BLUEPULSE QUICK HOW-TO GUIDE

There are 3 main pillars that users can engage using Bluepulse®: suggestions, initiatives, and ratings. With these 3 pillars working in unison, both students and instructors can achieve teaching and learning excellence in classroom.

STUDENT SUGGESTIONS
In Bluepulse 1.4, all users (instructors and students) can make suggestions, however this functionality should be reserved for students. Suggestions are:
- 160 characters maximum, spaces included
- Submitted once per day, per course (per tile)

Suggestions should be:
- Concise, on-topic, constructive
- Used to create initiatives
- Focused on things that CAN change
- Balanced

Examples of student suggestions:
GOOD: The real world example that you used to demonstrate the 2nd law of thermodynamics was very helpful for my understanding. More of those would be great!
GOOD: I find the PowerPoint slides have too much information on them. I can’t takes notes quickly enough. It would be helpful if you posted them online after class.
BAD: This class is boring!

TEACHING & LEARNING INITIATIVES
Instructors can create a maximum of 14 initiatives. At any one time, only 7 initiatives can be published. Good initiatives should be:
- Statements
- Focused on behaviour
- Formulated using the present tense
- Written to ensure that positive ratings mean positive agreement

Examples of teaching initiatives: (Written from the first person perspective)
GOOD: I provide enough in-class review time to prepare for quizzes and exams.
GOOD: My decision to invite guest speakers in class is an effective way to convey course concepts.
BAD: Do you think I should put less graphs in and move the quiz date?
Examples of learning initiatives: (Written from the second person perspective)

**GOOD**: You effectively delegate tasks during your group meetings.

**GOOD**: You are able to explain, in detail, the process of mitosis to a fourth grader.

**BAD**: You shouldn’t wait until a week before the exam to start studying and finish your assignments.

**RESPONSES**

Responses are the cumulative number of ratings for a particular initiative. Ratings can be made once per day, per initiative, per course. This means that if a student is enrolled in 5 classes using Bluepulse, there are 5 course tiles each with a maximum of 7 published initiatives, for a total of 35 possible responses each day. Ratings can be:

- Selected (“Not at all” to “A great deal”)
- Changed (once selected)
- Removed (once selected)

Ratings are officially logged as responses each day at 12:00 AM and cannot be changed or removed after this time.

**Bubble Chart**

The bubble chart provides two pieces of information:

1. The size of the bubble corresponds to the volume of responses for that initiative;
2. The vertical position of the bubble corresponds to the average aggregate rating (score) for that initiative;

**Line Chart**

The line chart provides information on the change in average aggregate rating (score) over time for an initiative. Users can toggle the graph to display this information over days or weeks.

**OTHER FEATURES**

- **Blocking Flagrant Users**: Instructors can block students from making suggestions. Students will not be alerted they have been blocked. This can be done in the **Admin Tile**.
- **Student Suggestions**: Instructors can delete, sort, filter, and search by keyword in the **Suggestions** tab of the **Admin Tile**. Once student suggestions are deleted, they cannot be retrieved.
- **Teaching and Learning Initiatives**: Instructors can create, delete, sort, filter, and search by keyword in the Opportunities tab of the Admin Tile. Once an initiative has been deleted, all the data (responses) collected will be deleted and will be irretrievable.
- **Personalized Interface**: Users can select the size, colour, and icon representing a course tile in the **Settings** menu.