

How to Download Course Evaluations from Explorance Blue and Upload to Digital Measures (DM): Scheduled Teaching Records

Log into myCharger with your University of New Haven network username and password. Go to the Faculty Resources page.

Click on **Explorance Blue icon** (or go directly to the system at <https://newhaven.bluera.com/newhaven/>).

Select **UNH_Faculty** from the dropdown list.

Go to **Reports** section. You can enter information such as term, year, or course number in the Reports Search Bar to filter reports (ex: enter 2020 to see only reports for 2020).

Click on the PDF icon on the right side of a report to download it to your computer. Save the report to your computer for your records. Tip: Add the section number to the file name while saving the report to make it easier to find and upload in DM. Repeat for all courses needed.

Log into Digital Measures with your University of New Haven network username and password.

Click on **Activities** button and, under the Teaching section, click on **Scheduled Teaching**. Click on a **record** and go to the bottom of the page. Click on the **Choose File** button next to “PDF of Course Evaluation Report”. Find and choose the saved report for that course. Click the **Save** button to the record.

Contact Lisa Scranton lscranton@newhaven.edu 203.932.7485 for assistance using any administrative UNH system. Email DigitalMeasures@newhaven.edu attention Institutional Research for information about course evaluation data.

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