

**A How To Guide: Viewing your Course Evaluation Response Rates
(what BLUE calls Subject View Management)
Office of Vice Chancellor for Academic Affairs
Indiana University South Bend**

- 1) For every section that you are teaching this semester, you will receive an email from the BLUE system, inviting you to review the response rates for your course evaluations. The text of this email is provided below. **If you don't wish to review the response rates, then simply ignore this email, and the rest of this document!**

Dear <Faculty>,

This is a reminder for you to review the response rates. It is important that you please encourage your students to complete the course surveys. Indiana University South Bend is committed to ensuring the quality of its academic programs, its teaching and the learning experiences of its students.

An important component of this is the regular evaluation of courses by students. Instructors are invited to view their response rates.

[Please click here to view your response rates.](#)

If you have any questions please contact the Survey Administrator at jmcintos@iusb.edu jmcintos@iusb.edu.

Kind regards,
John

John McIntosh
Associate Vice Chancellor for Academic Affairs
Indiana University South Bend

- 2) If you would like **to review the response rate, then CLICK the link in the above email.**
- 3) Clicking the link will bring you to an IU Authentication page (unless your browser session has already been authenticated)
- 4) Then you will see the following BLUE login page. If you see more than one DataSource in the combobox, make sure to select the "**USERS**" data source.



Please login with your credentials below

Datasource
Please Select Data Source
ADMIN
Users
Test cycle IUSB

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- 5) Finally you should see the **BLUE dashboard**. You should see all of the sections that you are teaching this semester. Note that **you may see each section twice, (once for "QUESTION PERSONALIZATION" and once for "SUBJECT VIEW MANAGEMENT")**. (See figure below)

The screenshot shows the BLUE dashboard interface. At the top, there is a navigation bar with the user's name 'Hossein Hakimzadeh' and the date 'Sat, Nov 21, 2015'. Below this is a search area with filters for Task Type, Task Status, Category, Subcategory, and Language, all set to 'All'. A search bar contains 'Project Title' and buttons for 'Find' and 'Clear Search'. A 'Refresh' button is also present.

The main content area displays a table of results, showing 1 - 10 of 18 items. The table has columns for Task Type, Subject, Category, Subcategory, Project Title, Due Date, Status, and a 'Select' link. Two rows are highlighted with red boxes: 'Question Personalization' and 'Subject View Management'.

Task Type	Subject	Category	Subcategory	Project Title	Due Date	Status	Select
Question Personalization	A105 16911 INTRODUCTION TO COMPUTING (Hossein Hakimzadeh)	IUSB	Regular fall 2015	IU South Bend Student Course Evaluation – Regular Classes Fall 2015	Friday, November 27, 2015	Open	Select
Question Personalization	A201 16155 INTRODUCTION TO PROGRAMMING I (Hossein Hakimzadeh)	IUSB	Regular fall 2015	IU South Bend Student Course Evaluation – Regular Classes Fall 2015	Friday, November 27, 2015	Open	Select
Question Personalization	A201 35071 INTRODUCTION TO PROGRAMMING I (Hossein Hakimzadeh)	IUSB	Regular fall 2015	IU South Bend Student Course Evaluation – Regular Classes Fall 2015	Friday, November 27, 2015	Open	Select
Question Personalization	A505 16157 OBJECT ORIENTED PROGRAMMING (Hossein Hakimzadeh)	IUSB	Regular fall 2015	IU South Bend Student Course Evaluation – Regular Classes Fall 2015	Friday, November 27, 2015	Open	Select
Question Personalization	A505 35072 OBJECT ORIENTED PROGRAMMING (Hossein Hakimzadeh)	IUSB	Regular fall 2015	IU South Bend Student Course Evaluation – Regular Classes Fall 2015	Friday, November 27, 2015	Open	Select
Question Personalization	I420 16972 INTERN INFORMATICS PROF PRACT (Hossein Hakimzadeh)	IUSB	Regular fall 2015	IU South Bend Student Course Evaluation – Regular Classes Fall 2015	Friday, November 27, 2015	Open	Select
Question Personalization	I499 18101 RDNGS & RSRCH IN INFORMATICS (Hossein Hakimzadeh)	IUSB	Regular fall 2015	IU South Bend Student Course Evaluation – Regular Classes Fall 2015	Friday, November 27, 2015	Open	Select
Question Personalization	Y358 16166 INTRNSHP IN PROFESSIONAL PRAC (Hossein Hakimzadeh)	IUSB	Regular fall 2015	IU South Bend Student Course Evaluation – Regular Classes Fall 2015	Friday, November 27, 2015	Open	Select
Question Personalization	Y798 16949 PROFSNL PRACTICUM/INTERNSHP (Hossein Hakimzadeh)	IUSB	Regular fall 2015	IU South Bend Student Course Evaluation – Regular Classes Fall 2015	Friday, November 27, 2015	Open	Select
Subject View Management	A108 16911 INTRODUCTION TO COMPUTING	IUSB	Regular fall 2015	IU South Bend Student Course Evaluation – Regular Classes Fall 2015	Saturday, December 19, 2015	Not Ready	Select

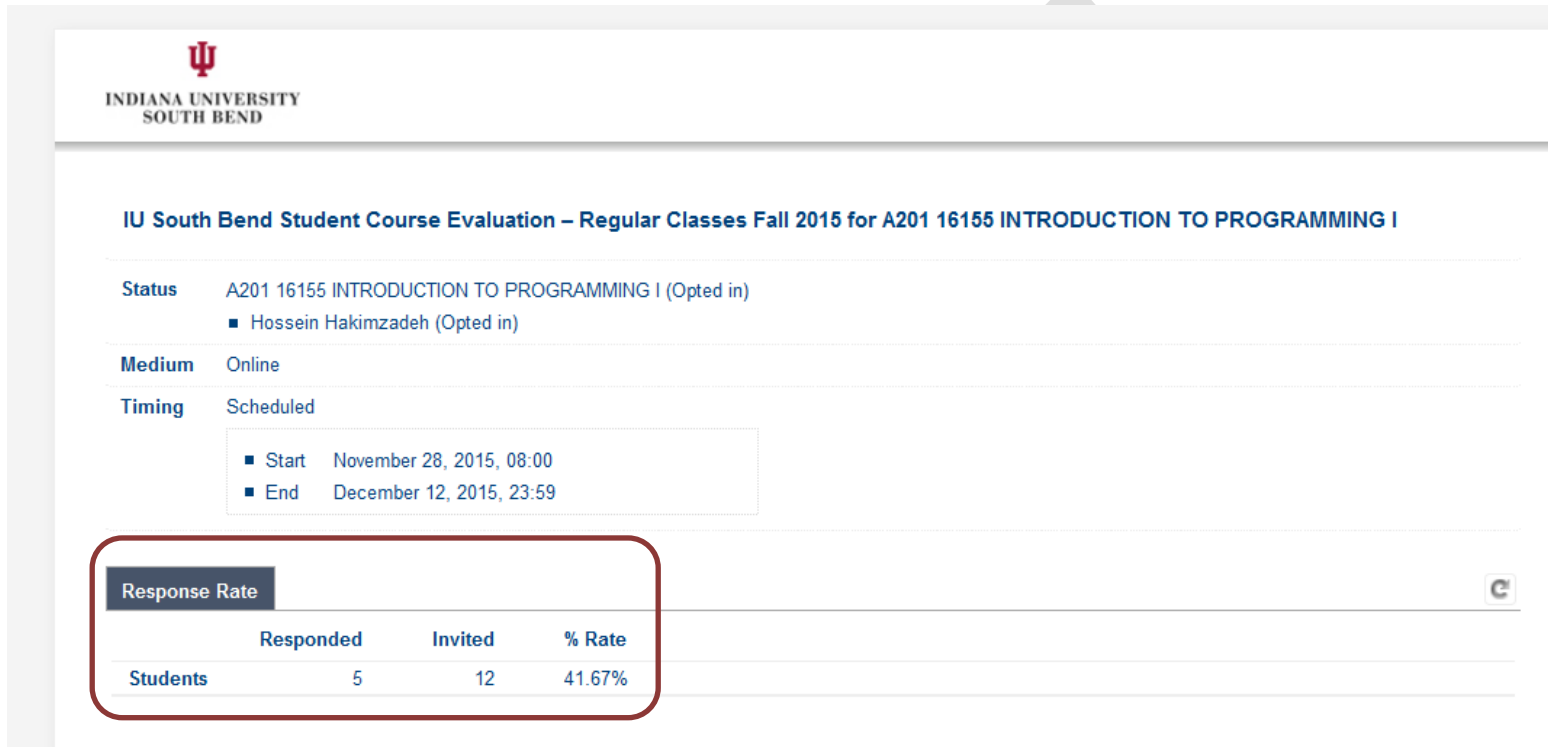
6) **Make sure you focus on the rows that have “Subject View Management” in their first column.**(See figure below)

Task Type	Subject	Category	Subcategory	Project Title	Due Date	Status	Actions
Question Personalization	Y398 16166 INTRNSHP IN PROFESSIONAL PRAC (Hossein Hakimzadeh)	IUSB	Regular fall 2015	IU South Bend Student Course Evaluation – Regular Classes Fall 2015	Friday, November 27, 2015	Open	Select
Question Personalization	Y798 16949 PROFSNL PRACTICUM/INTERNSHP (Hossein Hakimzadeh)	IUSB	Regular fall 2015	IU South Bend Student Course Evaluation – Regular Classes Fall 2015	Friday, November 27, 2015	Open	Select
Subject View Management	A106 16911 INTRODUCTION TO COMPUTING	IUSB	Regular fall 2015	IU South Bend Student Course Evaluation – Regular Classes Fall 2015	Saturday, December 19, 2015	Not Ready	Select

7) Identify the section that you would like to review the response rate, and click the “**SELECT**” link for that section. (see figure below)

Task Type	Subject	Category	Subcategory	Project Title	Due Date	Status	Actions
Subject View Management	A201 16155 INTRODUCTION TO PROGRAMMING I	IUSB	Regular fall 2015	IU South Bend Student Course Evaluation – Regular Classes Fall 2015	Saturday, December 19, 2015	Open	Select
Subject View Management	A201 35071 INTRODUCTION TO PROGRAMMING I	IUSB	Regular fall 2015	IU South Bend Student Course Evaluation – Regular Classes Fall 2015	Saturday, December 19, 2015	Open	Select
Subject View Management	A505 16167 OBJECT ORIENTED PROGRAMMING	IUSB	Regular fall 2015	IU South Bend Student Course Evaluation – Regular Classes Fall 2015	Saturday, December 19, 2015	Open	Select
Subject View Management	A505 35072 OBJECT ORIENTED PROGRAMMING	IUSB	Regular fall 2015	IU South Bend Student Course Evaluation – Regular Classes Fall 2015	Saturday, December 19, 2015	Open	Select
Subject View Management	I420 16972 INTERN INFORMATICS PROF PRACT	IUSB	Regular fall 2015	IU South Bend Student Course Evaluation – Regular Classes Fall 2015	Saturday, December 19, 2015	Open	Select
Subject View Management	I499 16101 RDNGS & RSRCH IN INFORMATICS	IUSB	Regular fall 2015	IU South Bend Student Course Evaluation – Regular Classes Fall 2015	Saturday, December 19, 2015	Open	Select
Subject View Management	Y398 16166 INTRNSHP IN PROFESSIONAL PRAC	IUSB	Regular fall 2015	IU South Bend Student Course Evaluation – Regular Classes Fall 2015	Saturday, December 19, 2015	Open	Select
Subject View Management	Y798 16949 PROFSNL PRACTICUM/INTERNSHP	IUSB	Regular fall 2015	IU South Bend Student Course Evaluation – Regular Classes Fall 2015	Saturday, December 19, 2015	Open	Select

- 8) You will now see the following screen. **The current response rate is shown on the bottom. Please note that this rate will change over time until the evaluation period ends. Therefore you may want view this information at different times to ensure sufficient number of students have completed their evaluations.** (see figure below)



INDIANA UNIVERSITY
SOUTH BEND

IU South Bend Student Course Evaluation – Regular Classes Fall 2015 for A201 16155 INTRODUCTION TO PROGRAMMING I

Status A201 16155 INTRODUCTION TO PROGRAMMING I (Opted in)
■ Hossein Hakimzadeh (Opted in)

Medium Online

Timing Scheduled

- Start November 28, 2015, 08:00
- End December 12, 2015, 23:59

Response Rate			
	Responded	Invited	% Rate
Students	5	12	41.67%

- 9) Repeat the above steps for your other courses.