



**GATOREVALS**  
**UNIVERSITY OF FLORIDA**

## 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** Do not show again ✕

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

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**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 >

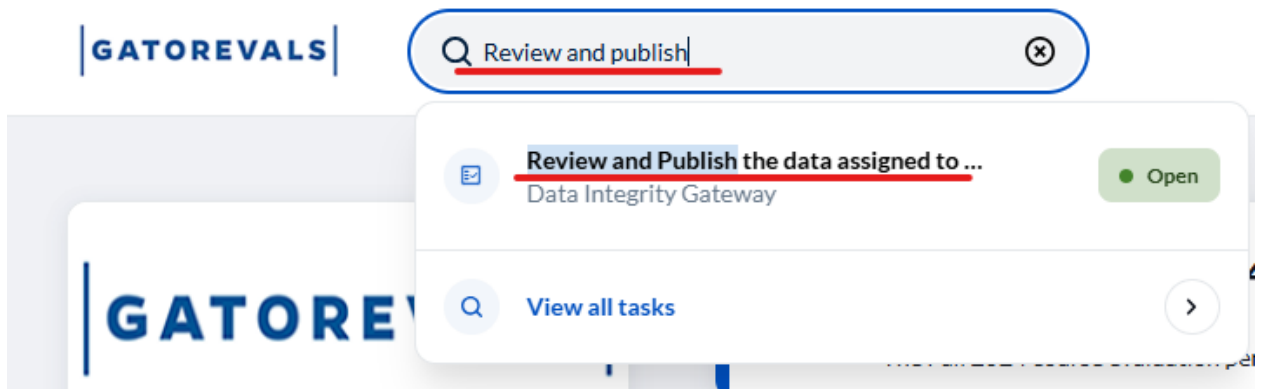
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**MY ACTIVE TASKS**

<div style="display: flex; align-items: center;">  <div> <p><b>Review and Publish</b> the data assigned to you for Spring 2025 DIG Main Project TEST</p> <p>Data Integrity Gateway</p> <div style="display: flex; gap: 5px; margin-top: 5px;"> <span style="background-color: #c6e0b4; border: 1px solid #999; border-radius: 3px; padding: 2px 5px;">Open</span> <span style="background-color: #d9d9d9; border: 1px solid #999; border-radius: 3px; padding: 2px 5px;">2025</span> <span style="background-color: #d9d9d9; border: 1px solid #999; border-radius: 3px; padding: 2px 5px;">Spring</span> </div> </div> </div>	<p>Ends on 2025-06-27</p>	<div style="background-color: #0070c0; color: white; border-radius: 15px; padding: 5px 15px; display: inline-block;">View</div> <span style="font-size: 20px; vertical-align: middle;">...</span>
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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.



The screenshot shows the GatorEvals interface. At the top, there is a search bar with the text "Review and publish" entered and underlined in red. Below the search bar, a dropdown menu is visible. The first item in the dropdown is "Review and Publish the data assigned to ..." with "Data Integrity Gateway" below it, also underlined in red. To the right of this item is a green "Open" button. The second item in the dropdown is "View all tasks" with a right-pointing arrow icon to its right.

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

**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](mailto:GatorEvals-Support@ufl.edu).

Search...

Advanced filters

Bulk Actions

(0 selected / 5267 found)

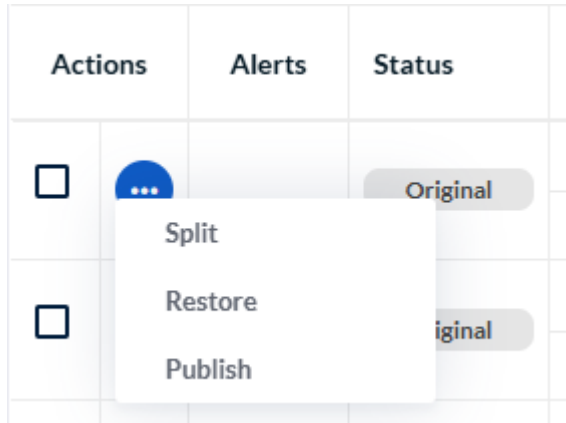
Manage Columns

Reset Display Settings

10

Actions	Alerts	Status	Group	i	Object ID	Name	EVAL_START	EVAL_END	EVALUATE	SSR_COMPONENT	MEDIUM	COLLEGE
<input type="checkbox"/>		Original	Instructors	1	013281-26354-2251	HOS6331-26354: Postharvest Biology	2025-Apr-12 00:01	2025-Apr-25 23:59	Yes	LEC	HB - Hybrid Blend (50-79%)	College-Agr Sciences
			Students	1								
<input type="checkbox"/>		Original	Instructors	1	013289-12247-2251	HOS6931-12247: Hort Sci Seminar	2025-Apr-12 00:01	2025-Apr-25 23:59	Yes	LEC	All Dist Learning (100%)	College-Agr Sciences
			Students	2								
<input type="checkbox"/>		Original	Instructors	1	013289-12249-2251	HOS6931-12249: Hort Sci Seminar	2025-Apr-12 00:01	2025-Apr-25 23:59	Yes	LEC	Primarily Classroom (0-49%)	College-Agr Sciences
			Students	1								
<input type="checkbox"/>		Original	Instructors	1	013289-17240-2251	HOS6931-17240: Hort Sci Seminar	2025-Apr-12 00:01	2025-Apr-25 23:59	Yes	LEC	Primarily Dist Learning (80-99%)	College-Agr Sciences
			Students	1								
<input type="checkbox"/>		Original	Instructors	3	013290-15843-2251	HOS6932-15843: Topics	2025-Apr-12 00:01	2025-Apr-25 23:59	No	IND	HB - Hybrid Blend (50-79%)	College-Agr Sciences
			Students	6								
<input type="checkbox"/>		Original	Instructors	3	013290-18801-2251	HOS6932-18801: Topics	2025-Apr-12 00:01	2025-Apr-25 23:59	No	IND	HB - Hybrid Blend (50-79%)	College-Agr Sciences
			Students	4								
			Instructors	1								

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.

(3 selected / 63 found)

	Group	Object ID	Name	EVAL_START	EVAL
<input type="checkbox"/>	Instructors 1		CLP6948-19780: Adv Pract Clinical Child Psy	2025-Apr-12 00:01	2025-
	Students 1		CLP6948-20864: Adv Pract Clinical Child Psy	2025-Apr-12 00:01	2025-
<input type="checkbox"/>	Instructors 1		CLP6948-25803: Adv Pract Clinical Child Psy	2025-Apr-12 00:01	2025-
	Students 2		CLP7934-16021: Special Topics	2025-Apr-12 00:01	2025-
<input type="checkbox"/>	Instructors 1		CLP7934-19650: Special Topics	2025-Apr-12 00:01	2025-
	Students 21		CLP7934-21187: Special Topics	2025-Apr-12 00:01	2025-
<input type="checkbox"/>	Instructors 2				
	Students 11				

- 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.

Actions	Alerts	Status	Group	Object ID	Name
<input type="checkbox"/>	...	Original	<u>Instructors</u> 1  ^ • Brian Child <hr/> <u>Students</u> 1  ^ • Aaron King	013038-25494-2251	GEO6938-25494: Selected Topics Geog

- 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	<u>EVAL_START</u>	<u>EVAL_END</u>
GEO6938-25494: Selected Topics Geog	2025-Apr-12 00:01	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
		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

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

EVAL_START	EVAL_END	<u>EVALUATE</u>
2025-Apr-12 00:01	2025-Apr-25 23:59	Yes
2025-Apr-12 00:01	2025-Apr-25 23:59	<div style="border: 1px solid #ccc; padding: 5px; background-color: #fff;"> <p style="text-align: center;">Yes <input checked="" type="checkbox"/></p> <p style="text-align: center;">No <input type="checkbox"/></p> </div>
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
No	LEC
No	SUT
No	GRD
No	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	Students	2025-Apr-25 23:59	Yes	LAB
...	Original	1	18	2025-Apr-25 23:59	No	IND INT LAB LEC
...	Original	1	1	2025-Apr-25 23:59	No	LAB

- 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:  <a href="#">How to Design a Great Online Course</a>  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	<a href="#">Are you writing Rockin' Course Objectives? 7 Do's and Don'ts</a>
19.	Course content is presented and structured in a logical, consistent, and organized manner.	Strongly Disagree, Disagree, Neutral, Agree, Strongly Agree	<a href="#">Online or Hybrid course creation</a> requires planning. The Resource Library can provide some ideas. For design help:  COIP can help with UF online courses  <a href="#">CITT</a> 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.

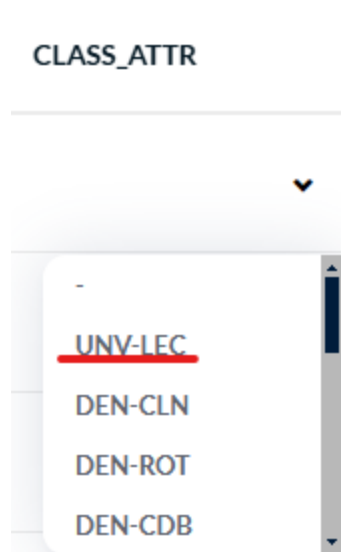
EVALUATE	SSR_COMPONENT	MEDIUM
No	GRD	Primarily Classroom (0-49%)
No	GRD	-
No	GRD	Primarily Classroom (0-49%)
		HB - Hybrid Blend (50-79%)
		Primarily Dist Learning (80-99%)
		All Dist Learning (100%)

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](#).





- 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.

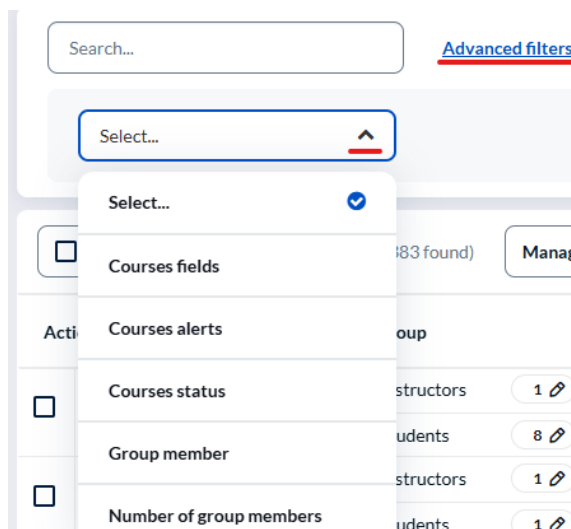
**NOTE:** SIS is Registrar data that we pull course/section/instructor information from. This is NOT the same as Effort/AAR reporting. **SIS data is considered canonical, so please make updates/changes to SIS first before contacting GatorEvals-Support.**

- 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.

<input type="checkbox"/>	...	Original	Instructors 1	013185-18581-2251	GMS7795-18581: Spec Topics Neurosci	2025-Apr-12 00:01	2025-Apr-25 23:59	No	IND
			Students 1						
<input type="checkbox"/>	...	Original	Instructors 1	013185-18582-2251	GMS7795-18582: Spec Topics Neurosci	2025-Apr-12 00:01	2025-Apr-25 23:59	No	IND
			Students 13						
<input checked="" type="checkbox"/>	...	Original	Instructors 2	013185-18602-2251	GMS7795-18602: Spec Topics Neurosci	2025-Apr-12 00:01	2025-Apr-25 23:59	No	IND
			Students 2						

- a. You can also make use of the “Advanced filters” to do a quick search. Then select “Add”



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[Advanced filters](#)

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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.

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[Advanced filters \(1\)](#)

**Retrieve courses that:**

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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”.

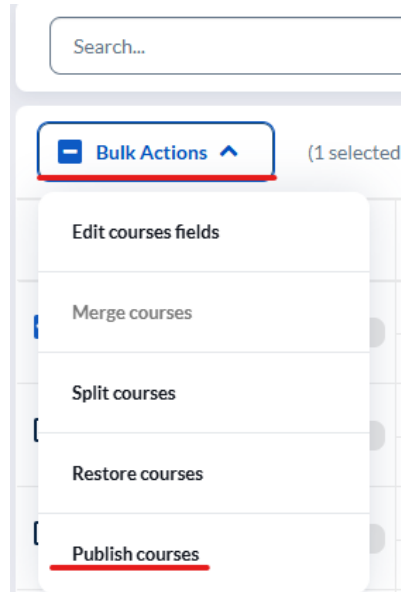
EVALUATE	SSR_COMPONENT
No	INT
No	INT
No	INT

- 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](#).

COMPONENT	MEDIUM
	All Dist Learning (100%)
	All Dist Learning (100%)
	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](mailto: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.

The screenshot shows the GATOREVALS dashboard. On the left, there is a 'GATOREVALS' logo and a placeholder for a user profile picture with the text 'Say something about yourself...'. Below this is the 'Response rate monitor' section, which includes a line graph icon and the text: 'Monitor evaluation engagement, analyze response levels, and gain insights.' A button labeled 'View response rates' is also present. The main dashboard area features a 'GatorEvals Fall 2024 Evaluation Period' header with a 'Do not show again' option. Below this, a 'TASK PROGRESS' section shows a circular progress indicator at 0% completion, with a 'Get started!' call to action and a note: 'Let's get some of these tasks out of the way, shall we?'. A legend indicates 1 Open, 0 In progress, and 0 Completed tasks. The 'MY ACTIVE TASKS' section displays a task titled 'Review and Publish the data assigned to you for Spring 2025 DIG Main Project TEST' with a 'Data Integrity Gateway' tag, 'Open' status, and '2025 Spring' filters. It also shows an end date of '2025-06-27' and a 'View' button.

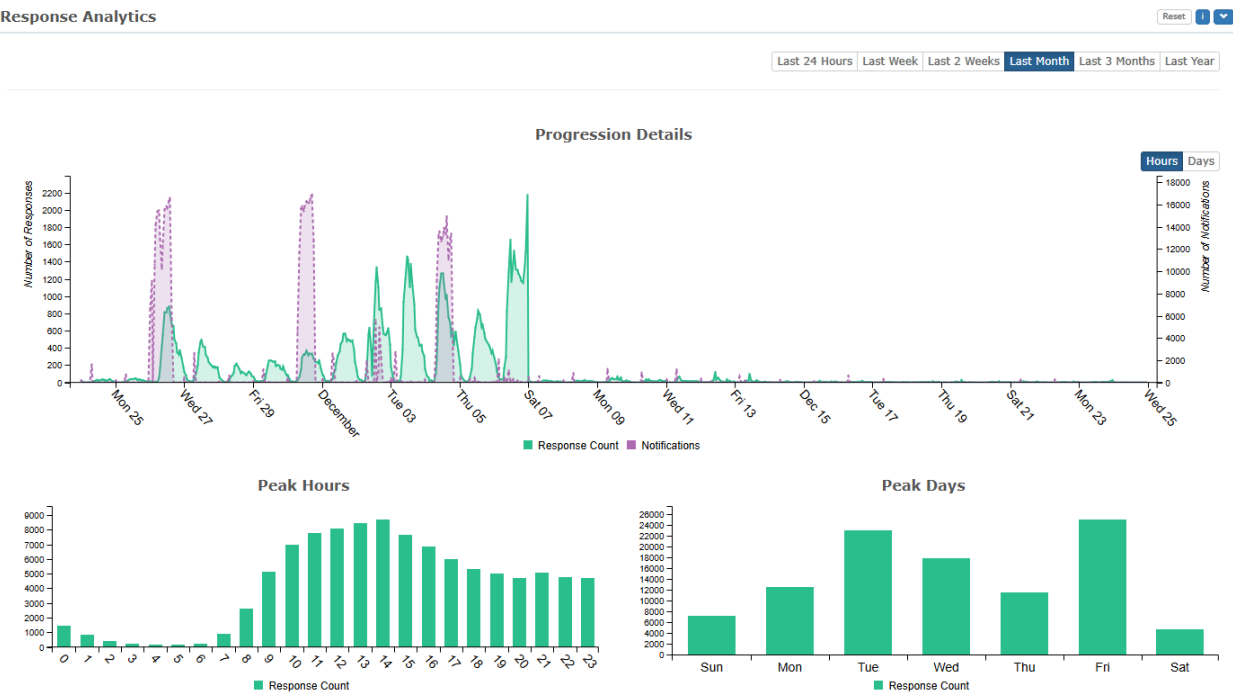
The screenshot displays the 'GATOREVALS - 2024' dashboard. On the left, the 'Subject Filters' section includes a 'Select:' dropdown, a 'Filter By:' dropdown, and an 'Add Filter' button. The 'Overall Response Status' section features a donut chart showing a 45.87% overall response rate. The chart is divided into five categories: Completed (45.87%), In Progress (50.73%), Not Completed, Not Ready, and Expired. The 'Subject Progress and Performance' section contains a bar chart showing the number of subjects across different response rate percentages (<25%, 25%, 50%, 75%, 100% Evaluation Period). The bars are color-coded: red for 'No targets met' and orange for 'Response Rate Target Met'. The 'Subjects' section at the bottom includes a 'Group by:' dropdown, a search bar, and a table listing subjects. The table has a header 'Name' and lists several 'Special Topics' courses with IDs like DEN8290-22101 through DEN8290-22146. A pagination bar at the bottom shows 'Previous', '1', '2', '3', '4', '5', '...', '899', 'Next', and '10'.

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.

ID	Name	EVAL_STA	EVAL_END	SUBJECT	TERM	COLLEGE	DEPARTM	CLASS	ATT	Completed	Not Comp	Invited	Response Rate
Data2_005	ABE4932-1	2025-04-1	2025-04-2	ABE4932	Spring 202	College-A	AGL(AG)-A		1	1	1	2.50%	
Data2_005	ABE4932-1	2024-11-1	2024-11-2	ABE4932	Spring 202	College-A	AGL(AG)-A	UNV-LEC	1	1	1	2.50%	
Data2_012	MAP4305-	2025-04-1	2025-04-2	MAP4305	Spring 202	College-Li	LAS(LS)-M	DEN-ROT	1	1	1	2.50%	
Data2_012	MAS4115-	2025-04-1	2025-04-2	MAS4115	Spring 202	College-Li	LAS(LS)-M	DEN-CDO	1	1	1	2.50%	
Data2_012	MAT4830-	2025-04-1	2025-04-2	MAT4830	Spring 202	College-Li	LAS(LS)-M	DEN-CDL	1	1	1	2.50%	
Data2_012	MCB3020L	2025-04-1	2025-04-2	MCB3020L	Spring 202	College-A	AGL(AG)-A	COM-LEC	1	1	1	2.50%	
Data2_014	MCB6930-	2025-04-1	2025-04-2	MCB6930	Spring 202	College-A	AGL(AG)-A	DEN-CDG	1	1	1	2.50%	
Data2_014	MCB7922-	2025-04-1	2025-04-2	MCB7922	Spring 202	College-A	AGL(AG)-A	COM-CLN	1	1	1	2.50%	
Data2_014	MHF3202-	2025-04-1	2025-04-2	MHF3202	Spring 202	College-Li	LAS(LS)-M	COM-CLK	1	1	1	2.50%	
Data2_016	APK2105C	2025-04-1	2025-04-2	APK2105C	Spring 202	College-Hi	HJU(HH)-		1	1	1	2.50%	
Data2_018	MAN4504-	2025-04-1	2025-04-2	MAN4504	Spring 202	College-Bi	BUS(BA)-i	DEN-CLN	1	1	1	2.50%	
Data2_024	ABE3000C	2025-04-1	2025-04-2	ABE3000C	Spring 202	College-A	AGL(AG)-A		1	1	1	2.50%	

### Response Analytics



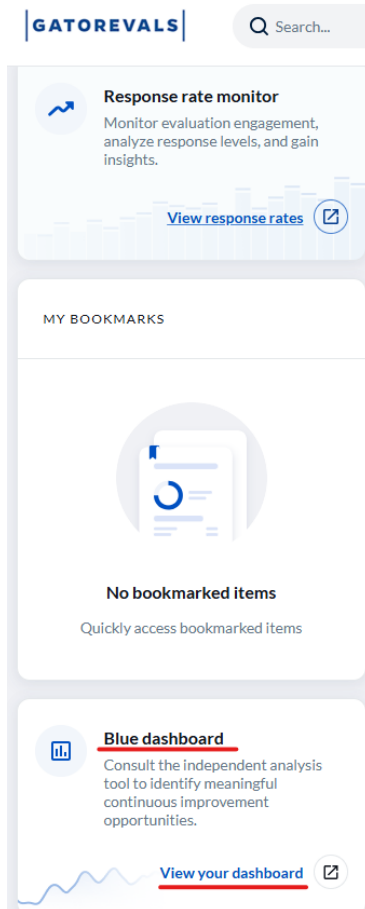
## More Information on Response Rates

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](mailto: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.

The screenshot displays the GatorEvals dashboard. At the top, there is a search bar and navigation links for Home, Tasks, and Bookmarks. The main content area is divided into several sections:

- GATOR EVALS**: A header section with a placeholder for a user profile picture and a prompt to "Say something about yourself...".
- Response rate monitor**: A section with a line graph and a "View response rates" link.
- MY BOOKMARKS**: A section showing a bookmarked task: "Review and Publish the data assigned to you for Spring 2025 DIG Main Project TEST Data Integrity Gateway".
- GatorEvals Fall 2024 Evaluation Period**: A notification banner stating the evaluation period starts on November 26th and ends on December 6th at 23:59.
- TASK PROGRESS**: A circular progress indicator showing 0% completion. Below it, a legend indicates: 1 Open (green), 0 In progress (blue), and 0 Completed (dark blue).
- MY ACTIVE TASKS**: A table listing active tasks. The first task is "Review and Publish the data assigned to you for Spring 2025 DIG Main Project TEST Data Integrity Gateway". It includes a "View" button, a "..." menu icon, and a "View all tasks (1)" link.

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.