



Merging Course Sections

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.


A few things to note about merging courses:

The following points will help you to know why you should merge, what not to merge, and how to view merged courses.

1. Don't publish a course that has one student, but you can merge it with a higher enrollment class number.
2. Only merge courses with low number of students taught by same instructor/course.
3. Don't need to merge courses to let instructors get a combined result. The system automatically aggregates it for you.
4. To view response rates for merged courses, you can view the "Response Rate Export Report".

To merge two or more course class numbers into a single record, 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 ...
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[View all tasks \(1\)](#) >

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

On the new page, locate the course or section.

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- Do NOT publish courses that are evaluate "No".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

(1 selected / 63 found)

Manage Columns

Reset Display Settings

10

Actions	Alerts	Status	Group		Object ID	Name	EVAL_START	EVAL_END	EVALUATE	SSR_COMPONENT
<input type="checkbox"/>	...	Original	Instructors	1		CLP6905-16278: Individual Work	2025-Apr-12 00:01	2025-Apr-25 23:59	No	IND
			Students	1						
<input checked="" type="checkbox"/>	...	Original	Instructors	2		PSB3002-20872: Physiological Psychol	2025-Apr-12 00:01	2025-Apr-25 23:59	Yes	LEC
			Students	60						
<input type="checkbox"/>	...	Original	Instructors	1	022771-19650-2251	CLP7934-19650: Special Topics	2025-Apr-12 00:01	2025-Apr-25 23:59	Yes	LEC
			Students	21						

Search for the sections you wish to merge together and then select them with the checkboxes on the left.

<input checked="" type="checkbox"/>	...	Original	Instructors	1	
			Students	1	
<input checked="" type="checkbox"/>	...	Original	Instructors	1	
			Students	2	

Click the "Bulk Actions" button, and then select "Merge courses"

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

Group	Object ID
Instructors 1	
Students 1	
Instructors 1	
Students 1	
Instructors 1	
Students 1	

A confirmation screen will be shown. Verify and then click “Yes, I’m Sure” to finalize.

Confirm Merge

Are you sure you want to merge all selected courses?
Courses to be merged:



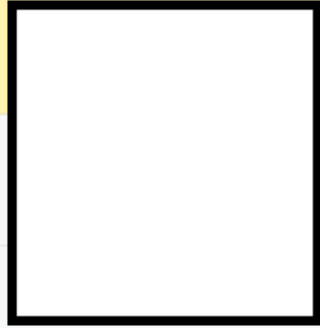





Object ID	Name	EVAL_START	EVAL_END	EVALUATE	SSR_COMPONENT	MEDIUM	COLLEGE	DEPARTMENT	COURSE_START_DATE	COU
	CLP6945-25799: Adv Pract I Neuropsychology	2025-04-12 00:01	2025-04-25 23:59		INT	Primarily Classroom (0-49%)	College-Pub Hlth & Hlth Prof	PBH(HPI)-Clinical/Health Psych	2025-01-13 00:00	2025-
	CLP6945-25800: Adv Pract I Neuropsychology	2025-04-12 00:01	2025-04-25 23:59		INT	Primarily Classroom (0-49%)	College-Pub Hlth & Hlth Prof	PBH(HPI)-Clinical/Health Psych	2025-01-13 00:00	2025-

No, Cancel Yes, I'm Sure





Beside the records you will see a new code representing the newly merged course. The letter M stands for merge while the number 2 beside M represents the number of course sections that were merged. That is, two courses that were merged will display M2.

You can view the new course’s details by scrolling to the far right of the merged course row.



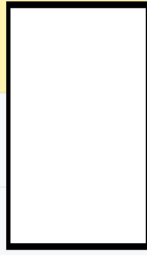





Click on the new code to see the merged rows. You may click on the icon to hide/display original courses for a merged course.

Actions	Alerts	Status	Group		Object ID
<input checked="" type="checkbox"/>	...	 M2	Modified	Instructors 1 	
			Students 20 		
	...	1	Instructors 1 		
			Students 18 		
	...	2	Instructors 1 		
			Students 2 		

The details of the merged course will be shown, along with rows retaining the details of the original courses. Update any necessary fields (*Medium, Eval start- and end-dates etc.*) and select "Save row".

Save Row	Cancel	Original	Students		
<input checked="" type="checkbox"/>		 M2	Editing...	Instructors 2 	
			Students 3 		

In case you receive this alert signal after merging  (Invalid). This indicates that the course cannot be published because one or more required fields are missing or invalid.

<input checked="" type="checkbox"/>	...	 M2	Modified	Instructors 1 		CLP7934-19650: Special Topics:CLP6528C-10586: Meas Res Des a...	2025-Apr-12 00:01	2025-Apr-25 23:59	Yes	<u>LEC;LAB</u>
			Students 46 							
	...	1	Instructors 1 			CLP7934-19650: Special Topics	2025-Apr-12 00:01	2025-Apr-25 23:59	Yes	LEC
			Students 21 							
	...	2	Instructors 1 			CLP6528C-10586: Meas Res Des and Stat 2	2025-Apr-12 00:01	2025-Apr-25 23:59	Yes	LAB
			Students 25 							

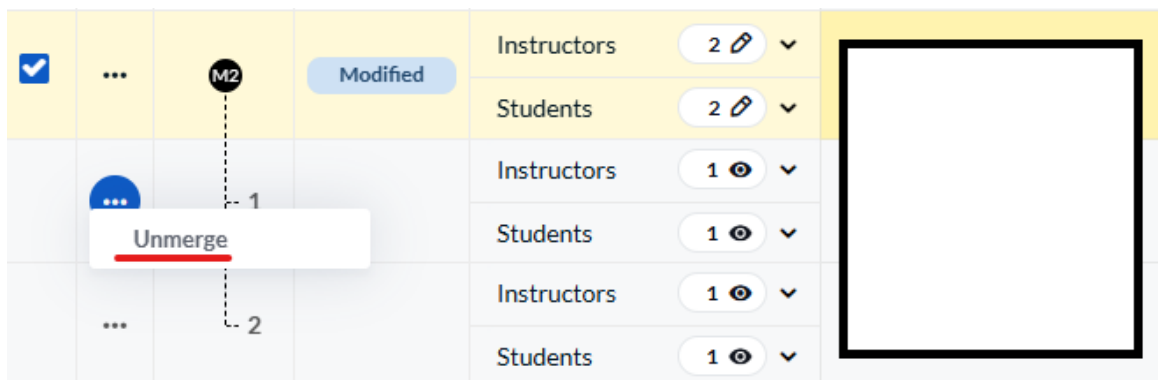
From the screenshot above, the merged course showed the invalid alert signal. This means that the merged course cannot be published because two different courses were selected and the SSR_COMPONENT showed both LEC; LAB.

To fix problem like the above:

1. Only merge courses with the low number of students taught by the same instructor and same course.
2. Select either LEC or LAB depending on the mode of instruction for the section with high enrollment of students.

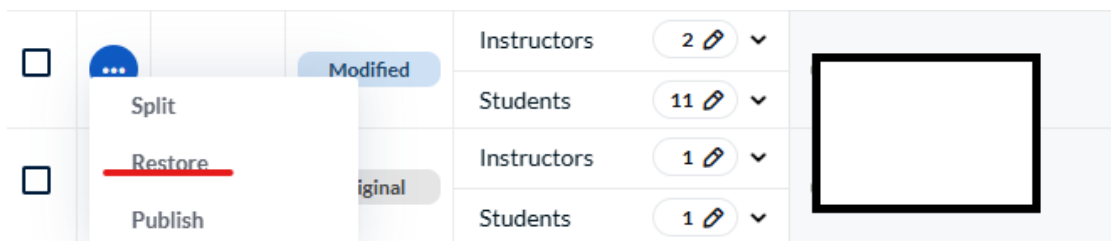
In case you merged wrongly and want it corrected, you can click on the three dots icon next to one of the merged course sections to unmerge.

Please note that a course that has been merged but not yet published can be unmerged into it's individual course section, but only as long as it has not been published.



You will get a confirmation screen like before. Select “Yes, I’m Sure”.

You can then restore the modified course to its original state by selecting “Restore” from the three dots icon.



When merged courses are published, they cannot be restored. So, if there's any error that needs to be corrected after the merged courses are published, you will need to contact us at gatorevals-support@ufl.edu

Confirm Restore

⚠ Warning: Published, merged and split courses cannot be restored.

Are you sure you want to restore the following courses?

Courses to be restored:

Object ID	Name	EVAL_START	EVAL_END	EVALUATE	SSR_COMPONENT	MEDIUM	COLLEGE	DEPARTMENT	COURSE_START_DATE	COURSE_END_DATE	ENRL_TOT	CLASS_NUMBER	CLASS_ATTR	SPEC_PRO_C
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(No courses match the filter criteria)

No, Cancel

Yes, I'm Sure