



Splitting 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.

Please review the Use Cases for Splitting a Class Number on the [GatorEvals website](#) before splitting to learn about typical use cases where splitting could occur and when not to split.

Course sections/Class Numbers can be split into multiple sub-sections for evaluation purposes between different instructors and teaching assistants.

For you to split courses, 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.

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

On the new page, locate the course section you want to split.

GATOREVALS Spring

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- Do NOT publish courses that are evaluate "No".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 Students	1 1	<div style="border: 2px solid black; width: 50px; height: 20px;"></div>	CLP6905-16278: Individual Work	2025-Apr-12 00:01	2025-Apr-25 23:59	No	IND
<input checked="" type="checkbox"/>	...	Original	Instructors Students	2 60		PSB3002-20872: Physiological Psychol	2025-Apr-12 00:01	2025-Apr-25 23:59	Yes	LEC
<input type="checkbox"/>	...	Original	Instructors Students	1 21	022771-19650-2251	CLP7934-19650: Special Topics	2025-Apr-12 00:01	2025-Apr-25 23:59	Yes	LEC

Choose the course section you'd like to split and click on the three dots button, and then select "Split".

<input checked="" type="checkbox"/>	...	Original	Instructors	2	<div style="border: 2px solid black; width: 50px; height: 20px;"></div>	PSB3002-20872: Physiological Psychol
			Students	60		
<input type="checkbox"/>	...	Original	Instructors	1	<div style="border: 2px solid black; width: 50px; height: 20px;"></div>	CLP7934-19650: Special Topics
			Students	21		

Split
Restore
Publish

Enter the number of sub-sections the course section should be split into and then click "Yes, I'm Sure".

Confirm Split

Number of splits applied per courses

Courses to be split:

Object ID	Name	EVAL_START	EVAL_END	EVALUATE	SSR_COMPONENT	MEDIUM	COLLEGE	DEPARTMENT	COURSE_START_DATE	COL
015216-20872-2251	PSB3002-20872: Physiological Psychol	2025-04-12 00:01	2025-04-25 23:39	Yes	LEC	All Dist Learning(100%)	College-Pub Hlth & Hlth Prof	PBHP-Clinical/Health Psych	2025-01-13 00:00	2025

[No, Cancel](#)
[Yes, I'm Sure](#)

Once the split is complete a new code will be shown (an S alongside the number of splits).

<input checked="" type="checkbox"/>	...	S2		Instructors	2			PSB3002-20872: Physiological Psychol
				Students	60			
	...	1	Modified	Instructors	2			PSB3002-20872: Physiological Psychol
				Students	60			
	...	2	Modified	Instructors	2			PSB3002-20872: Physiological Psychol
				Students	60			

In case you found that you made a wrong split. You can click on the three dots beside the course section and select "Unsplit". Then select "Yes, I'm Sure".

<input checked="" type="checkbox"/>	...	S2		Instructors	2			PSB3002-20872: Physiological Psychol
				Students	60			
	...	1	Modified	Instructors	2			PSB3002-20872: Physiological Psychol
				Students	60			
	...	2	Modified	Instructors	2			PSB3002-20872: Physiological Psychol
				Students	60			

Confirm deletion

Are you sure you wish to delete this split courses?

Courses to be unsplit:

Object ID	Name	EVAL_START	EVAL_END	EVALUATE	SSR_COMPONENT	MEDIUM	COLLEGE	DEPARTMENT	COURSE_START_DATE	COU
015216-20872-2251_1	PSB3002-20872: Physiological Psychol	2025-04-12 00:01	2025-04-25 23:59	Yes	LEC	All Dist Learning (100%)	College-Pub Hlth & Hlth Prof	PBH(HJP)-Clinical/Health Psych	2025-01-13 00:00	2025-

The original course sections' details are kept for comparison purposes, alongside rows for each of the new sub-sections. Split 1 shows the TA or GA who gets the UNV-LEC form and split 2 shows the primary instructor who gets the standard evaluation.

Section ID	Name	Instructors	Students	Start Date	End Date	Section Count	Enrollment	Notes
...	Modified	2	9	2025-Jan-13 00:00	2025-Apr-23 00:00	9	25950	
<input checked="" type="checkbox"/>	Modified	2	46	2025-Jan-13 00:00	2025-Apr-23 00:00	46	17125	
...	1 Modified	1	46	2025-Jan-13 00:00	2025-Apr-23 00:00	46	17125	UNV-LEC
...	2 Modified	1	46	2025-Jan-13 00:00	2025-Apr-23 00:00	46	17125	-

Check each row for the subsections and update all details to what should be in the finalized evaluation data (evaluation dates, course start & end dates, associated instructors etc.).

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

When you scroll to the far right, you will see the course start and end dates.

Actions	Alerts	Status	Group	Object ID	COLLEGE	DEPARTMENT	COURSE_START_DATE	COURSE_END_DATE
<input type="checkbox"/>	...	Original	Instructors: 1 Students: 1		College-Pub Hlth & Hlth Prof	PBH(HP)- Clinical/Health Psych	2025-Jan-13 00:00	2025-Apr-23 00:00
<input type="checkbox"/>	...	Original	Instructors: 1 Students: 21		College-Pub Hlth & Hlth Prof	PBH(HP)- Clinical/Health Psych	2025-Jan-13 00:00	2025-Apr-23 00:00
<input checked="" type="checkbox"/>	...		Instructors: 2 Students: 60		College-Pub Hlth & Hlth Prof	PBH(HP)- Clinical/Health Psych	2025-Jan-13 00:00	2025-Apr-23 00:00
...	1	Modified	Instructors: 2 Students: 60		College-Pub Hlth & Hlth Prof	PBH(HP)- Clinical/Health Psych	2025-Jan-13 00:00	2025-Apr-23 00:00
...	2	Modified	Instructors: 2 Students: 60		College-Pub Hlth & Hlth Prof	PBH(HP)- Clinical/Health Psych	2025-Jan-13 00:00	2025-Apr-23 00:00

To finalize, click on the three dots and select "Publish". This will send the updated sections to the finalized course evaluation data where this will appear as 3 individual course sections.

The image shows a close-up of the 'Publish' button in the course management interface. The button is white with a red underline and is highlighted by a white tooltip. It is located in the 'Alerts' column of the table, next to a three-dot menu icon. The table rows show 'Modified' status for sections 1 and 2, with instructor and student counts (2 and 60) visible in the 'Group' column.