Faculty's Guide to Reports

Office of Planning, Analysis and Institutional Research
Office of the Provost & Executive Vice Chancellor

UAF uses Explorance Blue (also known as Blue) to conduct course evaluations. After surveys are completed, Blue generates Reports based on the results of the survey. This guide gives **Supervisors** and **Instructors** details on what each Report entails, how to access Reports, and how to export them. The following topics are addressed in this Guide:

How to Log Into Blue

Blue is an online software program you can access through your browser (Chrome, Safari, Edge). To log into Blue, you need your UAF ID and password.

Go to https://my-uaf.bluera.com and log in using your UAF ID and password.

Note that the link to log into Blue changed on 8/15/25 after the upgrade to Blue 9.
The previously used URL will redirect you to the new URL.

Report Changes with Blue 9

Blue was upgraded to Blue 9 on August 15th 2025. This upgrade came with changes to how Blue looks, and how to view and download Reports. Here is a summary of the changes:

- Your Blue Homepage now looks more like a social media site.
- The full list of all your Reports are now located in the Reports tab. The Reports tab is located at the top of your Blue Homepage.
- Filtering Reports got easier – use the Year filter to only see Reports from specific years and semesters.
- If a survey received less than three responses (the minimum number of responses for a Report to be released), the Report for the survey will be greyed out and labeled with "Threshold not met".
- The button to bulk download reports is now at the top of the Reports tab.

About Reports

Each course evaluation survey generates three Reports based on the survey results. You have access to specific Reports based on which UAF colleges and campuses you oversee. If you think there is an error in the colleges and campuses you have access to, or if you change positions within UAF (including leaving a position, or changing departments), please contact the Blue Administrator at uaf-course-evals@alaska.edu.

The Reports generated are as follows:

1. **Summary Report:** A summarized version of the Comprehensive Report, containing only the mean, median, minimum and maximum, standard deviation, and response count (number of students who answered) for each question. This Report does not include comment responses or a score comparison.
2. **Comprehensive Report:** This report is generated from the same survey results as the Summary Report, but contains expanded information on each question and includes all open-ended (comment) responses received for that survey. For each Core Question asked on the survey, a bar graph is given that compares your score to the average score of all instructors.
3. **FDAI Course Evaluation (Inspire Us) Report:** You will not see this Report on your Blue Dashboard. It is only accessible through the Archived Course Evaluations Google Drive and is publicly available. This Report contains summarized survey results for each course and instructor organized by academic term and Blue Project.

Summary Reports are used in the Annual Activities Report (AAR). For more information about AAR, visit the AAR website.

Report Release Timing

Reports are released two weeks after each course ends. Meaning if you teach two courses - one that ends on 8/1, and another other that ends on 8/2, the first reports will be released on 8/15, and the second on 8/16. **Summary and Comprehensive Reports are released simultaneously**. The FDAI Course Evaluation (Inspire Us) Reports are released at the end of each term.

An automatically generated email notification from uaf-course-evals@alaska.edu will be sent to you when Reports are ready to view. The email will contain a direct link to your Blue Homepage where you can view and download the Reports.

Accessing and Downloading Reports

Accessing and downloading Reports is done from the **Reports tab** within your **Blue Homepage**. You can access Reports in two ways. In your Blue Homepage, scroll down to view the **My Reports** section (underneath the **My Active Tasks** section). This section will show your most recent Reports. You can access all Reports by either clicking on the **View All Reports button** at the bottom of this section, or by clicking on the **Reports tab** at the top of your Blue Homepage.

Supervisors have access to **Summary Reports** based on which UAF colleges and campuses they oversee. If you think there is an error in the colleges and campuses you have access to, or if you change departments within UAF, please contact the Blue Administrator at uaf-course-evals@alaska.edu.

Instructors have access to **Summary and Comprehensive Reports** generated from courses they have taught. If there is more than one instructor teaching a course, each instructor will have their own separate Reports (Summary and Comprehensive) for that course.

How To View and Download a Report

1. Log into Blue (Or click the link in the email sent to you)
2. In your Blue Homepage, locate the **Reports tab** in the top right and click on it.
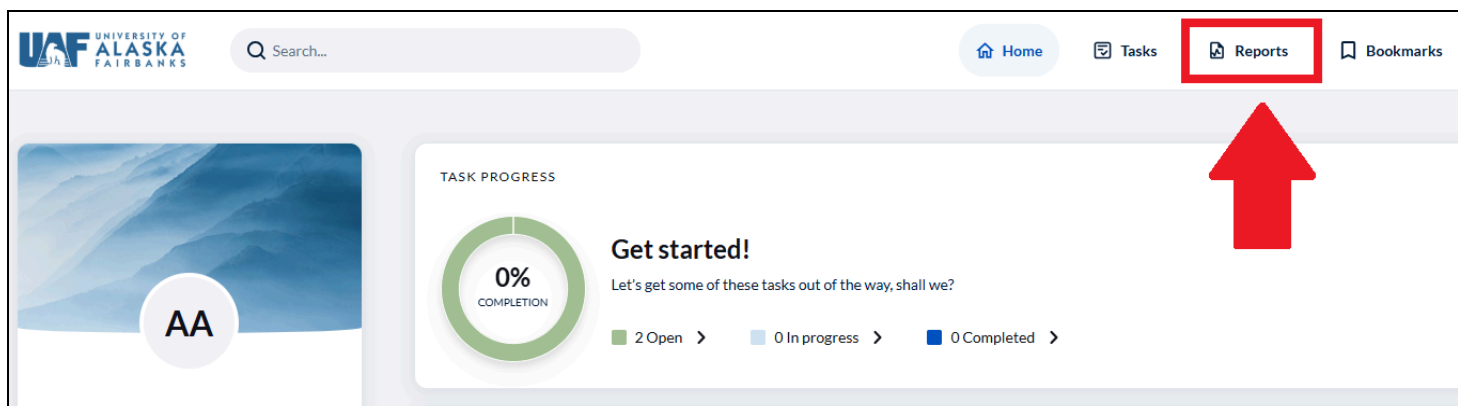
3. Your most recent Reports will appear at the top of the list. To only see Reports from specific years or semesters, click the **Year filter** at the top of the page, then **select the Years and Semesters** of the Reports you wish to see.
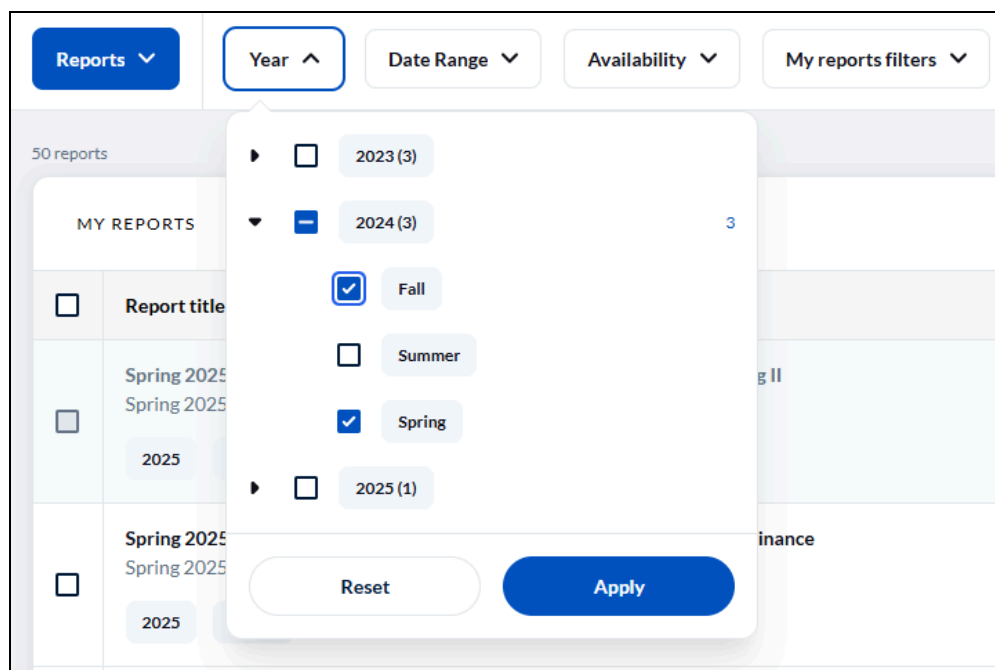
4. **To view a Report**, click on the Report title to open it in a new tab.
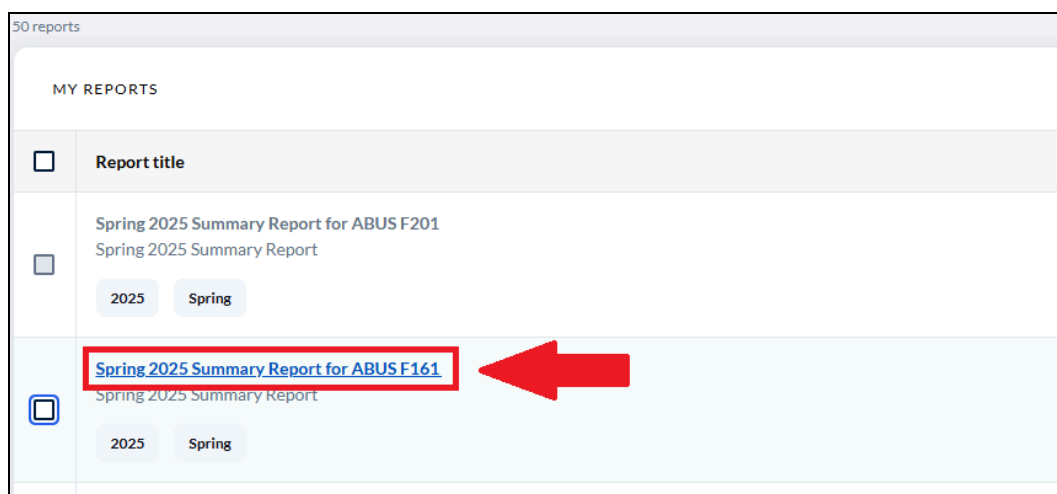
5. To download a single Report or multiple Reports, **click the checkboxes next to each Report** you want to download. **Then click the Download PDF button** at the top of the Reports tab.

NOTE: You might see Reports that are greyed out that you are not able to view or download. This happens when the course survey received less than three responses. The minimum number of responses for a report to be released is three, to ensure student anonymity. Reports for surveys that received less than three responses will appear greyed out and labeled with "Threshold not met". For tips on increasing response rates, see the Instructor's Guide to Improving Response Rates
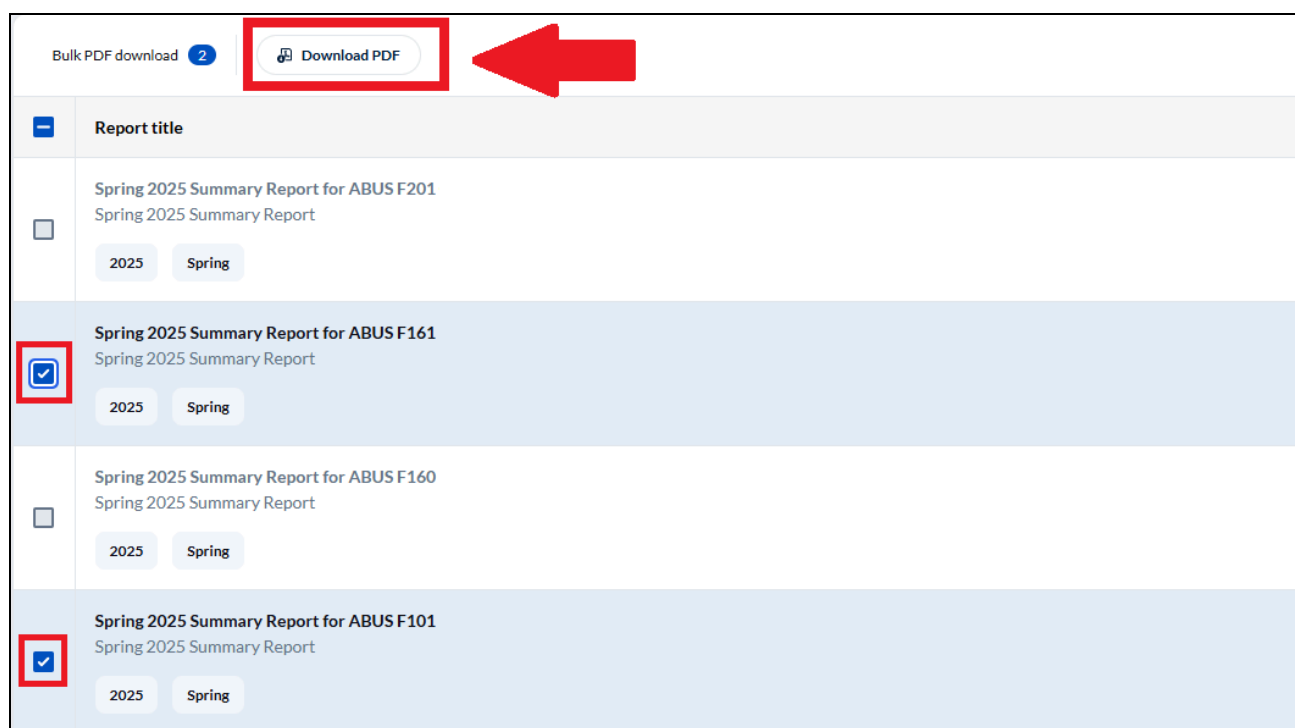
NOTE: It is recommended that you export Reports every academic term. Report access does not expire. However, there have been previous technical issues that caused Report access to expire. If you do not see Reports in your Blue portal that should be available to you, contact the Blue Administrator at UAF-course-evals@alaska.edu.