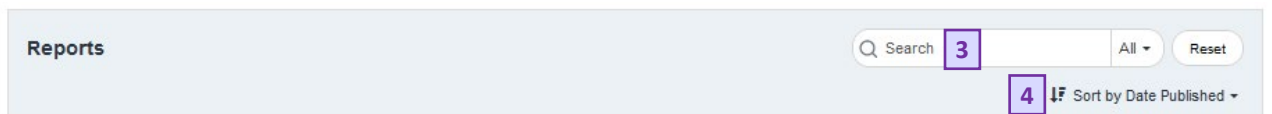
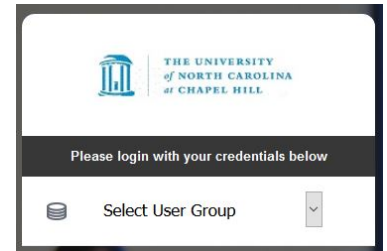


Program Dean DRV Instructions and Tips – Guide for Administrators

(1) Access reports in Program Dean “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 program dean)
 - Select the user group applicable to the work you wish to accomplish
 - To view overall course evaluation reports as a Program Dean “administrator” for your respective degree program, 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 whether sections can or cannot be merged
 - Sections are MERGED for most courses as they have sections with standardized learning experiences
 - Sections are NOT MERGED when individual sections function as distinct experiences. These sections must be kept separate, as in residential versus online MS sections or division PhD seminar sections.



6 of 6 (filtered from 6 tasks)

2a Example name of a **report set** with *merged sections*: 1 Show child reports 0 **Current** Archived 5

View the 2022 Spring Overall Course Evaluation Report UNC Eshelman School of Pharmacy (merge, no PHRS 899, PHRS 994, PACE 820, PACE 825, PACE 832) report

2022 Spring SOP Date Published: 2022-04-27

Example name of a **report set** with *NOT merged sections*:

View the 2022 Spring Overall Course Evaluation Report UNC Eshelman School of Pharmacy (PACE 820, PACE 825, PACE 832, PHRS 899) report 2b

2022 Spring SOP Date Published: 2022-04-27

2c **Report List** - 2022 Spring Overall Course Evaluation Report UNC Eshelman School of Pharmacy (merge, no PHRS 899, PHRS 994, PACE 820, PACE 825, PACE 832)

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 version by opening the link located in the Report Title column of the table as an accessible alternative.

| PDF | Report Title | Threshold Status |
|--------------------------|---|------------------|
| <input type="checkbox"/> | 2022 Spring CBMC 804A Overall Course Evaluation Report UNC ESOP | Met |
| <input type="checkbox"/> | 2022 Spring CBMC 804B Overall Course Evaluation Report UNC ESOP | Met |
| <input type="checkbox"/> | 2022 Spring DPET 822 Overall Course Evaluation Report UNC ESOP | Not Met |
| <input type="checkbox"/> | 2022 Spring DPET 831 Overall Course Evaluation Report UNC ESOP | Met |
| <input type="checkbox"/> | 2022 Spring DPET 857 Overall Course Evaluation Report UNC ESOP | Met |
| <input type="checkbox"/> | 2022 Spring DPET 858 Overall Course Evaluation Report UNC ESOP | Met |

(2) Tips for finding reports in Program Dean “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 term and **course** number. Note overall course reports contain aggregated response data from all sections (e.g., blocks, campus) and all educators (e.g., all instructors, all facilitators).
3. Search by term or course – Easily search **individual** reports 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