Course and Teaching Evaluations User Guide –

Subject View Management

A step-by-step guide to Subject View Management features in the Blue system for Course and Teaching Evaluations

VANDERBILT
Office of the
University Registrar

User Guide: Course and Teaching Evaluations

The Subject View Management features in the Blue system for Course and Teaching Evaluations allow instructors to see evaluation start dates prior to the launch of student evaluations, and, while the evaluations are ongoing, to monitor response rates, send reminder messages, and provide students with QR codes and direct links to the evaluation system. Subject View Management is available through Blue at https://my-vanderbilt.bluera.com/.

Contents

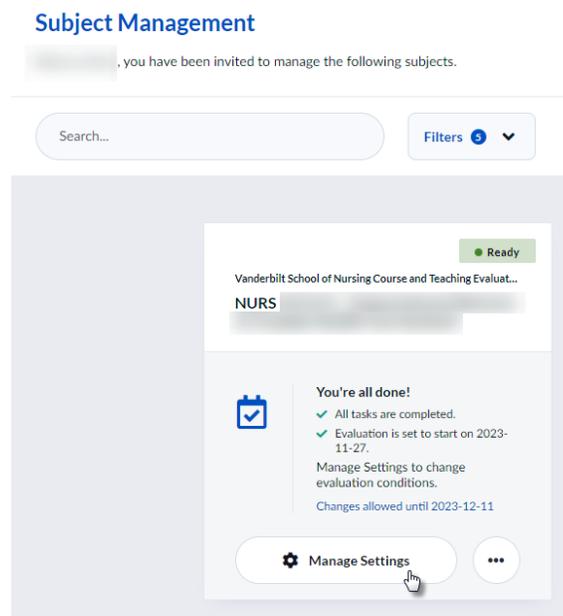# User Guide: Course and Teaching Evaluations

Accessing Subject View Management

1. You will receive an email in advance of the opening of student evaluations, at which point the Subject View Management features will be available to you.
2. Log into the Blue system at https://my-vanderbilt.bluera.com/.
3. Under Tasks, select the class you wish to view. You can click on the class or select "Start Now."
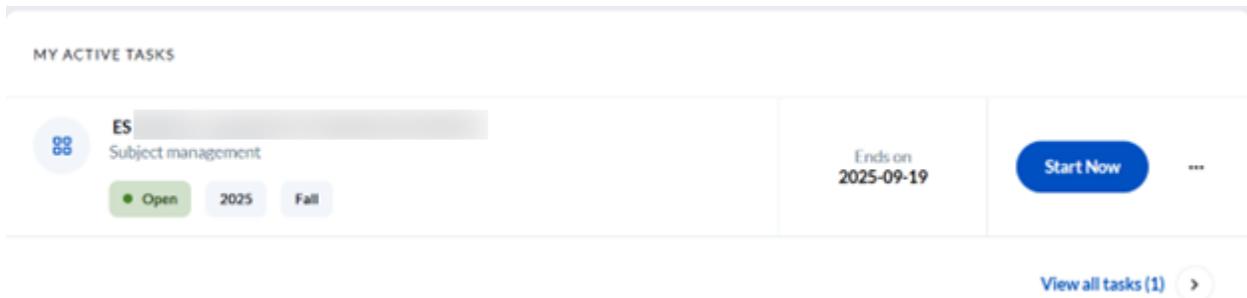

Features of Subject View Management

1. Prior to the launch of student evaluations, you will be able to see the evaluation start date on the subject management home screen. Please note: the message that "All tasks are completed" means simply that the evaluation project has been set up—there is nothing you can or need to do, as the evaluations are automated.

User Guide: Course and Teaching Evaluations

2. Note the Status of **● Ready** . This means the evaluation questionnaires are ready and will be released to students on the evaluation start date.
3. Click Manage Settings for additional information.

Manage Settings
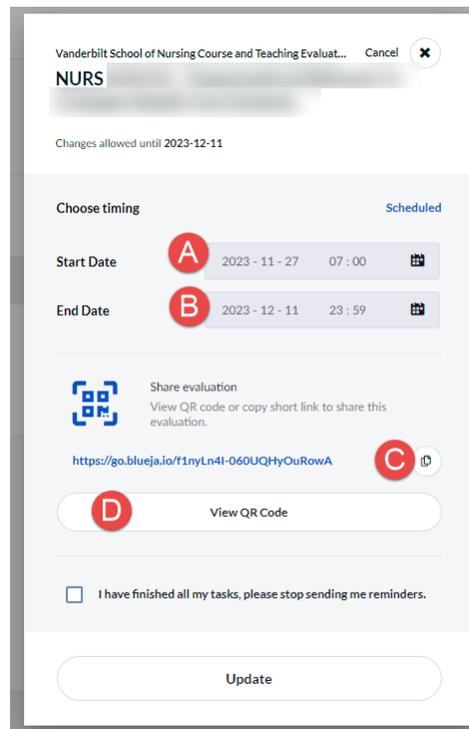
A. Start Date – These standard dates are confirmed by the school. If you would like to have courses evaluated outside of the standard window in future terms, please contact your department.
B. End Date – These standard dates are confirmed by the school. If you would like to have courses evaluated outside of the standard window in future terms, please contact your department.
C. Copy a link to the questionnaire. You can send this out to students in your class.
D. View and copy a QR Code to display or send out to students in your class. The QR Code links to the questionnaire.

3. To return to Subject View Management, click Cancel at the top of the screen.

User Guide: Course and Teaching Evaluations
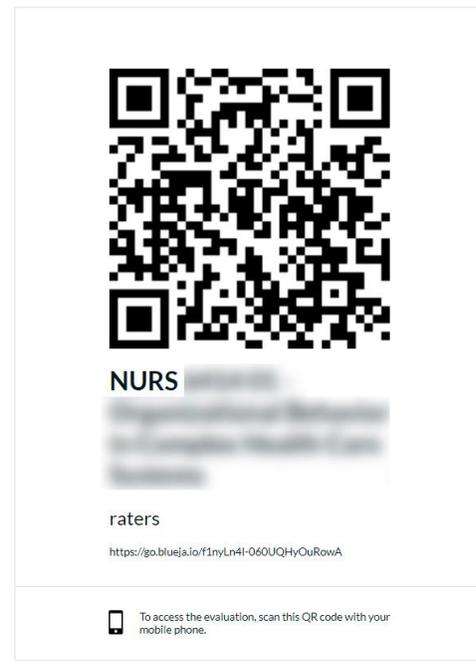
4. Click the three dots for more options.
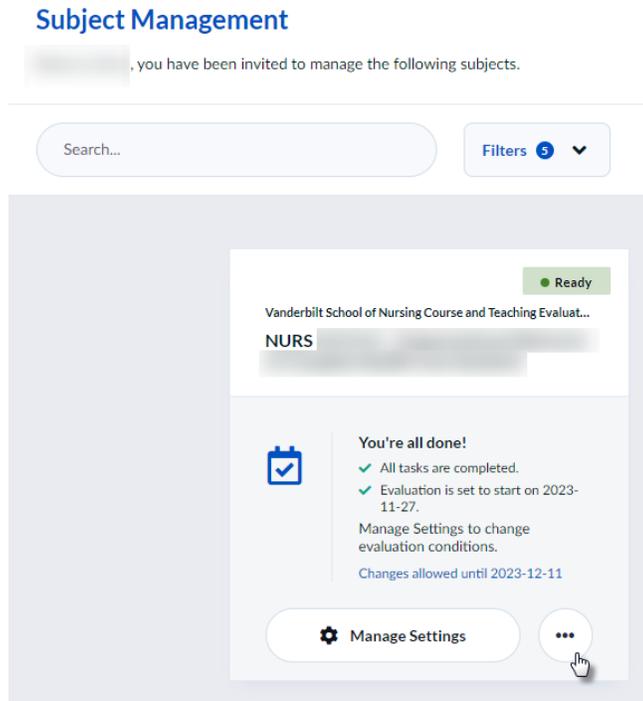
User Guide: Course and Teaching Evaluations
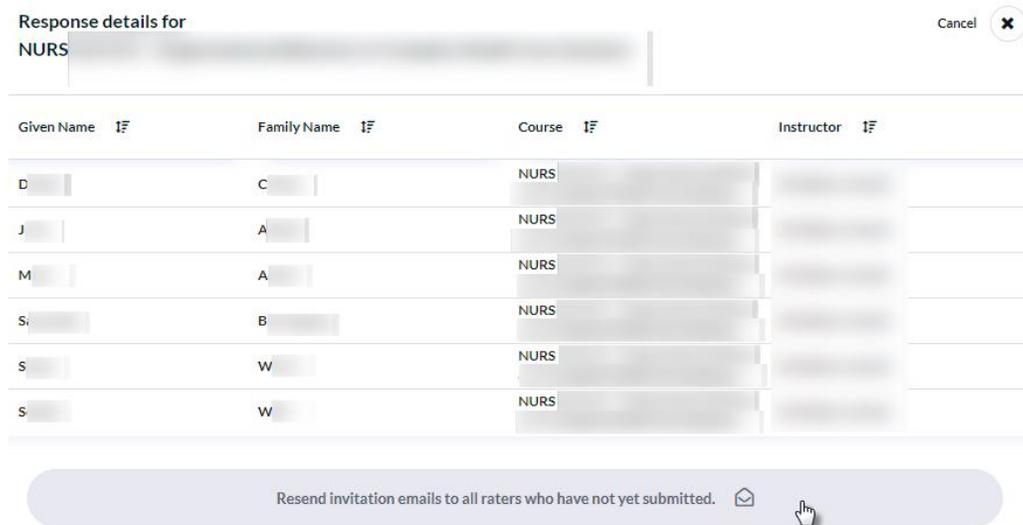
More Options – View QR Code
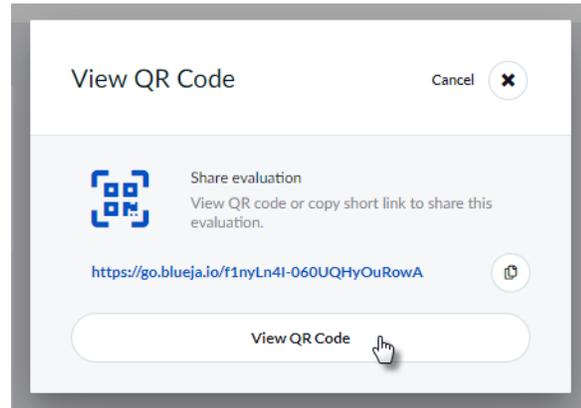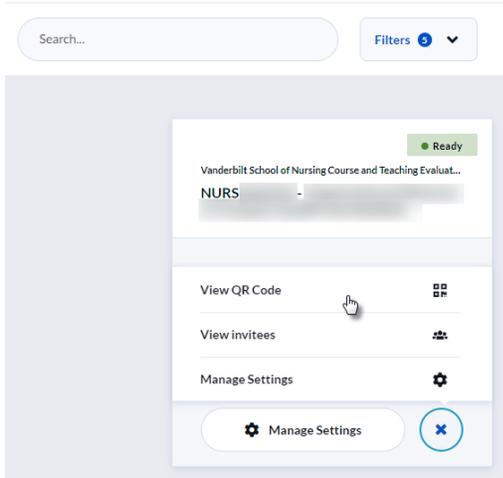
The QR Code can be displayed in class for quick access to the questionnaire. A link is also available to send out.

User Guide: Course and Teaching Evaluations

## More Options – View invitees
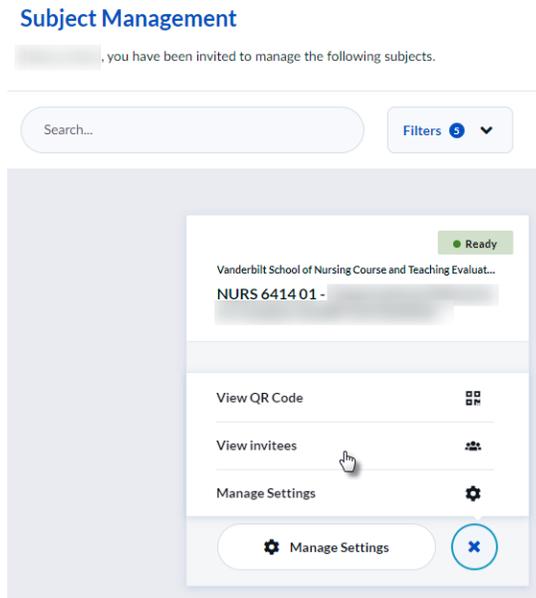
Allows you to see the list of students who have been invited to complete the evaluation questionnaire for this class.

When the questionnaires are active, clicking "Resend invitation emails to all raters who have not yet submitted" will re-send the system-generated invitation email to students who have not submitted their questionnaire. (You will not know who receives the message.) Unfortunately, this message cannot be edited. If you would like to send a personalized message to students, you will need to do so via email or other messaging options (e.g., Brightspace).

User Guide: Course and Teaching Evaluations

More Options – Manage Settings
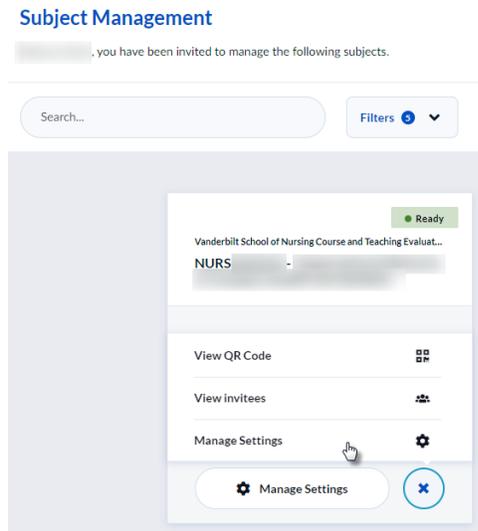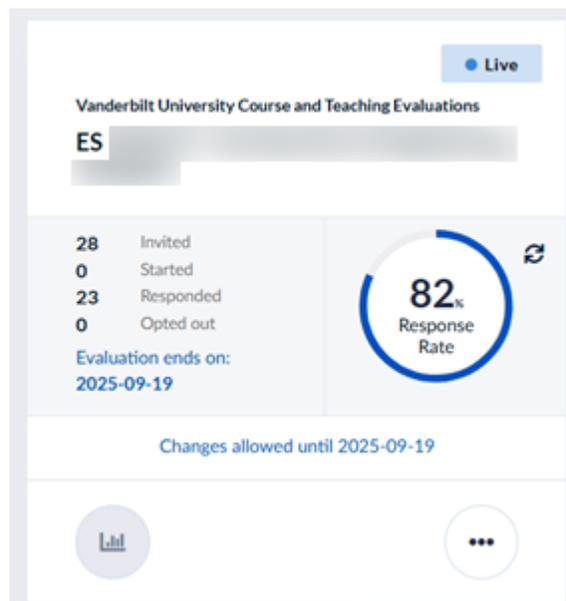

See Manage Settings, above.

Response Rate

Once the evaluation questionnaires are launched, you will be able to monitor the response rate. Note the status has changed from ● Ready to ● Live .

User Guide: Course and Teaching Evaluations

Additional Information

Course and Teaching Evaluations at Vanderbilt: https://www.vanderbilt.edu/course-teaching-evaluations/faculty/

User Guide for Students:
https://registrar.vanderbilt.edu/documents/UserGuideCourseandTeachingEvaluations_student.pdf

Please contact courseevaluations@vanderbilt.edu if you have questions or need assistance with your

Please contact the Course and Teaching Evaluations team at courseevaluations@vanderbilt.edu if you have questions or need additional assistance.