Notifications Schedule for
BLUE Course Evaluation System
IU South Bend
11/6/2017

Below is the explanations about BLUE Course Evaluation that the Department Administrators may find helpful in communicating with their faculty:

1) The emails that faculty and students receive are all sent automatically from the BLUE system. The emails are electronically signed by Doug McMillen for both identification of the source (being academic affairs) and to allow faculty and students to send comments and questions to academic affairs.
2) The emails are sent out based on a procedure developed by academic affairs/campus when we first adopted this system in 2015. BLUE representatives then implemented that procedure as an algorithm in the initial project that they created for us (fall 2015). The algorithm is based on the following parameters:
   a. Course Start-Date
   b. Course End-Date
   c. Length of the course
3) Based on the above parameters, the BLUE system creates several tasks for each course/section in the system.
   a. Question Personalization (QP) task
   b. Form Fill Out (FO) task
   c. Subject View Management (SVM) task
4) Each of the above tasks have their own start and end periods, and those periods are calculated based on the <u>length of the course</u> and the <u>course end-date</u>!

The Algorithm for calculating the start and end of each Task: (which BLUE calls dynamic days)

Classes that are 70 days or shorter	**Classes that are longer than 70 days**
• Faculty QP tasks begin 21 days before the Class-End begin and end one week later. (faculty have one week to create their personalized questions)	• Faculty QP tasks begin 28 days before the Class-End and lasts for one week (faculty have one week to create their personalized questions)
• Student FO tasks begin at the end of the QP task. Which means 2 weeks before the final week begins, and ends before the final week starts.) (Students have one weeks to do their evals)	• Student FO tasks begin immediately after QP ends, and lasts for 2 weeks and end before the final week begins (students have 2 weeks to complete their evals)
• Faculty SVM tasks starts at the same time and FO task, and ends at the end of the class + 7 days. (so they faculty have about 3 weeks to look at their response rate)	• Faculty SVM tasks start at the same time as FO task, and end one week after the end of class (so the faculty have 4 weeks to look at their response rate).

- For each of the above tasks, the user will receive up to 3 email messages from the system. If they complete their task the emails will supposedly stop!)

- Note that in both short and long duration classes, the students are not allowed to complete the evals during the last week/final week of the semester.

- Also Note that summer classes are governed under the "shorter than 70 days" algorithm.

For a handy wallet size schedule see blow:

Classes that are 70 days or shorter		Classes that are longer than 70 days	
Days Before Class-End	Event	Days Before Class-End	Event
21	QP invitation	28	QP invitation
18	1st QP reminder	25	1st QP reminder
16%	2nd QP reminder	23	2nd QP reminder
15	QP end	22	QP end
14	FO invitation	21	FO invitation
11	1st FO reminder	15	1st FO reminder
11	SVM invitation	15	SVM invitation
8	2nd FO reminder	8	2nd FO reminder
7	FO period ends	7	FO period ends
0	Course End	0	Course End
+7 days	SVM period ends	+7 days	SVM period ends