



BLUE FAQ Sheet for Program Administrators

What is Blue?

Blue is the course evaluation system used by OHSU. It was implemented in 2013, and the first course evaluations were run through Blue in the Fall 2013 term. This system is intended to replace other departmental or school level systems for end of term course evaluations.

How does Blue work?

In a nutshell, Blue receives course and instructor information from Banner nightly. The information in Banner supplies Blue with the courses and instructors to be evaluated each term, as well as the end dates for courses. The course end dates coded in Banner are important as it triggers the opening and closing of the end of term course evaluation based on that information. If you want to send evaluations to students outside of the standard open/close window, contact courseeval@ohsu.edu to discuss rationale and review options.

What questions are in the standard OHSU End of Term Course Evaluations?¹

Course Effectiveness (CE)

1. The stated objectives were understandable.
2. The course as a whole was well organized.
3. The educational materials and resources enhanced my learning.
4. Evaluation of my performance was based on stated objectives.
5. Overall, I rate this course highly.
6. What are the strengths of the course?
7. What recommendations do you suggest for improving this course?

Teaching Effectiveness (TE)

1. The instructor was knowledgeable about the subject.
2. The instructor was well prepared
3. The instructor's strategies stimulated my thinking and inquiry.
4. I received meaningful and timely feedback on my performance.
5. Overall, I rate this instructor highly
6. What are the strengths of this instructor?
7. What recommendations do you suggest for this instructor?

Strongly Disagree	Disagree	Slightly Disagree	Slightly Agree	Agree	Strongly Agree	Not Applicable
1	2	3	4	5	6	N/A

¹ Some departments/schools have additional required items. Please contact courseeval@ohsu.edu if you have questions about adding or editing additional course evaluation or teaching effectiveness evaluation items.

What information is required for each instructor to be evaluated?

In order to create a faculty member record in BANNER (this only needs to be done once), the Office of the Registrar staff member that works on your departmental course schedule will need the individuals full name, school, primary department, email, SSN, and date of birth. (SSN and date of birth are needed to ensure duplicate records are not created.)

How do I get my schedule data entered into BANNER?

- Path 1: If you send schedule/course data to the Registrar’s Office and they enter it into BANNER, then create a table like the one below and send it to your Registrar’s Office contact. Note: this information is in addition to what you would normally send. (e.g., days, times, buildings, etc).

Subject	Course Number	Instructor(s) or Course Director	Percentage of Session (Note: Anyone with more than 0% will get	Course Excluded from Eval?	End Date	Faculty Preferred Email Address

- Path 2: If you enter your own schedule/course data into BANNER, you will need to ensure that faculty members are linked to courses and the percentage of session column is completed. Also, if the course is to be excluded, make sure that the code of XCLC is entered into the Degree Program Attribute section of SSADETL.
- Unless the Registrar’s office is told otherwise, or you program the system differently, course evaluations will go out for all courses/instructors listed in Banner for each course. Since this is the case, it is important to verify which courses in your program are to be evaluated, as well as which instructors in the course are to be evaluated.

Where do I get more detailed info about setting up courses in BANNER to be ready for BLUE?

- See Appendix A of this document.

How do I ensure my courses and faculty are properly coded in Banner prior to the launch of course evaluations?

1. Complete the [OHSU Student Information System Access Request Form](#) which is available on the [ISIS Academic Applications Users site](#) under “Access Form.” You will need to request both BANNER and Discover access.
2. Within ODS (Discoverer) there is a report named **Course Evaluation Data Validation**. This report has been created to help you validate the courses and faculty to be evaluated within your department. There are 5 tabs along the bottom that reflect the coding of all of your courses. All of your courses should be in one of the five tabs.
3. The *Course Evaluation Data Validation* report should be run within two weeks of the beginning of the term and then again within two weeks of the end of each course with all changes completed within 10 days of the end of the course. The **key fields to validate** include: Faculty

included/excluded for evaluation via percent of session, end date, faculty emails addresses present.

How are Course and Teaching Effectiveness results reports distributed?

Individuals with appropriate permissions, based on the Supervisor Table that is validated each term, receive an email with a link to their course evaluations within a few days of the closing of the system. Once they click on the link in the email, they will be prompted to log into Sakai. Once in Sakai, individuals should look for the Course Evaluation Report Icon and follow that to the reporting system.

What about faculty who thought they were evaluated and weren't?

Faculty will only see teaching effectiveness evaluations if the "percent of session" was at least 1%. Courses can be evaluated without a Teaching Effectiveness scale being launched. This is why it is critical to understand which faculty should or should not be evaluated.

What is the "Supervisor Table?"

BLUE automatically distributes aggregate results to individuals (e.g., program directors, program administrators, curriculum chairs) based on a "Supervisor Table" for each course. This table needs verified and kept up to date *each term* to ensure appropriate access to summary reports.

Who do you call for help?

Category	Contact	Email
General questions	OHSU Course Evaluation Team	courseeval@ohsu.edu
Creating faculty records in BANNER or linking individuals to courses	OHSU Office of the Registrar liaison	regohsu@ohsu.edu
Using Sakai to conduct guest lecturer assessments?	Sakai Help Desk	sakai@ohsu.edu
Accessing and understanding the "Course Evaluation Data Validation" report in ODS.	ISIS Team	Service ticket or isishelp@ohsu.edu

Appendix A: Course Set-Up for BLUE Evaluation Tool:

There are two areas in Banner that need to be reviewed in setting up courses for transmitting data in to the Blue evaluation tool. One is the course catalog database, SCACRSE and the other is the form where we set up the CRN (course reference number) in SSASECT.

- 1) **SCACRSE** is the basic course information form where the subject code, number, course description, level, grade mode and credits are defined in Banner. If a course is to always be excluded, i.e., dissertation, research, etc., then we set that up in SCADETL with an attribute code of XCLC. (SIDE NOTE: If the course has already been set up in SSASECT, then the XCLC has to also be added to SSADETL).

Oracle Fusion Middleware Forms Services: Open > SCACRSE

File Edit Options Block Item Record Query Tools Help

Basic Course Information SCACRSE 8.5.3.1 (SISPRD)

Subject: CELL Cell & Developmental Biology Course: 613A Term: 201500
 Course Title: Tissue Biology

Course Details

From Term: 201402 Copy To Term: 999999

Course Title: Tissue Biology
 College: 20 School of Medicine
 Division: BS Basic Science
 Department: CELL Cell & Developmental Biology
 Status: A Active
 Approval:
 CIP: 511399 Medical Basic Sciences, Other
 Prerequisite Waiver:
 Duration:
 Continuing Education
 Tuition Waiver
 Additional Fees
 Prerequisite Check Method: Basic or None CAPP DegreeWorks
 Syllabus Exists
 Long Title Exists

Hours	High
CEU or Credit: 4.000 <input checked="" type="radio"/> None <input type="radio"/> Or <input type="radio"/> To	
Billing: 4.000 <input checked="" type="radio"/> None <input type="radio"/> Or <input type="radio"/> To	
Lecture: <input type="radio"/> None <input type="radio"/> Or <input type="radio"/> To	
Lab: <input type="radio"/> None <input type="radio"/> Or <input type="radio"/> To	
Other: <input type="radio"/> None <input type="radio"/> Or <input type="radio"/> To	
Contact: <input type="radio"/> None <input type="radio"/> Or <input type="radio"/> To	

Repeat Details

Limit: Maximum Hours:
 Repeat Status:

From term not equal to key term, press DUP REC or COPY to update course data.
 Record: 1/1 <OSC>

Oracle Fusion Middleware Forms Services: Open > SCADETL

File Edit Options Block Item Record Query Tools Help

Course Detail Information SCADETL 8.5.8 (SISPRD)

Subject: NURS Nursing Course: 603 Term: 201500
 Course Title: Doctoral Dissertation

Corequisites and Equivalents Fee Codes Degree Attributes Transfer Institutions Supplemental Data Course Description Course Text Integration Partners

Degree Attributes

From Term: 201401 Maintenance To Term: 999999

Attribute	Description
XCLC	Exclude Course from Blue

- 2) **SSASECT** is where the schedule for each term is created. This is the form that creates the CRN and days, times, building/room assignment and faculty are entered. If a course was previously designated as a course that should not be evaluated then the XCLC code is already in SSASECT and does not need to be re-entered.

Oracle Fusion Middleware Forms Services: Open > SSASECT

File Edit Options Block Item Record Query Tools Help

Schedule SSASECT 8.5.3.1 (SISPRD)

Term: 201500 CRN: 1447 Create CRN: Copy CRN: Subject: NURS Course: 603 Title: Doctoral Dissertation

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

Subject: NURS Nursing CEU Indicator:

Course Number: 603 Title: Doctoral Dissertation Credit Hours: 1.000 None To Or 9.000

Section: 0 Billing Hours: 1.000 None To Or 9.000

Cross List:

Campus: 1 Portland Campus Contact Hours: None To Or

Status: A Active Lecture: None To Or

Schedule Type: TH Theory Lab: None To Or

Instructional Method:

Integration Partner:

Grade Mode:

Session:

Special Approval:

Other: None To Or

Duration:

Part of Term: 1 30-JUN-2014 19-SEP-2014 12

Link Identifier:

Attendance Method:

Registration Dates:

Start Dates:

Weekly Contact Hours:

Maximum Extensions: 0 Daily Contact Hours:

Prerequisite Check Method: Basic or None CAPP DegreeWorks

Print Voice Response and Self-Service Available

Gradable Tuition and Fee Waiver

Long Title Comments Syllabus

When you send the course schedule each term to the Administrative Coordinator in the Registrar's office, you will need to identify whether the instructor and/or course should be evaluated.

Meeting Time	Meeting Type	Start Date	End Date	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator
	CLAS	08-SEP-2014	12-SEP-2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0900	1600	01				
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							

Instructor Session Indicator	ID		Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01	U00044906	Hribar, Michelle	.000	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100
01	U00050811	Chiang, Michael	.000	100	<input type="checkbox"/>	<input type="checkbox"/>	100

If the intent is to have the instructor evaluated, then any percentage, higher than 0% will get a teaching evaluation. If an instructor is to not be evaluated then the 'Percent Session' column will be at 0%.

The schedule from Academic Year 13-14 was rolled to AY 14-15. Therefore, if a course was excluded or included 13-14 then it will be excluded or included in 14-15.

The Blue course audit report should be reviewed at the start of each term to verify that the course and instructor/s are correctly listed.

Reminders:

- All courses must have at least one individual faculty member linked to the course even if you have a serial lecturer course and are not planning to have teaching evaluations launch for faculty.
- Individual teaching effectiveness (TE) evaluations will be included in the evaluation instrument whenever a faculty member is linked to a course within the BANNER *Schedule* table (BANNER Screen name is SSASECT) with greater than 0% "Percent of Session field on SSASECT, Times and Instructor Tab, Instructor section."
- If a faculty member should be linked to a course for other purposes such as posting grades, Sakai access, course directorship, etc., but should *not* get a TE, then link the individual to course but indicate Percent of Session to be 0%. NOTE: This field is only being used to trigger BLUE to launch out an evaluation or not. The amount of effort recorded in this field does not reflect actual workload in that course unless your department already uses that field as such.

- Departments should keep schedule/faculty assignment changes up to date throughout the term and complete an audit and correct any identified issues in their schedule at least 14 days prior to the launching of the evaluations. This is to address any faculty assignment changes that may have occurred throughout the term and will impact the course evaluation process. There is a canned report in Discoverer called “Course Evaluation Data Validation”.