ODU Student Course Feedback Survey

Instructor's Quick Reference Guide to Explorance Blue Platform

This guide provides an overview of Explorance Blue, including how to access course feedback surveys, monitor student participation, view survey reports, and understand the student survey experience.

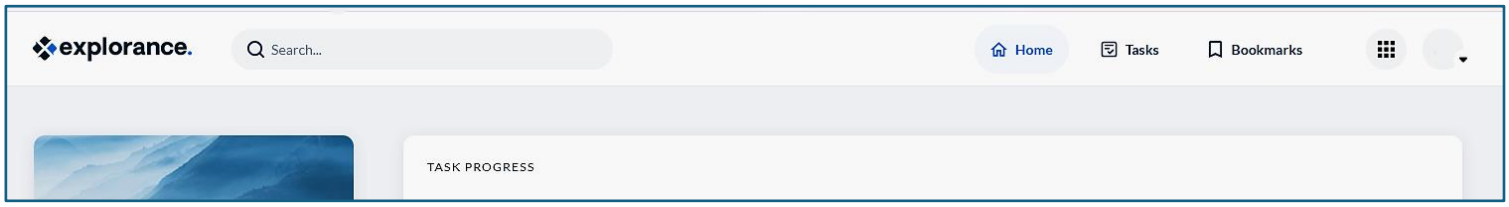
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1. Accessing Explorance Blue Platform

Blue Home: https://odu.bluera.com/ is the main landing page for instructors. From here, you can access assigned tasks, bookmark frequently used items, monitor survey participation, and view reports.

Key areas of Blue Home:

- **Tasks:** Displays active tasks assigned to you, including Subject View tasks associated with your courses.
- **Bookmarks:** Allows you to save frequently accessed items, such as reports, for quick access.
- **My Reports:** Provides access to your available course survey reports.
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- **Response Rate Monitor (RRM):** Allows you to monitor student survey participation.



Frequently Asked Questions

Why is nothing showing under Tasks?

Tasks appear when there is an active survey or another task assigned to you. If there are currently no active surveys, your task list may be empty. This is normal.

What should I bookmark?

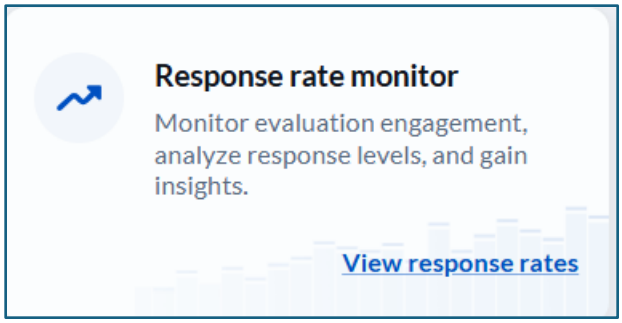
You can bookmark frequently accessed reports so they are easier to find later.

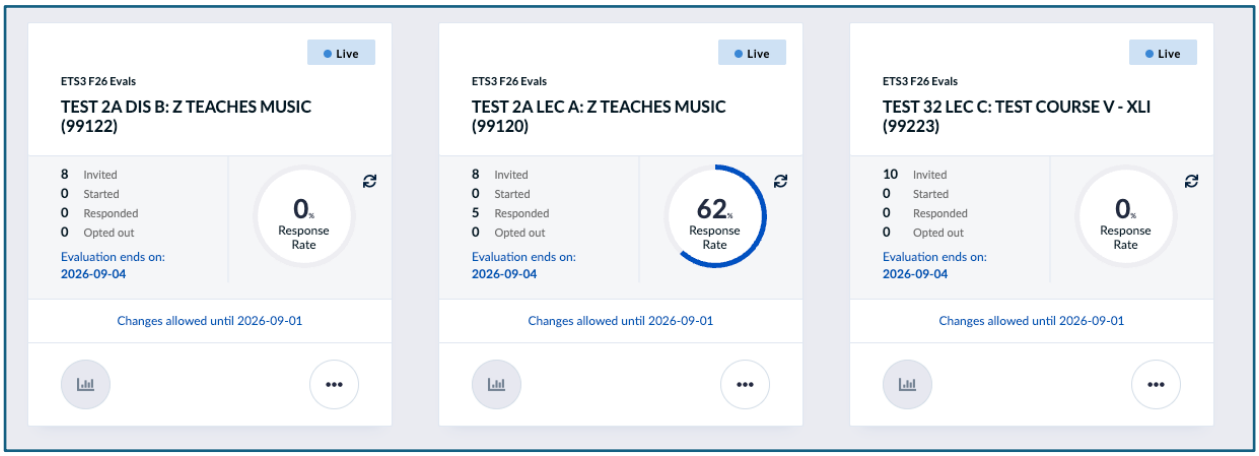
2. Monitoring Student Participation

Response Rate Monitor (RRM)

You can access the Response Rate Monitor from the left-side menu in Blue Home.

The RRM allows you to monitor student participation while surveys are open. You can view the response rate and number of submissions for your courses in real time.





Frequently Asked Questions

Can I see which students have completed their surveys?

No. Instructors can monitor overall participation but cannot identify individual students who have or have not completed a survey.

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3. Accessing Student Course Feedback Survey Reports

Where to find Survey Reports

1. Log in to Blue Home.
2. Navigate to **My Reports**.
3. Select the appropriate course or report to view the results.

When will Survey Reports become available?

Reports are compiled after the survey period closes and released after final student grades have been submitted.

Frequently Asked Questions

Why is a report not available for my course?

There are two common reasons:

- **Reports have not been released:** Reports become available after the survey period closes and final course grades have been submitted.
- **Minimum response requirement:** ODU requires at least *five* submitted responses for a course report to be generated. If fewer than five students submit a survey for a course, a report will not be generated.

How can I download the report as a PDF?

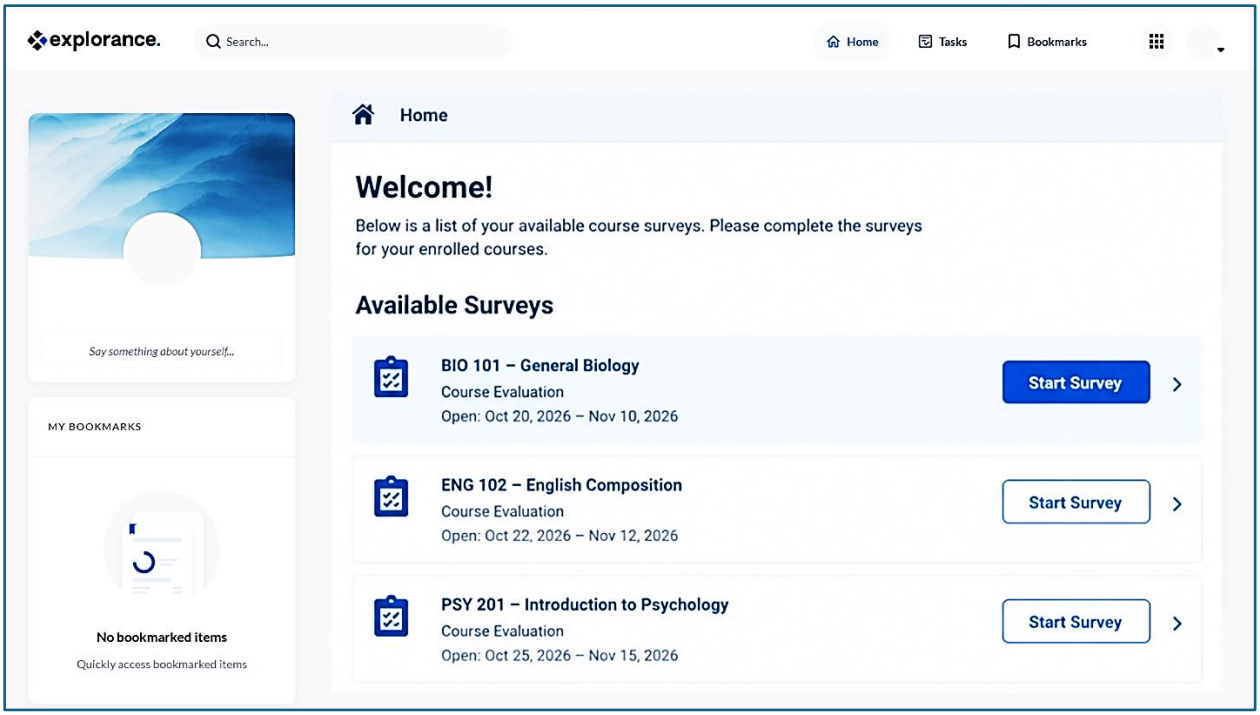
1. Log in to Explorance Blue at odu.bluera.com.
2. Navigate to **My Reports**.
3. Open the course feedback report you want to download.
4. Select the **Export** or **Download** option.
5. Choose **PDF** as the export format.
6. Save the PDF to your computer.

4. Understanding the Student Survey Experience

Students access their available course surveys through the link in the automatic survey invitation email **or Course Feedback** button in the Navigation menu in Canvas.

After logging in with their Midas account, students can view the available course surveys, select a course, answer the questions, and submit their feedback.

- Students may have surveys available for multiple courses.
- Each course survey is completed individually.
- Students will receive email reminders when surveys are open and before the completion deadline.
- Students must submit their feedback before the survey closing date.
- Instructors cannot identify individual student responses or individual survey completion status.



5. Important Reminders for Instructors

- Encourage students to participate in course surveys.
- Remind students of the survey closing date.
- Explain the importance of providing honest and constructive feedback.
- Use the Response Rate Monitor to track overall participation.
- Remind students that individual student participation and identities are not visible to instructors.
- Access your reports through My Reports after they have been released.

6. Verify Course Feedback Button is Enabled in Canvas

Instructors should verify that the **Course Feedback** button is available in the left-side Course Navigation menu of each Canvas course. This is particularly important when copying course content from a previous semester, as the Course Feedback navigation link may not carry over or may remain disabled in the new course.

If the Course Feedback button is missing, instructors must manually enable it by following these steps:

How to Enable the Course Feedback Button

1. Log in to **Canvas** and open the course.
2. From the course navigation menu, select **Settings**.
3. Select the **Navigation** tab at the top of the page.
4. Locate **Course Feedback** in the list of disabled navigation items (the lower section labeled *Drag items here to hide them from students*).
5. Click the three-dot Options menu next to Course Feedback and select **Enable**. Alternatively, drag Course Feedback into the enabled navigation section.
6. Click **Save** at the bottom of the page to apply the changes.

Verify the Changes

1. Return to the course homepage.
2. Confirm that **Course Feedback** now appears in the left-side Course Navigation menu.
3. If the button is still missing, contact the Canvas Academic Technologies team for assistance via ETTeLearning@odu.edu

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Need Assistance?

For assistance with accessing Student Course Feedback Survey Reports on Explorance Blue, locating tasks, monitoring response rates, or accessing reports, please contact the Academic Technologies team at ETTeLearning@odu.edu