

Blue Course Evaluations

Last updated: 28 November 2023

Blue Course Evaluations guide for UCT Staff

Blue is a confidential course evaluation system created and managed by a software development company named Explorance that we will be using on Amathuba as our course evaluation tool.

Differences between Vula and Amathuba course evaluations

Vula

Most roles, apart from Student, are able to set up course evaluations.

Anyone able to set up a course evaluation can create a template with as many or as few questions and question types as they desire.

The owner of the evaluation has to download the results and all evaluated lecturer and tutor results are visible in all downloads.

Amathuba

Only the following roles have access to the setup: Lecturer, Administrator, Support Staff

The questions are standardised by faculty and limited to core, selectable, and a few customisable (to be elaborated on below).

Reports are more formalised in format and each lecturer will have access to their own results.

Question categories

Core: Core questions are standardised questions that are included in every course evaluation in a particular faculty. The person customising and publishing the evaluation is unable to exclude these from the evaluation.

Selectable: Selectable questions provide the person customising and publishing the evaluation with the option to include or exclude them from the final evaluation that is published to the students.

Customisable: Customisable questions are questions of varying type (scale, comments, etc.) that the person customising and publishing the evaluation can add or change the text of. It is important to note that only the question text can be changed, not the scale (where applicable). There is also a limited number of these questions available.

Tasks required of Lecturer/Administrator/Support Staff role

Customise course evaluation: One user on the site (selected internally by that department) will select and customise course evaluation questions once the template is made available.

Select lecturers: The same user will select which lecturers are to be evaluated in the course evaluation. All students will evaluate all lecturers. The student will select their tutor from a list of users in the tutor role on the Amathuba site when completing the evaluation.

Publish/Manage course evaluation: The user will also be required to choose the start and end dates of the evaluation, i.e. when it is available for completion by students, and publish it to them.

How to customise and publish a course evaluation

- Once logged in to Amathuba, scroll to the bottom of the homepage where you will see a widget titled Course Evaluation Tasks. The widget contains two task types, namely Question Customisation and Course Evaluation Management. The Description column contains the names of the Amathuba course sites for which each item is available.

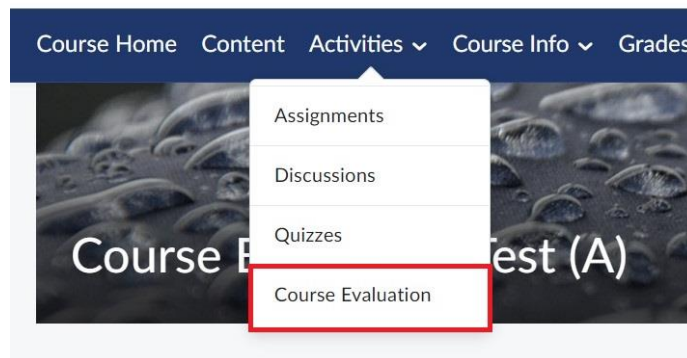
Course Evaluation Tasks ▾

Course Evaluation Tasks

[+] Description

Task type	Description	End date	Status	Participation
Course Evaluation Management	MAM1004S 2023 Mathematics 1004	2023-12-31	Open	<input type="text"/>

Please note that the course evaluation tool is accessible via the Activities menu on the Amathuba navbar, but this tool will only display items for which you have opted in.



- On the homepage widget, click the hyperlink in the description column next to a Course Evaluation Management task type. This will open the Blue interface where you will be able to customise and publish your course evaluation for completion by students.

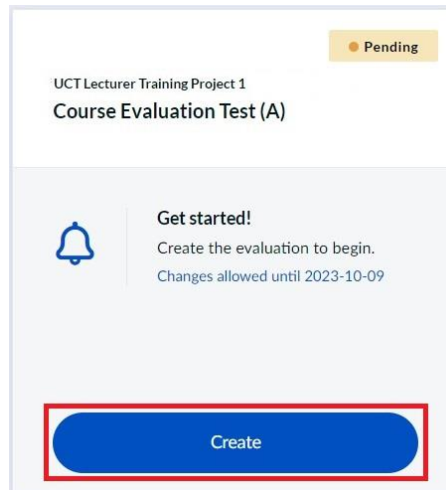


Alicia Ernstzen-Moolow 

Course Evaluation Management

Hi Alicia Ernstzen-Moolow, please manage the following course evaluations.

3. An evaluation ready for task completion will look as follows. Click the Create button.

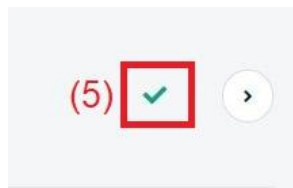


4. Users in the Lecturer role on the Amathuba site will have the option to “Opt-in to this evaluation” as visible in the image on the left on the following page (1).

The “Select Lecturers” arrow (2) will list those in the Lecturer and Tutor roles on the Amathuba site (as visible in the image on the right on the following page (3)) that you may choose to include in the evaluation. Please note: All selected lecturers will be evaluated by students who complete the evaluation. Students will be allowed to choose one tutor to be evaluated.

Clicking the arrow next to option (4) will open a new tab in your browser for Question Customisation that allows you to include/exclude selectable questions and customise customisable questions. It also allows you to preview the evaluation.

The hourglass at item (5) will display as a green check mark once you have completed this task.



The “Choose timing” setting at item (6) allows you to set the start and end dates and times between which the evaluation will be available for completion by students.

You are welcome to check the box to stop receiving reminders should you so wish.

Once all tasks have been completed, the Launch button (7) will be available for you to click.

UCT Lecturer Training Project 1 Cancel

Course Evaluation Test (A)

(1) Opt in to this evaluation? Yes
Changes allowed until 2023-10-09

(2) Select Lecturers >

(4) Choose your questions for Courses **(5)**
To do - Due by 2023-10-09

Choose timing **(6)** Scheduled Manual

Start Date

End Date

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

(3) < Select Lecturers

Course Evaluation Test (B)

Stephen Marquard	Yes <input checked="" type="checkbox"/>
Alicia Ernstzen-Moolow (You)	Yes <input checked="" type="checkbox"/>
Douglas Sias	Yes <input checked="" type="checkbox"/>
Lubabalo Badi	No <input type="checkbox"/>
Jean-Pierre De Jongh	No <input type="checkbox"/>
Laith Dodin	No <input type="checkbox"/>

5. When you select item (4) above, the selectable and customisable questions will look as follows. Both question categories allow you to either include or exclude the question in the final evaluation. The customisable questions have a “Customize” button. Please note that you cannot change the question type of a customisable question.

Once you have chosen to include a question, the word changes to “Included” and the button colour changes to green. Please note that you are able to simply change this option back to exclude.

Please add a comment type question here. Exclude

Customize

Show preview

Please add a strongly disagree - strongly agree scale type question here. Excluded

Customize

Show preview

6. The question customisation menu has several options on the page:

Filter (default setting of View all): Filters the list of questions displayed to the user:

View All – Displays all available questions.

- Selectable - Only questions that can be selected are displayed.
- Customizable – Only questions that can be customised are displayed.
- Included - Only questions that have been chosen to be included in the course evaluation are displayed.
- Excluded - Only questions that have been chosen to be excluded from the course evaluation are displayed.

Expand All: Allows you to expand or collapse all question previews for all sections in the course evaluation.

Preview: Allows you to preview a sample of your evaluation from the perspective of your students.

Please ensure that you save all changes before using the preview function.

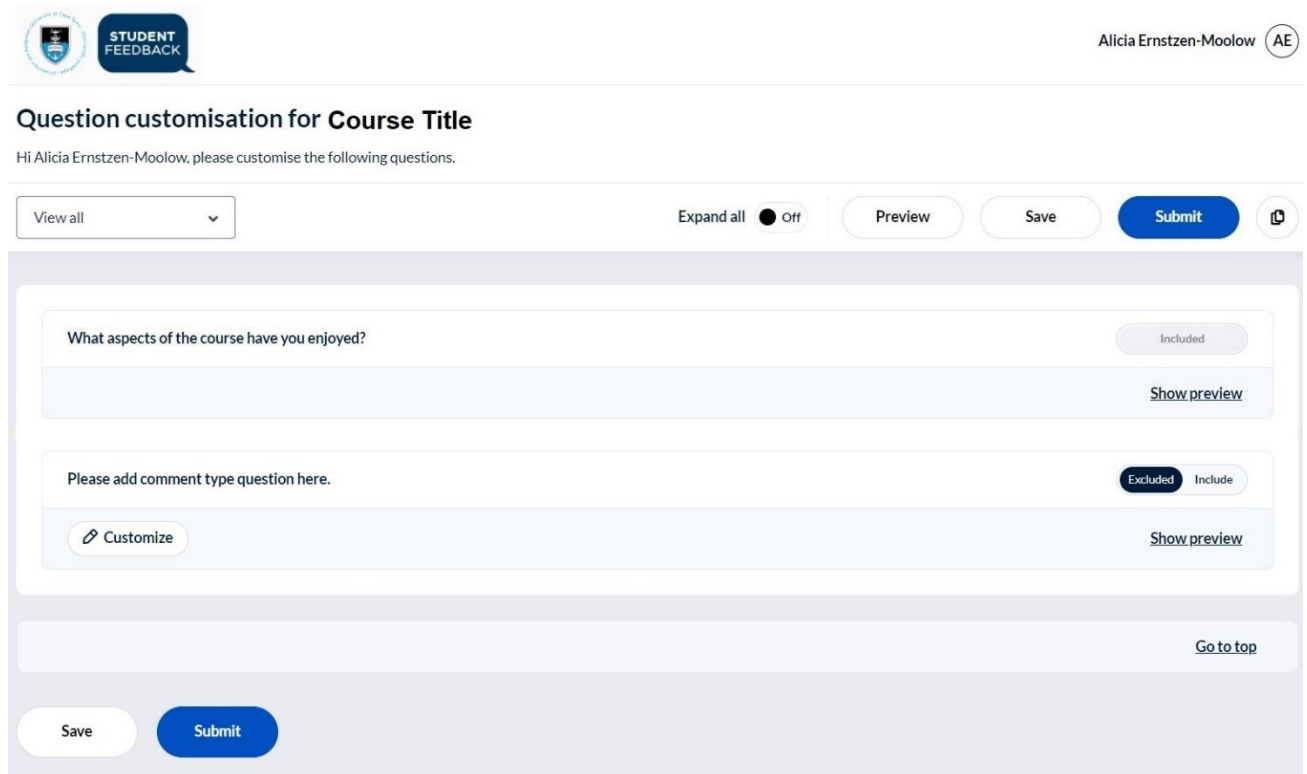
Save: Save your changes on the page without submitting.

Submit: Submit your customised and selected questions to be included in the evaluation.

Customize: Allows you to customise the question text.

Show preview: Allows you to preview a sample response of the question.

Include/Exclude: Allows you to include or exclude a question from the course evaluation.

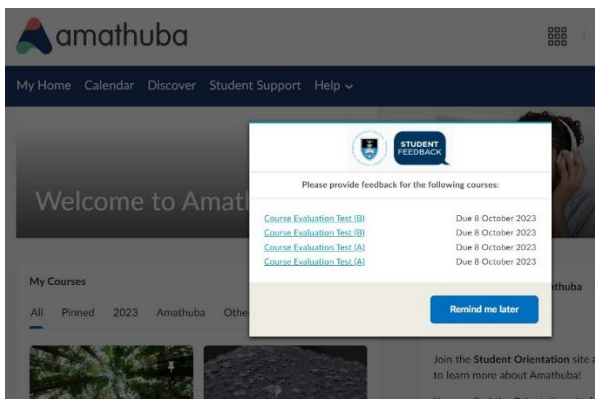


The screenshot displays the 'Question customisation for Course Title' interface. At the top left, there is a 'STUDENT FEEDBACK' logo. On the right, the user's name 'Alicia Ernstzen-Moolow' and initials 'AE' are shown. The main heading is 'Question customisation for Course Title', followed by a greeting: 'Hi Alicia Ernstzen-Moolow, please customise the following questions.' Below this, there is a control bar with a 'View all' dropdown menu, an 'Expand all' toggle set to 'Off', and buttons for 'Preview', 'Save', and 'Submit'. The main area contains two question cards. The first card asks 'What aspects of the course have you enjoyed?' and has an 'Included' button and a 'Show preview' link. The second card asks 'Please add comment type question here.' and has 'Excluded' and 'Include' buttons, a 'Customize' button, and a 'Show preview' link. At the bottom right of the main area is a 'Go to top' link. At the very bottom of the interface are 'Save' and 'Submit' buttons.

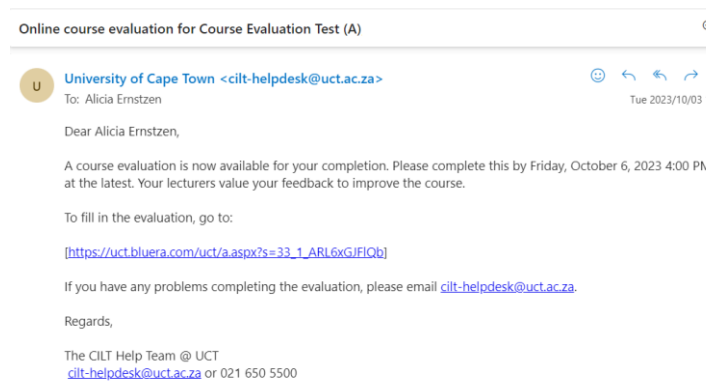
FAQs

- 1. Will I be informed when an evaluation becomes available for customising and publishing on my Amathuba site?**
For the 2023 semester 2 launch, you will be notified via email through an Amathuba announcement.
- 2. If the template options do not meet my needs or similar, what other options do I have?**
You are welcome to make use of the Vula Course Evaluations tool, Amathuba Surveys tool, Google Forms, or whichever tool you made use of prior to the launch of Blue on Amathuba. We do encourage you to contact the CILT Helpdesk (cilt-helpdesk@uct.ac.za) to establish how the system can be set up to meet your specific needs in future.
- 3. How will students be informed that a course evaluation is available for their response?**
Students will be notified via a popup when they login to Amathuba, via email, or they may simply navigate to the Course Evaluation tool on Amathuba.

Popup:



Email:



- 4. Are student email reminders sent as on Vula?**
Two reminders will be sent via email. The user who customises and publishes the evaluation will not be able to set or edit this.
- 5. How do I access my course evaluation report?**
Once the evaluation closes, administrative staff and lecturers will receive an email that the evaluation has closed and the report is available. The email will contain a link via which reports can be downloaded in both pdf and csv format. Course administrators (users in the Administrator and Support Staff roles on the course Amathuba site) will receive access to the full report with all course, lecturer and tutor feedback (where applicable). Each lecturer will receive the general course feedback and feedback specific to them.