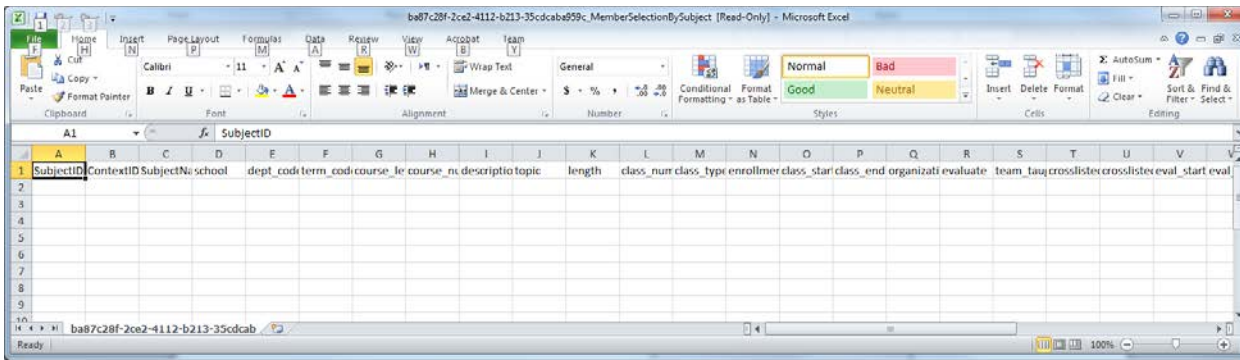
Now we have two things that we can EXPORT (download).

- 1) Export Members
- 2) Export Subjects



I assume we need to **EXPORT SUBJECTS**, click away...

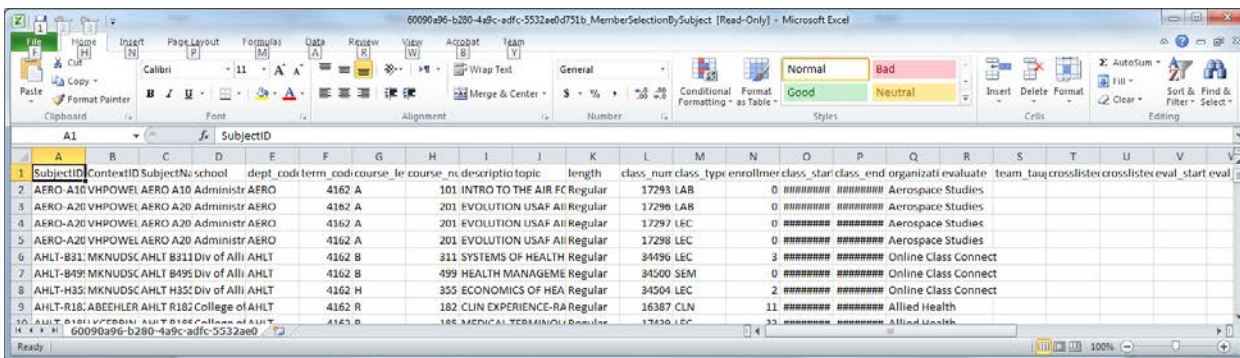
And I get an empty file with headings on it:



Well, look closely at the **RED** message in the previous screen. It clearly tells me that I have to save my project before exporting or importing files.

My mistake! but it sounds like that is what the **"EXPORT SUBJECTS"** button could have already saved the project for me, before attempting to download! (if necessary it could have even asked me to verify that I really want the project saved.)

Well, after saving the project, clicking **"EXPORT SUBJECTS"** again yields a nice spread sheet:



## AUDIT POINT

The above spread sheet should be audited and validated by the department secretaries at about 2 weeks into the semester. This means that the campus must submit all of its courses, and finalize the schedule by two weeks into the semester. **(IS THIS EVEN POSSIBLE??)**

## CREATING GROUPS TO TEST THE PROJECT

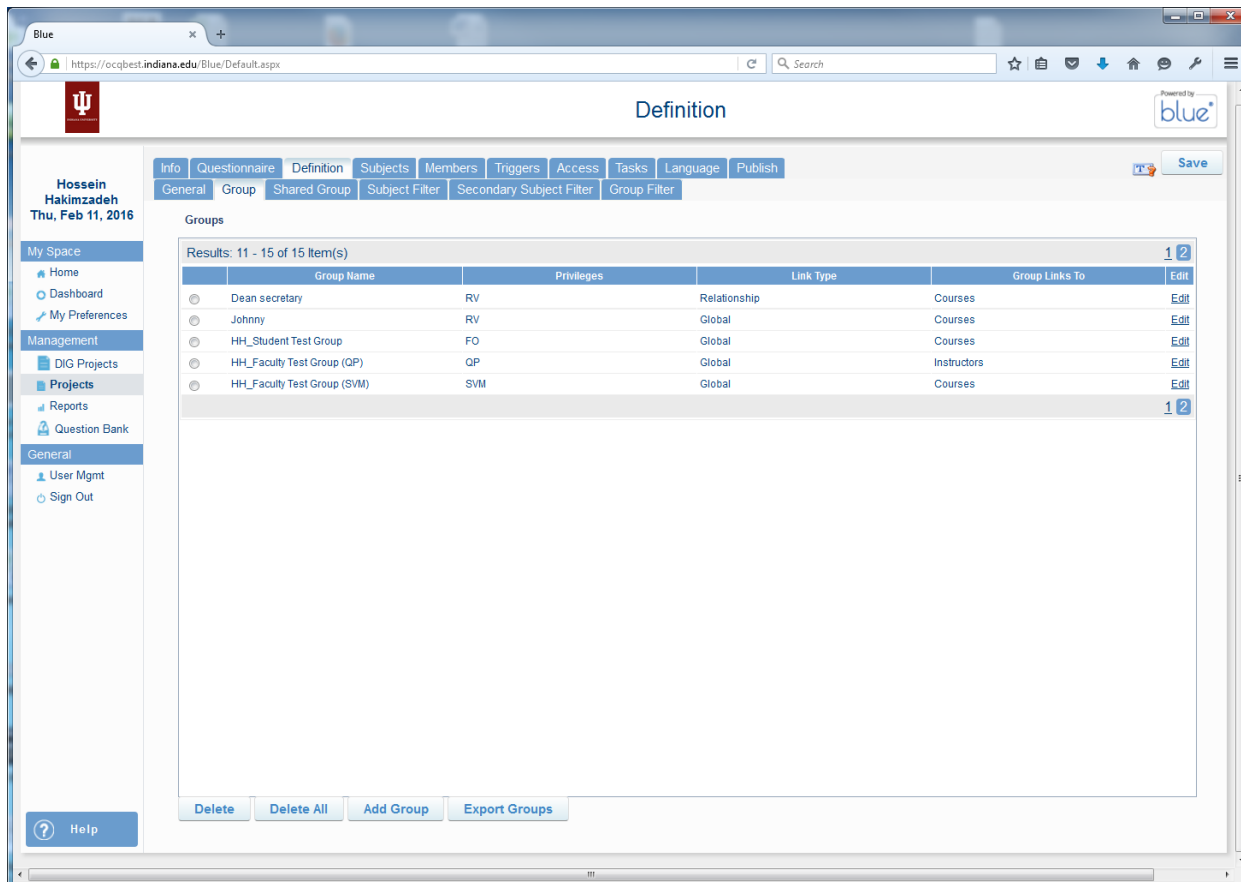
We need to create 4 (perhaps 5) groups, add some members to these groups, so that only members of these groups can test the project (not the entire campus).

Naturally, we will click on **DEFINITIONS** tab, and then **GROUP** sub tab. (not MEMBERS!)

Also, note that there may be more groups than it would fit on a page, so make sure you don't miss the groups on the second, etc. page.

Add the following 5 groups:

- 1) HH\_Student Test Group (FO) form fill out
- 2) HH\_Faculty Test Group (QP) question personalization
- 3) HH\_Faculty Test Group(SVM) subject view management
- 4) HH\_Admin\_Test Group(RV) report View (needed later when we want to test the reports at the end of semester)
- 5) HH\_Report\_Distribution(RV) report Viewing (This will include one or more secretaries in VCAA office who will have access to all reports and are responsible for distributing all reports to administrative units.)

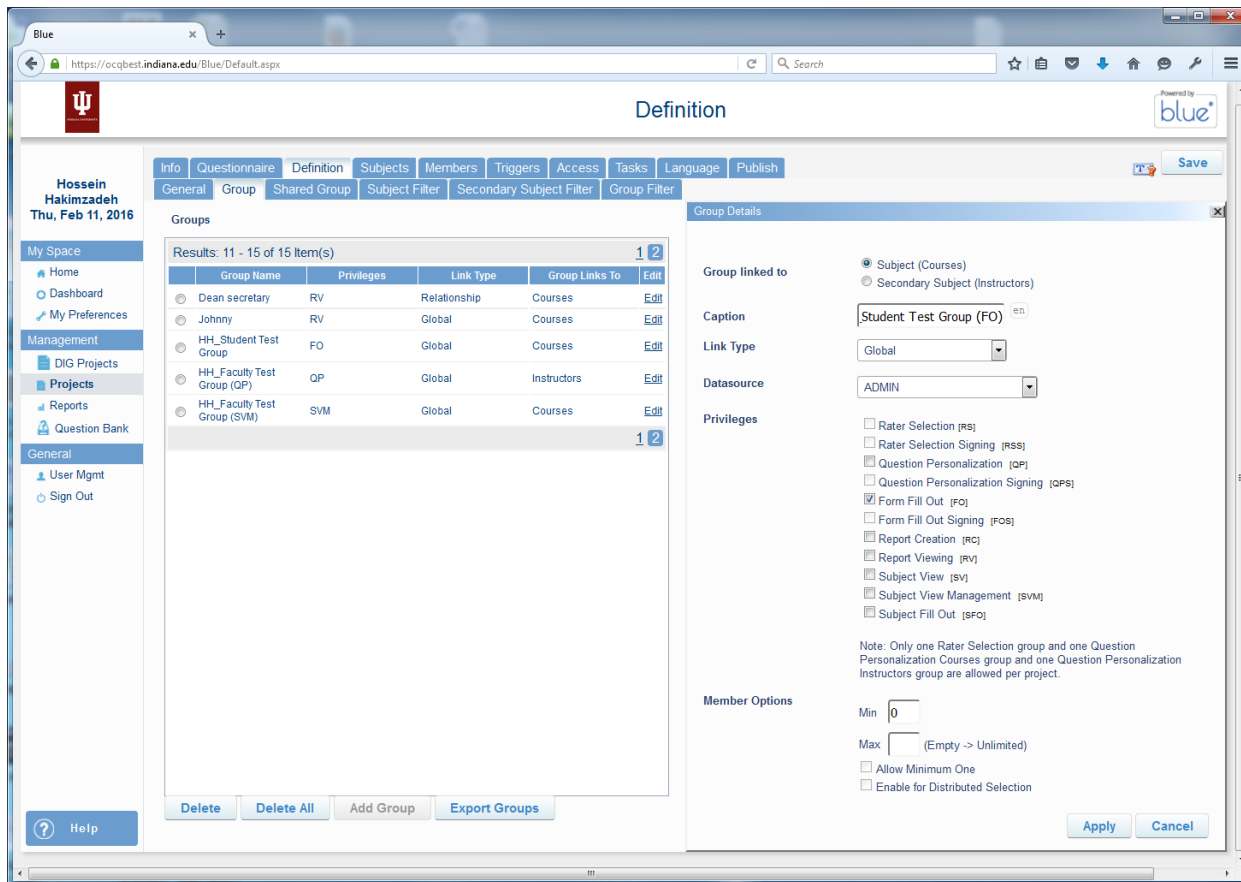


See below screen shots for each group.

I won't really be able to logically explain why certain fields should be selected or not, but below is the screen shot of what should be selected:

### HH\_Student Test Group(FO)

- Group Linked to: Subject
- Link Type: Global
- Data Source: ADMIN
- Privileges: Form Fill Out





## HH\_Faculty Test Group (QP)

- Group Linked to: Secondary subject
- Link Type: Global
- Data Source: ADMIN
- Privileges: Question Personalization

The screenshot displays the Blue system interface for defining a group. The main content area shows a table of groups with the following data:

Group Name	Privileges	Link Type	Group Links To	Edit
Dean secretary	RV	Relationship	Courses	Edit
Johnny	RV	Global	Courses	Edit
HH_Student Test Group(FO)	FO	Global	Courses	Edit
HH_Faculty Test Group (QP)	QP	Global	Instructors	Edit
HH_Faculty Test Group (SVM)	SVM	Global	Courses	Edit

The right-hand panel, titled "Group Details", shows the configuration for the selected group:

- Group linked to:**  Subject (Courses),  Secondary Subject (Instructors)
- Caption:** HH\_Faculty Test Group (QP)
- Link Type:** Global
- Datasource:** ADMIN
- Privileges:**
  - Rater Selection (RS)
  - Rater Selection Signing (RSS)
  - Question Personalization (QP)
  - Question Personalization Signing (QPS)
  - Form Fill Out (FO)
  - Form Fill Out Signing (FOS)
  - Report Creation (RC)
  - Report Viewing (RV)
  - Subject View (SV)
  - Subject View Management (SVM)
  - Subject Fill Out (SFO)
- Member Options:**
  - Min: 0
  - Max: (Empty -> Unlimited)
  - Allow Minimum One
  - Enable for Distributed Selection

Buttons at the bottom include "Delete", "Delete All", "Add Group", "Export Groups", "Apply", and "Cancel".

## HH\_Faculty Test Group (SVM)

- Group Linked to: Subject
- Link Type: Global
- Data Source: ADMIN
- Privileges: Subject View Management

The screenshot displays the Blue system interface for defining a group. The main content area shows a table of groups with the following data:

Group Name	Privileges	Link Type	Group Links To	Edit
Dean secretary	RV	Relationship	Courses	Edit
Johnny	RV	Global	Courses	Edit
HH_Student Test Group(FO)	FO	Global	Courses	Edit
HH_Faculty Test Group (QP)	QP	Global	Instructors	Edit
HH_Faculty Test Group (SVM)	SVM	Global	Courses	Edit

The 'Group Details' panel on the right shows the following configuration for the 'HH\_Faculty Test Group':

- Group linked to:  Subject (Courses)
- Group linked to:  Secondary Subject (Instructors)
- Caption: HH\_Faculty Test Group (en)
- Link Type: Global
- Datasource: ADMIN
- Privileges:
  - Rater Selection (rs)
  - Rater Selection Signing (rss)
  - Question Personalization (qp)
  - Question Personalization Signing (qps)
  - Form Fill Out (fo)
  - Form Fill Out Signing (fos)
  - Report Creation (rc)
  - Report Viewing (rv)
  - Subject View (sv)
  - Subject View Management (svm)
  - Subject Fill Out (sfo)
- Member Options:
  - Min: 0
  - Max: (Empty -> Unlimited)
  - Allow Minimum One
  - Enable for Distributed Selection

## HH\_ADMIN Test Group (RV)

(Added on 5/20/2016 after trying to test the reports and noting that there was no group for testing reports!)

- Group Linked to: Subject
- Link Type: Global
- Data Source: ADMIN
- Privileges: Report Viewing

The screenshot shows the Blue system interface for managing groups. The main content area displays a table of groups with the following data:

Group Name	Privileges	Link Type	Group Links To
Dean secretary (Automatic Update)	RV	Relationship	Courses
HH_Student Test Group(FO)		Global	Courses
HH_Faculty Test Group (QP)		Global	Instructors
HH_Faculty Test Group (SVM)		Global	Courses
HH_Admin_Test Group (RV)	RV	Global	Courses

Buttons at the bottom of the table include: Delete, Delete All, Add Group, Export Groups. A red message "Changes applied." is visible below the buttons.

Also when I added this GROUP on 5/20/2016, I noticed that the other group privileges (FO, QP, SVM) no longer show.

## NOTE TO SELF

Of course now we have 5 GROUPS, but the groups are empty. We need to add members to each group so that these members can eventually test the project.

By the way, I am not sure if these groups get copied over when the project is copied. Will verify later! (yes, apparently groups do get copied from one project to the next if you copy the project)

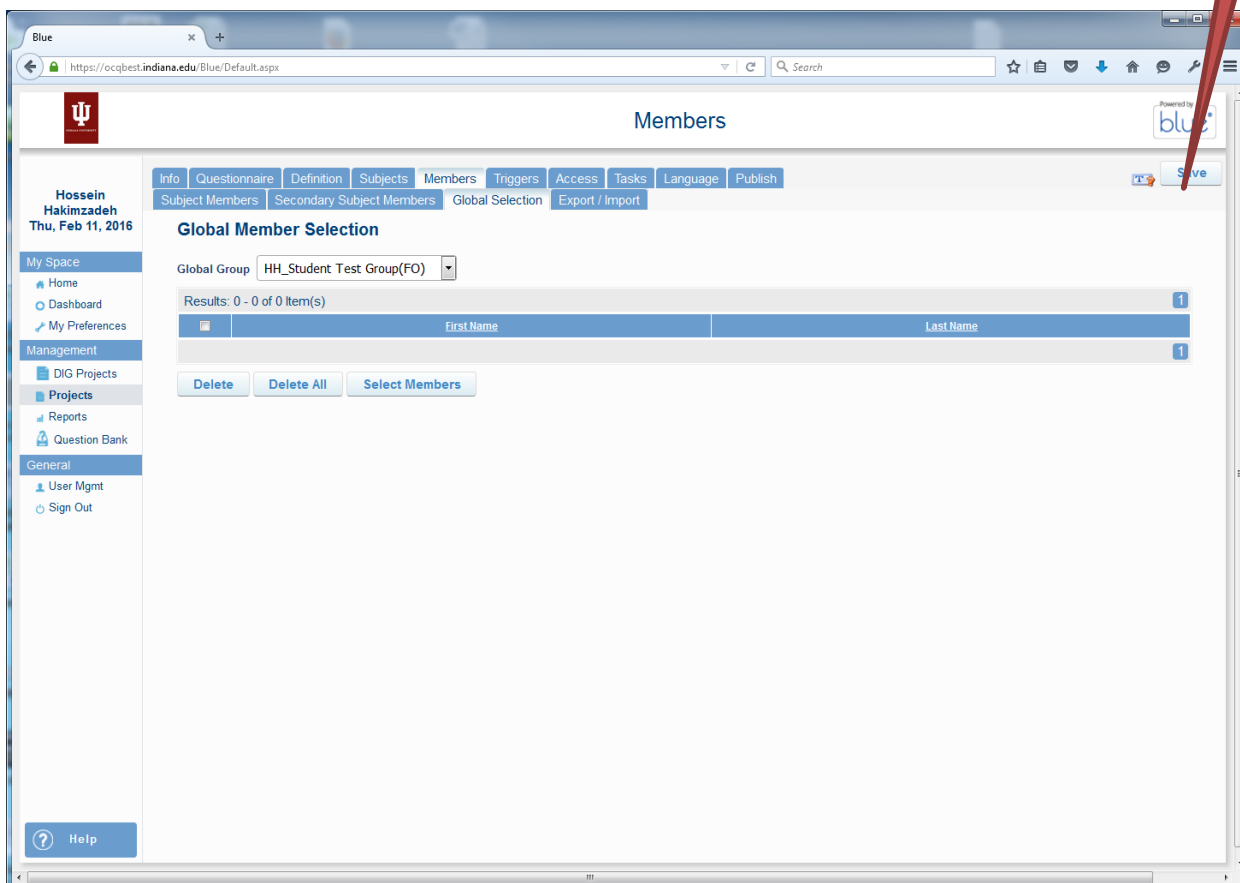
SAVE  
OFTEN

## ADDING MEMBERS TO GROUPS

I think I am getting the hang of this now, in order to add members to the group, I should click on the MEMBERS tab!

Now what? There are 4 choices, and the right choice for adding members to the group is..... "GLOBAL SELECTION"

See screen shot below:



Now, note that the combo box "GLOBAL GROUP" has our newly created groups in them. At this point, we need to select each group and add the correct members to them. (see the combo box below)

Blue

https://ocqbest.indiana.edu/Blue/Default.aspx

Members

Powered by blue

Info Questionnaire Definition Subjects Members Triggers Access Tasks Language Publish

Subject Members Secondary Subject Members Global Selection Export / Import Save

Hossein Hakimzadeh  
Thu, Feb 11, 2016

My Space

- Home
- Dashboard
- My Preferences

Management

- DIG Projects
- Projects
- Reports
- Question Bank

General

- User Mgmt
- Sign Out

Global Member Selection

Global Group: HH\_Student Test Group(FO)

Results: 0 - 0

	Last Name	
		1
		1

Delete Delete All Select Members

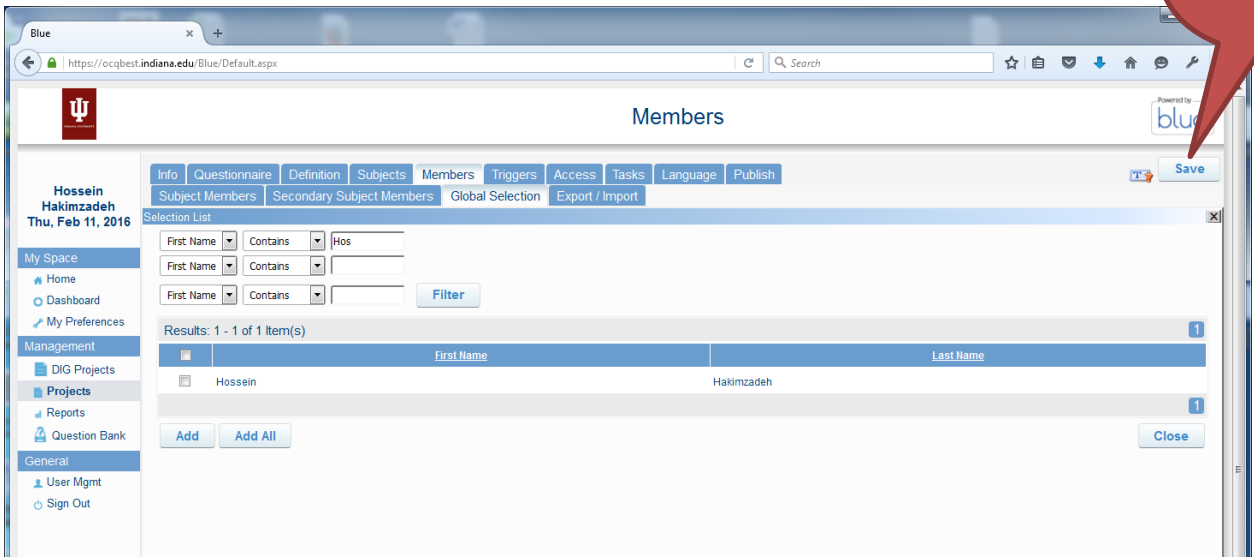
Help

So, let's pick **HH\_Student Test Group** and add two members to it. Click **"SELECT MEMBERS"**

The screenshot shows the 'Members' page in the Blue system. The user is logged in as Hossein Hakimzadeh on Thu, Feb 11, 2016. The page displays a list of 39 members with columns for First Name and Last Name. The user is logged in as Hossein Hakimzadeh on Thu, Feb 11, 2016. The interface includes a navigation menu on the left and a top navigation bar with tabs like Info, Questionnaire, Definition, Subjects, Members, Triggers, Access, Tasks, Language, and Publish.

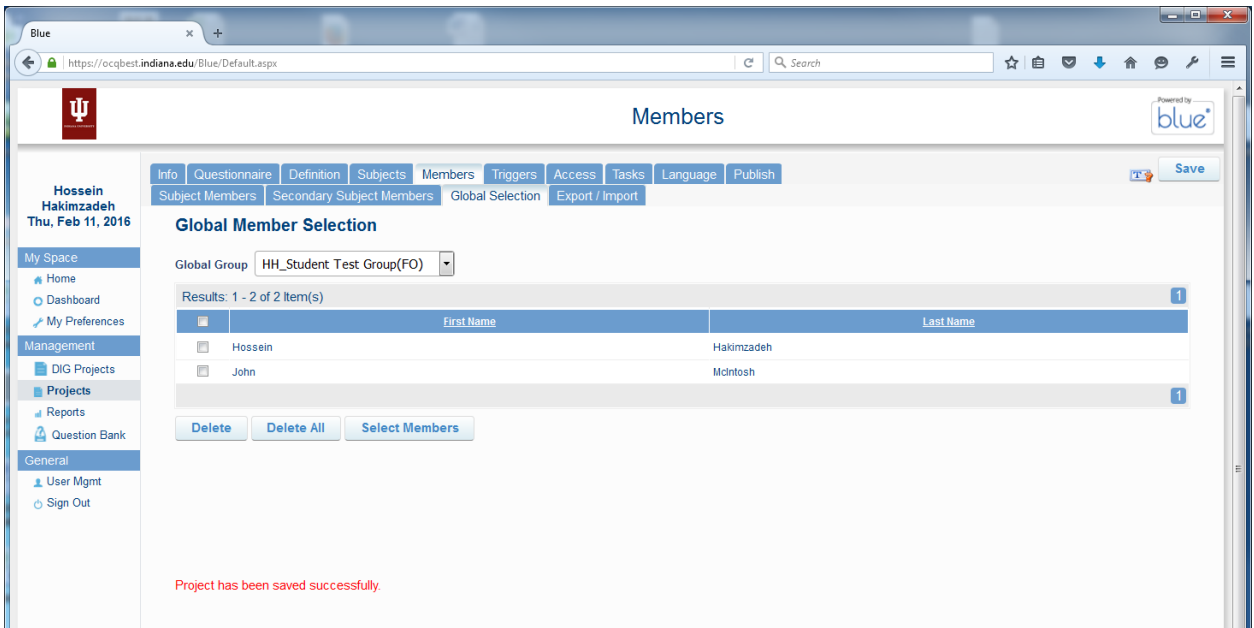
	First Name	Last Name
<input type="checkbox"/>	Amanda	Abrell
<input type="checkbox"/>	Rola	Al-Ghoul
<input type="checkbox"/>	Chris	Anderson
<input type="checkbox"/>	Charles	Chang
<input type="checkbox"/>	Anesu	Chaora
<input type="checkbox"/>	Rosh	Dhanawade
<input type="checkbox"/>	Randall	Embry
<input type="checkbox"/>	Kate	Forrest
<input type="checkbox"/>	Matthew	Gunkel
<input type="checkbox"/>	Hossein	Hakimzadeh

To find the members use the FILTER button.



Then click ADD ALL

So we add John McIntosh and Hossein Hakimzadeh to every group. (repeat for the other groups)



Note that these two members have been added to the 3 groups.

Well, what is the next step? Are we done? Can we test it now?

The answer is NO.



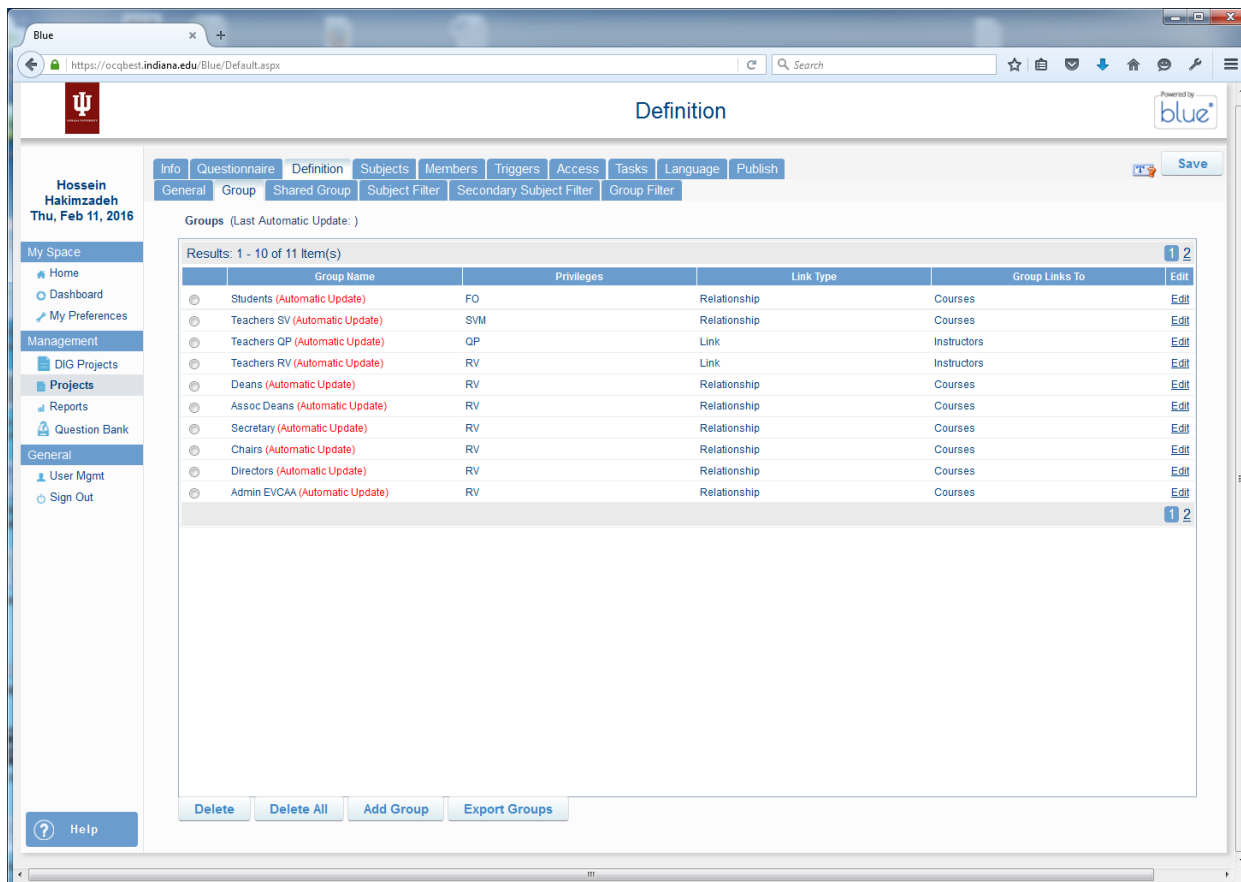
We'll discuss what comes next when you click the **SAVE** button again.



## DISABLING SOME GROUPS (FOR TEST CYCLE ONLY)

We are not done with GROUPS yet. To perform a test cycle, we must disable some groups otherwise they will be part of the test cycle and hundreds of emails will go to them! (At least that is what the representatives say, I have never tried this!)

Let's test ourselves, where do we work with GROUPS? Of course we click the **DEFINITION** tab, and then the GROUP tab, and we will see the following groups:



The screenshot shows the Blue system interface for the 'Definition' tab. The main content area displays a table of groups. The table has the following columns: Group Name, Privileges, Link Type, Group Links To, and Edit. The groups listed are:

Group Name	Privileges	Link Type	Group Links To	Edit
Students (Automatic Update)	FO	Relationship	Courses	Edit
Teachers SV (Automatic Update)	SVM	Relationship	Courses	Edit
Teachers QP (Automatic Update)	QP	Link	Instructors	Edit
Teachers RV (Automatic Update)	RV	Link	Instructors	Edit
Deans (Automatic Update)	RV	Relationship	Courses	Edit
Assoc Deans (Automatic Update)	RV	Relationship	Courses	Edit
Secretary (Automatic Update)	RV	Relationship	Courses	Edit
Chairs (Automatic Update)	RV	Relationship	Courses	Edit
Directors (Automatic Update)	RV	Relationship	Courses	Edit
Admin EVCAA (Automatic Update)	RV	Relationship	Courses	Edit

Don't be alarm if the groups don't have AUTOMATIC UPDATE in front of them. For Test Cycle Project, we turned these off.

We need to **DISABLE** the following 3 groups:

- 1) Students
- 2) Teachers SV
- 3) Teachers QP

So, click **EDIT** for each group and **remove their privileges**. (uncheck the checkbox)

The screenshot shows the 'Definition' page in the Blue system. The 'Group Details' panel is open for the 'Students' group. The 'Privileges (automatic update)' section has several checkboxes, most of which are unchecked, indicating that privileges are being removed. The 'Group linked to' is 'Subject (Courses)', the 'Caption' is 'Students', and the 'Link Type' is 'Relationship Datasource'. The 'Relation Table' is 'Planner Student-Course'.

Group Name	Privileges	Link Type	Group Links To
Students (Automatic Update)	FO	Relationship	Courses
Teachers SV (Automatic Update)	SVM	Relationship	Courses
Teachers QP (Automatic Update)	QP	Link	Instructors
Teachers RV (Automatic Update)	RV	Link	Instructors
Deans (Automatic Update)	RV	Relationship	Courses
Assoc Deans (Automatic Update)	RV	Relationship	Courses
Secretary (Automatic Update)	RV	Relationship	Courses
Chairs (Automatic Update)	RV	Relationship	Courses
Directors (Automatic Update)	RV	Relationship	Courses
Admin EVCAA (Automatic Update)	RV	Relationship	Courses

At the end there should be no privileges for these groups. (see figure below). Also don't forget to save!

The screenshot shows the 'Definition' page in the Blue system. The 'Groups' list is displayed, showing 14 items. The 'Privileges' column is empty for all groups, indicating that all privileges have been removed. The 'Group Links To' column shows the relationship type and target for each group.

Group Name	Privileges	Link Type	Group Links To
Students		Relationship	Courses
Teachers SV		Relationship	Courses
Teachers QP		Link	Instructors
Teachers RV		Link	Instructors
Deans		Relationship	Courses
Assoc Deans		Relationship	Courses
Secretary		Relationship	Courses
Chairs		Relationship	Courses
Directors		Relationship	Courses
Admin EVCAA		Relationship	Courses

Similarly, we should make sure that the following groups have their privileges turned on:

HH\_Student Test Group (FO)

HH\_Faculty Test Group (QP)

HH\_Faculty Test Group (SVM)

The screenshot shows the 'Group Details' configuration page in the IUSB-BLUE system. The left sidebar contains navigation options like Home, Response Rate, and Projects. The main area displays a table of groups and a detailed configuration panel for the selected 'HH\_Student Test Group'.

Group Name	Privileges	Relationship	Link Type	Group Links To
Dean Secretary	RV		Courses	
HH_Student Test Group (FO)	FO	Output	Courses	
HH_Faculty Test Group (QP)		Output	Instructors	
HH_Faculty Test Group (SVM)		Output	Courses	
HH_Admin Test Group (RV)	RV		Courses	
HH_Report Distribution (RV)	RV		Courses	

**Group Details**

Group linked to:  Budget (Courses)  Secondary Subject (Instructor)

Group Name: HH\_Student Test Group

Link Type: Output

Outsource: ADMIN

Privileges:

- Rate Selection: yes
- Rate Selection Signing: yes
- Question Personalization: yes
- Question Personalization Signing: yes
- Form Fill Out: yes
- Form Fill Out Signing: yes
- Repeat Question: yes
- Repeat Viewing: yes
- Subject View: yes
- Subject View Management: yes
- Subject Fill Out: yes

Note: Only one Rate Selection group and one Question Personalization Courses group and one Question Personalization Instructors group are allowed per project.

Min: 0

Max: [Empty = Unlimited]

Allow Minimum One

Enable for Distributed Selection

Allow empty rate list

So are we done yet? NO

## SELECTING CLASSES FOR THE TEST CYCLE

Let's check our deductive abilities. To pick classes for the test cycle, we go to..... SUBJECTS tab, and then SUBJECT SELECTION tab.

Because I selected all classes before, right now all of the classes appear as SELECTED SUBJECTS (COURSES).

For the test cycle, we don't need all the classes. The "BEST PRACTICE" is to select 2 courses for each department or college that has a customized questions. That way we can test to see if their course evaluations look accurate.

### AUDIT POINT

This is going to be a painful and mind numbing exercise. Not to mention that it will also be an error prone process. Since the person auditing the evaluation is not necessarily intimate with the data. But having said that there has to be at least someone who will audit the evaluation forms every semester.

So far the following DEPARTMENTS have provide custom questions for their units: (these can be found in under the TRIGGERS tab.)

<input type="checkbox"/>	Index	Trigger Name
<input type="checkbox"/>	1	Leighton School of Business and Economics items
<input type="checkbox"/>	2	DEPARTMENT OF PSYCHOLOGY (all courses) PSY
<input type="checkbox"/>	3	DEPARTMENT OF WORLD LANGUAGE STUDIES (all courses) FREN, GER, SPAN, EALC
<input type="checkbox"/>	4	DEPARTMENT OF ENGLISH (all courses) – ENG, CMLT, LING
<input type="checkbox"/>	5	DEPARTMENT OF FINE ARTS FINA-S, FINA-F, FINA-U and FINA-P but not for FINA-A
<input type="checkbox"/>	6	SCHOOL OF HEALTH SCIENCES: HSC courses (e.g., HSC-H 101, HSC-H 327, HSC-Lxx)
<input type="checkbox"/>	7	SCHOOL of NURSING (CLN Courses)
<input type="checkbox"/>	8	SCHOOL of NURSING (LEC LAB, IND Courses)

So that is 8 units at this point, and we need a few course from each unit to be able to test this appropriately. (One can see how much fun this will be)

To select the course for the test cycle we:

- 1) click the **SUBJECTS** tab,
- 2) then click **SUBJECT SELECTION** tab,
- 3) then make sure to click the **"DELETE ALL"** button, at the bottom of the page to get rid of the 1811 sections.
- 4) Then use the filter to add the courses we want to the Selected Subjects

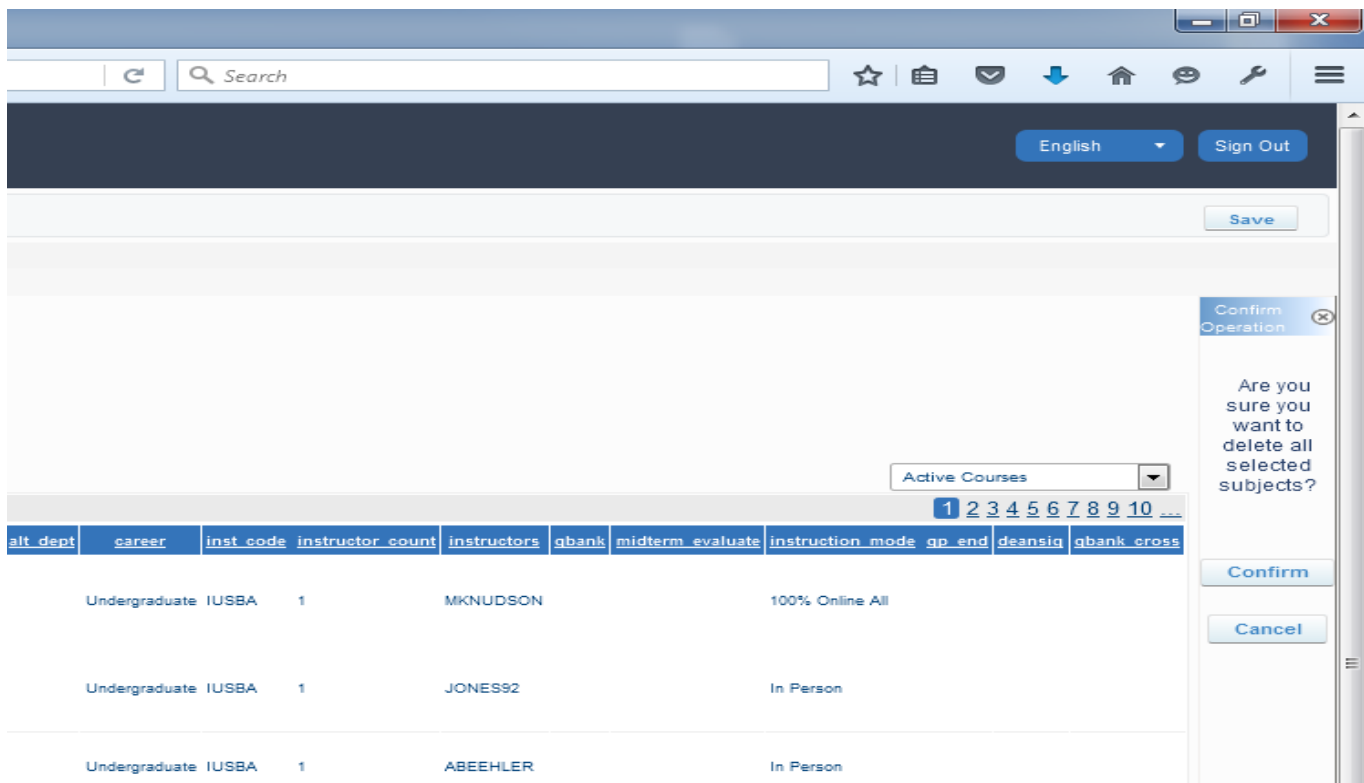
The screenshot shows the 'Subjects' page in the Blue system. The page title is 'Subjects' and the user is 'Hossein Hakimzadeh'. The page has tabs for 'Info', 'Questionnaire', 'Definition', 'Subjects', 'Members', 'Triggers', 'Access', 'Tasks', 'Language', and 'Publish'. The 'Subjects' tab is active, and the 'Subject Selection' sub-tab is selected. The page displays a table of 10 selected subjects (courses) with columns for name, school, seat code, term code, course letter, course number, description, level, health, class number, class type, enrollment, class start, class stop, organization, evaluate, team, teamid, crosslisted, crosslisted name, eval start, eval stop, comments, and custom eval date. The table lists various administrative and health-related courses. At the bottom of the table, there are buttons for 'Delete', 'Delete All', 'Select Subjects', and 'Select All Subjects'.

Name	School	Seat Code	Term Code	Course Letter	Course Number	Description	Level	Health	Class Number	Class Type	Enrollment	Class Start	Class Stop	Organization	Evaluate	Team	Teamid	Crosslisted	Crosslisted Name	Eval Start	Eval Stop	Comments	Custom Eval Date
ABRO 4101 (LAB 17293) INTRO TO THE AIR FORCE TODAY	Administrative Training Group	ABRO	4162	A	101	INTRO TO THE AIR FORCE TODAY	Regular	17293	LAB	0	1/1/2016 12:00:00 AM	5/8/2016 12:00:00 AM	Aerospace Studies										
ABRO 4201 (LAB 17296) EVOLUTION USAF AIR & SPACE PWRS	Administrative Training Group	ABRO	4162	A	201	EVOLUTION USAF AIR & SPACE PWRS	Regular	17296	LAB	0	1/1/2016 12:00:00 AM	5/8/2016 12:00:00 AM	Aerospace Studies										
ABRO 4201 (LEC 17297) EVOLUTION USAF AIR & SPACE PWRS	Administrative Training Group	ABRO	4162	A	201	EVOLUTION USAF AIR & SPACE PWRS	Regular	17297	LEC	0	1/1/2016 12:00:00 AM	5/8/2016 12:00:00 AM	Aerospace Studies										
ABRO 4201 (LEC 17298) EVOLUTION USAF AIR & SPACE PWRS	Administrative Training Group	ABRO	4162	A	201	EVOLUTION USAF AIR & SPACE PWRS	Regular	17298	LEC	0	1/1/2016 12:00:00 AM	5/8/2016 12:00:00 AM	Aerospace Studies										
AHLT 3499 (LEC 34498) SYSTEMS OF HEALTH CARE DELIVER	Div of Allied Health Sciences	AHLT	4162	B	311	SYSTEMS OF HEALTH CARE DELIVER	Regular	34498	LEC	3	1/1/2016 12:00:00 AM	5/8/2016 12:00:00 AM	Online Class Connect										
AHLT 3499 (SEB 34500) HEALTH MANAGEMENT CAPSTONE	Div of Allied Health Sciences	AHLT	4162	B	499	HEALTH MANAGEMENT CAPSTONE	Regular	34500	SEB	0	1/1/2016 12:00:00 AM	5/8/2016 12:00:00 AM	Online Class Connect										
AHLT 3499 (LEC 34504) ECONOMICS OF HEALTH CARE	Div of Allied Health Sciences	AHLT	4162	H	355	ECONOMICS OF HEALTH CARE	Regular	34504	LEC	2	1/1/2016 12:00:00 AM	5/8/2016 12:00:00 AM	Online Class Connect										
AHLT R182 (CLN 16387) CLIN EXPERIENCE RADIOGRAPHY	College of Health Sciences	AHLT	4162	R	182	CLIN EXPERIENCE RADIOGRAPHY	Regular	16387	CLN	11	1/1/2016 12:00:00 AM	5/8/2016 12:00:00 AM	Allied Health										
AHLT R188 (LEC 17439) MEDICAL TERMINOLOGY	College of Health Sciences	AHLT	4162	R	188	MEDICAL TERMINOLOGY	Regular	17439	LEC	33	1/1/2016 12:00:00 AM	5/8/2016 12:00:00 AM	Allied Health										
AHLT R188 (LEC 17782) MEDICAL TERMINOLOGY	College of Health Sciences	AHLT	4162	R	188	MEDICAL TERMINOLOGY	Regular	17782	LEC	12	1/1/2016 12:00:00 AM	5/8/2016 12:00:00 AM	Allied Health										

See notes below:

**NOTE:**

When you try to DELETE ALL, the system will pop up a dialog in the far right corner of the screen. Given that this is a web page, the page does not always show that information, so in order to CONFIRM that you really want to DELETE ALL, you will need to (scroll to the upper right corner of your browser)



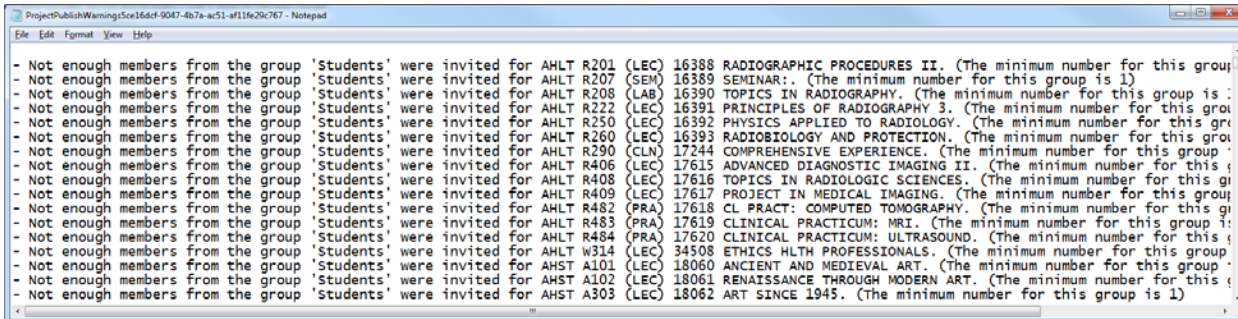
**NOTE:** After experimentation DELETE ALL may not be the right thing to do since DELETING ALL, will leave nothing to be filtered. So, we may have to delete groups of classes we don't want! But this does not make sense. In fact I seem to recall being able to delete all, and then add individual or groups of courses to the test cycle.

Well, another mystery!

## PUBLISHING THE PROJECT

After the courses are selected, we :

- 1) click the PUBLISH tab
- 2) SET the Project START DATE
- 3) SET the Project END DATE.
- 4) Then click the **VALIDATE** button. More than likely, we will get warning saying that the course does not have enough students in it. (There was a warning in validating the project.) (hossein and johnny)



The screenshot shows a Notepad window titled "ProjectPublishWarnings\5ce16d4f-9d47-4b7e-ac51-a116e29c767 - Notepad". The text inside the window is a list of warnings, each starting with "- Not enough members from the group 'Students' were invited for" followed by course details. The warnings include course numbers, types (LEC, SEM, PRA), and titles such as "RADIOGRAPHIC PROCEDURES II", "SEMINAR", "TOPICS IN RADIOGRAPHY", "PHYSICS APPLIED TO RADIOLOGY", "RADIOBIOLOGY AND PROTECTION", "COMPREHENSIVE EXPERIENCE", "ADVANCED DIAGNOSTIC IMAGING II", "TOPICS IN RADIOLOGIC SCIENCES", "PROJECT IN MEDICAL IMAGING", "CL PRACT: COMPUTED TOMOGRAPHY", "CLINICAL PRACTICUM: MRI", "CLINICAL PRACTICUM: ULTRASOUND", "ETHICS HLTH PROFESSIONALS", "ANCIENT AND MEDIEVAL ART", "RENAISSANCE THROUGH MODERN ART", and "ART SINCE 1945". Each entry also includes a note about the minimum number for the group, such as "(The minimum number for this group is 1)".

Finally, click the **PUBLISH** button

Well, are we done yet?

Yes, I hope so!!

Wait to see if the tasks are generated.

Blue

https://ocqbest.indiana.edu/Blue/Default.aspx

Powered by blue

Publish

Info Questionnaire Definition Subjects Members Triggers Access Tasks Language Publish Save

Hossein Hakimzadeh  
Thu, Feb 11, 2016

My Space

- Home
- Dashboard
- My Preferences

Management

- DIG Projects
- Projects**
- Reports
- Question Bank

General

- User Mgmt
- Sign Out

Help

### Publishing Properties

**Project Start Date**  
Thursday, February 11, 2016

**Project End Date**  
Tuesday, February 16, 2016

**Test Email**  
Send to Email Address

**Publish**

Note on 'Export Summary': You must save the project in order to reflect the most recent changes.

Project has been published successfully.

Close



One thing that was left out from the above process is the notion of TASKS. Let's look at this issue next.

## **CREATING TASKS and DYNAMIC DAYS**

I did not mention this because Alexandra (a company rep) had created the TASKS for us for the first semester and she had also programmed the DYNAMIC DAYS for us. This is again another fairly convoluted process. But below is an attempt to at least show what has been already created by Alexandra.

To understand this we need to understand the following two concepts as it regards to BLUE.

### **1) What is a TASK?**

- a. BLUE's workflow is based on the notion of tasks. For example, when a student completes an evaluation, they are performing a task, when the faculty personalizes their evaluation form by adding their own questions, they are performing a task, when the faculty checks to see how many students have completed their evaluations, they are performing a task. When the faculty or department administrators view their reports, they are performing a task.
- b. Associate with each task there is **start date**
- c. Associate with each task there is an **end date**
- d. Associated with each task there are **two reminders**. Reminders are date/time at which email notifications (reminders) are sent to the user to perform the task.
- e. In addition, each task has several options that can be turned on or off. (the most important of these is to sometime **turn off the email feature**, which is especially important if we are in a test cycle.

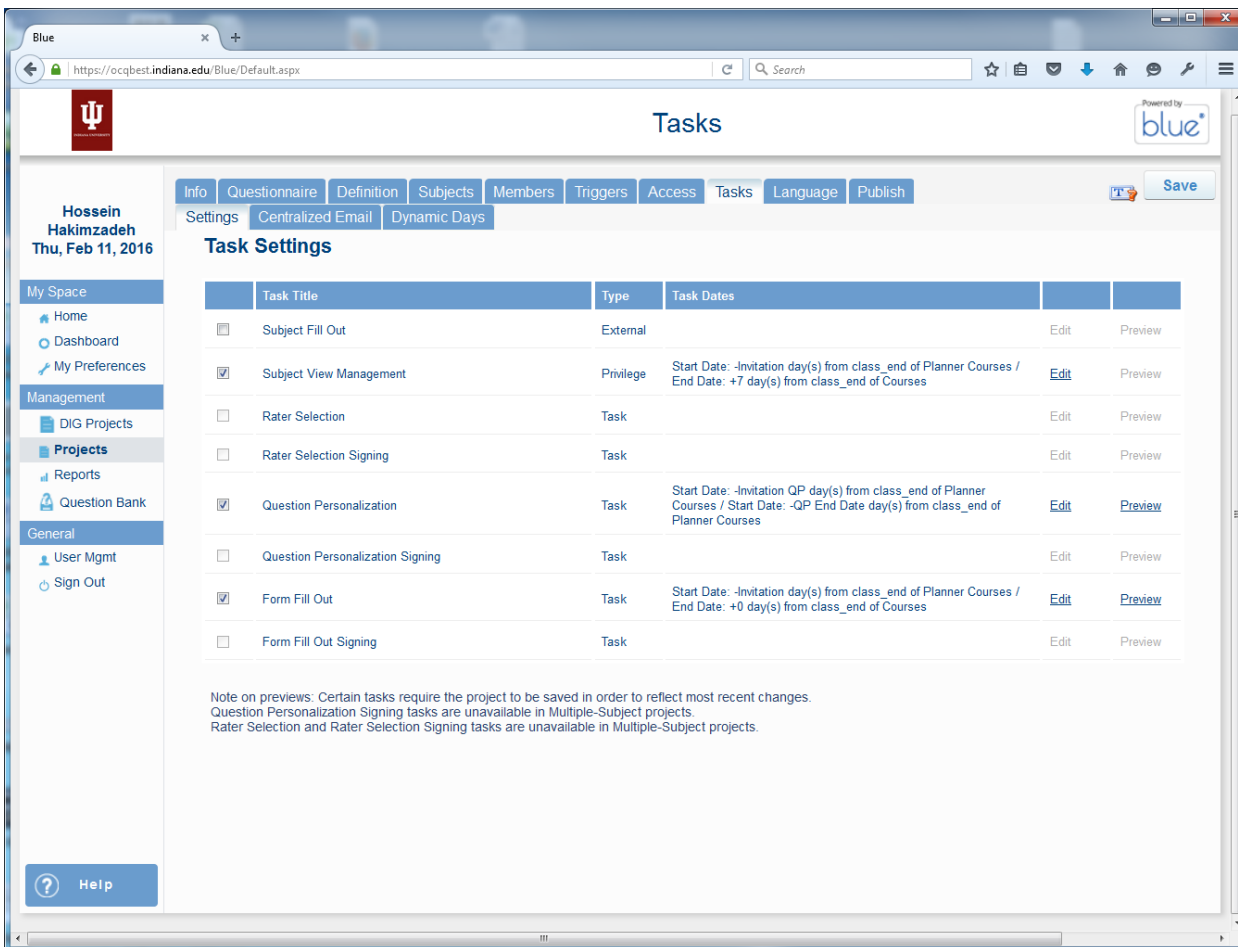
### **2) What is the notion of Dynamic Day?**

- a. We'll explain this later in a little more detail, but the notion of dynamic days allows customization of when notifications should be sent to the users. In other words, we can create an IF-THEN rule that indicates when the notification should be sent. The rule is typically based on the fixed deadline. For example 7 days before the course end send a notification to the student to complete the evaluation.

Since the Tasks have already been created, Click the TASKS tab, and then the SETTINGS sub tab. We should see the following:

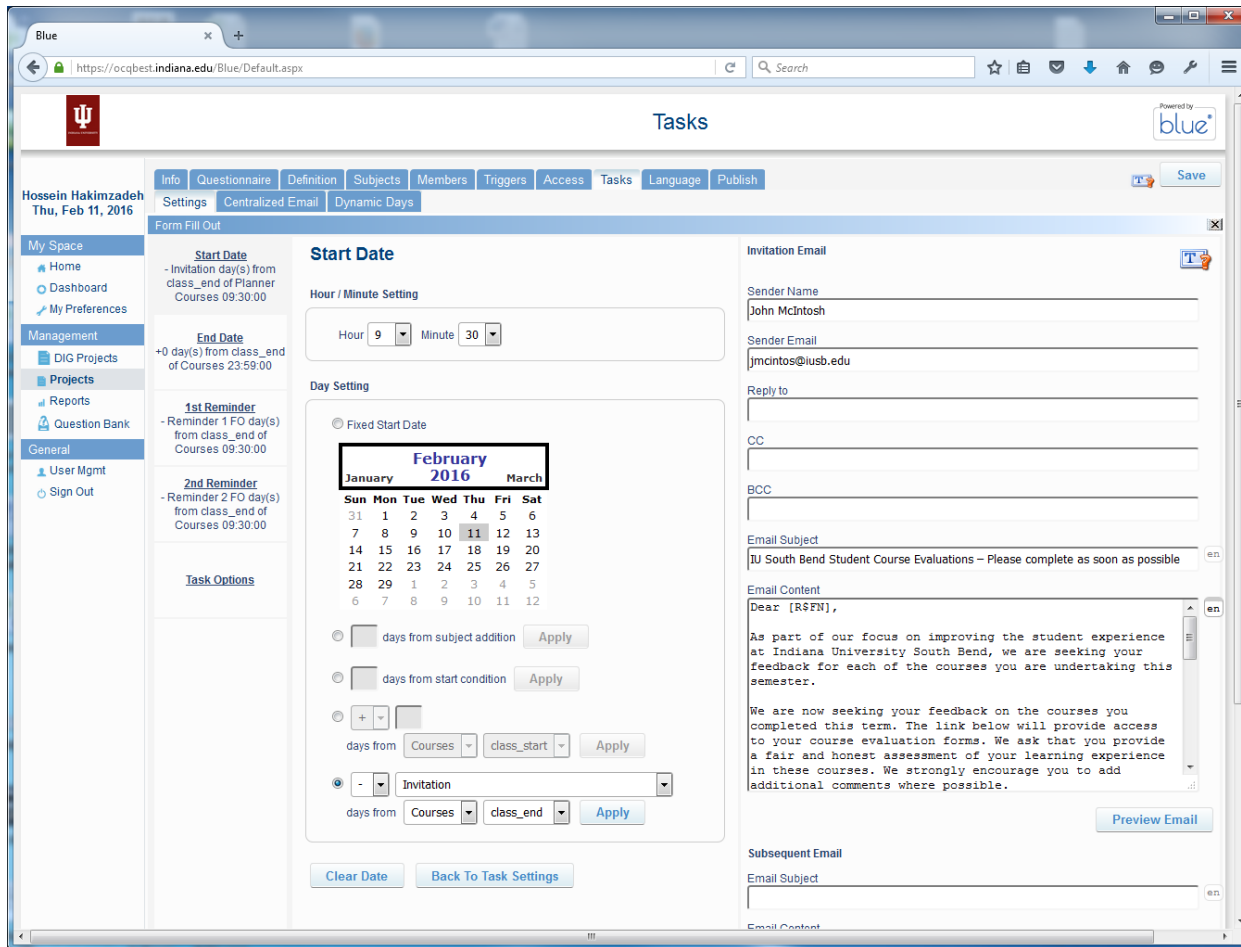
There are several different tasks in the system, however 3 of them are important to us.

- 1) Form Fill Out (FO)
  - a. This is for students to complete their evaluations
- 2) Question Personalization (QP)
  - a. This is to give the opportunity to faculty to add more question to their evaluation (if they wish)
- 3) Subject View Management (SVM)
  - a. This is for faculty to be able to login and see how many students have completed their evaluation in each class.



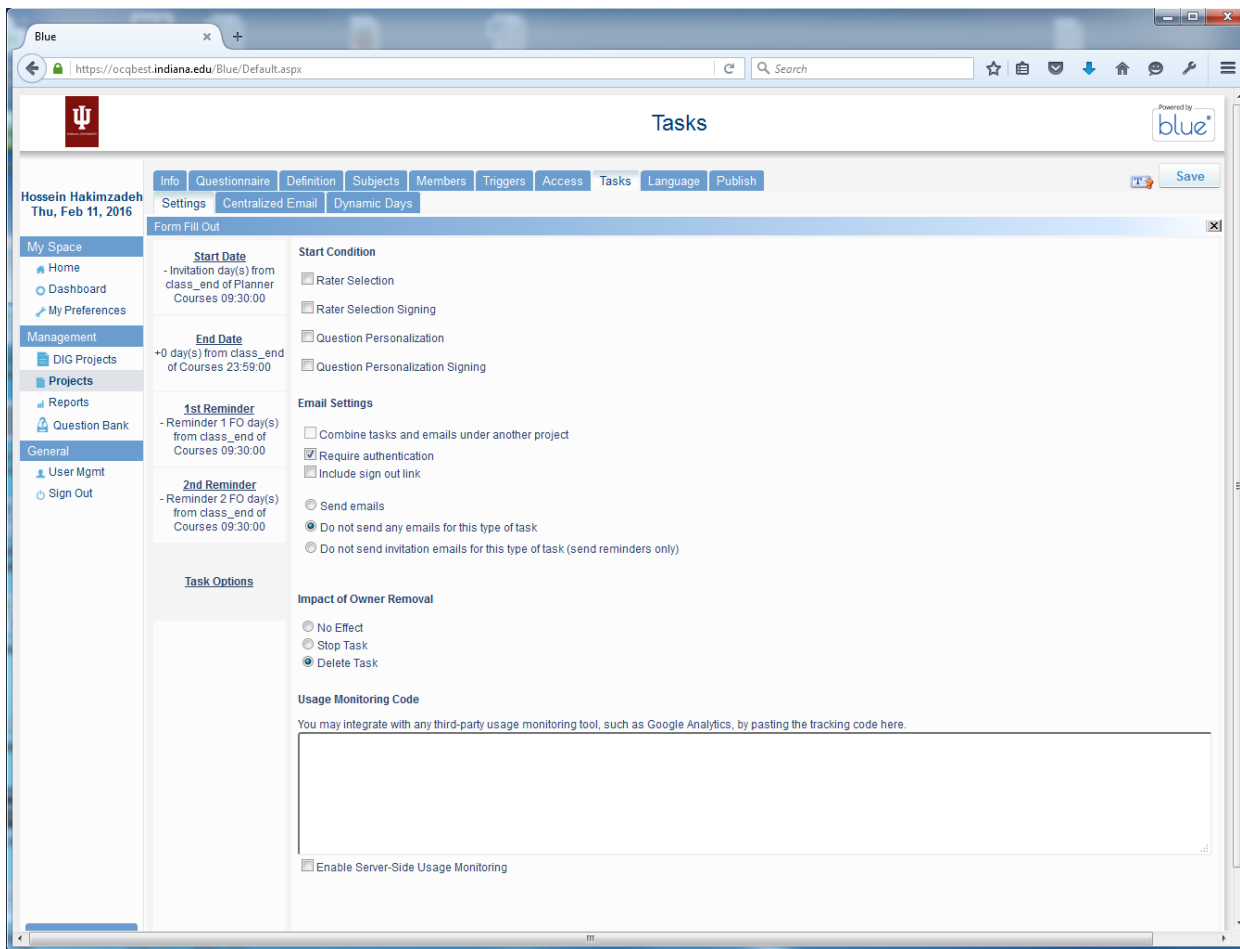
Now to view the details on each task we can click the EDIT

Below is the screen shot for **FORM FILL OUT** task:



NOTE that Alexandra has already set up the start date, end date, 1<sup>st</sup> reminder, 2<sup>nd</sup> reminder, and task options.

Also NOTE that under TASK OPTIONS, the DO NOT SEND ANY EMAILS FOR THIS TYPE OF TASK is clicked. This is critical for Test Cycle. (see below)



We can do the same for the other two tasks: **Question Personalization and Subject view management** (See below)

Blue  
https://ocqbest.indiana.edu/Blue/Default.aspx

## Tasks

powered by **blue**

Info Questionnaire Definition Subjects Members Triggers Access Tasks Language Publish Save

Settings Centralized Email Dynamic Days

Question Personalization

**My Space**  
 Home  
 Dashboard  
 My Preferences

**Management**  
 DIG Projects  
 Projects  
 Reports  
 Question Bank

**General**  
 User Mgmt  
 Sign Out

**Start Date**  
 - Invitation OP day(s) from class\_end of Planner Courses 09:30:00

**End Date**  
 OP End Date day(s) from class\_end of Courses 23:59:00

**1st Reminder**  
 - Reminder 1 OP day(s) from class\_end of Courses 14:00:00

**2nd Reminder**  
 - Reminder 2 OP day(s) from class\_end of Courses 09:30:00

**Task Options**

**Hour / Minute Setting**  
 Hour 9 Minute 30

**Day Setting**  
 Fixed Start Date

January	February 2016							March
Sun	Mon	Tue	Wed	Thu	Fri	Sat		
31	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	1	2	3	4	5		
6	7	8	9	10	11	12		

days from subject addition Apply

days from Courses class\_start Apply

Invitation QP  
 days from Courses class\_end Apply

Clear Date Back To Task Settings

**Invitation Email**

Sender Name  
John McIntosh

Sender Email  
jmcintosh@iusb.edu

Reply to

CC

BCC

Email Subject  
IU South Bend Student Course Evaluation - Fall 2015 - Please enter your additional

Email Content  
 Dear (R&FN),  
 Welcome to our new course evaluation software package, eXploraNce Blue.  
 Indiana University South Bend is committed to ensuring the quality of its academic programs, its teaching effectiveness and the learning experiences of its students. An important component of this is the regular evaluation of courses by students.  
 Indiana University South Bend's course evaluation framework includes a set number of core institutional

Preview Email

Subsequent Email

Email Subject

Email Content

Blue  
https://ocqbest.indiana.edu/Blue/Default.aspx

## Tasks

powered by **blue**

Info Questionnaire Definition Subjects Members Triggers Access Tasks Language Publish Save

Settings Centralized Email Dynamic Days

Subject View Management

**My Space**  
 Home  
 Dashboard  
 My Preferences

**Management**  
 DIG Projects  
 Projects  
 Reports  
 Question Bank

**General**  
 User Mgmt  
 Sign Out

**Start Date**  
 - Invitation day(s) from class\_end of Planner Courses 09:30:00

**End Date**  
 +7 day(s) from class\_end of Courses 23:59:00

**1st Reminder**  
 - Reminder 1 SVM day(s) from class\_end of Courses 09:30:00

**2nd Reminder**  
 - Reminder 2 SVM day(s) from class\_end of Courses 09:30:00

**Task Options**

**Hour / Minute Setting**  
 Hour 9 Minute 30

**Day Setting**  
 Fixed Start Date

January	February 2016							March
Sun	Mon	Tue	Wed	Thu	Fri	Sat		
31	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	1	2	3	4	5		
6	7	8	9	10	11	12		

days from subject addition Apply

days from Courses class\_start Apply

Invitation  
 days from Courses class\_end Apply

Clear Date Back To Task Settings

**Invitation Email**

Sender Name  
John McIntosh

Sender Email  
jmcintosh@iusb.edu

Reply to

CC

BCC

Email Subject  
IU South Bend Student Course Evaluations - Manage your courses and view respons

Email Content  
 Dear (R&FN),  
 Indiana University South Bend is committed to ensuring the quality of its academic programs, its teaching and the learning experiences of its students. An important component of this is the regular evaluation of courses by students.  
 Instructors are invited to view their response rates and manage their courses.  
 <span style="line-height: 20.7999992370605px;"><a href="https://ocqbest.indiana.edu/blue/">&nbsp;Please click here to manage your courses and view response rates.

Preview Email

Subsequent Email

Email Subject

Email Content

## DYNAMIC DAYS

The last thing we need to learn about is the notion of DYNAMIC DAYS. Again, this is somewhat convoluted, but the basic idea is that one can create some triggers for tasks which are dynamically calculated based on some existing dates. For example if the course ends on May 15, we might want an email to be sent out 10 days before the end of the course and remind student to complete their evaluations. This by itself would be fairly easy to set up, however BLUE tries to make a programming language out of this feature. In my opinion to the detriment of the system.

So, below are the 9 dynamic days that Alexandra and Rola have created for IUSB.

The screenshot shows the 'Task Dynamic Days' configuration page in the Blue LMS. The page title is 'Task Dynamic Days' and it is powered by 'blue'. The user is logged in as 'Hossein Hakimzadeh' on 'Thu, Feb 11, 2016'. The page has a navigation menu on the left with sections like 'My Space', 'Management', 'Projects', and 'General'. The main content area is titled 'Define Dynamic Days' and shows a table with 9 items. Each item has an index, a caption, and an 'Edit' link. At the bottom of the table, there are 'Delete' and 'Add' buttons.

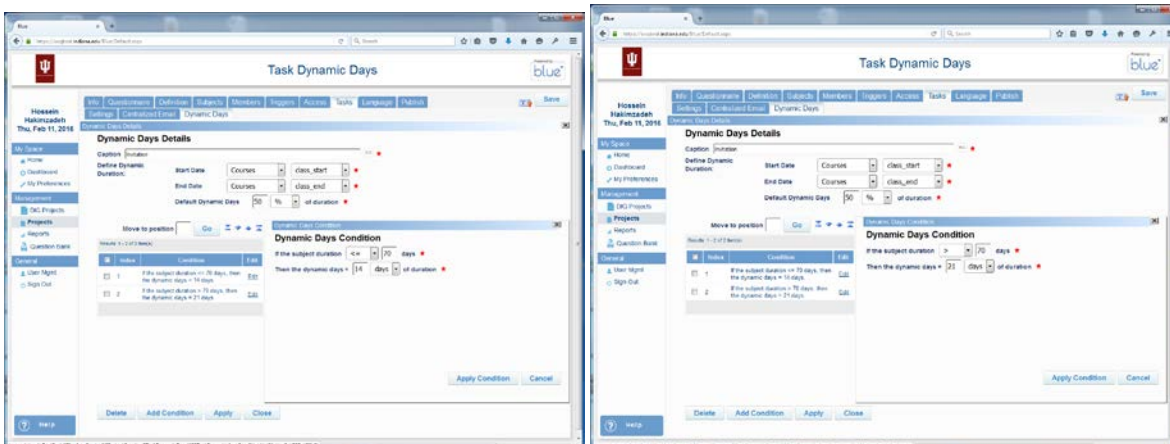
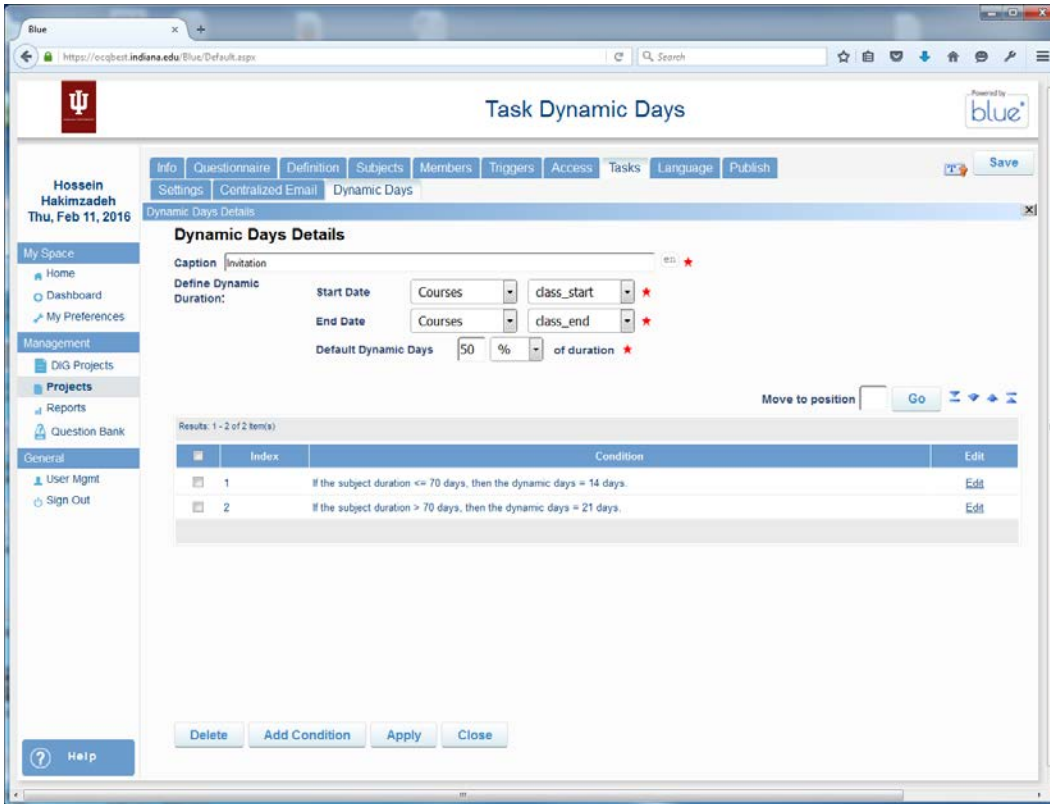
Index	Caption	Edit
1	Invitation	<a href="#">Edit</a>
2	Reminder 1 SVM	<a href="#">Edit</a>
3	Reminder 2 SVM	<a href="#">Edit</a>
4	Reminder 1 FO	<a href="#">Edit</a>
5	Reminder 2 FO	<a href="#">Edit</a>
6	Invitation QP	<a href="#">Edit</a>
7	Reminder 1 QP	<a href="#">Edit</a>
8	Reminder 2 QP	<a href="#">Edit</a>
9	QP End Date	<a href="#">Edit</a>

To view the dynamic days we can EDIT each one.

## Dynamic Day 1 – Invitation

If the subject duration  $\leq$  70 days, then the dynamic days = 14 days.

If the subject duration  $>$  70 days, then the dynamic days = 21 days.



## Dynamic Day 2 – Reminder 1 SVM

If the subject duration  $\leq$  70 days, then the dynamic days = 14 days.

If the subject duration  $>$  70 days, then the dynamic days = 21 days.

The screenshot shows the Blue LMS interface for configuring 'Task Dynamic Days'. The page title is 'Task Dynamic Days' and it is powered by 'blue'. The user is logged in as Hossein Hakimzadeh on Thu, Feb 11, 2016. The interface includes a navigation menu on the left with options like 'My Space', 'Management', and 'General'. The main content area is titled 'Dynamic Days Details' and shows the configuration for 'Reminder 1 SVM'. The 'Caption' is 'Reminder 1 SVM'. The 'Define Dynamic Duration' section includes fields for 'Start Date' (Courses, class\_start), 'End Date' (Courses, class\_end), and 'Default Dynamic Days' (50 % of duration). Below this is a table with 2 results, showing conditions for dynamic days based on subject duration. At the bottom, there are buttons for 'Delete', 'Add Condition', 'Apply', and 'Close'.

**Dynamic Days Details**

**Dynamic Days Details**

**Dynamic Days Details**

**Dynamic Days Details**

**Dynamic Days Details**

Index	Condition	Edit
1	If the subject duration $\leq$ 70 days, then the dynamic days = 11 days.	Edit
2	If the subject duration $>$ 70 days, then the dynamic days = 17 days.	Edit



## Dynamic Day 4 – Reminder 1 FO

If the subject duration  $\leq$  70 days, then the dynamic days = 11 days.

If the subject duration  $>$  70 days, then the dynamic days = 15 days.

The screenshot displays the 'Task Dynamic Days' configuration interface. The page title is 'Task Dynamic Days' and it is powered by 'blue'. The user is identified as Hossein Hakimzadeh, logged in on Thu, Feb 11, 2016. The interface includes a navigation menu on the left with options like 'My Space', 'Management', and 'General'. The main content area is titled 'Dynamic Days Details' and contains the following configuration fields:

- Caption:** Reminder 1 FO
- Define Dynamic Duration:**
  - Start Date:** Courses, class\_start
  - End Date:** Courses, class\_end
  - Default Dynamic Days:** 50 % of duration

Below the configuration fields is a table showing the results of the dynamic day conditions:

Index	Condition	Edit
1	If the subject duration $\leq$ 70 days, then the dynamic days = 11 days.	Edit
2	If the subject duration $>$ 70 days, then the dynamic days = 15 days.	Edit

At the bottom of the configuration area, there are buttons for 'Delete', 'Add Condition', 'Apply', and 'Close'. A 'Move to position' section with a 'Go' button and arrow icons is also present.