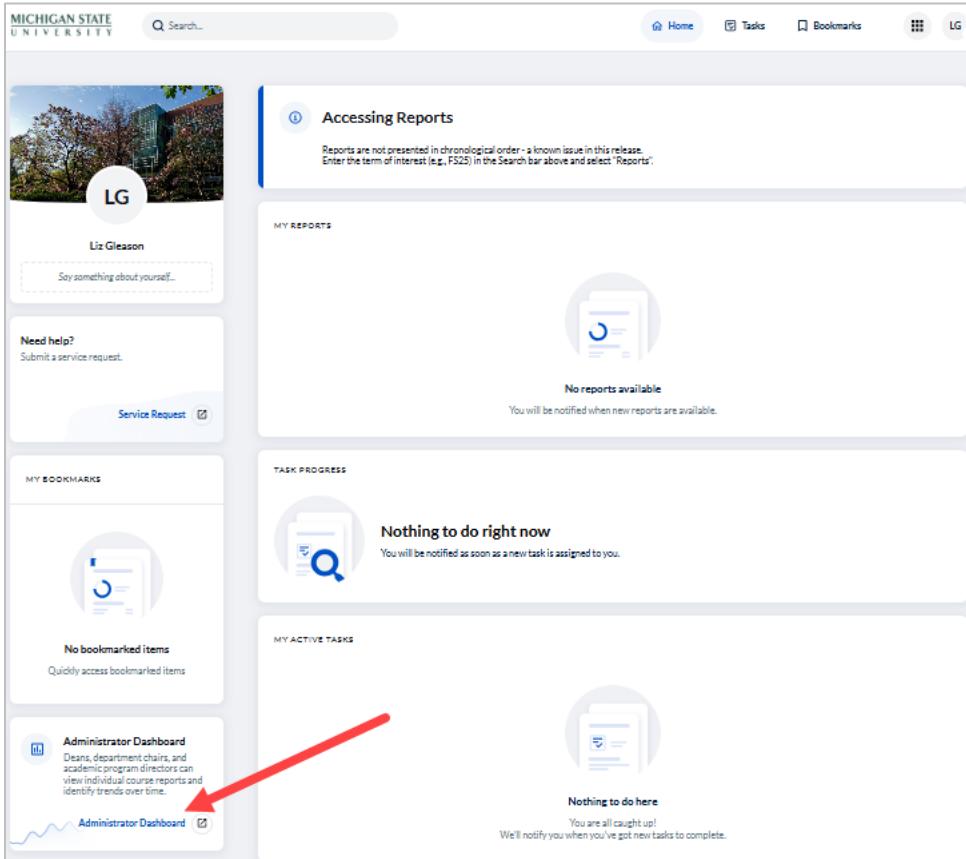


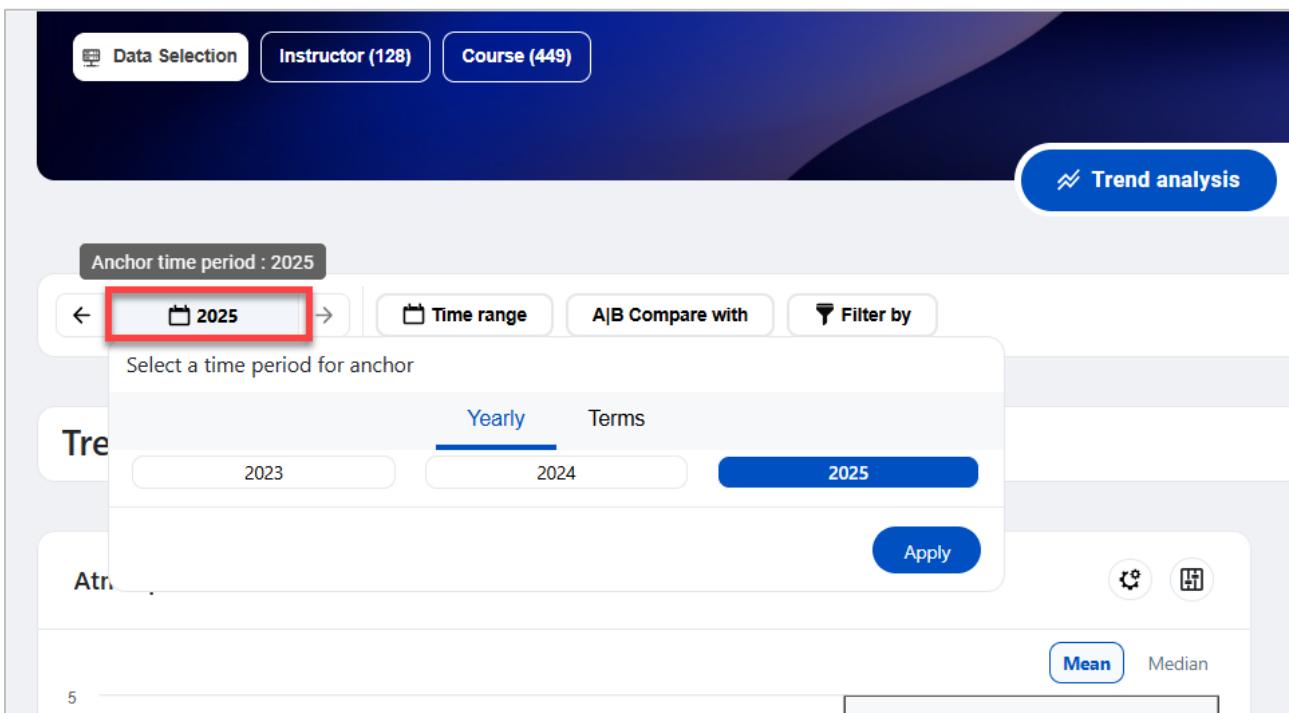
SPLS Administrator Dashboard User Guide

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



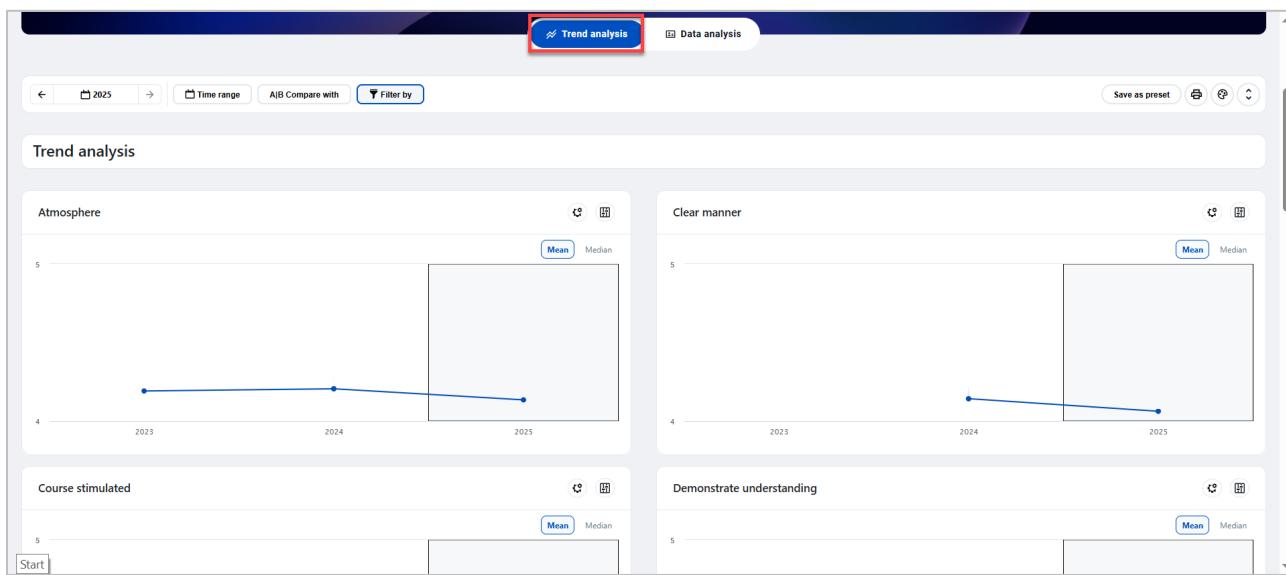
The screenshot shows the Michigan State University Administrator Dashboard. The top navigation bar includes links for Home, Tasks, Bookmarks, and a user profile (LG). The main content area is divided into several sections: 'Accessing Reports' (with a note about report ordering), 'MY REPORTS' (showing a placeholder icon and the message 'No reports available'), 'MY BOOKMARKS' (showing a placeholder icon and the message 'No bookmarked items'), 'TASK PROGRESS' (showing a placeholder icon and the message 'Nothing to do right now'), 'MY ACTIVE TASKS' (showing a placeholder icon and the message 'Nothing to do here'), and a sidebar for 'Administrator Dashboard' which includes a description and a 'View' button. A red arrow points to the 'View' button in the sidebar.

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

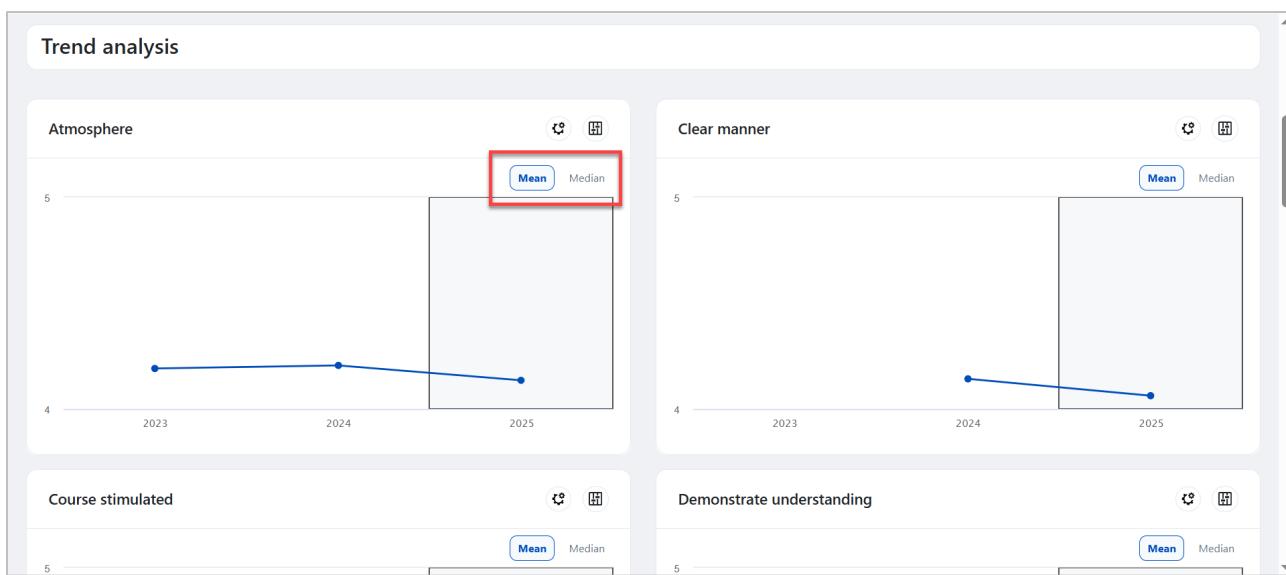


The screenshot shows the 'Trend analysis' section of the Administrator Dashboard. At the top, there are buttons for 'Data Selection', 'Instructor (128)', and 'Course (449)'. On the right, there is a 'Trend analysis' button. Below these, a 'Anchor time period : 2025' section has a dropdown menu with '2025' highlighted by a red box. The menu also includes 'Time range', 'A/B Compare with', and 'Filter by' buttons. A sub-menu for 'Select a time period for anchor' shows 'Yearly' and 'Terms' options, with '2025' selected. At the bottom, there are buttons for 'Apply', 'Mean', and 'Median'.

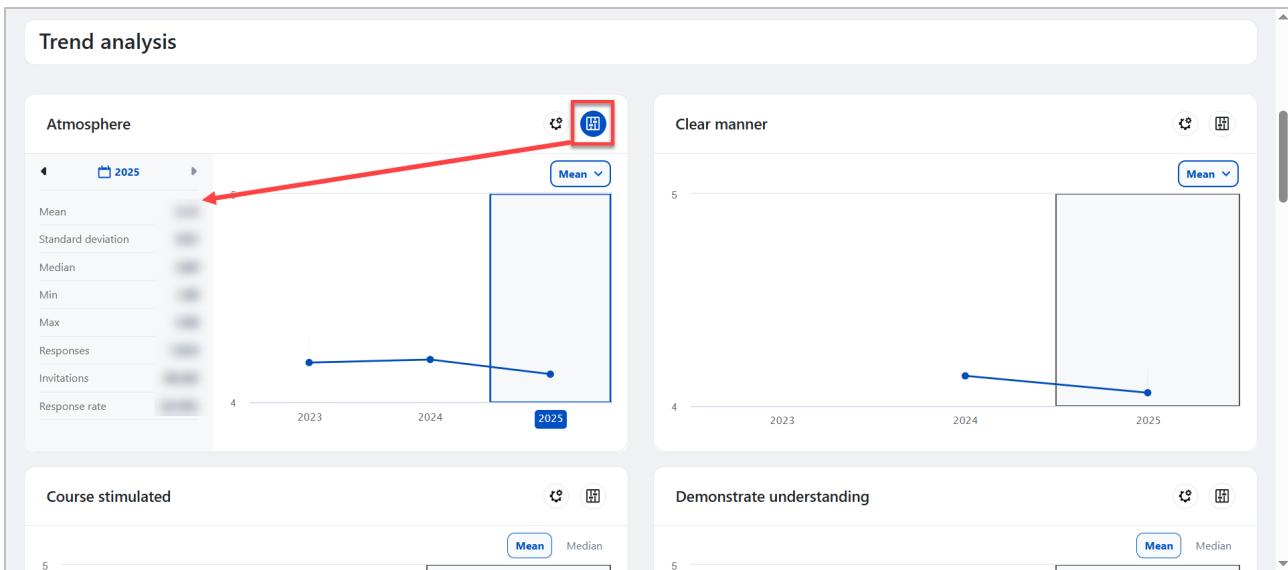
From the **Trend analysis** tab, you can view data for MSU-level questions, as well as the questions specific to your college and/or department.



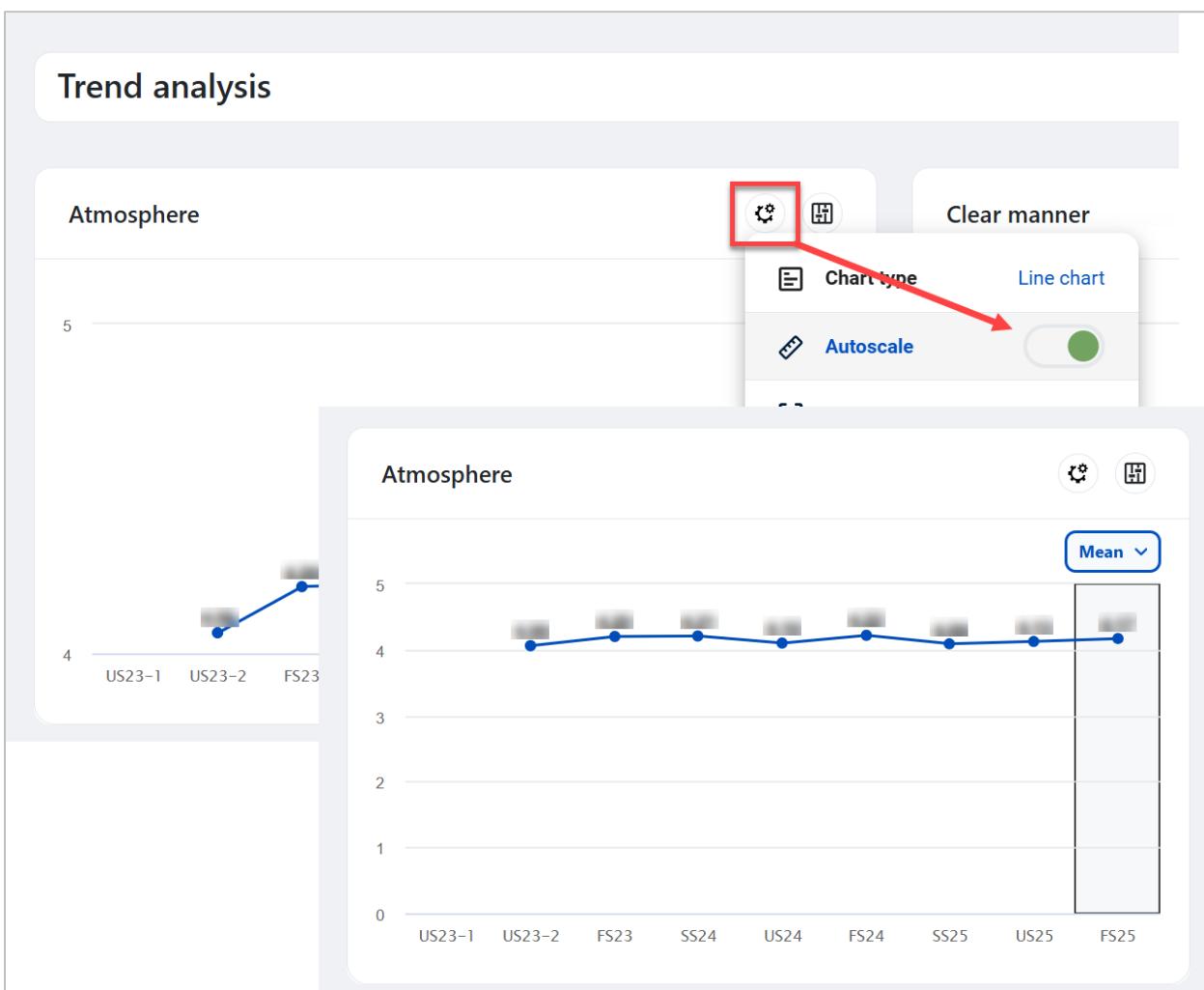
You can choose to view either the **Mean** or **Median** within each chart.



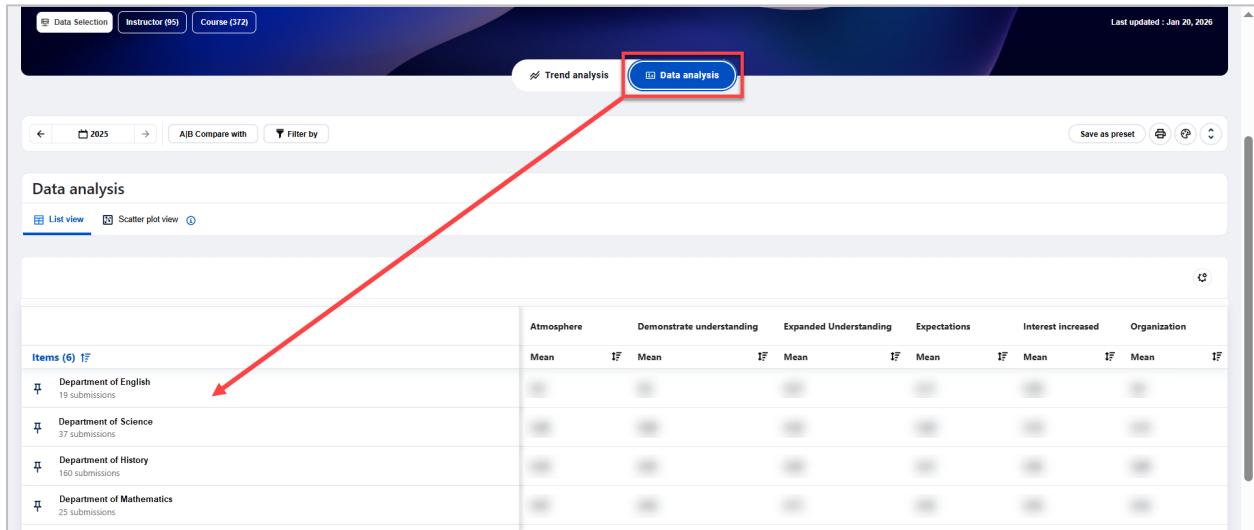
The **Open Sidebar** icon opens a panel showing additional data, including standard deviation and response rates.



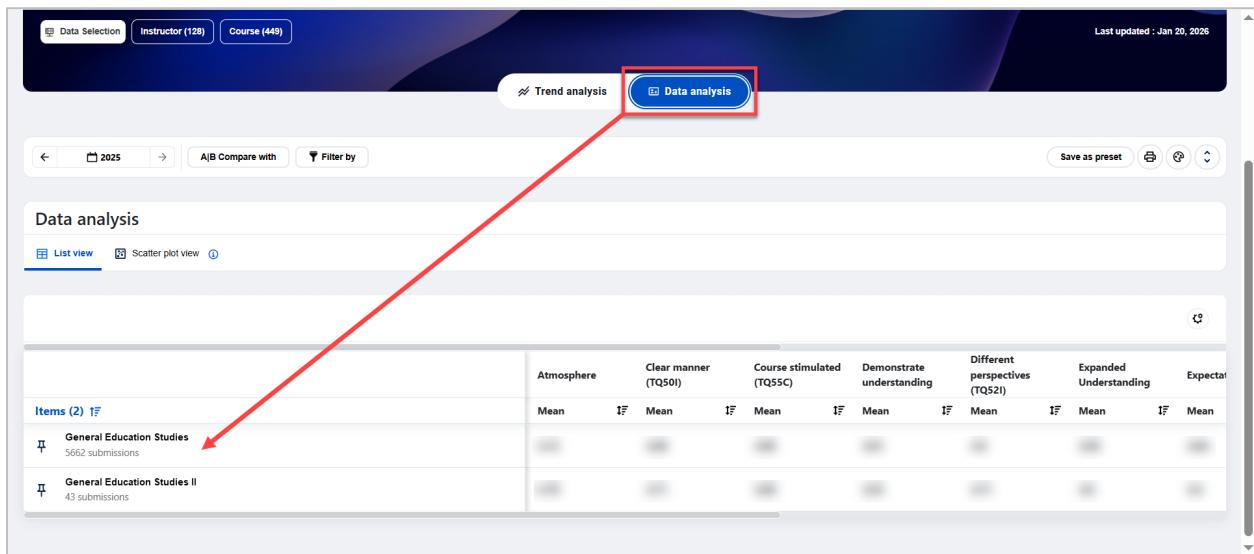
Click the **Settings** icon and disable “Autoscale” to view the full 5-point scale.



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



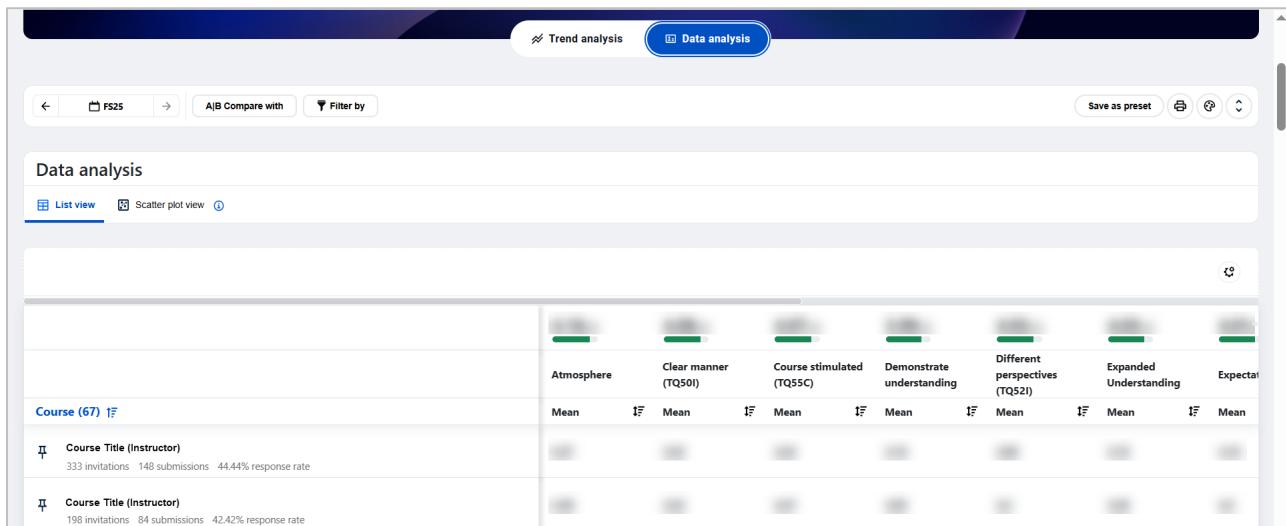
The screenshot shows the Data analysis tab for Deans. The top navigation bar includes 'Data Selection', 'Instructor (95)', 'Course (372)', 'Trend analysis' (with a red arrow pointing to it), 'Data analysis' (highlighted with a red box), 'Save as preset', and other icons. The main area is titled 'Data analysis' with 'List view' selected. It displays data for four departments: Department of English (19 submissions), Department of Science (37 submissions), Department of History (160 submissions), and Department of Mathematics (25 submissions). The data is presented in a table with columns for Atmosphere, Demonstrate understanding, Expanded Understanding, Expectations, Interest increased, and Organization, each with a 'Mean' column.



The screenshot shows the Data analysis tab for Deans. The top navigation bar includes 'Data Selection', 'Instructor (128)', 'Course (449)', 'Trend analysis' (with a red arrow pointing to it), 'Data analysis' (highlighted with a red box), 'Save as preset', and other icons. The main area is titled 'Data analysis' with 'List view' selected. It displays data for two courses: General Education Studies (5662 submissions) and General Education Studies II (43 submissions). The data is presented in a table with columns for Atmosphere, Clear manner (TQ50I), Course stimulated (TQ55C), Demonstrate understanding, Different perspectives (TQ52I), Expanded Understanding, and Expectations, each with a 'Mean' column.

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 tab for Department Chairs. The top navigation bar includes 'Data Selection', 'Instructor (95)', 'Course (372)', 'Trend analysis' (with a red arrow pointing to it), 'Data analysis' (highlighted with a red box), 'Save as preset', and other icons. The main area is titled 'Data analysis' with 'List view' selected. It displays data for two courses: Course Title (Instructor) (333 invitations, 148 submissions, 44.44% response rate) and Course Title (Instructor) (198 invitations, 84 submissions, 42.42% response rate). The data is presented in a table with columns for Atmosphere, Clear manner (TQ50I), Course stimulated (TQ55C), Demonstrate understanding, Different perspectives (TQ52I), Expanded Understanding, and Expectations, each with a 'Mean' column.

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

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

Analysis

Course Instructor

COURSES (125)

COLLEGE (1)

COURSE TITLE (32)

SUBJECT CODE (2)

SUBJECT CODE BY LEVEL (4)

COURSE NUMBER (0)

Selected analysis criteria (0)

Reset all

Analysis

Course Instructor

INSTRUCTOR (43)

Select all

[Expand all](#)

A (2)

B (2)

C (4)

D (3)

E (1)

F (3)

G (5)

H (4)

K (2)

Selected analysis criteria (0)

Reset all

Cancel

Apply

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

← → Filter by

Save as preset

Data analysis

Course Title (Instructor)
ID: 225817875

333 invitations 148 submissions 44.44% response rate

Questions Comments

Atmosphere

Mean

Strongly disagree Disagree Neutral Agree Strongly agree N/A

The instructor created an atmosphere that supported my learning.

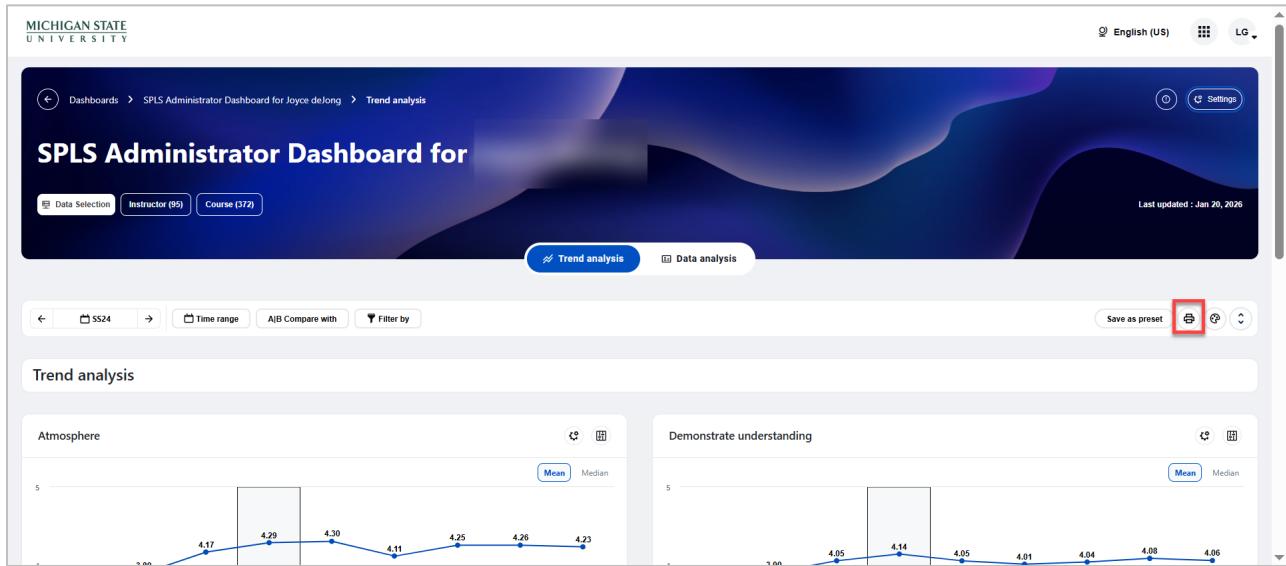
0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%

The instructor created an atmosphere that supported my learning:

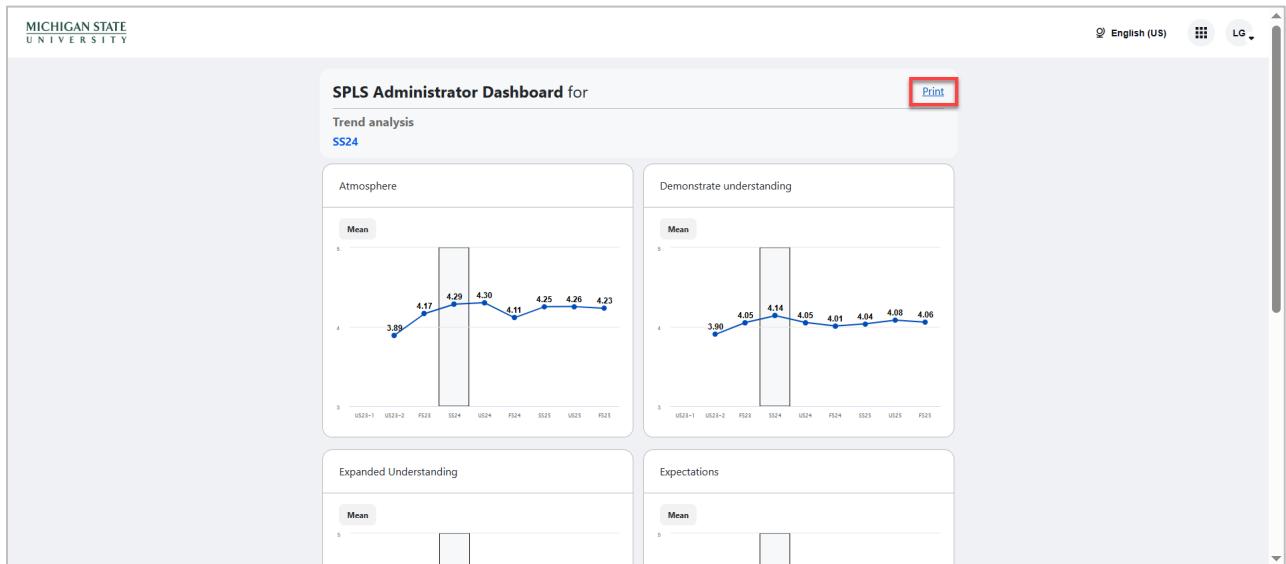
Response count: 148

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**.

