

Instructors GatorEvals Midterm Opt-In Guidebook

Case One

The following steps describe how to opt-in and launch your course for midterm evaluations.

Step 1: Log in to your home page via <https://my-ufl.bluera.com/>

Step 2: Select “Manage Your Course Evaluation Cards” found at the bottom of the page.



A page showing your course sections will be displayed next.

Step 3: Select “Create”

Search...

Filters 7 

● Pending

University of Florida GatorEvals - Spring 2025 Mid-Term E...

DEN8290-19488: Special Topics



Get started!

Create the evaluation to begin.

Changes allowed until 2025-03-10

Create

Step 4: Toggle the switch next to your name “No” to “Yes”

University of Florida GatorEvals – Spring 2025 Mid-Term ...

Cancel



DEN8290-19503: Special Topics

Opt in to this evaluation?

Changes allowed until 2025-03-10

Yes



[Redacted Name]

do you want to opt in to this evaluation?



No

Choose timing

Scheduled

Manual

Start Date

2025 - 02 - 16

07 : 00



End Date

2025 - 02 - 27

23 : 59



I have finished all my tasks, please stop sending me reminders.

Save



Launch

Opt in to this evaluation?

Changes allowed until 2025-03-10

Yes



[Redacted Name]

do you want to opt in to this evaluation?

Yes



Choose timing

Scheduled

Manual

In case there are multiple instructors for the course, click on the forward arrow next to “Select Instructors”

The image shows a screenshot of a web application interface for a 'Midterm Opt-In' process. The background is a blurred view of the main page, which includes a 'Filters 7' button and a 'Create' button. The foreground is a modal window titled 'University of Florida GatorEvals - Spring 2025 Mid-Term ... DEN8290-19488: Special Topics'. The modal has a 'Cancel' button with a close icon. Below the title, there is a toggle for 'Opt in to this evaluation?' which is currently set to 'Yes' (indicated by a green circle). Underneath, it says 'Changes allowed until 2025-03-10'. The 'Select Instructors' section has a forward arrow icon highlighted with a red horizontal line. Below this, there are two tabs for 'Choose timing': 'Scheduled' (selected) and 'Manual'. The 'Start Date' is set to '2025 - 02 - 16 07 : 00' and the 'End Date' is '2025 - 02 - 27 23 : 59'. At the bottom of the modal, there is a checkbox labeled 'I have finished all my tasks, please stop sending me reminders.' and two buttons: 'Save' and 'Launch' (with a checkmark icon).



Select Instructors

DEN8290-19488: Special Topics

No

No

No



Select Instructors

DEN8290-19488: Special Topics

Yes

NOTE: Report will only be generated when you toggle the switch next to your name to “Yes”

Step 4: Select “Yes, I’m Sure”

You are about to change the evaluation for the following Instructors

[Redacted] will be evaluated.

Are you sure you want to continue?

No, Cancel

Yes, I'm Sure

Step 5: Check the box beside “I have finished all my tasks, please stop sending me reminders”.

Choose timing

Scheduled

Manual

Start Date

2025 - 02 - 16

07 : 00



End Date


2025 - 02 - 27

23 : 59





I have finished all my tasks, please stop sending me reminders.

Step 6: Select “Launch”


University of Florida GatorEvals - Spring 2025 Mid-Term ... Cancel 


DEN8290-19488: Special Topics

Opt in to this evaluation? 
Changes allowed until 2025-03-10


Select Instructors 

Choose timing Scheduled Manual

Start Date 2025 - 02 - 16 07 : 00 

End Date 2025 - 02 - 27 23 : 59 

I have finished all my tasks, please stop sending me reminders.

Save  Launch

NOTE: Follow the above steps for each course section you wish to have evaluations for.

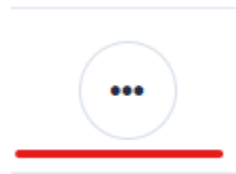
NOTE: Default participation for midterm evaluation opt-in is typically set to “No”. Kindly remember to change to “Yes” if you want to receive your students' evaluations. Once the window to make changes close, this cannot be changed. Kindly reach out to gatorevals-support@ufl.edu and we will be happy to assist.

Case Two

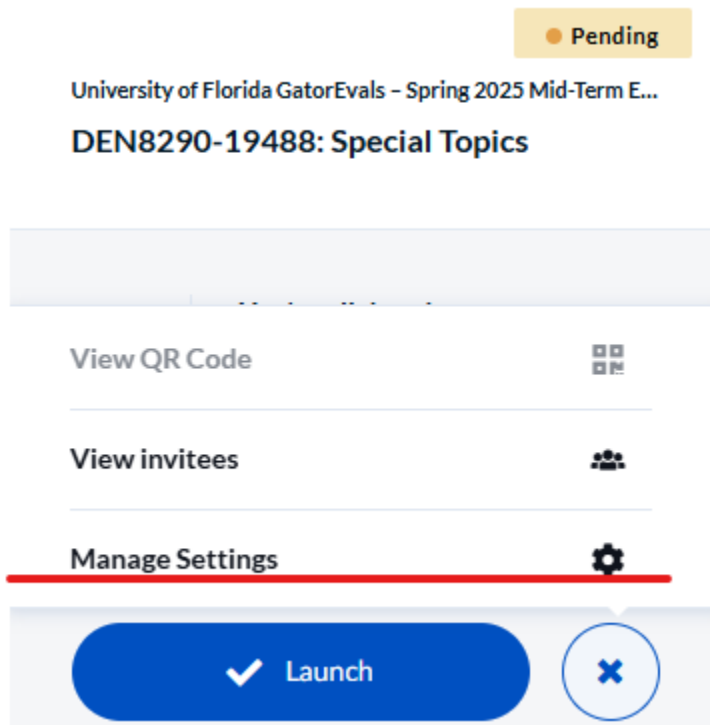
The following steps will guide you in case you forgot to toggle the switch next to your name to “Yes” when you created the task.

Step 1: Go back to your GatorEvals Course Evaluation Cards on your home page via <https://my-ufl.bluera.com/>



Step 2: Click on the 3 dots icon on the card of the course section you want to opt-in for evaluation




Step 3: Select the “Manage Settings”



Step 4: You can change or extend the evaluation dates when necessary

Start Date	2025 - 02 - 16	07 : 00	
End Date	2025 - 02 - 27	23 : 59	

Step 5: Step 4: Toggle the switch next to your name

 Select Instructors

DEN8290-19488: Special Topics

Yes

Step 6: Select “Yes, I’m Sure”


You are about to change the evaluation for the following Instructors


will be evaluated.

Are you sure you want to continue?

Step 7: Check the box beside “I have finished all my tasks, please stop sending me reminders”.


Choose timing Scheduled Manual


Start Date 2025 - 02 - 16 07 : 00 

End Date 2025 - 02 - 27 23 : 59 

I have finished all my tasks, please stop sending me reminders.

Step 8: Select “Update”

 Share evaluation
View QR code or copy short link to share this evaluation.

<https://go.blueja.io/gkffsDsBOUyhHFih16mGYA> 

View QR Code

I have finished all my tasks, please stop sending me reminders.

Update
