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?   Yes 🟢
Changes allowed until **2025-03-10**

�_____

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?   Yes 🟢
Changes allowed until **2025-03-10**

�_____

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"

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

☐ 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**   Yes ●

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.
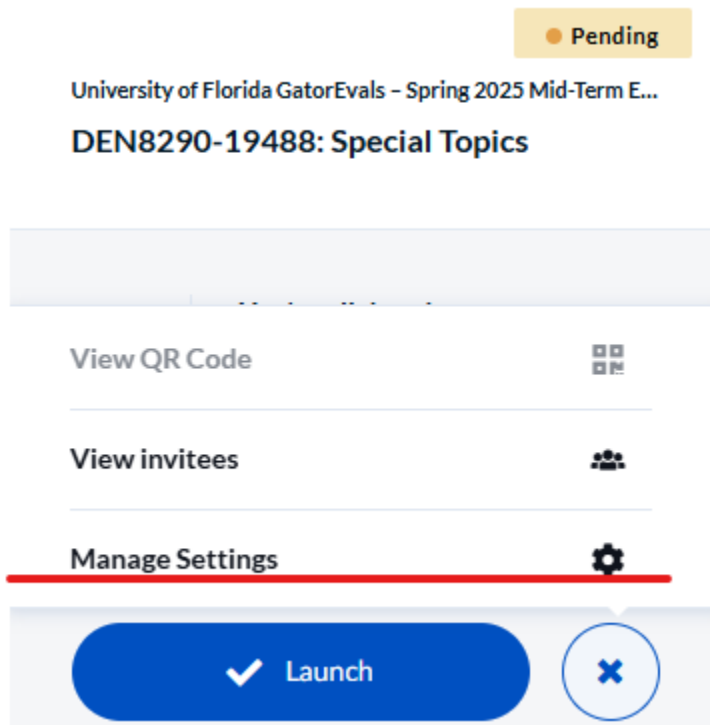
Case Two

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
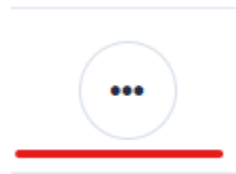
Step 3: Select the "Manage Settings"

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?

No, Cancel   Yes, I'm Sure

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