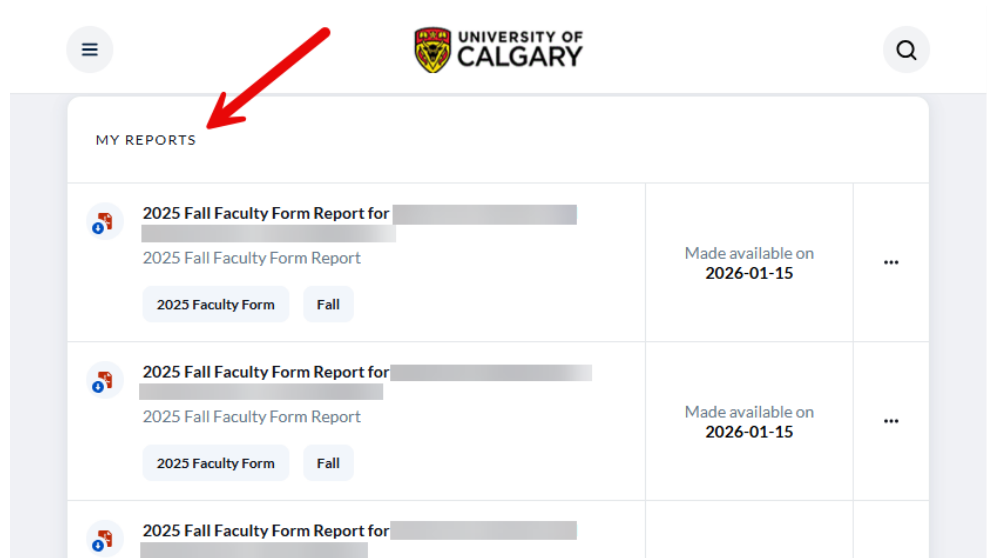


Purpose: Use the online course survey platform (Explorance Blue) to access course survey reports.

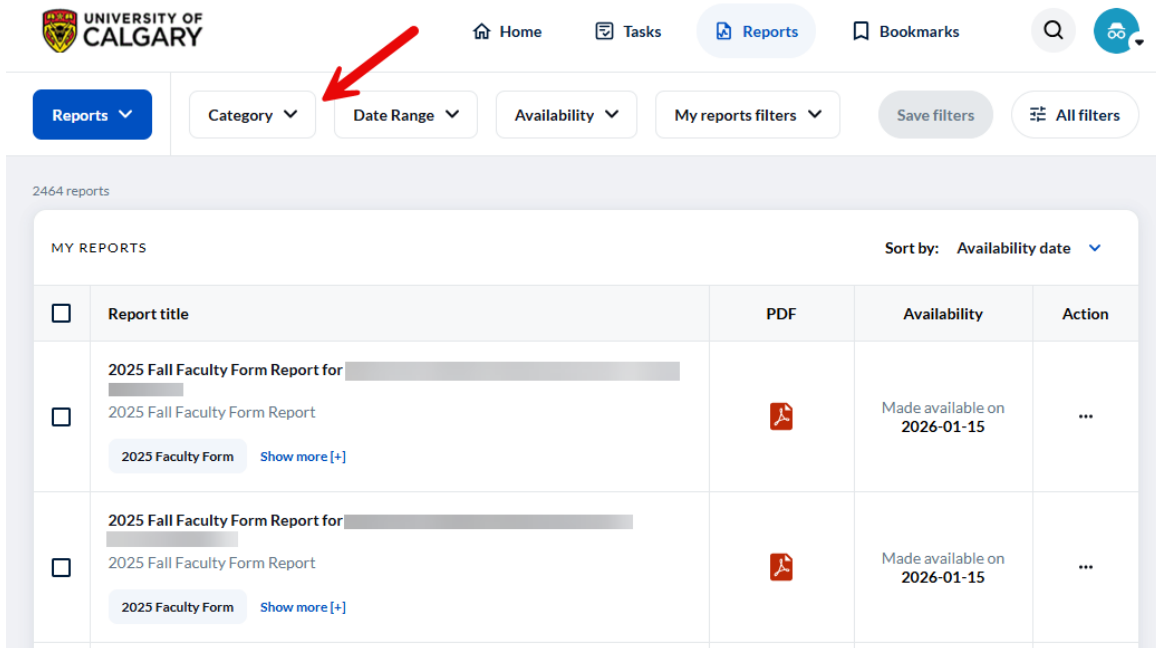
1. Instructors will receive emails from info@coursesurvey.ucalgary.ca when reports are published. Click on "Access your report(s) here." to access reports in Blue.



Alternatively, log in to the Blue homepage (<https://my-ucalgary.bluera.com/>) with Single Sign On, scroll down, and click on "My Reports".

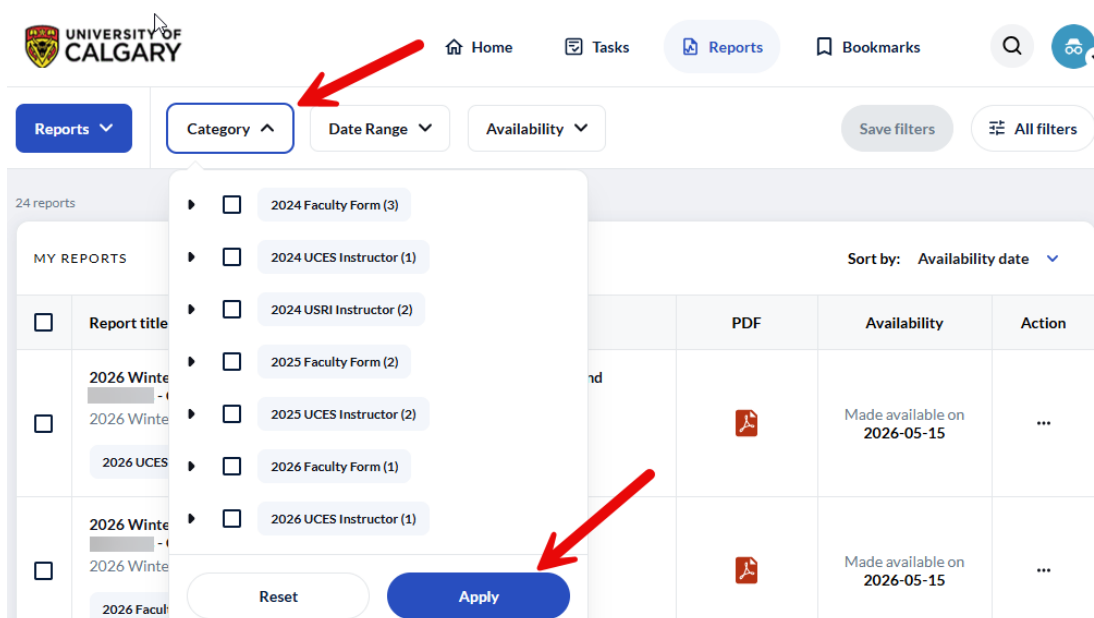


2. Reports will be displayed within “My Reports”. Click on “Category” to view the drop-down menu and filter by term and report type.



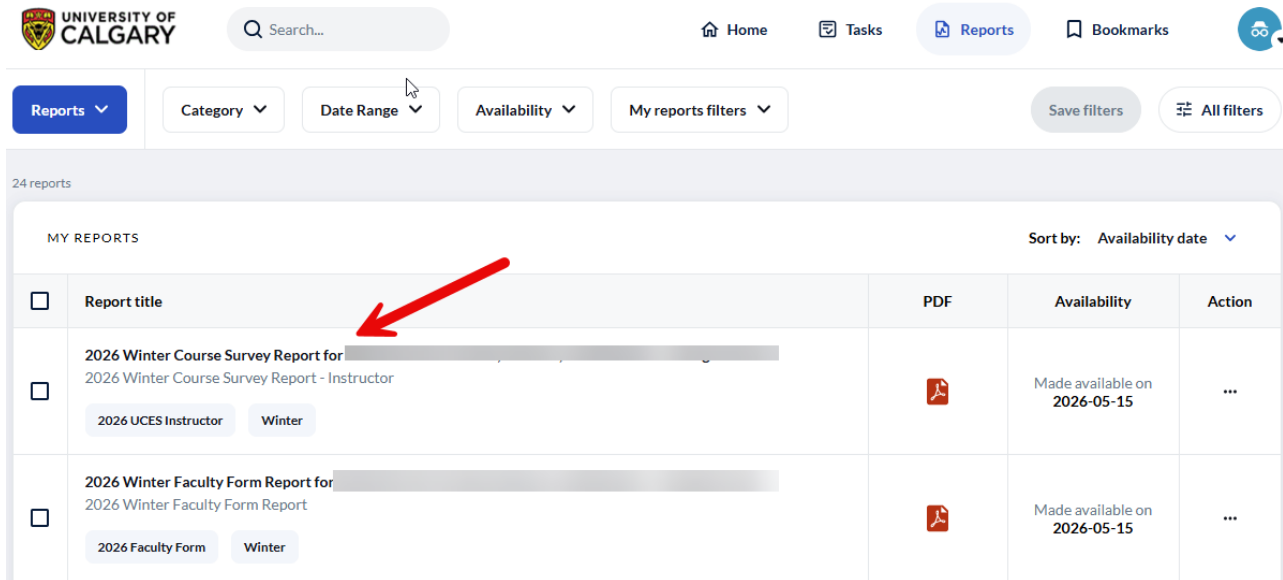
The screenshot shows the top navigation bar with 'Home', 'Tasks', 'Reports', and 'Bookmarks'. Below this is a filter bar with 'Reports', 'Category', 'Date Range', 'Availability', and 'My reports filters'. A red arrow points to the 'Category' dropdown. The main content area shows '2464 reports' and a table of 'MY REPORTS' sorted by 'Availability date'. The table has columns for 'Report title', 'PDF', 'Availability', and 'Action'. Two report entries are visible, both titled '2025 Fall Faculty Form Report for [redacted]' and '2025 Fall Faculty Form Report', with a PDF icon and 'Made available on 2026-01-15'.

3. Select filter(s) accordingly and click on “Apply” to generate report list.





This screenshot shows the 'Category' dropdown menu open, displaying a list of report categories with checkboxes: '2024 Faculty Form (3)', '2024 UCES Instructor (1)', '2024 USRI Instructor (2)', '2025 Faculty Form (2)', '2025 UCES Instructor (2)', '2026 Faculty Form (1)', and '2026 UCES Instructor (1)'. A red arrow points to the 'Apply' button at the bottom of the dropdown. The background shows the 'My Reports' table with 24 reports, sorted by 'Availability date', with one entry visible: '2026 Winter [redacted] - [redacted]' with a PDF icon and 'Made available on 2026-05-15'.

4. Click on a report title to open the report.



The screenshot shows the 'Reports' section of the Explorance Blue interface. At the top, there is a search bar and navigation links for Home, Tasks, Reports, and Bookmarks. Below this, there are filter buttons for Category, Date Range, Availability, and My reports filters, along with 'Save filters' and 'All filters' options. The main area displays a table of reports under the heading 'MY REPORTS'. The table has columns for Report title, PDF, Availability, and Action. Two reports are visible: '2026 Winter Course Survey Report for [redacted]' and '2026 Winter Faculty Form Report for [redacted]'. A red arrow points to the first report title. The 'Availability' column for both reports shows 'Made available on 2026-05-15'.

Report title	PDF	Availability	Action
2026 Winter Course Survey Report for [redacted] 2026 Winter Course Survey Report - Instructor 2026 UCES Instructor Winter		Made available on 2026-05-15	...
2026 Winter Faculty Form Report for [redacted] 2026 Winter Faculty Form Report 2026 Faculty Form Winter		Made available on 2026-05-15	...

Additional Information

Report Publication Dates:

- May 15 - Winter term reports
- September 15 - Spring and Summer term reports
- January 15 - Fall term reports

Report Types:

1. UCES: Contains student feedback from the [core, institutional wide questions](#).
2. Faculty Form: Contains student feedback from faculty-specific questions. Participation in faculty/department specific questions is optional for faculties.

Questions?

If you require further support, please contact coursesurvey@ucalgary.ca