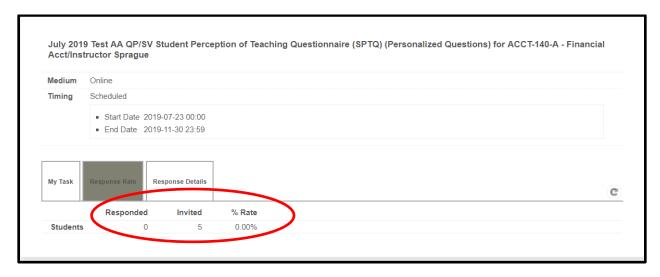
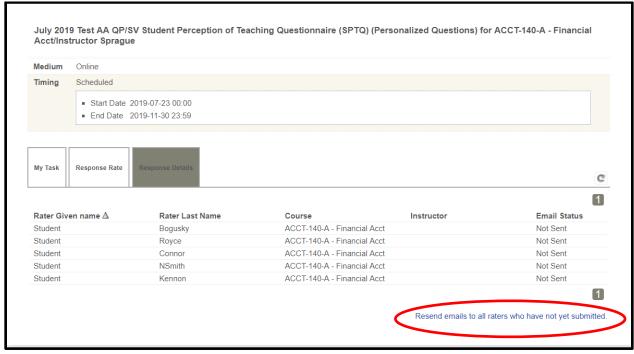
CHECKING SPTQ STUDENT PARTICIPATION

(Only available during evaluation period)

Faculty will not be able to view **who** has completed the SPTQ. However, you can see the number of students who have completed the SPTQ. You are also able to email the students who have yet to complete the SPTQ, though you will not know their identities. To access this feature, you can click on the "Email" button while viewing the Student Participation numbers.





There are four ways to check your SPTQ Student Participation

- 1. An email will be sent to you with YOUR link to your courses. You will not be able to use the same link as other professors.
- 2. Log into Blue using this link: https://gummi.ursinus.edu/blue
 - In the Tasks section, you will see your courses. Click on "Open" for the course that you want to see the numbers that have completed the survey.



There are 2 tabs on this page. "Response Rate" gives you overall statistics. "Response Details" shows your class roster and allows you to email all students who have yet to submit responses by clicking the link below the class roster; you will not be able to see who has completed the SPTQ. (See screen shots above.)

3. UC Web to Blue

- Go to 'Faculty and Staff' page
- In the first column click on 'Blue' to log into Blue
- In the Tasks section, you will see your courses. Click on "Open" for the course that you want to see the numbers that have completed the survey.
- There are 2 tabs on this page. "Response Rate" gives you overall statistics.
 "Response Details" shows your class roster and allows you to email all students who have yet to submit responses by clicking the link below the class roster; you will not be able to see who has completed the SPTQ.