

Course Evaluations in Explorance Blue

How to Monitor and Boost Response Rates

Faculty Guide

Homepage

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

The screenshot displays the SJSU Explorance Blue homepage. 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 says "Getting there! You're making progress. Keep at it!" with a legend for 1 Open, 1 In progress, and 1 Completed.
- My Active Tasks:** A table listing active tasks with columns for task name, status, year, semester, end date, and action buttons.
- My Bookmarks:** A section titled "No bookmarked items" with a subtext "Quickly access bookmarked items".

Task Name	Status	Year	Semester	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

Monitoring Response Rates

- To access and monitor course evaluation response rates, click the “Start Now” button for a “Subject Management” Task or
- Go to the “Subject management” tile in the bottom left of the page and select “Manage your subjects”

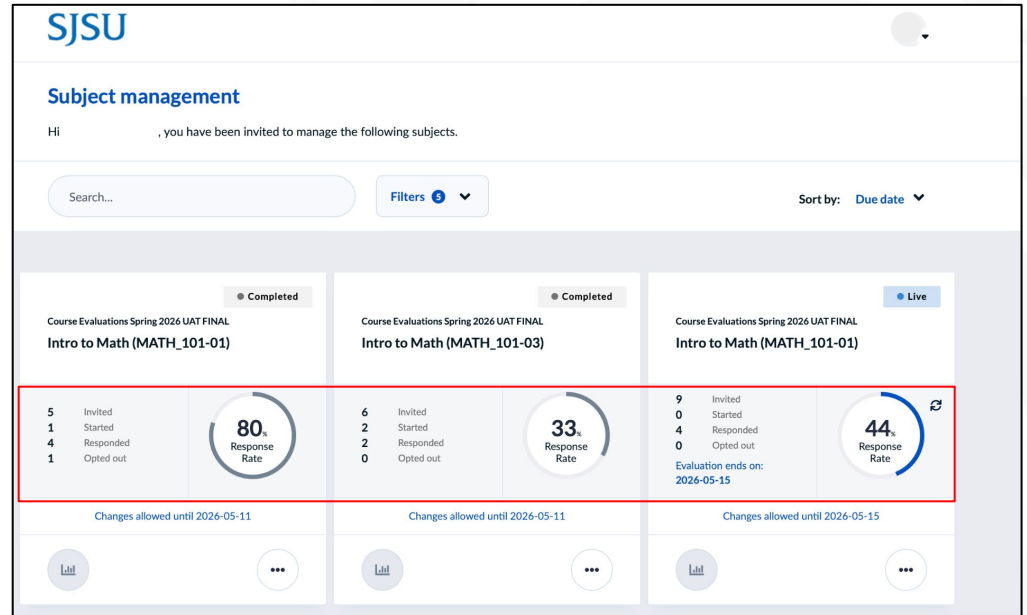
The screenshot displays the SJSU dashboard interface. At the top, there is a search bar and navigation links for Home, Tasks, and Bookmarks. The main content area is divided into several sections:

- TASK PROGRESS:** A circular progress indicator shows 60% completion. A message reads "Good! You're halfway there. Keep going!". Below the indicator, it shows 2 Open tasks, 0 In progress, and 3 Completed.
- MY ACTIVE TASKS:** A table listing active tasks with "Start Now" buttons highlighted in red.

Task Name	Status	Year	Term	Ends on	Action
Intro to Math (MATH_101-01) Subject management	Open	2026	Spring	2026-05-15	Start Now
Intro to Math (MATH_101-03) Fillout	Open	2026	Spring	2026-05-15	Start Now
- MY BOOKMARKS:** A section indicating "No bookmarked items" and providing a link to "Quickly access bookmarked items".
- Subject management:** A tile with a red border containing the text "Dive into the subject-based approach to your evaluations and tasks." and a "Manage your subjects" button.
- Response rate monitor:** A tile with the text "Monitor evaluation engagement, analyze response levels, and gain insights." and a "View response rates" button.

Monitoring Response Rates

- This page will display all course evaluations with varying statuses (live, completed, expired, etc.)
- Response rates are visible for all course evaluations with:
 - # of students invited
 - # of students started
 - # of students with completed responses
 - # of students opted- out



Boosting Response Rates

- There are various ways to increase participation within Explorance Blue
- Click on the ellipses in a given course tile to view these options to boost responses

The screenshot displays the SJSU Explorance Blue 'Response Rates' dashboard. At the top, it says 'SJSU' and 'Response Rates'. Below that, it reads 'Dear you have been invited to view response rates for the following courses.' There is a search bar and a 'Filters' button with a dropdown arrow. On the right, it says 'Sort by: Due date'. The main content area shows a course tile for 'Tableau (VPT_1029R(6W1)-13)' with a 'Live' indicator. The tile includes a table of response statistics:

6	Invited
1	Started
4	Responded
1	Opted out

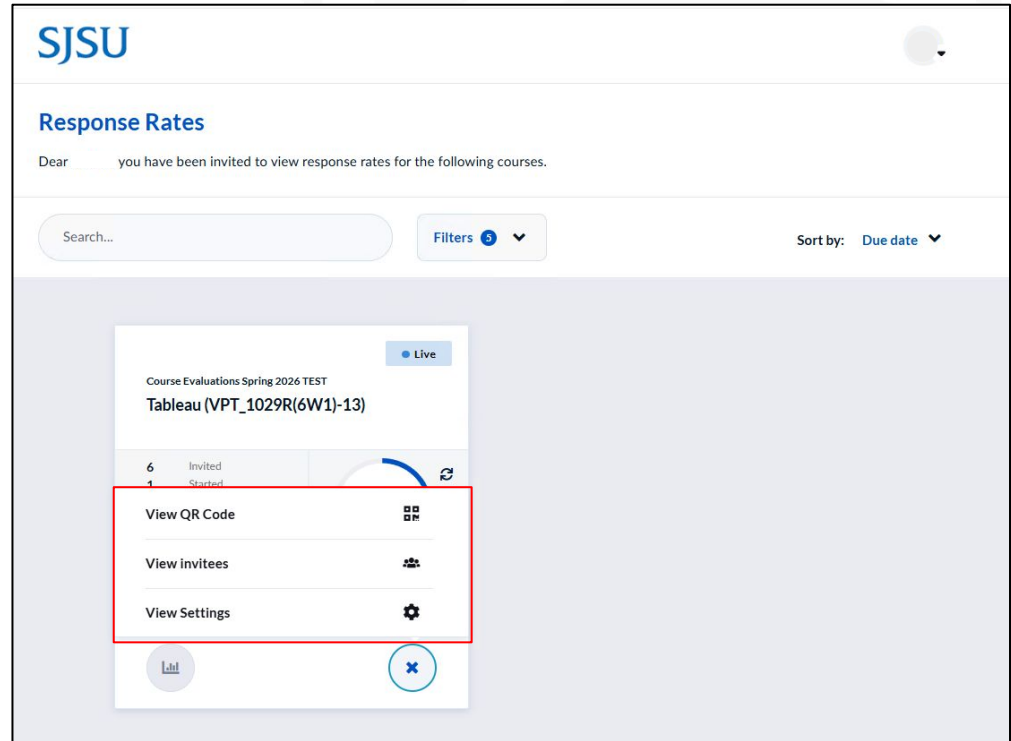
Evaluation ends on: 2026-05-15

Changes allowed until 2026-05-15

A circular gauge shows a 66% Response Rate. At the bottom of the tile, there is a 'Live' button and a three-dot menu icon, which is circled in red to indicate it is the focus of the instruction.

Boosting Response Rates

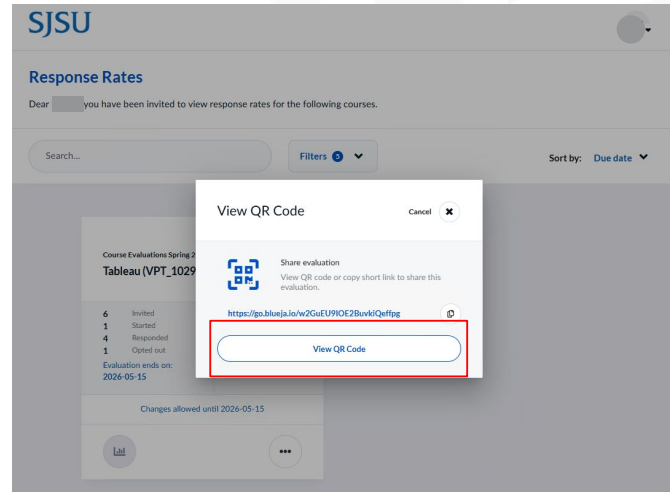
- View QR Code - Instructors can display the course evaluation QR Code for students in the course
- View Invitees - Instructors can see students invited to complete their course evaluation
- View Settings - View schedule of course evaluations and other settings related to the course evaluation



The screenshot displays the SJSU Response Rates interface. At the top, the SJSU logo is visible. Below it, the title 'Response Rates' is shown. A message reads: 'Dear [redacted] you have been invited to view response rates for the following courses.' Below this message, there is a search bar, a 'Filters' button with a plus sign and a dropdown arrow, and a 'Sort by: Due date' dropdown menu. The main content area shows a card for 'Course Evaluations Spring 2026 TEST Tableau (VPT_1029R(6W1)-13)' with a 'Live' indicator. Below the card, there is a table with columns for 'Invited' and 'Started'. The 'Invited' column shows the number '6' and the 'Started' column shows '1'. To the right of the table is a progress gauge. Below the table, there are three options: 'View QR Code' with a QR code icon, 'View invitees' with a group of people icon, and 'View Settings' with a gear icon. These three options are highlighted with a red rectangular box. At the bottom of the card, there are two buttons: a 'Print' button and a close button with an 'X' icon.

View QR Code

- Select the “View QR Code” button
- This will provide instructors a link to copy and share for course evaluations
- Select “View QR Code” and this will open a new tab and show the corresponding QR Code
- Students can scan this QR Code and it will take them to their respective course evaluation



View Invitees

- Select the “View Invitees” button
- This allows instructors to view students invited to complete their course evaluations
- Instructors can choose to resend invitations for students that have not yet responded

The screenshot shows the SJSU interface for 'Response Rates'. A modal window titled 'Response details for Tableau (VPT_1029R(6W1)-13)' is open. The modal contains a table with the following data:

Given Name	IF	Family Name	IF	Courses	IF	Users	IF
				Tableau (VPT_1029R(6W1)-13)		[Multiple context]	
				Tableau (VPT_1029R(6W1)-13)		[Multiple context]	
				Tableau (VPT_1029R(6W1)-13)		[Multiple context]	
				Tableau (VPT_1029R(6W1)-13)		[Multiple context]	
				Tableau (VPT_1029R(6W1)-13)		[Multiple context]	
				Tableau (VPT_1029R(6W1)-13)		[Multiple context]	

Below the table, a button is highlighted with a red box: 'Resend invitation emails to all raters who have not yet submitted.' with an envelope icon.

Note: Reminders are already automatically sent to students periodically during administrations

View Settings

- Select the “View Settings” button
- Instructors can view the start and end date of the course evaluation (scheduled by IRSA)
- Can access QR Code
- If instructors would no longer like to receive email reminders for a course, they can choose to no longer receive reminders.
 - If checked, select the “Update” button.

The screenshot shows the SJSU Course Evaluations interface. A modal window is open for the course evaluation 'Tableau (VPT_1029R(6W1)-13)'. The modal contains the following information:

- Course Evaluations Spring 2026 TEST** (with a Cancel button)
- Tableau (VPT_1029R(6W1)-13)**
- Changes allowed until 2026-05-15
- Choose timing** (with a Scheduled button)
- Start Date**: 2026 - 04 - 07 00 : 00
- End Date**: 2026 - 05 - 15 23 : 59
- Share evaluation** section with a QR code icon and the text 'View QR code or copy short link to share this evaluation.' and the URL <https://go.blueja.io/w2GuEU9IOE2BuvkiQeffpg> (with a copy icon).
- View QR Code** button
- I have finished all my tasks, please stop sending me reminders.
- Update** button (highlighted with a red box)

In the background, the main interface shows 'Response Rates' for the course, with a search bar and a table of student status:

Status	Count
Invited	6
Started	1
Responded	4
Opted out	1

The evaluation ends on: 2026-05-15. There is also a 'Changes allowed' section with a 'List' button.

Finding Course Tiles - Search Bar

- To quickly find a course tile, use the search bar.
- If a course tile does not appear, it may not have met the course enrollment threshold to be evaluated or it was excluded from an evaluation.

The screenshot displays the SJSU Response Rates dashboard. At the top, the SJSU logo is visible. Below it, the title "Response Rates" is shown. A message reads: "Dear [redacted] you have been invited to view response rates for the following courses." A search bar containing the text "Tab" is highlighted with a red box. To the right of the search bar are "Filters 5" and "Sort by: Subject Name" options. Below the search bar, a course tile is displayed for "Tableau (VPT_1029R(6W1)-13) (Course Evaluations Spring 2026 TEST)". The tile includes a "Live" indicator, the course title, and a progress table:

6	Invited
1	Started
4	Responded
1	Opted out

Evaluation ends on: 2026-05-15

Changes allowed until 2026-05-15

A circular gauge shows a "66% Response Rate". At the bottom of the tile are "Tab" and "More" icons.

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

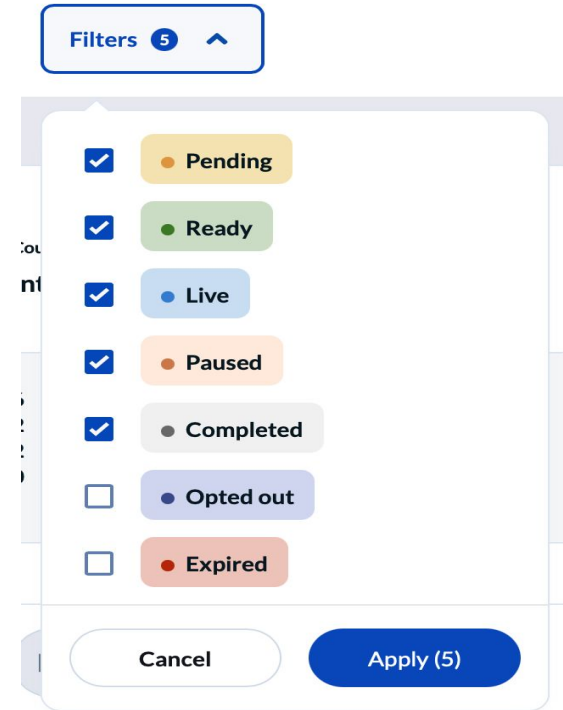
The screenshot displays the SJSU Response Rates interface. At the top, the SJSU logo is visible. Below it, the heading "Response Rates" is shown, followed by a greeting: "Dear [name], you have been invited to view response rates for the following courses." A search bar labeled "Tab" is present. To the right, there is a "Sort by: Subject Name" dropdown. A "Filters" button with a plus and minus icon is highlighted with a red box and a red arrow pointing to a filter menu. The filter menu is also highlighted with a red box and contains the following options, each with a checkbox:

- Pending
- Ready
- Live
- Paused
- Completed
- Opted out
- Expired

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:** Related to student course evaluations
- **Opted out:** No invitations are sent to students and no feedback is collected
- **Expired:** The evaluation window is closed



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

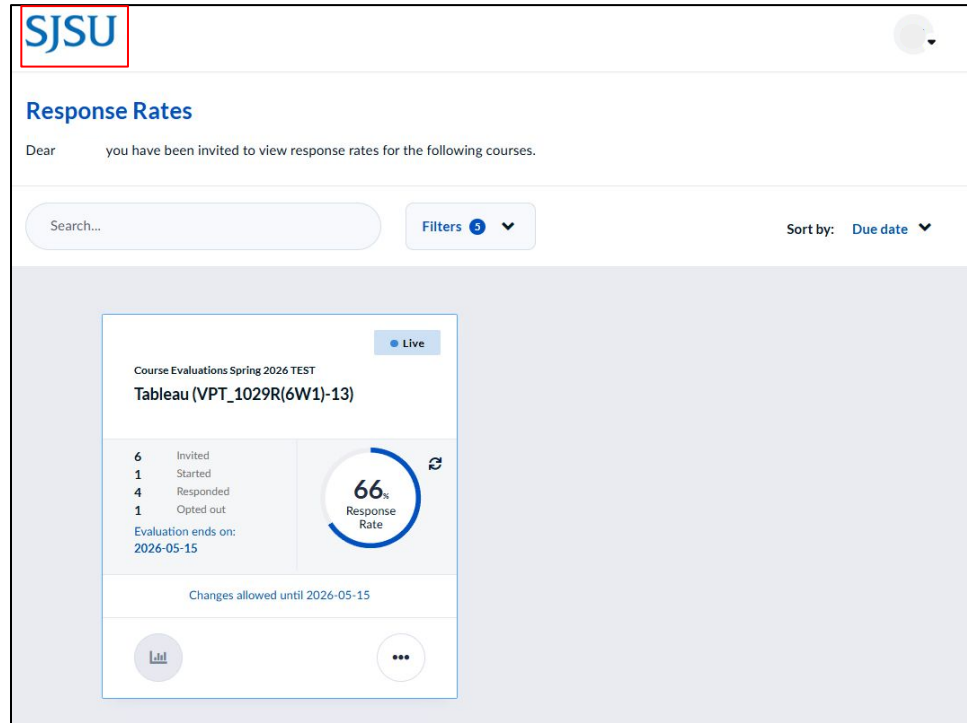
Sort By

- Instructors can also sort courses in two ways:
 - By Due Date - sort course evaluations with the most recent due date or earliest
 - By Subject Name - sort course evaluations alphabetically by course name

The screenshot shows the SJSU Response Rates interface. At the top, it says "SJSU" and "Response Rates". Below that, it says "Dear [name] you have been invited to view response rates for the following courses." There is a search bar and a "Filters" button. A "Sort by" dropdown menu is highlighted with a red box, showing "Due date" selected. Below the search bar, there is a card for "Course Evaluations Spring 2026 TEST Tableau (VPT_1029R(6W1)-13)". The card shows a "Live" status, a "66% Response Rate" gauge, and a list of actions: 6 Invited, 1 Started, 4 Responded, and 1 Opted out. The evaluation ends on 2026-05-15. There are also icons for a chart and a menu at the bottom of the card.

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 displays the SJSU Explorance Blue interface. At the top left, the SJSU logo is highlighted with a red box. The main heading is 'Response Rates'. Below this, a message states: 'Dear [name], you have been invited to view response rates for the following courses.' There is a search bar with the text 'Search...', a 'Filters' button with a '5' indicator, and a 'Sort by: Due date' dropdown menu. The main content area features a card for 'Course Evaluations Spring 2026 TEST Tableau (VPT_1029R(6W1)-13)'. The card includes a 'Live' indicator, a progress table, a circular gauge showing a 66% Response Rate, and an evaluation end date of 2026-05-15. At the bottom of the card, it says 'Changes allowed until 2026-05-15' and has a 'Print' button and a menu icon.

Status	Count
Invited	6
Started	1
Responded	4
Opted out	1

Evaluation ends on: 2026-05-15

Changes allowed until 2026-05-15

Viewing All Course Evaluations

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

The screenshot shows the SJSU homepage. In the top right corner, the 'Tasks' button is highlighted with a red box and a red arrow pointing to it. The main content area includes a 'TASK PROGRESS' section with a 0% completion gauge and a 'MY ACTIVE TASKS' section listing four tasks: HCI Cybersecurity(CMPE_219-01), Human-Cent CyberSec(CMPE_184-01), SDN and NFV(CMPE_210-01), and Spcl Topics in CmpE(CMPE_189-02). Each task has a 'Start Now' button.



The screenshot shows the SJSU 'Tasks' page. The page displays a list of tasks under the heading 'MY TASKS'. The tasks are:

Task Name	Status	Ends on	Action
HCI Cybersecurity(CMPE_219-01) Subject management	Open	2026 Spring Ends on 2026-05-11	Start Now
Human-Cent CyberSec(CMPE_184-01) Subject management	Open	2026 Spring Ends on 2026-05-11	Start Now
SDN and NFV(CMPE_210-01) Subject management	Open	2026 Spring Ends on 2026-05-11	Start Now
Spcl Topics in CmpE(CMPE_189-02) Subject management	Open	2026 Spring Ends on 2026-05-11	Start Now

The page also includes filters for Status, Category, Date Range, and My tasks filters, along with a 'Save filters' button and a 'View all tasks (4)' link at the bottom.