

GATOREVALS

UNIVERSITY OF FLORIDA

Opting Out Course Sections

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 before opting out courses

All courses taught by a faculty member, adjunct, and graduate assistant must be evaluated by students using GatorEvals.

But you could opt-out courses for the following reasons:

- 1. Courses involving individual instruction such as independent study, internship, practicums, thesis and dissertation supervision etc. Typically, these courses are not evaluated.
- 2. Courses or class sections involving types of instruction that occur outside of traditional classroom and/or laboratory settings for which the assessment questions would not be appropriate; and
- 3. Class sections for which the number of possible respondents to the instrument is so small as to make the results of limited statistical usefulness, such as any course where the number enrolled is less than 5.

You may read more about GatorEvals Policies and Procedures.

To opt-out for a single course section, 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	Q Search	☆ Home	🗟 Tasks	Bookmarks

On the new page, locate the course or section.

GAT	GATOREVALS											
Wel Wek	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 datas are correct. If you need to modify the evaluation dates, please review Adjusting Evaluation Dates Guide. • Please review and wrift ho correct. If you need to modify the evaluation dates, please review Adjusting Evaluate to 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 wrift that are vealuate? No'to then exits that there is no instructor assigned in SIS, or there are no students enrolled in that section in the SIS. • Review all wrift that are vealuate? No'to the neets to be evaluated, edit the course and change Evaluate to "Yes". • Do NOT publish courses that revealuate? Yes'. • Confirm published courses are Evaluate 'Yes'. If you have any questions, please contact Gator Evaluate.											
≸ea	jearch Advanced filters											
	Bulk Actions V (0 selected / 8383 found) Manage Columns V Reset Display Settings											

Click on the Evaluate field row for the corresponding course or section.

GATOREVALS

Welcome nessage Welcome to GatorVisitS As 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 in sinsing. 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" to ensure they are not to be evaluated. • Do NOT publish courses that are evaluate "No". • Confirm published courses are Evaluate "No". • Confirm published courses are Evaluate "No". If you have any questions, please contact GatorEvals-Support@uft.edu.									
Search Advanced filters									
Bulk Actions V (0 selected / 62 found) Manage Columns V Reset Display Settings									
Actions A	lerts Status	Group	I Object ID	Name	EVAL_START	EVAL_END	EVALUATE		

Change the value to "No" for that particular course section.

•	Original	Instructors	10~	018613-17085-2251	PSY4930-17985:	2025-Apr-12.00-01	2025-Apr-25 23:59	Vo	. .			
		Ongina	Students	13 🖉 🗸	010010 17705 2251	Special Topics in Psych	2025 Apr 12 00.01	2025 Apr 25 20.57	Te.			
			Original	Instructors	10~	020089-10587-2251	CLP6945-10587: Adv Pract Neuropsychology	2025 Apr 12 00:01	2025 4 25 22:50		-	
			Original	Students	10~			2025-Apr-12 00.01	2023-Api-23 23.37		Yes 🧧	
_				Instructors	10 ~		CLP6945-19774: Adv				No	

Save your changes.

Save Row Cancel		Original				019612-16965-2251	PSY4930-16865:	2025-Apr-12.00-01	2025-Apr-25 22:50	Vac
		Original	Students	17 0	~	010010 10003 2251	Special Topics in Psych	2023-Apr-12 00.01	2023-Apr-23 23.37	
	2	Editing	Instructors	10	~	019412-17095-2251	PSY4930-17985:	2025-Apr-12.00-01	2025-Apr-25 22:50	No
Γ.		Euring	Students	13 🖉	~	018613-17985-2251	Special Topics in Psych	2025-Apr-12 00:01	2025-Apr-25 23:59	NO V

To opt-out multiple course sections, select each and click on "Bulk Actions"

		(3 selected	/ 62 found)	Manage Column	s 🗸 🛛 Reset D	isplay Settings
Edi	t courses fields		Group	:	Object ID	Name
Me	rge courses	J	Instructors	10 ~		CLP6946-10599: Adv
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Pub	olish courses		Students	2 🖉 🗸		Advanced Research
		Original	Instructors	10~		CLP7979-16073:
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		Original	Instructors	10~		CLP7979-23434:
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	0	Original	Instructors	10 ~		PSY4930-17985:
-		Unginal	Students	13 🖉 🗸		Special Topics in Psych

Click on "Edit courses fields"

Bulk Actions ^	(3 selected	/ 62 found)	Manage Columr	ns 🗸	Reset Dis	play Settings
Edit courses fields		Group	:	Object I	ID	Name
Merge courses	J	Instructors	10 ~			CLP6946-10599: Adv
		Students	2 🖉 🗸			Pract Applied Med Psy
Split courses		Instructors	1 🖉 🗸			CLP7979-10678:
Destant second	1	Students	2 🖉 🗸	-		Advanced Research
Restore courses	_	Instructors	10~			CL P7070-10688
Publish courses	d	Students	2 🖉 🗸	-		Advanced Research
		Instructors	10 -			CLP7979-16073:
	Original	Students	10~	-		Advanced Research
		Instructors	1 🖉 🗸			CLP7979-23434
···	Original	Students	1 🖉 🗸	-		Advanced Research
		Instructors	1 🖉 🗸			PSV4930-16865
···	Original	Students	17 🖉 🗸	-		Special Topics in Psych
•	•	Instructors	10 ~			PSV4930-17985
···	Original	Students	13 🖉 🗸			Special Topics in Psych

Under 'Field' select the EVALUATE field. Set the New Value to No. Select Apply.

Bulk Act	ions 🗸	(3 selected)	/ 62 found)	Manage Colu	mns 🗸	Reset Display Setti	ings			
Actions	Alerts	Status	Group	1	Edit c	ourses fields				
			Instructors	10	Field			New value		
			Students	20	EVA	LUATE		No		
			Instructors	10	~					
		Original	Students	20	Ad	d field			Cancel	Apply
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		S	Students	20	~			2025-Apr-12 00:01	2023-Apr-25 25:59	Tes
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	2 0		Students	17 0	~			2025-Apr-12 00:01	2025-Apr-25 23:59	Tes
	o		Instructors	10	~				2005 A	
			Students	13 0	~			2025-Apr-12 00:01	2025-Apr-25 23:59	Yes

A confirmation screen will be shown. You will also have the strikethrough view to see the changes made. Validate that these are the correct records to update and then click "Yes, I'm Sure".

Confirm Changes												
Are you sure you want	to modify all selected cours	ses?										
Field EVALUATE -> No for 3 courses												
Courses to be modified:	Courses to be modified:											
Object ID	Name	EVAL_START	EVAL_END	EVALUATE	SSR_COMPONENT	MEDIUM	COLLEGE	DEPARTMENT	COURSE_START_DATE	coui		
	PSY4930-17985: Special Topics in Psych	2025-04-12 00:01	2025-04-25 23:59	Yes No	LEC	Primarily Classroom (0- 49%)	College-Pub Hith & Hith Prof	PBH(HP)-Clinical/Health Psych	2025-01-13 00:00	2025-0		
	PSY4930-16865: Special Topics in Psych	2025-04-12 00:01	2025-04-25 23:59	Yes No	LEC	Primarily Classroom (0- 49%)	College-Pub Hith & Hith Prof	PBH(HP)-Clinical/Health Psych	2025-01-13 00:00	2025-0		
	CLP7979-23434: Advanced Research	2025-04-12 00:01	2025-04-25 23:59	Yes No	LEC	Primarily Classroom (0- 49%)	College-Pub Hith & Hith Prof	PBH(HP)-Clinical/Health Psych	2025-01-13 00:00	2025-0		
				« <	1 > »			No	, Cancel Yes, I'm Sur	•		