UAF uses Explorance Blue (also known as Blue) to conduct course evaluations. Within the Blue program, there is a Response Rate Monitor that instructors can use to review student survey completion rates for courses the instructors teach. The following instructions guide instructors on how to log into Blue and use the Response Rate Monitor.

**Log into Blue and Access the Response Rate Monitor**

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.

2. Select Response Rate from the left-side menu of your dashboard.

*Task titles and User name have been obscured for privacy. Your Home page view might look different than pictured.*
How to Use the Response Rate Dashboard

The Response Rate Dashboard shows multiple charts and graphs created from student response rate data. All graphs on the dashboard are updated in real time. Below are explanations of each graph within the dashboard.

Filters for these graphs can be set in the Subject Filters box. The filters you set affect every graph and chart within the Response Rate Dashboard.

Setting Filters (Subject Filters Box)
The Subject Filters box is located in the upper left side of the dashboard. Follow the steps below to set a filter. When a filter is set, it applies to all of the charts and graphs on the Dashboard.

1. Click on the “Select: ” drop down to view and choose the category to filter by.
2. Click on the “Filter By: ” drop down to select the filter detail.
3. Click on “Add Filter” to apply the filter. The applied filter will be shown at the bottom of the Subject Filters box and the graphs within the dashboard will refresh.

4. If you wish to undo the filter(s) set, click on the “X” within the set filter.
Below are the Subject Filters options:

- **Term**: the specific term in which the course is taught. The term code is made up of the year and the term (01=Spring, 02=Summer, 03=Fall). Ex. 202303 is the fall term in 2023.

- **Category**: the year that the course is taught in

- **SubCategory**: the seasonal term in which the course is taught. Options are Spring, Summer, and Fall.

- **Subject Code**: The subject code of the course. If you have taught courses in multiple subjects, you can select which subjects are shown.

- **Campus Code**: the UAF campus designator. (ex. N)

- **College Code**: the UAF college designator (ex. MT)

*NOTE that the Campus and College Codes are not displayed as the full name of the campus or college. For a full list of campus and college code definitions, go to the last page of this document.

**Overall Response Status pie chart**

The **Overall Response Status** pie chart gives an overview of response rates for all courses (unless filters are set) you have taught or are teaching. Use this pie chart to see a summary of the response rates of your courses.

The **Overall Response Status** pie chart shows the percentage of surveys that are:

- **Not ready**: the submission period for those surveys has not opened yet

- **Not completed**: surveys that are able to be evaluated (evaluation period is currently open), but the student has not accessed (opened) the survey in Blue

- **In progress**: surveys that have been opened by the student and may be partially completed but have not been submitted by the student

- **Completed**: surveys that have been completed and submitted

- **Expired**: surveys that were not completed before the survey fill out period closed

Updated August 2023
Subject Progress and Performance Chart

The Subject Progress and Performance chart breaks down survey response rates into 5 categories based on how much time has elapsed since the start of the evaluation period. Then it is additionally broken down within those evaluation time periods by how many Subjects (courses) fall into the time categories, and the response rate of those Subjects (courses).

- **X-Axis (Evaluation Period):** the amount of time that has elapsed since the start of the evaluation period (when surveys open to students). The categories are <25%, 25%, 50%, 75%, and 100% (evaluation period has ended/surveys are closed).

- **Y-Axis (Number of Subjects):** this indicates the number of Subjects (courses) that fall into each Evaluation Period category. For example, if 3 Subjects (courses) fall into the “<25%” category on the X-Axis, that means there are 3 courses that surveys have recently been opened for. It is most likely that you will have the largest number of surveys (tallest vertical bar) in the “100%” category. This is because unless Subject Filters are applied, the chart shows all course surveys since 2020 and for most of these, the evaluation period has ended.

- **Vertical Bars (Response Rate):** Each vertical bar on the chart is color coded by the response rate target category. You can hover over each color within the bar to view the count of Subjects (courses) that fall into that category.
  - **No Targets Met:** Subjects (courses) that have a response rate under 25%.
  - **25% response rate:** Subjects (courses) that have a response rate between 25% and 49%.
  - **50% response rate:** Subjects (courses) that have a response rate between 50% and 74%.
  - **75% response rate:** Subjects (courses) that have a response rate between 75% and 99%.
  - **100% response rate:** Subjects (courses) in which ALL students completed their survey.
Subjects Chart

The **Subjects** section contains a list of courses you have viewing rights to. For instructors, these are courses that you have taught or are teaching. For supervisors, these are all courses in the colleges and campuses you have been designated access to. By default, the **Subjects** list is sorted by **Category** (academic year) and **SubCategory** (term). In this section, you can export response rate data to an Excel spreadsheet. Use the filters in the **Group By** selection to aggregate data by the options below. You are allowed to aggregate by multiple options.

*NOTE that if you clicked on an item in the **Subject Progress and Performance** graph, it will filter the **Subjects** chart by that category. If this has happened, you will see blue text indicating the filter above the “**Group by:**” dropdown within the **Subjects** chart. To undo this filter, click the “**Reset**” button on the **Subject Progress and Performance** graph. The graphs will refresh, and you will no longer see the blue text.*
*Course names and dates have been obscured in the photo for privacy. These fields will be populated in your Subjects chart.*

To export the data to an Excel spreadsheet, follow these steps:

1. (Optional) Use the “Group by:” dropdown menu to filter results by:
   - **Subject Code**: Course subject designator (ex. ACCT = Accounting)
   - **Term**: the specific term in which the course is taught. The term code is made up of the year and the term (01=Spring, 02=Summer, 03=Fall) (ex. 202303 is the fall 2023 term)
   - **Category**: the year that the course is taught in (ex. 2023)
   - **SubCategory**: the seasonal term in which the course is taught. Options are Spring, Summer, and Fall.
   - **Campus Code**: the UAF campus designator. (ex. N)
   - **College Code**: the UAF college designator (ex. MT)

*NOTE that the Campus and College Codes are not displayed as the full name of the campus or college. For a full list of campus and college code definitions, go to the last page of this document.*

---

*Table with data:*

<table>
<thead>
<tr>
<th>Name</th>
<th>Subject Code</th>
<th>Term</th>
<th>Campus Code</th>
<th>College Code</th>
<th>Start Date</th>
<th>End Date</th>
<th>Category</th>
<th>SubCategory</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO</td>
<td>AUTO</td>
<td>202003</td>
<td>X</td>
<td>TC</td>
<td>2020</td>
<td>Fall</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AUTO</td>
<td>AUTO</td>
<td>202003</td>
<td>X</td>
<td>TC</td>
<td>2020</td>
<td>Fall</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AUTO</td>
<td>AUTO</td>
<td>202101</td>
<td>X</td>
<td>TC</td>
<td>2021</td>
<td>Spr</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AUTO</td>
<td>AUTO</td>
<td>202003</td>
<td>X</td>
<td>TC</td>
<td>2020</td>
<td>Fall</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AUTO</td>
<td>AUTO</td>
<td>202201</td>
<td>X</td>
<td>TC</td>
<td>2022</td>
<td>Spr</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AUTO</td>
<td>AUTO</td>
<td>202301</td>
<td>X</td>
<td>TC</td>
<td>2023</td>
<td>Spr</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AUTO</td>
<td>AUTO</td>
<td>202201</td>
<td>X</td>
<td>TC</td>
<td>2023</td>
<td>Spr</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AUTO</td>
<td>AUTO</td>
<td>202201</td>
<td>X</td>
<td>TC</td>
<td>2022</td>
<td>Spr</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1 to 10 of 11
2. Click the **Excel** button to download a copy of the desired data into an Excel spreadsheet.

**Response Analytics Graphs**

The **Response Analytics** graphs show additional details of student responses, including which days and times your students are most likely to complete their course surveys. You can use this information to plan when to send out additional survey reminder emails to your students. We recommend you time these emails to coordinate with the times most students are completing surveys. For a Survey Reminder Email template, view the **Instructor’s Guide to Improving Response Rates** document. You can find this document in the Faculty Resources section of the UAF BLue website.

*NOTE* that you can filter the following graphs by a given time period. This filter is located to the upper right of the **Progression Details** graph and affects all of the **Response Analytics** graphs listed below.

**Progression Details Graph**

- **Notifications**: the purple dotted line shows when an automated email notification was sent to students from the Blue system
- **Response Count:** the green line shows when students completed surveys

Peak Hours Graph

The **Peak Hours** graph shows the **Response Count** (green bars) by the hour of the day the survey was completed. Use this graph to plan what time of day to send additional reminder emails to students.

Peak Days Graph

The **Peak Days** graph shows the **Response Count** (green bars) by the day of the week the survey was completed. Use this graph to plan what day of the week to send additional reminder emails to students.

*Note that the peak hours and days may vary depending on when students receive automated email notifications from Blue. Take this into account when planning when to send additional email reminders.*

Channels Pie Chart

The **Channels pie chart** tells you how the students are accessing their surveys. This can assist you in planning the channel in which to send additional email notifications to students. For example, if most...
students are completing surveys through an email link, it is a good idea to send an additional reminder by emailing students.

The **Channels pie chart** shows 3 color-coded categories:

- **Email**: Students accessed their survey by clicking the link to the survey provided in the system generated email notifications. Students receive an initial survey invitation email followed by 1 or 2 reminder emails. *(Tip: you can see when the invitation and reminder emails were sent out by viewing the Progression Details graph)*

- **Dashboard**: Students accessed their survey through their Blue dashboard, reached one of three ways:
  - Clicking on the ACCESS BLUE button on the [UAF Blue Student Resources webpage](#)
  - Typing or pasting the uaf.bluera.com/uf link into a browser
  - Being directed back to their Blue Dashboard after completing another survey. After a student submits a survey, they can click a link that leads back to their dashboard where the student can view and open surveys for other courses.

- **Undetermined**: The channel the student accessed the survey through is undetermined

- **Portal**: Students accessed their survey through Canvas or Blackboard.

---

**College and Campus Codes**

Below are a list of College and Campus Codes and what they represent. Note that this is not an extensive list of college and campus codes at UAF, and these codes may be reported differently in Banner.

*Updated August 2023*
## Campus Codes

<table>
<thead>
<tr>
<th>Campus Code</th>
<th>UAF Campus Represented</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>All Rural Campuses</td>
</tr>
<tr>
<td>3</td>
<td>UAF Anchorage and Juneau Campuses</td>
</tr>
<tr>
<td>6</td>
<td>eCampus</td>
</tr>
<tr>
<td>7</td>
<td>Bristol Bay Campus</td>
</tr>
<tr>
<td>8</td>
<td>Interior Alaska Campus</td>
</tr>
<tr>
<td>F</td>
<td>Fairbanks Campus</td>
</tr>
<tr>
<td>L</td>
<td>Kuskokwim Campus</td>
</tr>
<tr>
<td>N</td>
<td>Northwest Campus</td>
</tr>
<tr>
<td>X</td>
<td>CTC (Fairbanks) Campus</td>
</tr>
<tr>
<td>Z</td>
<td>Chukchi Campus</td>
</tr>
</tbody>
</table>

## College Codes

<table>
<thead>
<tr>
<th>College Code</th>
<th>UAF College Represented</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR</td>
<td>Tanana Valley Campus</td>
</tr>
<tr>
<td>EM</td>
<td>College of Engineering and Mines</td>
</tr>
<tr>
<td>EU</td>
<td>School of Education</td>
</tr>
<tr>
<td>FO</td>
<td>College of Fisheries and Ocean Sciences</td>
</tr>
<tr>
<td>IS</td>
<td>Interdisciplinary Studies</td>
</tr>
<tr>
<td>LA</td>
<td>College of Liberal Arts</td>
</tr>
<tr>
<td>MG</td>
<td>College of Business and Security Management</td>
</tr>
<tr>
<td>MT</td>
<td>College of Natural Science and Mathematics</td>
</tr>
<tr>
<td>NE</td>
<td>School of Natural Resources and Extension</td>
</tr>
<tr>
<td>RD</td>
<td>College of Rural and Community Development</td>
</tr>
<tr>
<td>TC</td>
<td>Community and Technical College</td>
</tr>
</tbody>
</table>