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"

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

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

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

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

Number of splits applied per courses

2

Courses to be split:

Object ID	Name	EVAL_START	EVAL_END	EVALUATE	SSR_COMPONENT	MEDIUM	COLLEGE	DEPARTMENT	COURSE_START_DATE	COU
015216-20872-2251	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(HP)-Clinical/Health Psych	2025-01-13 00:00	2025

« ‹ 1 › »   No, Cancel   Yes, I'm Sure

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

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".

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	COUI
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(HP)-Clinical/Health Psych	2025-01-13 00:00	2025-0

« ‹ 1 › »   No, Cancel   Yes, I'm Sure

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.

☐	⋯		Modified	Instructors	2 ✎ ⌄			2025-Jan-13 00:00	2025-Apr-23 00:00	9	25950	
				Students	9 ✎ ⌄							
☑	⋯	S2		Instructors	2 👁 ⌄			2025-Jan-13 00:00	2025-Apr-23 00:00	46	17125	
				Students	46 👁 ⌄							
	⋯	⋮ 1	Modified	Instructors	1 ✎ ⌄			2025-Jan-13 00:00	2025-Apr-23 00:00	46	17125	UNV-LEC
				Students	46 ✎ ⌄							
	⋯	👁 ⊞ 2	Modified	Instructors	1 ✎ ⌄			2025-Jan-13 00:00	2025-Apr-23 00:00	46	17125	-
				Students	46 ✎ ⌄							

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
☐ ⋯		Original	Instructors	1 🖉 ⌄			CLP6905-16278: Individual Work	2025-Apr-12 00:01	2025-Apr-25 23:59	No	IND
			Students	1 🖉 ⌄							
☐ ⋯		Original	Instructors	1 🖉 ⌄			CLP7934-19650: Special Topics	2025-Apr-12 00:01	2025-Apr-25 23:59	Yes	LEC
			Students	21 🖉 ⌄							
☑ ⋯	S2		Instructors	2 👁 ⌄			PSB3002-20872: Physiological Psychol	2025-Apr-12 00:01	2025-Apr-25 23:59	Yes	LEC
			Students	60 👁 ⌄							
⋯	⊢ 1	Modified	Instructors	2 🖉 ⌄			PSB3002-20872: Physiological Psychol	2025-Apr-12 00:01	2025-Apr-25 23:59	Yes	LEC
			Students	60 🖉 ⌄							
⋯	⊢ 2	Modified	Instructors	2 🖉 ⌄			PSB3002-20872: Physiological Psychol	2025-Apr-12 00:01	2025-Apr-25 23:59	Yes	LEC
			Students	60 🖉 ⌄							

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
☐ ⋯		Original	Instructors	1 🖉 ⌄			College-Pub Hlth & Hlth Prof	PBH(HP)- Clinical/Health Psych	2025-Jan-13 00:00	2025-Apr-23 00:00
			Students	1 🖉 ⌄						
☐ ⋯		Original	Instructors	1 🖉 ⌄			College-Pub Hlth & Hlth Prof	PBH(HP)- Clinical/Health Psych	2025-Jan-13 00:00	2025-Apr-23 00:00
			Students	21 🖉 ⌄						
☑ ⋯	S2		Instructors	2 👁 ⌄			College-Pub Hlth & Hlth Prof	PBH(HP)- Clinical/Health Psych	2025-Jan-13 00:00	2025-Apr-23 00:00
			Students	60 👁 ⌄						
⋯	⊢ 1	Modified	Instructors	2 🖉 ⌄			College-Pub Hlth & Hlth Prof	PBH(HP)- Clinical/Health Psych	2025-Jan-13 00:00	2025-Apr-23 00:00
			Students	60 🖉 ⌄						
⋯	⊢ 2	Modified	Instructors	2 🖉 ⌄			College-Pub Hlth & Hlth Prof	PBH(HP)- Clinical/Health Psych	2025-Jan-13 00:00	2025-Apr-23 00:00
			Students	60 🖉 ⌄						

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.

☑	⋯	S2	Instructors	2 👁 ⌄
	Publish		Students	60 👁 ⌄
			Instructors	2 🖉 ⌄
⋯	⊢ 1	Modified	Students	60 🖉 ⌄
			Instructors	2 🖉 ⌄
⋯	⊢ 2	Modified	Students	60 🖉 ⌄