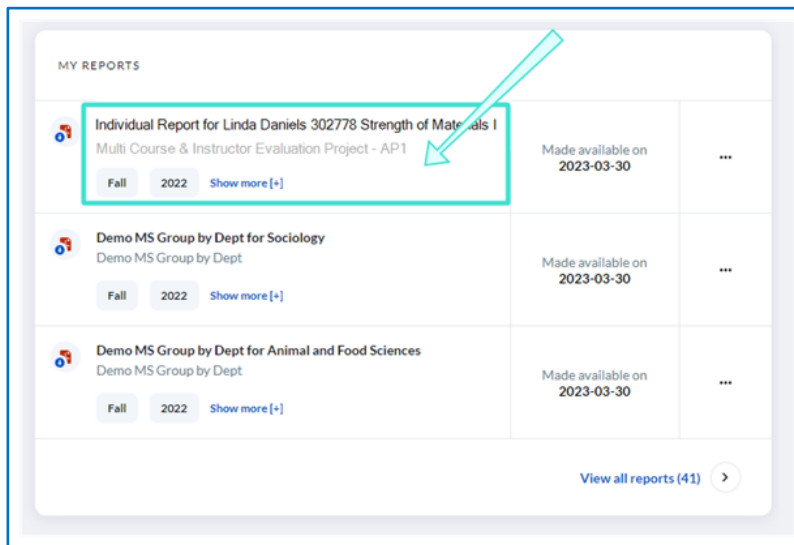





## Accessing Blue Course Evaluation Reports

### Instructions

- Instructors will receive an email that will include a direct link to individual report pages in Blue. Instructors may also access Blue from the Illinois Tech Portal, searching “Blue” under Tools. (Note that courses must have at least one response for a report to be available.)
- Deans, Chairs, and other designated leadership can log into Blue directly from the Illinois Tech Portal to access College or Departmental reports on their individual report pages.
- Click the “Reports” link on the home page for a list of all available reports. See Figure 1.
- Select the report to view and a new page will open. Future dashboards and additional information to view and compare data across semesters should be available in the coming semesters. See Figure 2.

### Examples



MY REPORTS		
 Individual Report for Linda Daniels 302778 Strength of Materials I Multi Course & Instructor Evaluation Project - AP1 Fall 2022 Show more [+]	Made available on 2023-03-30	...
 Demo MS Group by Dept for Sociology Demo MS Group by Dept Fall 2022 Show more [+]	Made available on 2023-03-30	...
 Demo MS Group by Dept for Animal and Food Sciences Demo MS Group by Dept Fall 2022 Show more [+]	Made available on 2023-03-30	...

[View all reports \(41\)](#) >

Figure 1: Example of report list on Blue home page.

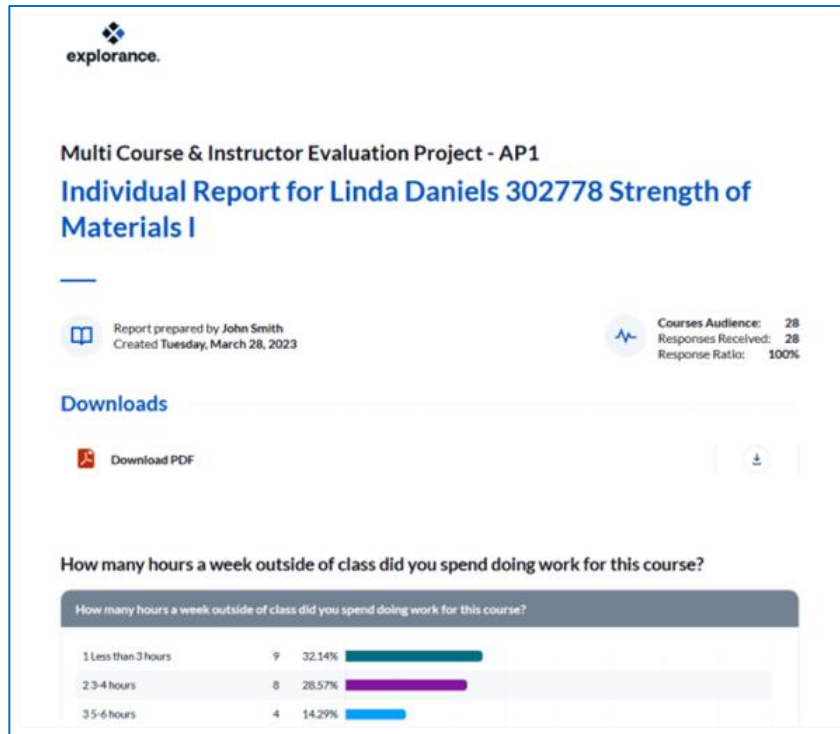


Figure 2: Example of an Individual Report

## Report Information

- All evaluation data and reports are hosted in Blue, with the ability to download. A CSV download is available by request to the CLI course evaluation team at [supportdesk@iit.edu](mailto:supportdesk@iit.edu).
- Individual Reports include bar charts or graphs of all responses by question. Department, College, and University-level reports include aggregated data of all courses at each level by question. Future dashboards and additional information to view and compare data across semesters should be available in the coming semesters.
- Questions include responses mean and standard deviation. Questions follow a 5-point scale with 1=worst/low and 5=best/high.
- EoC narrative data (i.e., individual student comments) are only included in Individual Reports.
- EoC narrative data is shared only with instructors, not with departments. Non-narrative data is shared with departments. Visibility to data follows faculty reporting hierarchies, as indicated in the chart below:

## Data Visibility Table

Individual faculty	Department chairs (where relevant)	Deans + other leadership requested by a dean	Provost and Vice Provost for Faculty Affairs
Individual course reports with all comments from students  <i>(Faculty <u>cannot</u> access any other faculty member's reports)</i>	Departmental reports  Individual faculty course reports, <b>without student comments.</b>	College-level reports  Departmental reports  Individual faculty course reports, <b>without student comments.</b>	University-wide report  College-level reports  Departmental reports  Individual faculty course reports, <b>without student comments.</b>

If you have questions, please contact the CLI course evaluation team through the Support Desk at [supportdesk@iit.edu](mailto:supportdesk@iit.edu).