# Explorance Blue
## *A Web-Based Surveying and Course Evaluation System*

**Frequently Asked Questions (For Students)**
**Last Update 4/14/2016**

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| What is Explorance Blue? |
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*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 I be given the opportunity to evaluate my courses? |
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*You will receive an email invitation (in your official IU email address) for every course that you are enrolled in. In that email, you will find a link which will take you to the course evaluation web site. All of your courses should be visible in that web site, however depending on when your courses may end, some of the courses may not be ready for evaluation yet. Pick the courses that are ready, and complete your evaluation.*

| When will the faculty get their evaluation results? |
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*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. Please rest assured that the reports will not show any identifying information about students.*

| Is there a deadline after which I cannot complete the evaluation? |
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*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 my anonymity? |
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*In order to complete your evaluations, you must login to IU's Central Authentication System (CAS). Also your information is maintained in the Explorance Blue system. This information is needed to ensure you are in fact a student registered in the course. Therefore, you are not anonymous. However, you should be assured that you are "anonymous to your faculty". In other words your faculty will not be able to see who said what about the course or faculty.*

| Some faculty may assign the course evaluation as an assignment or give extra credit point to those who complete the evaluations. How can I prove that I have completed the evaluation? |
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*You can provide proof of completion by logging into your BLUE dashboard, and taking a screen shot (or printout) which shows which sections have been completed and email it to your faculty.*

| Who else has access to the data collected by the Blue System? |
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*Once the system is fully implemented, the following university personnel have access to evaluation data.*
1) Faculty have access to his/her own course evaluations reports.
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 I can't access it? |
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*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. (see 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.*

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