FACULTY USER GUIDE

Student Course Evaluations

Version 9 – Explorance Blue, Student Course Evaluation System

Version 1.3 Published August 2025

LCC NONDISCRIMINATION STATEMENT

LCC provides equal opportunity for all persons and prohibits discriminatory practices based on race, color, sex, age, religion, national origin, creed, ancestry, height, weight, sexual orientation, gender identity, gender expression, disability, familial status, marital status, pregnancy, pregnancy-related conditions, military status, veteran's status, or other status as protected by law, or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position or participate in educational programs, courses, services or activities offered by the College.

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies: Equal Opportunity Officer, Employee Title IX Coordinator, Washington Court Place, 309 N. Washington Square Lansing, MI 48933, 517-483-1730; HR Director of Total Compensation & Employment, 504/ADA, Administration Building, 610 N. Capitol Ave. Lansing, MI 48933, 517-483-1875; Associate Dean, Center for Student Support, 504/ADA, Gannon Building, 411 N. Grand Ave. Lansing, MI 48933, 517-483-1885; Director of Student Compliance, Student Title IX Coordinator, Gannon Building, 411 N. Grand Ave., Lansing, MI 48933, 517-483-9632, Director of Athletics, Deputy Title IX Coordinator, Gannon Building, 411 N. Grand Ave., Lansing, MI 48933, 517-483-1622, U.S. Department of Education's Office of Civil Rights, Michigan Department of Civil Rights.

The nondiscrimination policy and grievance procedures can be located at LCC's Board Policies website. To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to Title IX and Sexual Misconduct Resources website.

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FACULTY USER GUIDE INTRODUCTION

Hello! This is an updated guide for Version 9 of our Student Course Evaluations, using Explorance Blue or simply "Blue." The tasks remain the same but some functionality, security features, and convenience have been upgraded.

Your students have been asked to evaluate your course section(s). Your participation may include personalizing questions to your evaluations, creating optional early/mid semester surveys, viewing response rates for any live evaluations, managing your ongoing evaluations by adjusting their settings, and viewing reports. All of these actions will be discussed in the following guide, as well as some background of student course evaluations at LCC and the evaluation timeline.

WHAT'S NEW IN BLUE VERSION 9:

KEY CHANGES FOR FACULTY:

- **New URL:** https://my-lcc.bluera.com/.
- **New Homepage:** A redesigned interface with customization options.
- **Access to Past Reports & Customizations:** Faculty will retain their previous data and settings but will use the updated interface.
- **Report Format:** Minor visual differences, but data, PDF and CSV downloads remain unchanged.
- **Faculty Guide:** This new guide replaces any previous versions.

MINIMAL IMPACT ON STUDENTS:

- **Surveys:** Mostly unchanged, with minor graphic updates.
- **Access:** Continues via links, but using the new URL, https://my-lcc.bluera.com/.
    - Any links placed in syllabi or other materials before Fall 2025 will still work.
    - Students will still access evaluations via D2L, pop-up links, email links, and posted links (with the updated URL).
- **New Homepage Layout:** A refreshed design, similar to Faculty Home Page.

Thank you for all you do for your students. If you, or they, have any questions, please feel free to reach out to your Blue Administrators at the Center for Data Science, lcc-cds@star.lcc.edu or (517) 483-1123. We are here to support you.

BACKGROUND OF STUDENT COURSE EVALUATIONS AT LCC

Student course evaluations are part of the faculty MAHE contract, (Note: Student feedback and/or evaluation data is never the sole factor when determining faculty teaching performance). They also allow student input into program improvement.

LCC's course evaluation system, Blue by Explorance, referred to as "Blue", launched spring 2021. Blue replaced LCC's old course evaluation system, IDEA. The system was upgraded by the vendor during summer 2022 and fall semester 2025 to the current Version 9. The intent is to continually improve the user experience.

The Center for Data Science supports the student course evaluation system on behalf of LCC's Academic Senate, specifically their standing Committee for Assessing Student Learning (CASL).

EVALUATION TIMELINE

Course evaluation forms are available according to the length of the course. The table below shows when course evaluation forms are activated and deactivated and when questions can be customized. Instructors are also notified of their particular section dates via their LCC email address.

Length of Course	Course Evaluation Activation Date	Last day to Evaluate Courses	Open for Faculty Question Personalization
15 and 16-week	30 days prior to last course date	11:59pm on the last day of the class	Faculty can personalize questions starting at the beginning of the semester. Email reminders are sent 14 days before the survey opens for student responses. Once the survey is live, this option is no longer available.
12 and 14-week	25 days prior to last course date	Same as 16-week	Same as 16-week
8-week	20 days prior to last course date	Same as 16-week	Same as 16-week
Variable	Dependent upon course length goal is to start evaluation in last quarter of course	Same as 16-week	Same as 16-week
Optional Early/Mid Semester Survey	Invite email sent at beginning of course with one reminder sent 14 days later – courses must be 35 days or longer to participate	Determined by faculty or default approx. 75% completion of course	Immediately after "opting in" using invitation email and lasts until the survey opens for student responses.

ACCESS YOUR EVALUATIONS AND REPORTS

As stated previously, as of Fall 2025 Semester, we have upgraded from Version 8 to Version 9 of the Explorance Blue Student Evaluation system. The biggest change is the new URL going active August 18, 2025. After 8/18/25, best practice is to update any references you have in course materials or syllabi to the new URL for all LCC student, faculty and staff use: https://my-lcc.bluera.com/.

You will be able to access your evaluations through your myLCC Employee eToolbox link, D2L, or through notifications and links provided to you via email.

MYLCC EMPLOYEE ETOOLBOX LINK

1. After opening the Lansing Community College webpage (**lcc.edu**), log into your **myLCC** account.
2. Once there select the **Work Tab**

Figure 1: Work tab found when in myLCC account

3. On the far right of your screen you should see the Employee eToolbox. Under Faculty Services is a link for **Explorance Blue**, Student course evaluations. Select this to be taken to your Blue Home Screen.

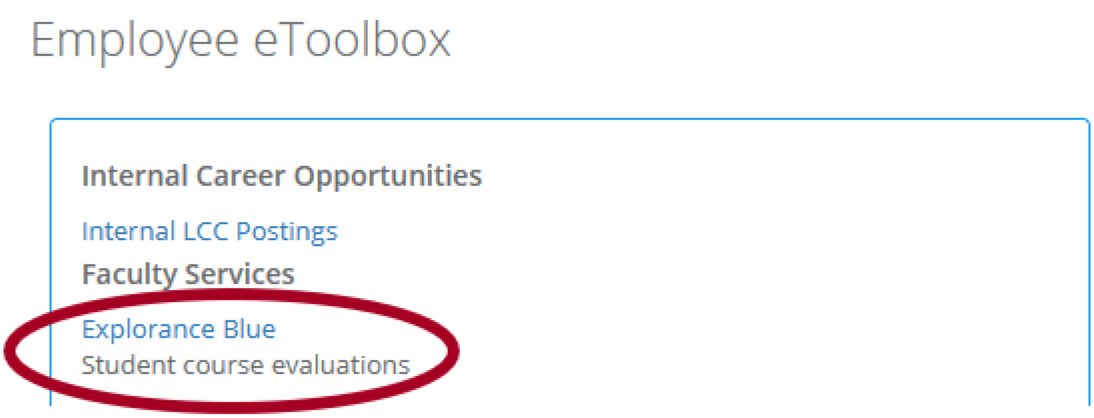


Figure 2: Explorance Blue link within Employee eToolbox

D2L

Log in to **D2L** as you normally would with your regular LCC username and password.

A pop-up window may appear with a list of your open evaluations and a link to each for easy access. If you do not see this window, continue from your D2L homepage.

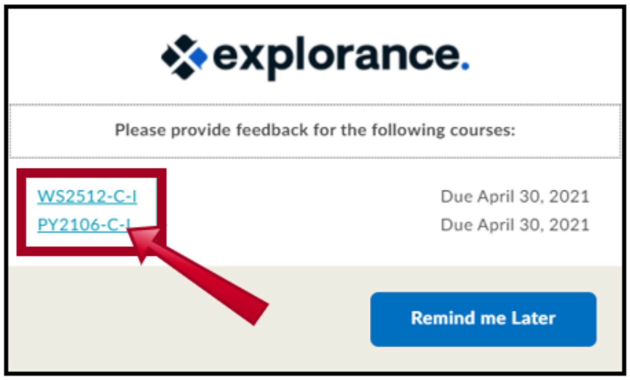


Figure 3: D2L popup

You can use the Course Evaluations Link from you D2L Home Page.

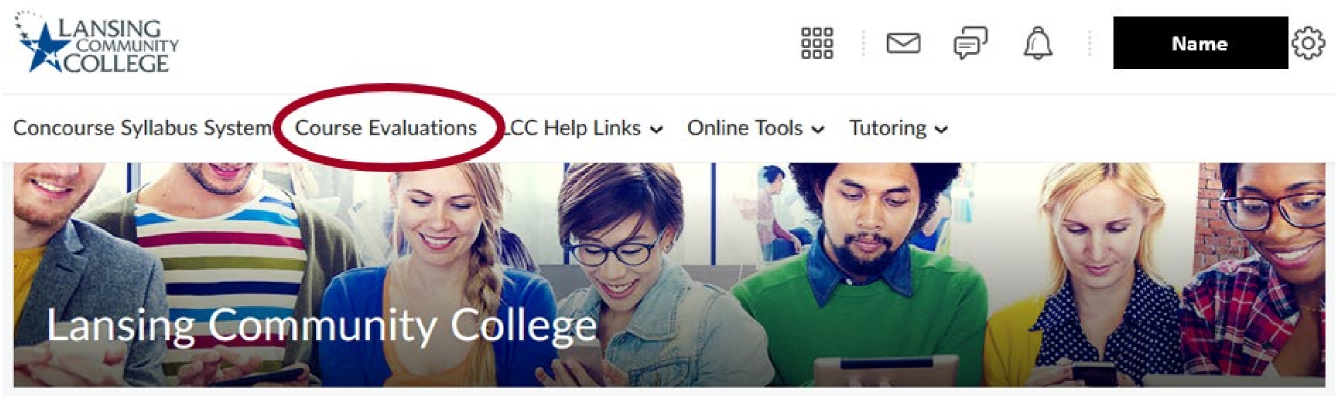


Figure 4: Example D2L Course Evaluations link

Both of these methods will access open reports or tasks you have. If you see the Explorance note regarding no active tasks at this time please use the Blue Home URL method for getting to your Blue Homepage.

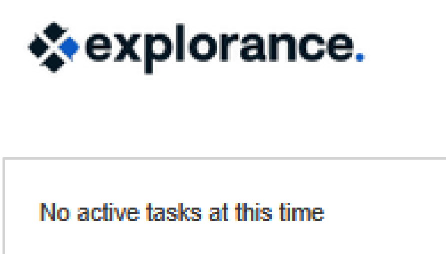


Figure 5: No active task notice from Explorance Blue

FROM NOTIFICATIONS OR LINKS

EMAIL

If you received an email to access your evaluations or reports:

1. Open the email.
2. Click on the link provided in the email's message. You will be directed to your Subject Management page which will display all of your evaluations. To learn more, see View the Subject Management page.

Important:

Typically, when you access your evaluations, you will be automatically authenticated through LCC's single sign on and multifactor login allowing you to skip the step of signing in. However, you may be asked to sign in to LCC's portal to access certain evaluations. If you do see LCC's login page: Log in as you normally would with your regular LCC username and password. You will be directed to your evaluations. If you have questions about this, please see the Logging in section of this guide.

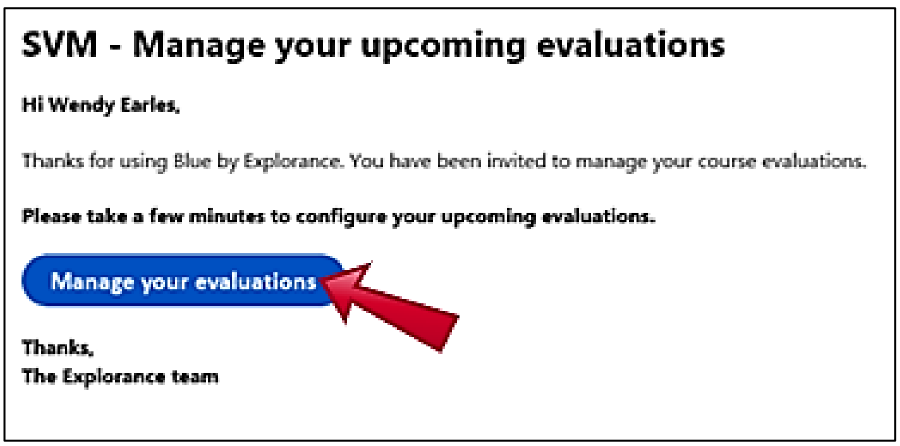


Figure 6: Email login to access evaluations

Figure 7: Email login to access reports

BLUE HOME URL

If you received a website URL for your evaluation, click on the link or copy and paste it into the address bar of your browser. You will be directed to your Blue Home page which will display your evaluation tasks. It is recommended you bookmark this page, https://my-lcc.bluera.com/.

You can view your evaluations and reports from either two views:

- **BLUE HOME** - This view is the Blue Home page that you will first land on after logging in from a website URL. You will be able to manage and monitor your evaluations and view reports from this page. To learn more, see View Blue Home.

- **SUBJECT MANAGEMENT VIEW** - This is an enhanced view that will allow you to see all activity related to your evaluations on a single comprehensive page. Relevant details and options are showcased for each evaluation right when you need them, such as calls to action if tasks are incomplete, viewing response rates for live evaluations, and reports for completed ones. To learn more, see View the Subject Management page.

LOGGING IN

Typically, when you access your evaluations, you will be automatically authenticated through LCC's single sign on and multifactor login allowing you to skip the step of signing in.

However, you may be asked to sign in to LCC's portal to access certain evaluations. If you do see LCC's Explorance Blue login page: Log in as you normally would with your regular LCC username and password. You will be directed to your Blue Home.

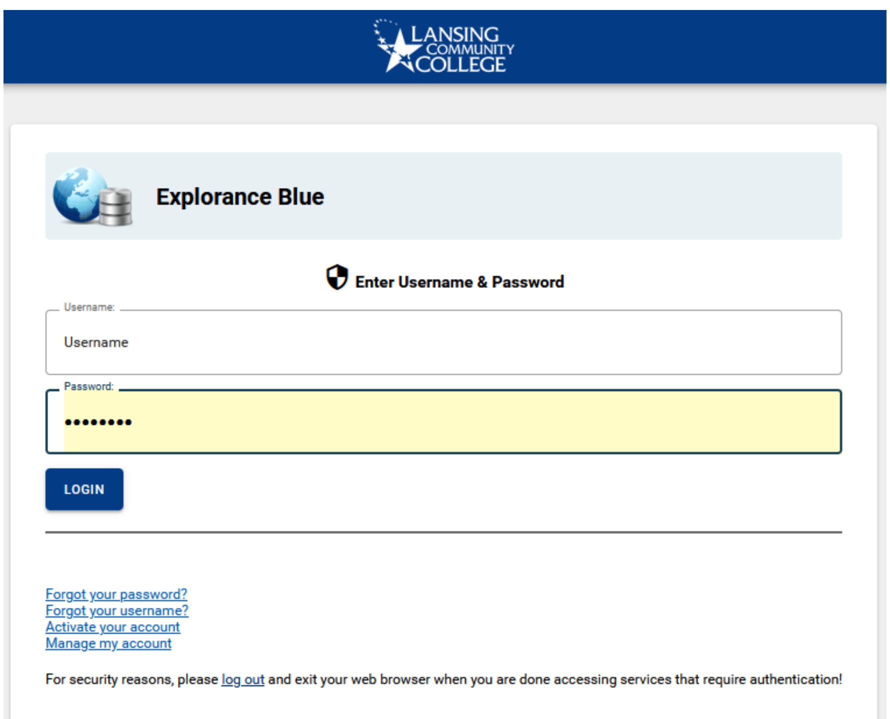


Figure 8: LCC login for Explorance Blue Application

YOU MAY ALSO ENCOUNTER AN EXPLORANCE BLUE LOGIN

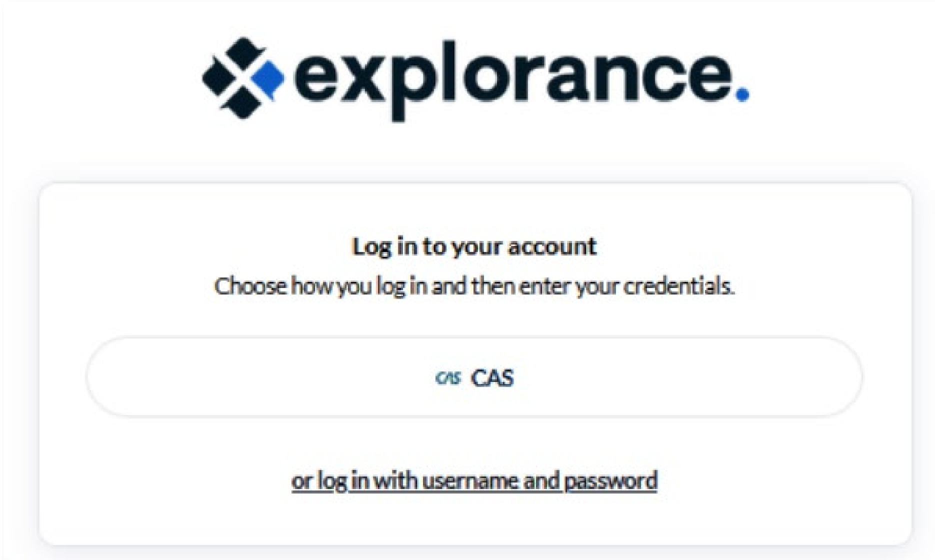


Figure 9 Explorance Blue Login Image

You will pick the CAS option to get to the LCC login for Explorance Blue Application as noted in the prior paragraph.

VIEW BLUE HOME

Blue Home is the page that you will first land on after logging in from a website URL. You will be able to manage and monitor your evaluations and also view reports from this page.

BLUE HOME FEATURES

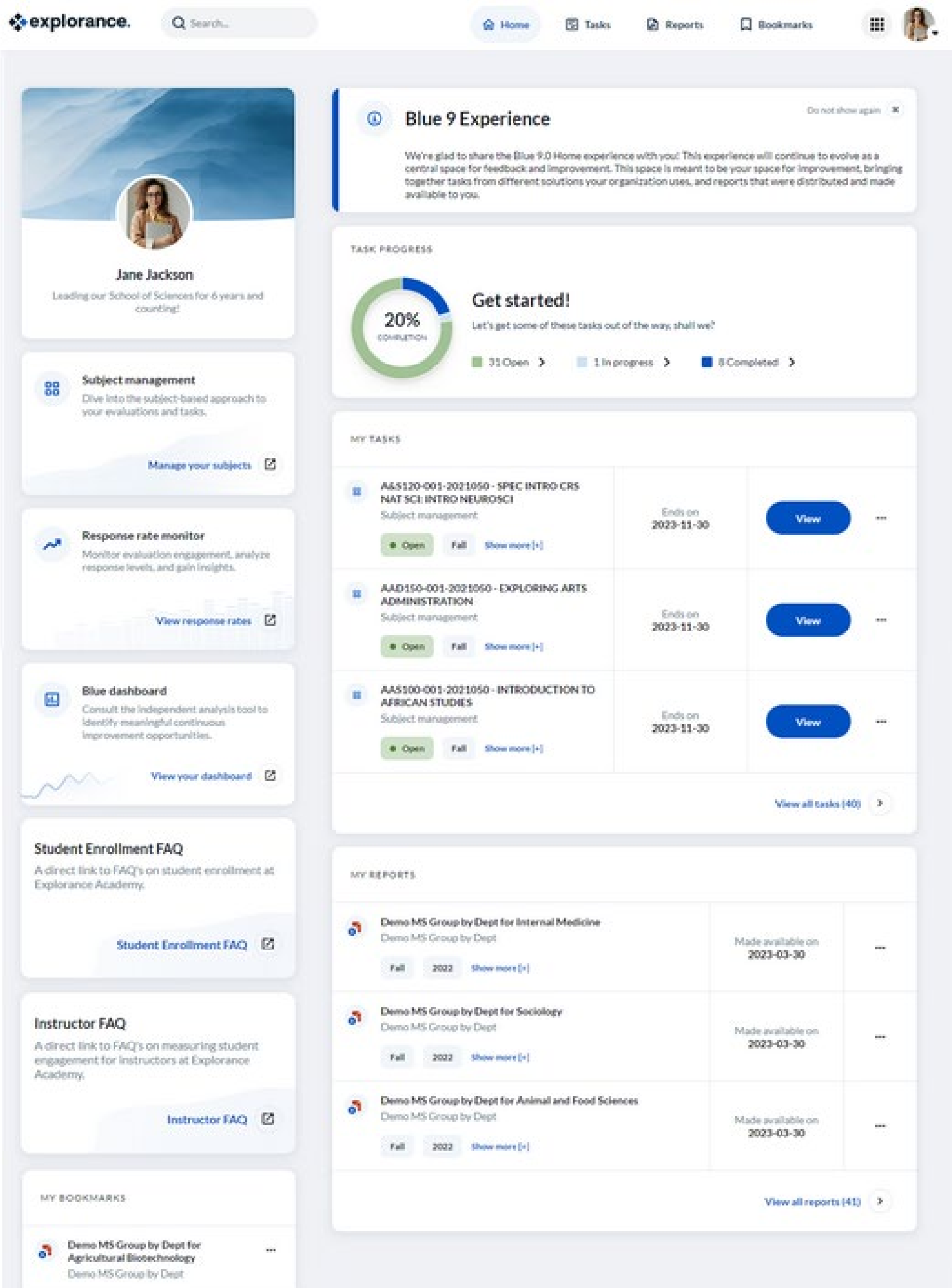


Figure 10: Overview of Blue Home Screen as seen on a desktop

That's a lot to take in. Let's break down the page and discuss the features a little more closely.

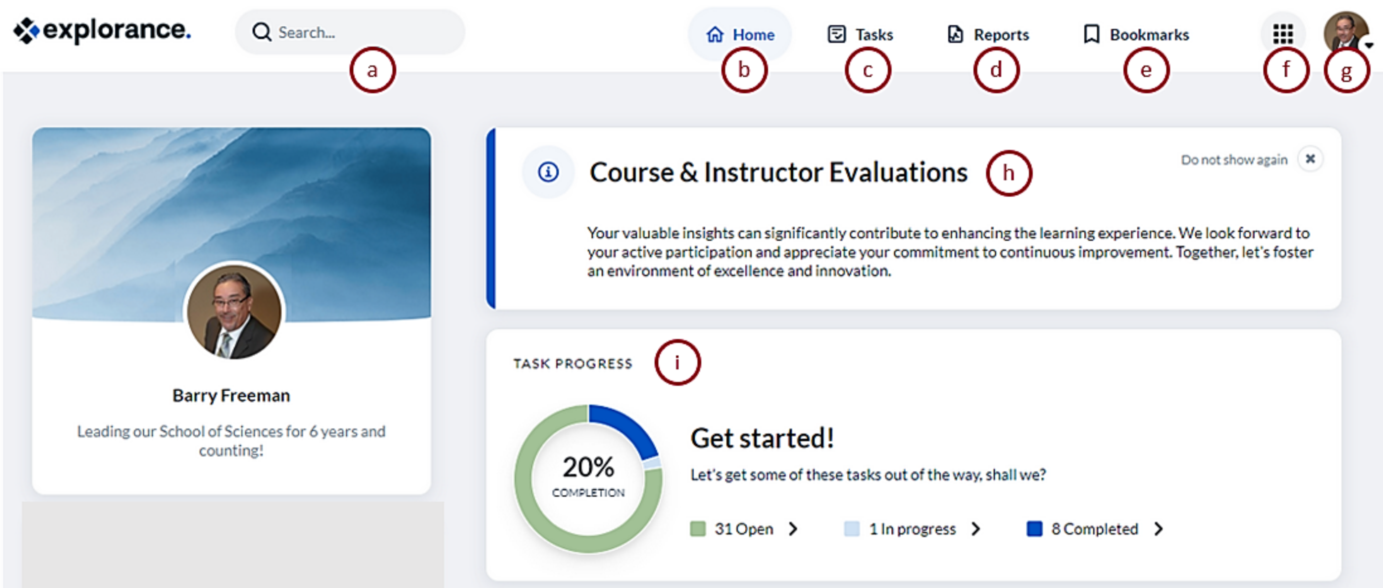


Figure 11: Top portion of Blue Home

a. **Search bar** - Allows you to perform a keyword search to locate a specific task or report.
b. **Home** - Directs you to Blue Home.
c. **Tasks** - Directs you to a new page displaying all of your tasks.
d. **Reports** - Directs you to a new page displaying all of your reports.
e. **Bookmarks** - Directs you to a new page displaying all of your bookmarked tasks and reports.
f. **Menu icon** - Displays access to Home and the Help Center.
   i. **Home** - Directs you to Blue Home where you can access all your tasks and reports.
   ii. **Help center** - Directs you to the Blue Online Help Center.
g. **My profile** - Displays your name and avatar used in Blue.
   i. **My account** - Allows you to configure account settings such as display name and image, email address, and password.
   ii. **Language** - Allows you to select a different language.
   iii. **Help** - Directs you to the Blue Online Help Center homepage.
   iv. **Sign Out** - Ends your session.
h. **Advisory message** - Describes a customized message displayed to all users.
i. **Task progress overview** - Displays the number of tasks that have been completed. The status can be Open (not yet started), In Progress (started but incomplete), or Completed (submitted and nothing left to do).

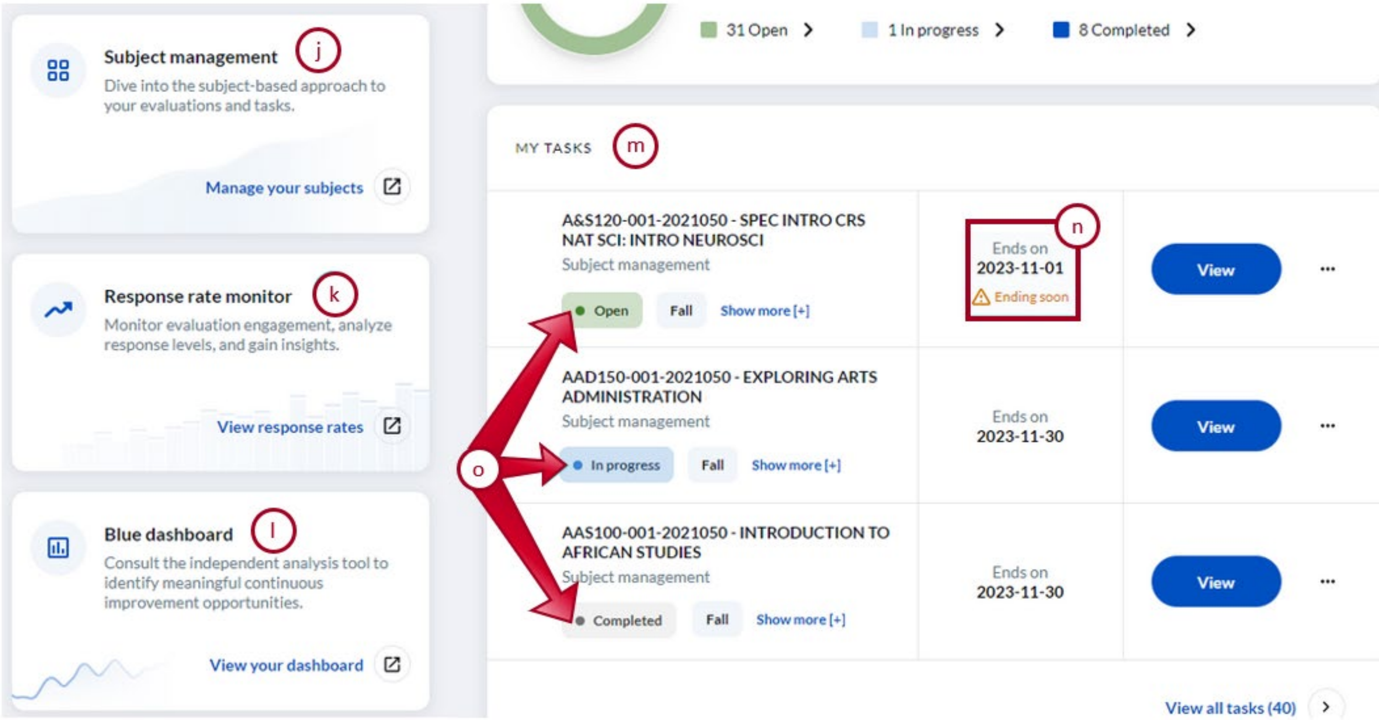


Figure 12: Mid-portion of Blue Home

j. **Subject management launcher** - Launches a new page for you to access subject management in tile-view. To learn more, see [View the Subject Management page].

k. **Response rate monitor launcher** - Launches a new page for you to access the response rate monitor. LCC uses this for administrators, access to faculty is limited.

l. **Blue dashboard launcher** - Launches a new page for you to access the Blue dashboard. LCC has limited access to this feature.

m. **My tasks** - Displays a widget of evaluation tasks and links. To learn more, see [Open your tasks].

n. **End date** - Displays the deadline to complete the evaluation.

o. **Status** - Indicates the evaluation status. The status can be Open (not yet started), In Progress (started but incomplete), or Completed (submitted and nothing left to do).

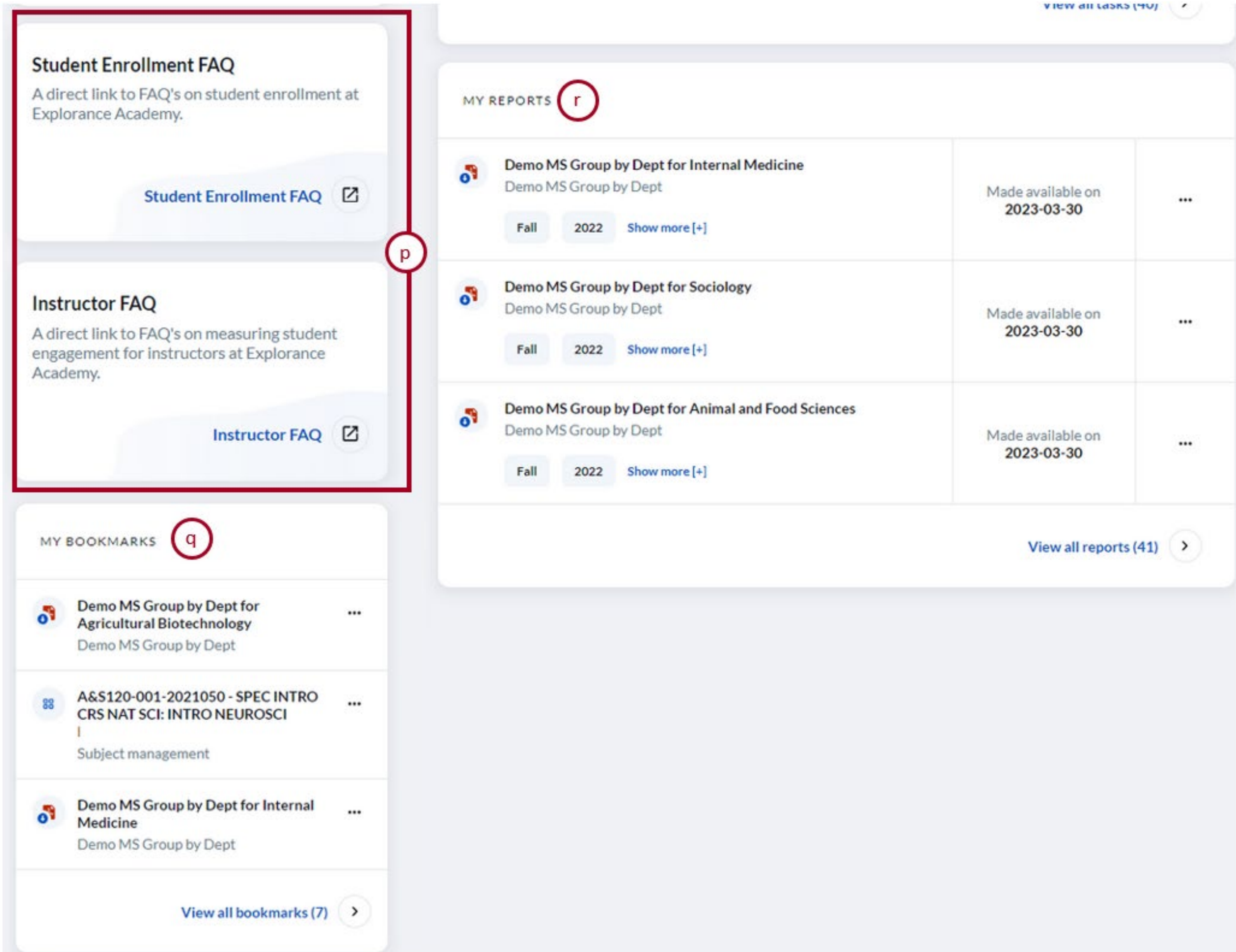


Figure 13: Bottom portion of Blue Home

p. **Custom launchers** - Launches a new page for you to access a custom link. This custom link is usually personalized for a specific role (Ex: student or instructor) or can link to your D2L. This feature may not be available for LCC users.

q. **My bookmarks** - Displays a widget of all bookmarked tasks and reports.

r. **My reports** - Displays a widget of reports assigned to you. To open, simply click on the link. To learn more, see Analyze your results.

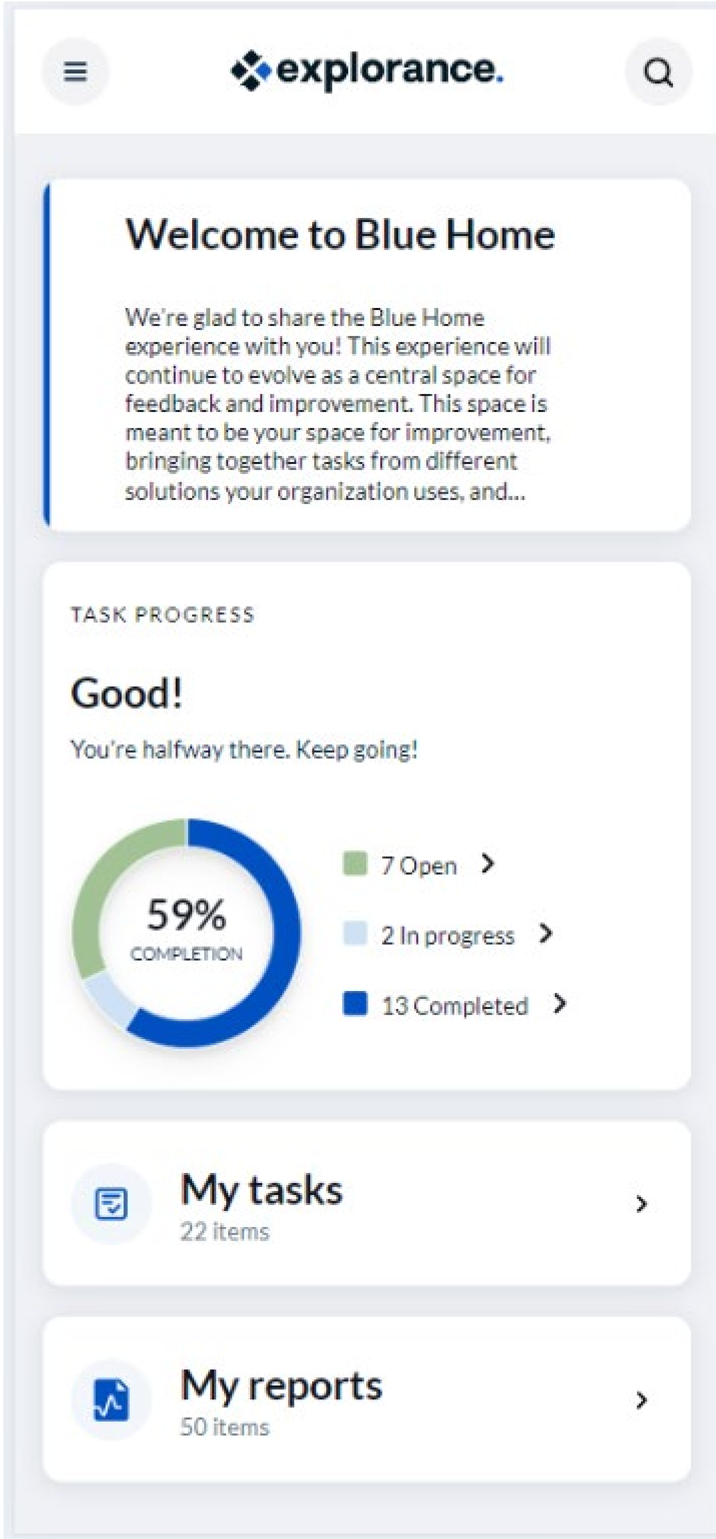


Figure 14: Example Blue Home Page from mobile view

The mobile version is much simpler but by clicking various links you can get to the same functions as seen on the desktop version.

OPEN YOUR TASKS

You can open evaluation tasks that have been assigned to you by clicking on their respective links from the **My Tasks** widget on Blue Home. Typically, the task you select will open in a new page. You may also view all of your tasks on the **TASKS** page.

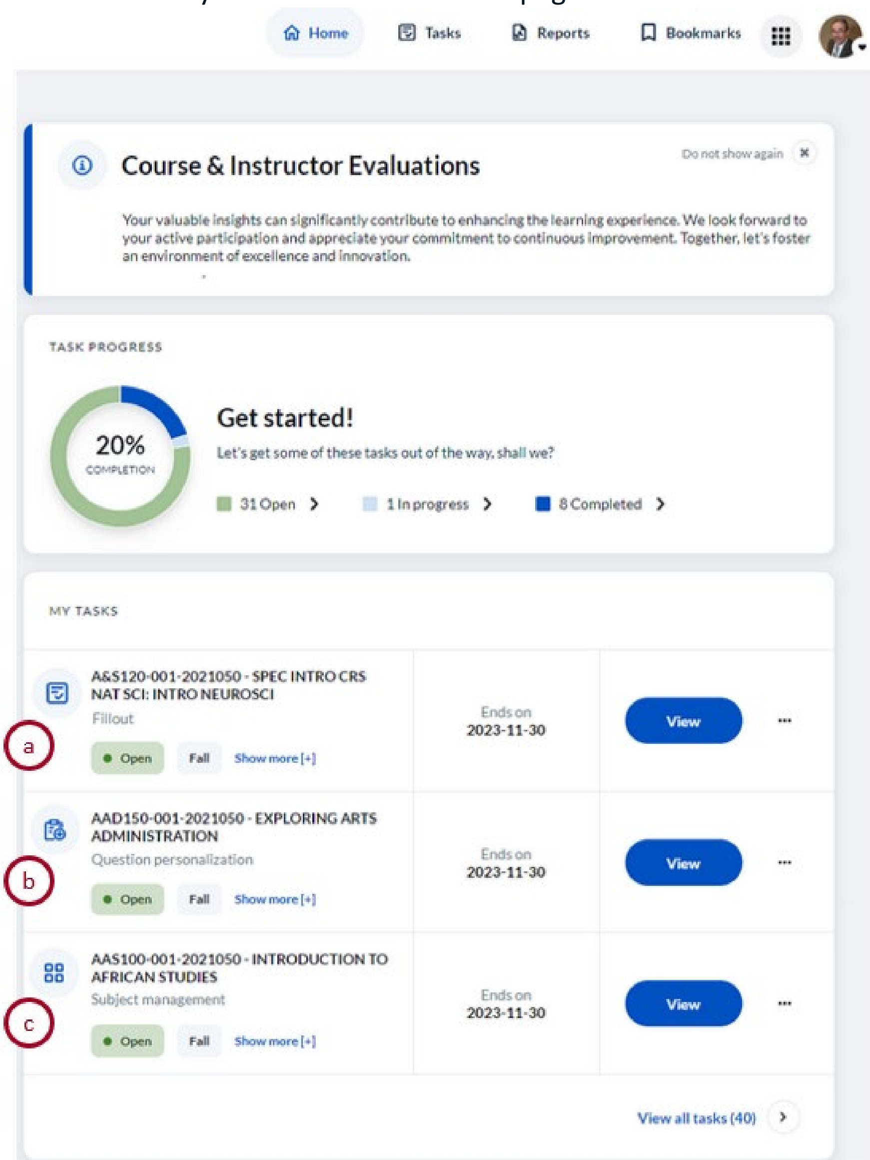


Figure 15: Faculty's Blue central task list

The three most common task types you may see are:

a. **Fill out task** - Allows you to complete an evaluation, survey, or form. This would only be seen on your task list if you are a student in a course.
b. **Question personalization task** - Allows you to choose questions to add to your evaluation, survey, or form. To learn more, see [Personalize your questions].
c. **Subject management task** - Allows you to view the status of people or things being evaluated, and to modify certain settings, where permitted, from a single comprehensive page. To learn more, see [View the Subject Management page].

TASK PAGE

You may also view all of your tasks on the TASKS page. This page allows you to view all of your assigned tasks with different filter options.

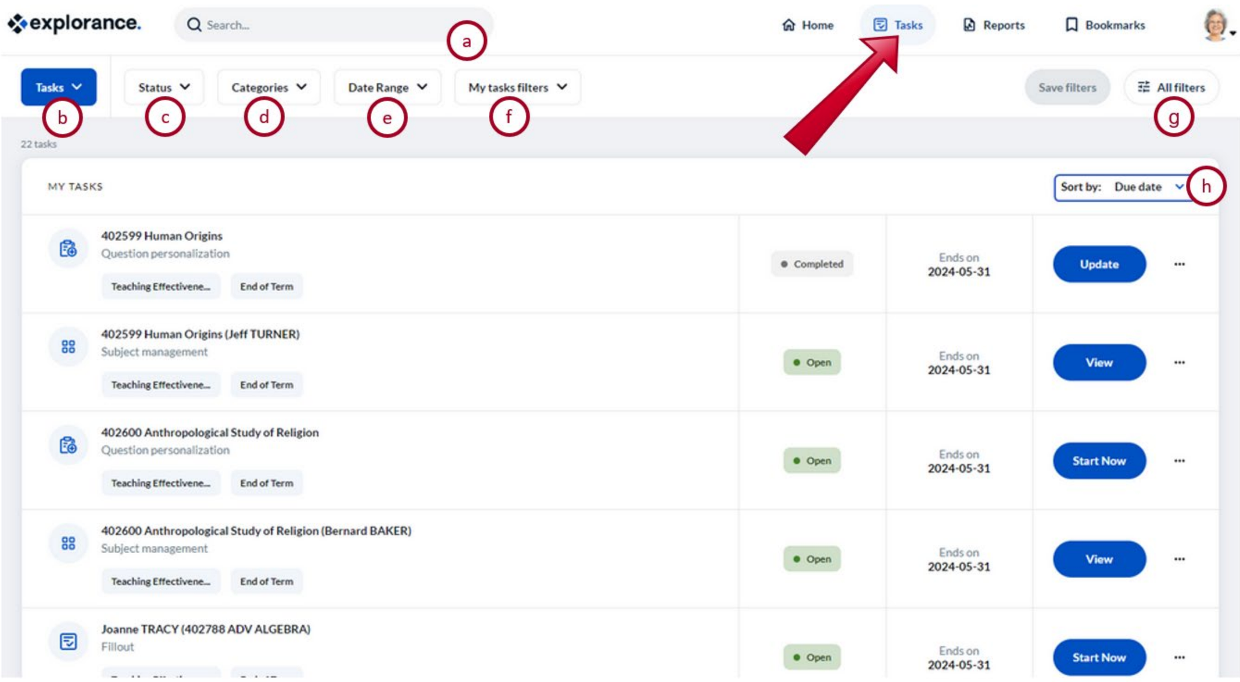


Figure 16: Example of Task page in desktop view

a. **Search bar** - Allows you to perform a keyword search to locate a specific task.
b. **Tasks/Reports** - Allows you to switch from displaying tasks to reports and vice versa.
c. **Status** - Filters your tasks list by task status:
    i. **Completed** - The task has been submitted and nothing left to do.
    ii. **Expired** - The task's end date has already passed and the task has not been completed.
    iii. **In progress** - The task has started but is incomplete.
    iv. **Open** - The task is not yet started.
    v. **Opted out** - The task owner has chosen not to participate.
    vi. **Pre-submitted** - The task owner has completed the task and now another user must review and submit the task. LCC does not use this feature.
d. **Categories** - Filters your tasks list by category and subcategory.
e. **Date range** - Filters your tasks list by date range.
f. **My tasks filters** - Filters your tasks list by custom filters.
g. **All filters** - Allows you to view all filter conditions and create your own custom filter to use.
h. **Sort by** - Sorts the tasks displayed in your tasks list by the following criteria:
    i. **Due date** - The deadline to complete the evaluation.
    ii. **Title** - The evaluation name and link.
    iii. **Type** - The type of task (typically fill out, question personalization, and/or subject management).
    iv. **Category** - Easily locate a task with a category (e.g., “Course Evaluations”).
    v. **Subcategory** - Easily locate a task with a subcategory (e.g., “Fall" or "2023”).

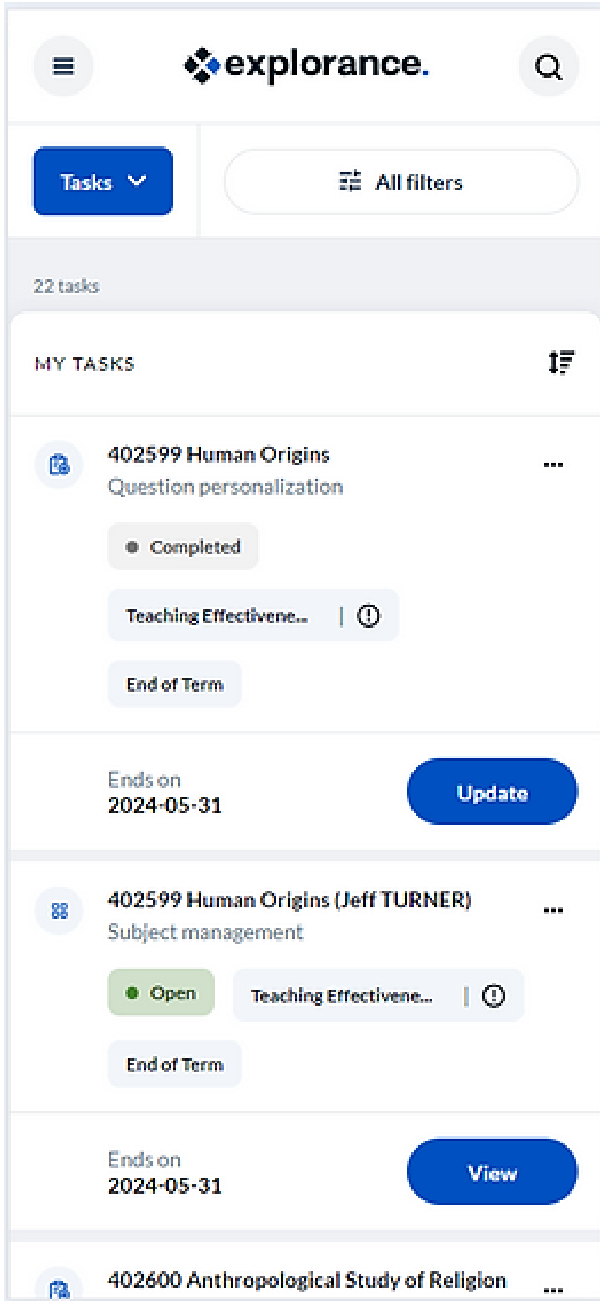


Figure 17: Example of Task page in mobile view

ANALYZE YOUR RESULTS – BLUE HOME PAGE

To view reports from your Blue Home page, navigate to the Reports section.

1. Select a report you wish to view. A new page will open

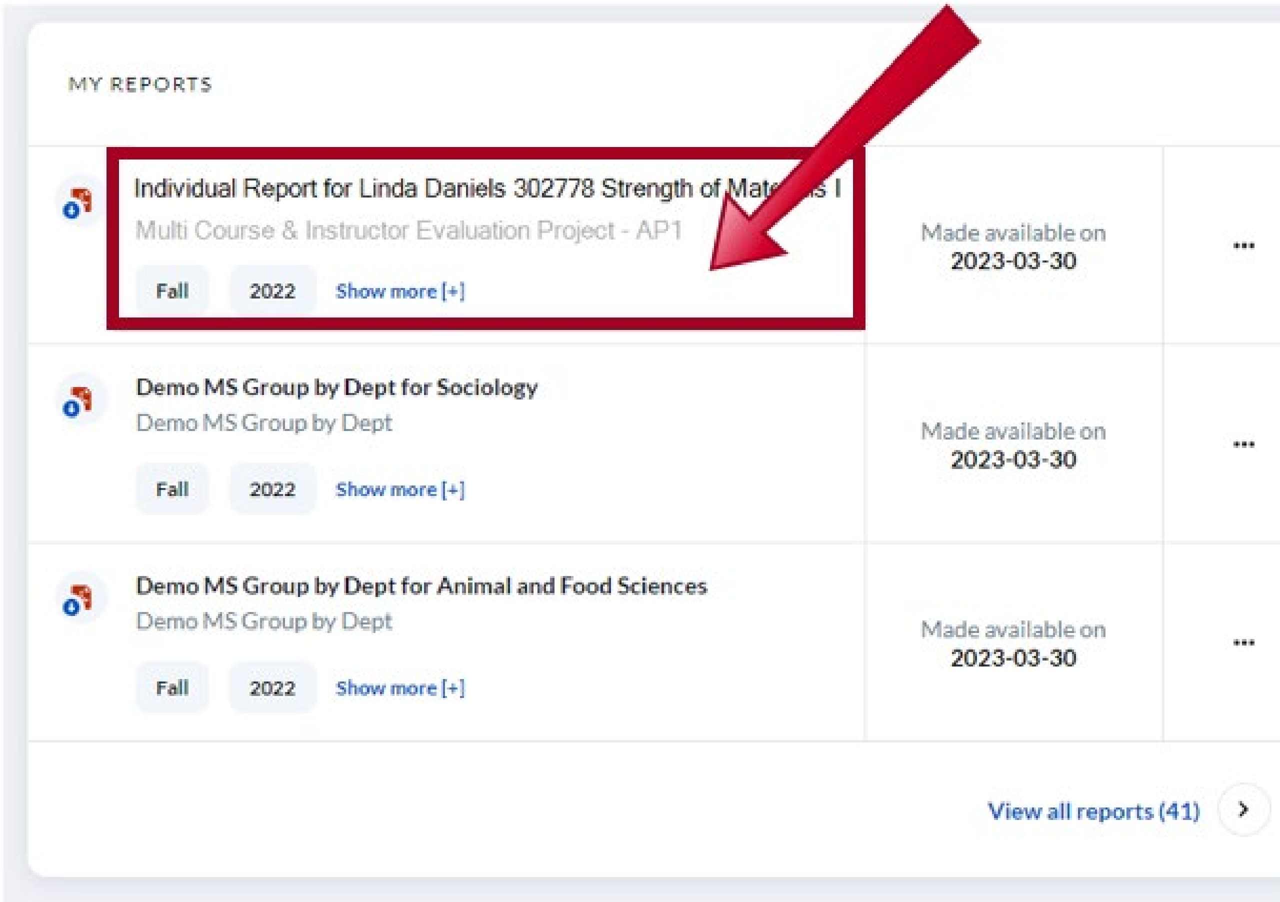


Figure 18: Example report selection

2. View your report

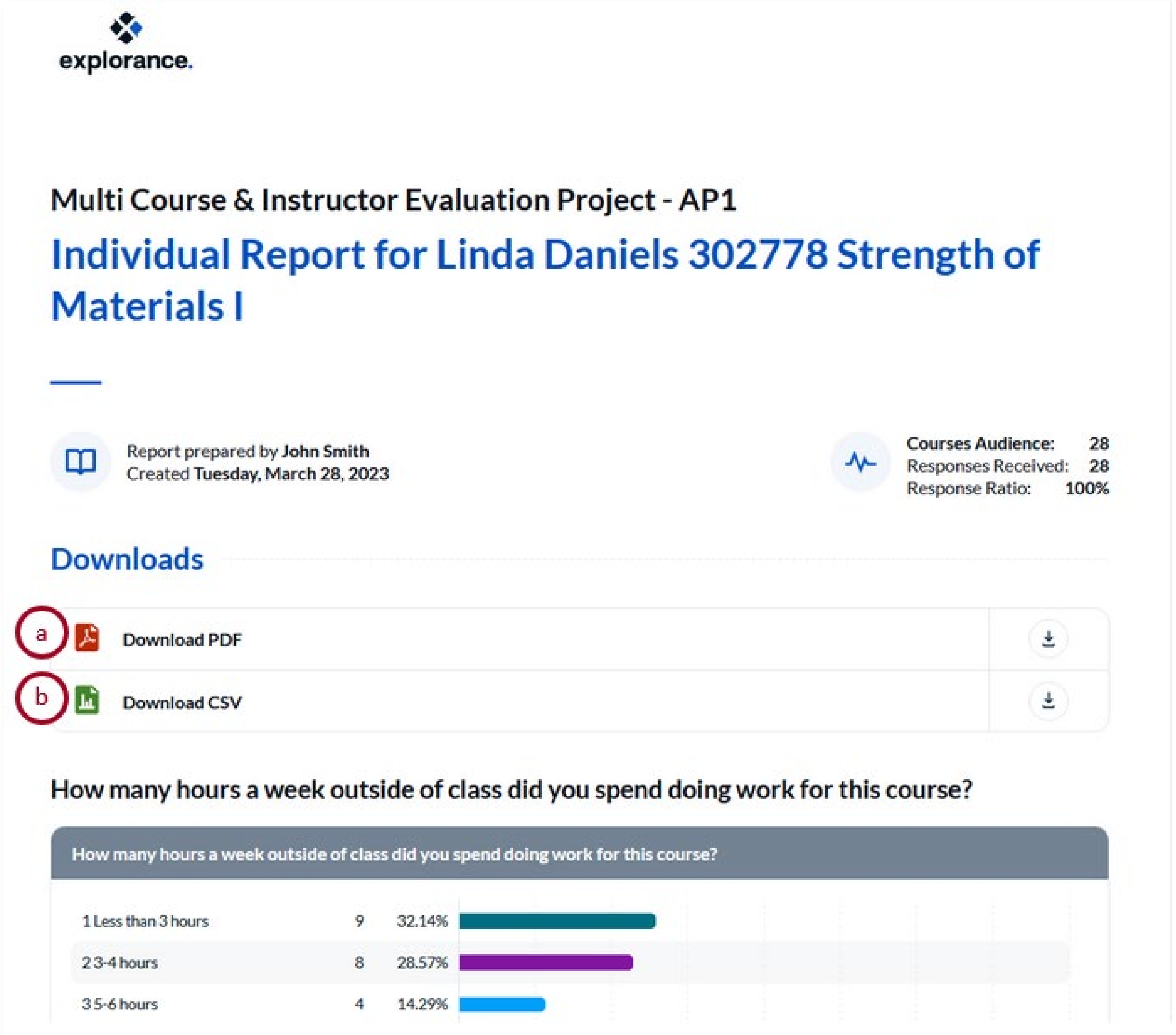


Figure 19: Example report view

If you met the minimum requirement of at least 3 responses, you can review your report in its HTML version on your screen or:

a. **Download PDF** - Download report to your computer as PDF file.
b. **Download CSV** - Download raw response data to your computer in CSV format.

REPORT PAGE

You may also view all of your reports on the REPORTS page. This dedicated page allows you to view all of your reports with different filter options.

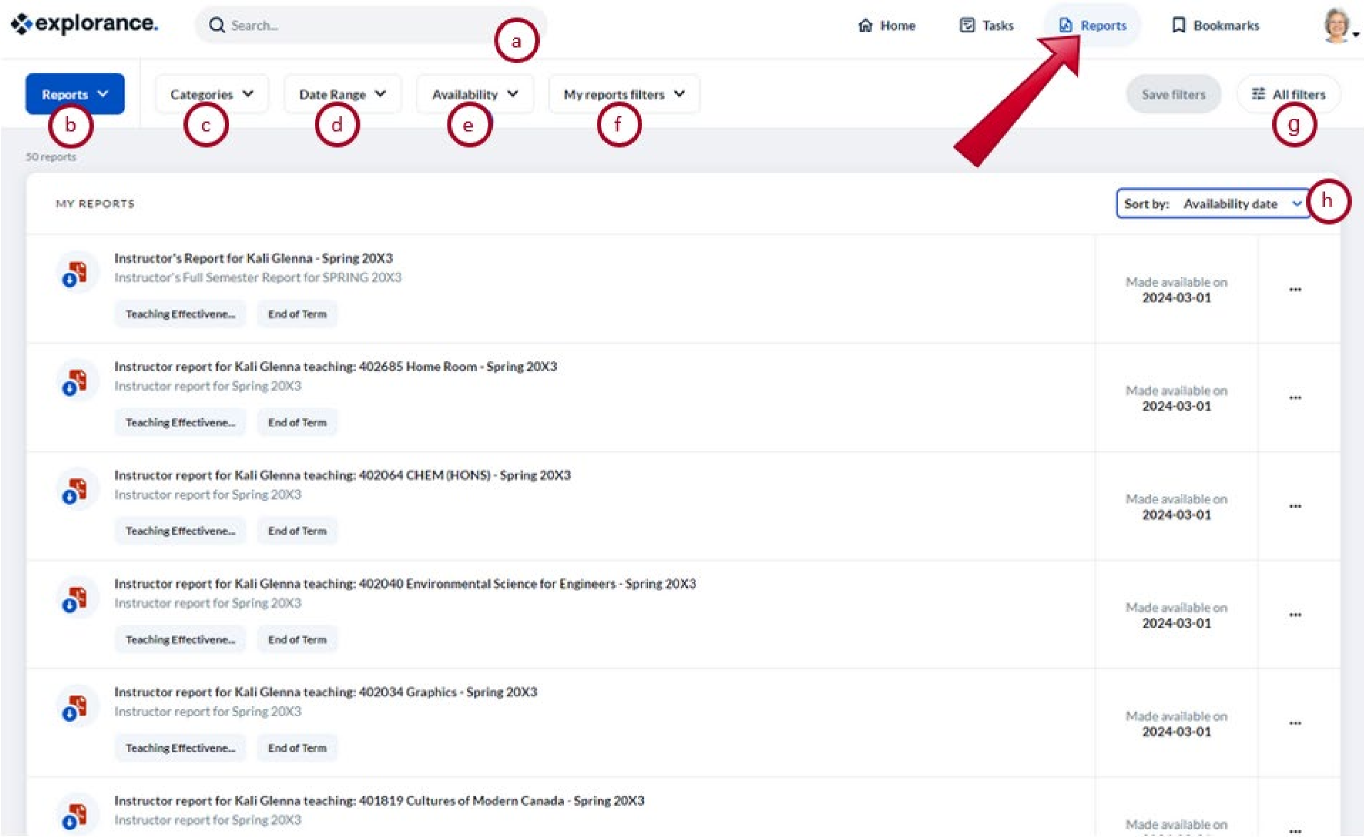


Figure 20: Example desktop view of Report Page

REPORT PAGE FEATURES

a. **Search bar** - Allows you to perform a keyword search to locate a specific report.
b. **Reports/Tasks** - Allows you to switch from displaying reports to tasks and vice versa.
c. **Categories** - Filters your reports list by category and subcategory.
d. **Date range** - Filters your reports list by date range.
e. **Availability** - Filters your reports list by availability status:
    i. *Current* - Reports that have been recently made available.
    ii. *Archived* - Reports that have been made available some time ago for expired tasks.
f. **My tasks filters** - Filters your reports list by custom filters.
g. **All filters** - Allows you to view all filter conditions and create your own custom filter to use.
h. **Sort by** - Sorts the reports displayed in your reports list by the following criteria:
    i. **Availability date** - The date the report was made available.
    ii. **Title** - The report title and link.
    iii. **Status** - The report availability status.
    iv. **Category** - Easily locate a report with a category (e.g. “Course Evaluations”).
    v. **Subcategory** - Easily locate a report with a subcategory (e.g. “Fall" or "2023”).

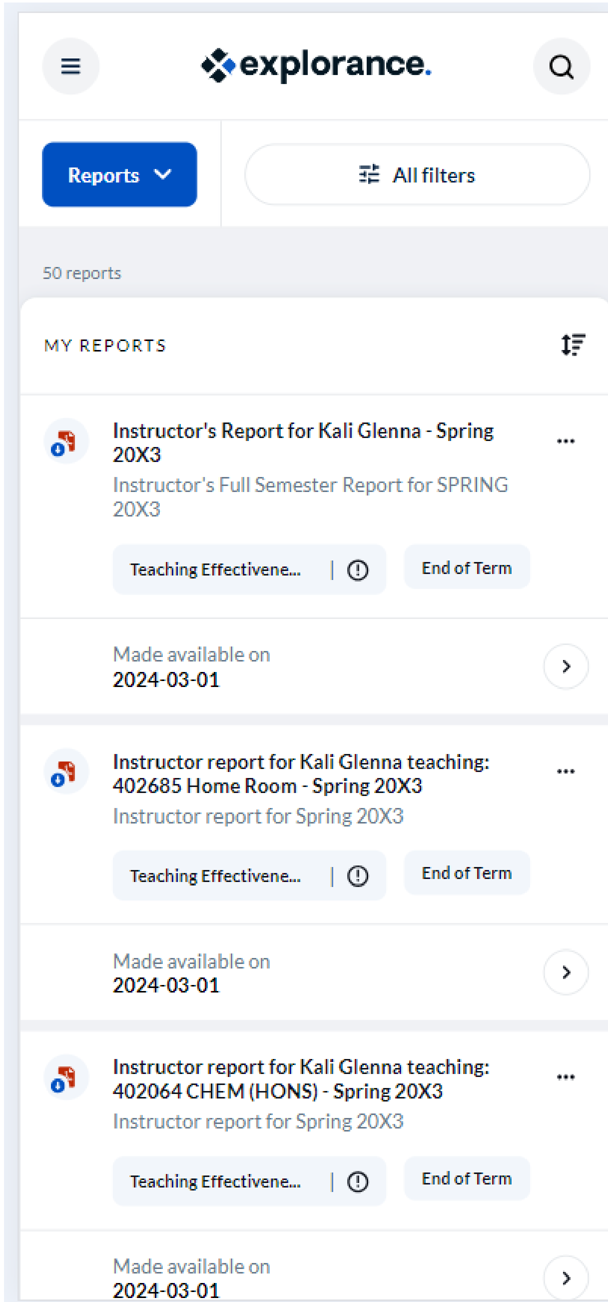


Figure 21: Example of Report Page in mobile view

VIEW THE SUBJECT MANAGEMENT PAGE

This is an enhanced view that will allow you to see all activity related to your evaluations on a single comprehensive page. Relevant details and options are showcased for each evaluation right when you need them, such as calls to action if tasks are incomplete, viewing response rates for live evaluations, and reports for completed ones.

Note:

Subjects will appear on this page until the project they are associated with has been archived.

ACCESS THE SUBJECT MANAGEMENT PAGE FROM THE BLUE HOME PAGE:

- Click the **Subject Management** launcher. A new page will appear where you will see **all your evaluations** represented as tiles.

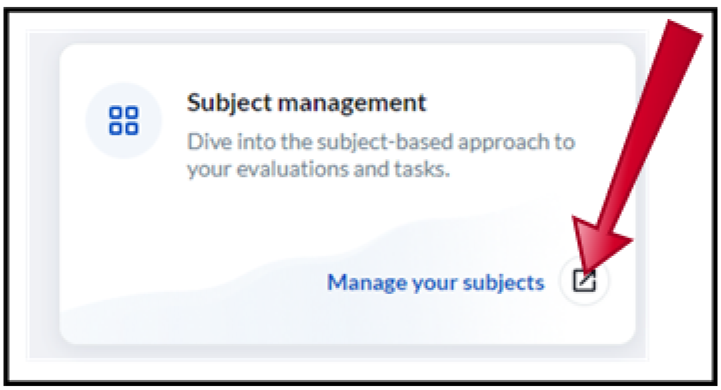


Figure 22: Subject management button from Blue Home Page

From this page, you will be able to:

- **View response rates** - View real-time response rates to your live evaluation(s).
- **View or manage evaluation settings** - View or adjust settings to your evaluation(s).
- **View reports** - View individual or aggregate reports by course.

Tip:

Bookmark this page for easier access in the future.

SUBJECT MANAGEMENT VIEW FEATURES

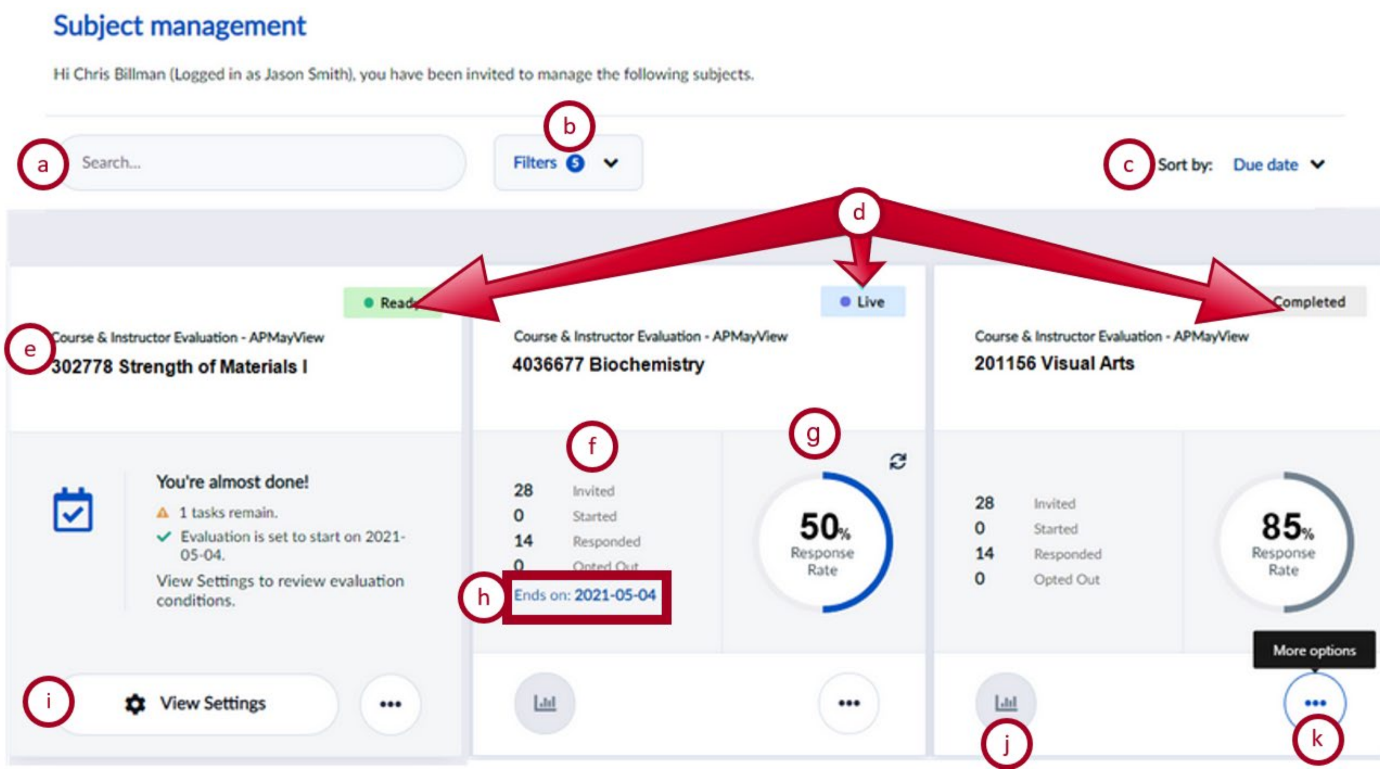


Figure 23: Example Subject management page

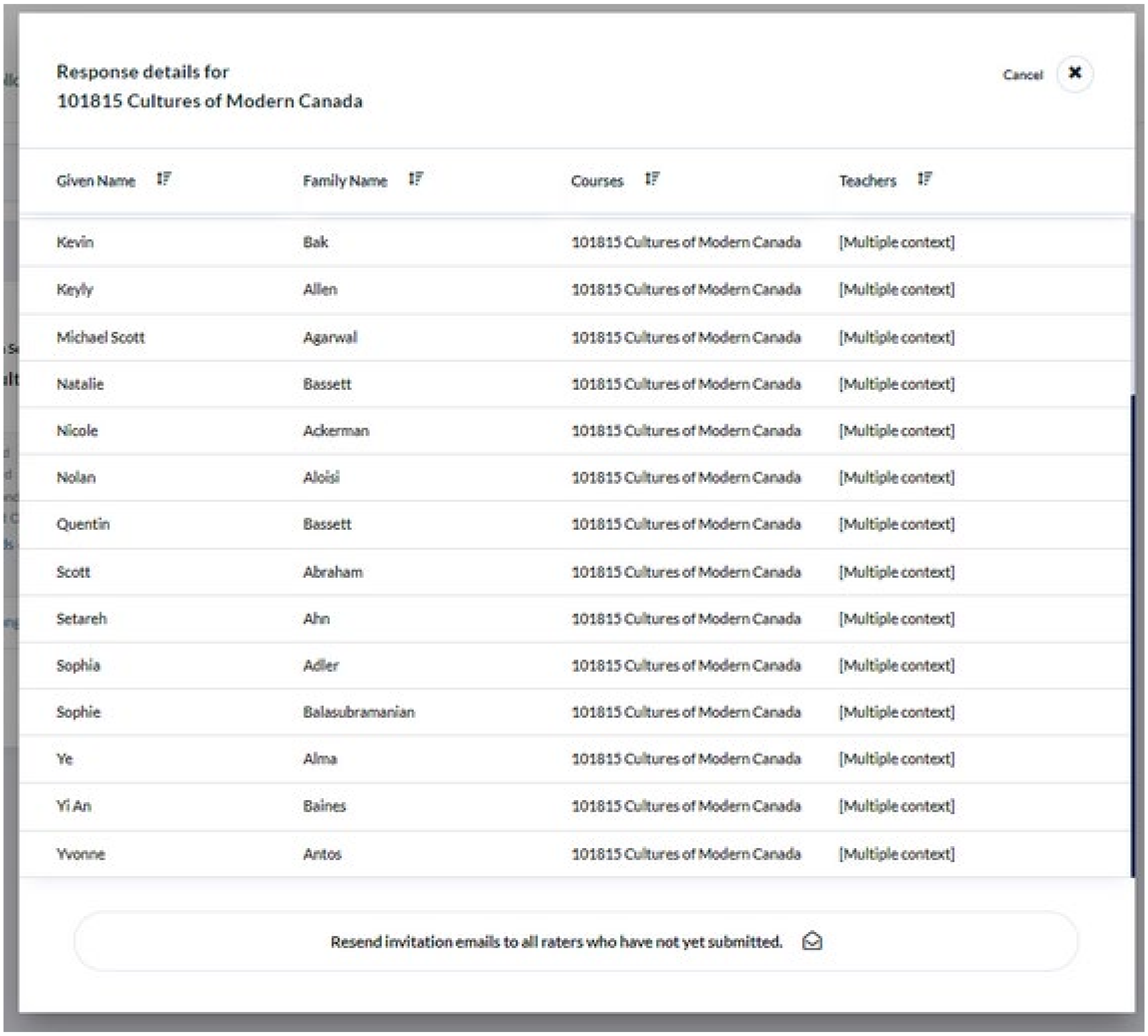
a. ***Search bar*** *- Allows you to do a keyword search to locate specific evaluations.*
b. ***Filters*** *- Allows you to filter evaluations displayed according to their status.*

Note:

By default, evaluations with a status of Opted Out or Expired will not display unless the filter for these statuses is enabled.

c. **Sort by** - Allows you to sort your list by due date or course name.
d. **Status** - Indicates the evaluation status. See more on statuses.
e. **Evaluation** - Displays the evaluation and project name.
f. **Participant details** - Indicates the number of participants who were invited, started, responded, and opted out of the evaluation.
g. **Response rate** - Displays the number of responses the evaluation has received.
h. **End date** - Displays the deadline for students to complete the evaluation.
i. **View Settings** - View settings to your evaluation. If your Blue administrator has allowed you to adjust your evaluation settings, then you may see Manage Settings instead.
j. **Reports** - Allows you to view reports. To learn more, see Analyze your results.
k. **More Options** - Displays more options including:
   - **View QR code** - Print or display the QR code for your evaluation to students during remote or in-class sessions to encourage participation.

- **View respondents** - Lists the respondents to your evaluation. From this screen you can also email all respondents that haven't completed their fill out task yet. See example below.
- **Download raw data** - Allows you to download a CSV file containing raw response data to a completed evaluation.


Response details for
101815 Cultures of Modern Canada

Cancel

Given Name	Family Name	Courses	Teachers
Kevin	Bak	101815 Cultures of Modern Canada	[Multiple context]
Keyly	Allen	101815 Cultures of Modern Canada	[Multiple context]
Michael Scott	Agarwal	101815 Cultures of Modern Canada	[Multiple context]
Natalie	Bassett	101815 Cultures of Modern Canada	[Multiple context]
Nicole	Ackerman	101815 Cultures of Modern Canada	[Multiple context]
Nolan	Aloisi	101815 Cultures of Modern Canada	[Multiple context]
Quentin	Bassett	101815 Cultures of Modern Canada	[Multiple context]
Scott	Abraham	101815 Cultures of Modern Canada	[Multiple context]
Setareh	Ahn	101815 Cultures of Modern Canada	[Multiple context]
Sophia	Adler	101815 Cultures of Modern Canada	[Multiple context]
Sophie	Balasubramanian	101815 Cultures of Modern Canada	[Multiple context]
Ye	Alma	101815 Cultures of Modern Canada	[Multiple context]
Yi An	Baines	101815 Cultures of Modern Canada	[Multiple context]
Yvonne	Antos	101815 Cultures of Modern Canada	[Multiple context]

Resend invitation emails to all raters who have not yet submitted.

Figure 24: Example Respondent details

Note:

Invitation emails can only be resent if the project is live and the tasks are not expired.

VIEW YOUR EVALUATION SETTINGS

Some settings to your Required End of Course Evaluations are view-only. However, many small group surveys and the **Optional Early/Mid Semester Surveys** allow you to adjust settings to your evaluations, see Manage your evaluation settings.

The typical evaluation will go through a sequence of three statuses in the following order:

1. **Ready** - Ready means the evaluation is set to begin. You may still have some optional tasks to complete, so take note of on-screen instructions. This is typically the first stage of the evaluation process.
2. **Live** - The evaluation has started. Your respondents can access their tasks through email, D2L or by other means communicated with them already. If you see a QR code option, you may also display it to encourage your students during in-person or remote sessions.
3. **Completed** - The evaluation has ended and students will no longer be able to fill out the evaluation.

Other statuses you may see:

- **Pending** - A Pending status means your Blue administrator has made this evaluation optional. No evaluations will be sent out unless you launch it. This is typically seen in early/mid semester evaluations (also called mid term evaluations).
- **Expired** - This status will only appear if a Pending evaluation was not launched by a certain date.
- **Opted out** - You (or someone authorized) has chosen to skip this evaluation. No invitations will be sent and no results will be collected for this evaluation.
- **Paused** - The evaluation has been paused. This will temporarily prevent students from providing feedback until it is un-paused and goes Live again. This is useful if you started the evaluation prematurely and want to start it again at a later date.

READY STATUS

Ready means the evaluation is set to begin. You may still have some optional tasks (typically question personalization) to complete, so take note of on-screen instructions. You can complete your tasks and view settings to Ready evaluations by clicking **View Settings**.

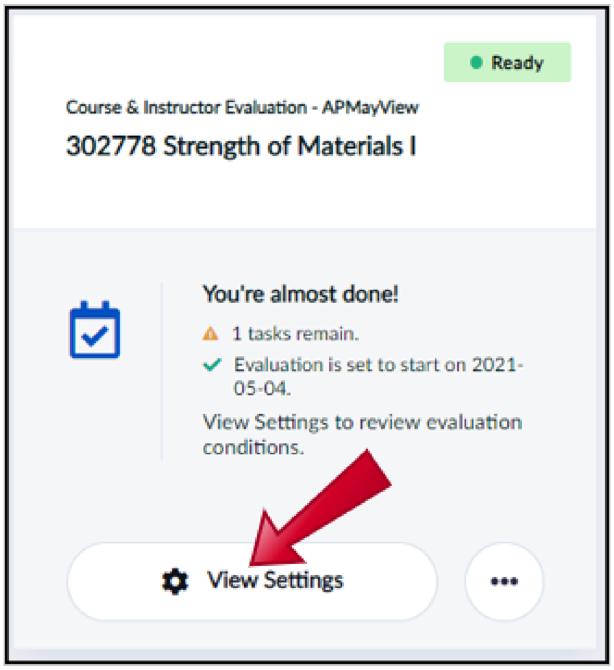


Figure 25: Selecting View Settings for Ready Evaluation

You may view settings before the evaluation goes Live on the start date.

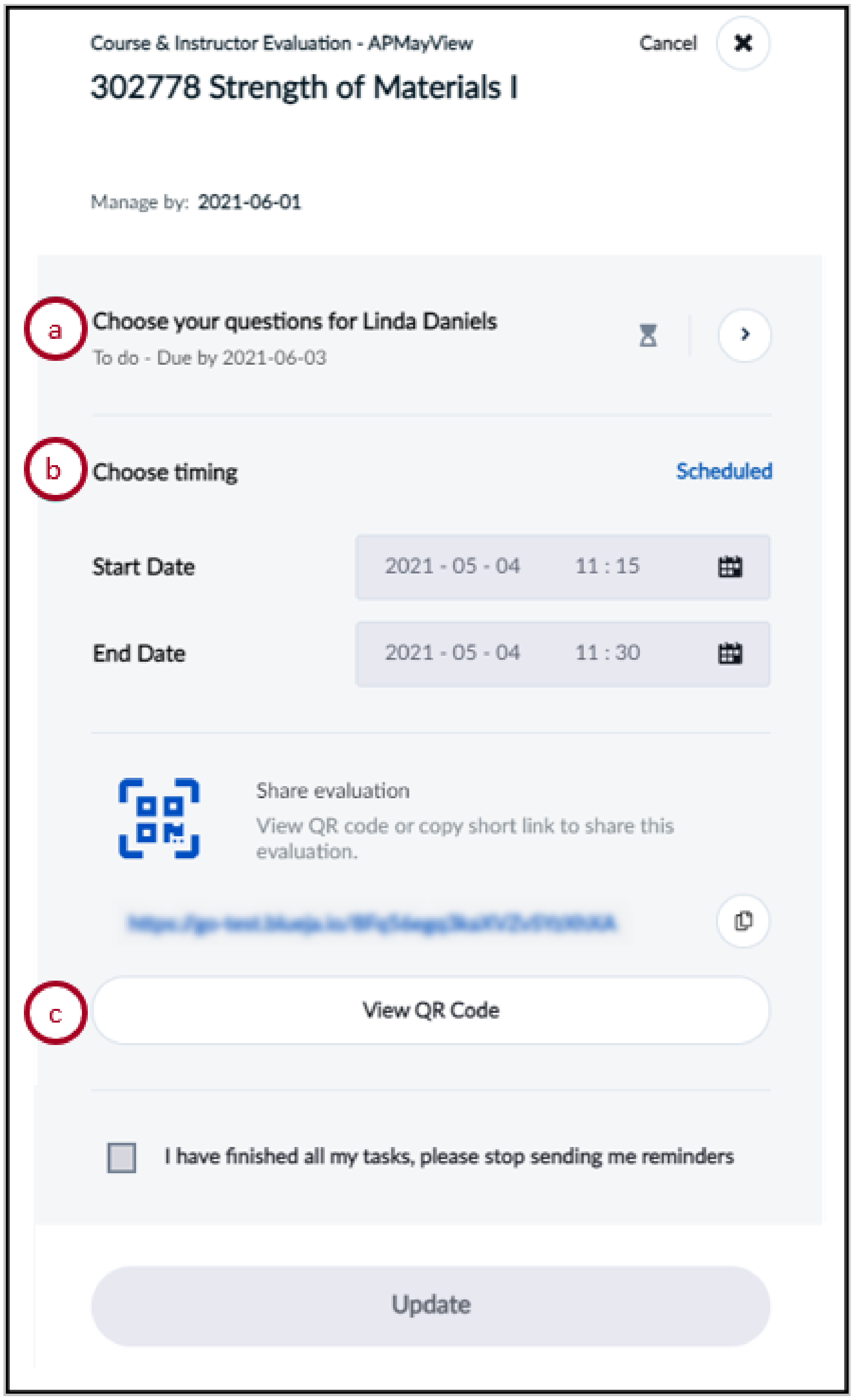


Figure 26: View Settings window for Ready Evaluation

a. **Choose your questions for [Instructor]** - Allows you to add questions to your evaluation. To learn more, see Personalize your questions.
b. **Choose timing** - Corresponds to when the evaluation will be Live and students will be able to respond.
c. **Share evaluation** - Print or display the QR code for your evaluation to students during remote or in-class sessions to encourage participation.

LIVE STATUS

The evaluation has started and your respondents can access their tasks through email, D2L or by other means communicated with them already. You can view settings to Live evaluations by clicking the **More Options** button and selecting **View Settings**.

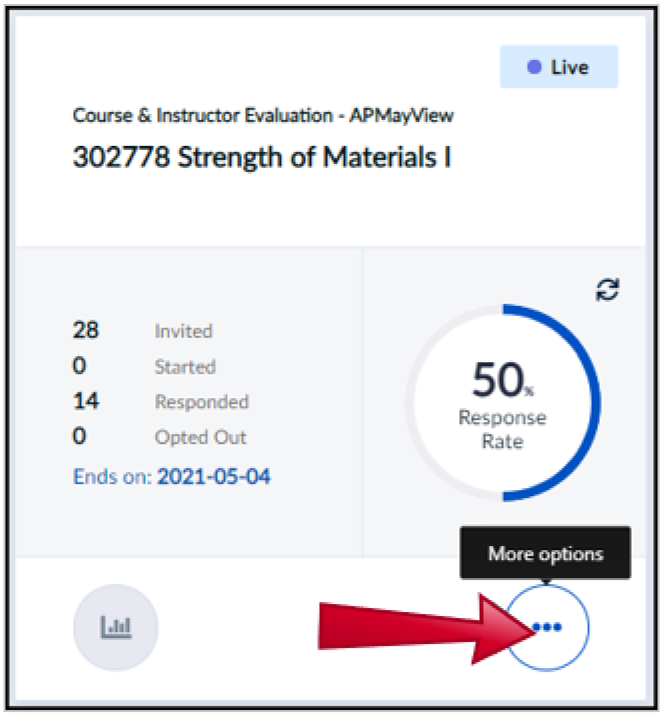


Figure 27: Getting to View Settings for a Live Evaluation

You may view settings to your Live evaluation before it ends.

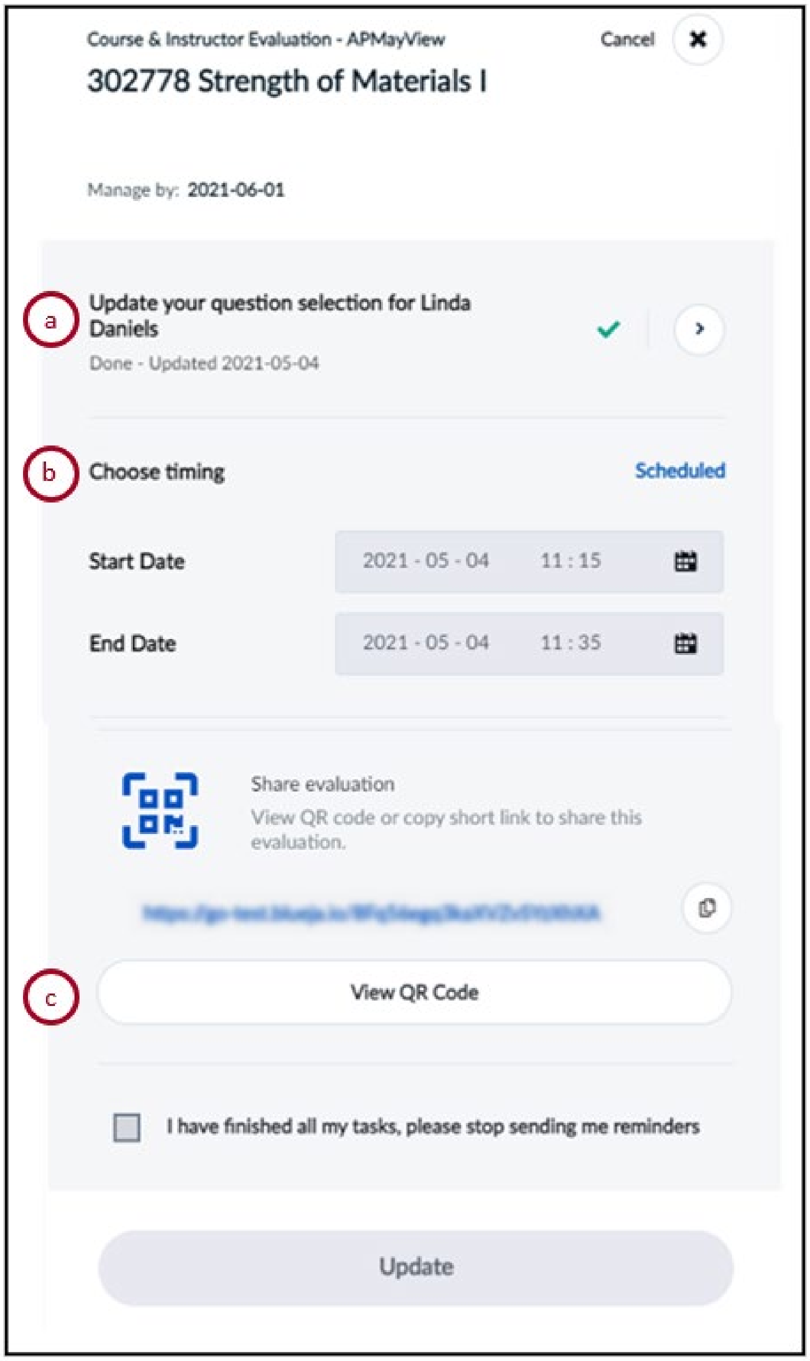


Figure 28: View Settings window for a Live Evaluation

a. **Update your question selection for [Instructor]** - Allows you to view personalized questions you added to your evaluation while it is Live. This action is NOT recommended for a live evaluation – previously submitted survey information may be lost when updating a live form. To learn more, see Personalize your questions.
b. **Choose timing** - Corresponds to when the evaluation will be Live and students will be able to respond.
c. **Share evaluation** - Print or display the QR code for your evaluation to students during remote or in-class sessions to encourage participation.

COMPLETED STATUS

The evaluation has ended and students will no longer be able to fill out the evaluation. You can view settings to Completed evaluations by clicking the **More Options** button and selecting **View Settings**. You may consult the questionnaire to verify which questions were included in the evaluation, or view the timing to determine when the evaluation was done.

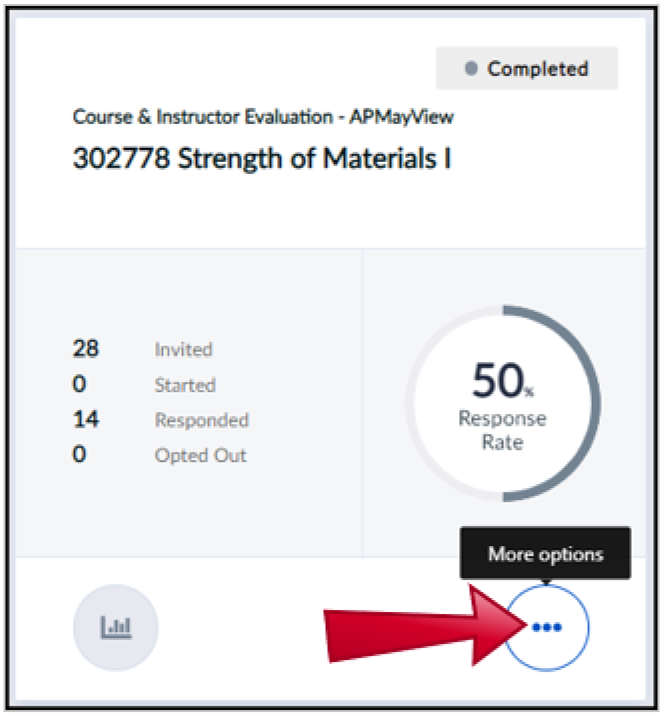


Figure 29: Getting to View Settings for a Completed Evaluation

OTHER STATUSES YOU MAY SEE

Pending

A Pending status means your Blue administrator has made this evaluation optional. No evaluations will be sent out unless you, or someone authorized to manage this evaluation, launches it.

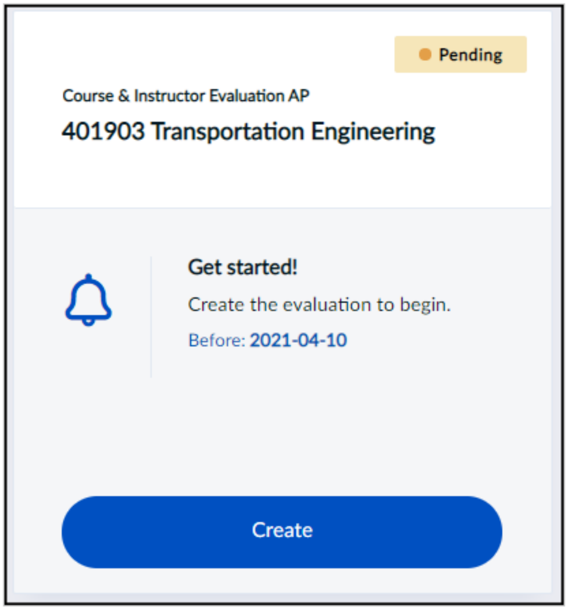


Figure 30: Pending Evaluation

Expired

This status will only appear if a Pending evaluation was not launched by a certain date.

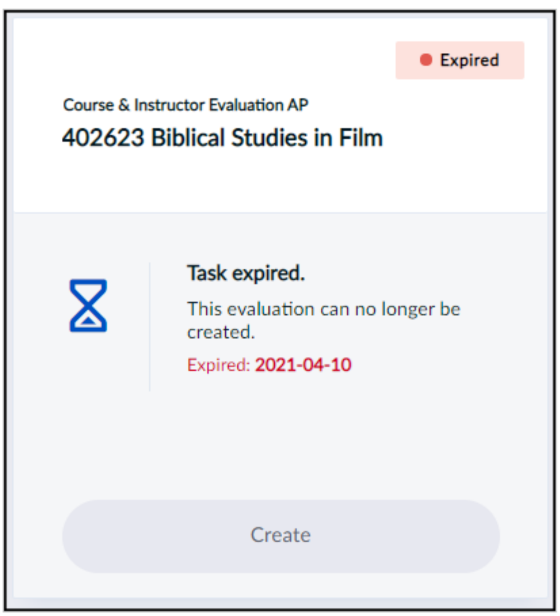


Figure 31: Expired Evaluation

Opted out

You (or someone authorized) has chosen to skip this evaluation. No invitations will be sent and no results will be collected for this evaluation.

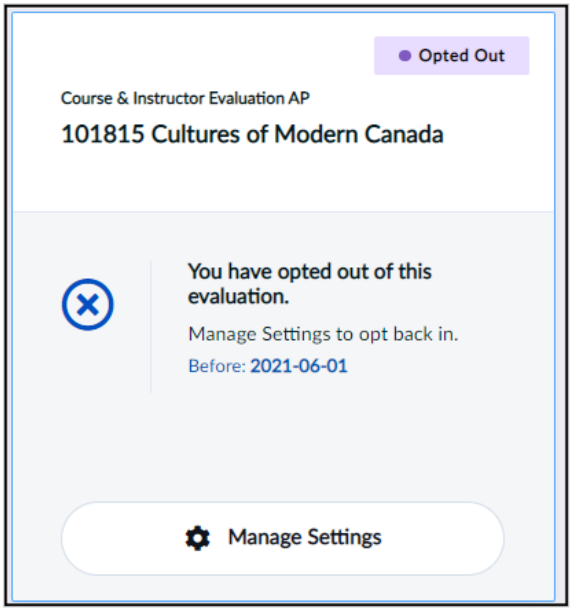


Figure 32: Opted out Evaluation

Paused

The evaluation has been paused. This will temporarily prevent students from providing feedback until it is un-paused and goes Live again. This is useful if you started the evaluation prematurely and want to start it again at a later date. But be careful not to confuse your students or forget to restart it!

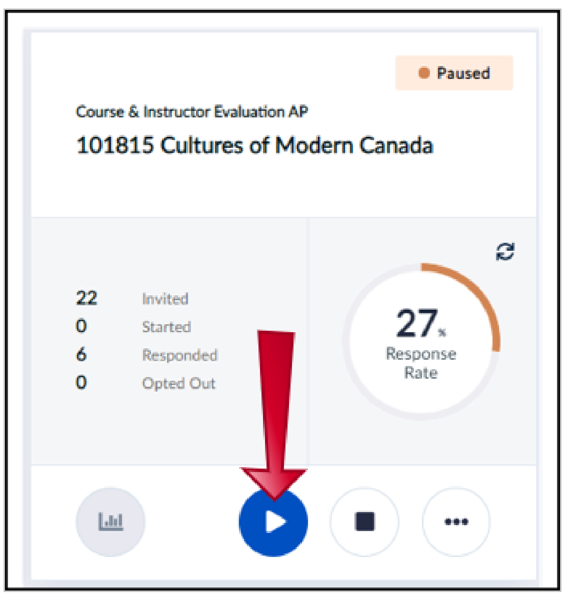


Figure 33: Paused Evaluation

MANAGE YOUR EVALUATION SETTINGS

You may be given rights to configure settings for some of your evaluations. In this section, **early/mid semester (also called midterm) evaluations** will be used as an example of what you may be asked to configure. If you are only working with the **Required End of Course Evaluations**, you will have the option to add questions but not change the evaluation dates, see View your evaluation settings.

The typical midterm evaluation will go through a sequence of four statuses in the following order:

1. **Pending** - A Pending status means your Blue administrator has made this evaluation optional. No evaluations will be sent out unless you launch it. Once a Pending evaluation is created and launched, the status will become Ready.
2. **Ready** - Ready means the evaluation is set to begin. You may still have some optional tasks to complete, so take note of on-screen instructions.
3. **Live** - The evaluation has started. Your respondents can access their tasks through email, D2L or by other means communicated with them already. If you see a QR code option, you may also display it to encourage your students during in-person or remote sessions.
4. **Completed** - The evaluation has ended and students will no longer be able to fill out the evaluation.

Other statuses you may see:

- **Expired** - This status will only appear if a Pending evaluation was not launched by a certain date.
- **Opted out** - You (or someone authorized) has chosen to skip this evaluation. No invitations will be sent and no results will be collected for this evaluation.
- **Paused** - The evaluation has been paused. This will temporarily prevent students from providing feedback until it is un-paused and goes Live again. This is useful if you started the evaluation prematurely and want to start it again at a later date. **It is not recommended to use this feature.

PENDING STATUS

Create your Optional Early/Mid Semester Survey

If you see evaluations with a Pending status, you may be able to create an early/mid semester survey (also called midterm evaluation) for one or several of your courses. This midterm evaluation will be completely optional, so no evaluations will be sent out unless you create and launch it.

To create and launch an Early/Mid Semester evaluation:

1. Click **Create** on a Pending evaluation to activate it. The manage settings window will appear.

Note:

If you ignore Pending evaluations, they will expire and no responses will be collected for these.

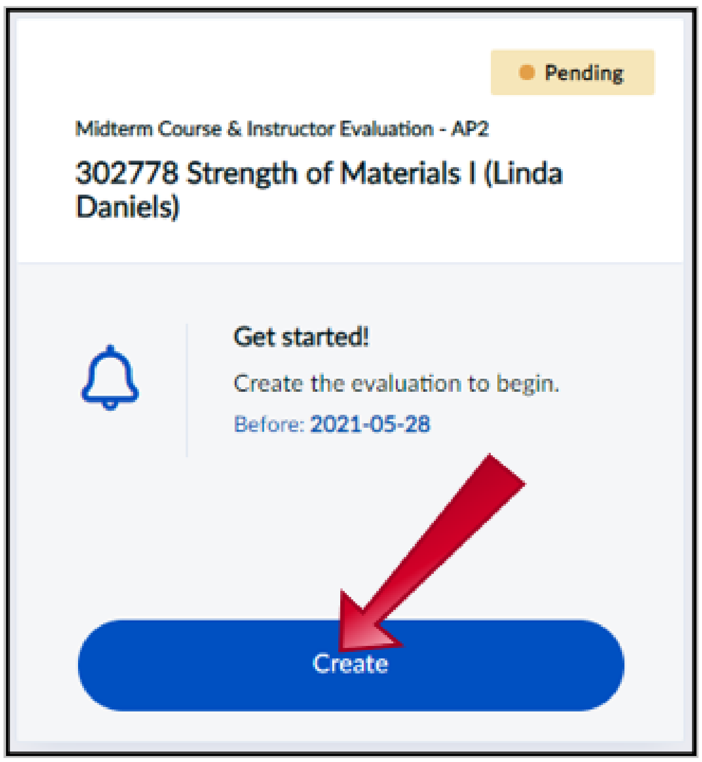


Figure 34: Selecting Create to manage setting in a Pending Evaluation

2. Click **Choose your questions** to complete and submit your question personalization task. To learn more, see Personalize your questions.

Important:

In order to launch a Pending evaluation, it is mandatory that you choose and submit course questions, and set a start and end date if not already configured.

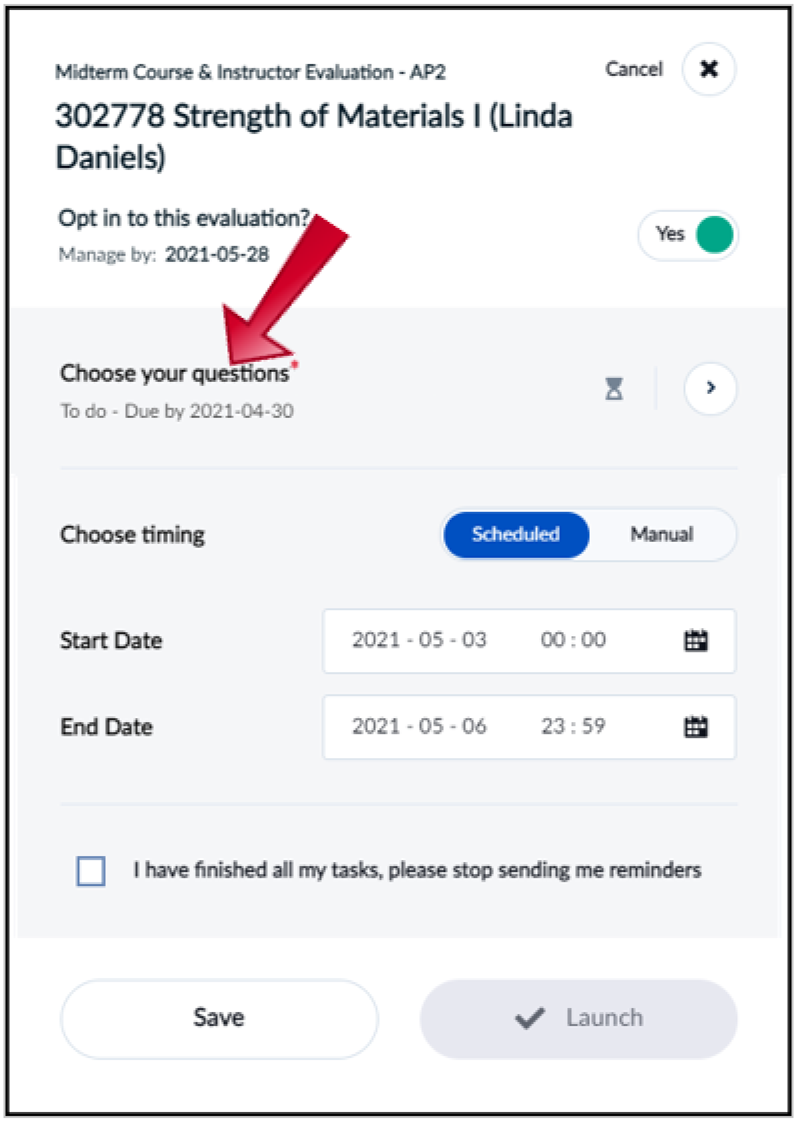


Figure 35: Pending Evaluation Manage Settings window

3. Set or adjust the scheduled dates to your evaluation by selecting the calendar icon next to **Start Date** and **End Date** respectively.

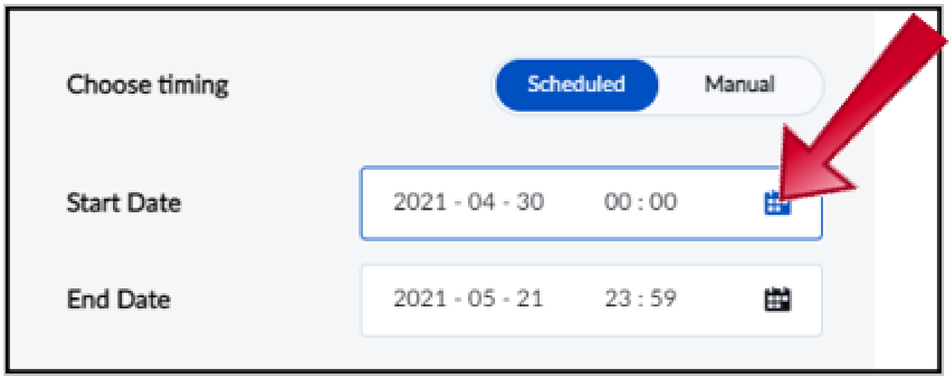


Figure 36: Scheduled - Choose Timing

4. Select the date and time from the monthly calendar view. You may see that some dates are unavailable for selection since a date range has been predefined for you to choose from.
5. Click **Apply** when you are done.

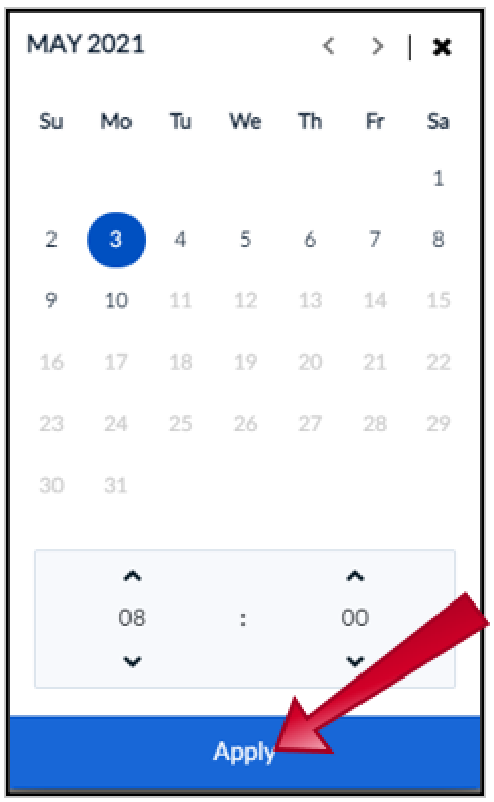


Figure 37: Apply a new date and time

6. Click **Launch** in the manage settings window.

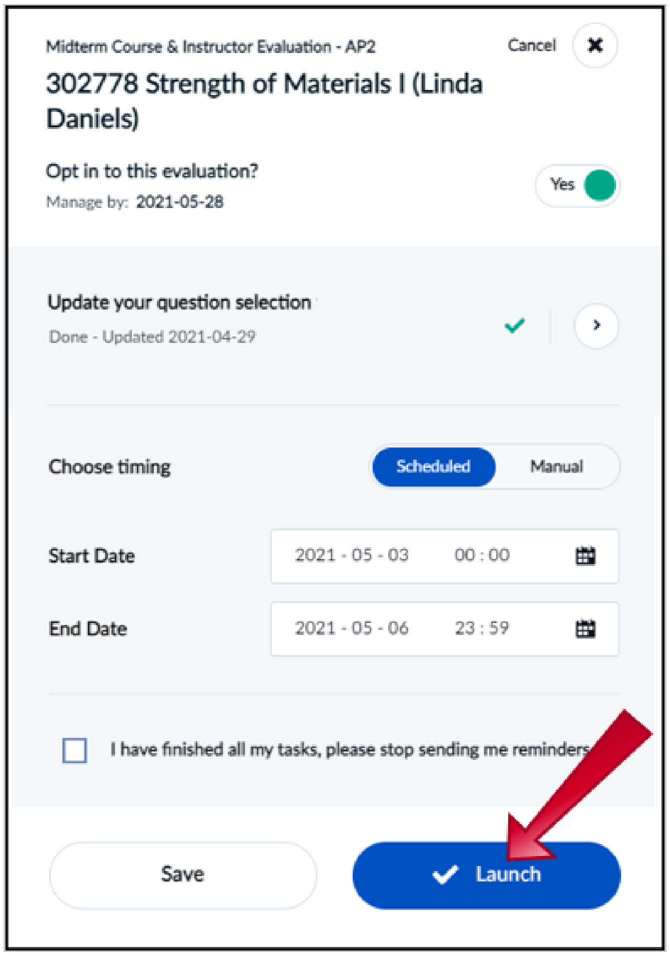


Figure 38: Launching an Evaluation

Your evaluation's status will become Ready.

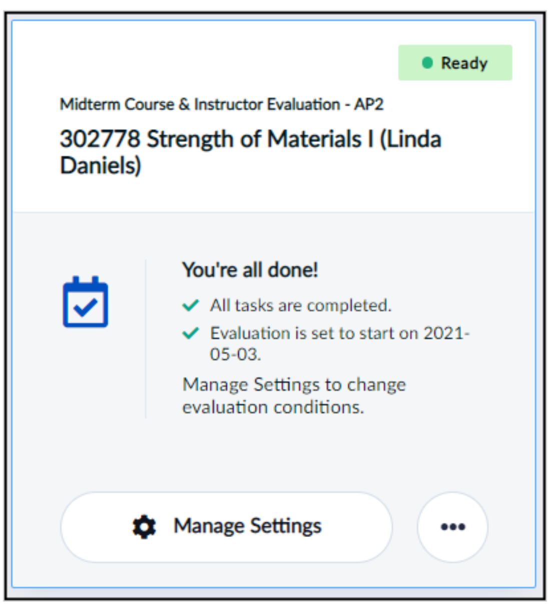


Figure 39: Ready Evaluation Status

READY STATUS

Ready means the evaluation is set to begin. You may still have some optional tasks to complete, so take note of on-screen instructions. You can view or adjust settings to Ready evaluations by clicking **Manage Settings**.

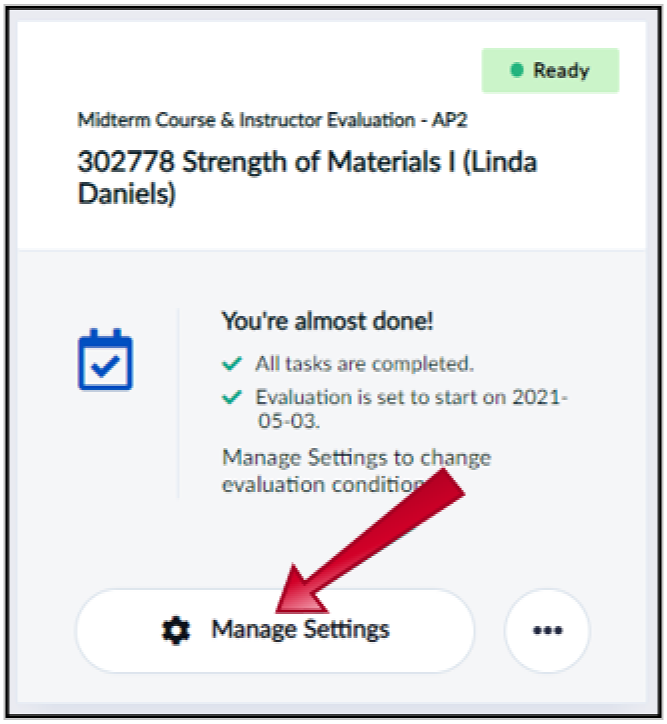


Figure 40: Manage Setting for a Ready Evaluation

Depending on the type of survey, you may adjust **some or all settings** to your Ready evaluation before it goes Live on the start date. **Required End of Course Evaluations** allow you to Personalize your questions; most **Small Program Surveys** allow you to have some input in choosing your timing but focus on having you Monitor your response rates; **Optional Early/Mid Check-in Surveys** (also called midterm evaluations) allow you to opt out, personalize your questions, and choose timing.

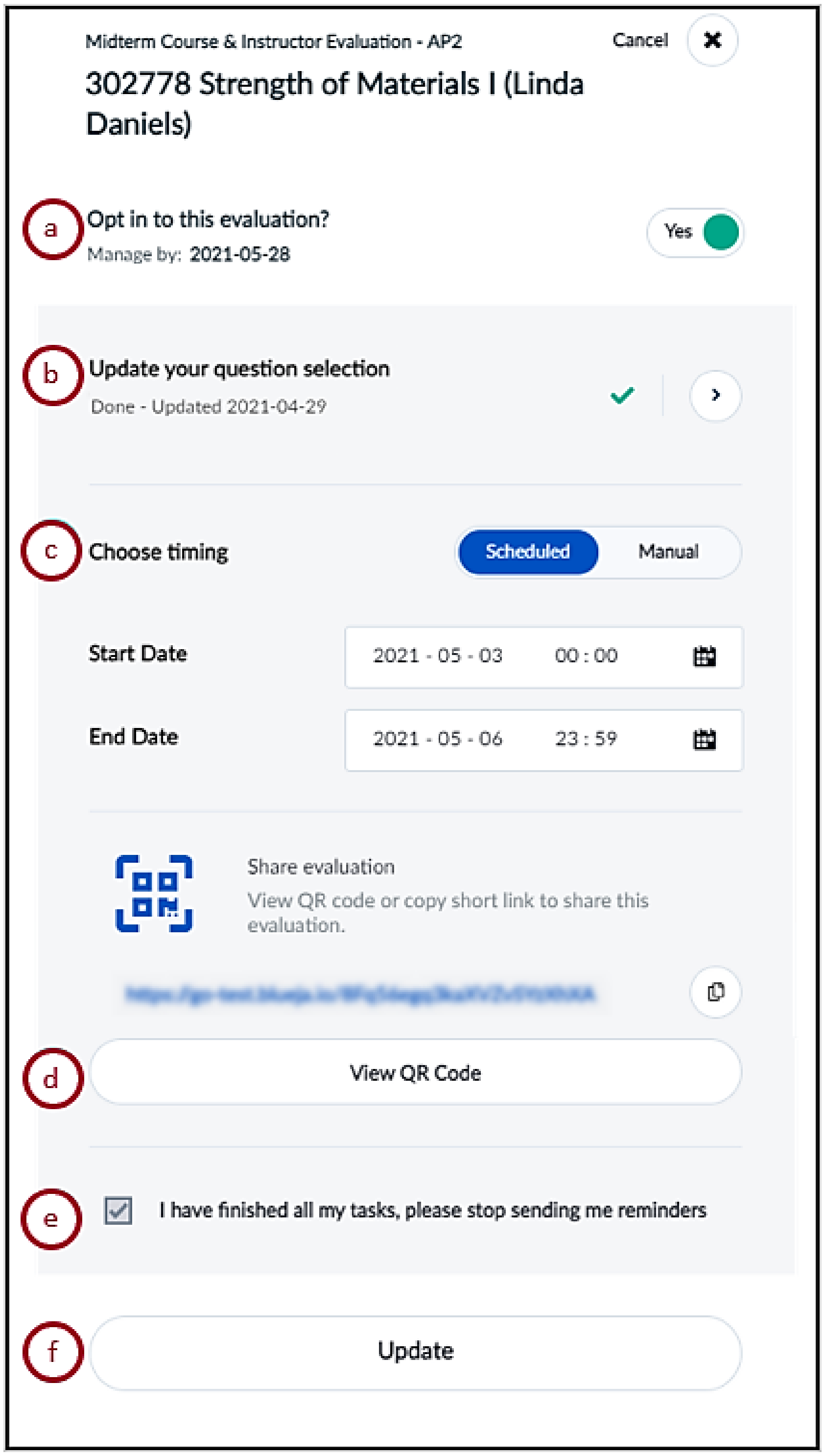


Figure 41: Manage Settings window for a Ready Evaluation

a. **Opt in to this evaluation?** - Choose whether the course will be evaluated or not. **For the Optional Early/Mid Semester Check-in Surveys only**. Default participation is set to No. To participate will need to set to Yes. Once an evaluation goes Live, this cannot be modified.
b. **Update your question selection** - Allows you to update questions you have chosen for your evaluation. Optional Early/Mid Semester Surveys must have questions selected by the instructor

to exist, there are no default questions set up for this item. To learn more, see Personalize your questions.

c. **Choose timing** - Set the start and end dates to when students will be able to complete your evaluation. You may use a scheduled calendar or do it manually.
d. **Share evaluation** - Print or display the QR code for your evaluation to students during remote or in-class sessions to encourage participation.
e. **Checkbox** - Check this box if you have finished all your tasks and wish to stop receiving reminders.
f. **Update** - Updates your setting changes.

You may click on the following links for instructions on how to opt out, choose/personalize questions, and choose the timing for your Ready evaluations.

Opt out

As the course instructor, opting out of an evaluation means that you are choosing that the course will not have a midterm evaluation. Note: At LCC the default setting is opted out for the **Optional Early/Mid Semester Check-in Survey**, no action is needed to opt out of it but the following will show you where to opt in.

If you wish to opt out of an evaluation:

1. Toggle the **Yes/No** button to **No** from the manage settings window.

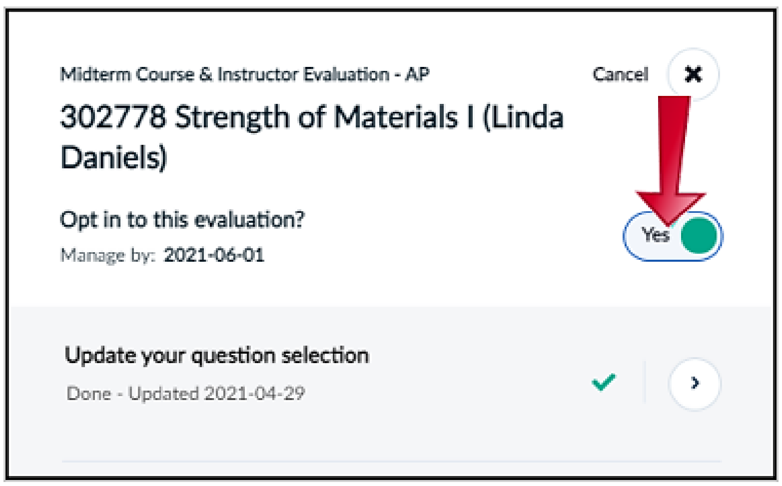


Figure 42: Opt out

2. Click **Update** to save your changes. The course will no longer be evaluated and the tile's status will become Opted out.

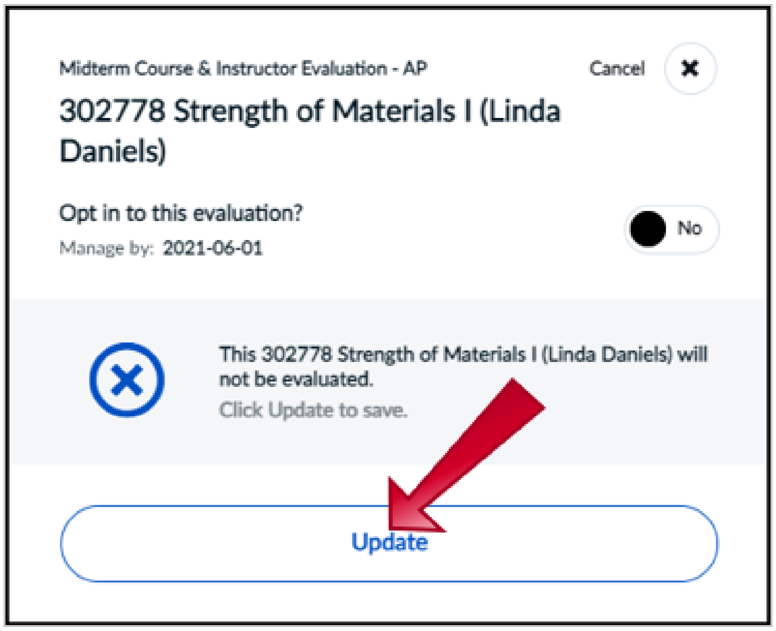


Figure 43: Opted out status

If you change your mind and wish to opt back into an evaluation:

1. Click **Manage Settings**.
2. Toggle the **Yes/No** button to **Yes** from the manage settings window. A confirmation window will appear.

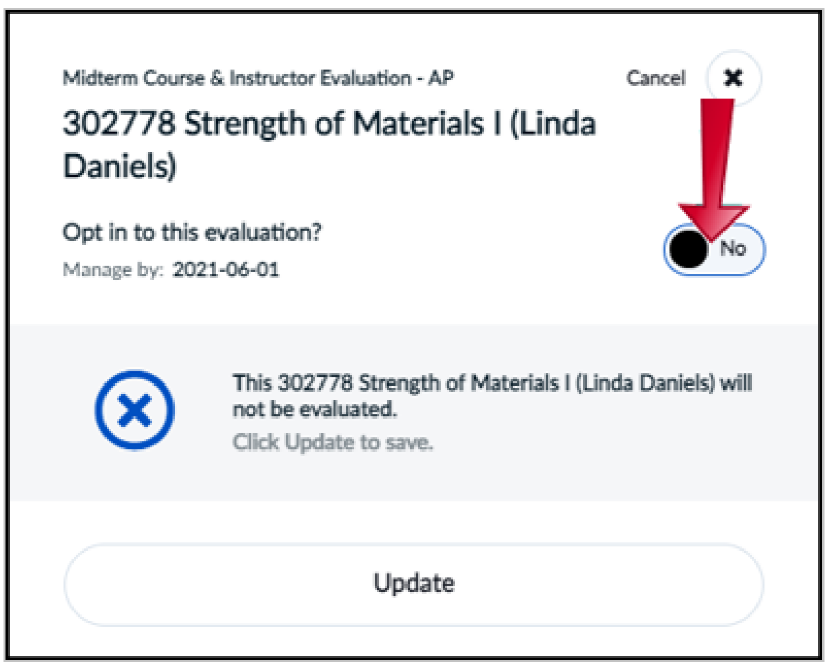


Figure 44: Opting back in

3. Click **Yes, I'm Sure**. Your evaluation's status will become Ready and the course will be evaluated again.

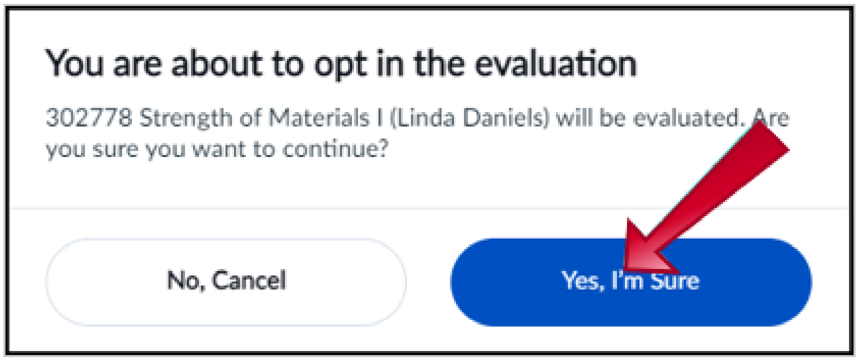


Figure 45: Confirm opting back in

Choose timing

For your **Optional Early/Mid Check-in Surveys** you should set up your evaluation start and end dates. You can also extend some survey time within a given range if desired for the **Small Program Surveys.** There are two types of timing methods are scheduled and manual.

Scheduled timing - Recommended

1. Click the calendar icon next to **Start Date** or **End Date** from the manage settings window.

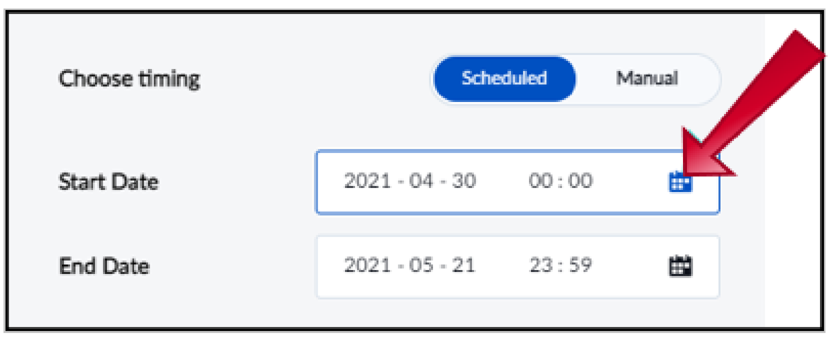


Figure 46: Schedule Choose Timing

2. Select the date and time from the monthly calendar view. You may see that some dates are unavailable for selection since a date range has been predefined for you to choose from.
3. Click **Apply** when you are done.

Figure 47: Applying a new date and time

Manual timing – Can Use for In-Class Capture

1. Select the toggle button to **Manual** and click **Update** from the manage settings window.

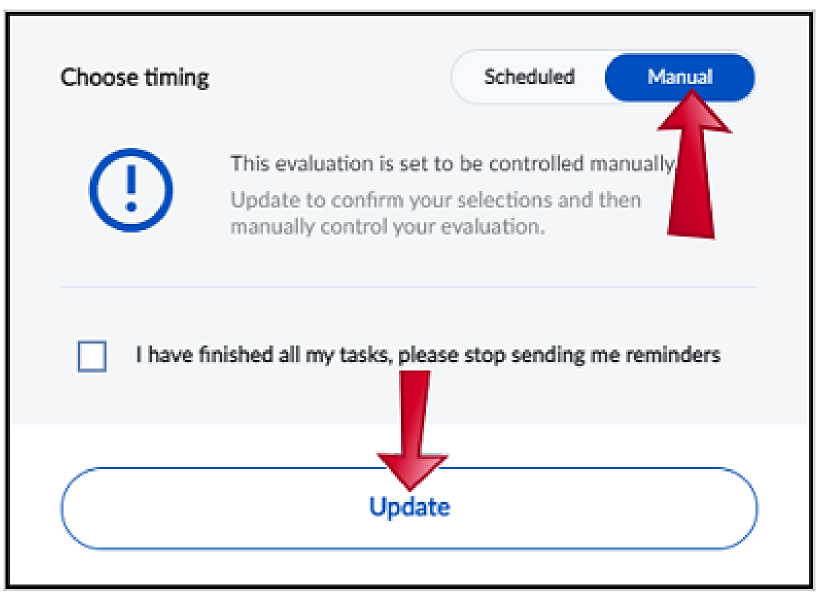


Figure 48: Manual Timing selection - Not Recommended for most surveys

2. Click **Start the Evaluation** when you would like the evaluation to go Live. A confirmation window will appear.

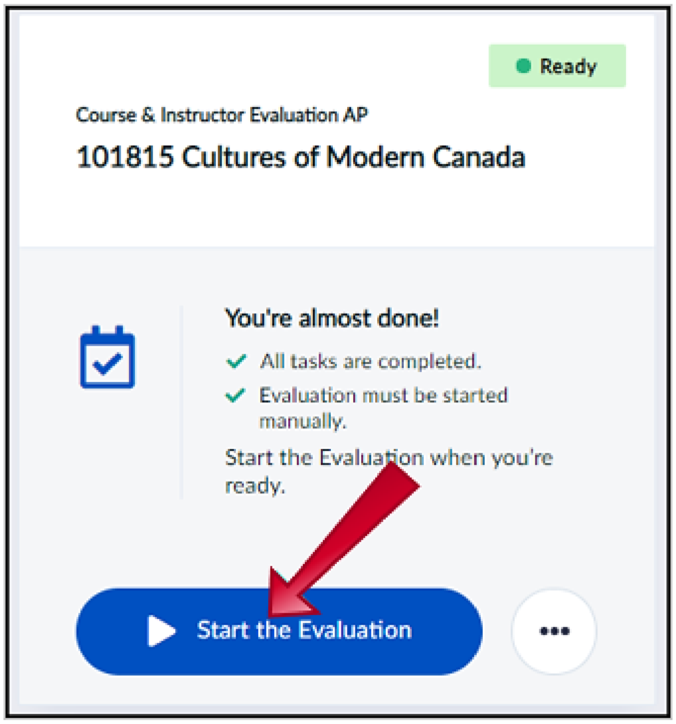


Figure 49: Start the Evaluation

3. Click **Yes, I'm Sure**. The term "raters" refers to the students invited to complete the evaluation. Your evaluation has now gone Live.

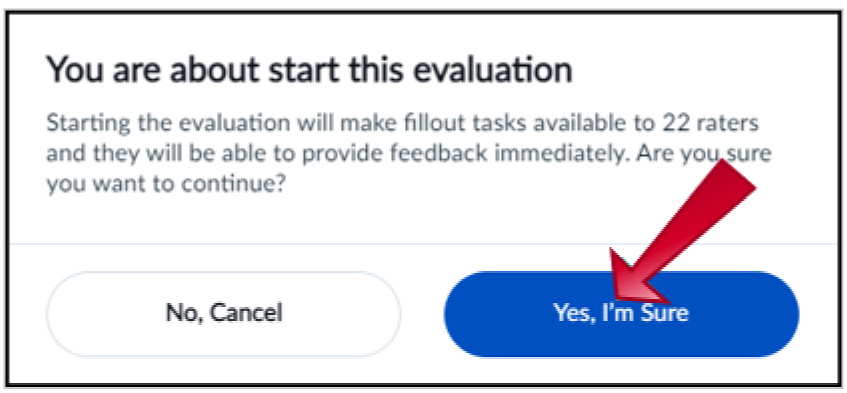


Figure 50: Confirmation window

LIVE STATUS

The evaluation has started and your respondents can access their tasks through email, D2L or by other means communicated with them already. You can view or adjust your settings to Live evaluations by clicking the **More Options** button and selecting **Manage Settings**.

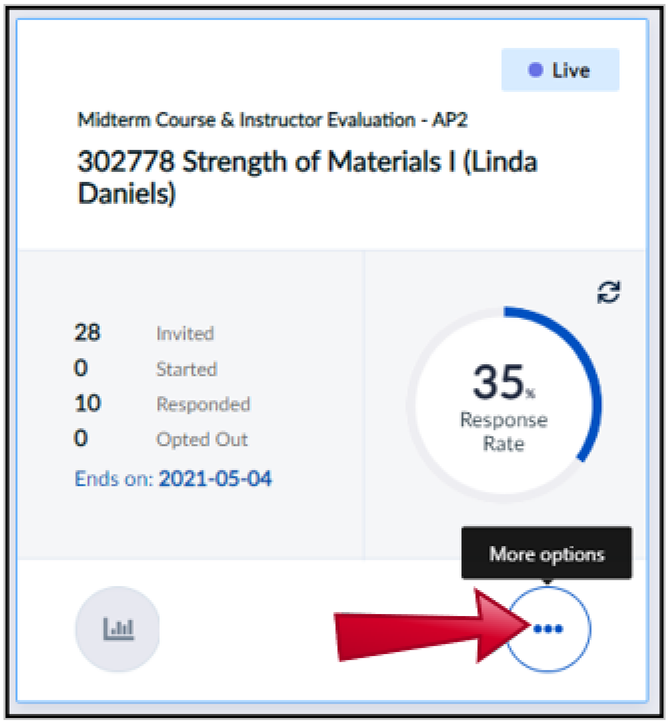


Figure 51: Manage Settings for a Live Evaluation

You may view or adjust settings to your Live evaluation before it ends. Some settings will be locked for changes since the evaluation has already gone Live.

Manage settings window for live evaluation

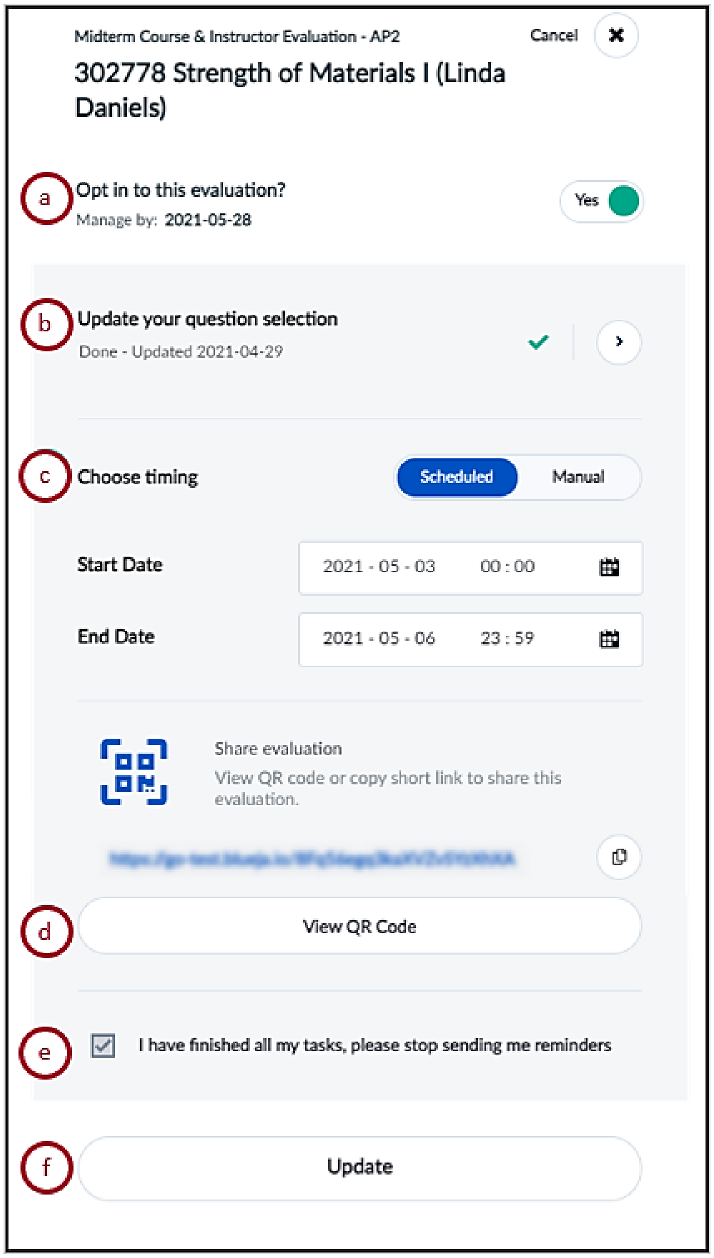


Figure 52: Manage Settings window for a Live Evaluation

a. **Opt in to this evaluation?** - Choose whether the course will be evaluated or not. **For the Optional Early/Mid Semester Check-in Surveys only**. Default participation is set to No. To participate will need to set to Yes. Once an evaluation goes Live, this cannot be modified.
b. **Update your question selection** - Allows you to update questions you have chosen for your evaluation. To learn more, see Personalize your questions.
c. **Choose timing** - Set the start and end dates to when students will be able to complete your evaluation. You may use a scheduled calendar or do it manually.
d. **Share evaluation** - Print or display the QR code for your evaluation to students during remote or in-class sessions to encourage participation.
e. **Checkbox** - Check this box if you have finished all your tasks and wish to stop receiving reminders.
f. **Update** - Updates your setting changes.

Adjust timing to your Live evaluations

If not grayed out, you can adjust start and end dates to some of your Live evaluations. The two types of timing methods are scheduled and manual.

Scheduled timing - Recommended

1. Click the calendar icon next to **Start Date** or **End Date** from the manage settings window.

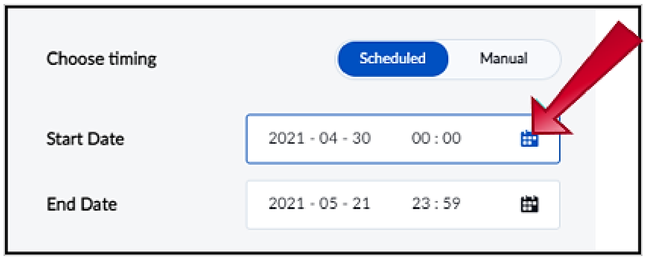


Figure 53: Schedule Choose Timing

2. Select the date and time from the monthly calendar view. You may see that some dates are unavailable for selection since a date range has been predefined for you to choose from.

Important:

If you adjust a Live evaluation's start date to a time in the future, then your evaluation's status will become Ready until the new start date.

3. Click **Apply** when you are done.

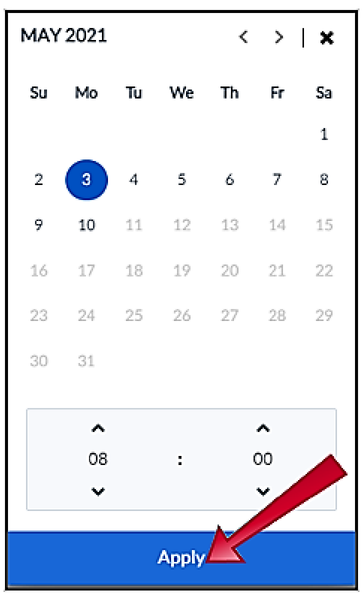


Figure 54: Apply a new date and time

Manual Timing

Similar to a stopwatch, the manual timing method allows you to start or stop your Live evaluation when necessary. Not recommended for normal surveys but good for in class capture.

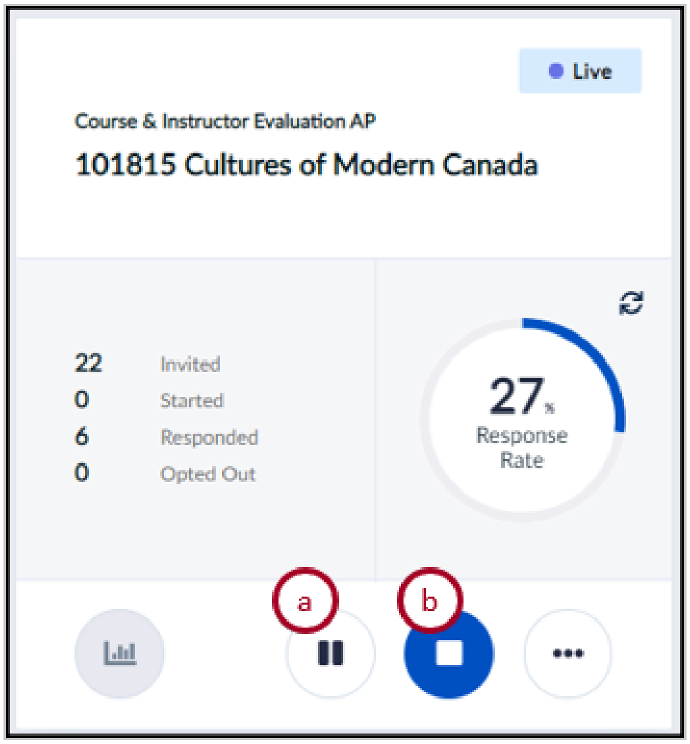


Figure 55: Pause or Stop

a. **Pause** - The evaluation has been paused. This will temporarily prevent students from providing feedback until it is un-paused and goes Live again. This is useful if you started the evaluation prematurely and want to start it again at a later date.
b. **Stop** - Ends the evaluation. If some student feedback has already been collected, stopping and confirming will permanently end the evaluation. The evaluation's status will become Completed.

To pause a manually timed evaluation:

Click **Pause** and the evaluation's status will become Paused until you click **Start** again.

CAUTION:

Remember to start the evaluation again, otherwise students won't get a chance to submit their responses.

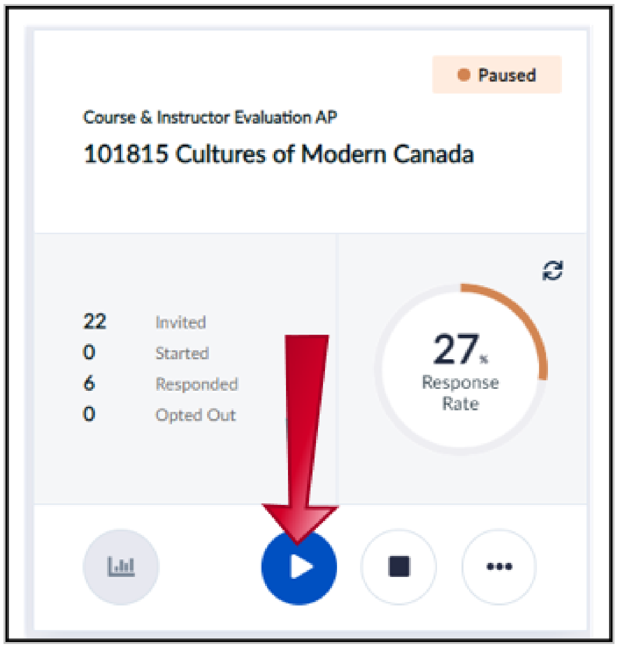


Figure 56: Paused Evaluation

To stop a manually timed evaluation:

1. Click **Stop**. A confirmation box will appear.

CAUTION:

Stopping and confirming a manually timed evaluation with some student feedback already collected will permanently end the evaluation.

2. Click **Yes, I'm Sure** if the feedback data collected so far is sufficient.

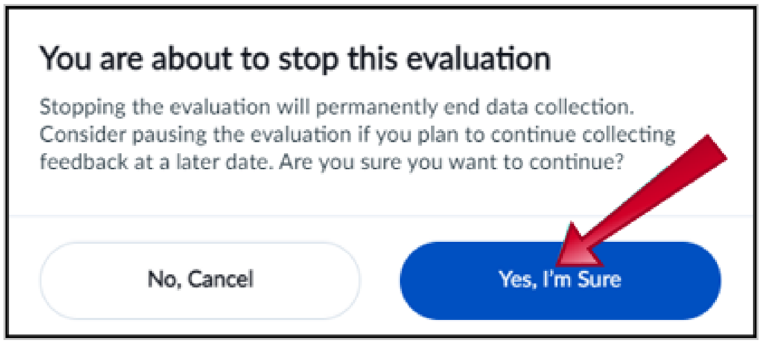


Figure 57: Stop an Evaluation

3. The evaluation's status will change to **Completed**.

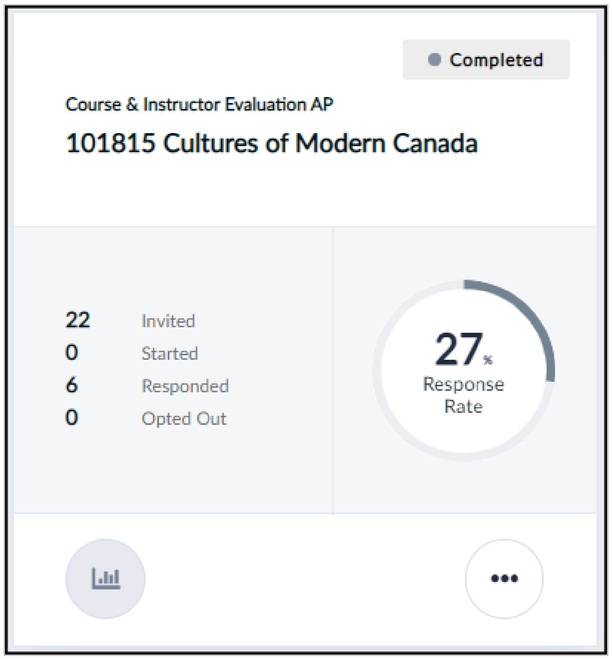


Figure 58: Completed Status

COMPLETED STATUS

The evaluation has ended and students will no longer be able to fill out the evaluation. You can view settings to **Completed** evaluations by clicking the **More Options** button and selecting **Manage Settings** from the drop-down menu. You may consult the questionnaire to verify which questions were included in the evaluation, or view the timing to determine when the evaluation was done.

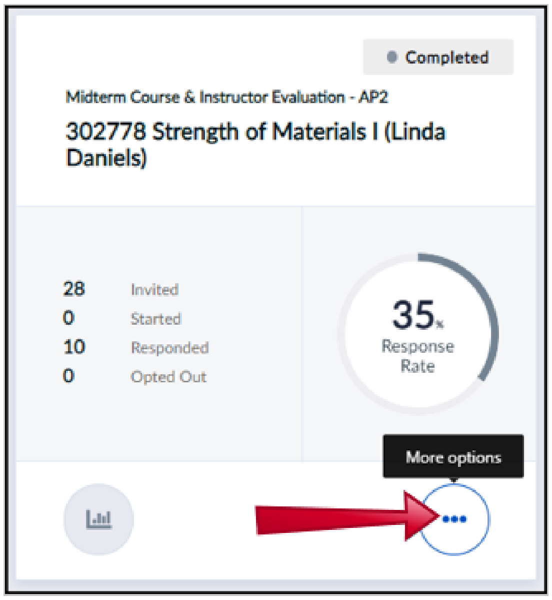


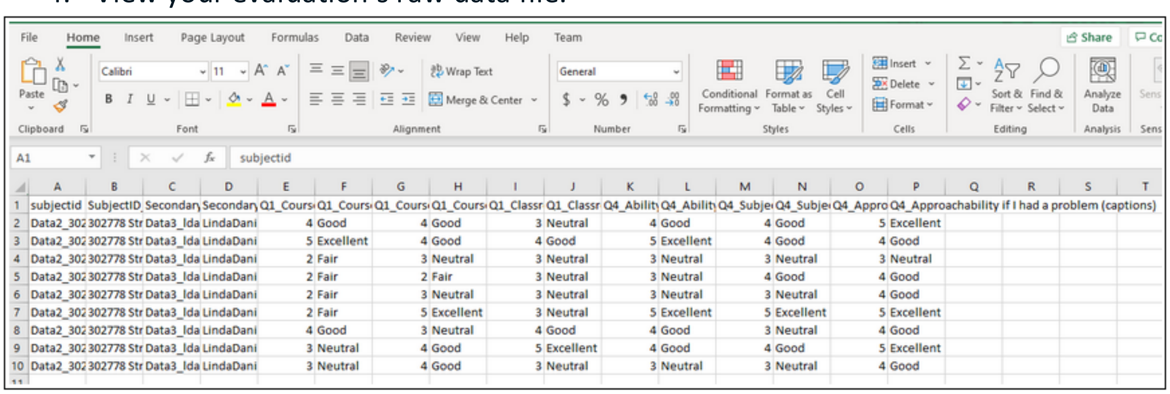
Figure 59: Getting to Manage Settings in a Completed Evaluation

Most evaluations will also let you download raw response data once completed – As long as it meets the minimum threshold of at least 3 student responses.

Download raw data

You will be able to download the raw response data to your evaluation if you see a Download Raw Data button in your evaluation tile.

1. Click **More Options** to get to the drop-down list.
2. Select **Download Raw Data**. A CSV file will automatically download itself to your computer.
3. Open the CSV file.
4. View your evaluation's raw data file.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	subjectid	SubjectID_	Secondary	Secondary	Q1_Cours	Q1_Cours	Q1_Cours	Q1_Cours	Q1_Classr	Q1_Classr	Q4_Ability	Q4_Ability	Q4_Subje	Q4_Subje	Q4_Appro	Q4_Approachability if I had a problem (captions)
2	Data2_302	302778 Str	Data3_Ida	LindaDani	4	Good	4	Good	3	Neutral	4	Good	4	Good	5	Excellent
3	Data2_302	302778 Str	Data3_Ida	LindaDani	5	Excellent	4	Good	4	Good	5	Excellent	4	Good	4	Good
4	Data2_302	302778 Str	Data3_Ida	LindaDani	2	Fair	3	Neutral	3	Neutral	3	Neutral	3	Neutral	3	Neutral
5	Data2_302	302778 Str	Data3_Ida	LindaDani	2	Fair	2	Fair	3	Neutral	3	Neutral	4	Good	4	Good
6	Data2_302	302778 Str	Data3_Ida	LindaDani	2	Fair	3	Neutral	3	Neutral	3	Neutral	3	Neutral	4	Good
7	Data2_302	302778 Str	Data3_Ida	LindaDani	2	Fair	5	Excellent	3	Neutral	5	Excellent	5	Excellent	5	Excellent
8	Data2_302	302778 Str	Data3_Ida	LindaDani	4	Good	3	Neutral	4	Good	4	Good	3	Neutral	4	Good
9	Data2_302	302778 Str	Data3_Ida	LindaDani	3	Neutral	4	Good	5	Excellent	4	Good	4	Good	5	Excellent
10	Data2_302	302778 Str	Data3_Ida	LindaDani	3	Neutral	4	Good	3	Neutral	3	Neutral	3	Neutral	4	Good

Figure 60: Example Raw Data File

MONITOR YOUR RESPONSE RATES

REAL TIME RATES

To view the real-time response rate of your **Live** evaluation, click the refresh icon.

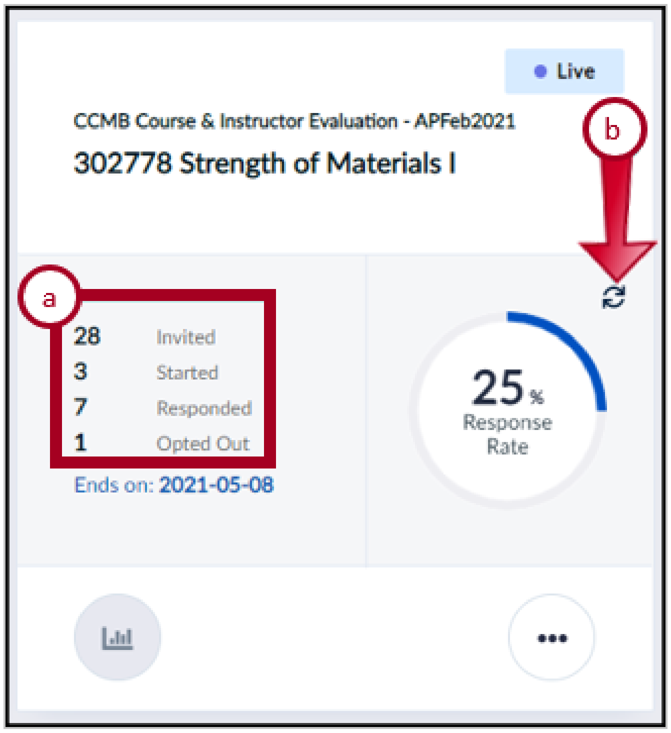


Figure 61: View Response Rate

RESPONSE RATE features

a. **Response rate details** - Indicates the number of participants who were:
   i. Invited - The total number of students invited to complete the evaluation.
   ii. Started - Students who started but did not submit the evaluation.
   iii. Responded - Students who submitted the evaluation.
   iv. Opted Out - Students who chose to opt out of the evaluation. – LCC doesn't use this function
b. **Refresh icon** - Refreshes response data to most accurately reflect the most recent changes in the response rate.

VIEW RESPONSE DETAILS

You will be able to view response details by using the **View Respondents** button in your evaluation tile.

1. Click **More Options**. A drop-down list will appear.
2. Select **View Respondents**. A window displaying response details will appear.

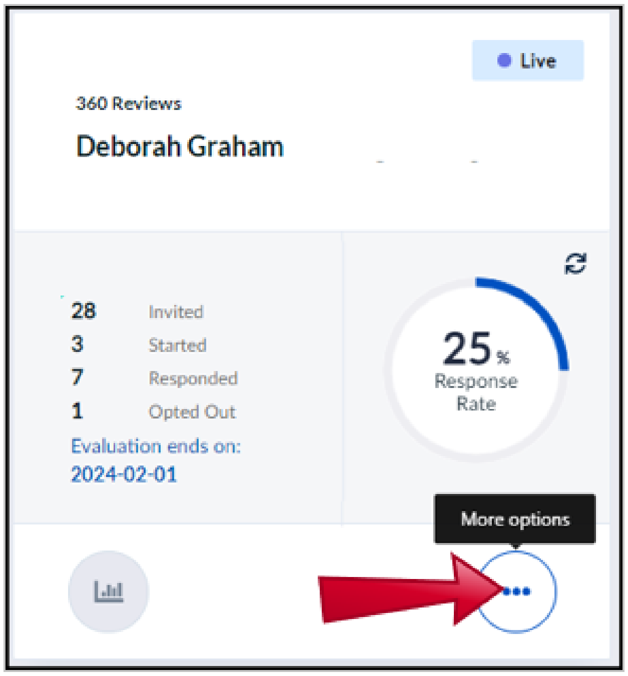
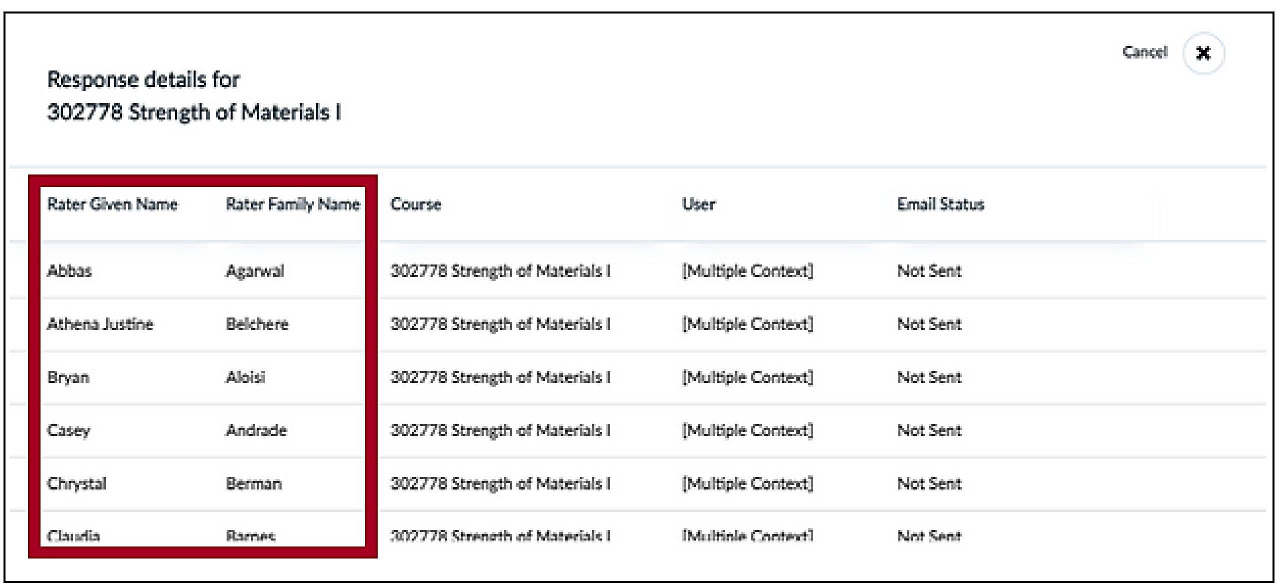


Figure 62: Select More Options to get to response details

From the **Name** columns, you will be able to see which of your students have been invited to complete your evaluation.



Rater Given Name	Rater Family Name	Course	User	Email Status
Abbas	Agarwal	302778 Strength of Materials I	[Multiple Context]	Not Sent
Athena Justine	Belchere	302778 Strength of Materials I	[Multiple Context]	Not Sent
Bryan	Aloisi	302778 Strength of Materials I	[Multiple Context]	Not Sent
Casey	Andrade	302778 Strength of Materials I	[Multiple Context]	Not Sent
Chrystal	Berman	302778 Strength of Materials I	[Multiple Context]	Not Sent
Claudia	Barnes	302778 Strength of Materials I	[Multiple Context]	Not Sent

Figure 63: Example of Response details window

Scrolling down the page you will also see a button that lets you resend the invitation emails to those students that have not yet submitted their responses.

Figure 64: Resend Invitations to Students

Note:

Invitation emails can only be resent if the project is live and the tasks are not expired.

ANALYZE YOUR RESULTS

To view reports for a Completed evaluation from your Subject Management page:

1. Click **View Reports**. A window will appear displaying your report(s) to that evaluation.

> ***Note:***
>
> ***To maintain student confidentiality, an evaluation must receive at least three responses before a report can be generated. If this minimum is not met, you will see a "Did not meet threshold" statement, and no report will be available.***

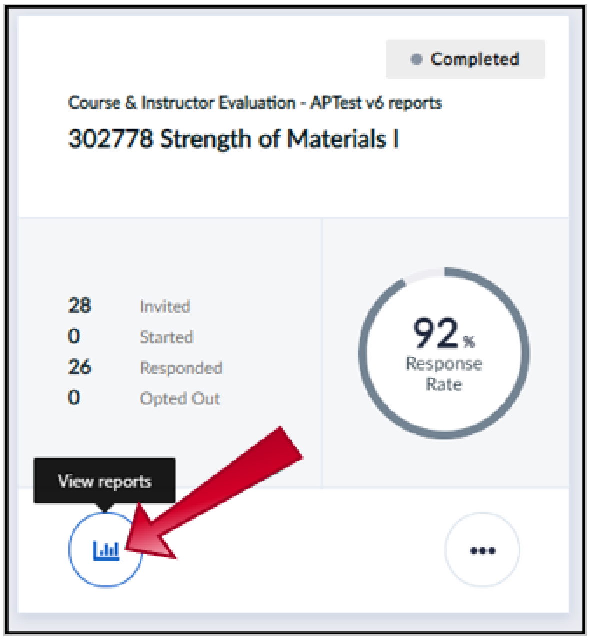


Figure 65: View reports button

2. Select a report from your list. A new page will open.

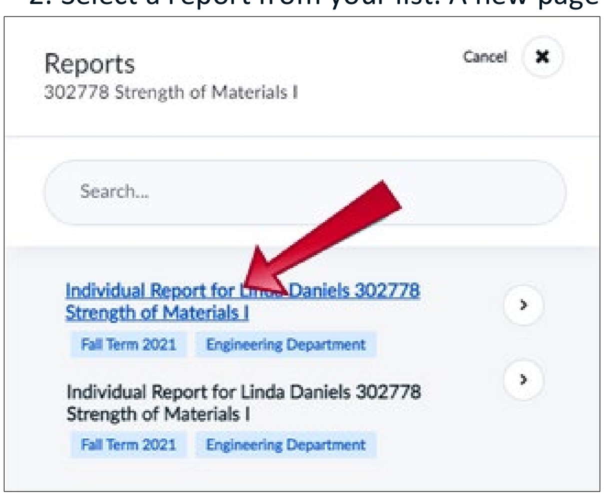


Figure 66: Select report

3. View your report.

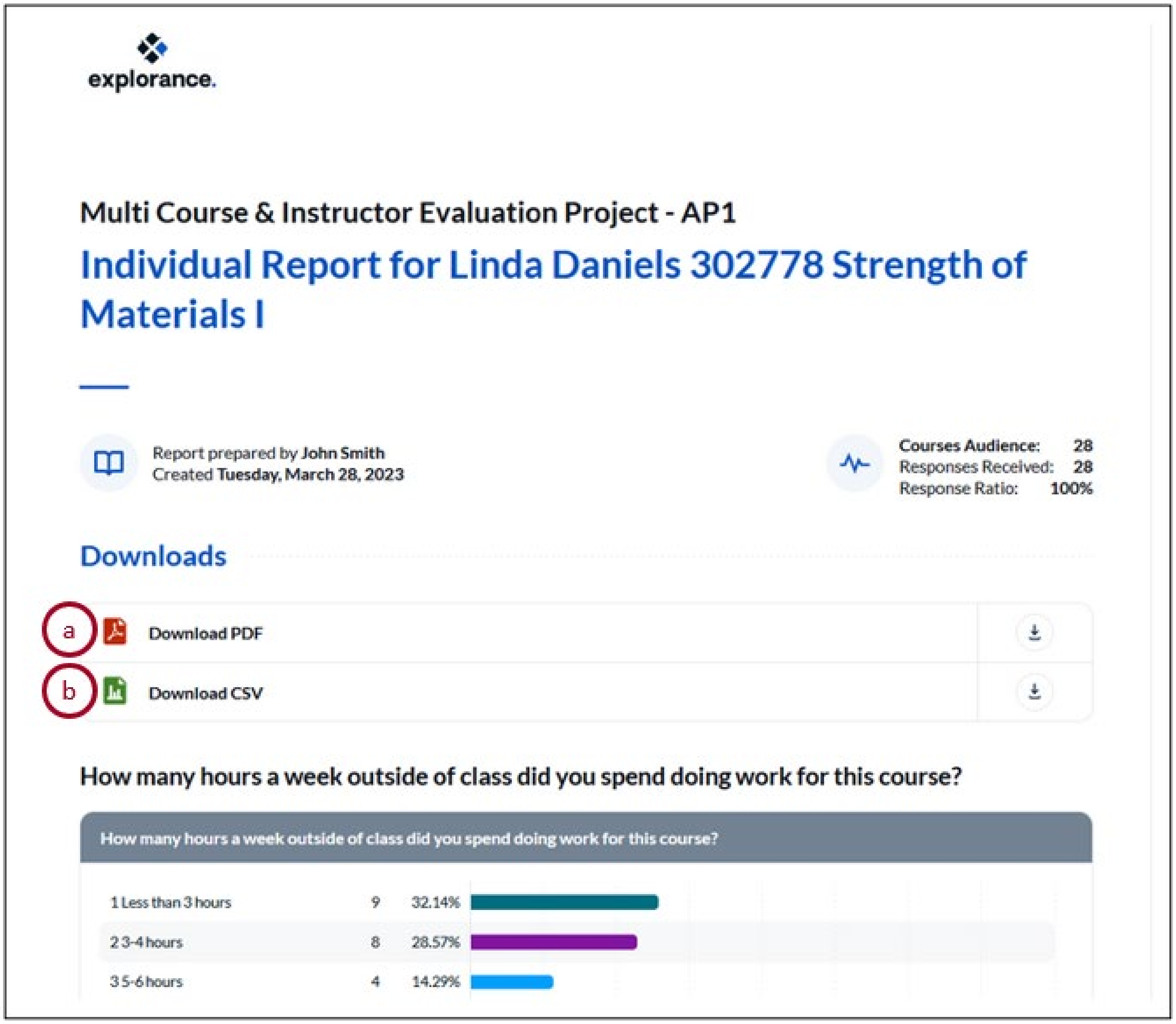


Figure 67: Example Individual report

a. **Download PDF** - Download report to your computer as PDF file.
b. **Download CSV** - Download raw response data to your computer in CSV format.

PERSONALIZE YOUR QUESTIONS

Question personalization (QP) allows you to add your own questions to a survey. You can access the Question Personalization page by selecting:

- A direct notification (email) that was provided to you.
- A question personalization task from your D2L, Blue Home, or Subject Management page.

ACCESS FROM YOUR SUBJECT MANAGEMENT PAGE

To access your Question Personalization page from your Subject Management (SM) page:

1. Find an evaluation tile where there is an incomplete task remaining.
2. Click **View/Manage Settings.** A window to view or manage your settings will appear.

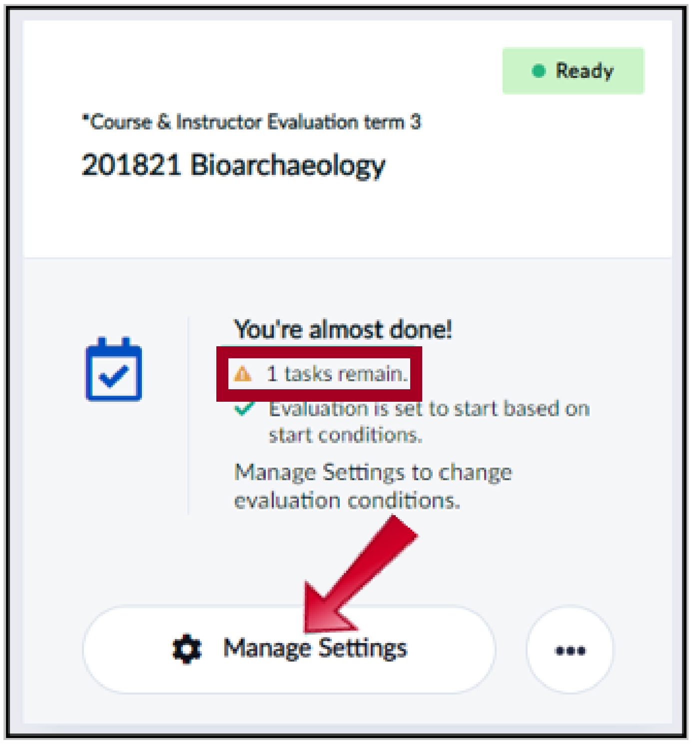


Figure 68: Manage Settings

3. Click **Choose your questions for Courses**. You will be directed to your Question Personalization page.

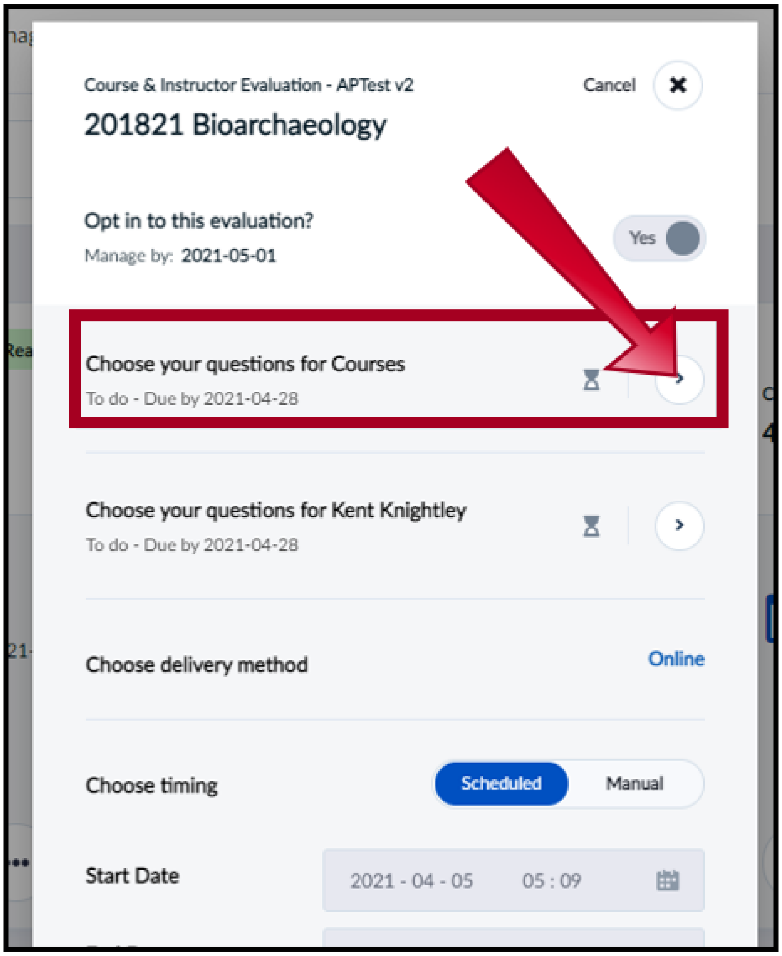


Figure 69: Access QP page from Subject Management page

QUESTION PERSONALIZATION (QP) OVERVIEW

Below is an image of the Question Personalization (QP) Page

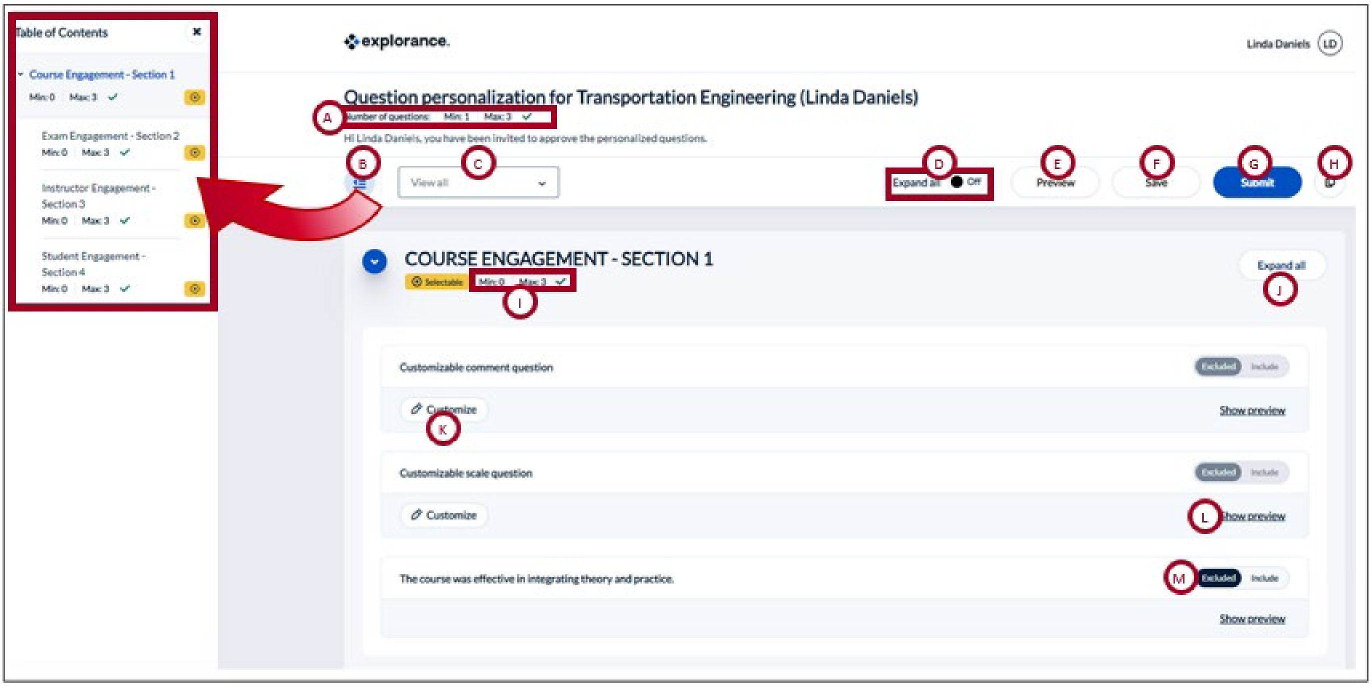


Figure 70: QP Page

That's difficult to see, so below are 3 enlarged versions of the figure, each with its features listed underneath.

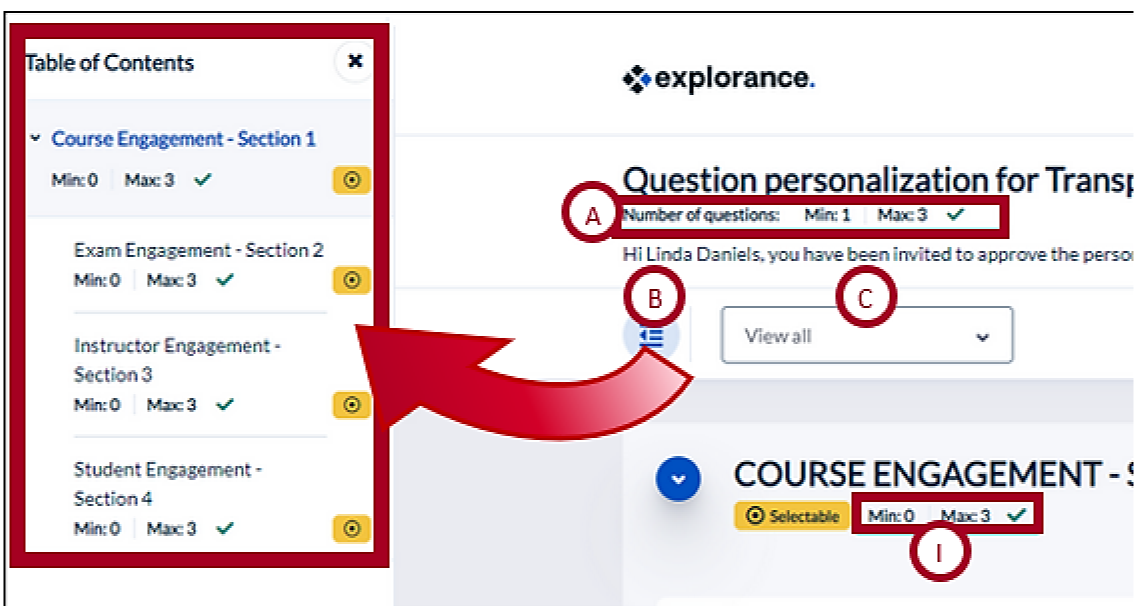


Figure 71: Enlargement of Upper-Left Corner

A. **Number of questions condition** - Displays the minimum and maximum number of personalized questions allowed for selection. A green check mark means the global conditions have been satisfied.
B. **Table of contents** - Provides a simplified overview of question sections you can personalize. The page will automatically scroll to the question section you selected.

C. **Filter** - Filters the list of questions displayed.
   - **Selectable** - Only questions that can be selected.
   - **Customizable** - Only personalized questions that can be modified.
   - **Included** - Only questions that have been chosen to be included in the questionnaire.
   - **Excluded** - Only questions that have been chosen to be excluded from the questionnaire.

I. **Number of questions condition** - Displays the minimum and maximum number of personalized questions allowed in the specific section. A green check mark means the section conditions have been satisfied.

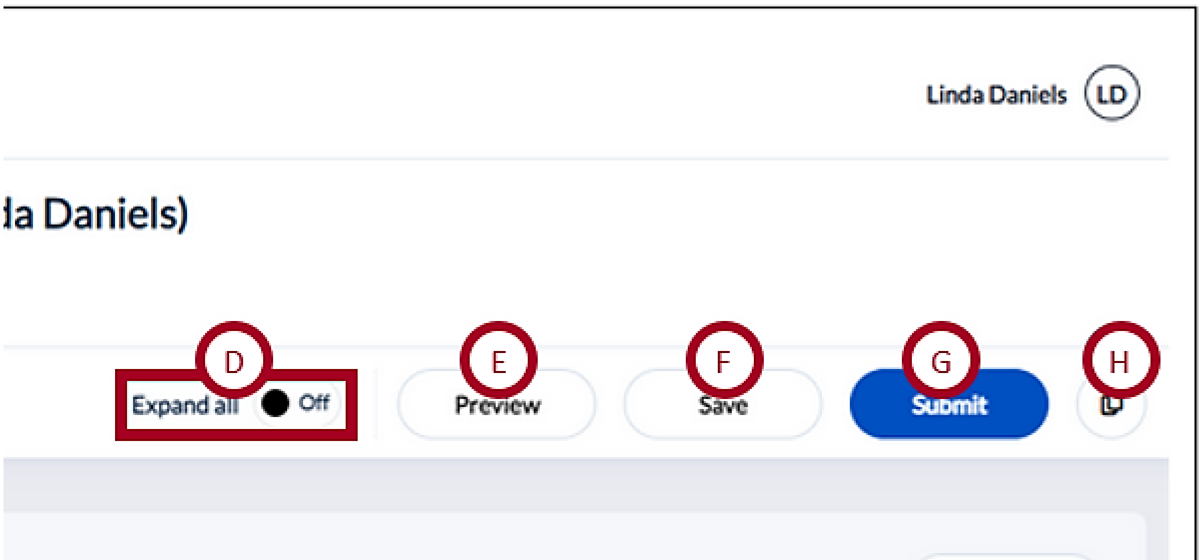


Figure 72: Enlargement of Upper-Right Corner

D. **Expand all**- Allows you to expand or collapse all question previews for all sections in the questionnaire.
E. **Preview** - Allows you to preview a sample of your evaluation from the perspective of your students. Make sure to save your changes before using the preview function. **Only saved changes will show up in the preview window.**
F. **Save** - Saves your changes on the page without submitting.
G. **Submit** - Submits your personalized questions to be included in the evaluation.
H. **Copy options** - Allows you to copy selections and personalized questions to or from another course. To learn more, see Copy questions between your courses.

Figure 73: Enlargement Lower-Portion

I. **Number of questions condition** - Displays the minimum and maximum number of personalized questions allowed in the specific section. A green check mark means the section conditions have been satisfied.
J. **Expand all**- Allows you to expand or collapse all question previews for a specific section in the questionnaire.
K. **Customize** - Allows you to customize the question.
L. **Show preview** - Allows you to preview a sample response of the question.
M. **Include/ Exclude** - Allows you to include or exclude a question from the evaluation.

On your Question Personalization page, you will see two types of questions to add to your evaluation:

Customizable
A type of question you can write in your own words to tailor towards your course and students.

Selectable
A type of question you can choose from a list.

TO CUSTOMIZE QUESTIONS

1. When available click **Customize** next to a question you wish to modify. You will be directed to the question editor.

Figure 74: Customizable Question

Important:

- ***The 14 Universal Course Evaluation Questions, determined by LCC's Committee for Assessing Student Learning (CASL) are default questions that will be included on each evaluation and are neither selectable nor customizable.***
- ***The type of response for a customizable question cannot be modified. For example, you cannot change a question with a comment response to one with a multiple-choice response.***

2. Input the title you wish to give to your question. **Keep in mind that the question's title must support the type of response (comment, multiple selection, etc.) so that students can easily provide feedback.**

Figure 75: Example Question Editor for a Customizable Multiple Selection Response

Once you have customized a question, it will automatically be included in your evaluation.

SELECTING QUESTIONS

You can choose to include or exclude questions by toggling the **Include/ Exclude** button next to them.

1. Choose the questions (customizable and selectable) you wish to include in your evaluation.
2. Click **Submit** when you are done.

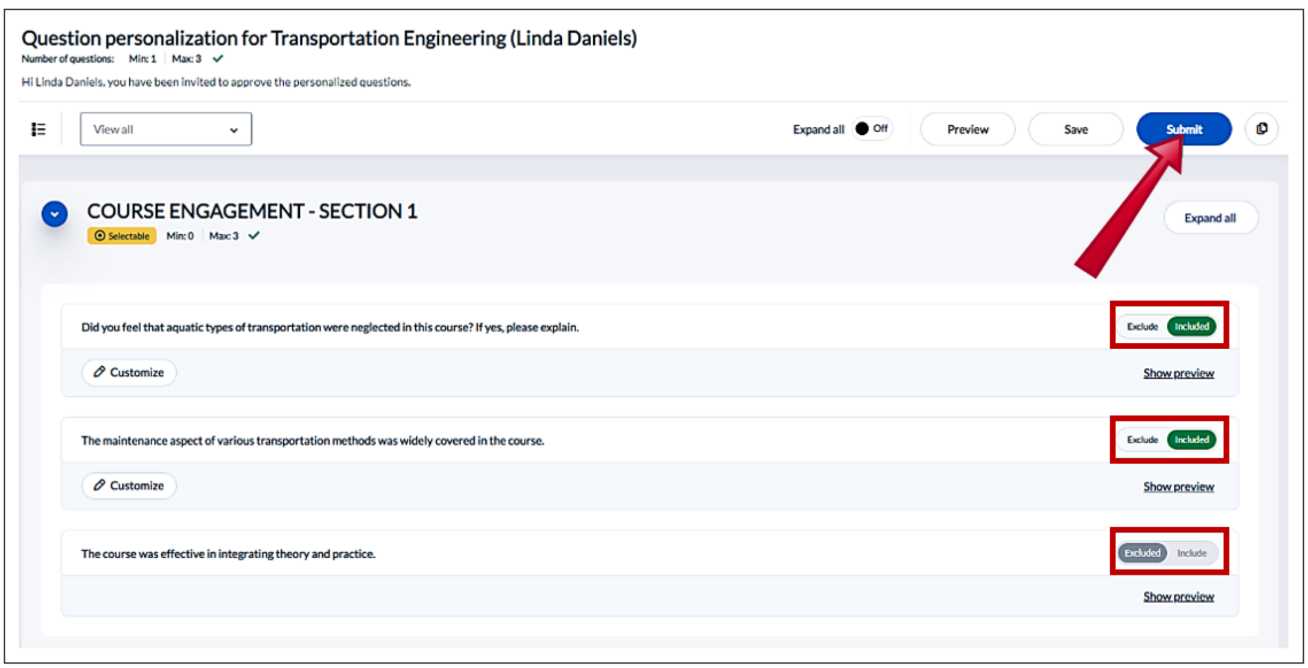


Figure 76: Selecting and Submitting Questions

COPY QUESTIONS BETWEEN YOUR COURSES

If you have multiple courses, you can copy personalized questions between them. This can save you a lot of time and effort in rewriting applicable questions that you have added to previous evaluations.

You will have two copy options:

- **Copy selections from** - Allows you to copy questions you have already selected in a different course to this evaluation.
- **Copy selections to** - Allows you to copy questions you have selected in this evaluation to one or several of your other courses.

COPY SELECTIONS FROM

If you have already completed a question personalization task for a different course, you can copy the same selections and personalized questions from that course to the one you are currently completing.

1. Click **Copy Options** from the Question Personalization menu.
2. Select **Copy Selections From**. A window will appear named **Copy selections from**.
3. Search for the course name you wish to copy the questions from and select it.

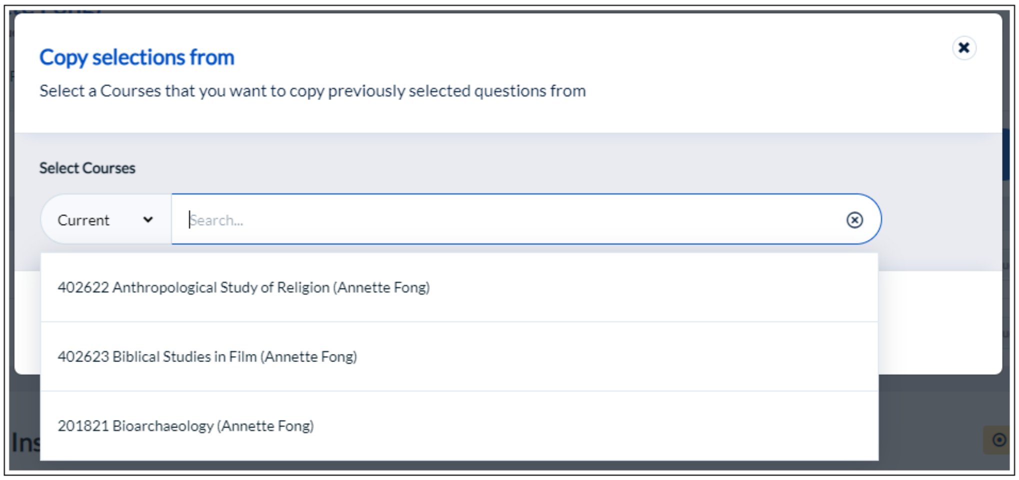


Figure 77: Select course section to copy previous question from

4. Select **Copy** to finalize the process.
5. Review the task with the copied questions before submitting.

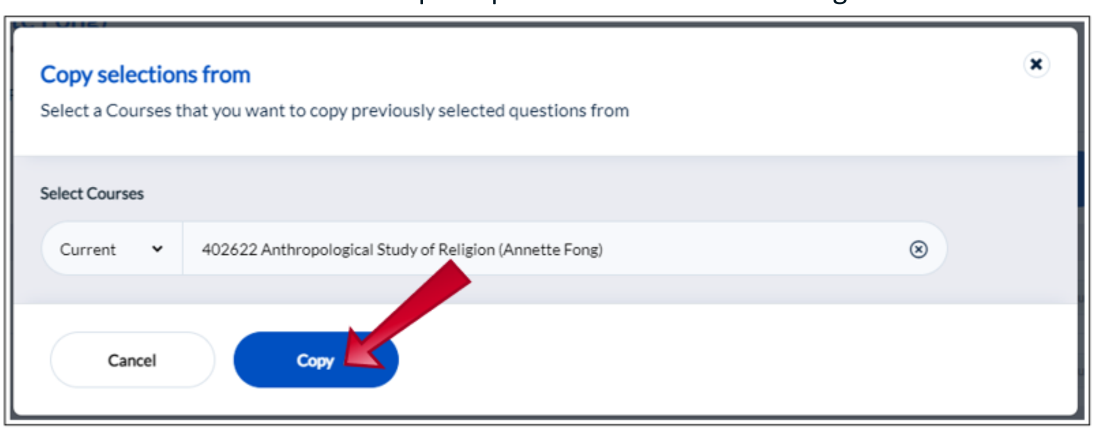


Figure 78: Copy from selected course section into current one

COPY SELECTIONS TO

When you have completed a question personalization task, you can copy the selections and personalized questions you made to one or several other courses.

1. Click **Copy Options** from the Question Personalization menu.
2. Select **Copy Selections To**. A window will appear named **Copy selections to**.
3. Search for the course name you wish to copy the questions to and select it.

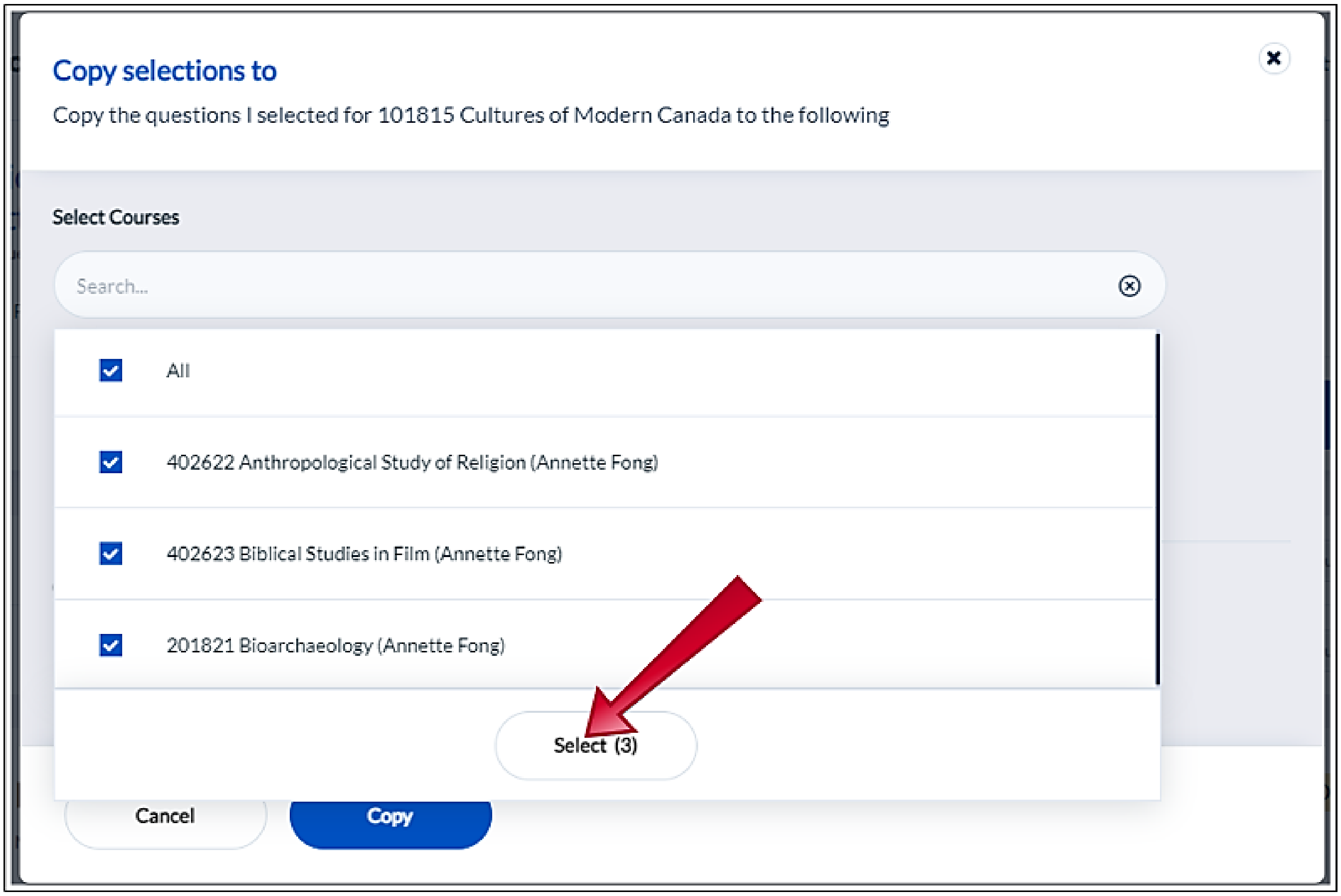


Figure 79: Select Course Section(s) to copy information into

4. Choose to only copy the questions, or copy and submit the task immediately.
   Recommended to select the copy only option.
5. Select **Copy** to finalize the process.

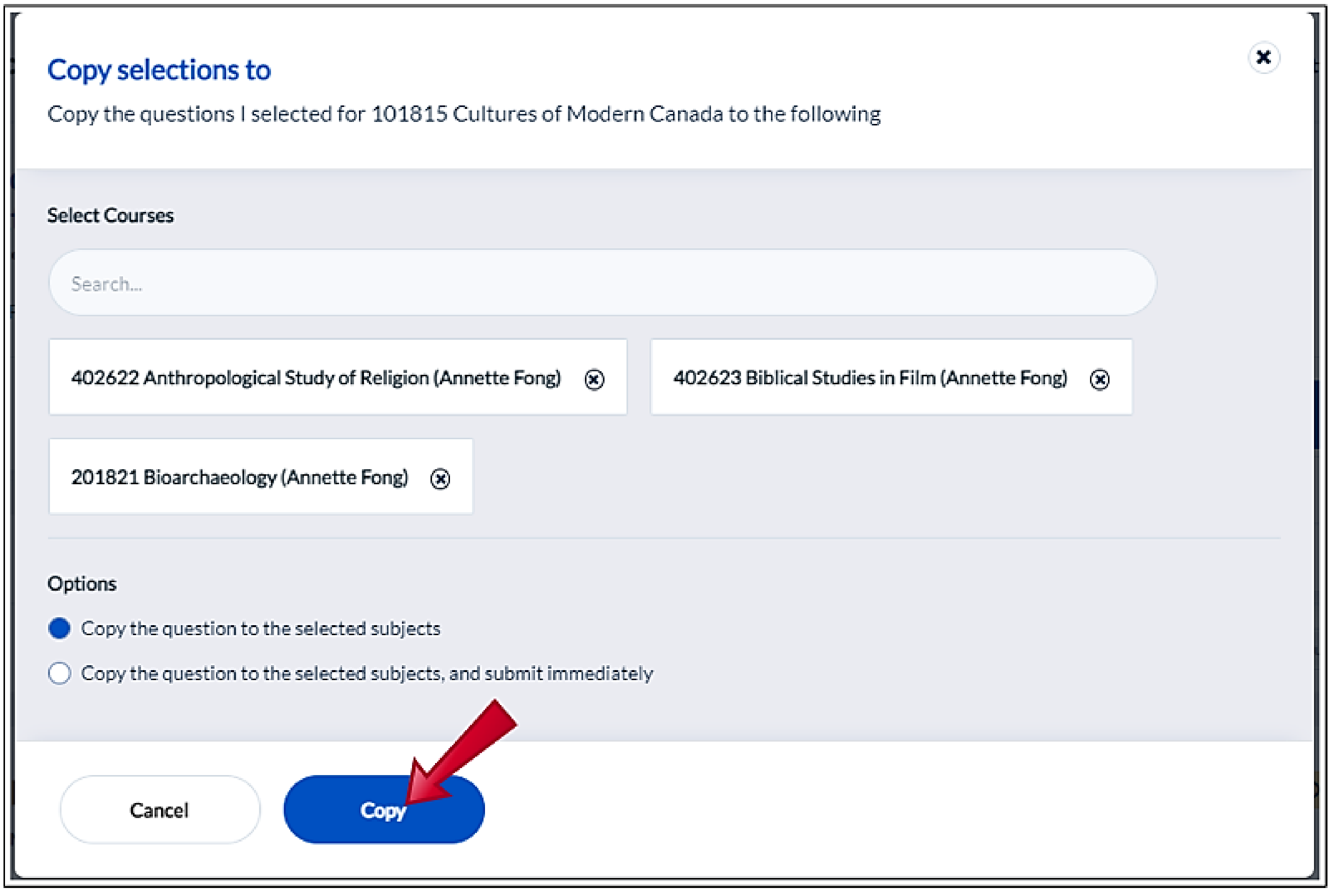


Figure 80: Finalizing the copy to function

CAUTION:

Choosing to copy and submit immediately can save you the step of manually submitting a task for each course one by one. However, this also means you cannot review or modify the questions in the task after it has been submitted.

CONCLUSION AND WHERE TO GET HELP

CONCLUSION

We hope this faculty user guide has been helpful. While *Blue* offers many powerful features, navigating them can sometimes be overwhelming. This guide provides a general overview and walks through common steps for preparing student evaluations.

CONTACTS FOR FURTHER INFORMATION AND HELP

- Center for Data Science (CDS) – lcc-cds@star.lcc.edu | (517) 483-1123.
  - Blue Administrators can assist with questions and troubleshooting.
  - For specialized program-wide course evaluations, contact CDS to discuss options.
- The Center for Teaching Excellence (CTE) Website – Services and Support Section.
  - Expand the "Blue Student Course Evaluation System" section for reference materials and videos.
  - This content is regularly updated – send recommendations for additions to lcc-cds@star.lcc.edu.
- Academic Senate's Standing Committee for Assessing Student Learning (CASL)
  - CDS administers the Student Course Evaluations under CASL's direction.
  - CASL represents LCC faculty and staff and can discuss evaluations and decision making.
  - Visit the CASL Website for the member list and Chairperson's contact details.
- LCC Helpdesk – lcc1@star.lcc.edu | (517) 483-5221.
  - For general LCC IT issues (e.g., login, connections, VPN), contact the Help Desk.
  - For *Blue* software-related issues, reach out to CDS.

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CHANGE LOG

Date of Change	Description of Change	Responsible Party
August 2025	Version 1.2 and 1.3 – URL updates, added Explorance Blue Login image, repaginated document.	Center for Data Science
July 2025	Version 1.1 - Updates wording around new URL use.	Center for Data Science
April 2025	Initial Document Creation	Center for Data Science