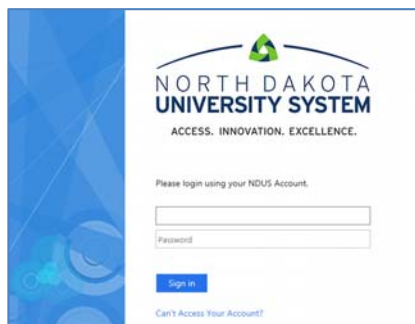


How to use the Response Rate Dashboard (only available for *report viewers*)

Once the student 'Form Fillout' (course evaluation) period opens, instructors, chairs, contacts with the Report Viewing access can view the Response Rate Dashboard within Blue.

- A) Log in to the system at evals.und.edu. The link will bring you to the below NUDS Login page; enter your IDM firstname.lastname and password.



- B) The page should open to the Blue system and you should have access to the Response Rate link.

The screenshot shows the Blue system interface for the Response Rate dashboard. The top navigation bar includes the UND logo and the title 'Response Rate'. Below this, a blue header indicates 'SUMMER 2016'. The main content area is divided into several sections:

- Welcome:** Carmen Williams, Thu, Sep 15, 2016.
- Navigation:** Blue (selected), Admin, My Space (Home, Dashboard, **Response Rate**), My Preferences, Management (Projects, Reports, Monitoring), General (Record Mgmt, Sign Out).
- Subject Filters:** Select: [dropdown], Filter By: [dropdown], Add Filter.
- Overall Response Status:** A donut chart showing 62% Completed (green) and 38% In Progress (purple). Legend: Completed (green), In Progress (blue), Not Completed (orange), Not Ready (red), Expired (purple).
- Subject Progress and Performance:** A bar chart showing the number of subjects (0 to 22) across different performance categories: <25%, 25%, 50%. Legend: No targets met (red), No Response (orange), Not Sufficient (blue), Marginal (green), Ad (yellow).

Choose that link to open the Response Rate Dashboard.

C) Within the Dashboard, there are several ways you can filter, search, or sort (clicking on column headings) the data in order to view a particular set of course/s.

Subjects

Group by: Excel

Search: Previous 1 2 Next 10

Name	Start Date	Category	SubCategory	Complete
TECH 300 - Technology and Society (05710)	21/07/2016	2016	Summer	4
SWK 560 - Topics Of Social Work Practice (09506)	21/07/2016	2016	Summer	6
MLS 471 - Clinical Chemistry I (06343)	21/07/2016	2016	Summer	1
MLS 471 - Clinical Chemistry I (06400)	21/07/2016	2016	Summer	3

To view response rates of individual courses, scroll right to see column labeled Response Rate.

Subjects

Group by: Excel

Search: Previous 1 2 Next 10

SubCategory	Completed	In Progress	Not Completed	Not Ready	Deleted	Stopped	Invited	Response Rate
Summer	4	0	0	0	1	0	13	31%
Summer	6	0	0	0	1	0	12	50%
Summer	1	0	0	0	0	0	1	100%
Summer	3	0	0	0	0	0	3	100%
Summer	21	0	0	0	1	0	31	68%
Summer	28	0	0	0	0	0	41	68%
Summer	6	0	0	0	0	0	8	75%

D) Other information also appears on the dashboard such as the notifications vs responses, peak hours & days that students respond, and the devices that they use.

