

# Online Student Evaluation of Teaching at UMaine Faculty Information

## What is Blue?

Blue is a web portal for deploying and managing student evaluations of teaching (SET). It provides an alternative to traditional paper evaluations.

## What are the benefits of online SET over paper?

- Faculty can add their own personalized questions to the course evaluation.
- Department-specific questions can easily be added.
- Students have more flexibility as to when they can complete their evaluations.
- More options when reporting results back to faculty and departments.
- Faster turnaround time for instructor and departmental reports.
- Reduces administrative time/effort to coordinate evaluations each semester.
- All instructions for faculty and students are provided via email (from [lisa.henderson@maine.edu](mailto:lisa.henderson@maine.edu)).

## Tips

- To maximize response rates we recommend you provide in-class time for students to complete their Blue evaluations.
- Consider using Blue for mid-term check-ins! You can specify the questions.



## What is the process?

(The timings provided below refer to standard full-semester courses. Timings are modified for shorter-duration courses).

**Step 1 (mid-semester):** Administrative staff in each department provide a list of classes to be included in paper and online SET.

**Step 2 (4 weeks before end of classes):** Faculty are sent an email with instructions on how to add personalized questions to their course evaluations. Reminders are sent until faculty complete this step (or indicate they have no questions to add).

**Step 3 (2 weeks before end of classes):** Evaluations open for students. Students receive an initial email with links to their evaluations. Two reminder emails are sent over the last two weeks of classes if students have not completed their evaluations.

Faculty can monitor response rates in real-time. Evaluations end at midnight the last day of classes.

**Step 4 (within 1 week after all final grades submitted):** Reports are distributed to faculty and department administrators.

## Additional Information

[umaine.edu/oira/faculty-services/](http://umaine.edu/oira/faculty-services/)

## Contacts

Blue is managed by the Office of Institutional Research and Assessment (OIRA):  
Lisa Henderson (1-1313) – SET administrator  
Ryan Weatherbee (1-3472) – Blue SET inquiries