



Summary of Project

Vaal University of Technology

AUTHOR:
Kimberlee Jensen Stedl

DATE PUBLISHED:
Date 1/22/2018

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1 Introduction

The purpose of this document is to provide an overview of the project requirements: what were accomplished, future plans for the organization, and recommendations made.

2 Blue Administrators and Stakeholders

Institution:

First Name	Last Name	Email	Phone	Role
Lesogo	Matee	bmatee@vut.ac.za		Project Administrator
Monale	Tabane	monalet@vut.ac.za		Data Administrator
Anton	Pillay	antonp@vut.ac.za		Professor

eXplorance:

First Name	Last Name	Email	Phone	Role
Kimberlee	Stedl	kstedl@explorance.com	+1.514.938.2111 x 313	Consultant
Rola	Omar Al-Ghoul	ralghoul@explorance.com		Project Manager

3 Review of Project

3.1 Short-Term Objectives and Initial Results

	Initial Goals /Requirements and Expectations	Implementation Results
1	Launch of the fall course evaluations with the goal of achieving 2,000 responses	We implemented the evaluations for the spring 2017 and then re-launched for the fall 2017 term. For the fall term, we achieved 1,316 responses.
2	Creation of instructor, dean/division, and institutional reports	We created sample reports for lecturers, departments, and for the entire university.

3.2 Issues Encountered

Issues		Resolutions
1	Creation of the module-lecturer relationship file and module-student relationship file	The main issue that came up for Vaal University of Technology was the data source issues and the ability to have the match between modules and lecturers. After much work on their end, Vaal was able to generate the relationship files in the correct way and launch a successful implementation.

3.3 Additional Services

Initial Goals / Expectations		Implementation Results
1	Creation of project using concatenations and secondary subject selection	To assist Vaal University with their data issues we created sample projects using different configurations that would use the university as a primary subject and would allow the students to select the module, and also using the module as the primary subject and allowing students to select their lecturer using secondary subject selection. In the end, Vaal University was able to generate the data in the format necessary for Blue, however this exercise of doing sample projects and alternatives demonstrated that Blue has the flexibility and possibilities to work with data constraints.
2	Creation of a Heads of Department to Module relationship	Vaal University was able to provide a list of Heads of Department. eXplorance was able to create a Heads of Department to Module relationship data source by doing some database queries outside of Blue. In the future, this relationship data source will be useful for running further reports.

3.4 Long-term Objectives and Recommendations

Long Term Goals		Recommendations
1	Increase response rates	One of the biggest challenges with implementing evaluations of teaching is the culture and helping students understand the value of providing this feedback. One of the best ways to increase response rates is to demonstrate to the students how the

	<p>university, or the individual lecturers, have taken steps to improve based upon the recommendations of the students. Once the students see their suggestions are being implemented, they more readily accept the cultural change of providing feedback after completing their modules.</p>
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4 Next Steps

Recommendations for a successful launch of your next course evaluation:

To launch your Term 1 2018 evaluations, here are the recommended steps:

1. Go to Blue -> Projects, and make a copy of Blue Students Evaluation of Teaching 2017 and rename it to Blue Students Evaluation of Teaching 2018 or Blue Students Evaluation of Teaching Term 1 2018. The Modules and Lecturers definition is the definition we used in this project.
2. Go to Tasks -> Form Fill Out -> Task Options and select "Do not send any emails for this type of task". You will enable this later but it's important to disable when testing. Also, on Tasks -> Form Fill Out you can set the Start Date to be a date in the future when testing, and then once you are done with your testing set it to be your preferred number days from Course End Date, or alternatively you can set a fixed start and end date in the project.
3. Create the data source files that you generated for the Fall 2017 term. We used the following data sources in this project. When you import the data for the next term, you can overwrite the existing data sources, or create new ones and use a new definition for the 2018 Term 1. The following Data Sources are found in the Definition called "Modules and Lecturers":
 - VUT Modules—object data source
 - VUT Lecturers—user data source
 - VUT Students—user data source
 - VUT Heads of Department
 - VUT Module Student—relationship data source
 - VUT Module Lecturer—relationship data source
 - VUT Heads of Department Module—relationship data source
4. To track the response rates by module and lecturer, you can make a copy of the Response Rate Report for Students Evaluation of Teaching 2017. When you copy, Step 1 will ask if you want to use the current project or select a new one, here you can select your new term project. Then once you save the report, it has the content for export set up for you. You can add some additional columns for ratios if you would like to evaluate responses and activities using ratio instead of count.
5. For the reports, you can create a copy of each report, and on Step 1: Select Project, you will choose "Select different project" and then select the new evaluation project for the next term. It will ask you how you want to map, and unless you have changed the questionnaire ordering, you can keep mapping by question number. Note that in the reports you often have to re-create the Comments "Break down by rater group" element, but it is a simple enough element to recreate. You will see right away in the blocks if any is marked "Invalid" and if so, you may need to check the group element applied or the question being used if you changed the questionnaire.

6. You will need to populate each group in the reports. For the Department reports you will need to populate the Heads of Department group and for the Individual Instructor reports you will need to populate both the Lecturer group and the Heads of Department group. These are simple enough to do from the Viewers tab in the reports and you can Populate All Groups at once as well.
7. To add the provost and other members who will have universal access you can edit the definition or even edit the project directly and add a global group. A global group is not license controlled and it gives you full viewing access of reports. It's a view access only, not edit, which is strictly the role of the project administrator.

5 Other Recommendations

We recommend staying current on the new features and enhancements coming out in Blue by visiting our Webinars. You can view the webinars through the Blue Notes Group web site:

<http://www.bluenotesgroup.com/webinars/> and also through our support center:

<https://support.explorance.com/hc/en-us/articles/360000144783-Learning-Webinars-2018>.

6 Items to Track

6.1 Resolution of Issues:

- The main issue that came up for Vaal University of Technology was the data source issues and the ability to have the match between modules and lecturers. After much work on their end, Vaal was able to generate the relationship files in the correct way and launch a successful implementation.

6.2 Other open items to resolve:

- There are no known technical issues to resolve with the Blue implementation.