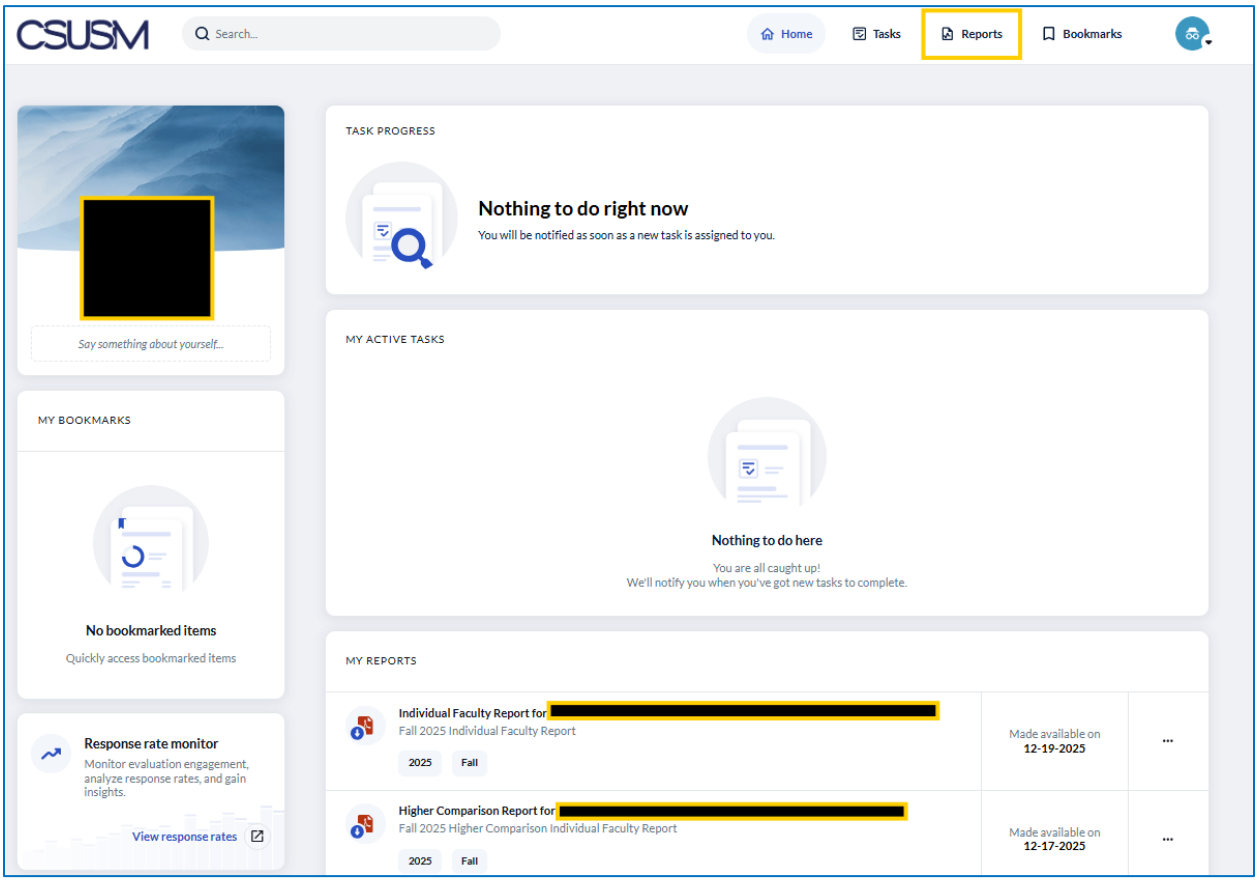
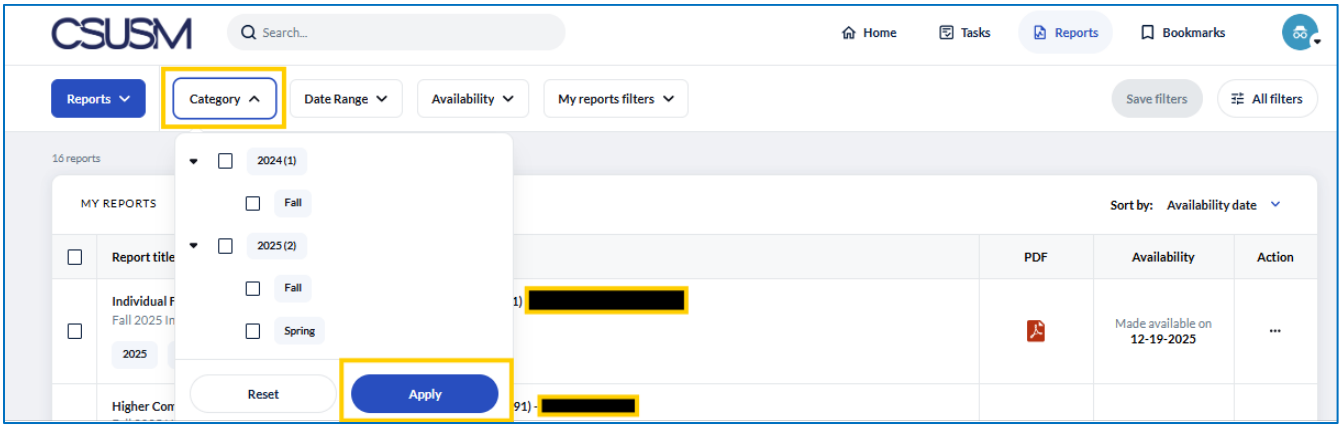
# How to Access Reports for Student Feedback Surveys on Teaching

Instructors will receive an email notification when their reports are available in Blue. Reports are generated after grade submission. Instructors can access Reports for Student Feedback Surveys on teaching by logging into CSUSM's Student Feedback Surveys system, Blue.

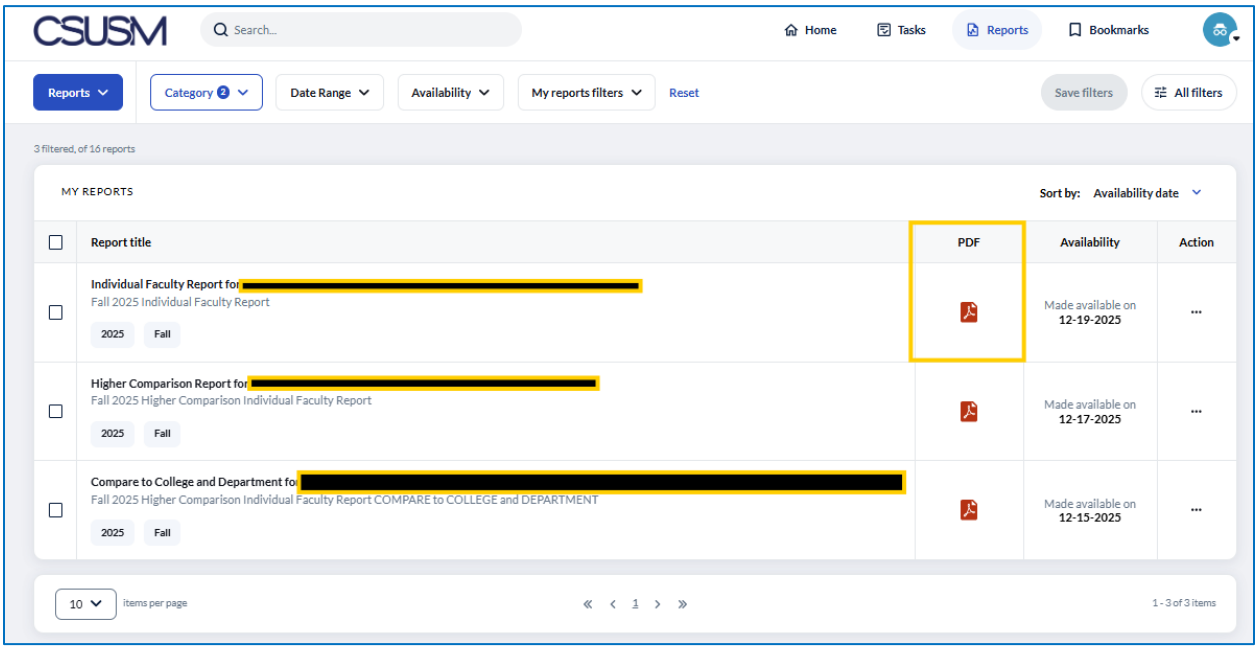
Step 1: Please sign into Blue and click 'Reports' on the top right of your screen.



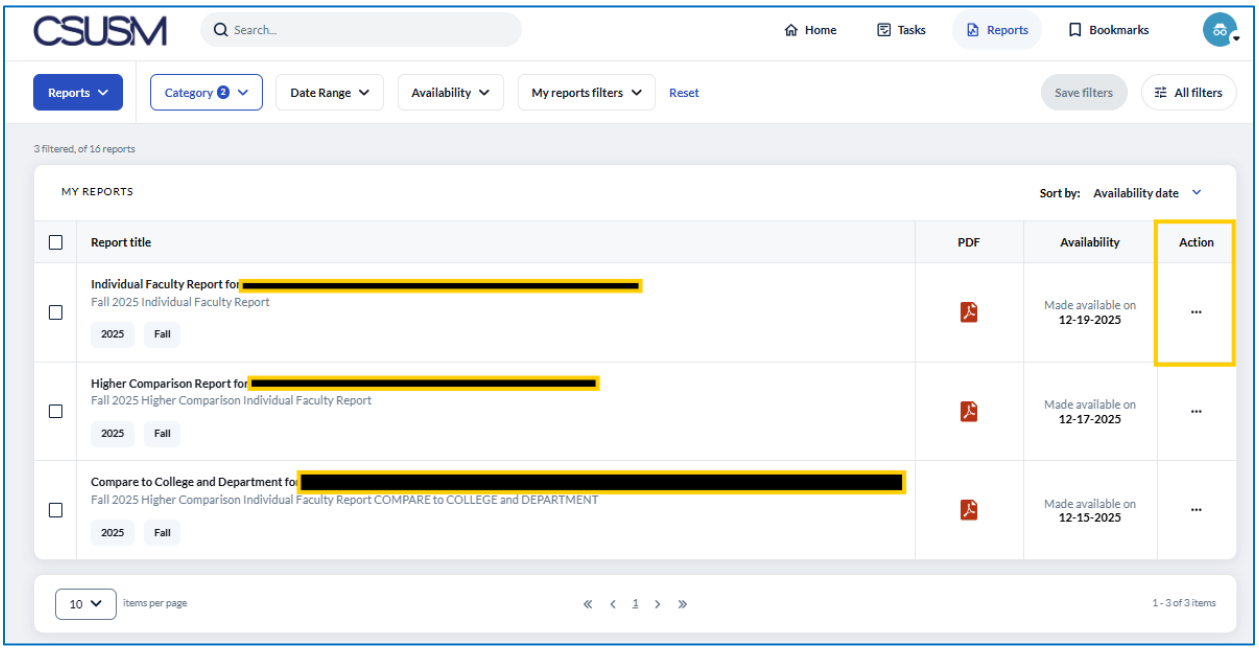
Step 2: To access a report for a specific term, select “Category” and select the desired term from the list.

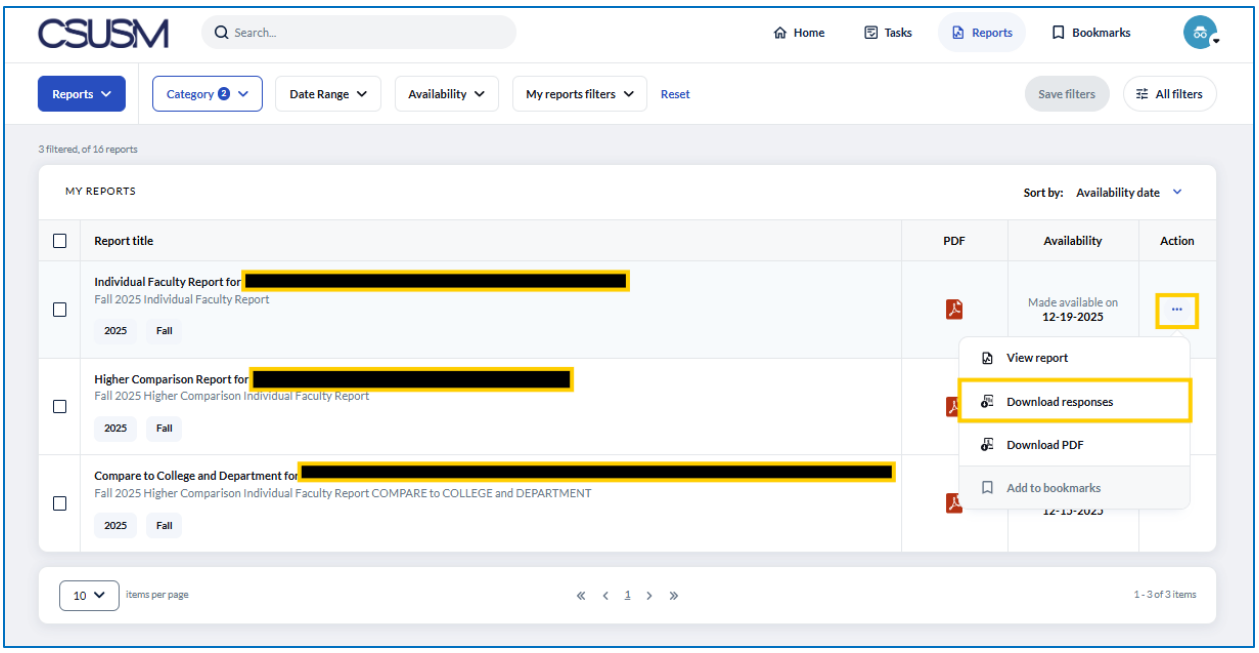



Step 3: To download the report in .PDF format, click on the .PDF icon.



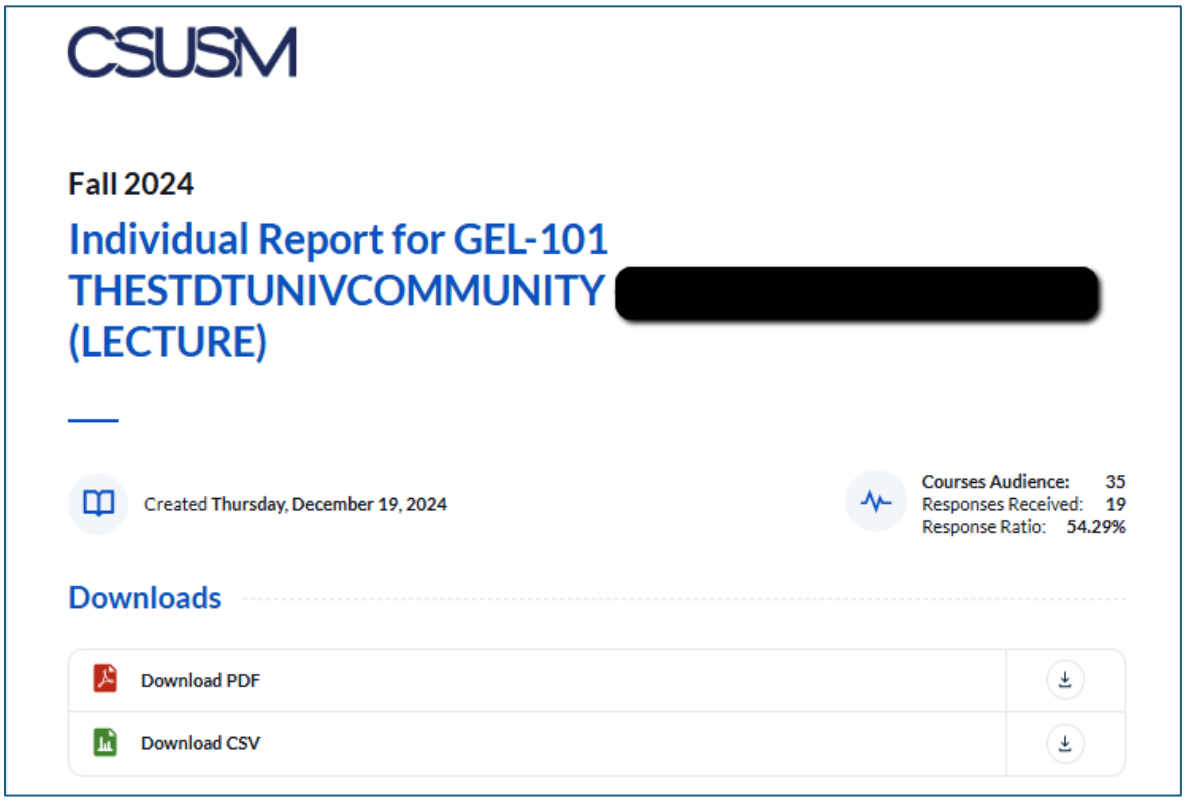
Step 4: To download the report in .CSV format, click on the three dots "…" icon. Then click on "Download Responses".



Step 5: The example below demonstrates an individual report, with key statistics located on the right-hand side:

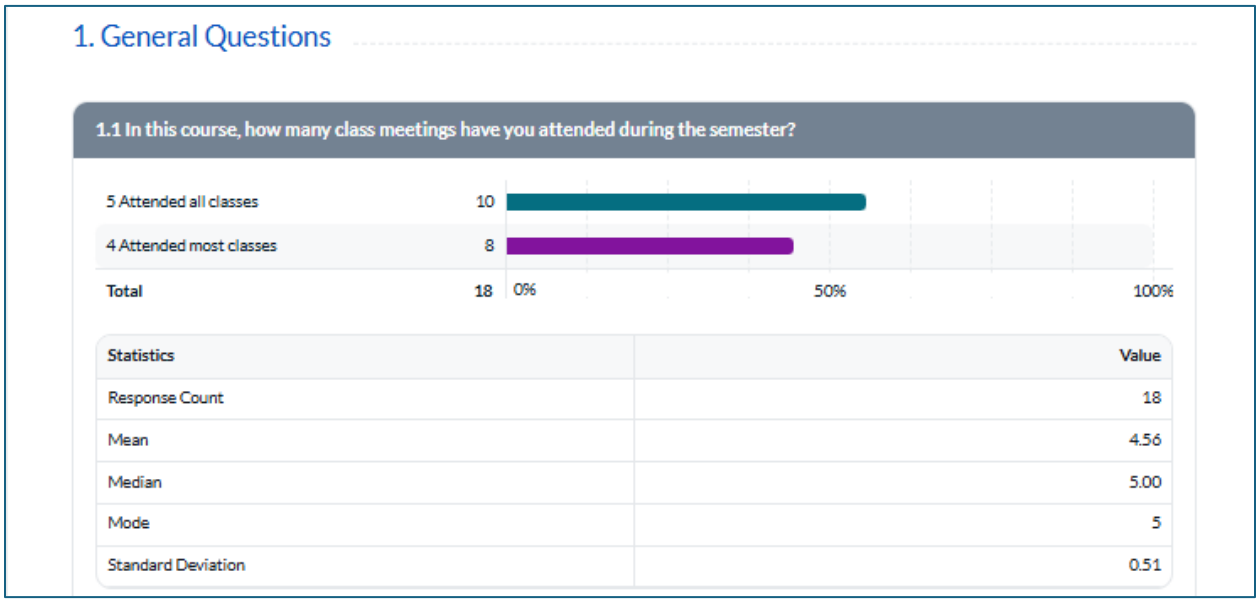
- **Course Audience**: Refers to the total number of surveys distributed to students.
- **Responses Received**: Indicates the number of students that completed the survey.
- **Response Ratio**: Represents the percentage of respondents.



Step 6: Key statistics are located on the bottom of each survey question:

- **Response Count**: Indicates the number of students who completed the survey.
- **Mean**
- **Median**
- **Mode**
- **Standard Deviation**

If faculty used the Question Personalization feature (formerly known as Instructor Added Questions), these responses will also appear in the Individual Report; however, personalized questions are not included in the Comparison Report.




Please note that if a report's status says "Threshold not met" it means that not enough students filled out the sruvey to generate a report.

