UNIVERSITY OF BAHRAIN

Explorance Blue User Guide

Competitiveness & Organizational Development Directorate

4 November 2026

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1 Purpose of the Guide

This guide is intended for authorized users of the Explorance Blue evaluation system. It explains the functions and processes available to them, in line with the permissions granted to each user, including how to:

- Access the system and navigate its interfaces.
- Monitor survey response rates.
- Access the reports available under the user's permissions.
- Submit an appeal through the system.
- Submit requests for promotion reports through the system, for authorized users.

2 Accessing the System

Users can access the **Explorance Blue** evaluation system in either of the following two ways:

2.1 Direct Access via YourVoice

Go to https://yourvoice.uob.edu.bh and log in with your university email address and password.

2.2 Access via the Learning Management System (Blackboard)

To access the evaluation system through Blackboard, follow these steps:

1. Go to Blackboard at https://blackboard.uob.edu.bh.
2. Log in with your university email address and password.
3. From the side menu on the Blackboard home page, select "Tools," then "Course Evaluation Results" to open the Explorance Blue service.

3 Reports and Viewing Permissions

Once logged in to Explorance Blue, users can access reports and results according to the permissions granted to them in the system. The table below lists the available reports and the groups authorized to view each one.

Report	Content	Viewing Permissions
Instructor Report	Issued at the end of each semester. Provides an overview of the instructor's evaluation results, including the average score for each question in each course, along with students' written comments.	✓ The instructor concerned; ✓ the head of the academic department concerned or equivalent; ✓ the dean of the college concerned or equivalent; ✓ the director of the college's Quality Assurance and Academic Accreditation Office; ✓ the Director of Competitiveness & Organizational Development Directorate; ✓ staff of the Measurement and Evaluation Section in the Competitiveness & Organizational Development Directorate; ✓ vice presidents of the University.
Section Report	A separate report for each section the instructor taught during the semester, giving more detailed evaluation results for that section.	✓ The instructor concerned; ✓ the head of the academic department concerned or equivalent; ✓ the dean of the college concerned or equivalent; ✓ the director of the college's Quality Assurance and Academic Accreditation Office; ✓ the Director of Competitiveness & Organizational Development Directorate; ✓ staff of the Measurement and Evaluation Section in the Competitiveness & Organizational Development Directorate; ✓ vice presidents of the University.
Annual Faculty Report	Issued once per academic year, after the end of the second semester. Presents the instructor's average performance across the full academic year.	✓ The instructor concerned; the head of the academic department concerned or equivalent; ✓ the dean of the college concerned or equivalent;

		✓ the director of the college's Quality Assurance and Academic Accreditation Office; ✓ the Director of Competitiveness & Organizational Development Directorate; ✓ staff of the Measurement and Evaluation Section in the Competitiveness & Organizational Development Directorate; ✓ vice presidents of the University.
Department Report	Presents course and instructor evaluation results at the academic department level.	✓ The head of the academic department concerned or equivalent; ✓ the dean of the college concerned or equivalent; ✓ the director of the college's Quality Assurance and Academic Accreditation Office; ✓ the Director of Competitiveness & Organizational Development Directorate; ✓ staff of the Measurement and Evaluation Section in the Competitiveness & Organizational Development Directorate; ✓ vice presidents of the University.
Department – Student Comments Report	Analyzes students' views and comments for each academic department and presents their written comments.	✓ The head of the academic department concerned or equivalent; ✓ the dean of the college concerned or equivalent; ✓ the director of the college's Quality Assurance and Academic Accreditation Office; ✓ the Director of Competitiveness & Organizational Development Directorate; ✓ staff of the Measurement and Evaluation Section in the Competitiveness & Organizational Development Directorate; ✓ vice presidents of the University.
College Report	Presents evaluation results at the college level, including its academic departments and their instructors.	✓ The dean of the college concerned or equivalent; ✓ the director of the college's Quality Assurance and Academic Accreditation Office; ✓ the Director of Competitiveness & Organizational Development Directorate;

		✓ staff of the Measurement and Evaluation Section in the Competitiveness & Organizational Development Directorate; ✓ vice presidents of the University.
Program Report	Presents evaluation results for a specific academic program.	✓ The head of the academic department concerned or equivalent; ✓ the dean of the college concerned or equivalent; ✓ the director of the college's Quality Assurance and Academic Accreditation Office; ✓ the Director of Competitiveness & Organizational Development Directorate; ✓ staff of the Measurement and Evaluation Section in the Competitiveness & Organizational Development Directorate; ✓ vice presidents of the University.

Table (1): Reports and Viewing Permissions

Note: Access to reports in the system depends on the user's job role, the permissions approved in the system, and the relevant policies and procedures.

4 Using Explorance Blue

This section explains how to use the main functions available to users in the Explorance Blue evaluation system, with supporting screenshots.

4.1 Accessing Course Evaluation Reports

Users can access course evaluation reports through Blackboard or directly through Explorance Blue.

4.1.1 To access evaluation reports through Blackboard, follow these steps:

- Log in to the learning management system, as described in the access instructions above.
- Select "Tools" from the side menu on the Blackboard home page.

- On the Tools page, select “Course Evaluation Results.”

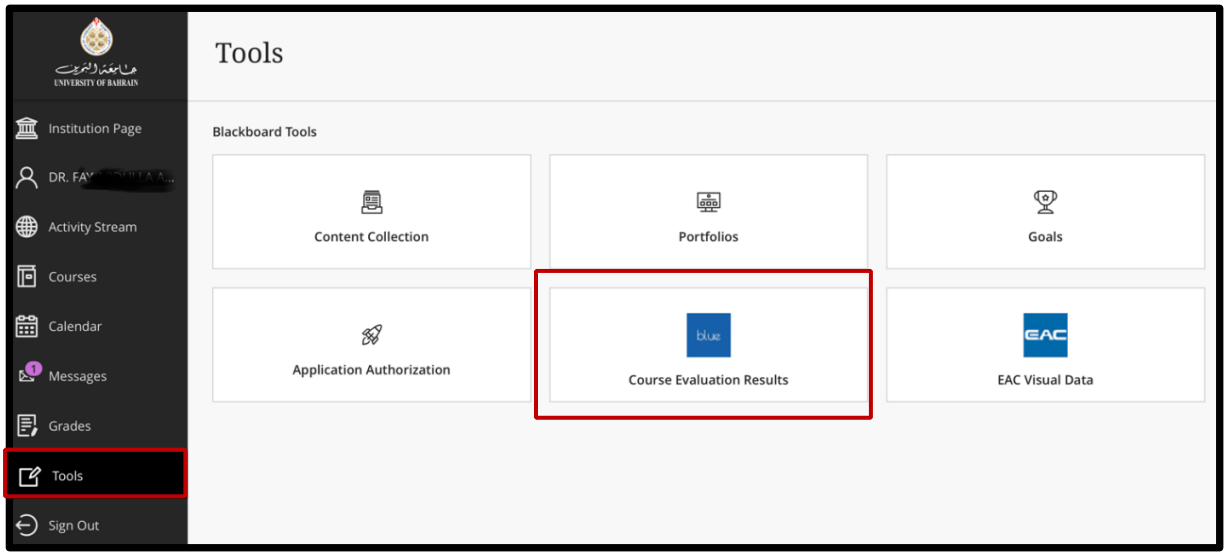


Figure (1): Selecting “Course Evaluation Results” on the Tools page

1. Browse the reports through the list of links available to you, which will take you directly to the evaluation system.

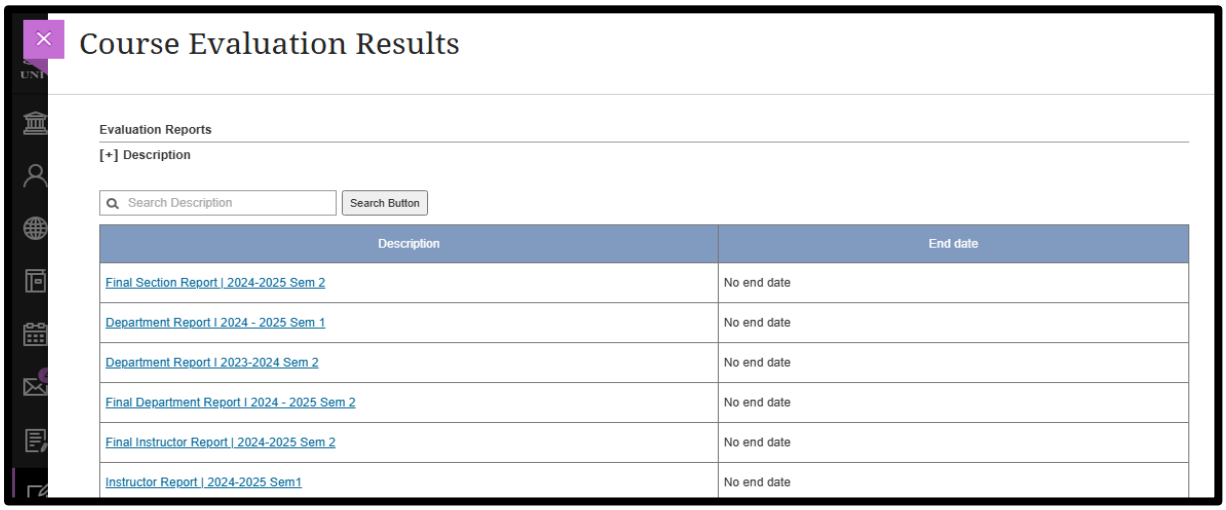


Figure (2): Browsing reports in Blackboard

4.1.2 To access evaluation reports through Explorance Blue, follow these steps:

1. Log in to the evaluation system, as described in the access instructions above.

To change the display language, use the drop-down menu in the top right corner.

2. On the home page dashboard, select the “Reports” tab. A list of all the reports available to you will appear.

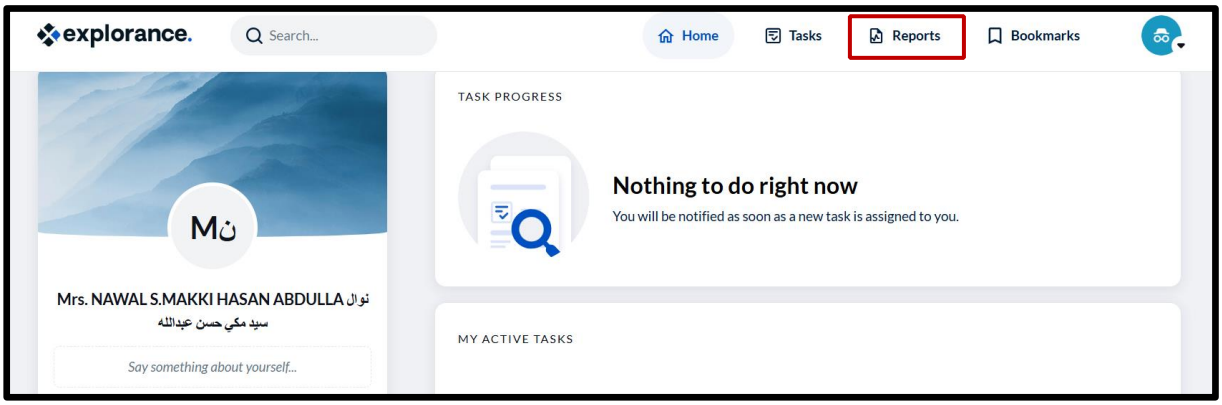


Figure (3): Selecting “Reports” on the home page

3. In the Category list, click the small arrow next to Course Evaluation, select the required academic year and semester, and then click “Apply.” The reports available for the selected semester will appear.

Note: To display the list of years and semesters, click the small arrow next to Course Evaluation.

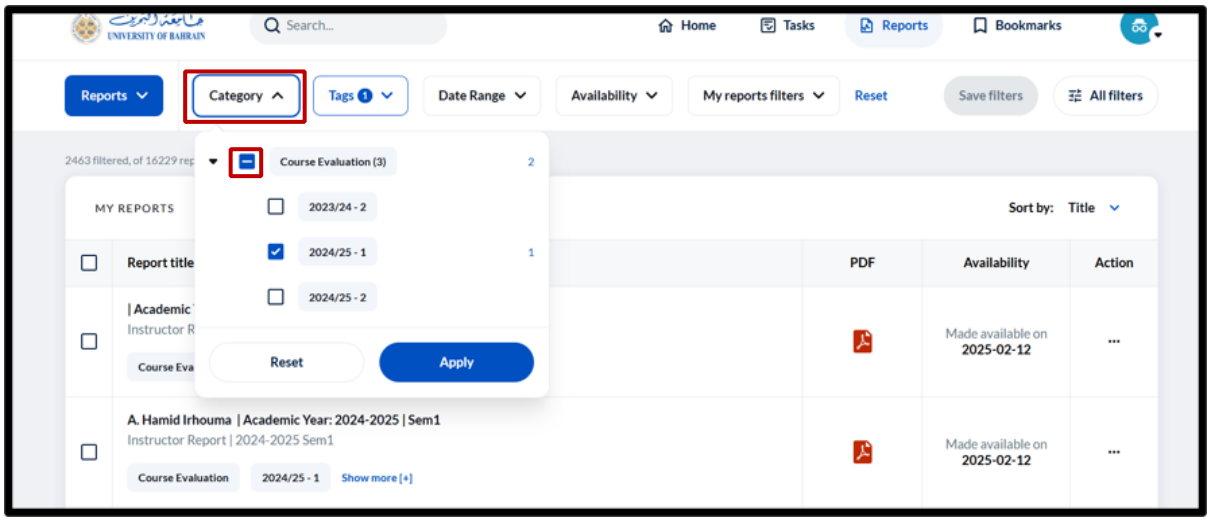


Figure (4): Selecting the academic year and semester

4. In the Tags list, select the type of report you want to view, and then click “Apply.” The selected reports will appear.

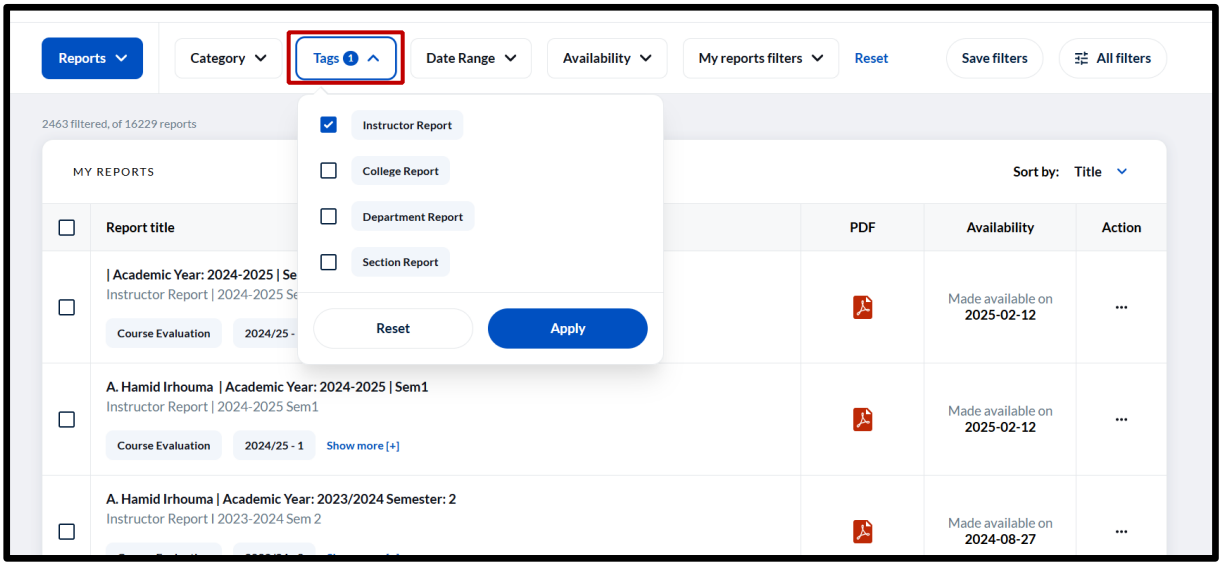


Figure (5): Selecting the report type

Optional step: Click “Save filters” to save your current search settings for easy access later. Saved searches are stored under “My Report Filter” so you can return to them whenever you need.

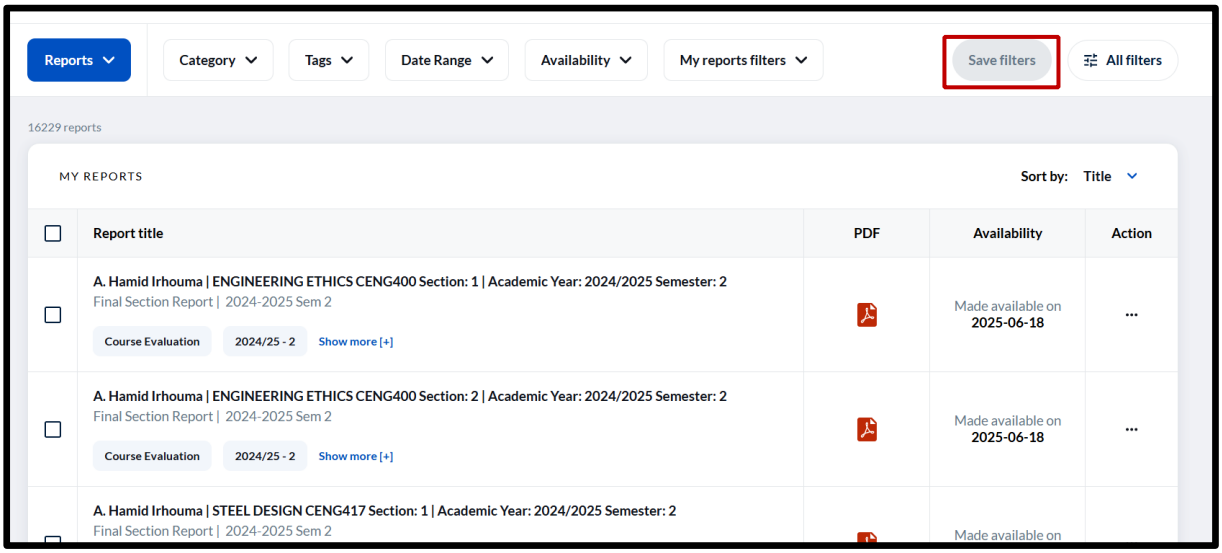


Figure (6): Saving search settings

Note: Explorance Blue uses the Question Mode method to calculate an instructor’s evaluation score and display it in reports.

4.2 Monitoring Response Rates

Response rates are tracked in real time on a Live Dashboard during each semester's course evaluation period. The dashboard displays continuously updated participation rates at the course, department, and college levels.

> ⚠ **Automated reminders and encouragement:** Explorance Blue sends periodic email reminders to students who have not yet taken part.

1. Accessing the system and logging in

Click the direct link in the email you received or go to https://yourvoice.uob.edu.bh and log in with your university email address and password.



Figure (7): Notification that the evaluation period is open

2. Browsing and searching courses

The response rate dashboard lists all the courses assigned to the instructor. You can search for a course by its name or code.

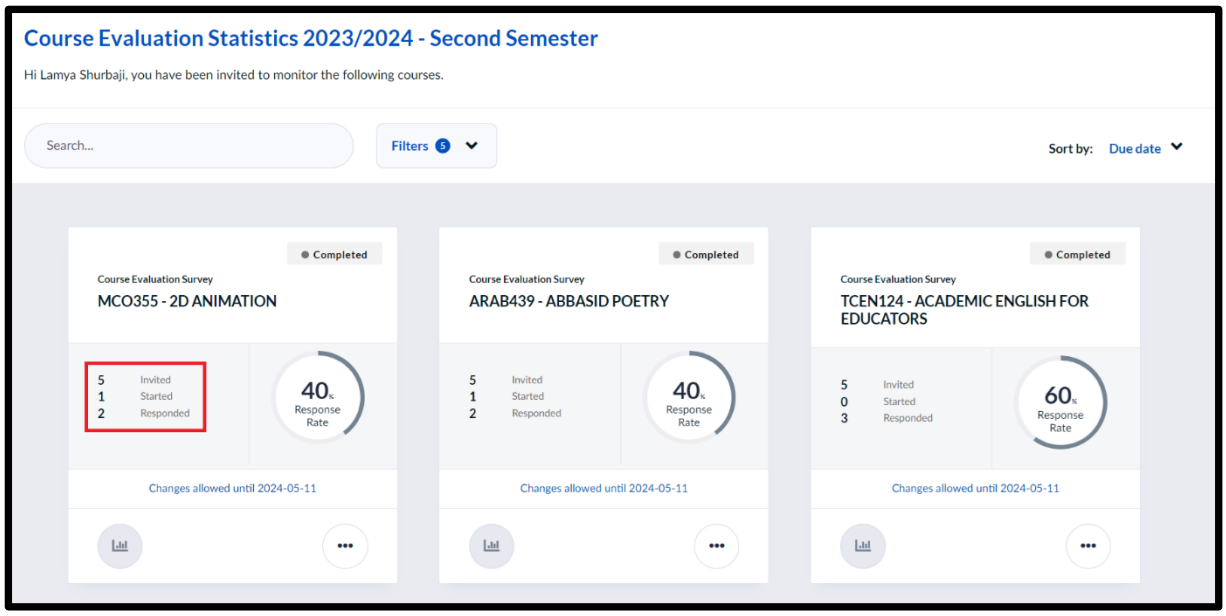


Figure (8): Response rate screen

3. Monitoring the response rate

The response rate dashboard shows statistics for each course: the total number of students, the number who have started the evaluation, and the number who have completed it. To encourage students to take part, click the options icon (...) to display a QR code, which you can share with them during class so they can quickly open and complete the evaluation.

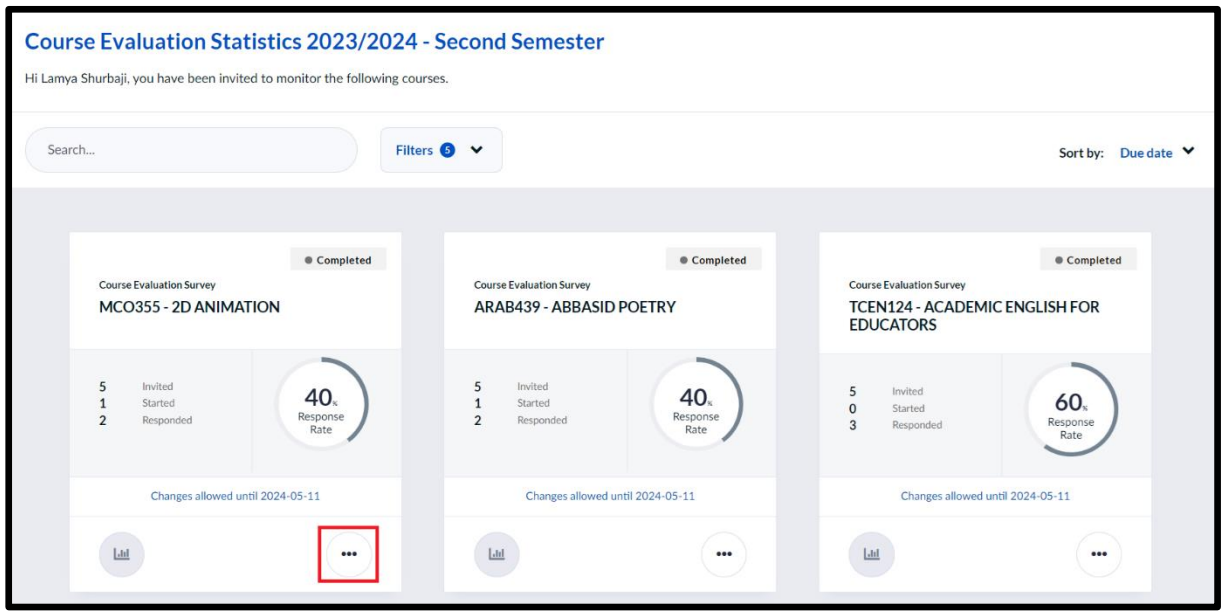


Figure (9): Response rate screen showing the QR code

4.3 Appeals

Authorized users can submit an appeal through the Explorance Blue evaluation system.

> **Note:** The conditions, cases, deadlines, and procedures for appeals are governed by the University's approved policy and procedures. This section explains only how to submit a request through the system.

Once the official reports are published, the instructor receives an email at their university address announcing that the evaluation results are available, along with a direct link to the online appeal form.


QUALITY ASSURANCE AND ACCREDITATION CENTER

مـــركز ضمـــان الجـــودة والاعتـــمـــاد الأكـــاديـــمي

نشر نتائج تقييم المقررات الدراسية للفصل الدراسي الثاني 2026-2025

الأفاضل أعضاء الهيئة الأكاديمية المحترمين

يعلن مركز ضمان الجودة والاعتماد الأكاديمي عن نشر نتائج تقييم المقررات الدراسية للفصل الدراسي الثاني للعام الأكاديمي (2026/2025) وذلك عبر الرابط https://yourvoice.uob.edu.bh وكذلك من خلال نظام إدارة التعلم البلاكبورد.

كما نود أن ننوه بأنه سيتم استقبال تظلماتكم المتعلقة بتقييم الفصل الدراسي الثاني من خلال تعبئة إستمارة التظلم وذلك لمدة 10 أيام عمل من تاريخ هذا الإعلان.

Figure (10): Notification that results have been published

You can also reach the appeal form by logging in directly to Explorance Blue with your university email address and password, and then going to the "Tasks" tab.

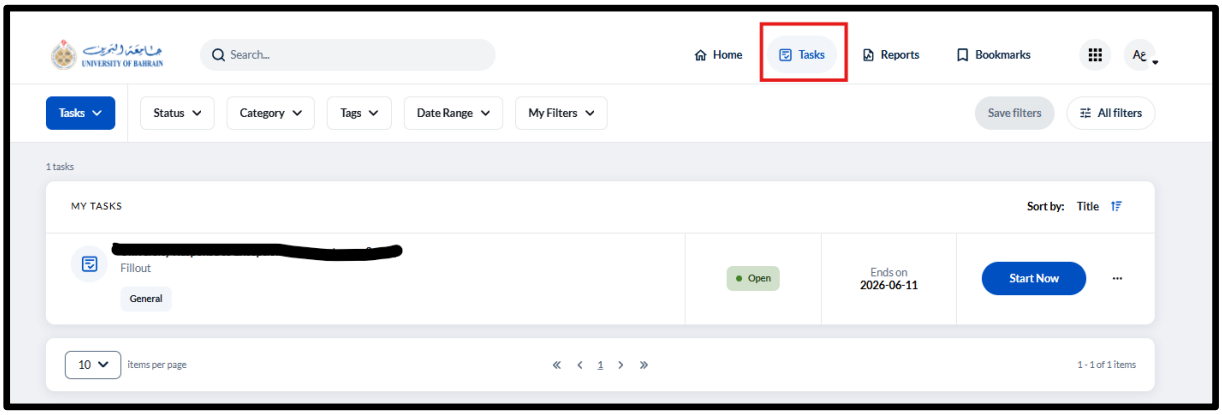


Figure (11): Selecting the relevant "Course Evaluation Appeal Form" for the course.

To submit an appeal:

1. From the list of available tasks, select "Course Evaluation Appeal Form."
2. The Tasks screen will show all the appeal forms available to you. Each section has its own appeal form, which you can open and fill in with the required information.
3. After reviewing the information you have entered, submit the form through the system.

4.4 Promotion Requests (Department Chairs and Deans Only)

This section explains how authorized users can request a promotion report through Explorance Blue.

> **Note:** The procedures and requirements for academic promotion are governed by the University's approved policies, regulations, and procedures. This section explains only how to use the system to submit the request.

To request a promotion report:

1. Log in to the system: The department chair or dean logs in to Explorance Blue with their university credentials.
2. Select Tasks on the home page.

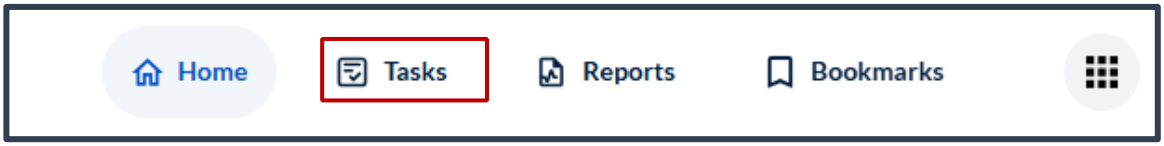


Figure (12): Selecting "Tasks" on the home page

3. A list of the faculty members in the department or college is displayed.

4. Search for the faculty member: In the search box, type the name of the faculty member for whom you are submitting the request.



Figure (13): Searching for faculty member's name

For more accurate results when searching for a name, enclose the name in quotation marks ("").

5. Once you select the faculty member's name, the request form will appear.

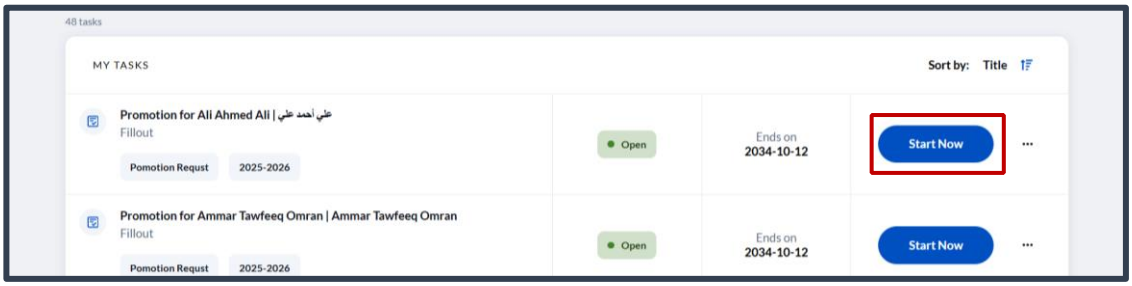


Figure (14): Click Start Now

6. Click Start Now. You can enter the reason for the promotion request in the field provided. Then click Submit to send the request.



Figure (15): Click Submit to send the request

7. You will receive an electronic notification confirming the date the request was received.

5 Guidelines for Using the System

Please keep the following guidelines in mind when using the system:

- Use your own user account and the permissions granted to you to access the system's functions and reports.
- Do not share your login credentials with anyone, and log out when you have finished, especially on shared or public devices.
- Make sure you have the correct academic term and course or section when searching for data or reports.
- Report any technical problems with the system, or any unusual activity, through the official channels.
- The use of data and reports in the system is subject to the University's relevant policies, regulations, and procedures.

6 Confidentiality, Privacy, and Data Protection

The use of the data, reports, and information available through Explorance Blue is subject to the University of Bahrain's policies, regulations, and controls on confidentiality, privacy, data protection, and information security.
Please refer to the relevant approved policies and documents for the requirements and controls that govern these matters.

7 Contact and Support

For further help or questions about using this guide, please contact the Measurement and Evaluation Section in the Competitiveness & Organizational Development Directorate.

Email: CODD@uob.edu.bh
Phone: 17438083