

# Explorance Blue

## A Web-Based Surveying and Course Evaluation System

### Frequently Asked Questions (For Faculty)

Last Update 4/14/2016

#### What is Explorance Blue?

*Explorance Blue is a general survey software which is adopted by IUB for their course evaluations. Starting Fall of 2015, the system will also be used at IUSB and will replace the IU-EVAL system.*

#### How will my students be given the opportunity to evaluate my course?

*Your students will receive an email invitation for every course they are enrolled in. They will click the link provided, and complete the evaluation. Students should be reminded that, emails will be sent to student's official IU email address.*

#### My classroom doesn't have computers. How will my students be able to do the evaluations?

*Your students can complete their course evaluations at any time between the time they receive their invitation and the end of the evaluation period (typically the end of classes). They can use any computer or mobile device that has access to the internet to complete their evaluations.*

#### When will the faculty get their evaluation results?

*Typically sometime after the semester is over, the evaluations reports will be run as a batch process. Once all the reports are generated, the faculty will receive an email notification which will instruct them on how to obtain their reports.*

#### Can a faculty add their own questions to the standard course evaluation?

*This is based on the campus policy. Currently, our campus policy is to allow each faculty to add up to 5 questions to the standard set of questions. The faculty has to repeat the process for every course that they wish to add questions to. Since each semester is viewed as a new project, if the faculty wishes to add the some or new questions to their course evaluations, they will have to repeat the process mentioned above. Only the standard campus and academic unit questions are required to be included in the faculty annual reports. The personalized questions will be part of the report, but the faculty can exclude them from their annual reports.*

#### Is there a deadline after which students cannot complete the evaluation?

*YES. When the data is loaded into the system each section is given a starting and ending period. Students are invited to complete their evaluations typically 7 to 14 days (depending on the length of the course) prior to the end of the course. Evaluations must be completed by the end of the period specified (typically the last day of classes, as specified on the registrar's web site).*

#### How do you preserve the anonymity of my students?

*In order to complete their evaluations, students must login to IU's Central Authentication System (CAS). Also student information is maintained in the Explorance Blue system. This information is needed to ensure they are in fact your student. Therefore, students are not anonymous. However, students should be assured that they are "anonymous to their faculty". In other words their faculty will not be able to see who said what about the course or faculty. The campus administration is currently discussing ways to anonymize the student information perhaps after a period of time.*

#### How can I be sure that one person doesn't fill out the evaluation multiple times?

*Unless the enrollment data loaded into the system is incorrect, this should not happen. Students will receive an email each time a course evaluation is available to be completed. Once they complete the evaluation, that task is completed and they no longer are able to access the evaluation.*

**I am worried that my students won't take the time on their own to fill out the evaluation and that only a small percentage of students will complete the evaluation. How can I avoid that?**

*This is a common concern for most faculty. Here are some suggestions to improve your student participation:*

- a) Treat the evaluation as an assignment in your class. (one with very little points) and ask that they provide you with the proof (see below).*
- b) Treat the evaluation as bonus credits (one with very few points) and ask that they provide you with the proof (see below).*
- c) Announce in class that if some percentage of students (say 80%) complete their evaluations, the entire class gets a few bonus points. The faculty member will then have to login to BLUE to check the 80% has been reached.*

*In the past, while using IU-EVAL, options (b and c) above has been tested quite successfully by a number of faculty at IUSB.*

**How can a student prove that they have completed the evaluation?**

*Student can provide proof of completion by logging into their BLUE dashboard, and taking a screen shot (or printout) which shows which sections have been completed and email it to the faculty.*

**Who else has access to the data collected by the Blue System?**

*Once the system is fully implemented, the following university personnel have access to evaluation data.*

- 1) Faculty have access to his/her own evaluations*
- 2) Administrators and/or their delegates (in the department, college, and campus) have access to course evaluations reports.*
- 3) Administrators and/or their delegates (department, college, and campus) have access to unit reports (showing aggregate information for the academic unit.)*
- 4) The Blue system administrator(s) have access to all reports (individual as well as unit).*

**What happens if the Blue system goes "down" and students can't access it?**

*At this point the BLUE system is housed at IUB. We rely on IU's computing and networking infrastructure.*

**Does the campus use a standard set of questions, or do department create their own?**

*In the past, departments were in charge of creating their own evaluation forms. In fact IU-EVAL allowed departments to create as many evaluation templates as they wish. In 2015, the campus developed and approved the following standard set of questions. (show below)*

*Please rate the instructor on the following criteria:*

*The instructor was well-prepared.*

*The instructor explained the subject matter clearly.*

*The instructor created an environment that was conducive to learning.*

*The assignments helped me to learn.*

*The instructor was readily available (e.g., email, office hours, or one-on-one consultation).*

*The instructor provided helpful feedback (e.g., on assignments, exams, presentations).*

*Overall, how do you rate this instructor?*

*Overall, how do you rate this course?*

*Any Additional comments?*

*In addition, departments are allowed to add more questions to the above. Finally, individual faculty can also add up to 5 additional questions to their course evaluation forms.*

**INDIANA UNIVERSITY  
SOUTH BEND**

Office of the Associate Vice Chancellor for Academic Affairs