

# Blue Navigation Guide

## About Blue

Cal Poly Pomona implemented Blue by Explorance during the Spring 2022 semester. The Blue platform is single sign-on enabled, providing faculty with course evaluation response rates in real time, ability to share quick links to their evaluation with students, and archives course evaluation reports in one system. Students and faculty can access Blue directly at <https://cpp.bluera.com/cpp/>, through the MyCPP Portal Online Services site, or through Canvas.

## Table of Contents

Changing your Evaluation Period .....	2
Monitoring Response Rates.....	4
➤ “View Respondents” .....	5
➤ “View QR Code” .....	5
Accessing Reports .....	6


# Changing your Evaluation Period

Approximately two weeks before the course evaluation period, a window will open in which you will be provided the option to specify the dates in which your students will be able to access and complete their evaluation for your course. If you choose not to edit this timeframe, your evaluation will be defaulted into the normal two-week period for students to access and complete their course evaluation.

Should you choose to change the evaluation period for your course, the period must be within the normal two-week period for all course evaluations. Please consult the [Course Evaluation website](#) for the dates of the upcoming evaluation period.

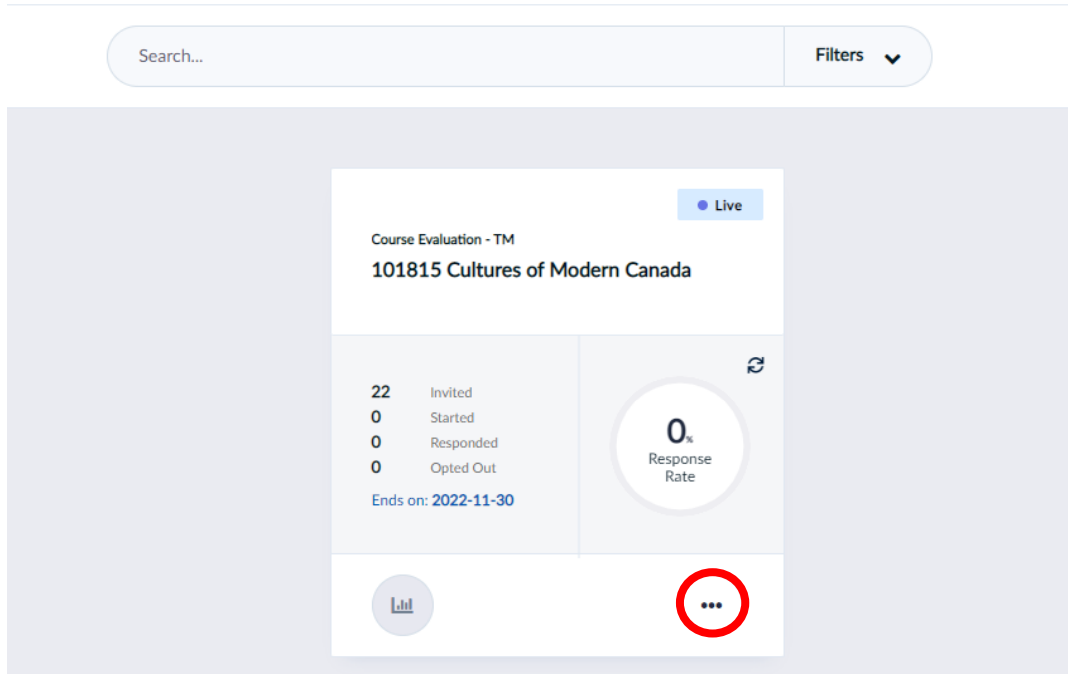
Please note that once the change window ends, you will NOT be able to modify the dates of your course evaluation. If students miss the evaluation period, the evaluation CANNOT be opened back up to collect their responses. Instructors are responsible for notifying students when their special evaluation period begins and ends. Students can access evaluations directly through the Blue course evaluation system at <https://cpp.bluera.com/cpp/>.

## **CHANGING YOUR EVALUATION PERIOD**

- In [Blue](#), navigate to the course evaluation card you would like to change the evaluation period for and select the  Button to expand menu options.

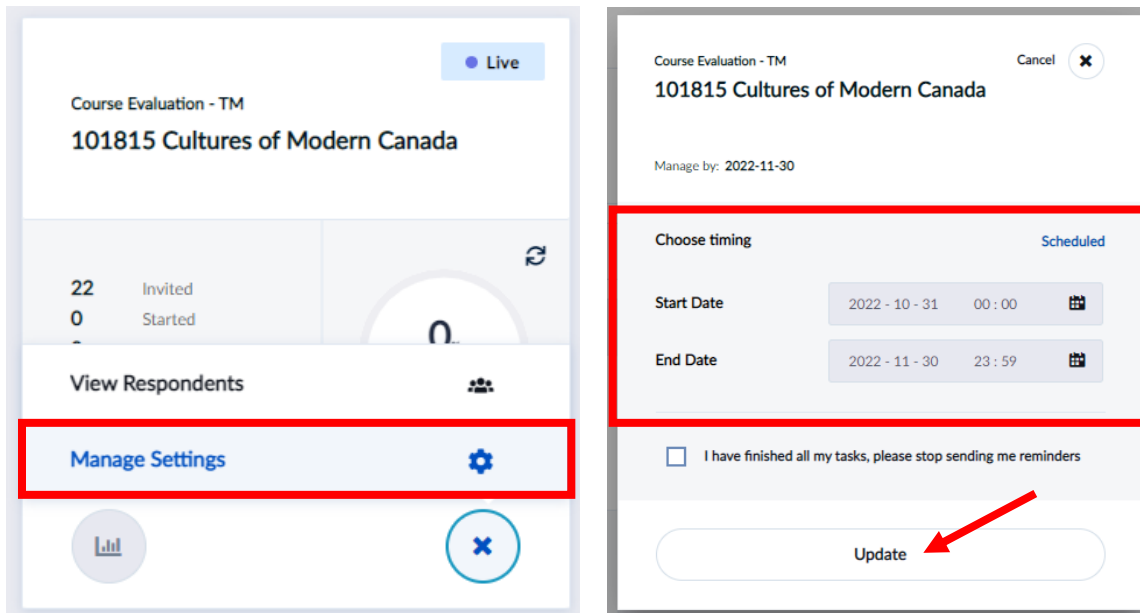
### Subject Management

Hi Kent Knightley, you have been invited to manage the following subjects.



The screenshot shows the 'Subject Management' interface. At the top, there is a search bar and a 'Filters' dropdown. Below this is a card for 'Course Evaluation - TM' for '101815 Cultures of Modern Canada'. The card includes a 'Live' status indicator, a 'Refresh' icon, and a summary of student actions: 22 Invited, 0 Started, 0 Responded, and 0 Opted Out. The response rate is shown as 0%. The evaluation ends on 2022-11-30. At the bottom of the card, there is a 'Live' button and a red circle highlighting the 'More options' button (three dots).

- Select “Manage Settings”.



- This will open a new menu in which you can select the start and end date of your desired evaluation period. Once you have selected your dates, select “Update”.
- Please ensure that a minimum of two hours is provided for students to complete your evaluation.

**Note: If students miss the evaluation period, the evaluation cannot be opened back up to collect their responses.**

**Note: Once the window to change your evaluation dates ends, you will NOT be able to modify the evaluation period.**

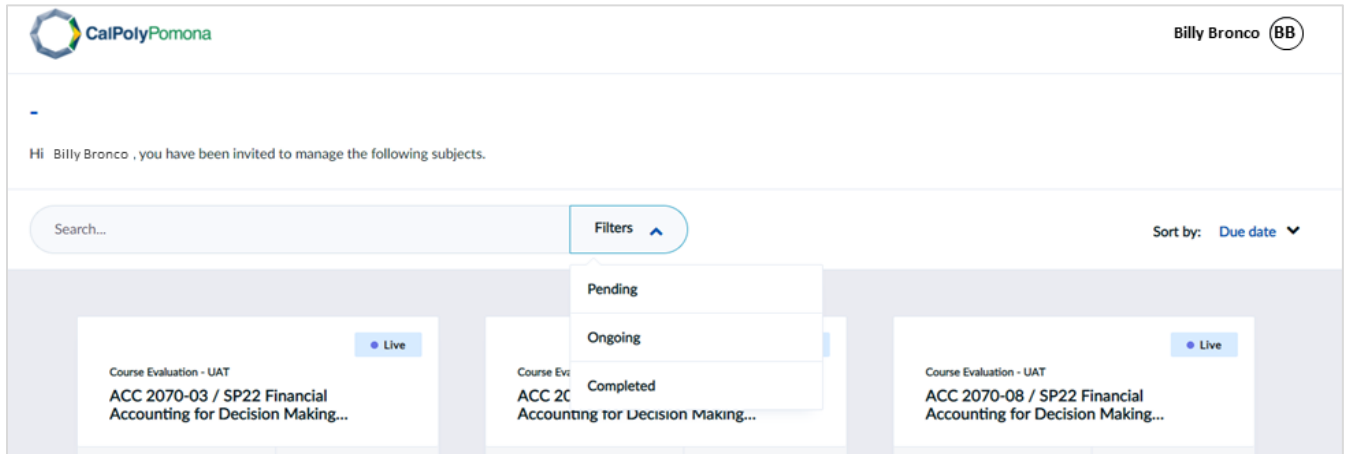
**Note: Should you change your course evaluation period, students will not be able to access their evaluation link through Canvas until the following day after your designated evaluation start date. Instructors are responsible for distributing the evaluation link. Students can access evaluations directly through the Blue course evaluation system at <https://cpp.bluera.com/cpp/>.**

For any technical questions or issues, contact [evaluations@cpp.edu](mailto:evaluations@cpp.edu). For support and tutorials regarding the evaluation process, contact CAFÉ at [cafe@cpp.edu](mailto:cafe@cpp.edu).

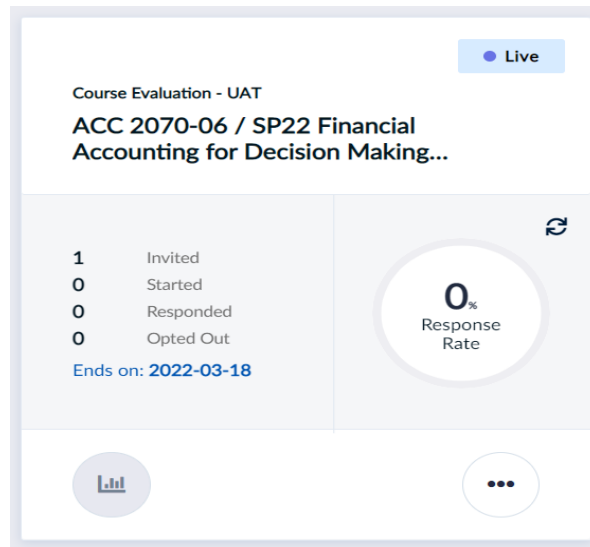
# Monitoring Response Rates


## MONITORING RESPONSE RATES

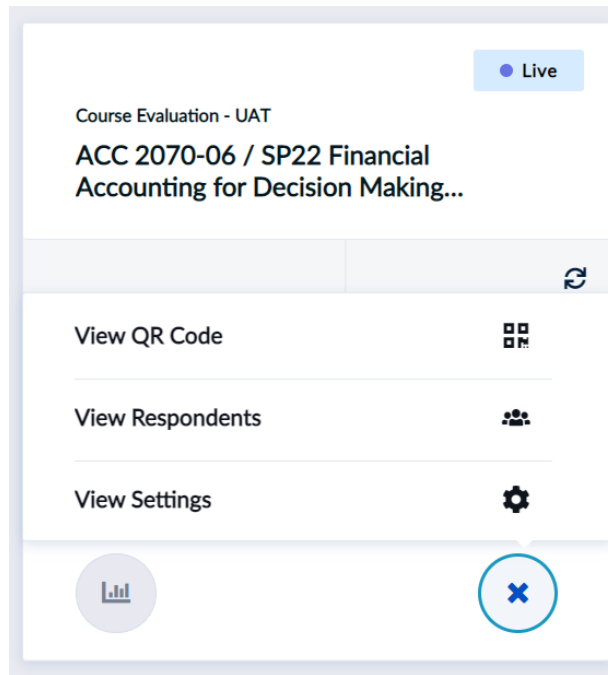
- Response rates can be monitored in the “Subject Management” view for instructors, it provides an overview of all evaluations and can be filtered by status (e.g. ongoing or completed). A search feature is also available.



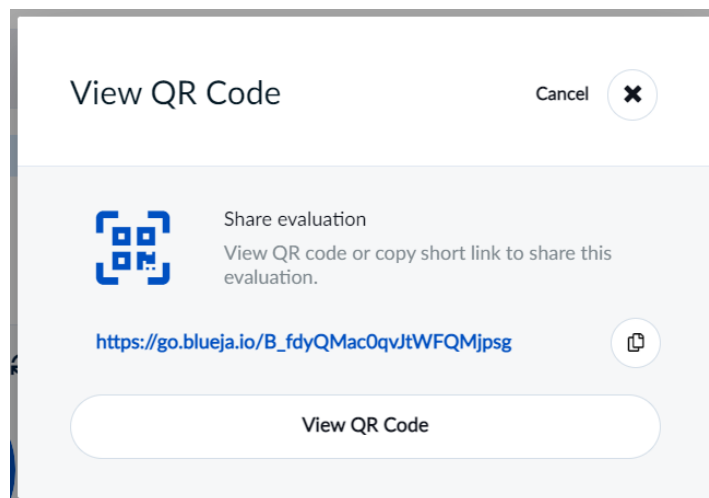
- The course evaluation card provides the status of an evaluation, including the response rate and the end date.



- Expand the menu options by clicking on the bottom right  Button.



- “View Respondents” lists all students that were invited to complete the evaluation. Completion status for each student is not available as course evaluations are anonymous.
- “View QR Code” provides a quick link to share the evaluation with students directly. Only students in the course would be able to access the evaluation from the link.



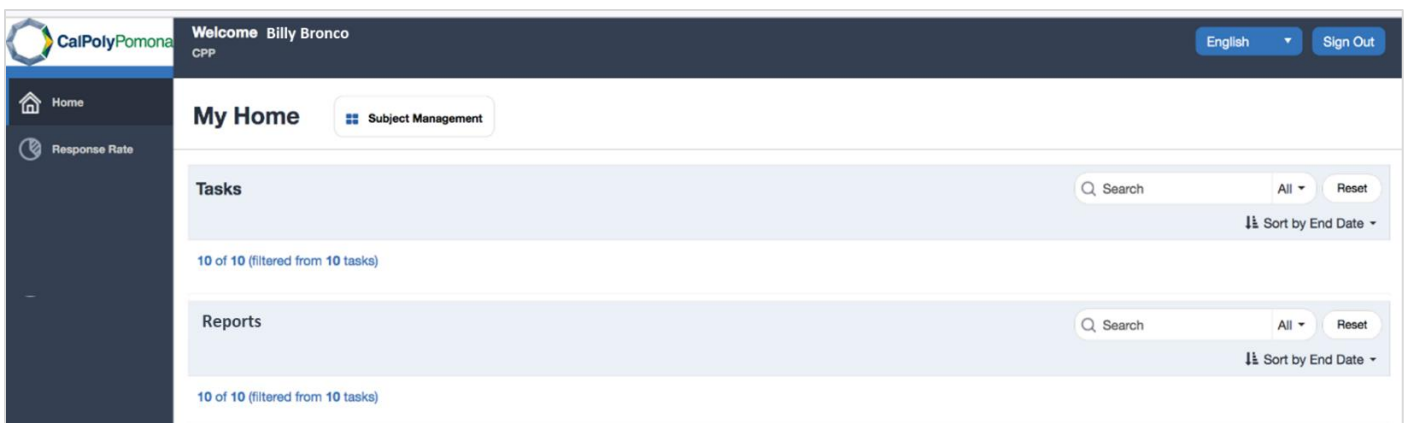
- If selected, a QR code like the one below will be generated from the system.



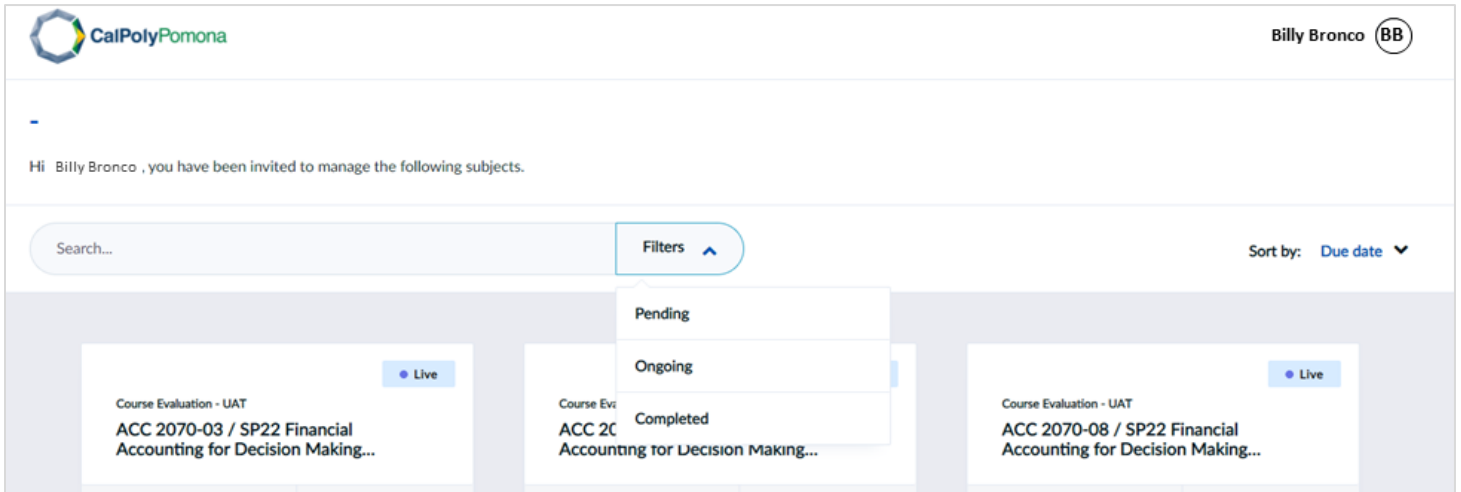
## Accessing Reports


### ACCESSING REPORTS

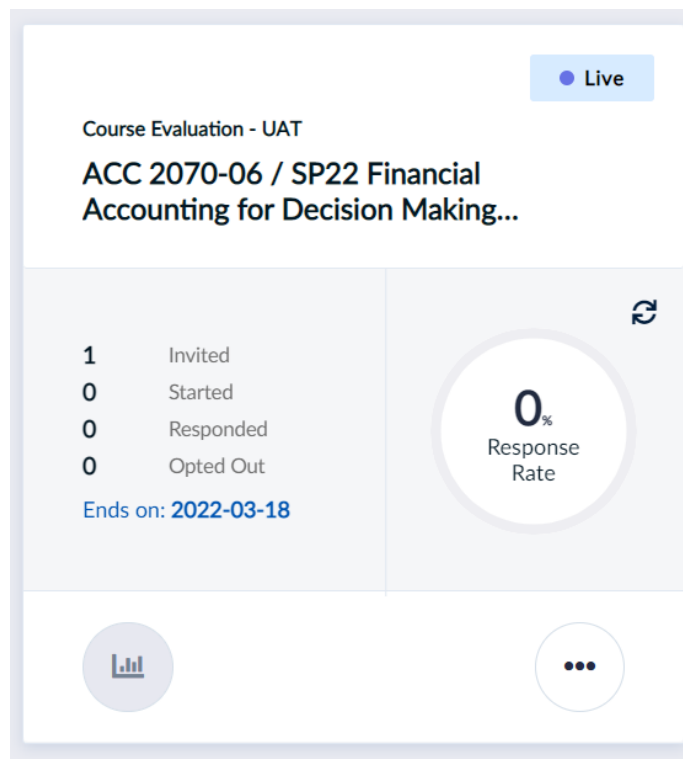
- The Home page on Blue may list all the courses that have been evaluated under the “Tasks” section. Summary reports can be accessed under the “Reports” section. Click on the course to view the summary report and download a PDF copy.




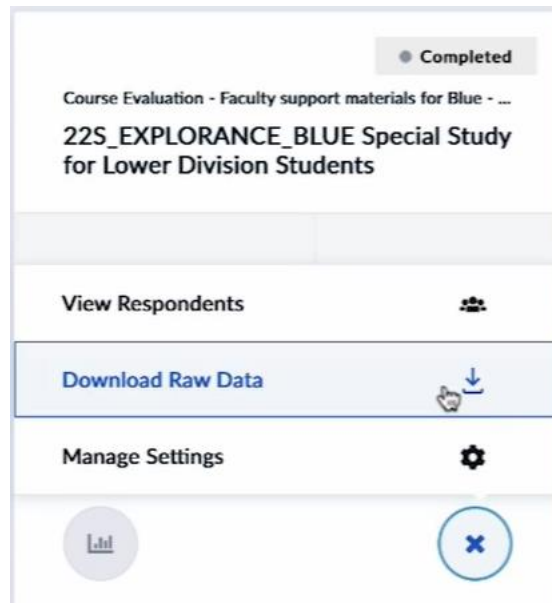
- Summary reports may also be accessed by going to the “Subject Management” page. Navigate there by clicking on the “Subject Management” button towards the top of the Home page on Blue.



- Locate the course that you wish to view the summary report for. Click on the  button on the bottom left corner of the card to access the summary report.



- To access an anonymized raw data file, expand the menu options of the card by clicking on the bottom right  button. Click on “Download Raw Data” from the menu selections.



- Reports for recently conducted evaluations through the Blue system can be accessed approximately 5 days after the university grading deadline for the Fall and Spring terms. They will remain in your Blue account to be accessed at any time after that.
- Note: As of Fall 2022, instructors will receive two types of reports per term. One report will display student comments, and the other report will not. This is the only difference between the two reports. Only instructors will receive reports containing their student comments. Department administrators do not have access to the student comments on instructor course evaluation reports.

Note: Since CPP switched to the Blue evaluation system beginning Spring 2022, Blue contains reports from Spring 2022 and onwards. For previous terms, please contact your department coordinator or chair for historical copies of your course evaluation reports, as they are the official custodians of these records. Each term, they place these records in your PAF. Should they not have all the reports you have anticipated, please email your request to [evaluations@cpp.edu](mailto:evaluations@cpp.edu) and include the term, subject, and catalog number(s) needed.