



User Guide: Course and Teaching Evaluations

A guide to retrieving and filling out a course evaluation. Students are strongly encouraged to complete course evaluations each term. Students may access the course evaluation system here - <https://my-vanderbilt.bluera.com/>.

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Completing Your Evaluations

1. You will receive a welcome email when the window opens for your course and teaching evaluations. The message will include a link to your task list, which contains all of the classes for which you are requested to submit an evaluation in a given term. You can also access the system here - <https://my-vanderbilt.bluera.com/>.

The screenshot shows a dashboard with a sidebar on the left containing a profile picture placeholder, a bio field, and a 'MY BOOKMARKS' section. The main content area is titled 'TASK PROGRESS' and features a circular progress indicator showing '0% COMPLETION'. Below this, a 'Get started!' message encourages the user to complete tasks. A legend indicates '2 Open', '0 In progress', and '0 Completed' tasks. The 'MY ACTIVE TASKS' section lists two tasks: 'LAW 7068 01 - Comparative Perspectives on Counterterrorism' and 'LAW 7252 01 - International Arbitration', both marked as 'Open' for the '2025 Summer' term. Each task has a 'Start Now' button and a 'View all tasks (2)' link at the bottom right.

2. Click on **Start Now** to be taken to the evaluation form for that class.

This close-up view of the 'MY ACTIVE TASKS' table shows two rows. The first row is for 'LAW 7068 01 - Comparative Perspectives on Counterterrorism' and the second is for 'LAW 7252 01 - International Arbitration'. Both rows show the task is 'Open' for the '2025 Summer' term, with an 'Ends on 2025-06-04' date. A hand cursor is shown clicking the 'Start Now' button for the second task.

3. The welcome message will appear. Click **Start Now** to proceed to the evaluation form for the specified class.

The screenshot displays a welcome message for the 'Evaluation for LAW 7252 01 - International Arbitration'. The message text states: 'Welcome! We appreciate your honest and constructive feedback. Your responses are kept anonymous, and group results are reported to instructors only after grades are submitted. The results are used by instructors to improve teaching and course design and by administrators to inform course and faculty development. If you have any problems submitting your course evaluation, or if you have questions about the course evaluation process, please email courseevaluations@vanderbilt.edu.' A blue 'Start Now' button is located at the bottom of the message box.



4. Fill out questionnaire. You will be prompted to answer questions about the course, instructor(s), and teaching assistant(s). A sample questionnaire is provided on p. 3 of this user guide.
5. Please take care to answer each question. You will not be able to edit answers once the form has been submitted.
6. Click **Save** to save responses and return later. Click **Submit** to complete the evaluation.

Evaluation for LAW 7252 01 - International Arbitration

Save

Please comment on the ways this course (LAW 7252 01) might be improved.

Enter text here

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Submit

7. After submitting, a confirmation screen will appear displaying your outstanding evaluations. Click **View All** to access your full task list.

Your responses have been submitted successfully!

Thank you for taking the time to provide constructive feedback on your course.

LAW 7068 01 - Comparative Perspectives on Counterterrorism

Open

Ends on: 2025-06-04

Start now

LAW 7905 02 - Externship - In Nashville/Academic Year/Summer

Open

Ends on: 2025-08-01

Start now

View All

8. The task list now reflects the completed evaluation.

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Vanderbilt University Course and Teaching Evaluations - Law

Welcome to Vanderbilt University's online course evaluation system. You are invited to provide evaluations for the courses listed below in your task list.

Vanderbilt appreciates your honest and constructive feedback on your experience in this course. Please know that your responses are kept anonymous, and your feedback is reported to instructors only after final grades have been submitted.

If you have any problems submitting your course evaluation, or if you have questions about the course evaluation process, please email courseevaluations@vanderbilt.edu. [Show less](#)

LAW 7068 01 - Comparative Perspectives on Counterterrorism

Open

Ends on: 2025-06-04

Start now

LAW 7252 01 - International Arbitration

Completed

Ends on: 2025-06-04



Additional information on Course and Teaching Evaluations at Vanderbilt, including examples of effective feedback, is available at <http://www.vanderbilt.edu/course-teaching-evaluations/students.php>.

Please contact courseevaluations@vanderbilt.edu if you have questions or need assistance with your Course and Teaching Evaluations.

Sample Questionnaire

Please respond to the following questions about the instructor ().						
	1 - Strongly Disagree	2 - Disagree	3 - Neutral	4 - Agree	5 - Strongly Agree	Not Applicable
The instructor helped me understand the core ideas and issues in this subject.	☐	☐	☐	☐	☐	☐
The instructor explained what was expected of me in the assignments and assessments for this course.	☐	☐	☐	☐	☐	☐
The instructor encouraged critical, original, or creative thinking.	☐	☐	☐	☐	☐	☐
The instructor demonstrated interest in students' learning.	☐	☐	☐	☐	☐	☐
The instructor used class time productively.	☐	☐	☐	☐	☐	☐
The instructor created a welcoming and inclusive classroom environment.	☐	☐	☐	☐	☐	☐

Please respond to the following questions about this course ().						
	1 - Strongly Disagree	2 - Disagree	3 - Neutral	4 - Agree	5 - Strongly Agree	Not Applicable
This course helped me appreciate the significance of the subject matter.	☐	☐	☐	☐	☐	☐
The components of the course, such as class activities, assessments, and assignments, were consistent with the course goals.	☐	☐	☐	☐	☐	☐
The feedback I received during the course was helpful.	☐	☐	☐	☐	☐	☐
I felt comfortable asking questions in this course.	☐	☐	☐	☐	☐	☐
This course helped me consider connections between course material and other areas of my personal, academic, or professional life.	☐	☐	☐	☐	☐	☐



Overall, the instructor () was:

☐ 1 - Poor

☐ 2 - Marginal

☐ 3 - Average

☐ 4 - Very Good

☐ 5 - Excellent

Overall, the course () was:

☐ 1 - Poor

☐ 2 - Marginal

☐ 3 - Average

☐ 4 - Very Good

☐ 5 - Excellent

Please respond to the following questions about this course ().

	1 - Much Less	2 - Somewhat Less	3 - About the Same	4 - Somewhat More	5 - Much More
Compared to other classes, the amount I learned in this course was:	☐	☐	☐	☐	☐
Compared to requirements in other classes, the workload assigned in this class was:	☐	☐	☐	☐	☐

What elements of the course () most contributed to your learning?

Enter text here

What improvements to the course () would you recommend?

Enter text here

Do you have any other comments?

Enter text here

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Submit

Please contact the YES Help Line at yes@vanderbilt.edu or 615-343-4306 if you have questions or need additional assistance.