



Adjusting Evaluation Dates


Visit the GatorEvals central portal via - <https://my-ufl.bluera.com> or via the legacy link <https://ufl.bluera.com/ufl/>. 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 gatorevals-support@ufl.edu

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

MY ACTIVE TASKS

 Review and Publish the data assigned to you for Spring 2025 DIG Main Project TEST Data Integrity Gateway ● Open 2025 Spring	Ends on 2025-06-27	View ...
--	-----------------------	--------------------------

[View all tasks \(1\)](#) >

OR you can type in “Review and publish” in the upper search bar of the page.

GATOREVALS | | [Home](#) | [Tasks](#) | [Bookmarks](#)

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

GATOREVALS

Welcome message

Welcome to GatorEvals! As a Department Administrator/DIG user, you are now welcome to review and verify your courses to be evaluated this term. The following are a few of the items to review.

- Verify evaluate start/end dates are correct. If you need to modify the evaluation dates, please review [Adjusting Evaluation Dates Guide](#).
- Please review and verify the correct instructor is listed.
 - If an instructor or course is missing, it is probably due to the fact that there is no instructor assigned in SIS, or there are no students enrolled in that section in the SIS.
- Review all courses that are set to evaluate "No" to ensure they are not to be evaluated.
 - If a course is labeled as evaluate "No" but needs to be evaluated, edit the course and change Evaluate to "Yes".
- Do NOT publish courses that are evaluate "No".
- Confirm published courses are Evaluate "Yes".

If you have any questions, please contact GatorEvals-Support@ufl.edu.

Search... **Advanced filters**

Bulk Actions (0 selected / 62 found)

Actions	Alerts	Status	Group	Object ID	Name	EVAL_START	EVAL_END
<input type="checkbox"/>	...	Original	Instructors: 1 Students: 1	010891-16278-2251	CLP6905-16278: Individual Work	2025-Apr-12 00:01	2025-Apr-25 23:59
<input type="checkbox"/>	...	Original	Instructors: 2 Students: 60	015216-20872-2251	PSB3002-20872: Physiological Psychol	2025-Apr-12 00:01	2025-Apr-25 23:59
<input type="checkbox"/>	...	Original	Instructors: 1 Students: 21	022771-19650-2251	CLP7934-19650: 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.

<input type="checkbox"/>	...	Original	Instructors: 2 Students: 46	022624-17125-2251	CLP4302-17125: Intro Clinical Psychology	2025-Apr-12 00:01	
<input type="checkbox"/>	...	Original	Instructors: 1 Students: 3	022771-16021-2251			
<input type="checkbox"/>	...	Original	Instructors: 1 Students: 14	024941-10583-2251			
<input type="checkbox"/>	...	Original	Instructors: 2 Students: 28	024942-10584-2251			
<input type="checkbox"/>	...	Original	Instructors: 1 Students: 6	038037-22672-2251			

APRIL 2025

MON	TUE	WED	THU	FRI	SAT	SUN
31	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	01	02	03	04
05	06	07	08	09	10	11

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.

<input type="checkbox"/>	...	Original	Instructors	2	022624-17125-2251	CLP4302-17125: Intro Clinical Psychology	2025-Apr-12 00:01
			Students	46			
<input type="checkbox"/>	...	Original	Instructors	1	022771-16021-2251		
			Students	3			
<input type="checkbox"/>	...	Original	Instructors	1	024941-10583-2251		
			Students	14			
<input type="checkbox"/>	...	Original	Instructors	2	024942-10584-2251		
			Students	28			

12 : 01 AM

Repeat (if necessary) with the EVAL_END date.

<input type="checkbox"/>	...	Original	Instructors	2		CLP4302-17125: Intro Clinical Psychology	2025-Apr-12 00:01	2025-Apr-25 23:59
			Students	46				
<input type="checkbox"/>	...	Original	Instructors	1		CLP7934-16021: Special Topics	2025-A	
			Students	3				
<input type="checkbox"/>	...	Original	Instructors	1		CLP4314-10583: Intro Hlth Psychology	2025-A	
			Students	14				
<input type="checkbox"/>	...	Original	Instructors	2		CLP4420-10584: Intro Neuropsychology	2025-A	
			Students	28				

11 : 59 PM

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	Instructors	Students	021335-25950-2251	Neuropsy Assessment Adults	2025-Apr-12 00:01
<input type="checkbox"/>	...	Editing...	Instructors	2	Students	46	022624-17125-2251	CLP4302-17125: Intro Clinical Psychology	2025-Apr-13 00:01
<input type="checkbox"/>	...	Original	Instructors	1	Students	3	022771-16021-2251		
<input type="checkbox"/>	...	Original	Instructors	1	Students	14	024941-10583-2251		
<input type="checkbox"/>	...	Original	Instructors	2	Students		024942-10584-2251		

12 : 01 AM

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.

<input checked="" type="checkbox"/>	...	Original	Instructors	2	Students	46	022624-17125-2251	CLP4302-17125: Intro Clinical Psychology	2025-Apr-12 00:01
-------------------------------------	-----	----------	-------------	---	----------	----	-------------------	--	-------------------

Click on Publish

<input checked="" type="checkbox"/>	...	Original	Instructors	2	Students	46	022624-17125-2251	CLP4302-17125: Intro Clinical Psychology	
<input type="checkbox"/>	...	Original	Instructors	1	Students	3	022771-16021-2251	CLP7934-16021: Special Topics	

Split

Restore

Publish

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

<input checked="" type="checkbox"/>	...	Original	Instructors	2	Students	9	021335-25950-2251	CLP7428C-25950: Neuropsy Assessment Adults	
<input checked="" type="checkbox"/>	...	Original	Instructors	2	Students	46	022624-17125-2251	CLP4302-17125: Intro Clinical Psychology	

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

Bulk Actions (2 selected / 62 found)
 Manage Columns
Reset Display Settings

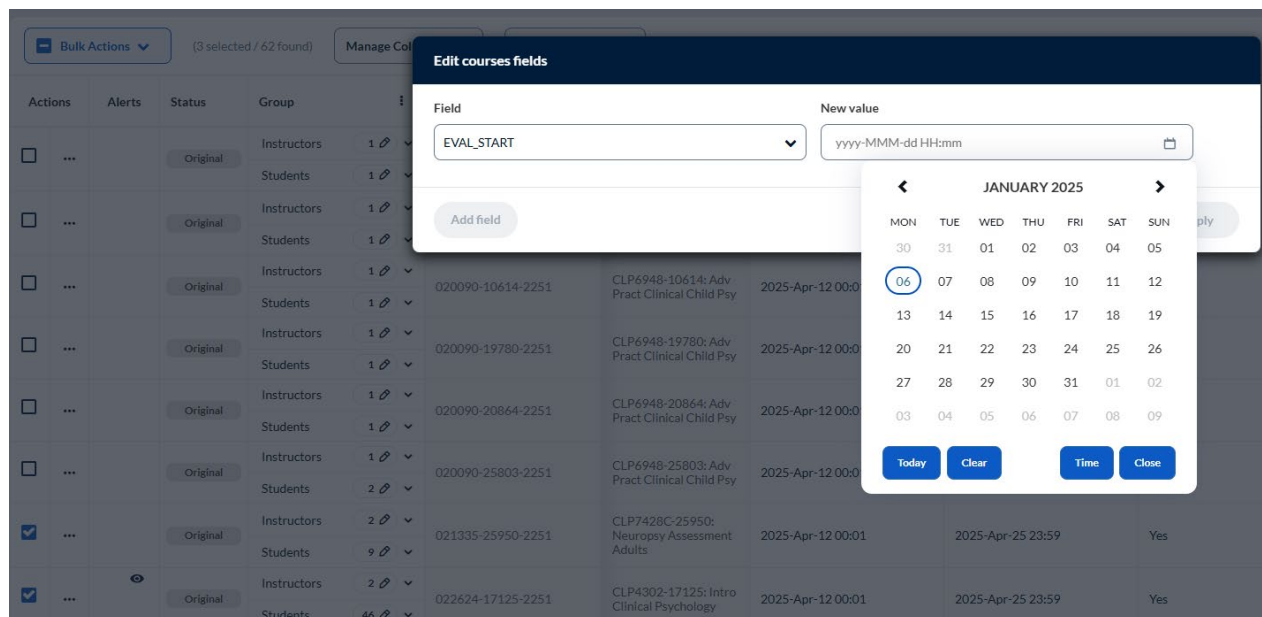
Edit courses fields				Group	Object ID	Name
Merge courses	...	Original	Instructors	1	CLP6945-25800: Adv Pract Neuropsychology	
			Students	1		
Split courses	...	Original	Instructors	1	CLP6948-10614: Adv Pract Clinical Child Psy	
			Students	1		
Restore courses	...	Original	Instructors	1	CLP6948-19780: Adv Pract Clinical Child Psy	
			Students	1		
Publish courses	...	Original	Instructors	1	CLP6948-20864: Adv Pract Clinical Child Psy	
			Students	1		
<input type="checkbox"/>	...	Original	Instructors	1	CLP6948-25803: Adv Pract Clinical Child Psy	
			Students	2		
<input checked="" type="checkbox"/>	...	Original	Instructors	2	CLP7428C-25950: Neuropsych Assessment Adults	
			Students	9		
<input checked="" type="checkbox"/>	...	Original	Instructors	2	CLP4302-17125: Intro Clinical Psychology	
			Students	46		

Select the EVAL_START field

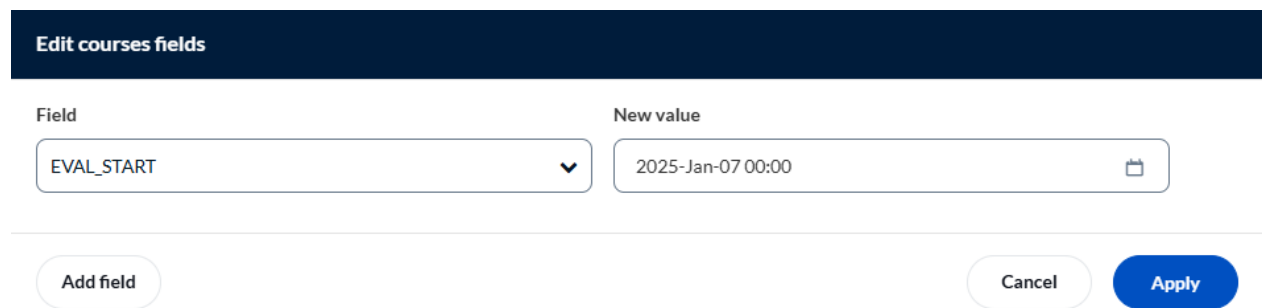
Bulk Actions (3 selected / 62 found)
 Manage Columns

Field	New value
Choose	
EVAL_START	
EVAL_END	
EVALUATE	2025-Apr-12 00:01 2025-Apr-25 23:59 No
SSR_COMPONENT	2025-Apr-12 00:01 2025-Apr-25 23:59 No
MEDIUM	2025-Apr-12 00:01 2025-Apr-25 23:59 No
CLASS_ATTR	2025-Apr-12 00:01 2025-Apr-25 23:59 No
LOCATION	2025-Apr-12 00:01 2025-Apr-25 23:59 No
021335-25950-2251	CLP7428C-25950: Neuropsych Assessment Adults 2025-Apr-12 00:01 2025-Apr-25 23:59 Yes
022624-17125-2251	CLP4302-17125: Intro Clinical Psychology 2025-Apr-12 00:01 2025-Apr-25 23:59 Yes

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.



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.



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 courses?

Field
EVAL_START -> 2025-04-13 00:01
 for 2 courses

Courses to be modified:

Object ID	Name	EVAL_START	EVAL_END	EVALUATE	SSR_COMPONENT	MEDIUM	COLLEGE	DEPARTMENT	COURSE_START_DATE	COU
021335-25950-2251	CLP7428C-25950: Neuropsych Assessment Adults	8095-04-18-0008 2025-04-13 00:01	2025-04-23 23:59	Yes	LAB	Primarily Classroom (ID-49%)	College-Pub Hlth & Hlth Prof	PB(H)P/Clinical/Health Psych	2025-01-13 00:00	2025
022624-17125-2251	CLP4302-17125: Intro Clinical Psychology	8095-04-18-0008 2025-04-13 00:01	2025-04-23 23:59	Yes	LEC	Primarily Classroom (ID-49%)	College-Pub Hlth & Hlth Prof	PB(H)P/Clinical/Health Psych	2025-01-13 00:00	2025

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 Columns Reset Display Settings

Edit courses fields			Group	Object ID	Name
<input type="checkbox"/>	...	Original	Instructors		CLP6945-25800: Adv Pract Neuropsychology
<input type="checkbox"/>	...	Original	Students		CLP6948-10614: Adv Pract Clinical Child Psy
<input type="checkbox"/>	...	Original	Instructors		CLP6948-19780: Adv Pract Clinical Child Psy
<input type="checkbox"/>	...	Original	Students		CLP6948-20864: Adv Pract Clinical Child Psy
<input type="checkbox"/>	...	Original	Instructors		CLP6948-25803: Adv Pract Clinical Child Psy
<input type="checkbox"/>	...	Original	Students		CLP7428C-25950: Neuropsych Assessment Adults
<input checked="" type="checkbox"/>	...	Original	Instructors		CLP4302-17125: Intro Clinical Psychology
<input checked="" type="checkbox"/>	...	Original	Students		