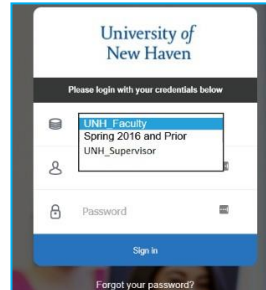
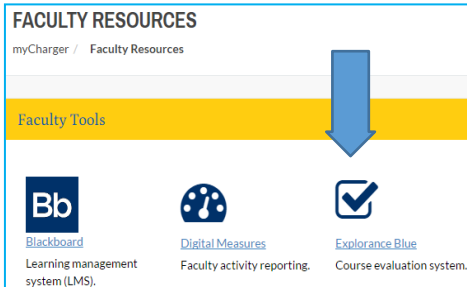


Viewing and Downloading Course Evaluations

Log into [myCharger](#) with your University of New Haven network username and password. Go to the Faculty Resources page and under the Faculty Tools section, click on the Explorance Blue icon (or go directly to the system at <https://newhaven.bluera.com/newhaven/>).



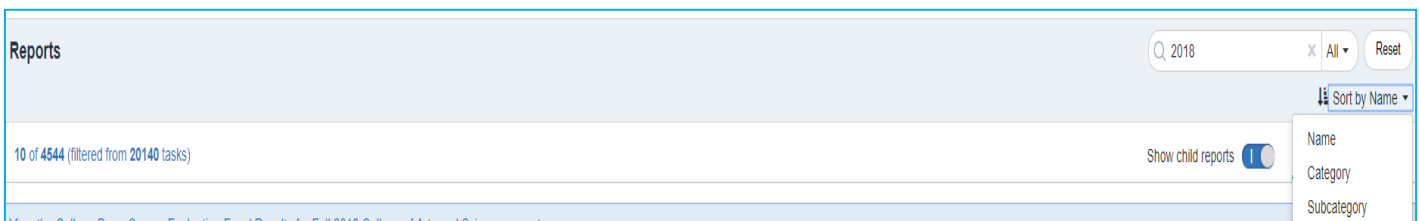
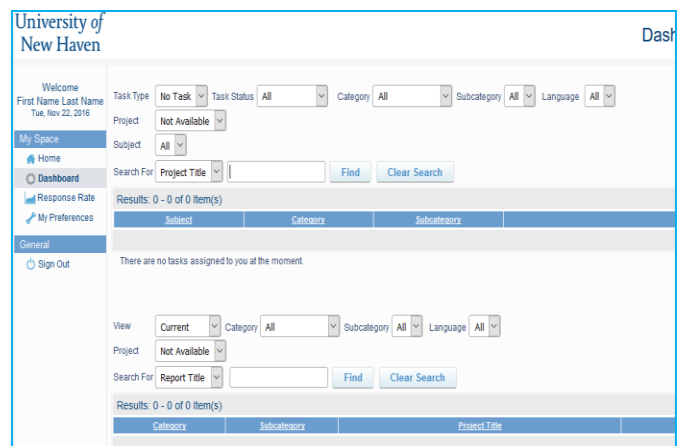
Faculty, deans, chairs, and program/course coordinators: Select **UNH_Faculty** from the dropdown list to access reports (sometimes it takes two attempts to log in successfully. If prompted, choose "UNH_Faculty" from the drop-down menu).

Faculty: select Spring 2016 and Prior option to access reports from Spring 2016 or prior.

You will land on the Dashboard page presented in two sections:

Tasks: In the (top) Tasks section, you can view the response rates of your on-going course/instructor evaluations.

Reports: The (bottom) Reports section contains the reports to which you have access. Enter information such as term, year, or course number in the Reports search bar to filter reports. Click on the Sort by Name button for more sorting options.



Click on the PDF icon on the right side of the 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.

Contact Lisa Scranton lscranton@newhaven.edu 203.932.7485 for assistance using any administrative UNH system. Contact Sylvia Dewitt sdewitt@newhaven.edu 203-932-2992 for information about course evaluation data. If you have trouble with the eXplorance Blue system, please send an email to courseeval@newhaven.edu.

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