

Blue Central Home Page Features – Guide for Administrators

- a. **Language** - Allows you to select a different language.
- b. **Sign Out** - Ends your session.
- c. **Home** - Directs you to your Blue central home page.
- d. **Subject Management button** – Opens page of tiles for open evaluations with real-time response rates.
- e. **Response rate monitor** - Not enabled at this time.
- f. **Task search bar** - Allows you to perform a keyword search to locate a specific task.
- g. **Tasks** - Displays the task name and link.
- h. **End date** - Displays the deadline to complete the task.
- i. **Status** - Indicates the task status. Can be Open (not yet started), In Progress (started but incomplete), or Completed (submitted and nothing left to do).
- j. **Task type** - Currently only **subject management task** enabled - Allows course directors to monitor real-time response rates for each section.
- k. **Report search bar** - Searches for reports with filtering and sort options.
- l. **Filter** - Filter your reports list by category (term) and subcategory (SOP).
- m. **Show child reports** - Shows individual reports. Default is to list report sets.
- n. **Current** - Displays current reports. Selecting **Archived** tab displays archived reports.
- o. **Report** - Lists reports assigned to you. Click on the link to open or click on the icon(s) to download.
- p. **Associated files** - Currently only **PDF** enabled - Download the report to your computer as a PDF file.

<https://blueeval.unc.edu/blue/>

The screenshot shows the Blue Central Home Page interface. At the top right, there is a language dropdown (a) and a sign out button (b). The main navigation bar includes a home icon (c) and a response rate monitor icon (e). The 'My Home' section features a subject management button (d) and a task search bar (f). Below this, a list of tasks is displayed, each with a title, end date (h), and status (i). The status options are 'In Progress', 'Completed', and 'Open'. A task type filter (j) is also present. The 'Reports' section includes a search bar (k), a filter for category and subcategory (l), and a 'Show child reports' toggle (m). The 'Current' and 'Archived' tabs (n) are visible. A list of reports is shown, each with a title, date, and associated files (p). The 'blue' logo is in the bottom left corner.