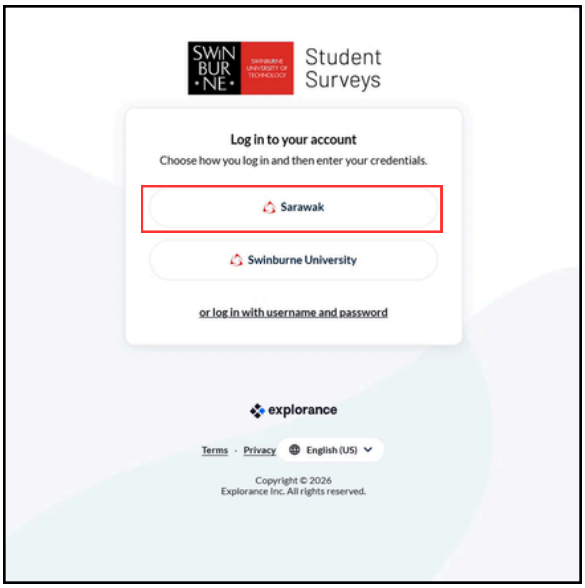
SWINBURNE UNIVERSITY OF TECHNOLOGY

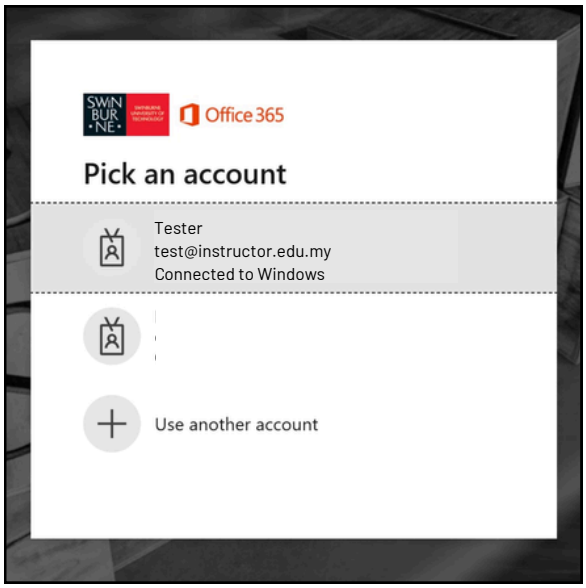
INSTRUCTOR GUIDE

FOR BLUE EXPLORANCE

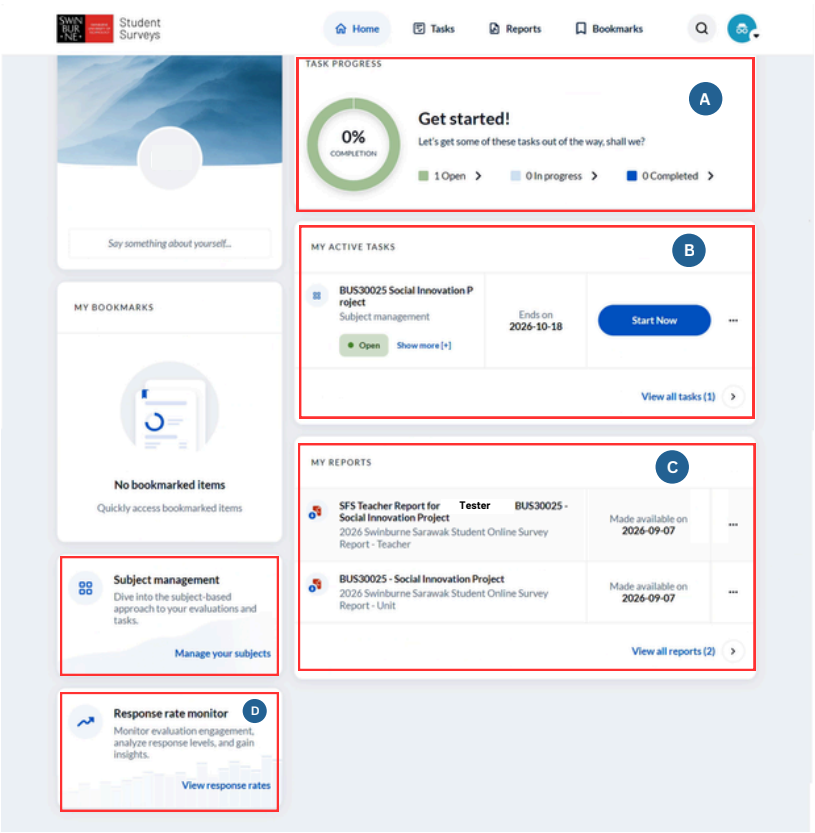
Log in to Blue Account

1. Go to Student Survey or use the link in your invitation email. Select Sarawak, then sign in with your Swinburne account, and not to forget you can also sign in by scanning the QR code

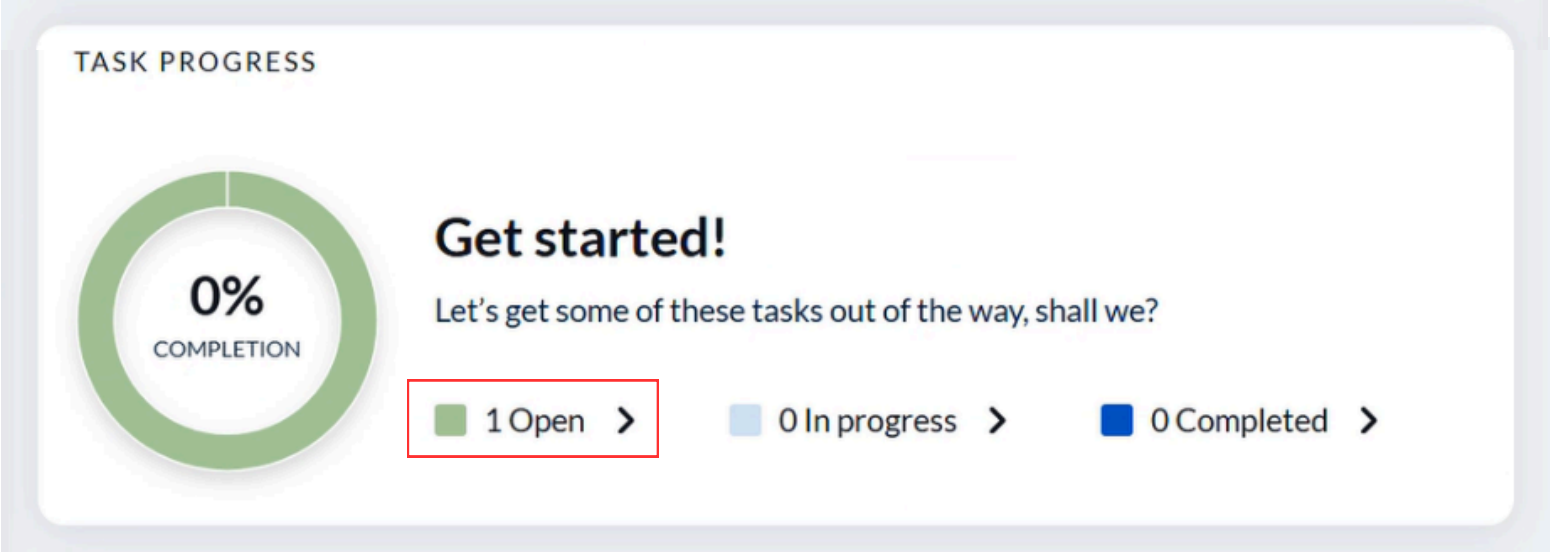




Once you enter your Blue Homepage, you will see a list of open tasks. Each one of these is a survey for you to fill out and submit. Surveys will be listed with the soonest-to-expire survey at the top.

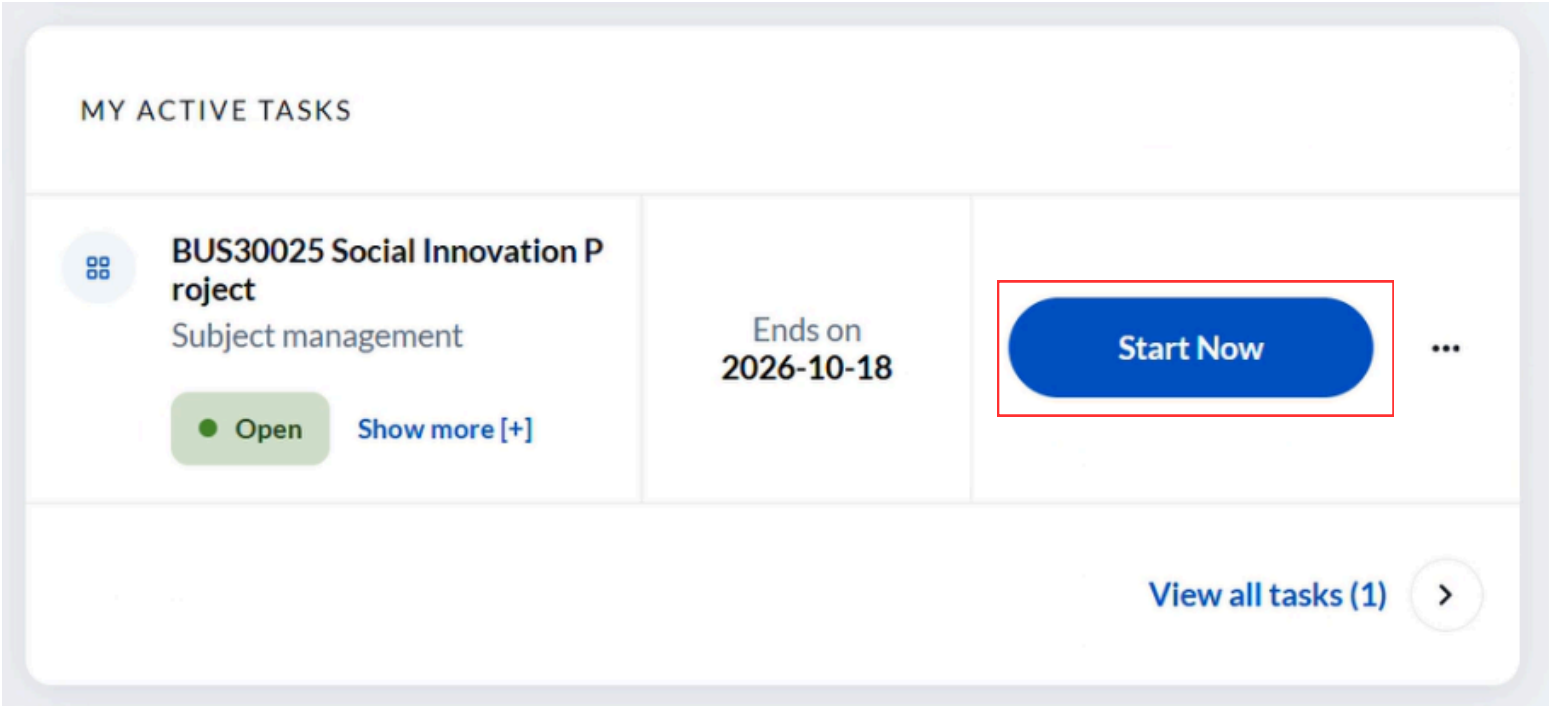


A) Task Progress



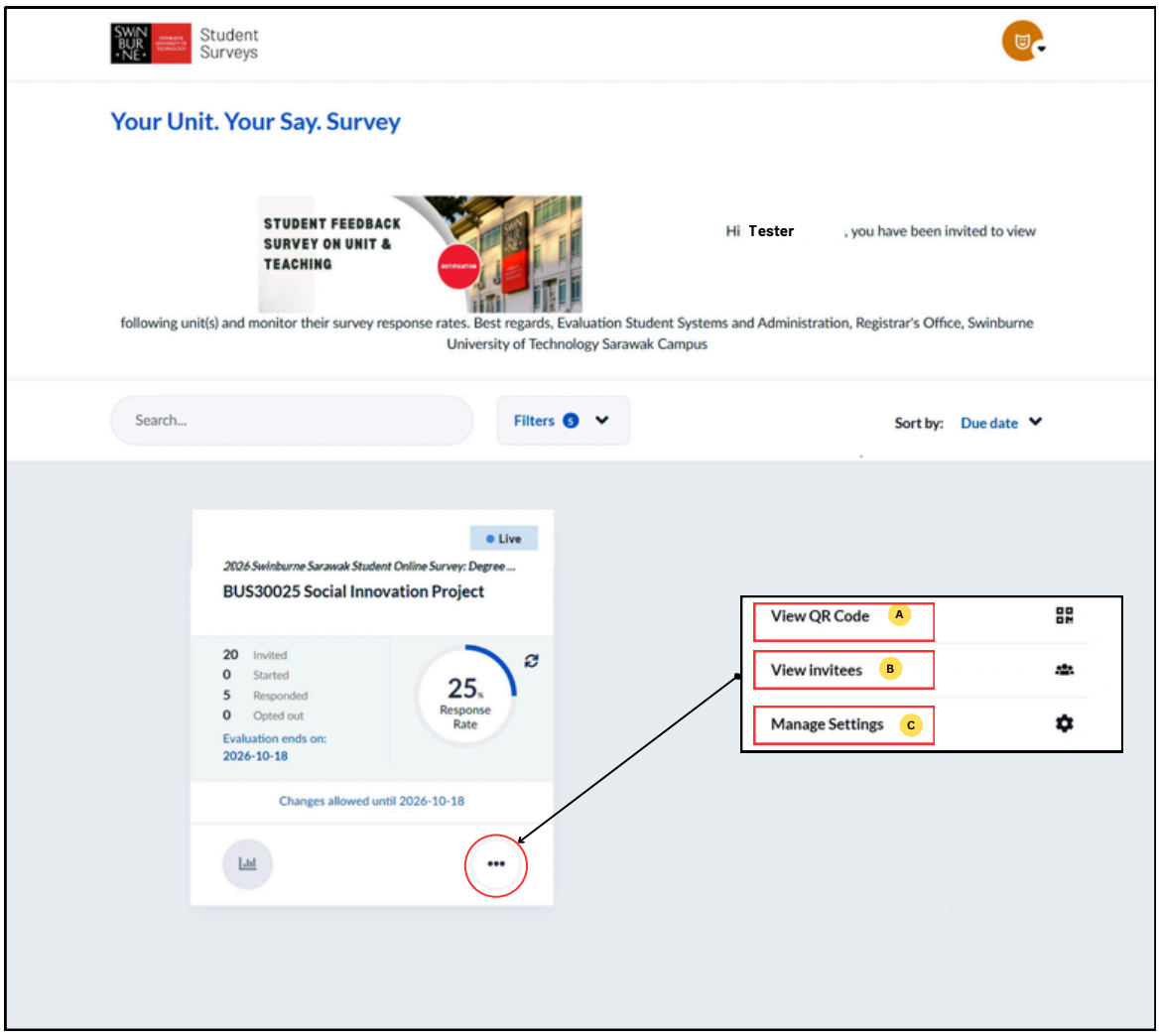
This section displays the progress of your overall active task. A status of “1 Open” indicates that one task is currently ongoing. The task will be marked as complete once the work is finished or the survey has closed.

B) Active Task: Survey Details



Click on the Start Now for further detail on the ongoing survey

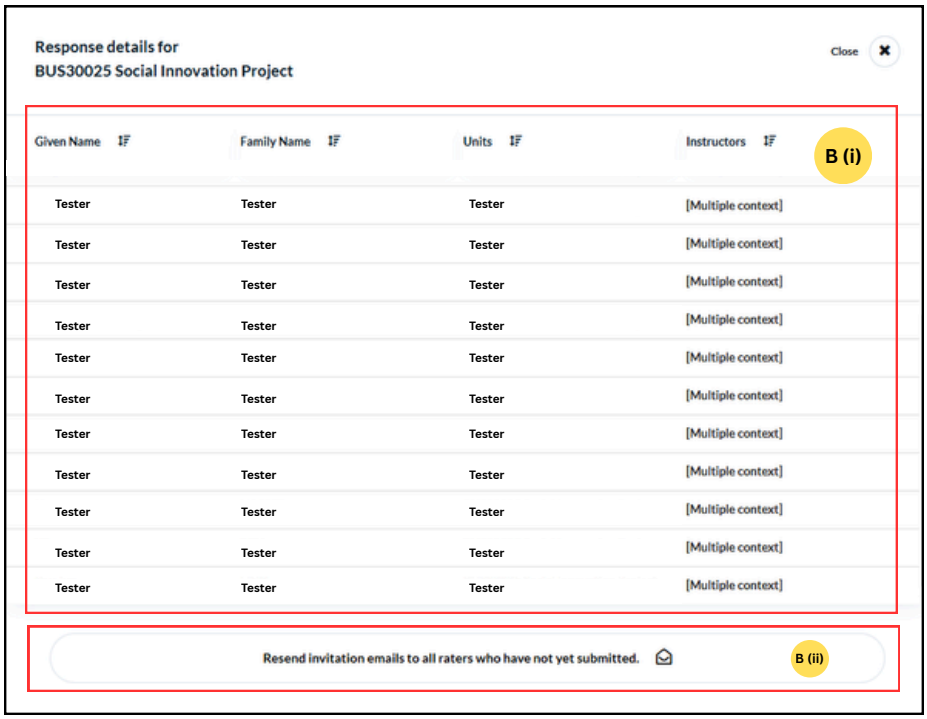
C) Active Task: Reminders, Invitees and QR Code



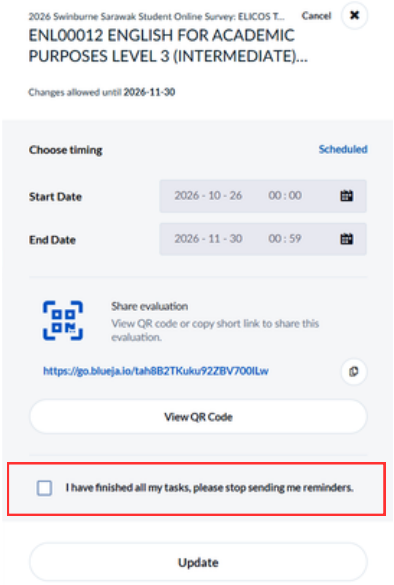
The Active Task section provides detailed survey information, including the QR code and survey link for promotional use, and the option to send email reminders to participants who have not yet completed the survey. You can also view the list of invitees; to add someone to the survey group, please contact Student Evaluation.



In the View Qr Code section (A), the instructor can access to the survey link and generate QR code to be shared with students

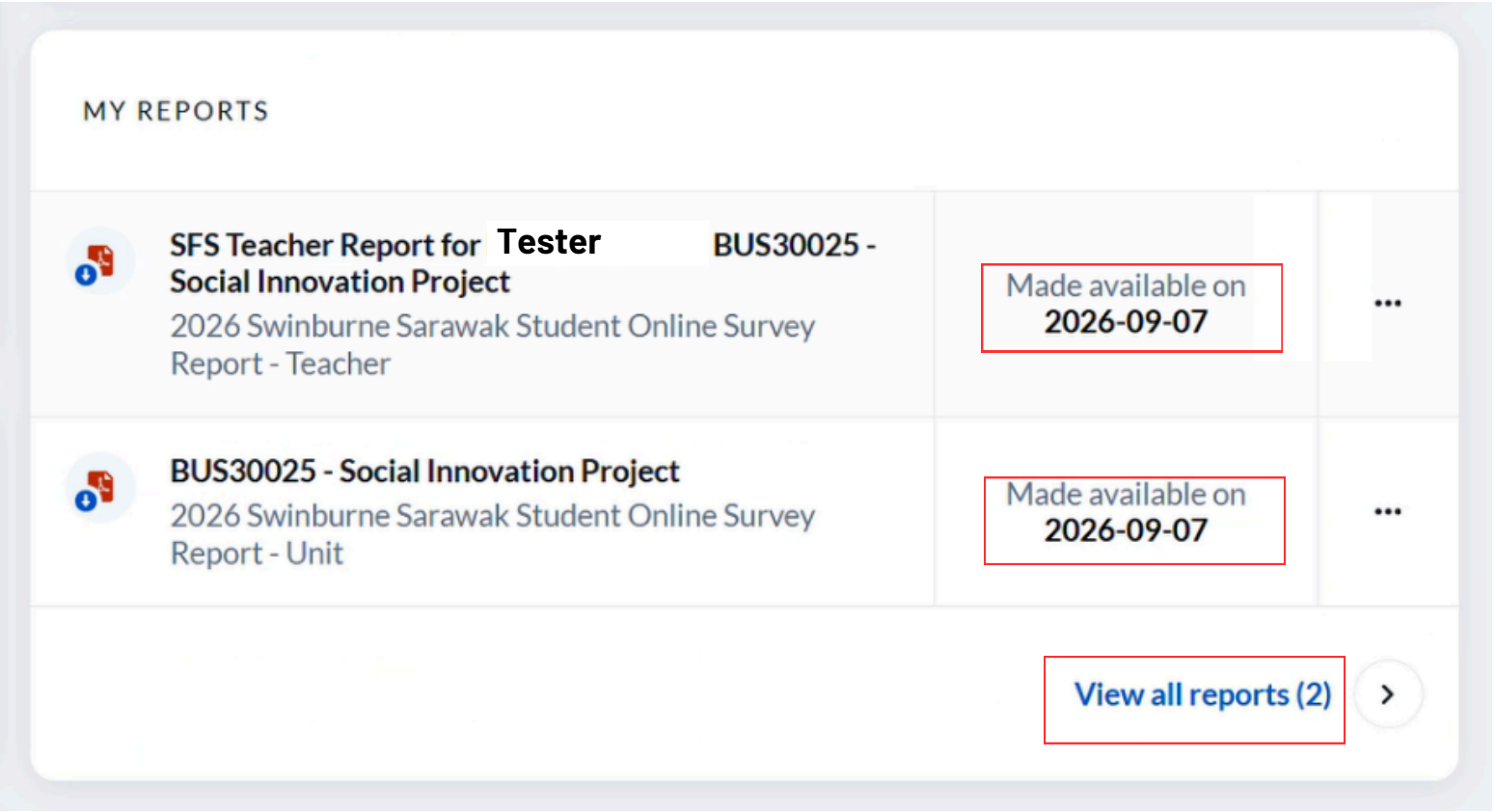


Click View Invitee (B) to view the liust of student B(i) enrolled to the unit. The instructor may view the list and check for any missing or incorrect enrollment. Shall such occur, please notify Evaluation team for assistance. Instructor can also resend invitation emails to students B(ii) who have not yet response to the survey to help boost the response rate.

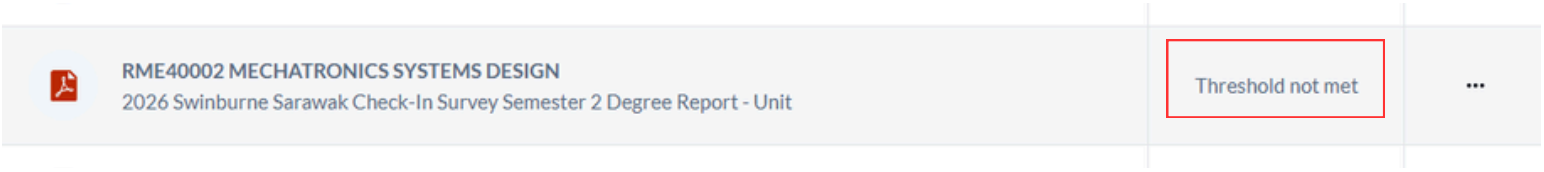


In Manage Setting (C), click the “I have finished all my task, please stop sending me reminders” shall you do not which to receive further reminder on the survey. However you can still access to the survey page via step 1 shall required

D) My Reports



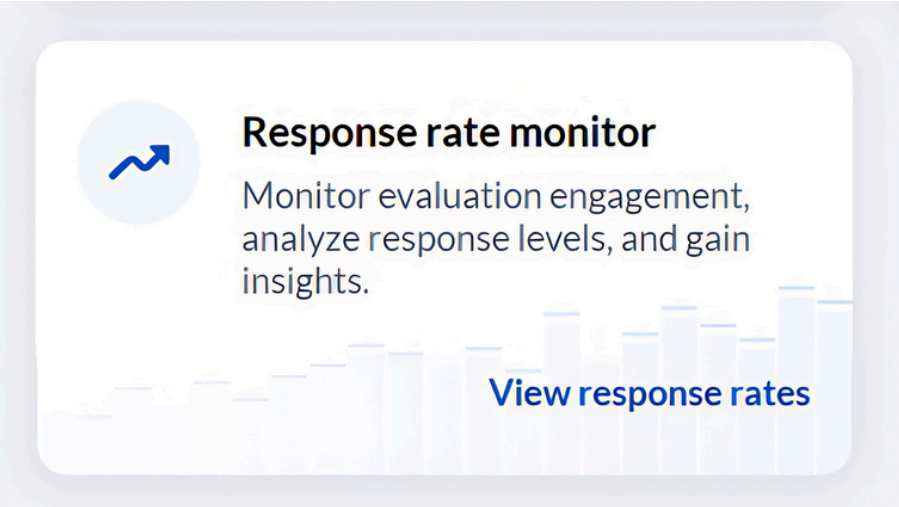
My Reports would list the most recent report available. To view all available reports, click view all report.



In any case your report does not have at least one response, it will be shown as Threshold not met indicate that there are no available report for this course.

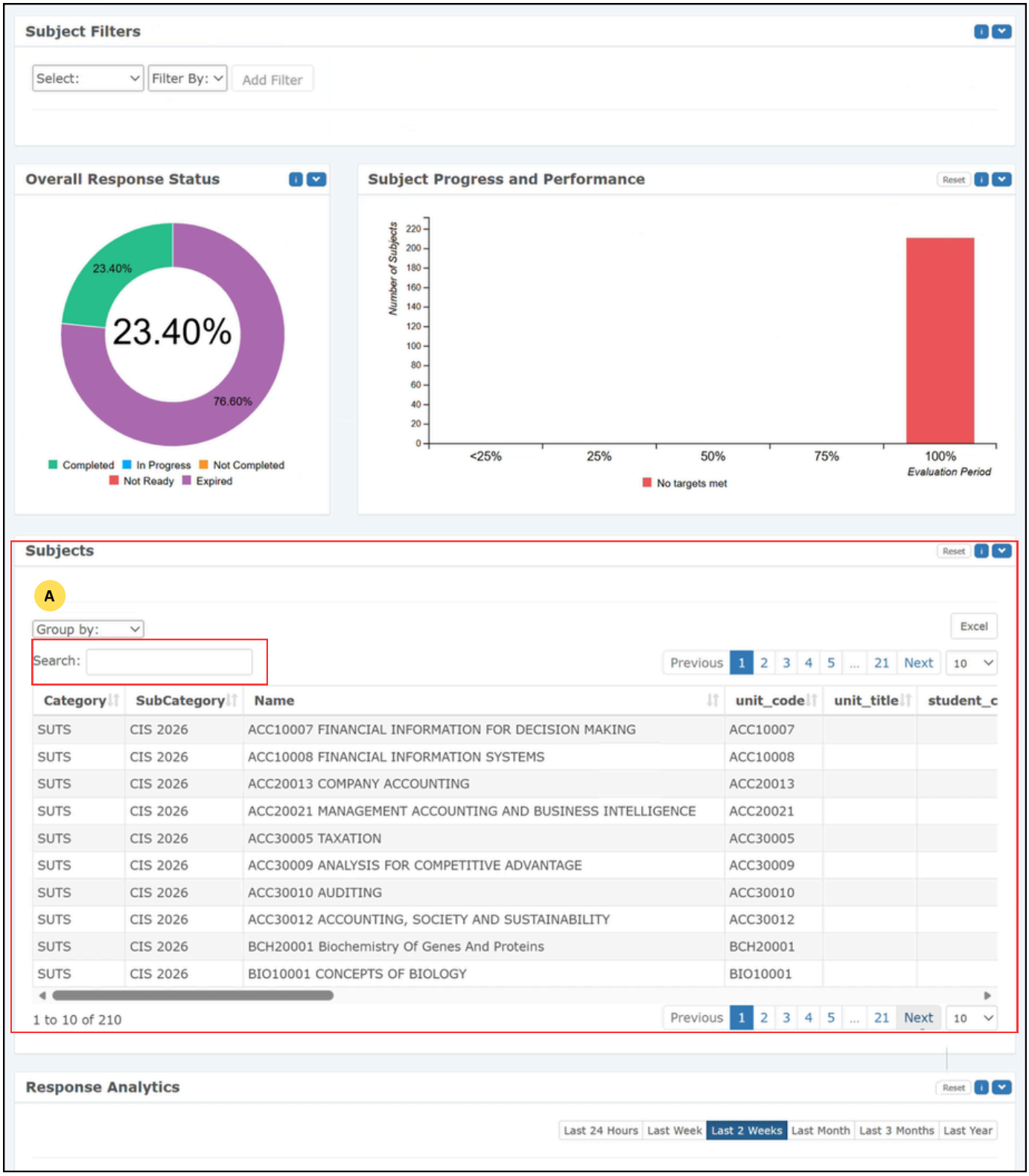
We advise you to download each report as a backup once the survey has closed and able to generate a report for self keep. The survey report will only be available once the survey has closed.

Response Rate Monitor



Click View Response rate to view the response rate dashboard

Dashboard



To view specific subject, you may use filter (A) as necesssary

If your concern remains unresolved or you encounter any further issues, please contact us at evaluation@swinburne.edu.my or you can go to our website.