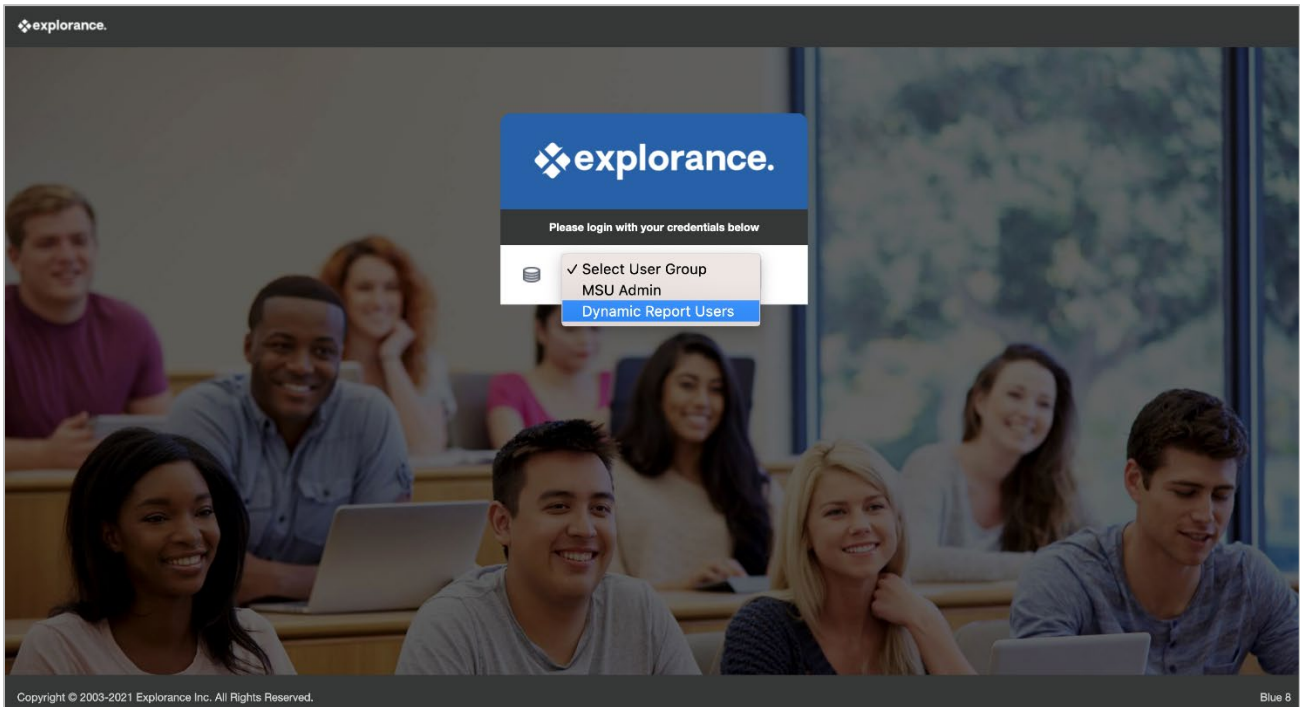
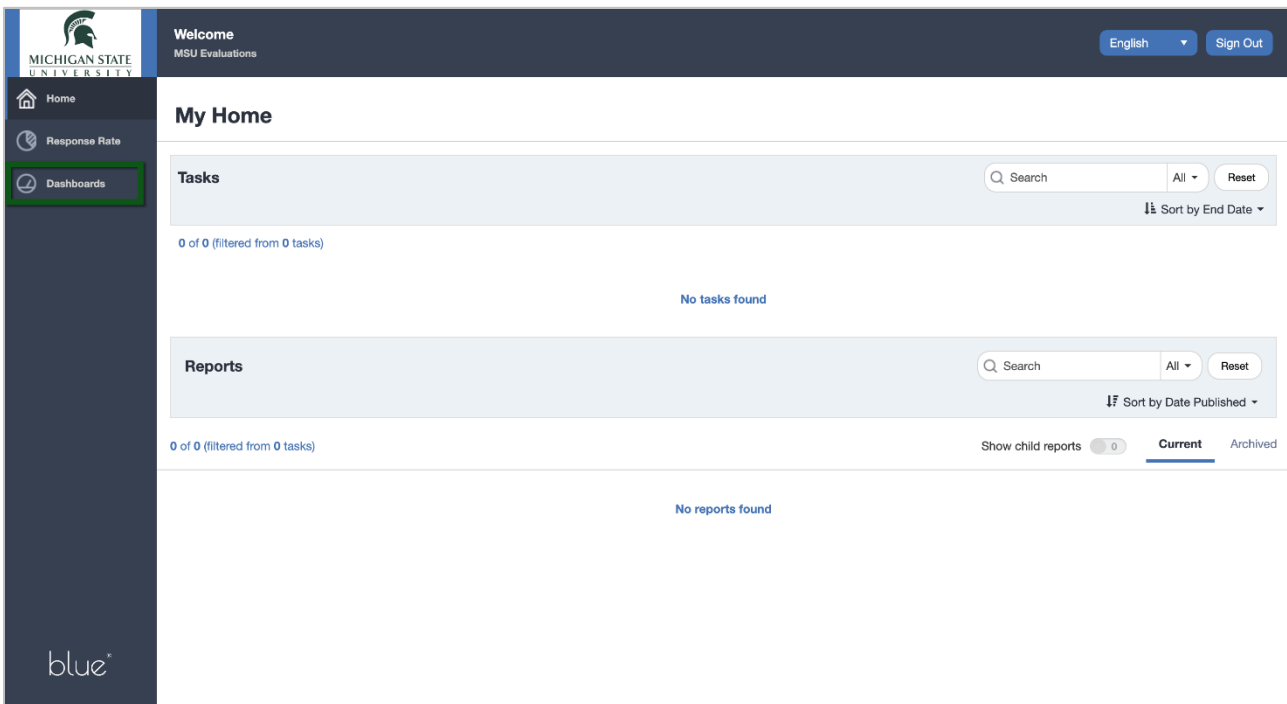


SPLS ADMINISTRATOR DASHBOARD USER GUIDE

1. Login to <https://msu.bluera.com/msu/>.
2. If prompted to Select User Group, select **Dynamic Report User**.



3. Select **Dashboards** on the left.



Users have the ability to view data in multiple ways, including:

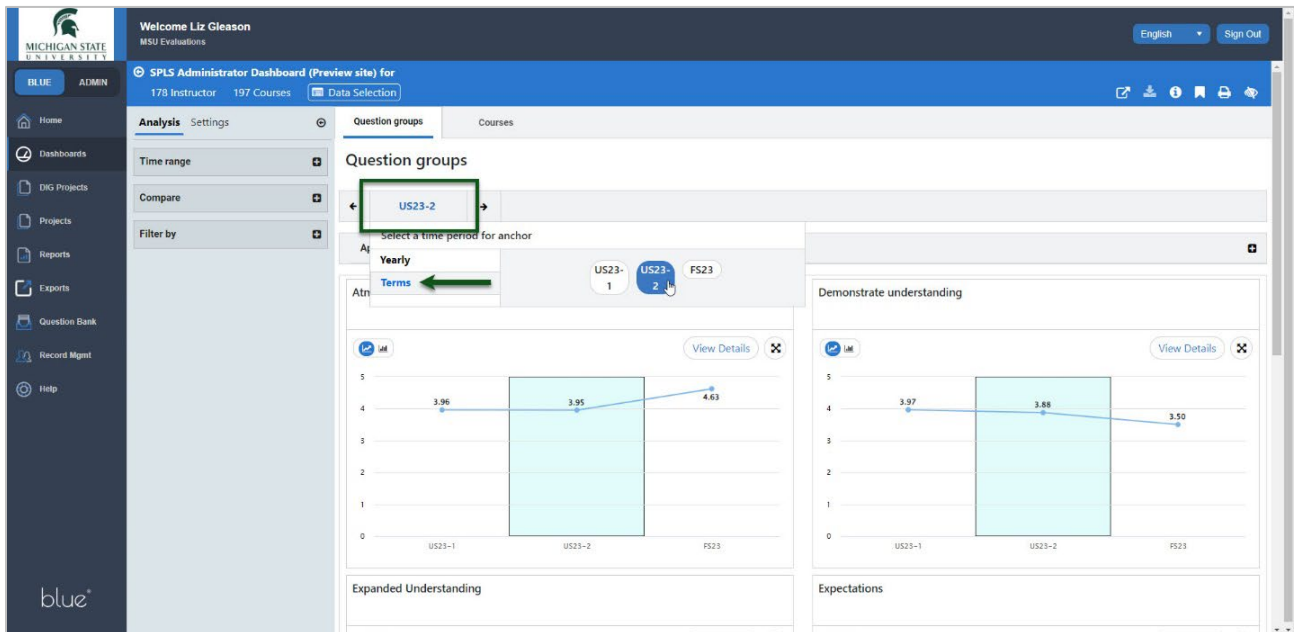
- By Year
- By Term
- By Component (Lec/Rec/Lab)

By default, the view is set to **Yearly**.

Filter by individual TERM

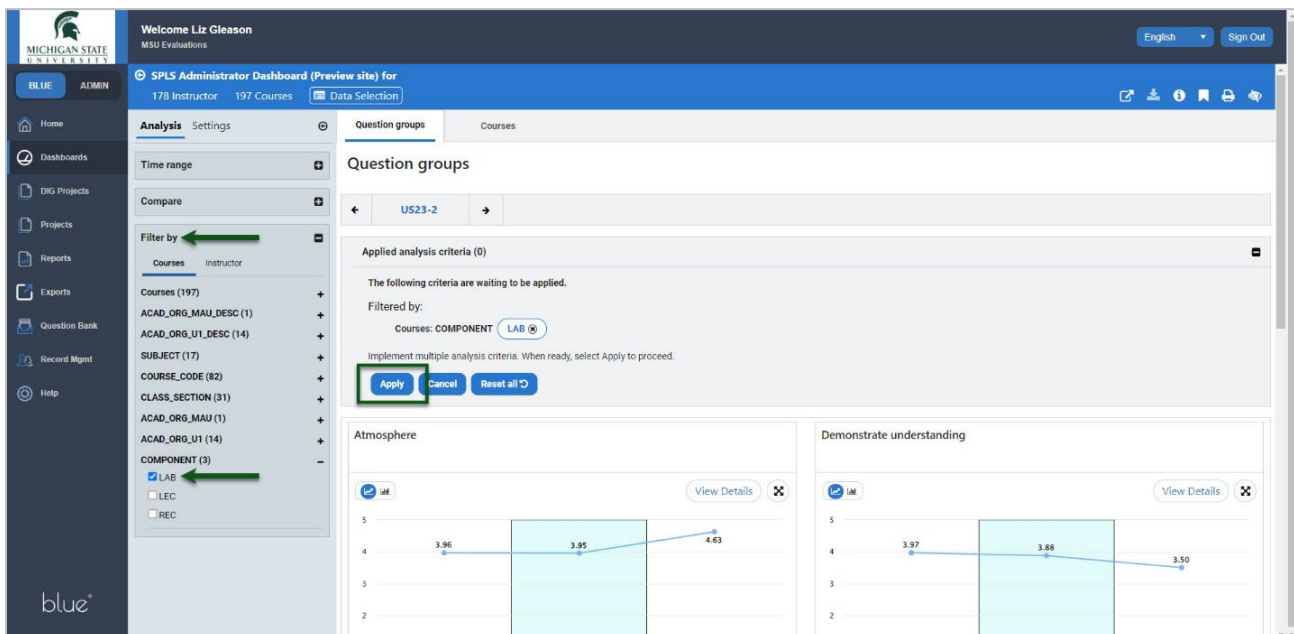
1. Click the year.
2. Click **Terms**.
3. Select the semester you'd like to highlight.

NOTE: All available terms will show, but the term you select will be highlighted in the charts/graphs.



Filter by COMPONENT (Lec/Rec/Lab)

1. Expand the **Filter by** menu.
2. Select the **Component(s)** you'd like to filter by.
3. Click **Apply**.



Filter by DEPARTMENT

1. Expand the **Filter by** menu.
2. Expand the **ACAD_ORG_U1_DESC** menu.
3. Select the **Department(s)** you'd like to filter by.
4. Click **Apply**.

The screenshot shows the MSU Evaluations interface. On the left, the 'Filter by' menu is expanded to 'ACAD_ORG_U1_DESC (14)', with a green arrow pointing to it. Below it, 'SUBJECT (17)' and 'COURSE_CODE (82)' are also listed. In the main content area, the 'Question groups' section shows 'Applied analysis criteria (0)' and 'Filtered by: Courses: ACAD_ORG_U1_DESC'. The 'Apply' button is highlighted with a red box. Two line graphs are displayed: 'Atmosphere' and 'Demonstrate understanding'. The 'Atmosphere' graph shows scores of 3.96 for US23-1, 3.95 for US23-2, and 4.63 for PS23. The 'Demonstrate understanding' graph shows scores of 3.97 for US23-1, 3.88 for US23-2, and 3.50 for PS23.

Filter by INSTRUCTOR

1. Expand the **Filter by** menu.
2. Select the **Instructor** tab.
3. Select the **Instructor(s)** you'd like to filter by.
4. Click **Apply**.

The screenshot shows the MSU Evaluations interface. On the left, the 'Filter by' menu is expanded to 'Instructor (178)', with a green arrow pointing to it. Below it, 'COURSE_CODE (82)' is listed. In the main content area, the 'Question groups' section shows 'Applied analysis criteria (1)' and 'Filtered by: Instructor: Instructor'. The 'Apply' button is highlighted with a red box. Two line graphs are displayed: 'Atmosphere' and 'Demonstrate understanding'. The 'Atmosphere' graph shows scores of 4.05 for US23-1 and 4.35 for US23-2. The 'Demonstrate understanding' graph shows scores of 3.91 for US23-1 and 4.31 for US23-2.

Instructor Data by Course/Section

1. Select the **Courses** tab.
2. Click on a course from the results at the bottom of the page.

Welcome Liz Gleason
MSU Evaluations

SPLS Administrator Dashboard (Preview site) for
178 Instructor 197 Courses

Analysis Settings Question groups **Courses**

Filter by
Courses Instructor

Instructor (178)

Expand all

A (9)
B (14)
C (7)
D (4)
E (1)
F (6)
G (10)

H (12)
I (1)
J (7)
K (13)
L (6)

US23-2

Applied analysis criteria (1)

Currently applied analysis criteria

Filtered by:
Instructor: instructor

Reset all

	3.9 / 5	3.95 / 5	4.35 / 5	4.4 / 5	4.1 / 5
Expectations					
Organization					
Atmosphere					
Expanded Understanding					
Demonstrate understanding					
Courses (2)	Mean	Mean	Mean	Mean	Mean
Course Name (Instructor)	4.0	3.89	4.44	4.44	4.11

26 invitations 9 people responded 34.62% response rate

3. You will see a breakdown of the data for the particular instructor, course, and section.

Welcome Liz Gleason
MSU Evaluations

Course Name (Instructor)
ID: 223510534 26 invitations 9 people responded 34.62% response rate

Questions Comments Breakdown by Respondent

Atmosphere
Mean 4.44/5

The instructor created an atmosphere that supported my learning

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

Strongly disagree Disagree Neutral Agree Strongly agree

The instructor created an atmosphere that supported my learning

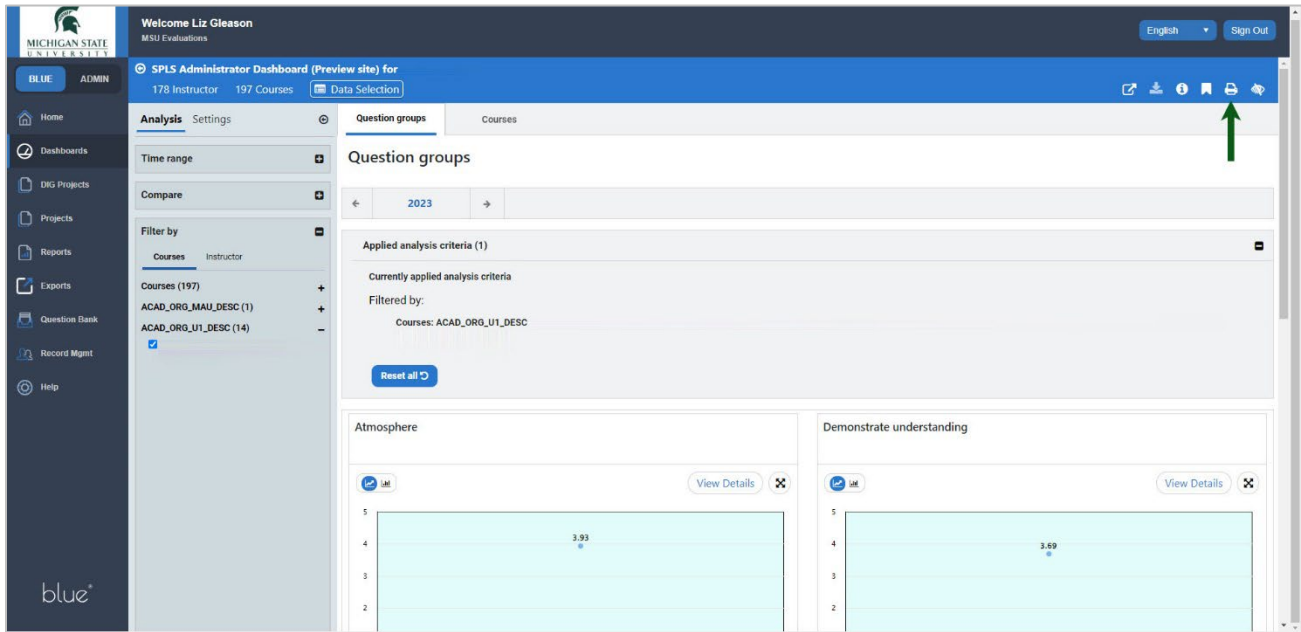
Response count: 9

Strongly disagree	0 (0.00%)
Disagree	0 (0.00%)
Neutral	0 (0.00%)
Agree	5 (55.56%)

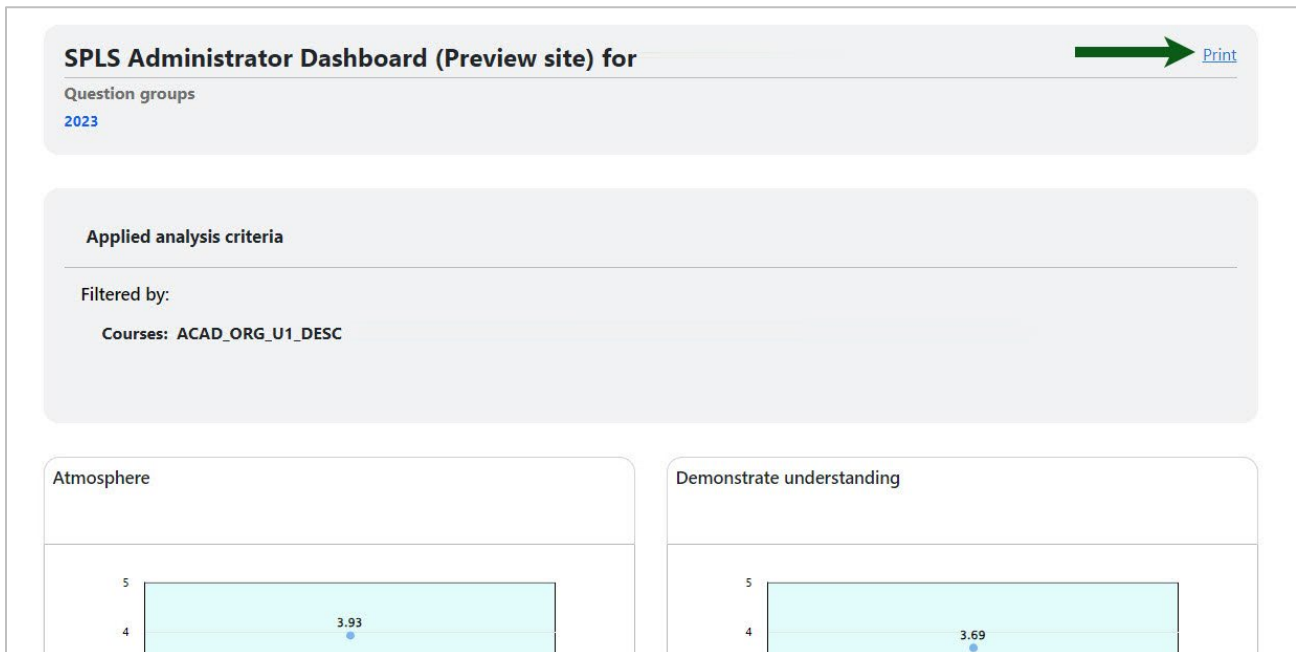
Saving and Sharing Reports

Most reports that are generated on the dashboard can be printed or saved as a PDF file and shared as needed.

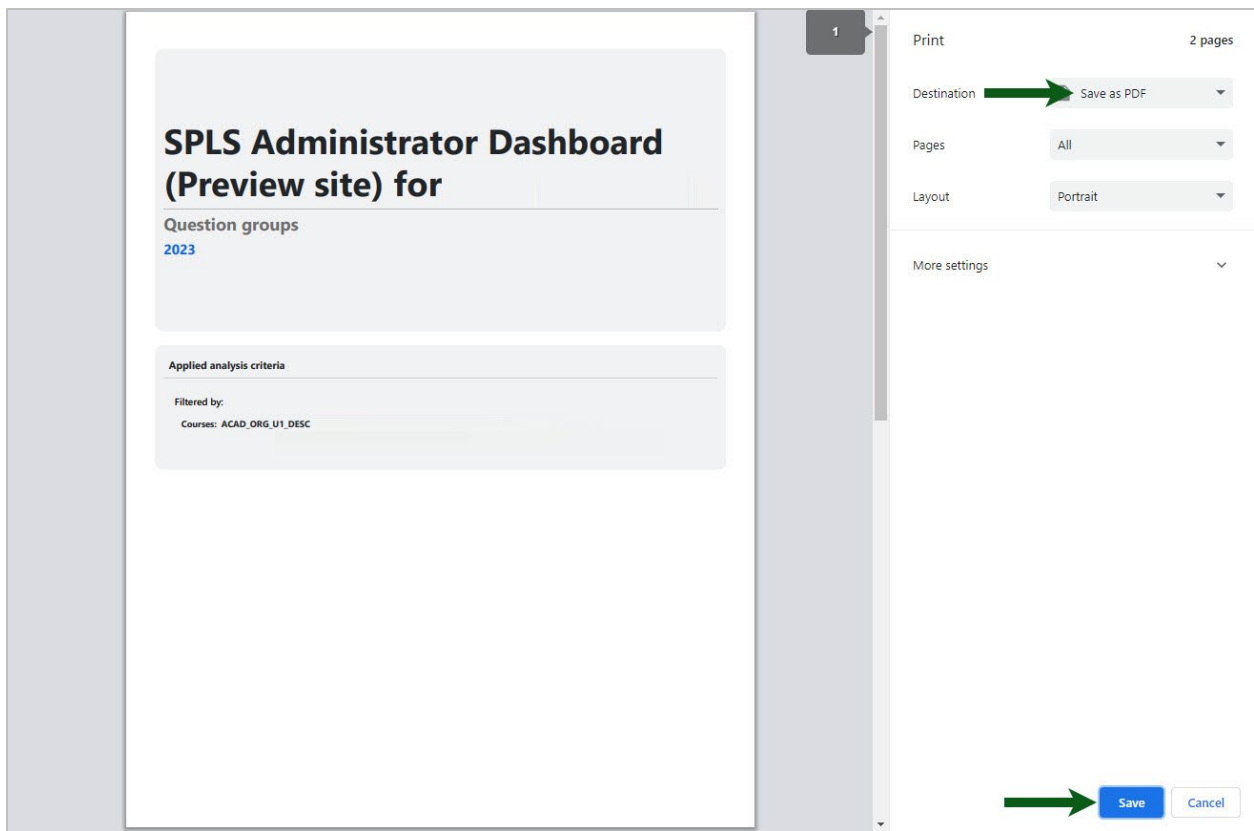
1. Select the printer image (upper right corner).



2. Select **Print**.



3. Select **Save as PDF** or your local printer.



4. Click **Save** or **Print**.

Filters

COURSES
ACAD_ORG_MAU_DESC (*College*)
ACAD_ORG_U1_DESC (*Department*)
SUBJECT
COURSE_CODE
CLASS_SECTION
COMPONENT (*Lab, Lecture, Recitation*)
INSTRUCTOR