### Accessing Course Evaluation Forms

Our Student Course Evaluation vendor, Explorance Blue (Blue), has created a dynamic system to help students, faculty, administrators, and support staff access evaluation materials. This system requires an LCC login with LCC ID and password. Logging in will allow Blue to send you to your own unique homepage.

This means you will only see items pertaining to your courses, tasks, reports, and faculty dashboard (where appropriate). Each user group will see a different home page layout, which is helpful for getting quick access to the information you care about, but can be confusing when talking with supervisors or students.

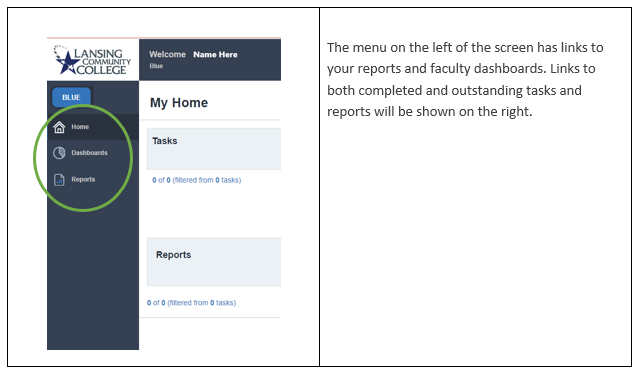
All items in Blue are accessible using computers, tablets or mobile devices. The dynamic screen will adjust to fit your screen size. Blue works with most browsers, but if you have trouble try using Google Chrome.

There are multiple ways to access your course evaluation forms from Blue:

* Access through myLCC
* Access through D2L
* Access directly from web
* Access through email links

## Your Blue Homepage

Your Blue homepage is the central location where you will access your tasks, reports, and faculty dashboard. It will look similar to the following image.



# Accessing Blue Homepage through MyLCC

Screen shots depicting steps to access Blue using myLCC: 
1. Log into myLCC using your LCC user ID and password
2. Open the Work tab
3. Click the Blue/Explorance link located in the Employee eToolbox under Faculty Services.
4. Accessing Blue through the myLCC portal will not require a separate login and you should be taken directly to your Blue homepage; however, if you access Blue from other methods you may be required to enter your LCC ID and password



# Accessing Blue Homepage Using D2L

Image of table with following contents:
1. Access course evaluation forms from your Blue dashboard and tasks using D2L pop-ups.
2. Log into MyLCC
3. Access D2L from the top, right toolbar
4. Once in D2L Click on the Course Evaluation Link in your upper menu choices 

You will be taken to your list of tasks, such as personalizing your evaluation questions or reviewing reports, and can click those to access that task directly



## Accessing Tasks Using D2L Pop-Up

Depicts table with the following information:
1. When you log into D2L open task reminders will pop up on your screen 2. You can click “Remind me Later” or click on the link to be taken directly to that task
3. Using the above link might lead you to a task list that is not as comprehensive as your homepage. It only shows tasks and not report or dashboard options. However, if you want to focus on your needed tasks this can be a faster route to use.



# Accessing Blue Homepage Directly From the Web

*Note regarding required LCC user ID and password*

Logging into myLCC or D2L requires your user ID and password and you are not required to re-enter it when using Blue. However, if you access Blue from the web, or as described below using email links, you may be required to enter your user ID and password to gain access. If you have already logged into myLCC, or D2L, and still have that running you will not be required to login again. If you have not yet opened an LCC application then you will get the normal LCC login screen.

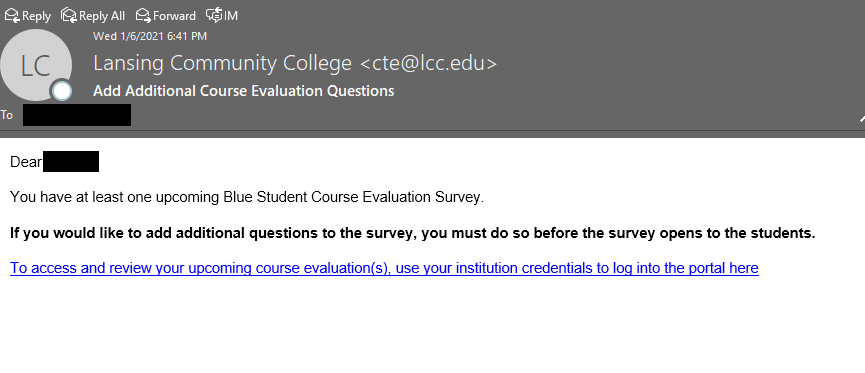
You can bookmark the following email address to take you directly to Blue when on the web.

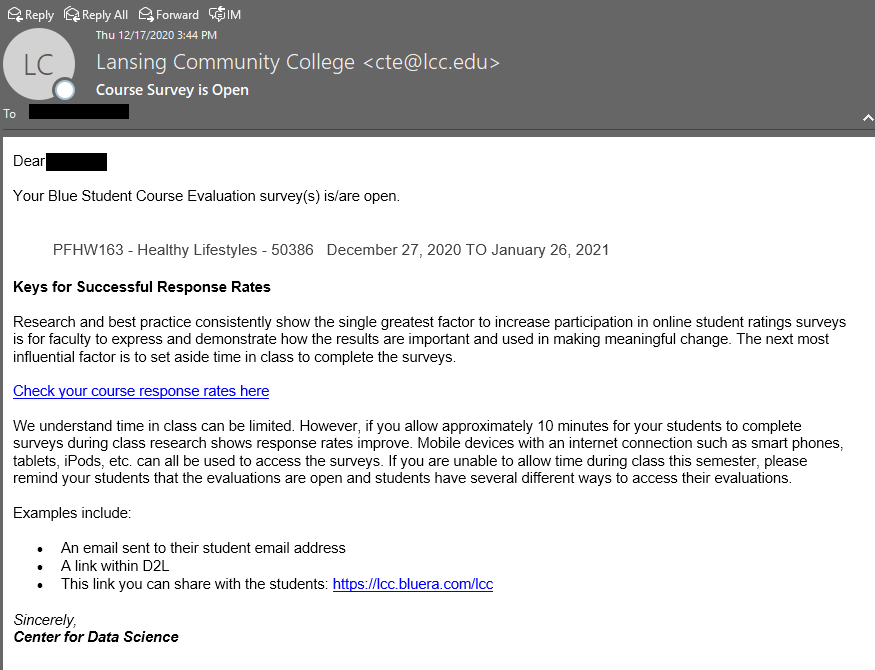
**https://lcc.bluera.com/lcc**

# Accessing Blue Homepage and Tasks With links From Emails

In the course of a semester you will be sent several emails from Blue. Some of them will take you to your homepage and some will take you to specific tasks or reports. Here are a few sample emails to show you what to expect.

The following two emails take you directly to a task list.





This email has a choice of going to a specific task list or your homepage:

