GatorEvals DIG User Blue 9 Step by Step Guide

Step 1: Logging In to GatorEvals

1. 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.

2. Login with your GatorLink username and password. You may bookmark the page with the new link.
   - The new user interface looks like this:

Step 2: Setting up Evaluations

1. In the "My Active Task" Section, select "Review and Publish the data assigned to you…"

ⓘ **GatorEvals Fall 2024 Evaluation Period**

The Fall 2024 course evaluation period starts on November 26th and ends December 6th at 23:59. Please be sure to complete your evaluations.

TASK PROGRESS

0%
COMPLETION

Get started!
Let's get some of these tasks out of the way, shall we?

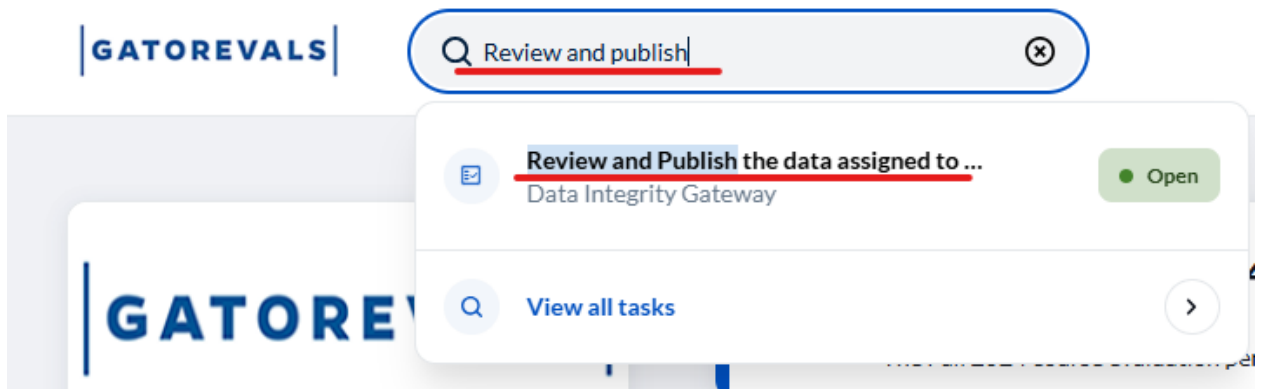🟩 1 Open ›   ⬜ 0 In progress ›   🟦 0 Completed ›

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   ...

OR

If you only see View Response Rates in your lists of tasks, you can type in "Review and Publish" in the search bar at the top of the page. Or you can click, "View All Tasks" at the bottom of the "My Active Task" section.

GATOREVALS

🔍 Review and publish   ⊗

▤ **Review and Publish** the data assigned to ...   ● Open
   Data Integrity Gateway

🔍 **View all tasks**   ›

GATORE

2. Once you've selected "Review and Publish the data assigned to you…", it will take you to a screen like the one below.

i. The "Actions" column shows the following options: Split, Restore, and Publish.
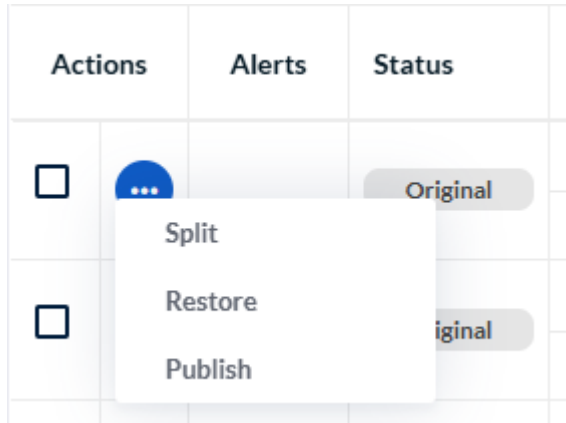
ii. The "Actions" column also shows the Merge option when you select two or more Class Numbers with low student enrollment taught by same instructor/course.

iii. The "Group" column shows the number and names of instructors and students. You can click on the dropdown next to the number and pencil icon to view the list of instructors and students.

iv. The "EVAL_START" and "EVAL_END" columns show the calendar icon to update or change the evaluation start/end dates. The time will always default to 00:01 for start date and 23:59 for end date.

Name	EVAL_START	EVAL_END
GEO6938-25494: Selected Topics Geog	2025-Apr-12 00:01	2025-Apr-25 23:59

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

Today Clear   Time Close

2025-Apr-25 23:59
2025-Apr-25 23:59
2025-Apr-25 23:59
2025-Apr-25 23:59
2025-Apr-25 23:59

iv. The "EVALUATE" column shows whether the course needs to be evaluated or not.

EVAL_START	EVAL_END	EVALUATE
2025-Apr-12 00:01	2025-Apr-25 23:59	Yes
2025-Apr-12 00:01	2025-Apr-25 23:59	Y Yes ✓ No
2025-Apr-12 00:01	2025-Apr-25 23:59	Yes

v.   The "SSR_COMPONENT" indicates the type of questions students will receive for evaluations. Typically, by policy, courses with the SUT, GRD, DIS, PER, THE, and OTH are set to Evaluate "NO", as these are considered courses with a one to one relationship between student and instructor. If they are set to "Yes", please review to ensure they need to be setup for evaluation. If not, you can change the "Evaluate" to "No" in the dropdown and select Save.

EVALUATE		SSR_COMPONENT	
No	⌄	GRD	⌄
No		LAB	
		LEC	
		SUT	
No		GRD	✓
		DIS	

vi. Additionally, courses with the LAB designation are considered Lab courses and will receive the Supplemental Lab Questions.

SUPPLEMENTAL QUESTIONS FOR LAB COURSES

Question #	Question Text	Scale
1.	Expectations about specific lab procedures are clearly stated in advance.	Strongly Disagree, Disagree, Neutral, Agree, Strongly Agree
2.	Lab content (e.g., readings, activities, assignments) was relevant & useful.	Strongly Disagree, Disagree, Neutral, Agree, Strongly Agree
3.	Lab safety procedures were adequately enforced.	Strongly Disagree, Disagree, Neutral, Agree, Strongly Agree
4.	The instructor explained material clearly and in a way that enhanced my understanding.	Strongly Disagree, Disagree, Neutral, Agree, Strongly Agree

☐	⋯	Modified	Instructors	1 ✏ ⌄			2025-Apr-25 23:59	📅	Yes ⌄	LAB ⌄
			Students	18 ✏ ⌄						
☐	⋯	Original	Instructors	1 ✏ ⌄			2025-Apr-25 23:59		No	-
			Students	1 ✏ ⌄						IND
										INT
☐	⋯	Original	Instructors	1 ✏ ⌄			2025-Apr-25 23:59		No	LAB ✓
			Students	2 ✏ ⌄						LEC

vii. The "MEDIUM" column indicates what type of questions students will receive based on the mode of instruction. For courses with the

designation "Primary Dist Learning" or "All Dist Learning", they will receive the Supplemental Questions for Online Courses.

SUPPLEMENTAL QUESTIONS FOR ONLINE COURSES

Question #	Question Text	Scale	Resources for Instructors Seeking Instructional and Course Enhancement
17.	The online environment of this course contributed to my ability to learn the material.	Strongly Disagree, Disagree, Neutral, Agree, Strongly Agree	The following online workshops can provide some guidance for online design and teaching: How to Design a Great Online Course How to Build a Great Online Course How to Teach a Great Online Course
18.	Student learning objectives were connected to course activities and assignments.	Strongly Disagree, Disagree, Neutral, Agree, Strongly Agree	Are you writing Rockin' Course Objectives? 7 Do's and Don'ts
19.	Course content is presented and structured in a logical, consistent, and organized manner.	Strongly Disagree, Disagree, Neutral, Agree, Strongly Agree	Online or Hybrid course creation requires planning. The Resource Library can provide some ideas. For design help: COIP can help with UF online courses CITT can help with other UF courses.
20.	There were a variety of assignments appropriate for an online course.	Strongly Disagree, Disagree, Neutral, Agree, Strongly Agree	

NOTE: If you merge any section that have different "Medium" designations, you might see an error in the Action column. You will need to go to this column and select only one option from the "Medium" designation. Our suggestion is that you select the Medium that most closely aligns with the higher enrollment section. So, if most students are in the Primary Classroom Medium, select that as the option.

EVALUATE		SSR_COMPONENT ⬛	MEDIUM
No	⌄	GRD ⌄	Primarily Classroom (0-49%) ⌄
No		GRD	
No		GRD	

-
Primarily Classroom (0-49%) ✔
HB - Hybrid Blend (50-79%)
Primarily Dist Learning (80-99%)
All Dist Learning (100%)

vii. To the far right is the CLASS_ATTR showing the different sections by which students are evaluated.

CLASS_ATTR

⌄

-
UNV-LEC
DEN-CLN
DEN-ROT
DEN-CDB

▪ The dash option provides students with the standard Instructor and Course Evaluation Questions.

CLASS_ATTR

- UNV-LEC
- DEN-CLN
- DEN-ROT
- DEN-CDB
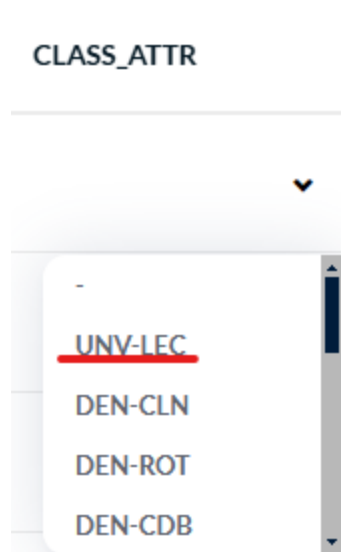
- ▪ Choose the UNV-LEC option notably when splitting for the TAs, GAs, etc. The link to learn how to split sections is provided later below.

UNIVERSITY LECTURE FORM

Question #	Question Text	Scale
1.	The instructor was enthusiastic about the course.	Strongly Disagree, Disagree, Neutral, Agree, Strongly Agree
2.	The instructor explained material clearly and in a way that enhanced my understanding.	Strongly Disagree, Disagree, Neutral, Agree, Strongly Agree
3.	The instructor fostered a positive learning environment that engaged students.	Strongly Disagree, Disagree, Neutral, Agree, Strongly Agree
4.	Activities and assignments improved my ability to analyze, solve problems, and/or think critically.	Strongly Disagree, Disagree, Neutral, Agree, Strongly Agree

Step 3: Reviewing Courses to Evaluate

1. Review the number of courses to evaluate.
   a. Check the number of courses to ensure all courses under your purview are listed in GatorEvals. If there are courses/sections missing, there are usually a few reasons:
      i. There is/are no instructor(s) assigned to the course/section in SIS. Check the UF Schedule of Courses via https://one.uf.edu/soc/ to see if they are

properly listed. If not, talk to the course scheduler to make that change. Typically takes 48 hours for the instructor to appear in GatorEvals.

   ii. There is/are no student(s) enrolled in the course/section in SIS.

   iii. The course is considered a one-to-one student to faculty relationship such as Graduate dissertation or Thesis. These courses can be excluded from the SIS nightly data upload into GatorEvals.

NOTE: SIS is Registrar data that we pull course/section/instructor information from. This is NOT the same as Effort/AAR reporting. SIS data is considered canonical, so please make updates/changes to SIS first before contacting GatorEvals-Support.

2. Review list of courses/sections where "Evaluate" is set to "No" to check if any needs to be changed to Evaluate "Yes". If any of those courses/sections need to be evaluated, change the "Evaluate" field to "Yes" and then select "Save Row".
REMINDER: By policy, Independent Study, Internships, Practicums, and other courses that are considered a one-to-one relationship between instructor and student are typically not evaluated. Additionally, courses with fewer than 5 students are typically not set up for evaluation.

☐	···	Original	Instructors 1 ✎ ⌄ Students 1 ✎ ⌄	013185-18581-2251	GMS7795-18581: Spec Topics Neurosci	2025-Apr-12 00:01	2025-Apr-25 23:59	No	IND
☐	···	Original	Instructors 1 ✎ ⌄ Students 13 ✎ ⌄	013185-18582-2251	GMS7795-18582: Spec Topics Neurosci	2025-Apr-12 00:01	2025-Apr-25 23:59	No	IND
☑	···	Original	Instructors 2 ✎ ⌄ Students 2 ✎ ⌄	013185-18602-2251	GMS7795-18602: Spec Topics Neurosci	2025-Apr-12 00:01	2025-Apr-25 23:59	No	IND

   a. You can also make use of the "Advanced filters" to do a quick search. Then select "Add"
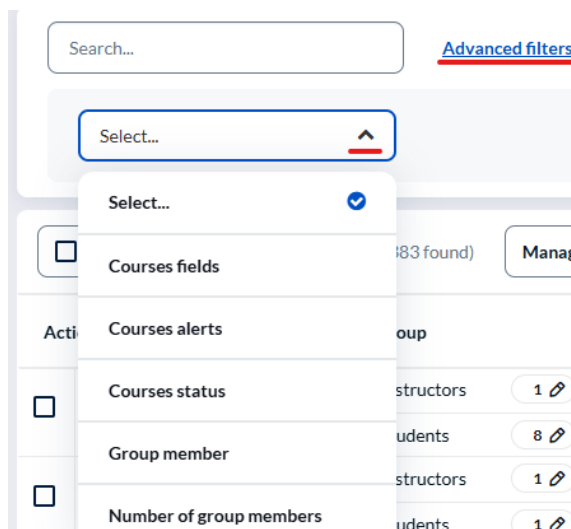
You can also filter by choosing "Evaluate" is "Yes" using the "Advanced filters". If any of the courses that are set to Yes when you do the filter don't need to be evaluated, please make sure that you change them to No and save.

3. Once you have reviewed the courses/sections using the "Advanced filters" option and made any other changes that were needed, click on the "x" to remove the filters.

4. Review each course/section that are set to "Evaluate" is "Yes".
    a. A few items to look review/confirm:
        i. Eval_Start – make sure the start date is correct. You may need to change this for any modular courses being offered.
        ii. Eval_End - make sure the end date is correct. You may need to change this for any modular courses being offered.
        iii. Evaluate – Yes or No, be sure the correct option is selected for each section.
        iv. SSR_Component – LEC is the most common SSR component and indicates that students in this course will receive the standard university core questions known as the Instructor and Course Evaluation Questions.
            1. LAB – students will receive the university core questions + Supplemental Lab Questions.
            2. IND – independent study – these courses are generally set to evaluate "No".
            3. INT– internship – these courses are generally set to evaluate "No".

EVALUATE		SSR_COMPONENT	
No	⌄	INT	⌄
No		IND	
		INT	✓
No		LAB	
		LEC	

v. Medium – students in distance/online courses that are 80% or more online (Primary Distance or All Distance) will receive the university core questions + Supplemental Questions for Online Courses.

MPONENT		MEDIUM	⌄⌄
	⌄	All Dist Learning (1 00%)	⌄
		-	
		Primarily Classroom (0-49%)	
		HB - Hybrid Blend (50-79%)	
		Primarily Dist Learning (80-99%)	
		All Dist Learning (100%)	✓

NOTE: Confirm that all instructors and TA/GAs are properly assigned. If an instructor is missing, confirm that SIS data is correct. All instructor(s), whether primary instructor or GA/TA need to be given the Primary or Secondary designation in the dropdown in course scheduling.

5. Publish courses set to Evaluate "Yes". Select only the courses that need to be evaluated.
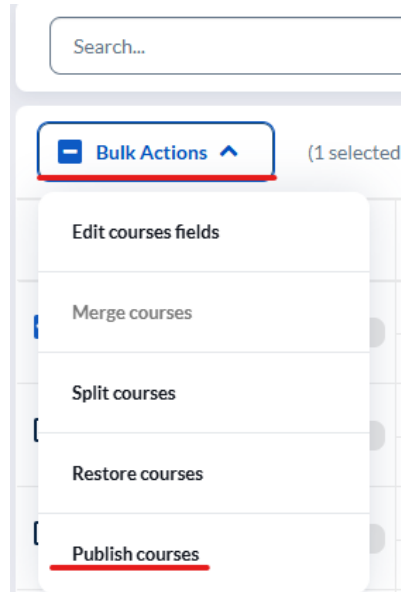
     a. Once you have confirmed all the information for each course, you can click on "Bulk Actions" and select "Publish Courses".
          i. Please note, once you click "Publish Courses", you will NOT be able to make any edits to that course. So please publish carefully.
          ii. Contact us immediately at GatorEvals-Support@ufl.edu if you need to make changes to the published course.

For more information, check the DIG User Guides which can be found on our website https://gatorevals.aa.ufl.edu/administrators/dig-user-guides/ on:
     a. How to Adjust Evaluation Dates
     b. Splitting Course Sections
     c. Merging Course Sections: Merge courses with low number of students taught by same instructor, same course, and same section. You don't publish a course that has one student, but you can merge it with a high enrollment course. In addition, to view merged courses, you need export rate monitor rates.

Request the proper SailPoint/ARS role

In case you do not see the response rates monitor, please request either or both roles from your Department Security Administrator (DSA).

    1. UF_COURSE_EVAL_COORDINATOR
    2. UF_COURSE_EVAL_DPT_REPORT_VIEW

Monitor Response Rates

During evaluation period, click on the response rate monitor to gain insights on the rates of students' engagement in completing the evaluation for their courses.

You can use the "Select" option under the "Subject Filters" at the top right corner of the Response Rate page or the "Group by" drop-down menu in the "Subjects" section to filter desired demographics.

You can also click on the "Excel" option located far right of the "Group by" option to download the Response Rates in a spreadsheet which can be sorted from low to high. The spreadsheet can be presented to your faculty, Department Chair or Dean.

More Information on Response Rates

1. Faculty can also monitor live response rates via - https://ufl.bluera.com/ufl/ or https://my-ufl.bluera.com

2. If faculty or their students have any questions or are having trouble accessing their evaluations, please reach out to the GatorEvals Support team via gatorevals-support@ufl.edu.

3. Students can complete evaluations through email, in their Canvas course menu under GatorEvals, or via the central portal - https://ufl.bluera.com/ufl/ or https://my-ufl.bluera.com

4. Department administrators and deans can download the Response Rate Export Report by department and college using the "Excel" button. You can then sort it by Response Rate low to high. They can view the report and the Response Rate Monitor in the central portal https://ufl.bluera.com/ufl/ or https://my-ufl.bluera.com

Blue Dashboard

Click on the Blue dashboard to gain insights from the trend and data analysis of the individual and aggregate dashboard.
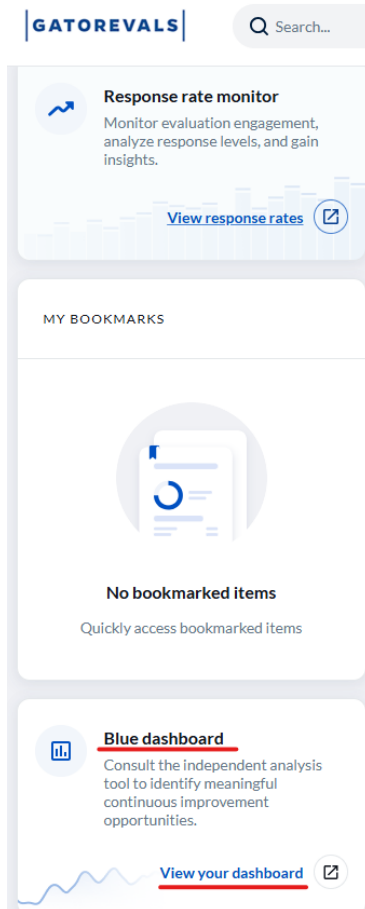
Frequently Asked Questions

1. During evaluation period, I can't see the course listing anymore, only the response rates for all my courses. How can I find the course that I want to change Evaluate from No to Yes?

Answer: Please type in 'Review and publish" in the search bar at the top of the page or check "My Active Tasks" section and you will be able to view the course. You can also bookmark the "Review and Publish the data assigned to you …." part using the three dots beside "View" for easy access.

2. How do I know when to merge courses?

Answer: We only want to merge sections with low enrollment to reach at least 5 students. So, we typically merge sections with 1-4 students with another section of 1-4 students. Or in some cases, a section with 1-4 students with a larger section of 5+. But we don't want to merge multiple sections where there are 10+ students.

In addition, the merged sections won't show up in the Response Rate monitor. You need to have access to the Response Rate export report to view them.

Furthermore, when courses/sections are merged, students need to complete the evaluations via the central portal - https://ufl.bluera.com/ufl/

3. Can I publish a course set to Evaluate No?

Answer: We don't want to publish courses set to Evaluate 'No". You can leave them as unpublished.

4. Can you still publish a course when the evaluation period is open or has begun?

Answer: Yes, it is possible

5. When a program runs on an alternate calendar and eval dates are customized, what happens to merged courses?

Answer: It's important to remember for merged courses, it often won't show up in Canvas as it created a new merged ID that might not link to Canvas. Students can always fill out the evaluations via the central portal - https://ufl.bluera.com/ufl/. If they have issues, please have the instructor let them know to reach out to our GatorEvals Support email so we can address.