



Course and Teaching Evaluations

User Guide - Reporting

A user guide for faculty and staff on viewing Course and Teaching Evaluation reports. Course and Teaching Evaluations are available through the Blue system at <https://my-vanderbilt.bluera.com/>.



VANDERBILT
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User Guide: Course and Teaching Evaluations

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Viewing Reports

1. You will receive a message when your reports are available. The message will include a link to your dashboard, which contains a list of your reports.
 - NOTE: Please be sure to look in the My Reports section, not the My Active Tasks section.

The screenshot shows the Explorance dashboard interface. The top navigation bar includes the Explorance logo, a search bar, and links for Home, Tasks, Reports, and Bookmarks. The main content area is divided into several sections:

- TASK PROGRESS:** A section with a message "Nothing to do right now" and a sub-message "You will be notified as soon as a new task is assigned to you."
- MY ACTIVE TASKS:** A section with a message "Nothing to do here" and a sub-message "You are all caught up! We'll notify you when you've got new tasks to complete."
- MY BOOKMARKS:** A section with a message "No bookmarked items" and a sub-message "Quickly access bookmarked items."
- MY REPORTS:** A section highlighted with a red border, containing a table of reports.

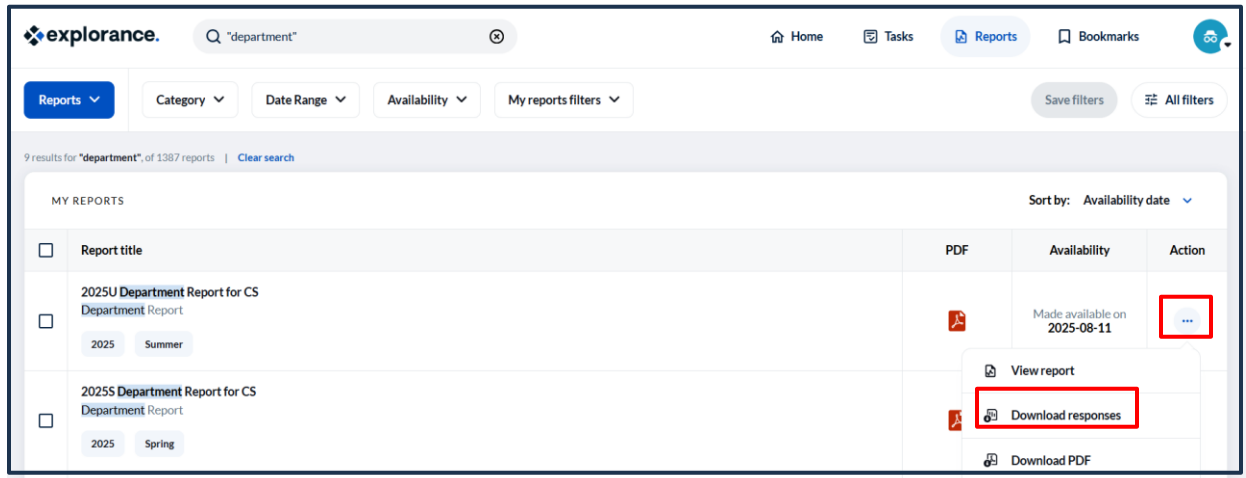
The "MY REPORTS" table lists the following data:

Report Title	Term	Availability	Action
2025S Instructor Report for MATH 3230 01, MATH 5230 01 Course and Instructor Report	2025 Spring	Made available on 2025-05-04	...
2024F Instructor Report for MATH 2300 12 - Multivariable Calculus Course and Instructor Report	2024 Fall	Made available on 2024-12-16	...

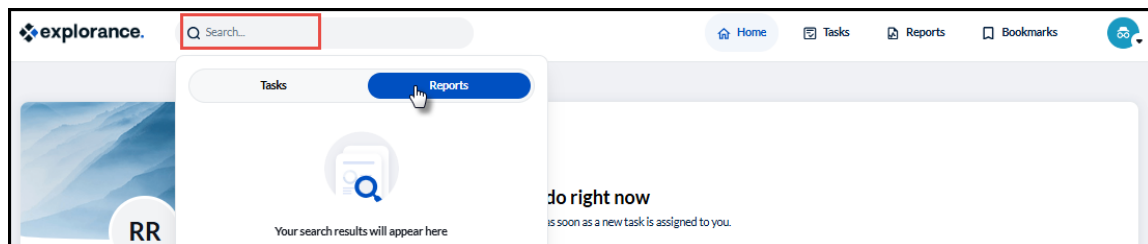
The footer of the dashboard includes the Explorance logo, links for Terms and Privacy, and copyright information: "Copyright © 2025. Explorance Inc. All rights reserved."

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2. You can download an Excel file of your report by clicking on the three dots under “Action” and then “Download responses.” This feature is available for reports Fall 2024 and beyond.



3. If you have access to a large number of reports (multiple TAs, etc.), you can utilize the Search feature to narrow the results. Click on the search box and select reports. You can also use quotation marks to further streamline your reporting search.



4. Click on the hyperlink for the desired report.
5. Each report begins with a summary page.

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 **VANDERBILT UNIVERSITY**

2024F Instructor Report for MATH 2300 - Multivariable Calculus ()

Project Title: Vanderbilt University Course and Teaching Evaluations

Course Audience: 23
Responses Received: 22
Response Ratio: 95.65%

Report Comments
The following is a report for an individual section of a class. Please do not distribute, print, or share this report except for administrative purposes.

Project Audience - Total number of students enrolled
Responses Received - Number of evaluations submitted by students
Response Ratio - Percent of enrolled students who submitted evaluations

If you have any questions about the evaluation system please contact courseevaluations@vanderbilt.edu.

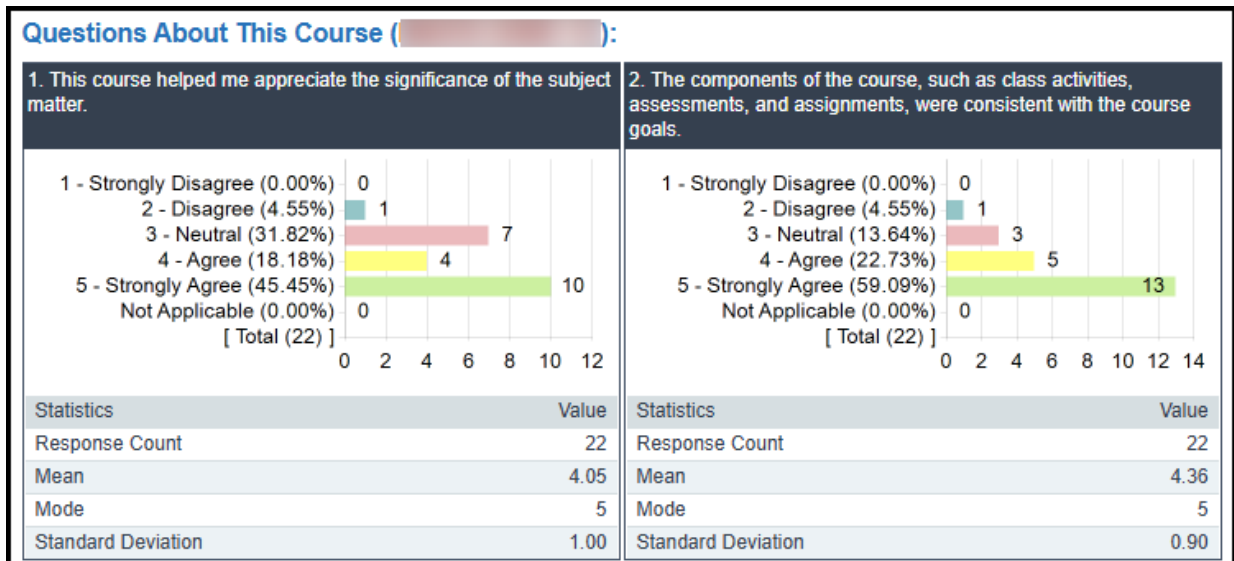
6. Reports are divided into Instructor Questions and Course Questions. Where applicable, comparative information is provided for courses in the same department and in the same school.

Questions about this Course ():						
Question	This Class Section		Department (MATH)		School (A&S)	
	Mean	Standard Deviation	Mean	Standard Deviation	Mean	Standard Deviation
This course helped me appreciate the significance of the subject matter.	4.05	1.00	4.03	1.07	4.32	0.96
The components of the course, such as class activities, assessments, and assignments, were consistent with the course goals.	4.36	0.90	4.36	0.89	4.42	0.89
The feedback I received during the course was helpful.	4.45	0.80	4.19	1.02	4.23	1.05
I felt comfortable asking questions in this course.	4.18	0.91	4.35	0.94	4.39	0.97
This course helped me consider connections between course material and other areas of my personal, academic, or professional life.	3.86	1.13	3.93	1.15	4.29	1.00
Overall, the course () was:	3.36	0.90	3.82	1.06	4.03	1.04
Compared to other classes, the amount I learned in this course was:	3.82	1.01	3.77	0.96	3.69	1.02
Compared to requirements in other classes, the workload assigned in this class was:	4.05	0.86	3.66	0.88	3.33	1.02

7. Open-ended questions and responses are listed at the bottom of the report.

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Examples of Responses with Graphics



What improvements to the course ([redacted]) would you recommend?

Comments
I think the class should not be so fast paced and there should be more time when doing difficult chapters.
I preferred [redacted] where we took four tests and dropped one for me personally.
Maybe weekly quiz
Long term problem sets are much more time consuming, more than necessary.
More practice in class or review quizzes.

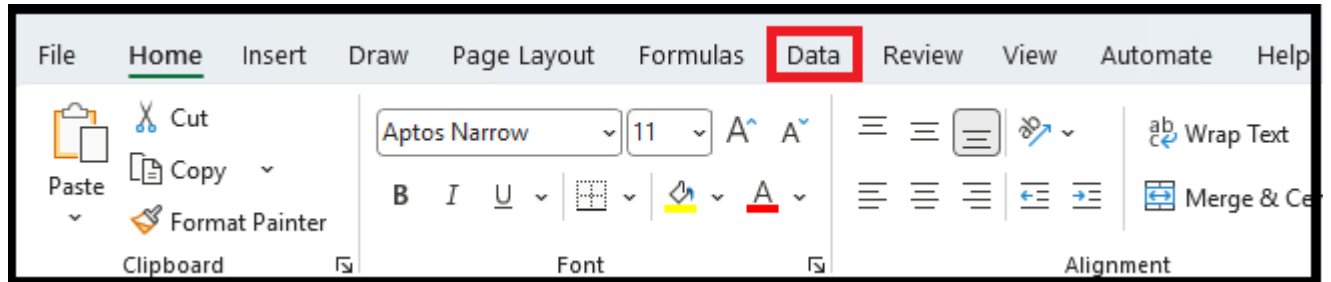
Do you have any other comments?

Comments
N/A
[redacted] is a kind professor and great at lecturer. Hope to take his courses in the future.

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Adding a Data Filter to Export Reports in Excel

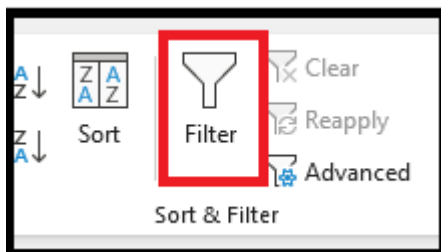
1. Go to the Data tab on the top ribbon in your Excel report.



2. Highlight the entire first row of your Excel report.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	Subject Ar	Course N	Section	Course Tit	Term	School	Departme	Instructor	Instructor #	Enrolled #	Responc	Response	Overall In	Overall In	Overall In	Overall Cc	Overall Cc	Amount Lc	Amount	Learned -	Standard Deviation

3. Click on “Filter” in the Data tab.



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Types of Reports

The following types of reports are available in the Course and Teaching Evaluations system. Not all users will have access to all reports.

Course and Instructor Report: Available to all primary and secondary instructors (not TAs), this report lists the course and instructor questions in table and graph format, as well as the aggregated comments. This report is not available if fewer than five students submitted evaluations.

Course and Instructor Report for Administrators: Available to department- and school-level administrators, this reports lists course, instructor, and TA questions in table and graph format, as well as the aggregated comments. This report is available for all classes that were evaluated.

Course and TA Report: Available to the primary and secondary instructors and TAs, this report lists the course and TA questions in table and graph format. Aggregated comments are for TA questions only. This report is not available if fewer than five students submitted evaluations.

Department Report: Available to department- and school-level administrators, this report lists the overall scores for the department and school on all questions asked in the course and teaching evaluations. Aggregated comments are not included.

Departmental Export Report: Available to department- and school-level administrators, this report provides a downloadable export of course and teaching evaluation results for courses within the department.

School Report: Available to school-level administrators, this report lists the overall scores for the school on all questions asked in the course and teaching evaluations. Aggregated comments are not included.

School Export Report: Available to school-level administrators, this report provides a downloadable export of course and teaching evaluation results for courses within the school.

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Additional Information

Course and Teaching Evaluations at Vanderbilt: <https://www.vanderbilt.edu/course-teaching-evaluations/faculty/>

Center for Teaching: <https://cft.vanderbilt.edu/courseevals/>

User Guide for Students:

https://registrar.vanderbilt.edu/documents/UserGuideCourseandTeachingEvaluations_student.pdf

Please contact courseevaluations@vanderbilt.edu if you have questions or need assistance with your course evaluations.