View the individual dashboard

The individual dashboard is the self-viewed dashboard for an individual within the organization. The responses displayed in this dashboard belong to this individual directly, for example all of the courses taught by this instructor, and this dashboard can only be viewed by this individual.

The individual dashboard empowers users with an independent analysis tool they can use to identify meaningful continuous improvement opportunities.

NOTE

Questions - Blue questions are the questions created within a project. The Blue Dashboard pulls single selection, single selection table and comment questions from projects in Blue.

Dashboard Questions (DQ) - A DQ is a question that appears in the dashboard and maps across many projects as a question that makes up one part of a question group.
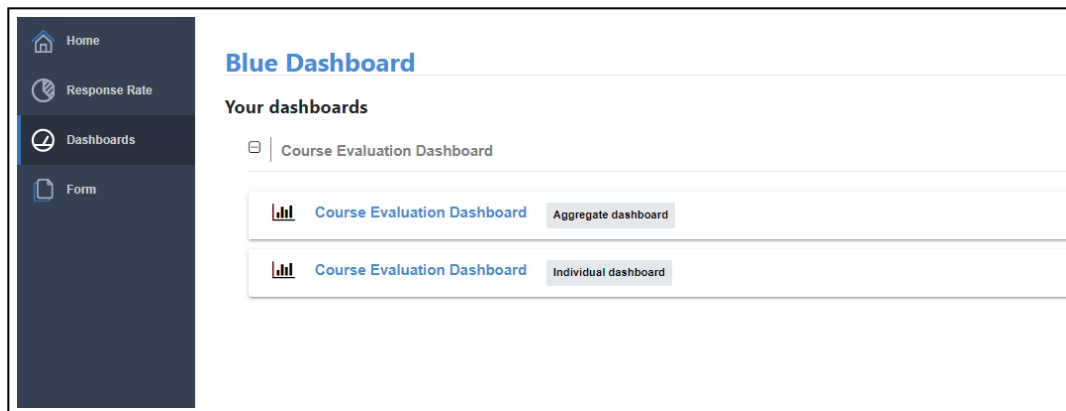
Question group - A question group is a group of Dashboard Questions that focus on a single central theme, such as communication skills, course structure, or quality of learning. This can be referred to as an area, theme, competency, or KPI. Data can be spread across a number of projects, over a period of time, and among various subjects, but ultimately the resulting data is presented together to provide valuable insights.

Time scale - Meaningful time periods that can be established by the administrator to best represent the operations of their specific organization. For example, an administrator could define Spring 2016 as taking place from January 20, 2016 through April 30, 2016.
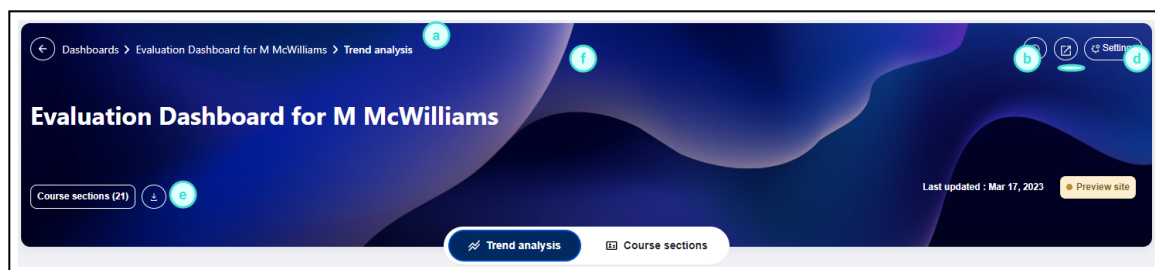
Threshold - In an effort to ensure that specific feedback cannot be traced back to a specific user, minimum response thresholds have been created for both subjects, and respondent demographic data.

Dashboard landing page

1. Log in to Blue.
2. Navigate to Blue Dashboard.
3. Select the link for the individual dashboard. The individual dashboard will open.

Individual dashboard header section

a. Follow the breadcrumb to easily find where you are in the dashboard.
b. Select the **(i)** icon to display the legend information.
c. Pop-out the Dashboard in a new tab or window.
d. Edit the settings menu to customize the dashboard to your liking, select statistics to display, change the order of the views.
e. Export the individual dashboard raw response data in a set of CSV files which can be used in third party analytics tools.
f. Switch between the available views.

Settings menu

The settings menu will pop-up allowing users to select the default statistic that will appear in the dashboard and add or remove additional statistics from the dashboard. Users can also choose the order of the views. Changes made to the settings are saved to the user preferences and will be remembered when the user returns.

The default statistic is the statistic that all of the trend charts and subject summary details initially load. The display statistics can be enabled or disabled. The disabled statistics will not be available on the dashboard views.

> **NOTE**

Median and interpolated median are not statistically appropriate for a question group that contains multiple questions. In the case that median or interpolated median is selected as the default statistic, but is not appropriate for a question group, chart trend lines and subject summary details will be based on the mean.

Settings   ✕

Default statistic   ⌄
                                                                                ⌃

     ● Mean

     ○ Median ⓘ

     ○ Interpolated median ⓘ

     ○ % Favorable

     ○ Response rate ⓘ

Display statistics   ⌄
                                                                                ⌃

     ☐ Mean

     ☑ Standard deviation

     ☑ Median ⓘ

     ☑ Interpolated median ⓘ

     ☑ % Favorable

     ☑ Min

     ☑ Max

     ☑ Responses

     ☑ Invitations

     ☑ Response rate ⓘ

Arrangement of views   ⌄
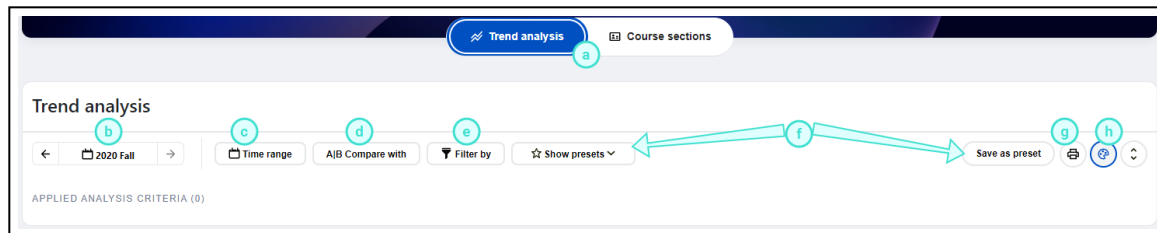   ⌃

Cancel   **Apply**

Use the up and down arrows to determine the order of the views displayed when the dashboard opens.

Arrangement of views

Determine the order of the views displayed when the dashboard opens

Trend analysis

Course sections

Dashboard controls

a. Switch between the available views.
b. **Anchor time period** - Use the left or right arrow buttons to move the selected time period (i.e. anchor time period that is highlighted on the chart) or jump to a specific time period by clicking the current time period and jump to the new time period.
c. **Time range** - (Trend analysis view only) Adjust the time periods being displayed. All data within this time range will be included in the trend charts. A maximum of nine time periods can be selected within a time range.
    i. Time scale - Multiple time scales can be utilized by the dashboard (i.e. year based time periods, or semester based time periods).
    ii. Time range drop-down - Time periods can be selected or excluded and then Apply must be clicked to update the dashboard.
    iii. Time range selection - The user can move the time range forwards and backwards and the range will adjust when you click Apply. Use the mouse to select or deselect a time period. The dashboard is refreshed each time the range is updated.
d. **Compare with** - To further discover the hidden insights in the data, the compare feature allows a user to slice and dice the data based upon selected demographic criteria that they want to examine in more detail or measure against a larger entity (i.e. department).

   Users can take advantage of the **Select all** option to choose all available items within a demographic field to include them in the comparison.
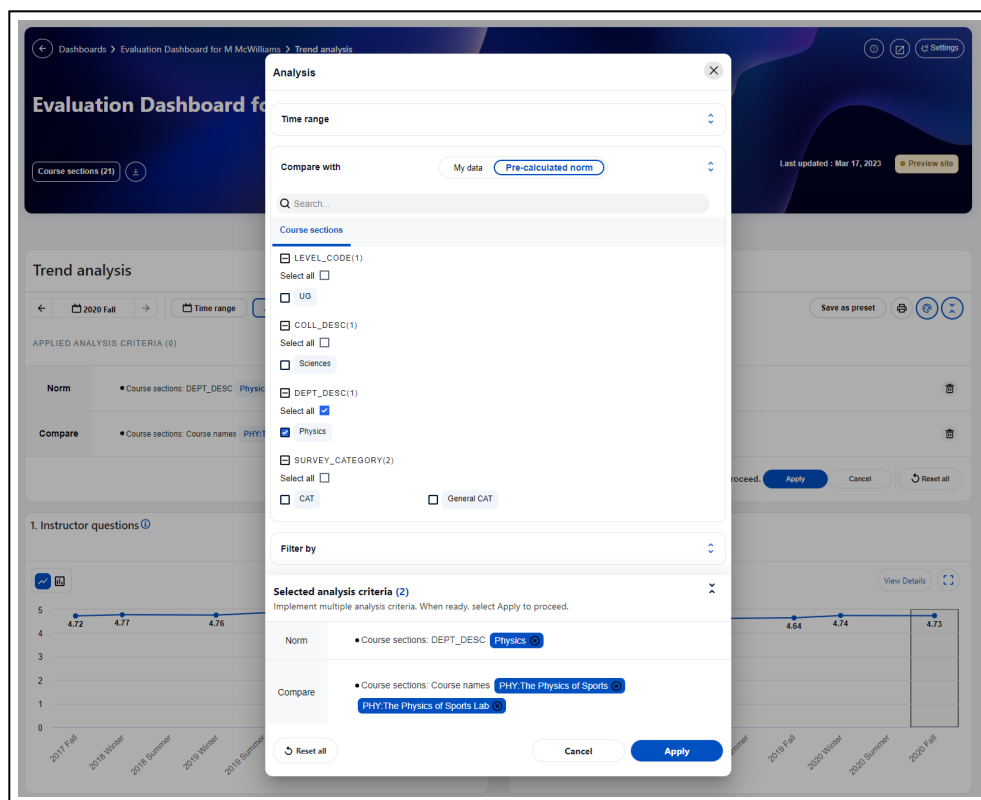
       i. My data:
           I. Select demographic criteria to breakdown the data set, then click Apply to proceed.

II. Please note, the subject names are automatically listed and grouped alphabetically in the comparison criteria

ii. Pre-calculated norms: Works just like my data but allows a user to measure their results with a larger entity like a school or department.

NOTE

- To address data privilege concerns, the norm elements that are available are dynamically determined based on the loaded dataset. For instance, to view the department norm for biology, you must have at least one course that belongs to the biology department.
- Pre-calculated norms remain unchanged by filter criteria.

iii. Compare with my overall data - Allows users to view both the overall aggregated data and the breakdowns while comparing them with pre-calculated norms.

NOTE

- The **My Overall** caption can be changed to suit your situation. For instance a department chair may rename 'My Overall' to the name of the department

- The calculated data in **My Overall** is affected by the selected filters.

Analysis   ✕

Time range   ⬍

Compare with   (My data)   Pre-calculated norm   ⬍

🔍 Search...

☑ Compare with my overall data   My overall | My overall | ✔   ✖

Course sections   Respondents

⊟ COURSE NAMES (2)
Select all ☐
Expand all
⊞ **P** (2)

⊟ COLL_CODE(1)
Select all ☐
☐ SC

⊟ DEPT_CODE(1)
Select all ☐
☐ PHY

⊟ TERM(7)
Select all ☐
☐ 201820   ☐ 201930   ☐ 202120
☐ 201830   ☐ 202020

Selected analysis criteria (0)   ⌄⌃
All analysis criteria have been removed. Select Apply or Cancel to proceed.

Compare   • Compare with my overall data: **My overall** ⊗

↺ Reset all   Cancel   **Apply**

e. **Filter by** - Select specific subject or respondent demographics to study a subset of the data.
   i. Select multiple filter criteria across the two dimensions of subject and respondent demographics, then apply them together at once.
   ii. The subject names are automatically listed and grouped alphabetically in the filter criteria
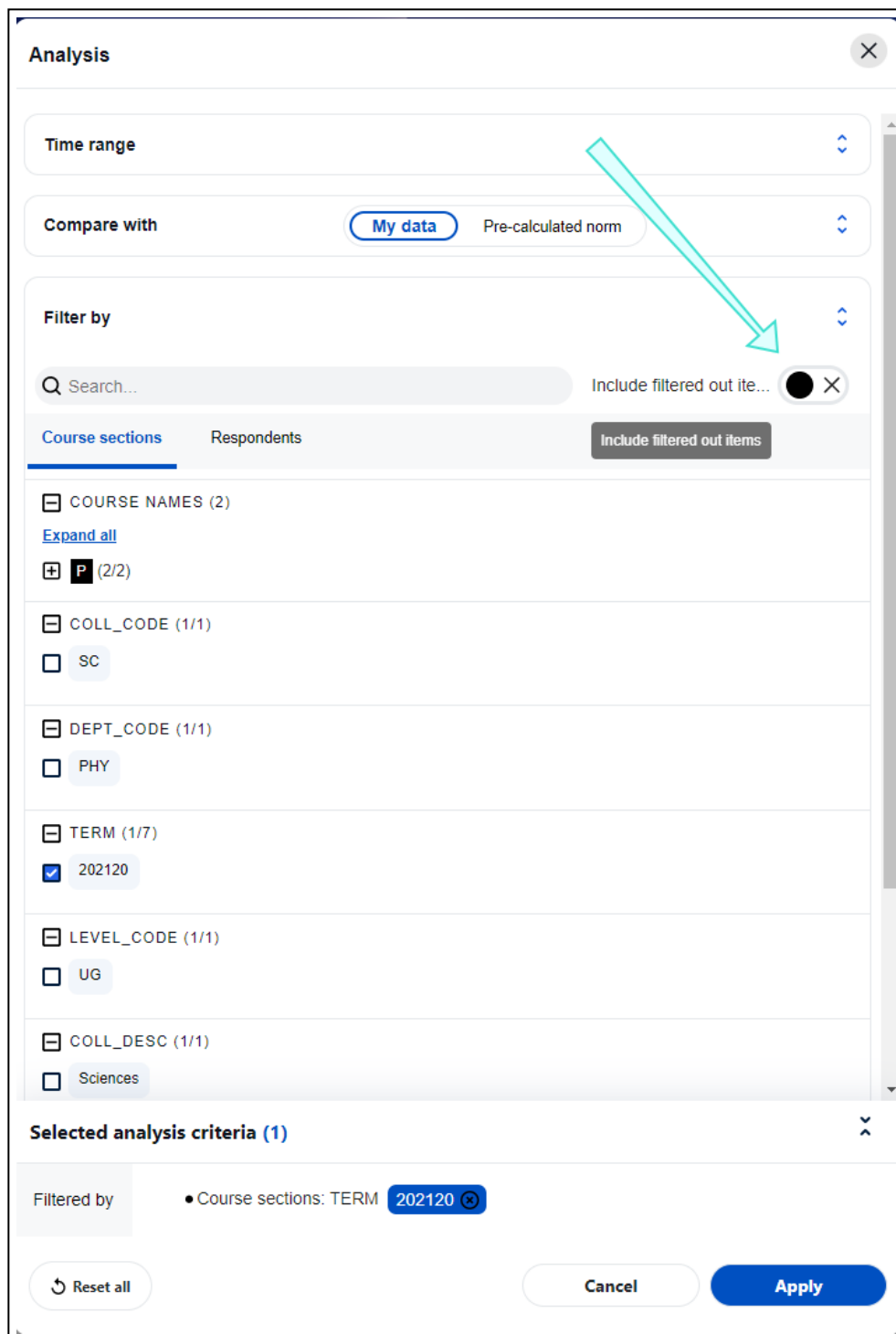
iii. Streamline filters - Blue Dashboard users can now hide filtered out items on the analysis menu. This feature aims to reduce the burden caused by the extensive list of filter items, given the vast amount of available data. By hiding or disabling filtered out items, users can streamline their analysis criteria and focus on the relevant items

NOTE

Streamlined filters apply to both filters and comparisons

    f. Preset

        i. Save as preset - Clicking the Save as preset will save the current analysis criteria as a preset view with a name you enter.

        ii. Show presets - Select an existing preset view to load.

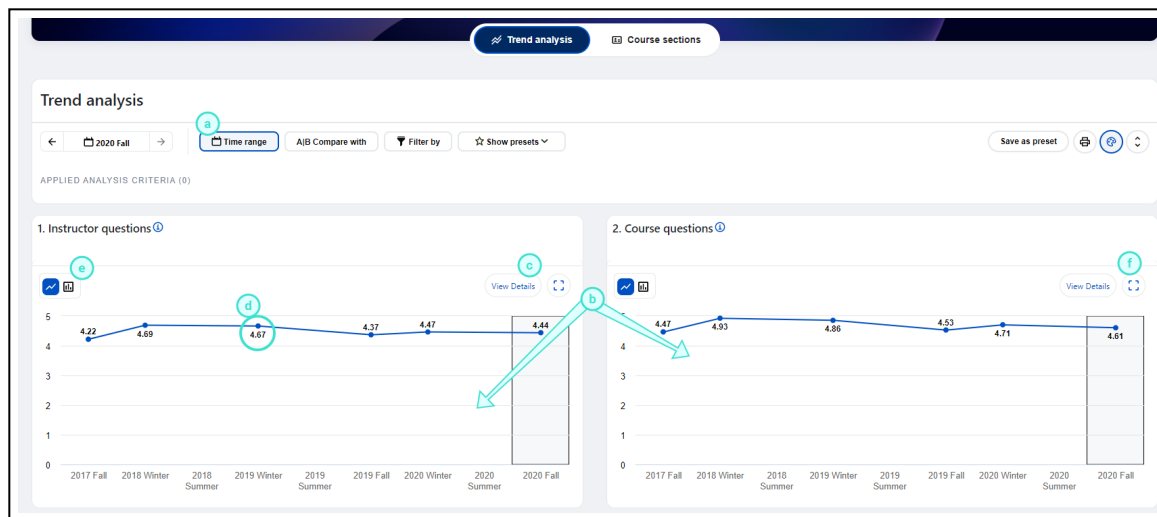g. Preview the current page for printing.

> The print preview function is available on several sections of the dashboard including, the trend analysis view, the subject listing view, and the subject details view. If the view is not supported, the print preview icon will not be displayed.
>
> The print preview function will create a print friendly version of the page, the user can then leverage the browser's built-in print function either to print or to generate PDF files. Both portrait and landscape orientations are supported. Legal, letter, and A4 size papers are supported for the best fit.

h. Pattern charts - enable or disable the pattern background in the bar charts. Due to compliance with accessibility standards (WCAG 2.1 AA), the pattern background is turned on by default.
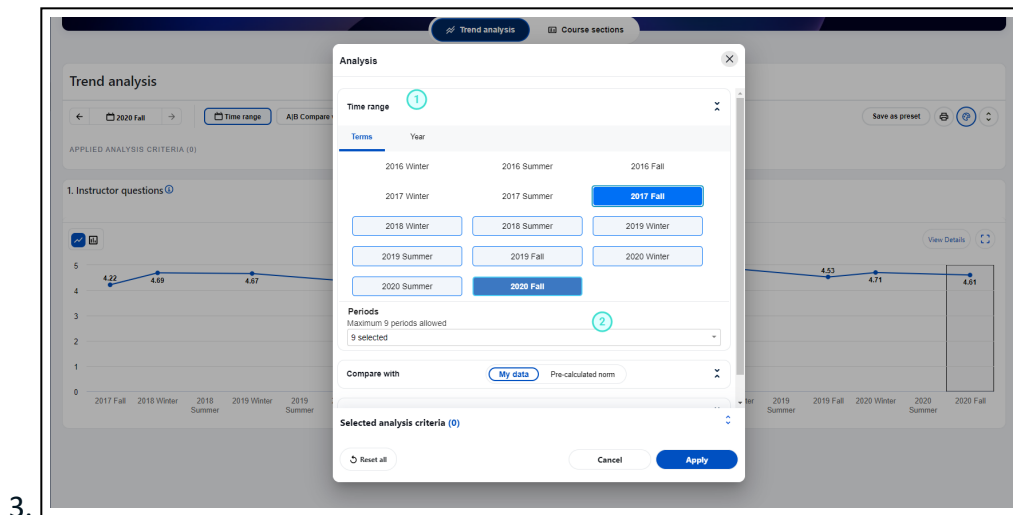
Trend view

Users are able to view a summary trend for all of the available Question group. The average score for each time period is plotted on a graph. Users can filter, breakdown or dig deeper into demographics for further analysis by checking demographic filters, or selecting a value on the graph.

a. Time range - Adjust the time periods being displayed. All data within this time range will be included in the trend charts. A maximum of nine time periods can be selected within a time range.

 1. **Time range selection** - The user can move the time range forwards and backwards and the range will adjust when you click $\boxed{\text{Apply}}$. Use the mouse to select or deselect a time period. The dashboard is refreshed each time the range is updated.

 2. **Time range drop-down** - Time periods can be selected or excluded and then $\boxed{\text{Apply}}$ must clicked to update the dashboard.

3.

b. Trend view of the different question groups within the time range selected.

c. View details - Consult a trend view of all the Dashboard Questions that make up the selected question group.

d. Select a node on a trend chart to drill down into a comparison with subjects of the question group for that specific time period.

e. Select the graph icon to switch the default line chart to a vertical bar chart.

f. Select the minimize/maximize icon to display a full width view of the selected chart or to switch back to a half size chart.

Subjects listing view

The subject list view displays all the subject for a particular time period (i.e. anchor period) and the default statistic for each question group along with the response rate information. Both filters and comparisons are supported on this page. You can drill down into a specific question group or subject.
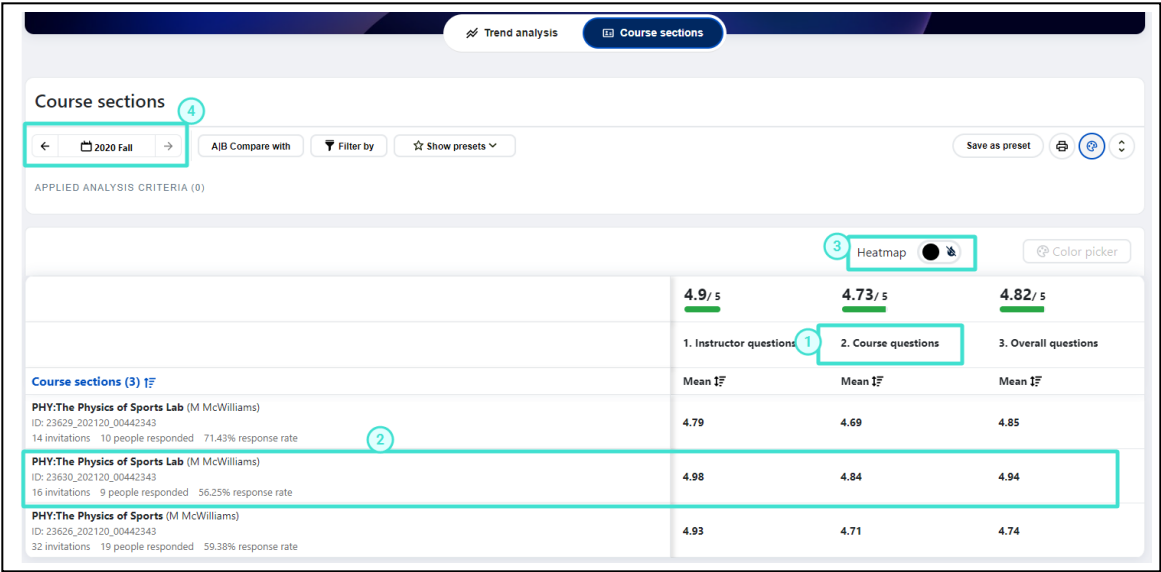
Similar to the trend analysis page, the subject list page allows users to select a list of items for comparison. This enables users to aggregate their data at any level and compare it with the list of question groups or questions.

1. Drill down into a question group
2. Drill down into a subject
3. Toggle the heatmap on and off
4. Change the anchor period

Subjects can be sorted in either ascending or descending order based on the default statistic or subject name.
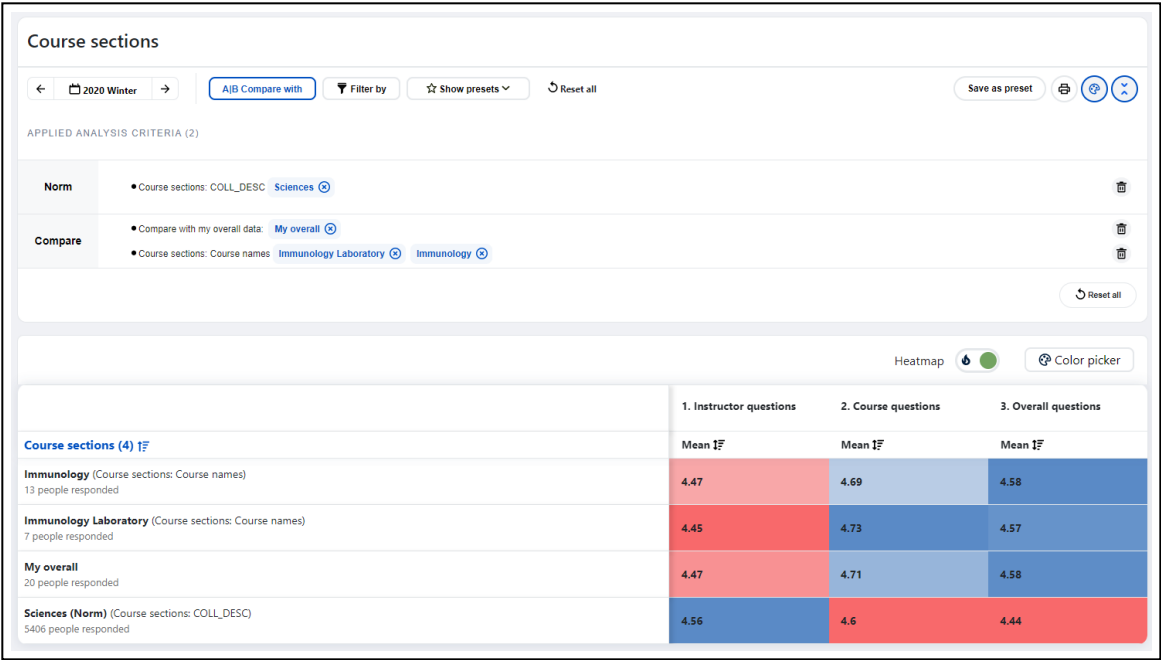
NOTE

> The drill-down capability for each subject is disabled when comparisons are being performed on the subject list.

Subject listing view - Heatmap

When confronted with a large number of scores on the subject list page, it can be overwhelming for users to read and understand them. To help viewers quickly identify problematic areas and understand the relevance of a number in relation to others, Blue Dashboard has implemented a heatmap function with eight available color sets, allowing most users to find an appropriate set to use.

With the available comparison of the pre-calculated norms, overall data, and subject selection plus the capabilities of the heatmap, sorting, and drill down, a user can quickly understand how their data stacks up against their peers.
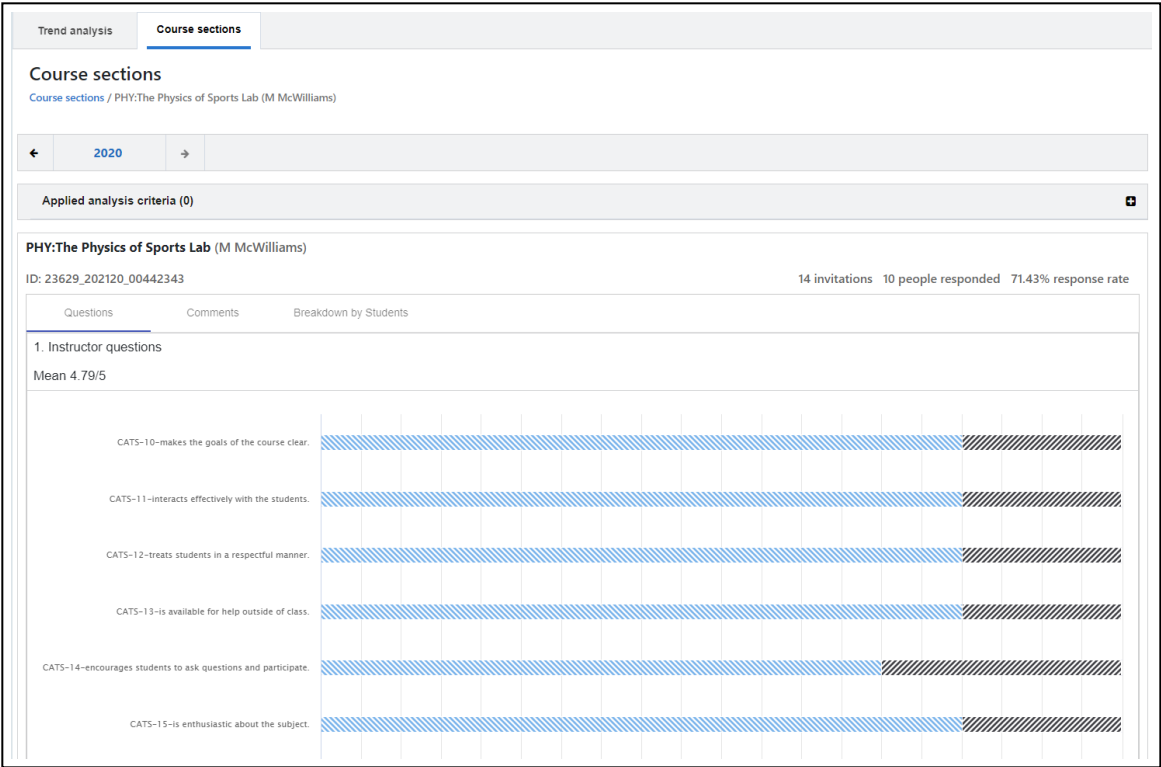
NOTE

- The colors for each column in the heatmap are calculated based on the values in that column, so the same number in a different column may not be assigned the same color on the heatmap.
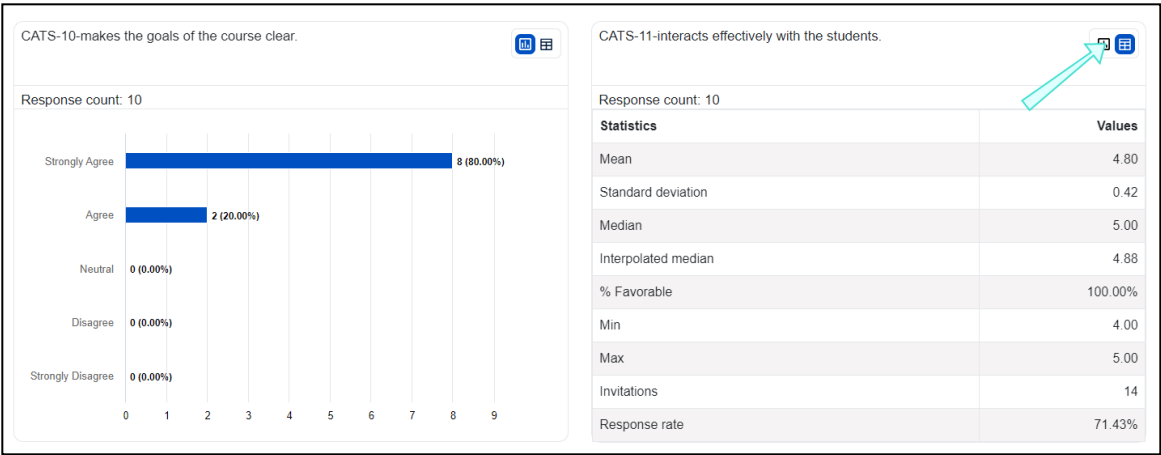- The heatmap is not a WCAG 2.1 AA compliant feature and is not available for print.

Subject details

When selecting a subject, a breakdown of all question responses is presented allowing users to view detailed information about a subject. There are three tabs for each subject.

a. **Question group** - Shows a breakdown of all the questions and their statistics to determine a rating value.
b. **Comments** - When there are open ended questions in a survey, the full comment is displayed in this section.
c. **Breakdown by respondent demographics** - Shows the different respondent demographics made available by the administrator.

To see more information about a question, look at the subject detail view and find the question summary. Below the summary, you will find the question details. You can choose how to display the question details by using the toggle button. The toggle button lets you switch between a table view and a chart view.
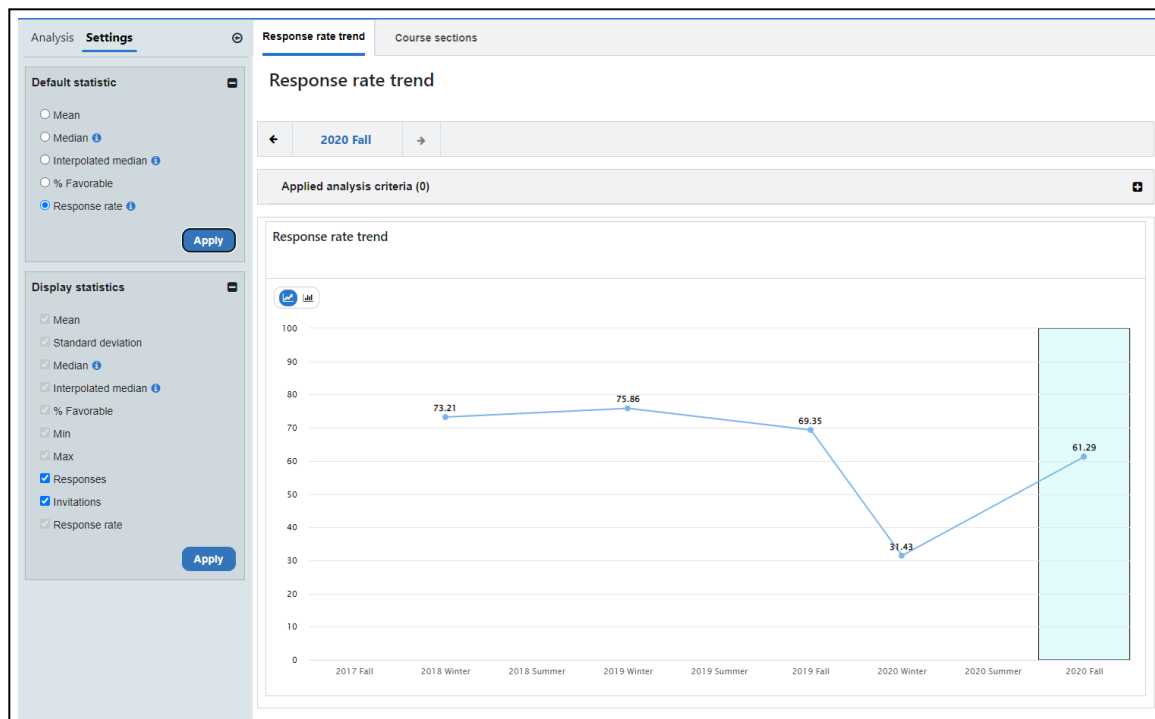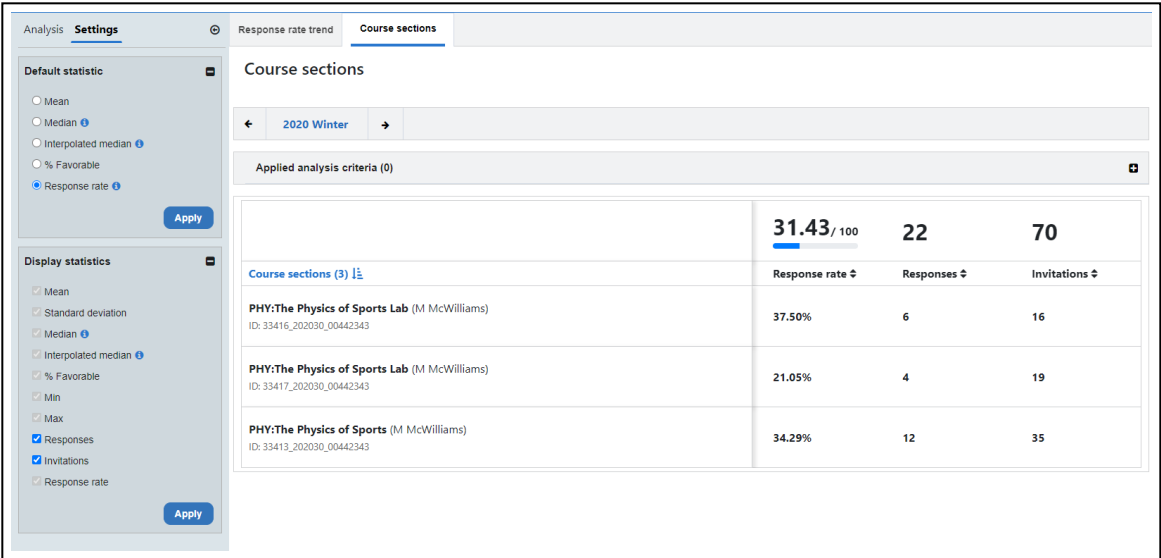
Response rate trend view

When the Response rate is chosen as the default statistic, the dashboard will change into the 'Response rate analysis dashboard' and no question level statistics and no drill down capability will be available while in this mode. Changing the default statistic will make the dashboard return to normal mode.

> **NOTE**
> - Response rate is defined as response count divided by invitation count multiplied by 100.
> - Filters/comparisons applied to the respondent demographics do not impact the invitation count
> - Filters/comparisons applied to the subject or secondary subject demographics **do impact** the invitation count.
> - Subjects that do not have any submitted responses are excluded from the invitation count on the response rate trend view chart.

THINGS TO KNOW ABOUT THE INDIVIDUAL DASHBOARD

- The dashboard only contains data from submitted responses.
- You might see "***Threshold not met***" in place of the data. A minimum number of responses is configured by the administrator to protect the identity of the respondents.
- The latest versions of Google Chrome, Microsoft Edge, Firefox, and Safari are supported.
- The pages are optimized for a minimal screen resolution of 1024 x 768.