

FAQ on SIEs - Administrators and Staff

Q: How can I see response rates while the SIEs are open?

A: Individual course instructors receive a link at the beginning of each SIE period that allow them to view the response rate for each course with open SIEs. Administrators and staff can also view response rate information using the Response Rate Dashboard available through the direct URL <https://uah.bluera.com/uah/dashboardviewer.aspx> or by accessing the software through My.UAH.edu. (Log in and select the SIE link as usual. Select the “Dashboards” tab and then click the “View Response Rate Monitor” link.

The Dashboard has four main reporting areas that provide information about the evaluations for your College.

- Overall Response Status displays a doughnut with the percentage of surveys Completed, In Progress, and Not Completed. (Expired surveys are from courses that ended earlier in the semester; these can be re-opened on a course-by-course basis if needed. Not Ready surveys are ones that have not opened yet for students to access.)
- Subject Progress and Performance displays a stacked column showing the number of courses that have achieved various thresholds such as No Responses, Few Responses (at least 1 response), Response Rate of 50% (or higher), Response Rate of 75% (or higher) or a Response Rate of 95% (or higher). The stacked column is located along the horizontal axis to represent where we are in the SIE evaluation period.
- Subjects provides detailed information for each course, accessible by navigating through the pages, by clicking on a column header to sort the list, or by using the search box.
- Response Analytics sections provides a more in-depth look at response patterns over the entire evaluation period, by hour of the day, by day of the week, by access point, by internet browser, and by operating system.

The Subject Filters option in the upper left hand corner allows you to filter by college, department, and/or level (undergraduate or graduate). First, use the first drop-down to select the field you want to filter by. Then, use the second to select the value for that field. And, click the Add Filter button. A new blue label appears for each filter. Note that filters are “sticky” and stay applied until they are removed by clicking the “X.”

Q: Which reports can I access?

A: SIE results are reported at four levels each semester: for each individual course and instructor, for each department, for each college, and for the university. You have access to all the reports for the courses listed for your department or college in Banner. So department chairs have access to all of the individual course and instructor reports for the courses in their department and to their department report. College deans have access to all of the individual course and instructor reports for the courses in their college, all of the department reports for the courses in their college, and their college report. The Provost and Associate Provost have access to all the overall institutional report which provides aggregate results as well as disaggregated results at the department and college level.

Q: How do I access my reports?

A: SIE reports from previous semesters can be accessed at any time through My.UAH.edu or through the direct URL <https://uah.bluera.com/uah/Default.aspx>. For MyUAH, scroll down under Employee Services to the Faculty & Advisors section and click the Student Instructor Evaluations link. For the direct URL, click the link and sign in. Both of these will lead to your dashboard in the SIE software. The top portion of your screen shows tasks and is only active while a survey is in progress. The lower portion of the screen shows your first ten reports. To access a report, click on the report name.

Since you have access to hundreds of reports, several features may be helpful in finding the right one.

- Use the Search field to filter the list of reports by simply typing your search term. Click the gray “x” in the field to remove the search parameters. Search terms can be a course number or instructor name for an individual report or other key words such as “department”, “college,” or “fall.”
- Use the sort option to order the current list (filtered or unfiltered) by name, category (year), or subcategory (semester). Click the button a second time to reverse the order.
- Toggle the “Show child reports” setting to combine all reports at the same level for the same semester under one title. When this setting is on, each individual report for each course and instructor, as well as each department and college report, shows as a separate item. When this setting is off, all of the individual reports for a given semester show as a single item. Click on the parent report to access a list of the individual child reports as downloadable pdfs.

Q: How can I set up access for my assistant?

A: Access to SIE reports can be given for office staff or other administrators at the request of the appropriate department chair or college dean. Please email the request to the SIE Administrator at sie@uah.edu with the list of reports they should have access to (specific tiles or a generic description) and the time frame (past, current, future, or all).

Q: Can I get specialized SIE data or reports?

A: Departments or college who find that the current reports available do not provide the information they need should contact the SIE Administrator. There are a wide variety of reporting options and formats (including Excel) available besides the standard ones. These can be developed and distributed upon request. Please note that reports can only be run at the course level or higher; no individual student results are available.

More Questions? Contact Ginny Cockerill, the SIE Administrator, at sie@uah.edu or x. 6254.