

Course Evaluations in Explorance Blue

How to Access and Complete Course Evaluations

Student Guide

Homepage

- To access course evaluations go to the [Explorance Blue](#) home page.
- Log in using SJSU credentials
- Tasks related to completing course evaluations are labeled “Fillout”
- Tasks related to monitoring course evaluations are labeled “Subject Management”

The screenshot shows the SJSU Explorance Blue homepage dashboard. At the top left is the SJSU logo and a search bar. On the right are navigation links for Home, Tasks, and Bookmarks, along with a user profile icon. The main content area is divided into several sections:

- Task Progress:** A circular progress indicator shows 33% completion. Below it, a message says "Getting there! You're making progress. Keep at it!" and a legend indicates 1 Open (green), 1 In progress (blue), and 1 Completed (dark blue) task.
- MY ACTIVE TASKS:** A table listing active tasks. The first task is "Intro to Math (MATH_101-03) Subject management" with a "Start Now" button. The second task is "Statistics (PSYC_210-03) Fillout" with a "Continue" button. The "Fillout" label is highlighted with a red box.
- MY BOOKMARKS:** A section titled "No bookmarked items" with a subtext "Quickly access bookmarked items".

Task Name	Status	Year	Term	Ends on	Action
Intro to Math (MATH_101-03) Subject management	Open	2026	Spring	2026-05-15	Start Now
Statistics (PSYC_210-03) Fillout	In progress	2026	Spring	2026-05-15	Continue

Accessing Course Evaluations

- Access live course evaluations by selecting the “Start Now” or “Continue” button next to a “Fillout” task

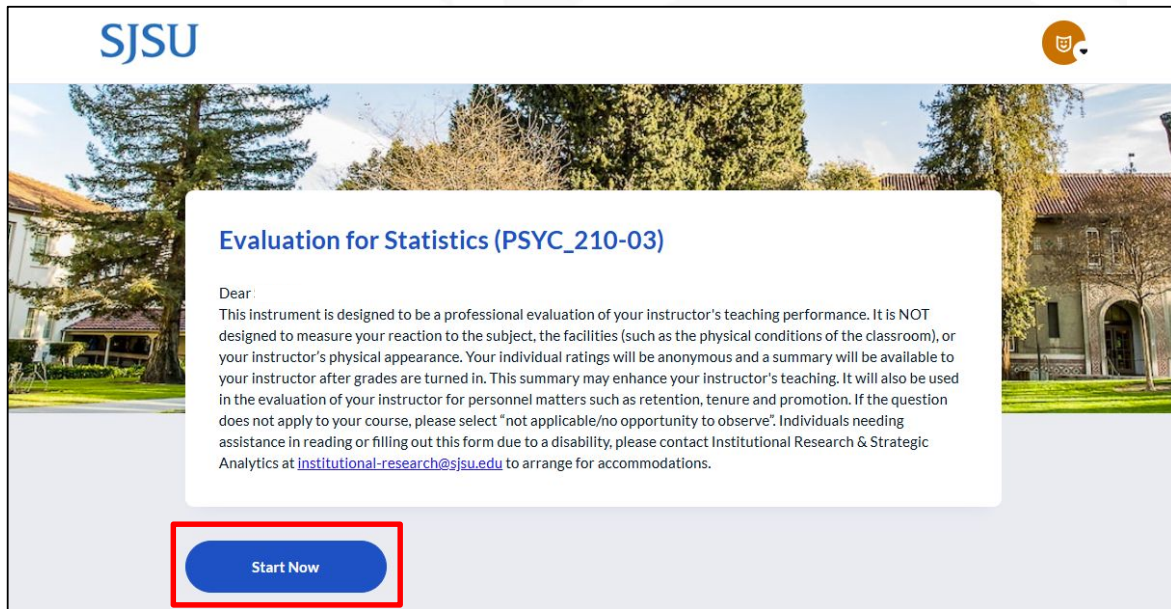
The screenshot displays the SJSU course management interface. At the top, there is a search bar and navigation links for Home, Tasks, and Bookmarks. The main content area is divided into several sections:

- TASK PROGRESS:** A circular progress indicator shows 33% completion. Below it, a message reads "Getting there! You're making progress. Keep at it!". A progress bar indicates 1 Open task (green), 1 In progress task (blue), and 1 Completed task (dark blue).
- MY ACTIVE TASKS:** A table listing active tasks with columns for task name, status, semester, and end date. The "Continue" button for the "Statistics (PSYC_210-03) Fillout" task is highlighted with a red box.
- MY BOOKMARKS:** A section indicating "No bookmarked items" and a prompt to "Quickly access bookmarked items".

Task Name	Status	Year	Term	Ends on	Action
Intro to Math (MATH_101-03) Subject management	Open	2026	Spring	2026-05-15	Start Now
Statistics (PSYC_210-03) Fillout	In progress	2026	Spring	2026-05-15	Continue

Accessing Course Evaluations (Cont.)

- Once selected, you will be directed to the course evaluation landing page.
- To continue, click on the button below the message.



SJSU

Evaluation for Statistics (PSYC_210-03)

Dear

This instrument is designed to be a professional evaluation of your instructor's teaching performance. It is NOT designed to measure your reaction to the subject, the facilities (such as the physical conditions of the classroom), or your instructor's physical appearance. Your individual ratings will be anonymous and a summary will be available to your instructor after grades are turned in. This summary may enhance your instructor's teaching. It will also be used in the evaluation of your instructor for personnel matters such as retention, tenure and promotion. If the question does not apply to your course, please select "not applicable/no opportunity to observe". Individuals needing assistance in reading or filling out this form due to a disability, please contact Institutional Research & Strategic Analytics at institutional-research@sjsu.edu to arrange for accommodations.

Start Now

Saving Responses

- If you choose to save your progress and continue the survey at a later time, press the “Save” button in the top right corner of the page.
- When “Save” is selected, a “Responses saved.” message will appear on the bottom left.

The screenshot displays the SJSU course evaluation interface for 'Evaluation for Statistics (PSYC_210-03)'. At the top right, a 'Save' button is highlighted with a red box. Below the header, the 'Instructor:' field is visible. The first question, '1. Demonstrated relevance of the course content.', has five radio button options: 'Strongly Agree' (selected), 'Agree', 'Neutral', 'Disagree', and 'Strongly Disagree', plus a 'Not applicable/no opportunity to observe' option. The second question, '2. Used assignments that enhanced learning.', has four radio button options: 'Strongly Agree', 'Agree', 'Neutral', and 'Disagree'. At the bottom left, a green notification box with a checkmark and the text 'Responses saved.' is highlighted with a red box.

Submitting Course Evaluations

- Once the course evaluation has been completed, click on the “Submit” button at the bottom of the second page.

Evaluation for Statistics (PSYC_210-03) Save

18. What is your current estimate of your expected overall grade in this course?

A

B

C

D or F

Other

19. Did you complete this form without undue influence from other students?

Yes

No

20. Did you complete this form without undue influence from the instructor?

Yes

No

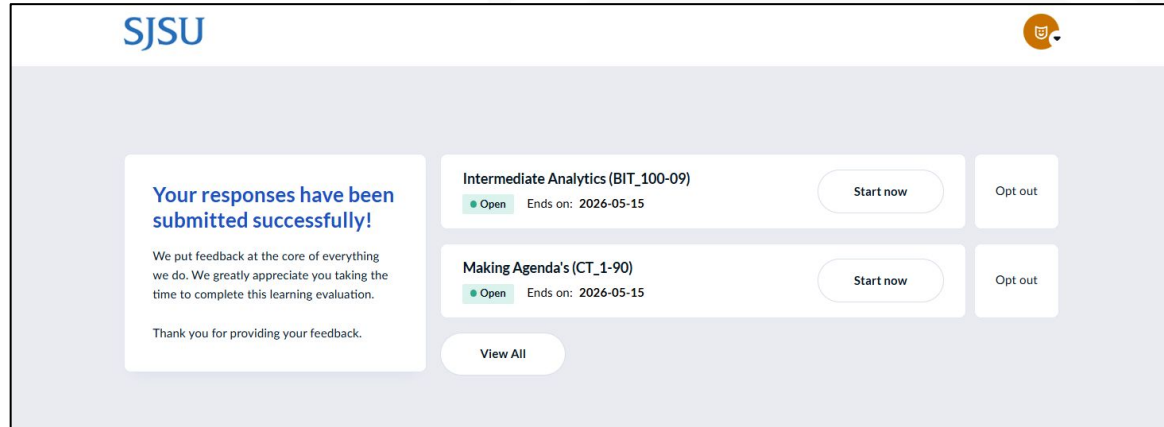
[Go to top](#)

Previous **Submit** Opt Out

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Submitting Course Evaluations (cont.)

- After you submit, the following screen will appear indicating the response was submitted.
- Remaining open course evaluations will also be shown.



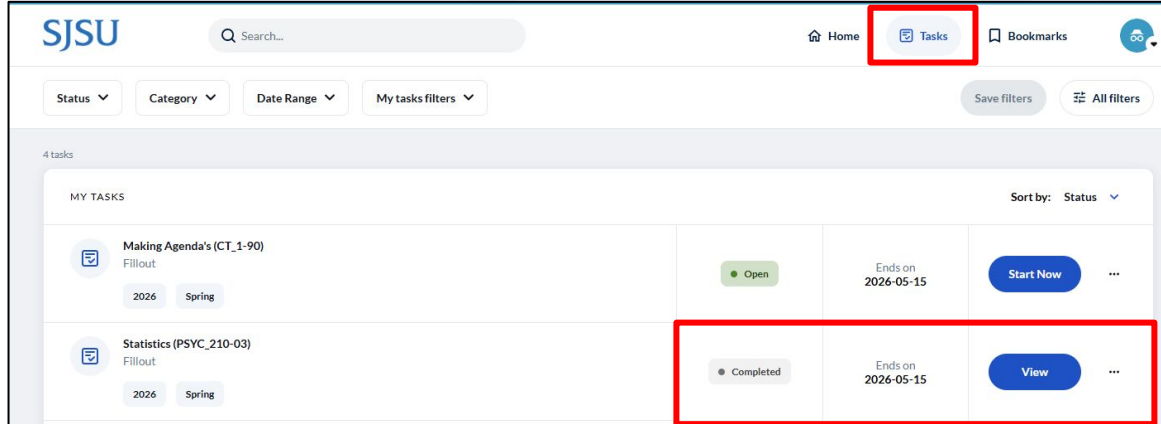
The screenshot shows the SJSU course evaluation submission confirmation screen. The header includes the SJSU logo and a user profile icon. The main content area is divided into two columns. The left column contains a confirmation message: "Your responses have been submitted successfully!" followed by a thank-you note: "We put feedback at the core of everything we do. We greatly appreciate you taking the time to complete this learning evaluation. Thank you for providing your feedback." The right column displays a list of open course evaluations. Each entry includes the course name, a status indicator (a green dot and the word "Open"), the end date, and two buttons: "Start now" and "Opt out".

Course Name	Status	Ends on	Action 1	Action 2
Intermediate Analytics (BIT_100-09)	Open	2026-05-15	Start now	Opt out
Making Agenda's (CT_1-90)	Open	2026-05-15	Start now	Opt out

View All

Editing Responses After Submitting

- Once the course evaluation has been submitted, edits can still be made as long as the the course evaluation end date has not passed.
- Select the “Tasks” tab in the top right corner to view all course evaluations.
- For a task that is completed, select the “View” button



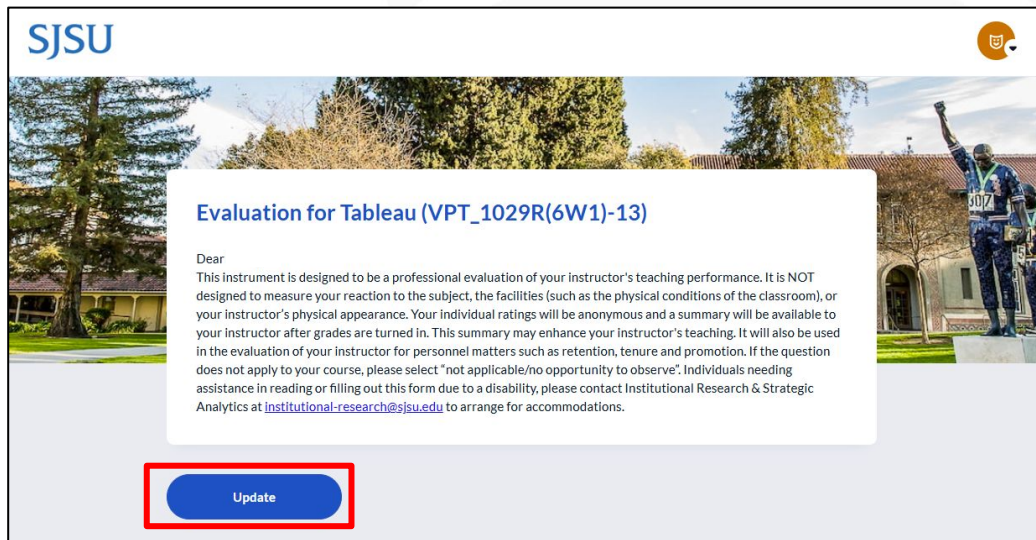
The screenshot displays the SJSU course evaluation interface. At the top right, the 'Tasks' tab is highlighted with a red box. Below the navigation bar, there are filter options for Status, Category, Date Range, and My tasks filters. The main content area shows a list of tasks under the heading 'MY TASKS'. Two tasks are visible:

Task Name	Status	Ends on	Action
Making Agenda's (CT_1-90) Fillout 2026 Spring	Open	2026-05-15	Start Now
Statistics (PSYC_210-03) Fillout 2026 Spring	Completed	2026-05-15	View

The 'Completed' status and the 'View' button for the Statistics task are highlighted with a red box.

Editing Responses After Submitting (cont.)

- Select the “Update” Button
- The next page will be the survey questions previously completed
- Once edits have been made, select the “Submit” button again to update responses.



SJSU

Evaluation for Tableau (VPT_1029R(6W1)-13)

Dear

This instrument is designed to be a professional evaluation of your instructor's teaching performance. It is NOT designed to measure your reaction to the subject, the facilities (such as the physical conditions of the classroom), or your instructor's physical appearance. Your individual ratings will be anonymous and a summary will be available to your instructor after grades are turned in. This summary may enhance your instructor's teaching. It will also be used in the evaluation of your instructor for personnel matters such as retention, tenure and promotion. If the question does not apply to your course, please select "not applicable/no opportunity to observe". Individuals needing assistance in reading or filling out this form due to a disability, please contact Institutional Research & Strategic Analytics at institutional-research@sjsu.edu to arrange for accommodations.

Update

Opt-out Option

- As a respondent, you can choose to opt out of a course evaluation.
- To opt-out of a course evaluation, go to the bottom of a survey page and select the “Opt-Out” Option
- Then confirm this decision in the following pop-up window.

The image shows a screenshot of a survey form with three questions and a pop-up confirmation window. The questions are:

18. What is your current estimate of your expected overall grade in this course?

19. Did you complete this form without undue influence from the instructor?

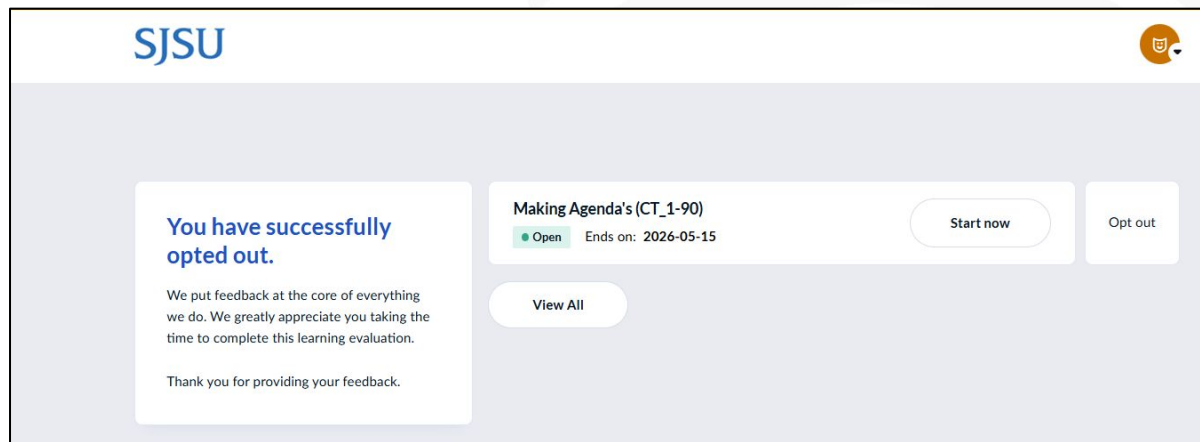
20. Did you complete this form without undue influence from the instructor?

The pop-up window contains the text: "You are about to opt out. Are you sure you want to opt out of this?" and two buttons: "No, Cancel" and "Yes, I'm Sure".

At the bottom of the survey form, there are three buttons: "Previous", "Submit", and "Opt Out".

Opt-out Option (Cont.)

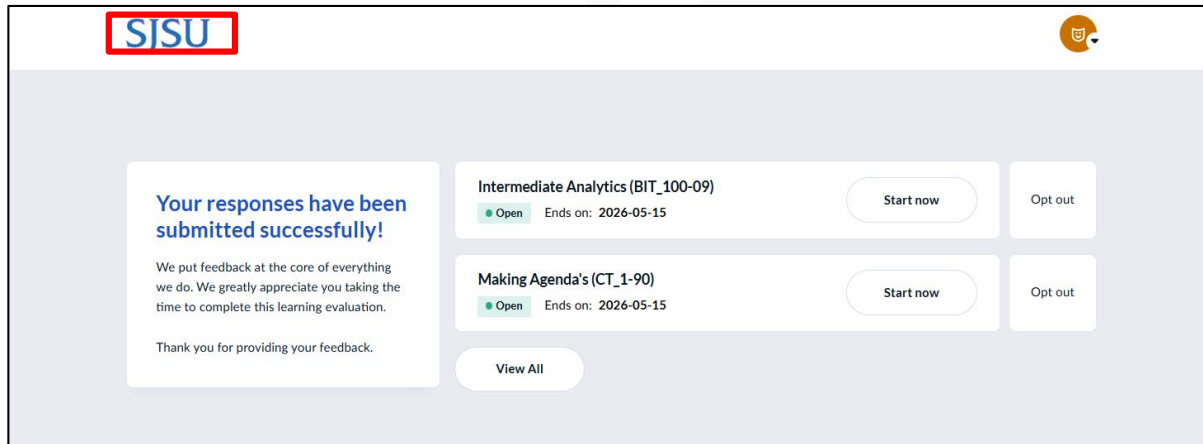
- Once confirmed, this screen will display the opt-out was successful.



The screenshot displays the SJSU course evaluation interface. At the top left is the SJSU logo, and at the top right is a user profile icon. The main content area features a confirmation message on the left and a course card on the right. The confirmation message reads: "You have successfully opted out." followed by "We put feedback at the core of everything we do. We greatly appreciate you taking the time to complete this learning evaluation." and "Thank you for providing your feedback." The course card for "Making Agenda's (CT_1-90)" shows a status of "Open" (with a green dot), an end date of "2026-05-15", and buttons for "Start now", "Opt out", and "View All".

Return to Homepage

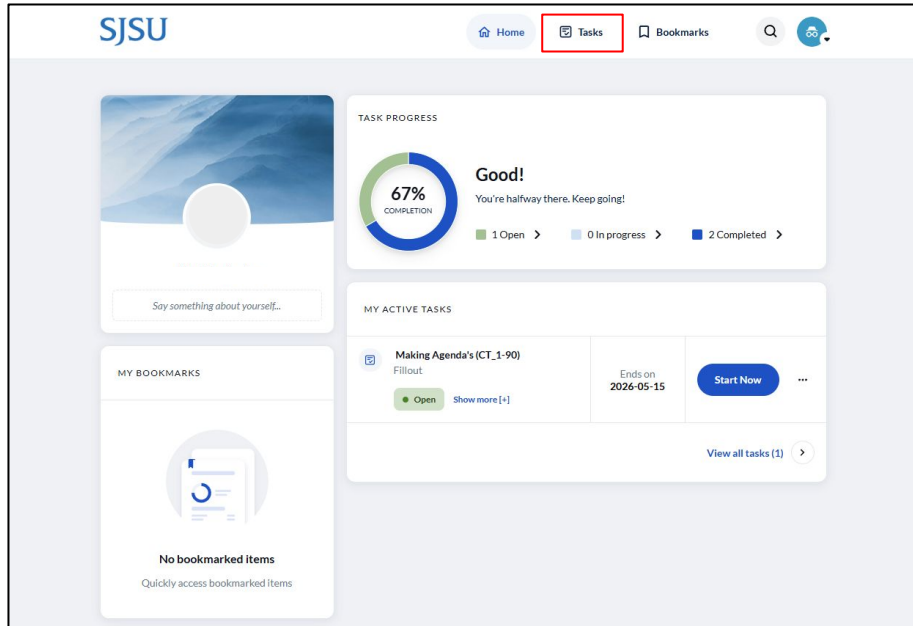
- Click on the SJSU logo on the top left side of the page to return to the Explorance Blue Homepage.



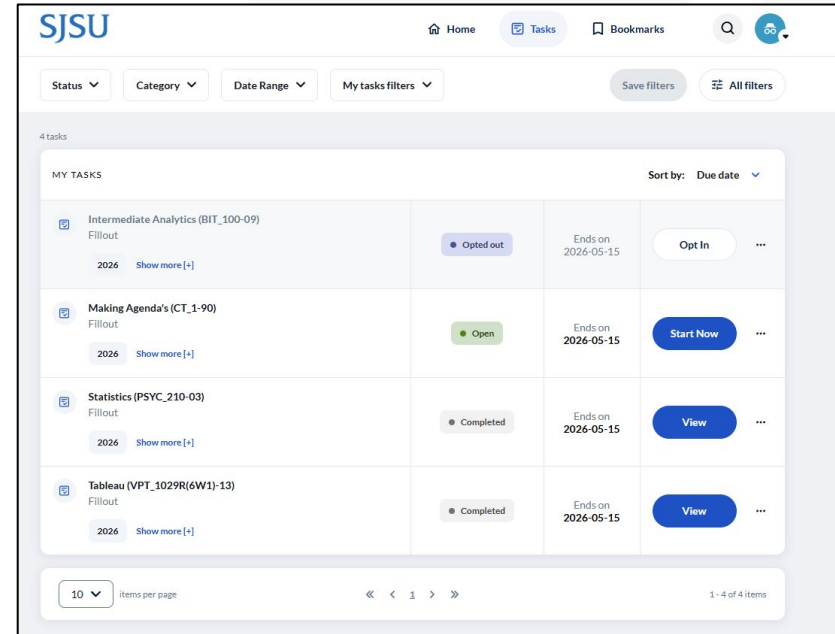
The screenshot shows the top portion of the Explorance Blue homepage. At the top left, the SJSU logo is highlighted with a red rectangular box. At the top right, there is a circular orange icon with a white 'u' inside. Below the header, there is a light gray background area containing a white feedback message box on the left and a list of course options on the right. The feedback message box contains the text: "Your responses have been submitted successfully!", "We put feedback at the core of everything we do. We greatly appreciate you taking the time to complete this learning evaluation.", and "Thank you for providing your feedback." The course options list includes "Intermediate Analytics (BIT_100-09)" and "Making Agenda's (CT_1-90)", each with a "Start now" button and an "Opt out" button. A "View All" button is located below the course list.

Viewing All Course Evaluations

- To view all available tasks whether open, completed, or expired select the “Tasks” button in the top right corner



The screenshot shows the SJSU dashboard with the 'Tasks' button highlighted in a red box in the top navigation bar. The dashboard includes a 'TASK PROGRESS' section with a 67% completion gauge, 'MY ACTIVE TASKS' with a task for 'Making Agenda's (CT_1-90)', and 'MY BOOKMARKS' with no items.



The screenshot shows the SJSU task list with a table of tasks. The table has columns for status, category, date range, and actions. The tasks listed are:

Status	Category	Date Range	My tasks filters	Save filters	All filters
4 tasks	MY TASKS	Sort by: Due date			
Opted out	Intermediate Analytics (BIT_100-09) Fillout	Ends on 2026-05-15	Opt In		
Open	Making Agenda's (CT_1-90) Fillout	Ends on 2026-05-15	Start Now		
Completed	Statistics (PSYC_210-03) Fillout	Ends on 2026-05-15	View		
Completed	Tableau (VPT_1029R(6W1)-13) Fillout	Ends on 2026-05-15	View		

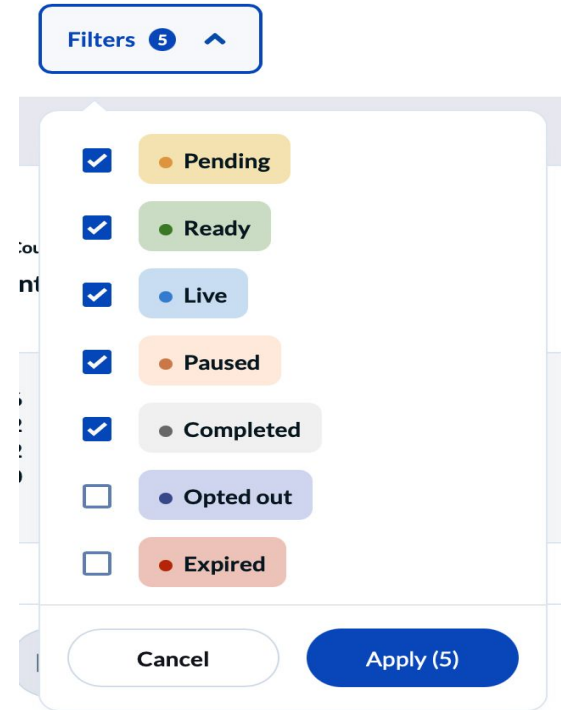
Finding Course Tiles - Filter

- There is a “Filters” drop down menu to look for courses based on the status of the task
- Using the “Filters” drop down menu allows users to focus on live or current course evaluations

The screenshot displays the SJSU Response Rates interface. At the top, the SJSU logo is visible. Below it, the heading "Response Rates" is shown, followed by a greeting: "Dear [redacted] you have been invited to view response rates for the following courses." A search bar labeled "Tab" is on the left, and a "Filters" dropdown menu is highlighted with a red box. A red arrow points from the "Filters" dropdown to a detailed filter menu that is also highlighted with a red box. This filter menu lists various evaluation statuses with checkboxes: Pending (checked), Ready (checked), Live (checked), Paused (checked), Completed (checked), Opted out (unchecked), and Expired (unchecked). At the bottom of the filter menu are "Cancel" and "Apply (5)" buttons. In the background, a course tile for "Tableau (VPT_1029R(6W1)-13)" is visible, showing a 66% response rate and a "Live" status.

Filter Functionality

- **Pending:** Course Evaluation is in a preparation phase and not yet launched
- **Ready:** Course Evaluation Survey is finalized and is awaiting the schedule start date/time to go live
- **Live:** Course Evaluation is active and available for students to complete
- **Paused:** A “Ready” or “Live” status has been temporarily stopped
- **Completed:** Course Evaluation has been completed and submitted
- **Opted out:** Student has chosen to Opt-out of the course evaluation
- **Expired:** The evaluation window is closed



Note*: Not all filters apply for SJSU's implementation