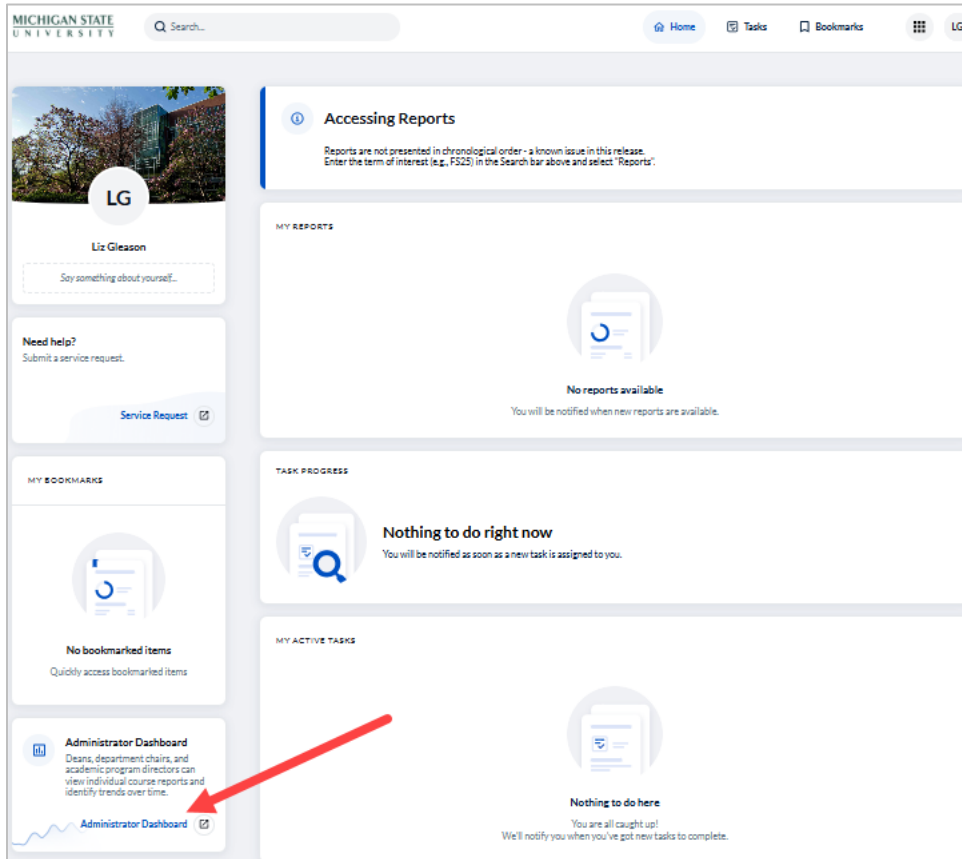
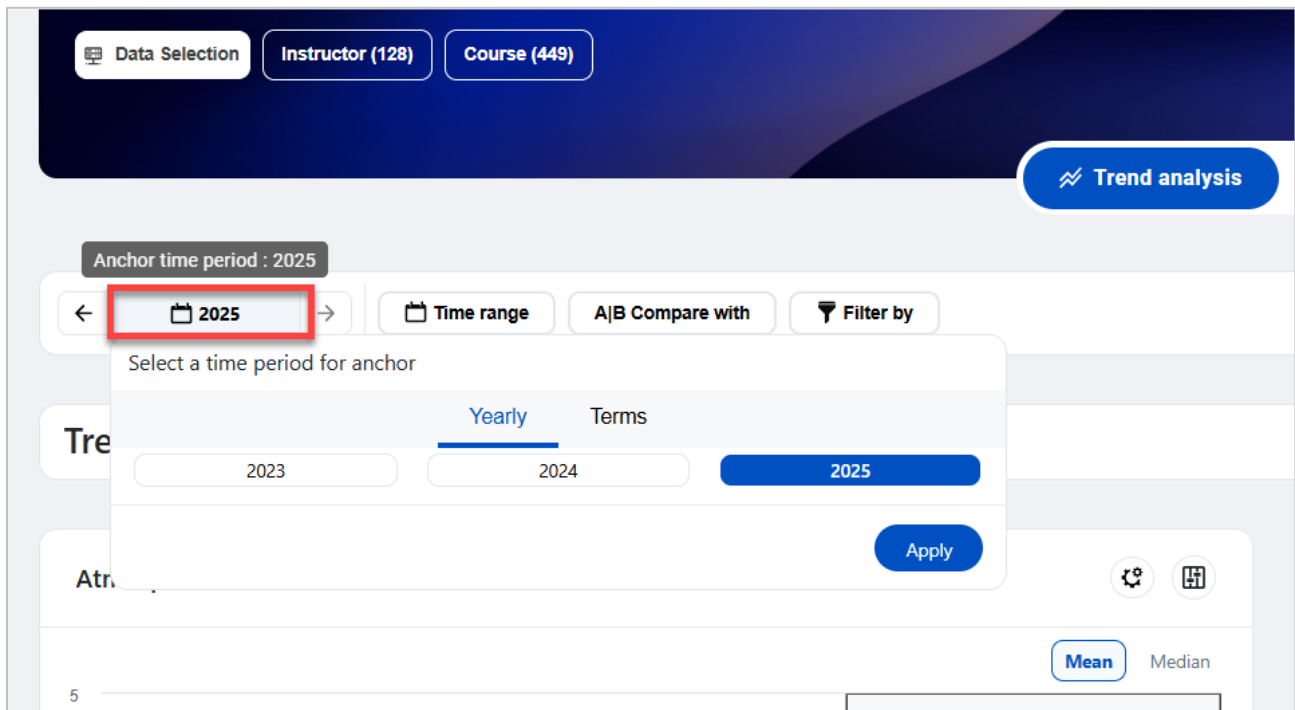


SPLS Administrator Dashboard User Guide

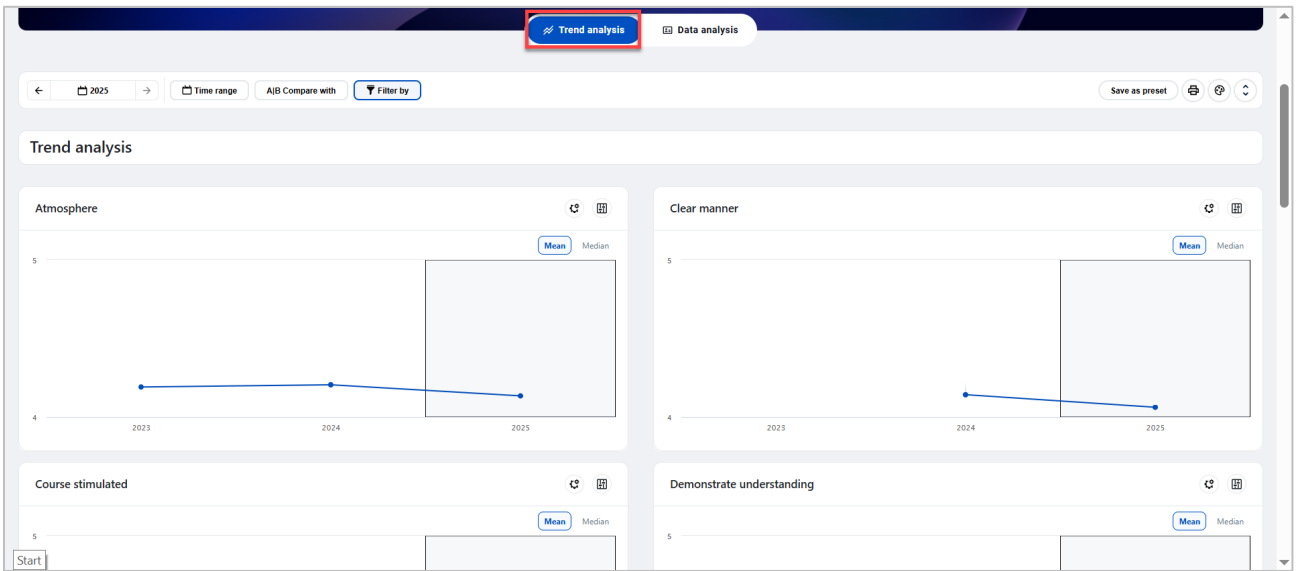
Login to <https://my-msu.bluera.com/> and select **Administrator Dashboard**.



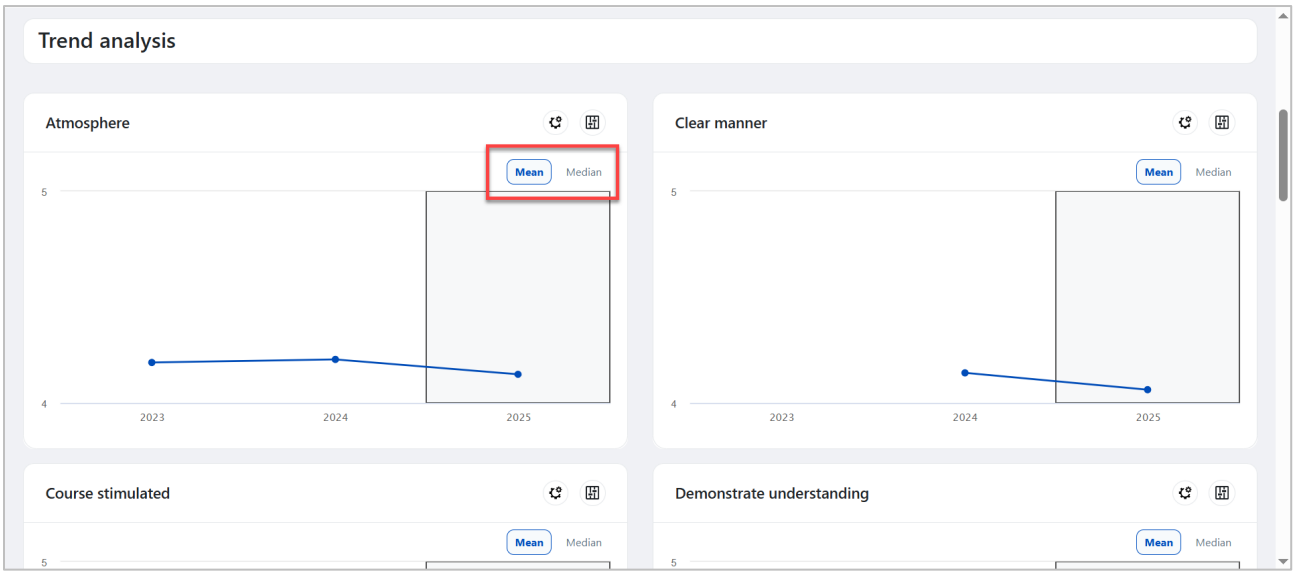
By default, data is organized by year. Click on the **year** to view a different period or to sort by term.



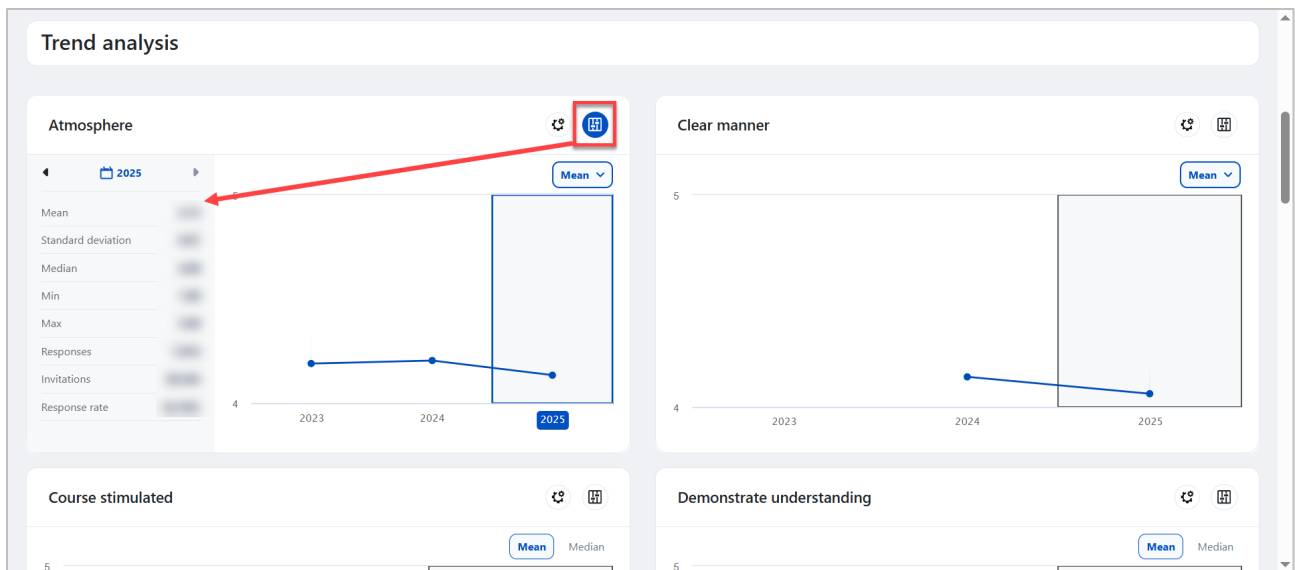
From the **Trend analysis** tab, you can view data for MSU-level questions, as well as the questions specific to your college and/or department.



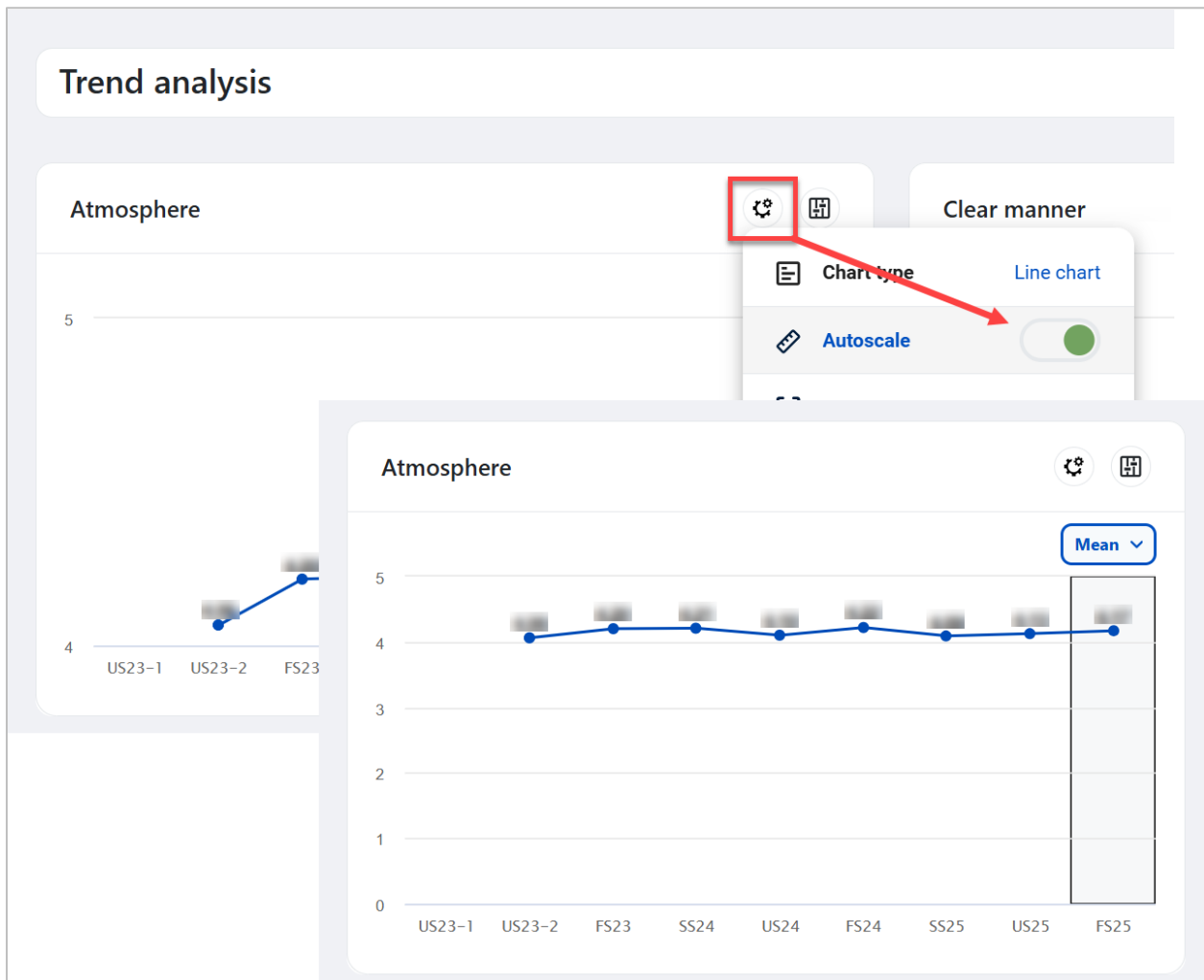
You can choose to view either the **Mean** or **Median** within each chart.



The **Open Sidebar** icon opens a panel showing additional data, including standard deviation and response rates.



Click the **Settings** icon and disable “Autoscale” to view the full 5-point scale.



To view data by Department (Deans) or Subject (Department Chairs), select the **Data analysis** tab.

The top screenshot shows the 'Data analysis' interface for Deans. The 'Data analysis' tab is highlighted with a red box. A red arrow points from this tab to the 'Department of English' row in the table below. The table has columns for 'Atmosphere', 'Demonstrate understanding', 'Expanded Understanding', 'Expectations', 'Interest increased', and 'Organization'. Each column has a 'Mean' and a '1F' value.

	Atmosphere	Demonstrate understanding	Expanded Understanding	Expectations	Interest increased	Organization
	Mean	1F	Mean	1F	Mean	1F
Items (6) 1F						
Department of English 19 submissions						
Department of Science 37 submissions						
Department of History 160 submissions						
Department of Mathematics 25 submissions						

The bottom screenshot shows the 'Data analysis' interface for Department Chairs. The 'Data analysis' tab is highlighted with a red box. A red arrow points from this tab to the 'General Education Studies' row in the table below. The table has columns for 'Atmosphere', 'Clear manner (TQ501)', 'Course stimulated (TQ55C)', 'Demonstrate understanding', 'Different perspectives (TQ521)', 'Expanded Understanding', and 'Expectations'. Each column has a 'Mean' and a '1F' value.

	Atmosphere	Clear manner (TQ501)	Course stimulated (TQ55C)	Demonstrate understanding	Different perspectives (TQ521)	Expanded Understanding	Expectations
	Mean	1F	Mean	1F	Mean	1F	Mean
Items (2) 1F							
General Education Studies 5662 submissions							
General Education Studies II 43 submissions							

For Deans, click on a department to view data by subject, then select a subject to view data by course/section.

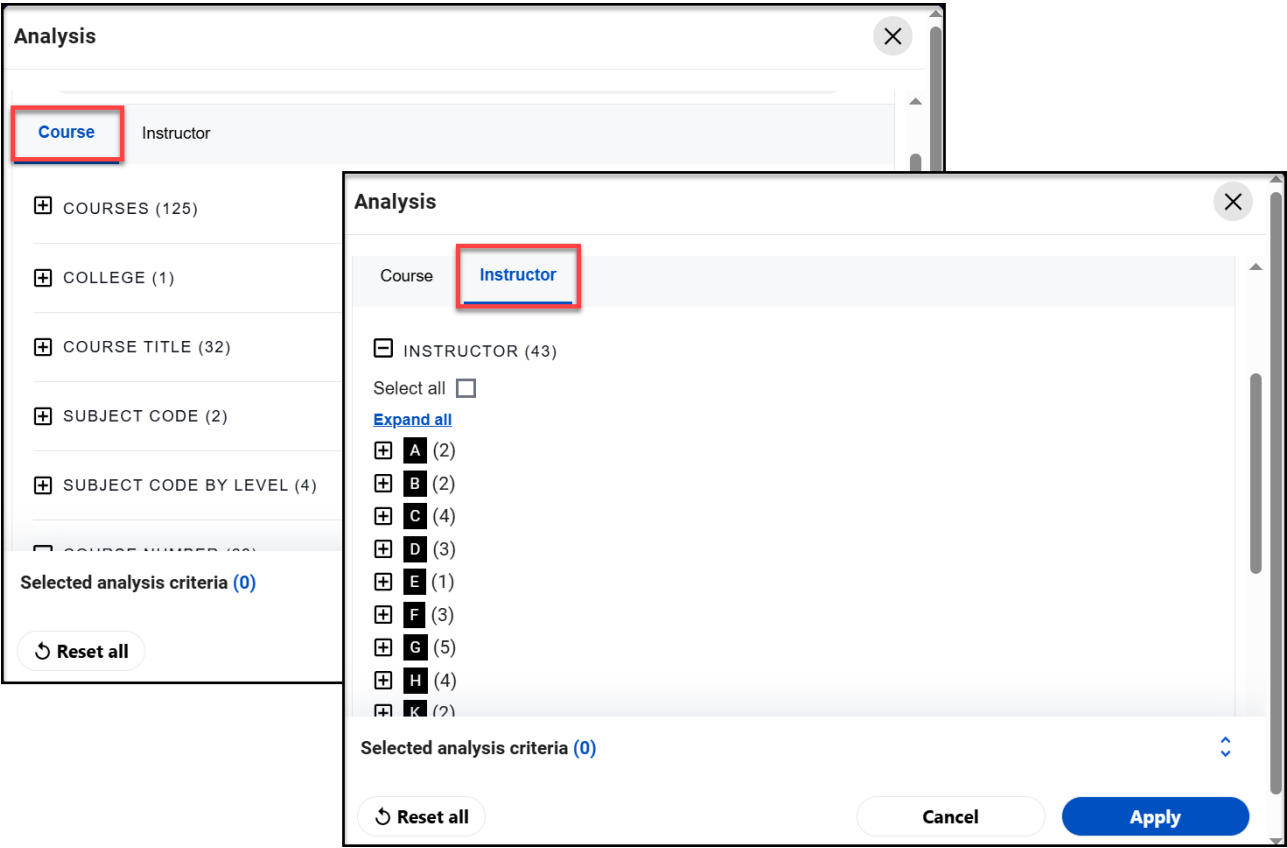
For Department Chairs, click on a subject to view data by course/section.

The screenshot shows the 'Data analysis' interface for Department Chairs. The 'Data analysis' tab is highlighted. The table has columns for 'Atmosphere', 'Clear manner (TQ501)', 'Course stimulated (TQ55C)', 'Demonstrate understanding', 'Different perspectives (TQ521)', 'Expanded Understanding', and 'Expectations'. Each column has a 'Mean' and a '1F' value.

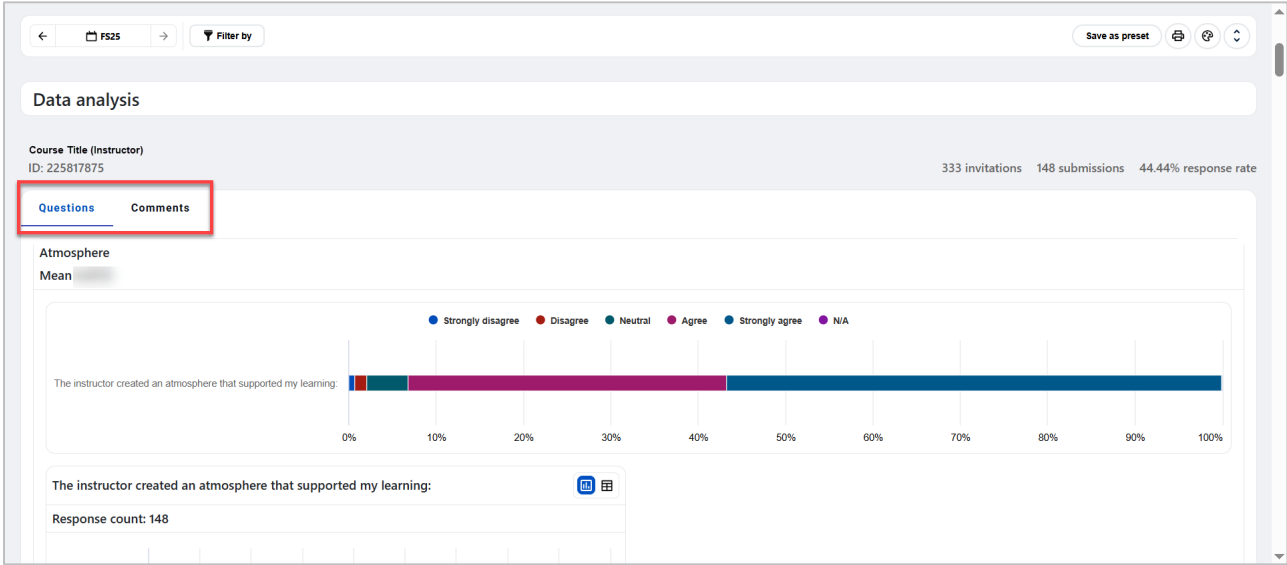
	Atmosphere	Clear manner (TQ501)	Course stimulated (TQ55C)	Demonstrate understanding	Different perspectives (TQ521)	Expanded Understanding	Expectations
	Mean	1F	Mean	1F	Mean	1F	Mean
Course (67) 1F							
Course Title (Instructor) 333 invitations 148 submissions 44.44% response rate							
Course Title (Instructor) 198 invitations 84 submissions 42.42% response rate							

Use the **Filter by** button to filter results by:

- Course – filter by course title, subject code, section and more
- Instructor – filter by instructor name

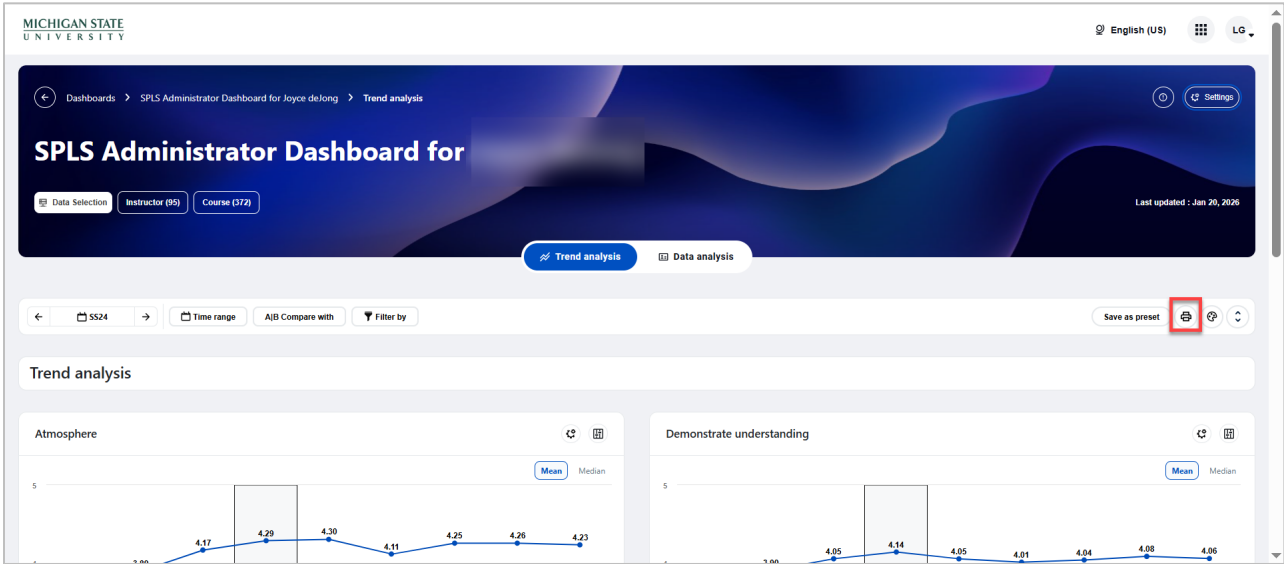


Click on a course/section to view a breakdown of data by question, as well as comments.

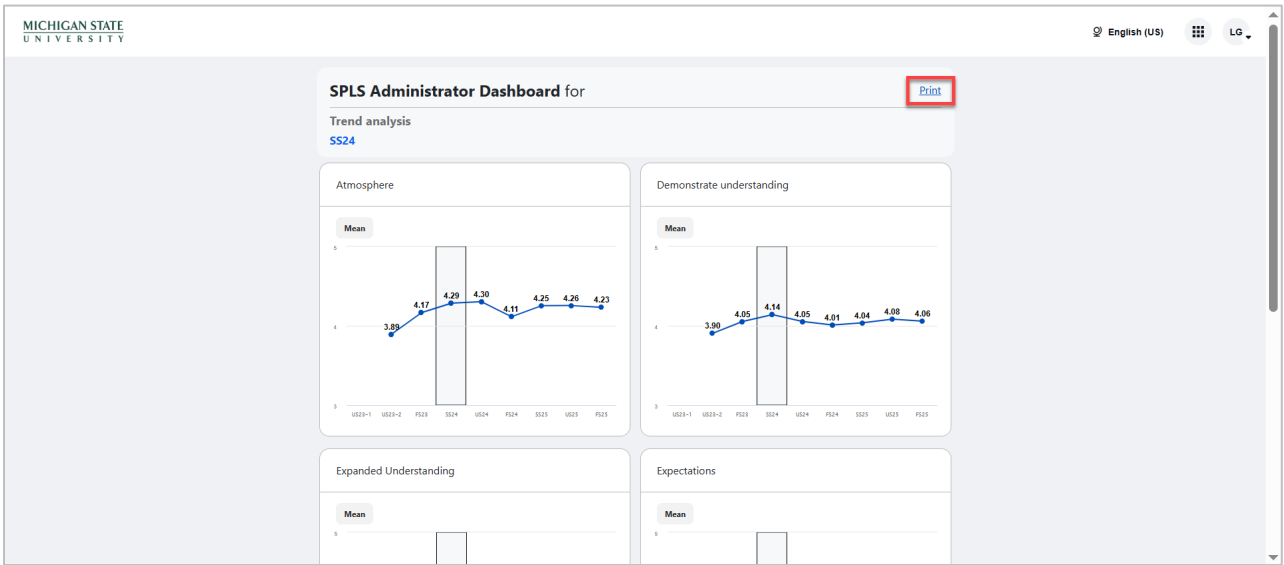


Saving Reports

Click the **print** icon.



Click **Print** in the upper right corner.



From the “Destination” drop-down, select **Save as PDF** and click **Save**.

SPLS Administrator Dashboard

for

Trend analysis
SS24

Print

2 pages

Destination

Save as PDF

Pages

All

Layout

Portrait

More settings

Save

Cancel