



Course and Teaching Evaluations User Guide – Subject View Management

A step-by-step guide to Subject View Management features in the Blue system for Course and Teaching Evaluations



VANDERBILT
Office of the
University Registrar

User Guide: Course and Teaching Evaluations

The Subject View Management features in the Blue system for Course and Teaching Evaluations allow instructors to see evaluation start dates prior to the launch of student evaluations, and, while the evaluations are ongoing, to monitor response rates, send reminder messages, and provide students with QR codes and direct links to the evaluation system. Subject View Management is available through Blue at <https://vanderbilt.bluera.com/vanderbilt/>.

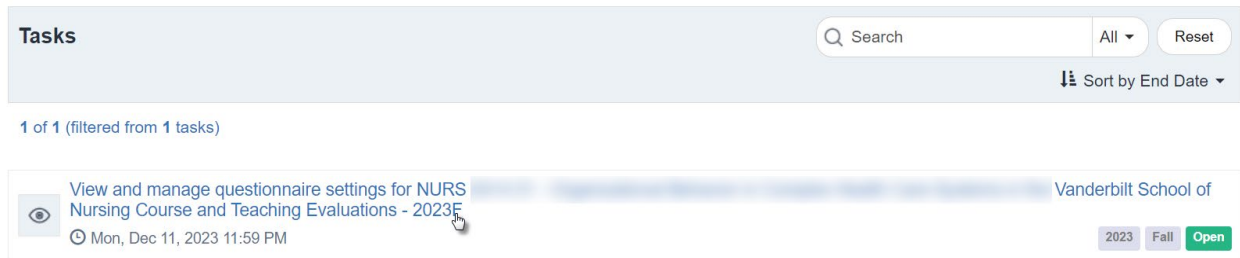
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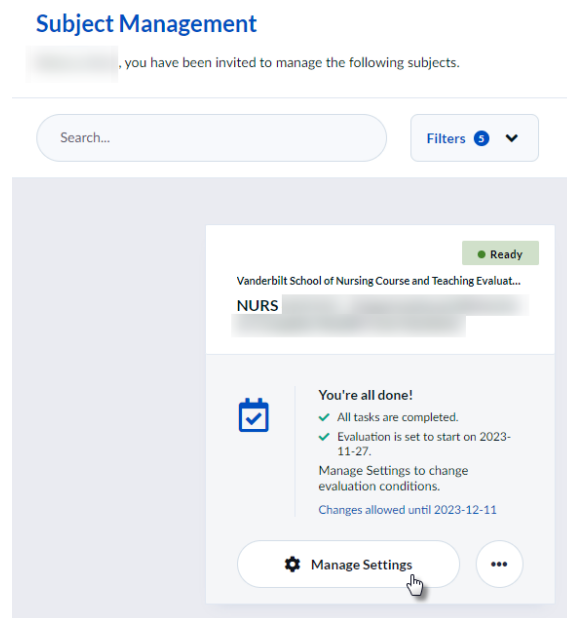
Accessing Subject View Management

1. You will receive an email in advance of the opening of student evaluations, at which point the Subject View Management features will be available to you.
2. Log into the Blue system at <https://vanderbilt.bluera.com/vanderbilt/Default.aspx>.
3. Under Tasks, select the class you wish to view.



Features of Subject View Management

1. Prior to the launch of student evaluations, you will be able to see the evaluation start date on the subject management home screen. Please note: the message that “All tasks are completed” means simply that the evaluation project has been set up—there is nothing you can or need to do, as the evaluations are automated.



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- Note the Status of ● Ready. This means the evaluation questionnaires are ready and will be released to students on the evaluation start date.
- Click Manage Settings for additional information.

Manage Settings

Vanderbilt School of Nursing Course and Teaching Evaluat... Cancel ✕

NURS

Changes allowed until 2023-12-11

Choose timing Scheduled

Start Date **A** 2023 - 11 - 27 07 : 00 📅

End Date **B** 2023 - 12 - 11 23 : 59 📅

Share evaluation
View QR code or copy short link to share this evaluation.

<https://go.blueja.io/f1myLn4I-060UQHyoRowA> **C** 📄

D View QR Code

I have finished all my tasks, please stop sending me reminders.

Update

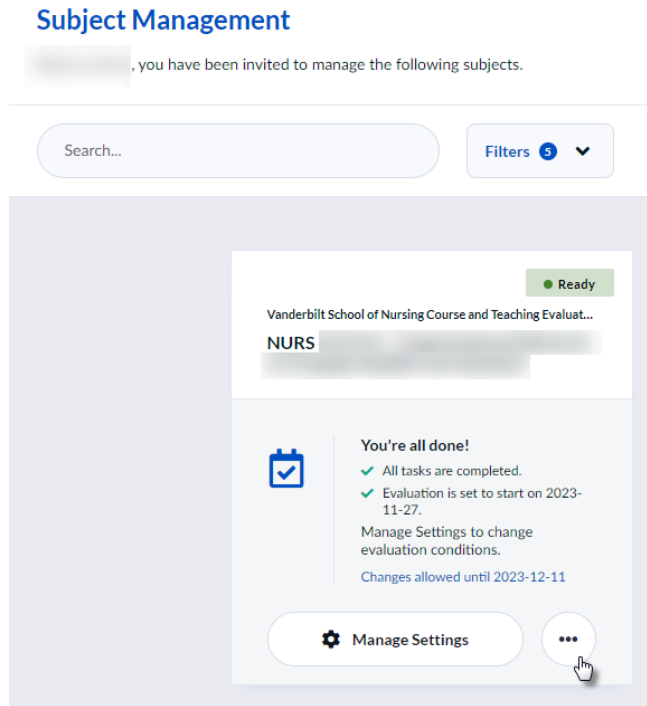
- Start Date – These standard dates are confirmed by the school. If you would like to have courses evaluated outside of the standard window in future terms, please contact Office of Academic Services for the School of Nursing.
- End Date – These standard dates are confirmed by the school. If you would like to have courses evaluated outside of the standard window in future terms, please contact Office of Academic Services for the School of Nursing.
- Copy a link to the questionnaire. You can send this out to students in your class.
- View and copy a QR Code to display or send out to students in your class. The QR Code links to the questionnaire.

- To return to Subject View Management, click Cancel at the top of the screen.

Vanderbilt School of Nursing Course and Teaching Evaluat... Cancel ✕

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4. Click the three dots for more options.

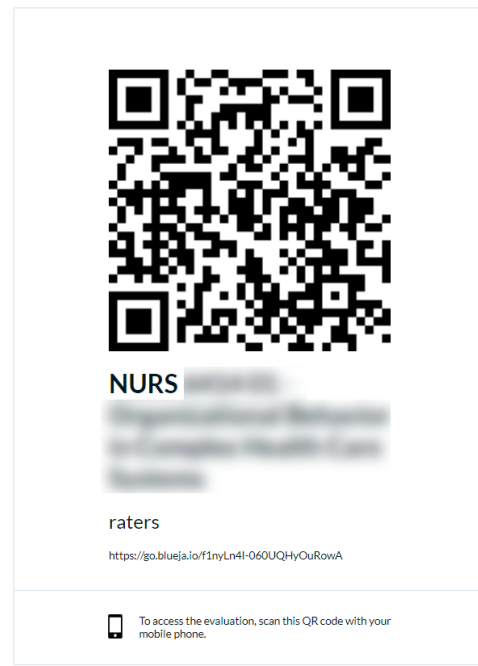
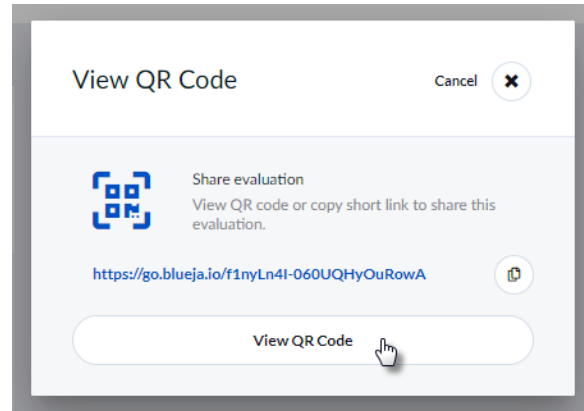
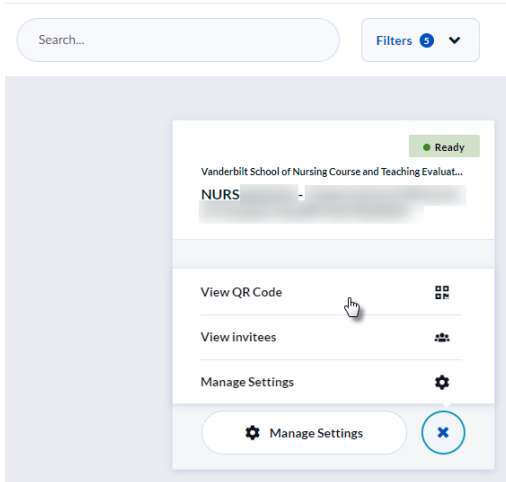


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More Options – View QR Code

Subject Management

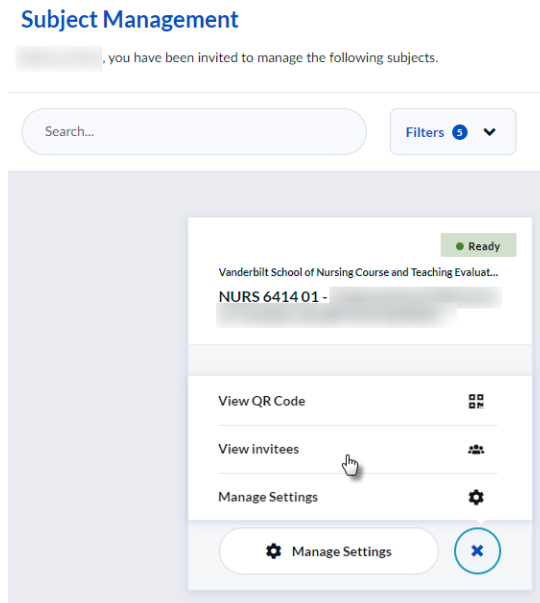
[Redacted], you have been invited to manage the following subjects.



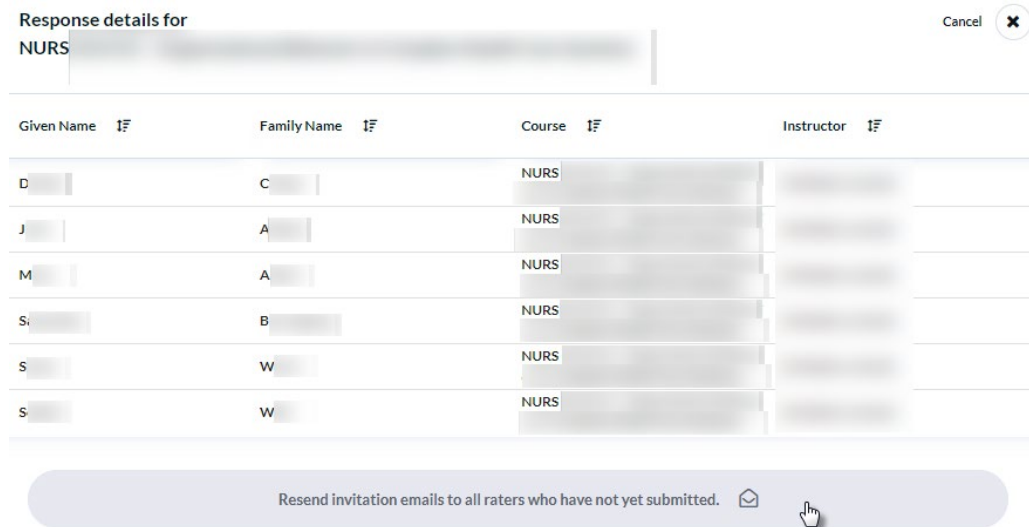
The QR Code can be displayed in class for quick access to the questionnaire. A link is also available to send out.

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More Options – View invitees



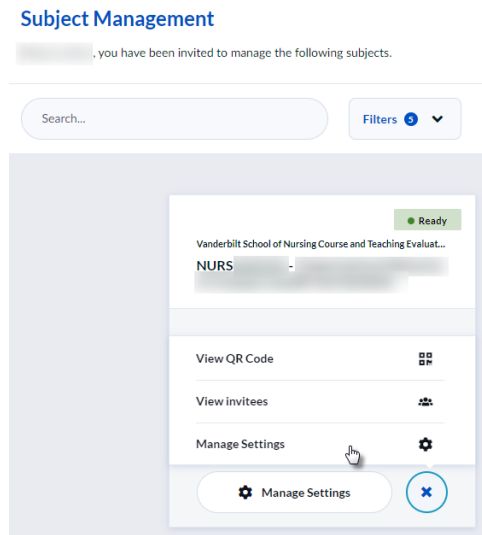
Allows you to see the list of students who have been invited to complete the evaluation questionnaire for this class.



When the questionnaires are active, clicking “Resend invitation emails to all raters who have not yet submitted” will re-send the system-generated invitation email to students who have not submitted their questionnaire. (You will not know who receives the message.) Unfortunately, this message cannot be edited. If you would like to send a personalized message to students, you will need to do so via email or other messaging options (e.g., Brightspace).

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More Options – Manage Settings

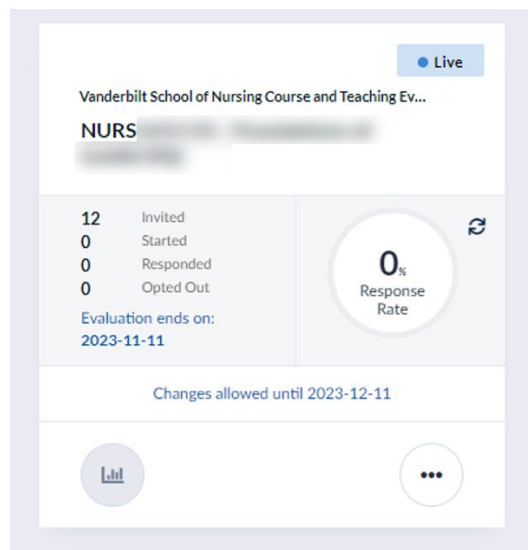


See [Manage Settings](#), above.

Response Rate

Once the evaluation questionnaires are launched, you will be able to monitor the response rate. Note the status

has changed from ● Ready to ● Live.



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Additional Information

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

User Guide for Students:

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

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

Please contact the Course and Teaching Evaluations team at course.evaluations@vanderbilt.edu if you have questions or need additional assistance.