A How To Guide: Viewing your Course Evaluation Response Rates  
(what BLUE calls Subject View Management)  
Office of Vice Chancellor for Academic Affairs  
Indiana University South Bend

1) For every section that you are teaching this semester, you will receive an email from the BLUE system, inviting you to review the response rates for your course evaluations. The text of this email is provided below. If you don’t wish to review the response rates, then simply ignore this email, and the rest of this document!

Dear <Faculty>,

This is a reminder for you to review the response rates. It is important that you please encourage your students to complete the course surveys. Indiana University South Bend is committed to ensuring the quality of its academic programs, its teaching and the learning experiences of its students.

An important component of this is the regular evaluation of courses by students. Instructors are invited to view their response rates.

Please click here to view your response rates.

If you have any questions please contact the Survey Administrator at jmcintos@iusb.edu jmcintos@iusb.edu.

Kind regards,
John

John McIntosh  
Associate Vice Chancellor for Academic Affairs  
Indiana University South Bend

2) If you would like to review the response rate, then CLICK the link in the above email.

3) Clicking the link will bring you to an IU Authentication page (unless your browser session has already been authenticated)

4) Then you will see the following BLUE login page. If you see more than one DataSource in the combobox, make sure to select the “USERS” data source.
5) Finally you should see the **BLUE dashboard**. You should see all of the sections that you are teaching this semester. Note that you may see each section twice, (once for “QUESTION PERSONALIZATION” and once for “SUBJECT VIEW MANAGEMENT”). (See figure below)
6) **Make sure you focus on the rows that have “Subject View Management” in their first column.** (See figure below)

7) **Identify the section that you would like to review the response rate, and click the “SELECT” link for that section.** (see figure below)
8) You will now see the following screen. The current response rate is shown on the bottom. Please note that this rate will change over time until the evaluation period ends. Therefore you may want view this information at different times to ensure sufficient number of students have completed their evaluations. (see figure below)

9) Repeat the above steps for your other courses.