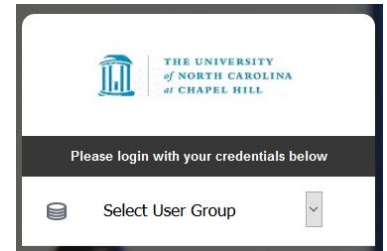


## Division Chair DRV Instructions and Tips – Guide for Administrators

### (1) Access reports in Division Chair “administrator” role

- Log into Blue at <https://blueeval.unc.edu/blue/>
  - Only those with multiple roles in the Blue system will be asked to select a user group (i.e., you are an instructor and a division chair)
  - Select the user group applicable to the work you wish to accomplish
    - To view educator evaluation reports as a Division Chair “administrator” for your respective division, select “SOP\_DRV\_Users”
    - To view your own instructor/facilitator reports as an educator evaluated in a course or an overall course report for which you were a course director, select “Instructor”
- From the “Home” page, scroll down to the lower half to “Report” section
  - The default view will list current sets of reports
  - Report sets are organized by term and educator role
    - Instructor evaluation reports
    - Facilitator evaluation reports



**Reports**

Search  **3** All

**4** Sort by Date Published ▾

3 of 3 (filtered from 3 tasks) **1** Show child reports  **Current** Archived **5**

**2a** Example name of a report set of *instructors*: **5**

View the 2022 Spring **Instructor** Course Evaluation Report UNC Eshelman School of Pharmacy report

2022 Spring SOP Date Published: 2022-04-26

Example name of a report set of *facilitators*: **2b**

View the 2022 Spring **Facilitator** Course Evaluation Report UNC Eshelman School of Pharmacy report

2022 Spring SOP Date Published: 2022-04-26

### **2c** Report List - 2022 Spring Instructor Course Evaluation Report UNC Eshelman School of Pharmacy

This table provides a list of links to reports in both PDF and HTML format. The PDF versions of the reports listed here are not WCAG 2.0 compliant. Please use the HTML vers

Search report title  Clear search

Results: 1 - 30 of 282 item(s)

PDF	Report Title ▲
<input type="checkbox"/>	redacted 2022 Spring DPMP 738-001 Instructor Course Evaluation Report UNC ESOP
<input type="checkbox"/>	redacted 2022 Spring PHCY 514-001 Instructor Course Evaluation Report UNC ESOP
<input type="checkbox"/>	redacted 2022 Spring PHCY 516-001 Instructor Course Evaluation Report UNC ESOP
<input type="checkbox"/>	redacted 2022 Spring PHCY 516-002 Instructor Course Evaluation Report UNC ESOP

### (2) Tips for finding reports in Division Chair “administrator” role

1. “Show child reports” toggle:
  - a. “Off” is default and lists report sets by term and report type (overall course or educator role)
  - b. “On” shows titles of individual reports nested within the report set
2. Clicking on (a) name or (b) open folder icon will open (c) the individual report or the “Report List” of individual reports nested in the set, listed by educator name and section number. Note educators have distinct reports if they taught in multiple campuses and/or blocks.
3. Search by course or educator – Easily search **individual** reports by instructor/facilitator name or course/section number **with “Show child reports” turned “on”**
4. Filter by name, category (term), subcategory (SOP), or date published
5. Reports are stored as “Current” or “Archived” – Past reports are archived to clean up what is listed on the “Home” page. Switch between Current and Archived lists when searching.
6. Download the report to your computer as a PDF file