## Bluepulse v1.5 User Guide

### Proprietary and Confidential

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Bluepulse Students

Throughout the duration of a course, Bluepulse empowers instructors with the real-time authentic feedback they need to improve the learning experience for students. Bluepulse is simple to use and can be accessed from any mobile or desktop browser.

Bluepulse provides an anonymous, safe and private online feedback hub that allows students to submit immediate feedback to instructors. Instructors have the ability to publish the most relevant Teaching Initiatives for students to rate. Instructors are able to incrementally alter their teaching and learning approach throughout the duration of a course by monitoring feedback from students.

There are just two rules to remember:

- Students can submit one suggestion per course per day.
- Students can rate Teaching Initiatives once per day.

Continue reading below to become familiar with Bluepulse.
The Bluepulse home page provides an overview of available courses.

a. Each course is displayed as either a small, medium, large or extra-large tile where different information is displayed depending on the size.
b. Rate Teaching Initiatives on the home page with large and extra-large tiles.
c. Offer suggestions and view statistics when an extra-large tile is used.
d. Open any course by clicking the title bar on the tile, revealing full course information, additional functionality and data visualizations.
e. The main menu is always available from anywhere in Bluepulse.
**Figure 1: Bluepulse Home Page**
The Bluepulse Mobile displays either large or small course tiles. Tap to open a course and submit suggestions or rate Teaching Initiatives.
Figure 2: Bluepulse Mobile Home Page
Open a course to:

a. Make one suggestion a day about something that would provide you (and your classmates) with a better learning experience.
b. Rate any published Teaching Initiatives for the course.
c. View statistics for each of the Teaching Initiatives.
d. Study the bubble chart and line graph to easily compare each initiative.
e. Close the course to return to the home page, or use the main menu.
Figure 3: A Course in Bluepulse

For each course in Bluepulse Mobile, users can:
a. Switch between rating Teaching Initiatives and making suggestions.
b. Rate any published Teaching Initiatives for the course.
c. View statistics for each of the Teaching Initiatives.
d. Use the arrow to return home.
Figure 4: A Course in Bluepulse Mobile

Would like to hear more guest speakers in the lectures. It's great to real-life examples.

Published about 6 days ago

To what extent do you agree with the above statement?
Access settings from the main menu to customize Bluepulse:

a. View a list of your courses available in Bluepulse.
b. Choose an icon to represent the small tiles.
c. Select a color for each course tile.
d. Select the square with a slash through it to hide a course from the home page.
e. Select a size for each of the course tiles, different tile sizes display different default information in tile view.
<table>
<thead>
<tr>
<th>Image</th>
<th>Course</th>
<th>Hide</th>
<th>Color</th>
</tr>
</thead>
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<tr>
<td><img src="image1.png" alt="Image" /></td>
<td>INSE-6210 - Total quality methodologies in Engineering</td>
<td><img src="icon1.png" alt="Icon" /></td>
<td><img src="color1.png" alt="Color" /></td>
</tr>
<tr>
<td><img src="image2.png" alt="Image" /></td>
<td>INSE-6270 - Quality and Risk Management</td>
<td><img src="icon2.png" alt="Icon" /></td>
<td><img src="color2.png" alt="Color" /></td>
</tr>
<tr>
<td><img src="image3.png" alt="Image" /></td>
<td>INSE-6280 - Network security</td>
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<td><img src="color3.png" alt="Color" /></td>
</tr>
<tr>
<td><img src="image4.png" alt="Image" /></td>
<td>INSE-6290 - CyberCrime</td>
<td><img src="icon4.png" alt="Icon" /></td>
<td><img src="color4.png" alt="Color" /></td>
</tr>
<tr>
<td><img src="image5.png" alt="Image" /></td>
<td>INSE-6300 - TFS</td>
<td><img src="icon5.png" alt="Icon" /></td>
<td><img src="color5.png" alt="Color" /></td>
</tr>
<tr>
<td><img src="image6.png" alt="Image" /></td>
<td>LATIN-101 - Lorem ipsum</td>
<td><img src="icon6.png" alt="Icon" /></td>
<td><img src="color6.png" alt="Color" /></td>
</tr>
</tbody>
</table>

**Figure 5: Bluepulse Settings**
Customize Bluepulse Mobile by clicking the gear icon from the main page and decide how each course will be displayed in Bluepulse.

- a. Choose an icon to represent each course.
- b. Decide which color each course should be.
- c. Select which size a course will appear on the home page, or hide a course altogether.
- d. Use the arrow to return home.
Figure 6: Bluepulse Mobile Settings

**(CHEM211 - Introduction to Organic Chemistry)**
- Small tile
- Large tile
- Hide tile

**(MRKT392 - New Product Development)**
- Small tile
- Large tile
- Hide tile

**(ACCT221 - Introduction to Tax Law)**
Bluepulse Instructors

Instructors, in addition to being presented with an interface very similar to the student, they also have access to the Instructor Space. From the Instructor Space, Instructors are able to manage:

- Student suggestions
- Teaching Initiatives
- Learning Polls
- Courses

Continue reading to learn more about using Bluepulse as an instructor.
Figure 7: Bluepulse v1.5 Instructor Home Page
**Student Suggestions**

Students submit suggestions all throughout the duration of a course. It's up to the instructor to manage and review those suggestions. Bluepulse provides a simple and efficient interface for quickly addressing suggestions and deciding what action to take.

1. Navigate to the Instructor Space and suggestions are the first thing that is displayed.
2. Select a course from the course list.
3. Decide which action to take with each suggestion, instructors can decide to:
   a. Link to a Teaching Initiative
      An instructor can link one or more suggestions to a Teaching Initiative. Students receive a notification when one of their suggestions has been linked to a Teaching Initiative.
   b. Direct a Broadcast Message to the student that submitted the suggestion.
      Instructors can begin a discussion with the student that submitted the suggestion. Messages are anonymous and private. Broadcast Messages appear in a pop-up message box when the student logs on so that they are encouraged to reply promptly.
   c. Mark a suggestion as new or read.
      Once a suggestion has been reviewed, it can be marked as read. Marking a suggestion as read helps when filtering a long list of suggestions to ensure that all suggestions are appropriately considered.
   d. Block a student who is making inappropriate or unhelpful suggestions.
      Unfortunately, some students may decide to abuse the system due to it's anonymous nature. To minimize the disruption for instructors, suggestions from students that are acting inappropriately can be blocked. Students won't know that they are blocked while instructors won't have to waste their time weeding through them. Blocked suggestions can always be accessed by changing the filter.
   e. Delete suggestions.
      At times, it may be necessary to delete suggestions that are old, irrelevant, or are no longer needed. These can be easily deleted, but once deleted there is no way to restore them.
Figure 8: Bluepulse v1.5 - Instructor Space - Student Suggestions
Teaching Initiatives

Teaching Initiatives are established by the instructor as an area of the learning experience that the instructor would like to add value. Instructors can monitor their progress on a particular initiative through daily ratings provided by the students.

1. Open the Instructor Space.
2. Navigate to Teaching Initiatives.
3. Select one of the available courses.
4. Add a Teaching Initiative using the text box.
5. View and/or remove links to student suggestions.
6. Publish the Teaching Initiative so that students can rate it. Archive results by unpublishing the initiative once goals have been reached.
7. Send a Broadcast Message to all students (messages can be sent to all students, or just those students that have rated the initiative).
Figure 9: Bluepulse v1.5 - Instructor Space - Teaching Initiatives
Learning Polls

Learning Polls are created by the instructor to measure the current sentiment. They are pushed to students via a pop-up dialog box as soon as they sign in. Students rate them immediately allowing the instructor to obtain quick feedback.

1. Open the Instructor Space.
3. Select one of the available courses.
4. Add a Learning Poll using the text box.
5. Publish the Learning Poll so that students can rate it. Archive results by unpublishing it once enough feedback has been received.
6. Send a Broadcast Message to all students (messages can be sent to all students, or can be targeted to students that submitted a specific rating).
7. View Learning Poll results.

Figure 10: Bluepulse v1.5 - Instructor Space - Learning Polls
Courses

1. Open the Instructor Space.
2. Navigate to Courses.
3. Toggle courses on or off. Courses that are turned off will not be available in Bluepulse for any students or instructors. A course can be turned on or off at anytime and all data is securely stored even after a course has been turned off.
4. Download data from previous courses as either a CSV or Excel file.
Courses

Course Availability
Make your courses available in Bluepulse. Your students can provide suggestions, rate teaching initiatives, participate in discussions and more.

- **ON** CyberCrime - (available for student feedback)
- **ON** Network security - (available for student feedback)
- **ON** Quality and Risk Management - (available for student feedback)
- **OFF** TFS - (closed to student feedback)
- **ON** Total quality methodologies in Engineering - (available for student feedback)

Archives
Download a CSV or Excel file that contains suggestions, initiatives, ratings, and related archived information for past sessions of a selected course.

### CyberCrime for the New session session
0 initiative | 0 Responses | 0 average agreement

### Network security for the New session session
0 initiative | 0 Responses | 0 average agreement

Figure 11: Bluepulse v1.5 - Instructor Space - Courses
**Bluepulse Administrators**

To access the Bluepulse Administration Console, open a browser and navigate to:

```
http://<bluepulseURL>/adminlogin.aspx
```

Then enter an administrator username and password.

When you log out you will be redirected to:

```
http://<bluepulseURL>/login.aspx
```

Where you will be able to enter a standard teacher or student username and password to access Bluepulse.

From the Bluepulse Administration Console, administrators are able to:

- View Bluepulse system statistics
- Change key system settings
- Customize the look and feel of Bluepulse
- Manage Sessions, Courses and Enrollments
- Add or remove users
- Update Bluepulse
Bluepulse Administration Console

The Bluepulse Administration Console provides a rich source of statistical data about Bluepulse usage.

a. Last logins date distribution displays the number of times that users have logged in to Bluepulse in the last 30 calendar days.
b. Bluepulse in numbers gives you a look at the actual usage numbers related to Bluepulse.
c. Last 30 days feedback (Raters/Users) provides a clear view of the percentage of users (instructors and students) that are actually submitting ratings in Bluepulse.
d. Recent ratings info breaks down how often each level of the ratings scale has been selected for the last 30 days.
e. The Ratings for the last 30 days bar graph displays the number of ratings received each day for the last 30 days.
Figure 12: Bluepulse v1.5 - Administration Console
Bluepulse System Settings

From Bluepulse System Settings, administrators can:

- a. Set the **Application Language** (currently Bluepulse is only available in English)
- b. Change the administrator password
- c. Update the license information
- d. Set the method for calculating scores
- e. View log and config files for troubleshooting
- f. View the system status
Figure 13: Bluepulse v1.5 - System Settings
Bluepulse Appearance

From Bluepulse Appearance, administrators can:

a. Restore system default settings to restore Bluepulse to its original look and feel.
b. Modify the Application Title, this is the text that appears in the browser tab.
c. Change the Banner Image, this is the image that appears at the top of every page.
d. Change the Sign in Image, this is the image that appears on the sign in page.
e. Set the Banner Link Destination URL, which determines where a user is directed when they click on the banner image.
f. Add a Favorite Icon, the small icon that sits just beside the application title in the browser tab.
g. Customize the Background image.
h. Alter the default rating captions.
Figure 14: Bluepulse v1.5 - Appearance
Bluepulse Session Management

Delete this text and replace it with your own content.
Bluepulse Session Management

A session contains a group of courses and their associated enrollments, suggestions, responses, teaching initiatives and learning polls. Having an active session is required, but there can only be one active session at a time.

<table>
<thead>
<tr>
<th>Session Name</th>
<th>Active</th>
<th>Start Date</th>
<th>End Date</th>
<th>Courses</th>
<th>Enroll.</th>
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<tr>
<td>Winter 2015a</td>
<td>ACTIVE</td>
<td>2015-01-20</td>
<td>2015-04-30</td>
<td>108</td>
<td>262</td>
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<tr>
<td>Otoño</td>
<td>archived</td>
<td>2015-03-15</td>
<td>2015-03-31</td>
<td>143</td>
<td>add</td>
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<tr>
<td>Otoño 2</td>
<td>archived</td>
<td>2015-03-19</td>
<td>2015-03-28</td>
<td>add</td>
<td>add</td>
</tr>
<tr>
<td>Test</td>
<td>archived</td>
<td>2015-03-19</td>
<td>2015-03-20</td>
<td>add</td>
<td>add</td>
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<tr>
<td>Otoño 3 &amp; 4</td>
<td>archived</td>
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<td>2015-03-31</td>
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<td>New Session</td>
<td>archived</td>
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<td>2015-07-31</td>
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</table>

8 item(s)

Add a Session

Figure 15: Bluepulse v1.5 - Session Management
Bluepulse User Management

The Bluepulse administrator is able to manage Bluepulse users including adding, removing, and editing users one by one or in bulk via a CSV file and downloading the entire user list as a CSV file.

a. Search, sort and navigate through the list of users.
b. Edit existing users. Change their email address, name, ...
c. Add a single user quickly and easily.
d. Add lots of users by uploading a specially formatted CSV/TXT file.
e. Download the list of users already in Bluepulse.
# Bluepulse Users Management

Bluepulse User Management lets you add users one at a time or upload multiple users via a CSV file, modify user information and download a complete list of users.

<table>
<thead>
<tr>
<th>Username</th>
<th>Email</th>
<th>Last Login</th>
<th>Active</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estudiante10072</td>
<td><a href="mailto:Estudiante10072@email.com">Estudiante10072@email.com</a></td>
<td>2015-05-13 18:00:20</td>
<td>Yes</td>
</tr>
<tr>
<td>Estudiante10073</td>
<td><a href="mailto:Estudiante10073@email.com">Estudiante10073@email.com</a></td>
<td>2015-05-13 18:00:20</td>
<td>Yes</td>
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<tr>
<td>Estudiante10074</td>
<td><a href="mailto:Estudiante10074@email.com">Estudiante10074@email.com</a></td>
<td>2015-05-13 18:00:20</td>
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<tr>
<td>Estudiante10075</td>
<td><a href="mailto:Estudiante10075@email.com">Estudiante10075@email.com</a></td>
<td>2015-05-13 18:00:20</td>
<td>Yes</td>
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<tr>
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<td>2015-05-13 18:00:20</td>
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<tr>
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<td>2015-05-13 18:00:20</td>
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<td>2015-05-13 18:00:20</td>
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</tr>
<tr>
<td>Estudiante10079</td>
<td><a href="mailto:Estudiante10079@email.com">Estudiante10079@email.com</a></td>
<td>2015-05-13 18:00:20</td>
<td>Yes</td>
</tr>
<tr>
<td>Estudiante10080</td>
<td><a href="mailto:Estudiante10080@email.com">Estudiante10080@email.com</a></td>
<td>2015-05-13 18:00:20</td>
<td>Yes</td>
</tr>
</tbody>
</table>

- **a**: Search bar for user management.
- **b**: User management interface.
- **c**: Add a user button.
- **d**: Upload users button.
- **e**: Download users button.

**Figure 16: Bluepulse v1.5 - User Management**
Upload multiple users using CSV or TXT files. Once a file is selected, it is verified and then uploaded if there are no problems.

Formatting information and other instructions have been provided on screen.

Figure 17: Bluepulse v1.5 - User Management - Upload Users
**Update Bluepulse**

On occasion, Bluepulse may need to be updated. Updates can be installed from within Bluepulse by navigating to the Update Bluepulse page while logged in as an administrator.

Choose to update Bluepulse via an online source or via an update package stored locally and follow the on-screen prompts to complete the update.

---

**Figure 18: Bluepulse v1.5 - Update Bluepulse**
About Bluepulse

Bluepulse® is an adaptive social improvement tool designed to help institutions achieve teaching and learning excellence. It helps instructors discover what to start doing, what to stop doing, and what to continue doing to improve the teaching and learning experience for students. Putting an emphasis on how students learn as much as what they are learning, instructors can make real-time adjustments using real data exclusive to them. By receiving continuous daily feedback, instructors can take the ‘pulse’ of the classroom to address issues prior to mid- and end-of-term evaluations. This gives instructors a chance to get back on track and refine their teaching methodologies before the evaluations that really matter.

For sales, support, or general inquiries, please contact a Bluepulse representative at info@bluepulsehub.com or visit our website and chat live with an expert, www.bluepulsehub.com.

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About eXplorance

At eXplorance, we believe that continuous improvement is at the heart of progress. By providing tools that assess knowledge, competencies, and skills, we assist organizations in developing a culture of improvement. Blue™ helps build that culture by powering a cycle of improvement resulting in strategic insights for future innovation.

Blue is a complete Learning Experience Management (LEM) system that includes applications for course and instructor evaluations, broad-based stakeholder surveys, psychometric and knowledge tests, 360 degree feedback, and more. Putting ‘being better’ at the forefront, Blue provides benchmarks, stakeholder assessments, sophisticated reporting, adapted insights and continuous monitoring.

Founded in 2003, eXplorance is a privately held corporation based in Montreal, Canada. Some of eXplorance’s clients include RMIT University, University of Louisville, PPS International Limited, University of Toronto, UMPQUA Community College, Fidelity Marketing, UAE University, loanDepot, University of Groningen and NASA.

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