



## Use cases for Splitting Courses in GatorEvals

### Things to remember before you start:

- 1) All instructors, TAs, and GAs who need an evaluation MUST BE assigned to the course in the Student Information System (SIS). If they are not in SIS they will not appear in GatorEvals.
  - a. Please check <https://one.ufl.edu/soc/> to see if they are listed. A reminder that it typically takes ~48 hours for an instructor to be added from SIS to the GatorEvals system.
  - b. They must be listed as Primary or Secondary Instructor in the “Instructor Role” dropdown.
- 2) AAR (effort reporting) is not the same as SIS. An instructor assigned in AAR but not in SIS will not appear in GatorEvals.
- 3) Once sections are split, the original section will still display but it plays no part in the evaluation process. Therefore, you can ignore the original section. When you split a course since you will only be working with the split sections and the system only “sees” the “Modified” sections. Those will appear as “S2”, “S3” ...

**NOTE:** When you change the evaluation start and end dates, if you also adjust the time, please note that the time will fall back to the default time when it appears in the project. GatorEvals uses the 12-hour clock. This means that to open evaluations at the start of the day use 12:00 a.m. (exactly midnight) on the day you want the eval to open. To close evaluations at “midnight” use 11:59 p.m. (one minute before midnight) on the day you want the eval to close.

- 4) UNIV-LEC form should be given to TA, GA, visiting lecturer who didn’t create the course when you’re splitting the course
- 5) If you have a use case that is not covered below, please contact the support team at [GatorEvalsSupport@ufl.edu](mailto:GatorEvalsSupport@ufl.edu) for guidance before you begin.

### USE CASE ONE

*Multiple instructors teaching the same section at different times throughout the semester.*

Three instructors (Smith, Brown, and Jackson) are teaching course XYZ1001 / Class Number 12345.

- Smith teaches the first 5 weeks.
- Brown teaches for the next 5 weeks.
- Jackson teaches the last 5 weeks.

Each instructor wants to be evaluated immediately after they teach their portion of the class.

Make 3 splits—one for each instructor.

For split 1 (1) Smith would be the only instructor and you would remove Brown and Jackson.

For split 2 (2) Brown would be the only instructor and you would remove Smith and Jackson.

For split 3 (3) Jackson would be the only instructor and you would remove Smith and Brown. You can then enter the evaluation start / end dates and times for each split based on when the instructor taught their portion of the course.

In this use case, all the students in the course will be placed into each split automatically. They will then evaluate each instructor during the evaluation start / end dates that were entered by you for each split.

Things to confirm BEFORE you publish:

- 1) All instructors that are teaching the course are assigned to the course in SIS
- 2) That the number of splits is correct.
- 3) The evaluation start- and end- dates and times for each split are correct
- 4) The Evaluate column is set to “Yes”

## USE CASE TWO

*Single instructor teaching different groups of students during different times throughout the semester. Examples might be rotations or lab courses, etc.*

Instructor Smith teaches one section of XYZ1001, Class Number 12345 but the students meet with her at different times during the semester. Therefore, you want the students to submit their evaluation responses after their rotation with Instructor Smith ends.

You will need to make as many splits as possible that will accommodate the number of student groups and meeting times you have. Let's say XYZ1001 has 27 students that are grouped into sets of 3. Those sets meet with Instructor Smith at different times during the semester, therefore you will need to create 3 splits, one for each student group/meeting time. Each of those splits will contain a different set of students that you must assign or remove. Once you have the students in the correct split. You can enter the evaluation start / end dates and times for each split based on when the group of students met with the instructor.

Things to confirm BEFORE you publish:

- 1) All instructors that are teaching the course are assigned to the course in SIS
- 2) That the number of splits is correct.
- 3) The students are assigned to the correct split based on their meet time with the instructor
- 4) The evaluation start- and end- dates and times for each split are correct
- 5) The Evaluate column is set to “Yes”

## USE CASE THREE

Multiple instructors and one or more do not need an evaluation while the others do.

Four instructors (Smith, Richard, Brown, and Jackson) are teaching course RST1001 / Class Number 12345.

Two instructors (Smith and Brown) want to be evaluated while others do not want to.

Make 4 splits—one for each instructor.

For split 1 (1) Smith would be the only instructor and you would remove Richard, Brown, and Jackson. Set Evaluate to “Yes”.

For split 2 (2) Richard would be the only instructor and you would remove Smith, Brown, and Jackson. Set Evaluate to “No”.

For split 3 (3) Brown would be the only instructor and you would remove Smith, Richard, and Jackson. Set Evaluate to “Yes”.

For split 4 (4) Jackson would be the only instructor and you would remove Smith, Richard, and Brown. Set Evaluate to “No”.

#### USE CASE FOUR

Multiple instructors, one or more of which are TAs and the other is the primary instructor.

Three instructors (Charles, David, and Robinson) are teaching course ABC1001 / Class Number 12345. David and Robinson are TAs to Charles.

Make 3 splits—one for each instructor.

For split 1 (1) Charles would be the only instructor and you would remove David and Robinson.

For split 2 (2) David would be the only instructor and you would remove Charles and Robinson.

For split 3 (3) Robinson would be the only instructor and you would remove Charles and David.

You may enter the same evaluation start / end dates and times for each split based on when the instructor taught the class

OR

You can enter different evaluation start / end dates and times for splits based on when the instructors met with the students.