

GATOREVALS

UNIVERSITY OF FLORIDA

Adjusting Evaluation Dates

Visit the GatorEvals central portal via - <u>https://my-ufl.bluera.com</u> or via the legacy link <u>https://ufl.bluera.com/ufl/</u>. The legacy link will redirect for the first year starting in Spring 2025 and not redirect after Fall 2025.

Few things to note about adjusting evaluation dates

- 1. Eval_Start and/or Eval-End dates can be adjusted if course sections are split between different instructors and each instructor wants to be evaluated immediately after the close of instruction.
- 2. When a published course was later discovered to either have the wrong eval start or end date and you want this adjusted, please reach out to us at <u>gatorevals-support@ufl.edu</u>

You may click on "Review and Publish the data assigned to you..." under "My Active Tasks"





Evaluation dates for course sections can be set individually or across multiple sections at once. If you want to set dates for a single section, locate that section and click the Eval_Start or Eval_End_calendar icon

GA	TORI	EVALS								
w	elcom/	e message								
W. If y	elcome • Vei • Ple • Re • Do • Co you hav	to GatorEva rify evaluate ase review a o If an inst view all cours NOT publish nfirm publish te any questio	Is! As a Departr start/end dates nd verify the co ructor or course ses that are set e is labeled as e is courses that a leed courses are ons, please cont	nent Administrato are correct. If you rect instructor is I is imissing, it is pro- to evaluate "No" but n re evaluate "No". Evaluate "No". act GatorEvals-Su Advan	r/DIG user, you need to modify isted. bably due to th ensure they ar eeds to be evalu pport@ufl.edu.	are now welcome to review ar the evaluation dates, please ro e fact that there is no instructt e not to be evaluated. uated, edit the course and char	id verify your courses to be ev eview Adjusting Evaluation D or assigned in SIS, or there are ge Evaluate to "Yes".	aluated this term. The following are a ates Guide.	few of the items to review. n the SIS.	
	Bulk	Actions 🗸	(0 select	ed / 62 found)	Manage Colu	mns 🗸 Reset Displa	y Settings			
Acti	ons	Alerts	Status	Group	ı	Object ID	Name	EVAL_START	EVAL_END	
		Θ	0-1-1-1	Instructors	10 -	040004 47070 0054	CLP6905-16278:	2025 4 42.00-04	2025 4 25 22-50	
-			Original	Students	10 ~	010091-10270-2251	Individual Work	2025-Apr-12 00:01	2025-Apr-25 23:59	
п			Original	Instructors	2 🖉 🗸	015016-20972-2251	PSB3002-20872:	2025-Apr-12.00-01	2025-Apr-25 23:59	-
_			Original	Students	60 🔗 🗸	013210-20072-2231	Physiological Psychol	2023-Apr-12 00:01	2023-Api-2323:37	
п			Original	Instructors	1 🖉 🗸	022771-10450-2254	CLP7934-19650:	2025-4-0-12-00-01	2025-Apr-25 22:50	
-			Original	Students	21 0 ~	022//1-19050-2251	Special Topics	2025-Apr-12 00:01	2025-Apr-25 23:59	

Use the arrows to move from month to month. Click on any date to set that as the new evaluation start date.

	 Original	Instructors	20	~	022624-17125-2251	CLP4302-1 Clinical Psy	7125: li	ntro	2025-Aj	pr-12 0(0:01	Ë
		Students	46 🔗 🔹	~		Chinear T Sy	chology					
П	 Original	Instructors	10	~	022771-16021-2251	<		A	PRIL 20)25		>
_	Onginar	Students	3 🖉 🔻	~	022771 10021 2251	MON	TUE	WED	THU	FRI	SAT	SUN
	 Original	Instructors	10	~	024041 10592 2251	31	01	02	03	04	05	06
	 Onginai	Students	14 🔗 🔹	~	024941-10505-2251	07	08	09	10	11	12	13
П	 Original	Instructors	2 🖉 🔹	~	024942-10584-2251	14	15	16	17	18	19	20
_	 Onginar	Students	28 🖉 🔹	~	024742 10504 2251	21	22	23	24	25	26	27
п	 Original	Instructors	10	~	038037-22672-2251	28	29	30	01	02	03	04
_	ongina	Students	6 🖉 🔻	~	000007 22072 2251	05	06	07	08	09	10	11
						Today		lear		Tim	e	Close

A timing box will appear when you click on the Time button. Use the arrows to adjust the time and click "Close" to set (or click anywhere outside the box to set).

The standard evaluation Start Time is one minute past midnight at 12:01. So, if you try and change that, the project will default to 12:01.

		Original	Instructors	2 🖉 🗸	022624-17125-2251	CLP4302-17125: Intro	2025-Apr-12 00:01	÷
		Ū	Students	46 🖉 🗸		Clinical Psychology		
П		Original	Instructors	10~	020771-16021-2251	^	^	
		Onginar	Students	3 🖉 🗸	022771-10021-2251	12 :	01	AM
П		Original	Instructors	1 🖉 🗸	024941-10583-2251	~	•	
_		Original	Students	14 🖉 🗸	024741 10500 2251			
П		Original	Instructors	2 🖉 🗸	024042-10594-2251	Now Clear	Date	Close
-		Original	Students	28 🖉 🗸	024742-10304-2231	Пиецгорхусполоду		

Repeat (if necessary) with the EVAL_END date.

	 0	Driginal	Instructors	20	~	CLP4302-17125: Intro Clinical Psychology	2025-Apr-12	200:01		2025-A	pr-25 23:5	, –
			Students	46 0	~							
		riginal	Instructors	10	~	CLP7934-16021:	2025-0	^			^	
	 Ū	лівша	Students	3 🖉	~	Special Topics	2023-A	11		:	59	PM
п	 0	riginal	Instructors	1 🖉	~	CLP4314-10583: Intro	2025-0	*			•	
		, ignu	Students	14 🔗	~	HIth Psychology	2023 A					
	 0	Driginal	Instructors	2 🖉	~	CLP4420-10584: Intro	2025-Δ	Now	lear:		Date	Close
_		, ignital	Students	28 🖉	• 	Neuropsychology	202574					

The standard evaluation End Time is 23:59 which is 11:59 pm and you do not need to adjust this. If you do, the project will default to this time and that's the time when students will have to complete.

Once dates and times are set, check the top of the section/ course and click Save Row. Or click Cancel if changes are no longer required.

Save	Row	Cancel	Original	Students	90	~	021335-25950-2251	Neuropsy Assessment Adults	ssment 2025-Apr-12 00:01					
			- 111	Instructors	2 🖉	~	000/04 47405 0054	CLP4302-17125: Intro						
			Editing	Students	46 8	~	022624-1/125-2251	Clinical Psychology	2025-Apr-13 00:01					
				Instructors	10	~		^	^					
			Original	Students	30	~	022//1-16021-2251	12	: 01	AM				
				Instructors	10	~		~	~					
			Original	Students	14 0	~	024941-10583-2251							
_				Instructors	20	~		Now Clear	Date	Close				
			Original				024942-10584-2251			8				

If there are no further changes to be added for the course section, select the course/ section by checking the box on left and click the three dots icon.

	 Θ	Original	Instructors	2 🖉 🗸	022624 17125 2251	CLP4302-17125: Intro	2025-Apr-12 00:01
-		Original	Students	46 🔗 🗸	022024-17125-2251	Clinical Psychology	2023-Api-12 00.01

Click on Publish

~	O	ininal	Instructors 2 🖉	•	022624-17125-2251	CLP4302-17125: Intro
	Split	Igilia	Students 46 🔗	•	022024-17125-2251	Clinical Psychology
	Restore	lata al	Instructors 1 🖉	•	000774 47004 0054	CLP7934-16021:
	Publish	Iginai	Students 3 🖉	~	022771-10021-2251	Special Topics

To set dates for multiple course sections, select the sections by checking their corresponding boxes.

~	 Original	Instructors 2	0 -	021235-25050-2251	CLP7428C-25950:
-	 Original	Students 9	Ø •	021333-23730-2231	Adults
~	 Original	Instructors 2	0 -	000404 17105 0051	CLP4302-17125: Intro
_	 Original	Students 46	0 ~	022024-1/125-2251	Clinical Psychology

Click on "Bulk Actions" and "Edit courses fields".

	Bulk Actions 🔺	(2 selected)	/ 62 found)	Manage Colum	ns 🗸 🛛 Reset [Display Settings
Edi	it courses fields		Group	I	Object ID	Name
Me	erge courses	d	Instructors	10 ~	·	CLP6945-25800: Adv Pract
			Students	1 🖉 🗸		Neuropsychology
Spl	lit courses	ı	Instructors	10~		CLP6948-10614: Adv
Re	store courses		Students	1 🖉 🗸		Pract Clinical Child Psy
		J	Instructors	10 ~		CLP6948-19780: Adv
Pu	blish courses		Students	1 🖉 🗸		Pract Clinical Child Psy
		Original	Instructors	10 ~		CLP6948-20864: Adv
			Students	1 🖉 🗸		Pract Clinical Child Psy
		Original	Instructors	10 ~		CLP6948-25803: Adv
			Students	2 🖉 🗸		Pract Clinical Child Psy
		Original	Instructors	2 0 🗸		CLP7428C-25950: Neuropsy Assessment
		- Quint	Students	9 🖉 🗸		Adults
		Original	Instructors	20 ~		CLP4302-17125: Intro
17		Original	Students	46 🔗 🗸	L	Clinical Psychology

Select the EVAL_START field

	Bulk.	Actions 🗸			Manage	Col	Edit courses fields	_	_			_	
Acti	ons	Alerts	Status	Group		ŧ	Field			New value			
				Instructors	10	~	Choose		^				
			CARBININ	Students	10	2							
			Original	Instructors	10	~	EVAL_START					Cancel	Apply
				Students	10	۰.	EVAL_END						
			Original	Instructors	10	~	EVALUATE		11-	12 00:01	2025-Apr-25 23:59		No
				Students	10	~	Encont						
			Original	Instructors	10	~	SSR_COMPONENT		H-	12 00:01	2025-Apr-25 23:59		No
					10	č	MEDIUM						
			Original		10	~			r-	12 00:01	2025-Apr-25 23:59		No
_				Instructors	10	~	CLASS_ATTR						
			Original	Students	20	~	LOCATION		17-	12 00:01	2025-Apr-25 23:59		No
-				Instructors	20	~		ULP7420U-2375U	0005.4				
			Original	Students	90	~					2025-Apr-25 23:59		Yes
		Θ		Instructors	20	*			2025-Apr-		2025-Apr-25 23-50		Ver
			- Congeniar	Students	46 0	~							

In the "New value" search bar, click on the Calendar icon. Use the arrows to move from month to month. Click on any date to set that as the new evaluation start date.

6						.ir) (
	Bulk	Actions 🗸			Manage C		Edit courses fields											
Act	tions	Alerts	Status	Group		I	Field			New valu	e							
				Instructors	10	~	EVAL_START		~	уууу-М	1MM-dd H	IH:mm					Ċ	
				Students	10	~					<		JAN	UARY	2025		>	
				Instructors	10	~	Add field				MON	THE	WED	тни	FRI	SAT	SUN	ply
			Crighter	Students	10	۰.				_	30	31	01	02	03	04	05	
Ē				Instructors	10	~			2025-40	-12.00-0	(06)	07	08	09	10	11	12	
			Criginal	Students	10	~		Pract Clinical Child Psy	2023-Api	-12 00.0	13	14	15	16	17	18	19	
				Instructors	10	~				-12 00-0	20	21	22	23	24	25	26	
				Students	10	~		Pract Clinical Child Psy	2020 / 101	12 0010	20	20	20	20	21	0.1	02	
				Instructors	10	~			2025-Anr	-12.00-0	27	20	29	30	31	01	UZ.	
				Students	10	~		Pract Clinical Child Psy	2025 140	12 00.0		04		06		08	09	
				Instructors	10	~			2025-Anr	-12.00-0	Today		Clear		Tim	e	Close	
				Students	20	~			2025 Apr	12 00.0								
				Instructors	20	~				-12.00-01		20	125-Apr-		0		Voc	
				Students	90	~			2020 Apr	12.00.01		20	720-Pipi	20 20.0				
		Θ		Instructors	20	~			2025-Apr	-12.00-01		20)25-Apr-				Voc	
			Original	Students	46 0	~	022024-17125-2231	Clinical Psychology	2025-Apr	-12-00:01		21	23-Apr-	23 23:3	7		res	

You can also click on the timing button. Use the arrows to adjust the time and click 'Apply" to set. Furthermore, you can click on "Add Field" to adjust for EVAL_END if necessary.

Edit courses fields		
Field EVAL_START	New value 2025-Jan-07 00:00	
Add field		Cancel Apply

Click "Apply" once all necessary fields are adjusted.

A confirmation screen will appear. On this screen, you will also see the strikethrough view, confirming the changes made. Validate and click "Yes, I'm Sure"

Confirm Changes												
Are you sure you want to modify all selected course?												
Field EVAL XAT > 2025-04-13.00.01 for Zourses												
Courses to be modified	d:											
Object ID	Name	EVAL_START	EVAL_END	EVALUATE	SSR_COMPONENT	MEDIUM	COLLEGE	DEPARTMENT	COURSE_START_DATE	cou		
021335-25950-2251	CLP7428C-25950: Neuropsy Assessment Adults	2025-04-12 00:01 2025-04-13 00:01	2025-04-25 23:59	Yes	LAB	Primarily Classroom (0- 49%)	College-Pub Hith & Hith Prof	PBH(HP)-Clinical/Health Psych	2025-01-13 00:00	2025-		
022624-17125-2251	CLP4302-17125: Intro Clinical Psychology	2025-04-12:00:01 2025-04-13:00:01	2025-04-25 23:59	Yes	LEC	Primarily Classroom (0- 49%)	College-Pub Hith & Hith Prof	PBH(HP)-Clinical/Health Psych	2025-01-13 00:00	2025-		
				« ‹	1 > »			Ne	o, Cancel Yes, I'm Sut			

If there are no further changes needed for these course sections, select each by checking the box on the left and click "Bulk Actions". Click on Publish Courses.

	Bulk Actions 📥	(2 selected)	/ 62 found)	Manage Colum	ns 🗸 Reset	Display Settings
Edi	t courses fields		Group	:	Object ID	Name
Merge courses		Instructors	10 ~	· · · · · · · · · · · · · · · · · · ·	CLP6945-25800: Adv Pract	
Split courses		Students Instructors	10 v 10 v		CI P6948-10614: Adv	
Restore courses		Students	10 ~		Pract Clinical Child Psy	
Publish courses		Instructors Students			CLP6948-19780: Adv Pract Clinical Child Psy	
		Original	Instructors	10 v		CLP6948-20864: Adv Pract Clinical Child Psy
		Original	Instructors	10~	-	CLP6948-25803: Adv Pract Clinical Child Psy
			Students Instructors	2 Ø 🗸 2 Ø 🗸		CLP7428C-25950:
	•••	Original	Students	9 Ø 🗸		Adults
		Original	Instructors Students	2 Ø ✓ 46 Ø ✓		CLP4302-17125: Intro Clinical Psychology