

Explorance Blue Administrator Guide: UCES Report Access

Updated May 2026

Purpose: Use the online course survey platform (Explorance Blue) to access UCES (UCalgary Course Experience Survey) and Faculty or Department reports.

1. When reports are published, an email will be sent to you from info@coursesurvey.ucalgary.ca, including the link to the Blue online platform. Click on “Access your report(s) here.” to access Blue. If prompted to select a role when logging in, please select **Blue or DIG admin**.

Dear [REDACTED],

Your releasable 2025 Fall Term Course Survey Report(s) are now available.

Course surveys have moved to UCalgary's new platform, Explorance Blue, including course feedback reports

[Access your report\(s\) here.](#)

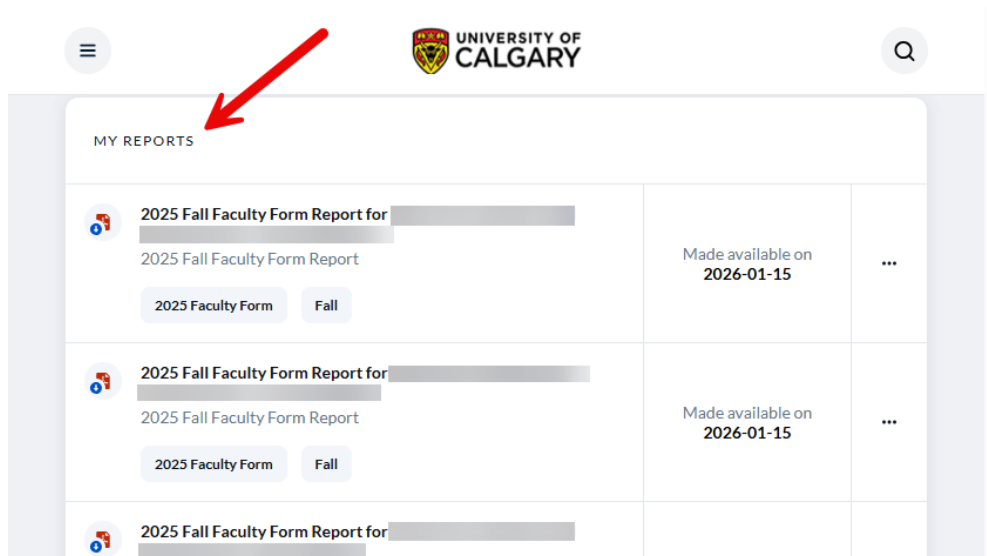
USRI reports for courses prior to Explorance Blue implementation are still accessed through Power BI.

If you have questions about accessing your reports, email coursesurvey@ucalgary.ca.

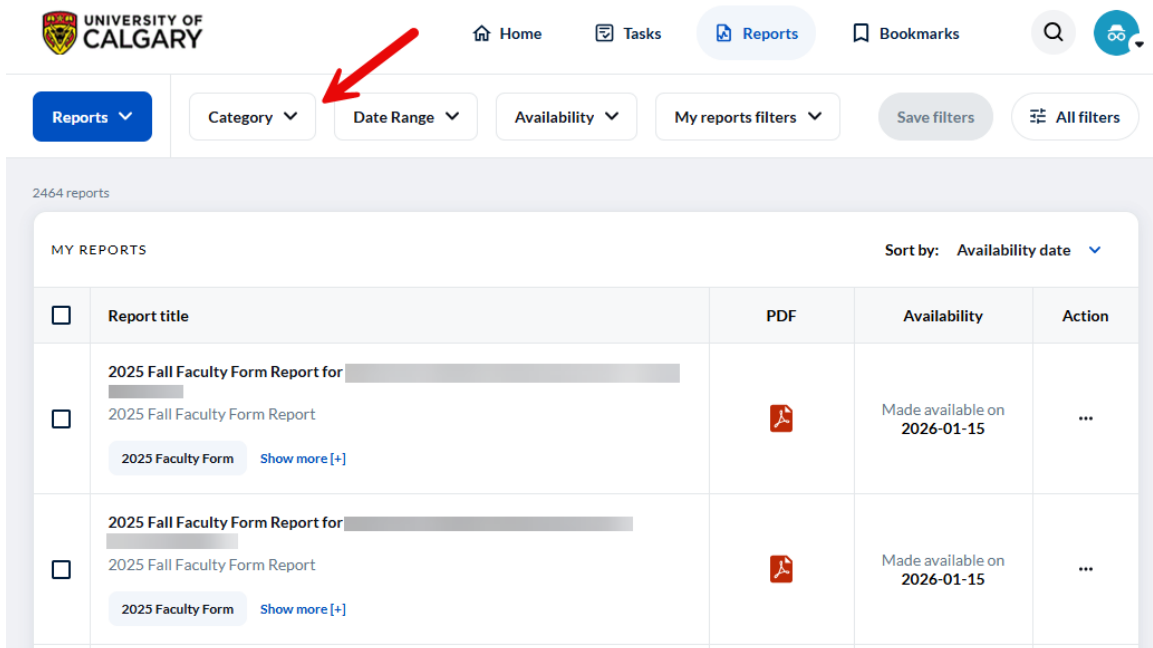
UCalgary Course Survey Team



Alternatively, log in to the Blue homepage (<https://my-ucalgary.bluera.com/>) with Single Sign On, scroll down, and click on “My Reports”. If prompted to select a role when logging in, please select **Blue or DIG admin**.

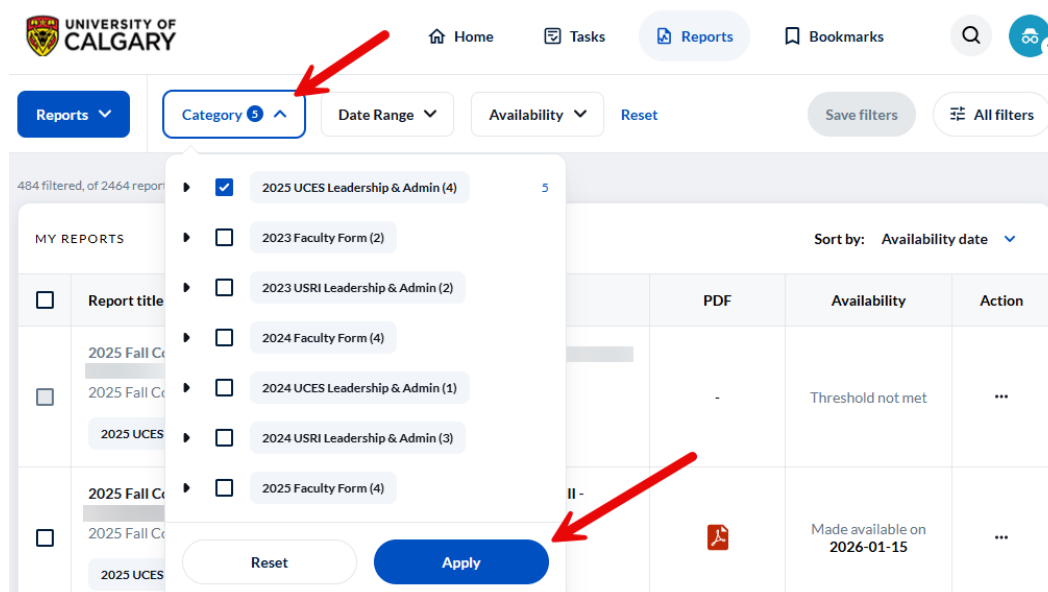


2. Available reports will be displayed within “My Reports”. Click on “Category” to view the drop-down menu and filter by term and report type.



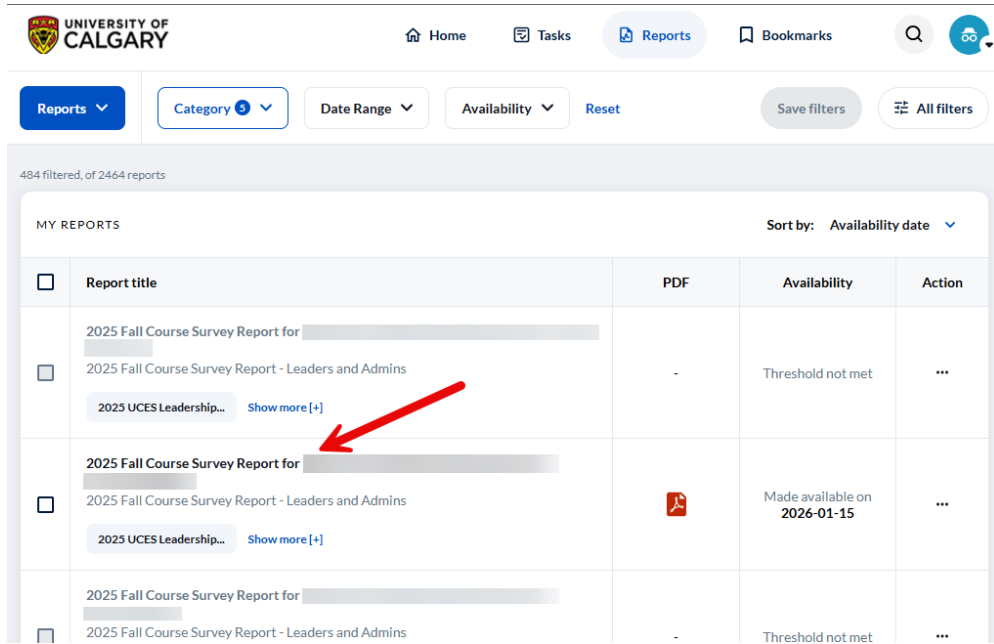
The screenshot shows the top navigation bar with 'Home', 'Tasks', 'Reports', and 'Bookmarks'. Below this is a filter bar with 'Reports', 'Category', 'Date Range', 'Availability', 'My reports filters', 'Save filters', and 'All filters'. The 'Category' dropdown is highlighted with a red arrow. Below the filter bar, the 'MY REPORTS' section is displayed, showing a table of reports with columns for 'Report title', 'PDF', 'Availability', and 'Action'. The table lists two reports for '2025 Fall Faculty Form Report'.

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



The screenshot shows the 'Category' dropdown menu open, displaying a list of filters. A red arrow points to the 'Apply' button at the bottom of the dropdown. The dropdown list includes: '2025 UCES Leadership & Admin (4)', '2023 Faculty Form (2)', '2023 USRI Leadership & Admin (2)', '2024 Faculty Form (4)', '2024 UCES Leadership & Admin (1)', '2024 USRI Leadership & Admin (3)', and '2025 Faculty Form (4)'. The 'Apply' button is highlighted with a red arrow.

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



UNIVERSITY OF CALGARY

Home Tasks Reports Bookmarks

Reports Category Date Range Availability Reset Save filters All filters

484 filtered, of 2464 reports

MY REPORTS Sort by: Availability date

	Report title	PDF	Availability	Action
☐	2025 Fall Course Survey Report for [redacted]			
☐	2025 Fall Course Survey Report - Leaders and Admins	-	Threshold not met	...
	2025 UCES Leadership... Show more [+]			
☐	2025 Fall Course Survey Report for [redacted]			
☐	2025 Fall Course Survey Report - Leaders and Admins		Made available on 2026-01-15	...
	2025 UCES Leadership... Show more [+]			
☐	2025 Fall Course Survey Report for [redacted]			
☐	2025 Fall Course Survey Report - Leaders and Admins	-	Threshold not met	...

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](#).
 - This report is releasable provided there is a minimum 20% completion rate **and** minimum 8 responses.
2. Faculty Form: Contains student feedback from faculty-specific questions. Participation in faculty/department specific questions is optional for faculties.
 - This report is releasable provided there is a minimum of one response.

Please note:

- Combined courses appear together in one report
- USRI refers to course surveys prior to Winter 2024

Questions?

Please first contact your faculty/department's UCalgary Course Experience Surveys (UCES) administrator for support. If you require further support, please contact coursesurvey@ucalgary.ca