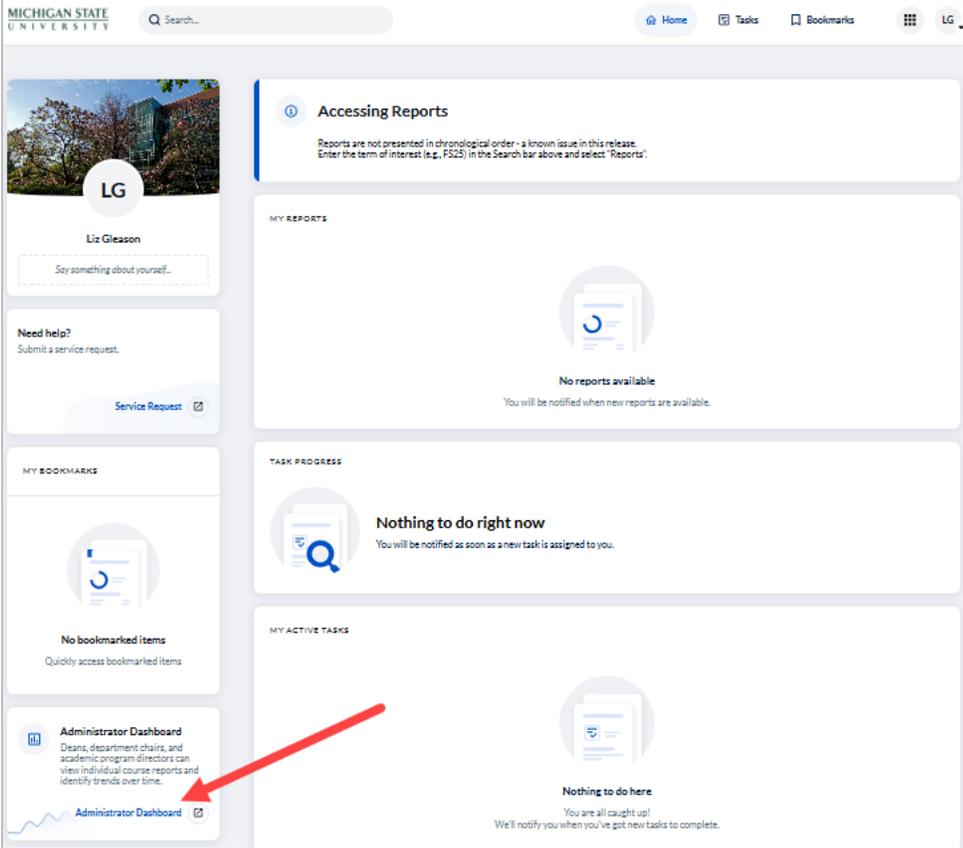
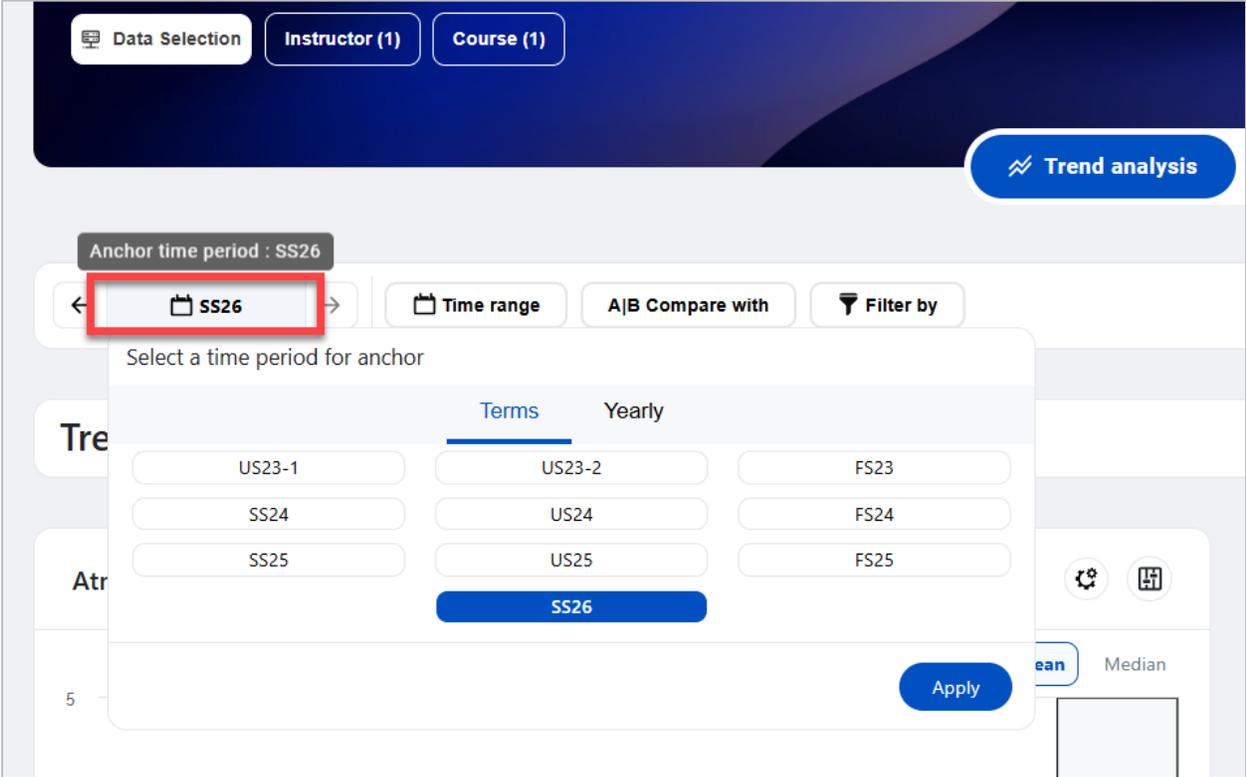


SPLS Administrator Dashboard User Guide

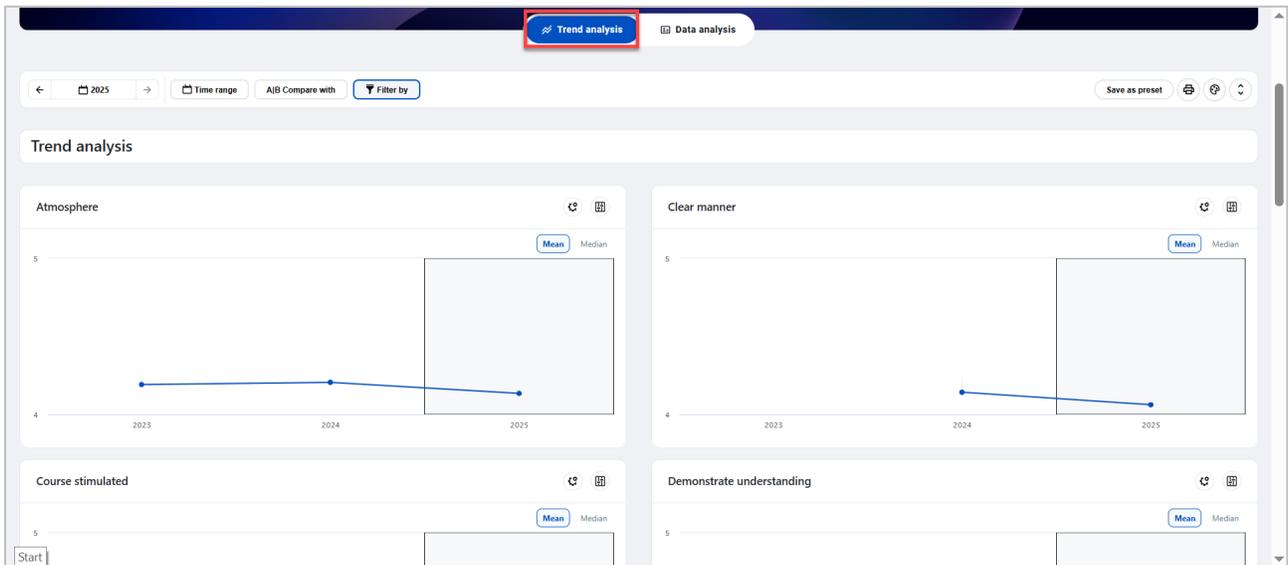
Login to <https://my-msu.bluera.com/> and select **Administrator Dashboard**.



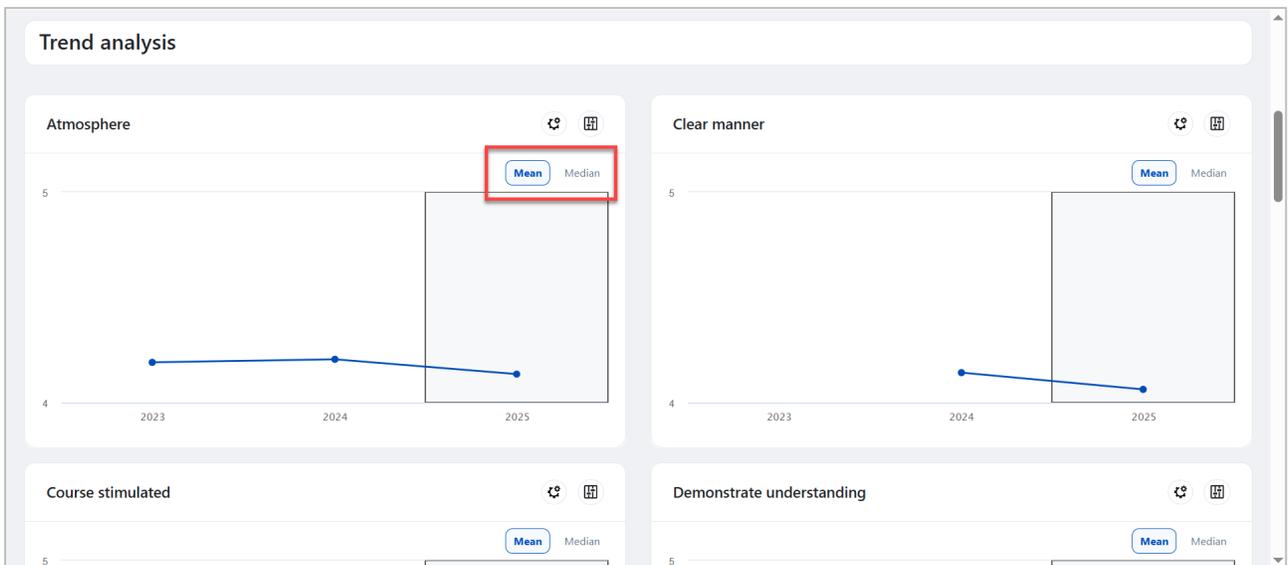
By default, data is organized by term. Click on the **term** to view a different period or to sort by year.



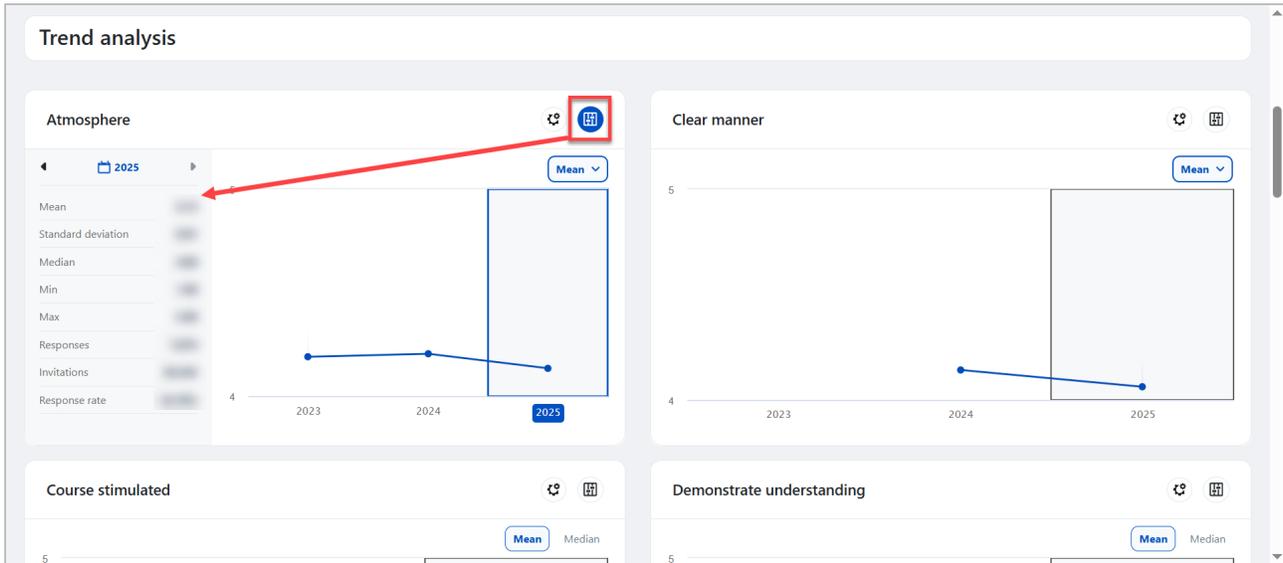
From the **Trend analysis** tab, you can view data for MSU-level questions, as well as the questions specific to your college and/or department.



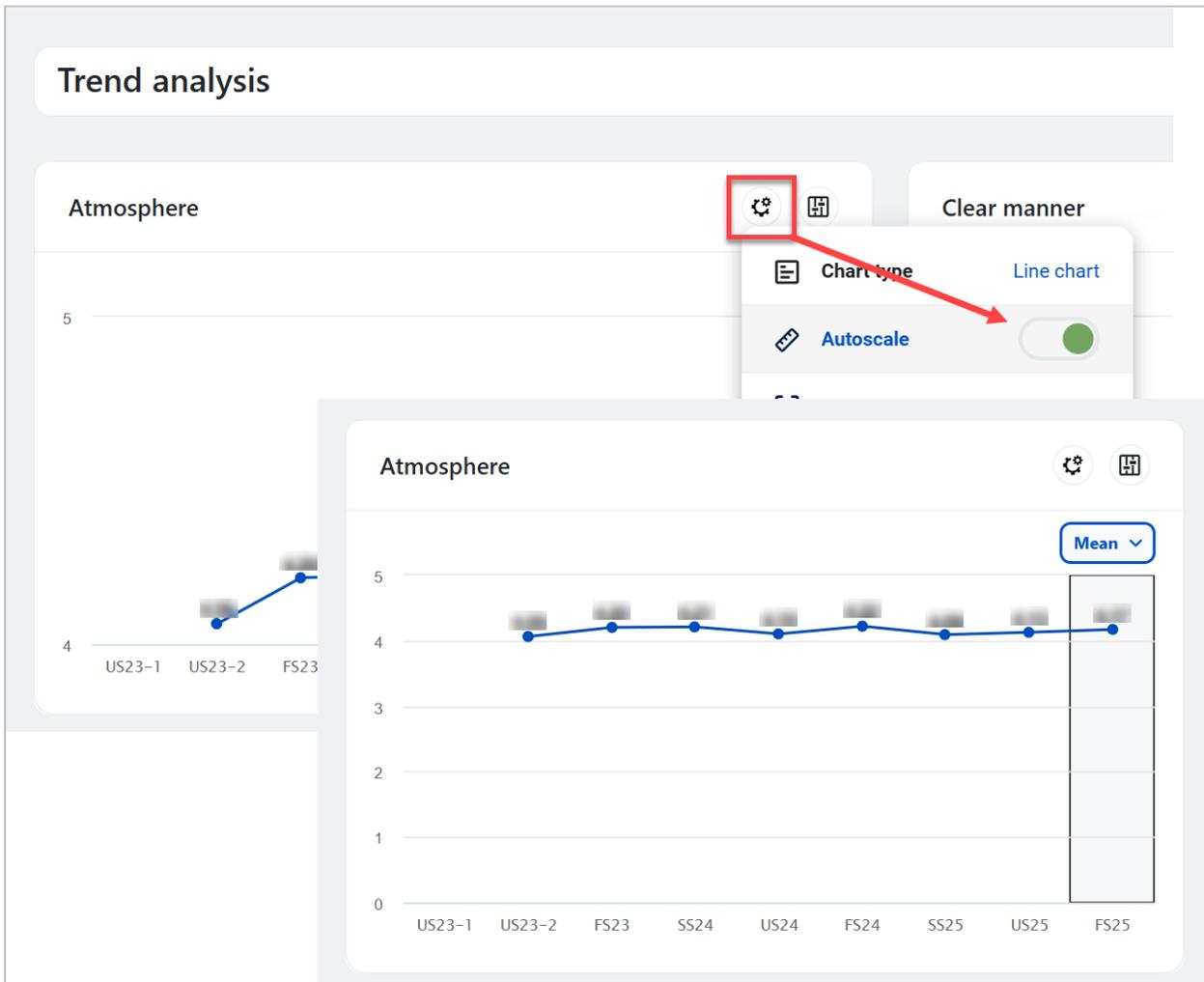
You can choose to view either the **Mean** or **Median** within each chart.



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.

This screenshot shows the 'Data analysis' interface for a course with 172 items. The 'Data analysis' tab is highlighted with a red box. A red arrow points to the 'Department of English' row in the table below.

	Atmosphere	Demonstrate understanding	Expanded Understanding	Expectations	Interest increased	Organization
Items (6) 1F	Mean	1F	Mean	1F	Mean	1F
Department of English 19 submissions						
Department of Science 37 submissions						
Department of History 100 submissions						
Department of Mathematics 25 submissions						

This screenshot shows the 'Data analysis' interface for a course with 449 items. The 'Data analysis' tab is highlighted with a red box. A red arrow points to the 'General Education Studies' row in the table below.

	Atmosphere	Clear manner (TQ501)	Course stimulated (TQ55C)	Demonstrate understanding	Different perspectives (TQ521)	Expanded Understanding	Expectations
Items (2) 1F	Mean	1F	Mean	1F	Mean	1F	Mean
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.

This screenshot shows the 'Data analysis' interface for a course with 67 items. The table below displays data for 'Course Title (Instructor)'.

	Atmosphere	Clear manner (TQ501)	Course stimulated (TQ55C)	Demonstrate understanding	Different perspectives (TQ521)	Expanded Understanding	Expectations
Course (67) 1F	Mean	1F	Mean	1F	Mean	1F	Mean
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

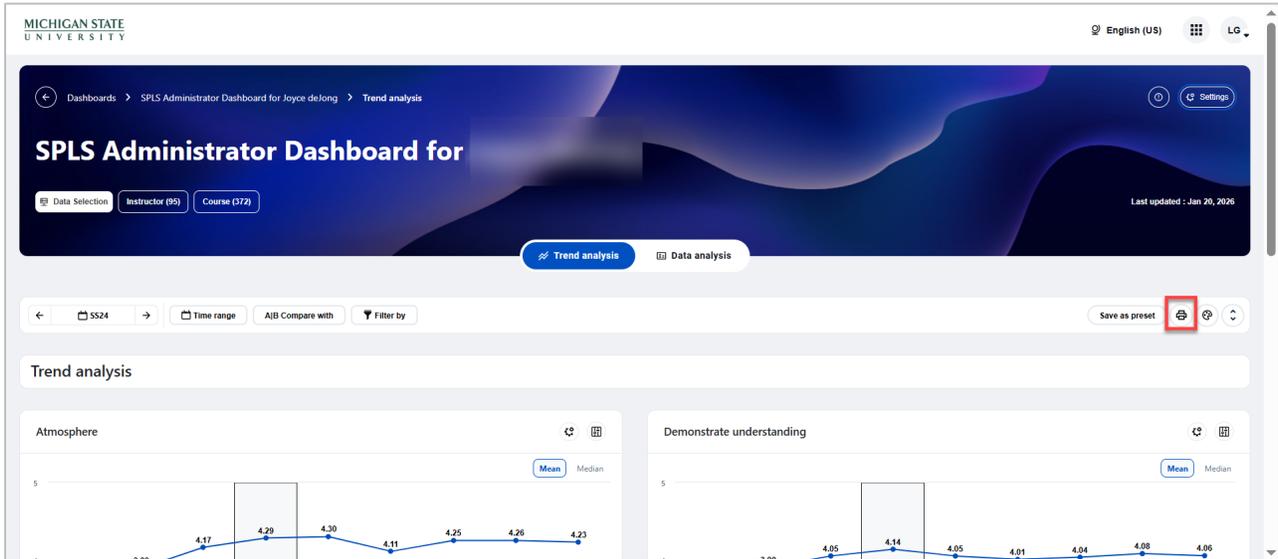
The image shows two screenshots of the 'Analysis' filter menu. The first screenshot shows the 'Course' filter selected, with a list of filter options including COURSES (125), COLLEGE (1), COURSE TITLE (32), SUBJECT CODE (2), SUBJECT CODE BY LEVEL (4), and COURSE NUMBER (33). The second screenshot shows the 'Instructor' filter selected, with a list of instructors A through K and their respective counts: A (2), B (2), C (4), D (3), E (1), F (3), G (5), H (4), and K (2). Both screenshots include a 'Reset all' button and an 'Apply' button.

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

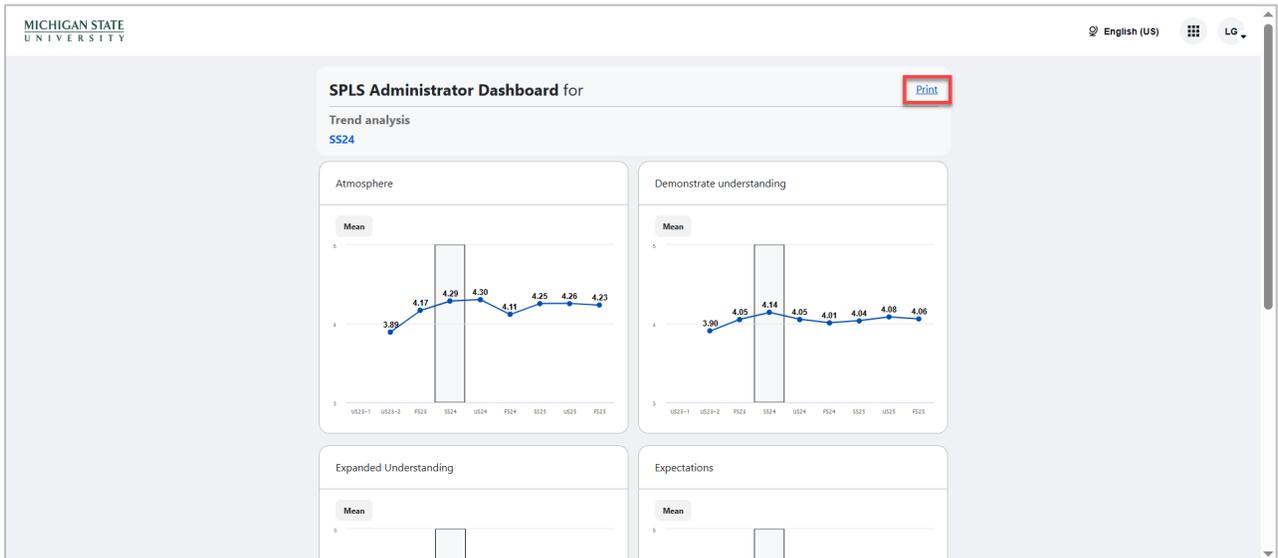
The image shows a screenshot of the 'Data analysis' page for a course. The course title is 'Course Title (Instructor)' with ID: 225817875. The page shows 333 invitations, 148 submissions, and a 44.44% response rate. The 'Questions' tab is selected, showing a question about the instructor's atmosphere. The question is: 'The instructor created an atmosphere that supported my learning.' The response count is 148. A horizontal bar chart shows the distribution of responses: Strongly disagree (0%), Disagree (0%), Neutral (0%), Agree (44.44%), Strongly agree (55.56%), and N/A (0%).

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