Splitting Course Sections

Visit the GatorEvals central portal via - https://my-ufl.bluera.com or via the legacy link https://ufl.bluera.com/ufl/.

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.

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- Do NOT publish courses that are evaluate "No".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 / 81 found) **Manage Columns** ∨ **Reset Display Settings**

Actions	Alerts	Status	Group		Object ID	Name	EVAL_START	EVAL_END	EVALUATE
☐ ···		Original	Instructors Students	1 ✎ ∨ 22 ✎ ∨		PSY4930-17985: Special Topics in Psych	2025-Apr-12 00:01	2025-Apr-25 23:59	Yes
☐ ···		Original	Instructors Students	1 ✎ ∨ 21 ✎ ∨		PSY4930-16865: Special Topics in Psych	2025-Apr-12 00:01	2025-Apr-25 23:59	Yes
☑ ···		Original	Instructors Students	2 ✎ ∨ 61 ✎ ∨		PSB3002-20872: Physiological Psychol	2025-Apr-12 00:01	2025-Apr-25 23:59	Yes

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	COL
015216-20872-2251	PSB3002-20872: Physiological Psychol	2025-04-12 00:01	2025-04-23 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".
You can also click on the three dots and select "Restore" to bring the course back to the original.

				Instructors	2 👁 ⌄		PSB3002-20872: Physiological Psychol
☐	•••	S2		Students	61 👁 ⌄		
	•••	¦- 1	Modified	Instructors	1 ✎ ⌄		PSB3002-20872: Physiological Psychol
	Unsplit			Students	61 ✎ ⌄		
	•••	⌞- 2	Modified	Instructors	1 ✎ ⌄		PSB3002-20872: Physiological Psychol
				Students	61 ✎ ⌄		

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 primary instructor who gets the standard evaluation and Split 2 shows the TA or GA who gets the UNV-LEC form.

☐	•••	S2		Instructors	2 👁 ∨		61	20872	
				Students	61 👁 ∨				
	•••	⌐ 1	Modified	Instructors	1 ✏ ∨		61	20872	
				Students	61 ✏ ∨				
	•••	👁 ⌐ 2	Modified	Instructors	1 ✏ ∨		61	20872	UNV-LEC
				Students	61 ✏ ∨				

Assigning Instructors

   a. You can now review instructors at a glance by clicking the three dots in "Group", then "Expand Instructor"

Actions		Alerts	Status	Group		⋮ Object ID
☐	⋯		Original	Instructors	1 ✎	**Expand All**
				Students	22 ✎	**Expand Instructors**
☐	⋯		Original	Instructors	1 ✎	**Expand Students**
				Students	21 ✎ ⌄	
☑	⋯		Original	Instructors	2 ✎ ⌄	
				Students	61 ✎ ⌄	

b. Click the pencil icon beside Instructor to remove an instructor from each split before publishing the course.

Actions		Alerts	Status	Group		⋮
☐	⋯		Original	Instructors	1 ✎ ⌄	
				Students	22 ✎ ⌄	
☐	⋯		Original	Instructors	1 ✎ ⌄	
				Students	21 ✎ ⌄	
☑	⋯		Original	Instructors	2 ✎ ⌄	
				Students	61 ✎ ⌄	

Actions	Alerts	Status	Group	⋮
☑ •••	S2		Instructors	2 👁 ⌄
			Students	61 👁 ⌄
•••	⊢ 1	Modified	Instructors	1 ✎ ⌄
			Students	61 ✎ ⌄
•••	👁 ⌐ 2	Modified	Instructors	1 ✎ ⌄
			Students	61 ✎ ⌄

c. If the instructor(s) listed is incorrect or you want to remove an instructor after splitting, check the box in their row and then select the Remove button at the bottom left of the Instructor screen.
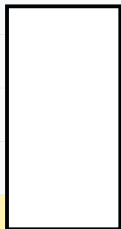
Search...

	Alerts
⊟	
☑	
☐	

🗑 Remove (1)

d. To add an instructor, click "Assign Instructor" in the upper right. Search for the correct / new instructor and click the blue Assign button at the bottom right to add them to the course.

Review each row for the course fields 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 ✏ ⌄			PSY4930-17985: Special Topics in Psych	2025-Apr-12 00:01	2025-Apr-25 23:59	Yes	LEC
			Students 22 ✏ ⌄							
☐ •••		Original	Instructors 1 ✏ ⌄			PSY4930-16865: Special Topics in Psych	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 61 👁 ⌄							
•••	⌐1	Modified	Instructors 1 ✏ ⌄			PSB3002-20872: Physiological Psychol	2025-Apr-12 00:01	2025-Apr-25 23:59	Yes	LEC
			Students 61 ✏ ⌄							
•••	👁 ⌐2	Modified	Instructors 1 ✏ ⌄			PSB3002-20872: Physiological Psychol	2025-Apr-12 00:01	2025-Apr-25 23:59	Yes	LEC
			Students 61 ✏ ⌄							

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

☐ Bulk Actions ⌄	(0 selected / 1 found)	Manage Columns ⌄	Reset Display Settings					

Actions	Alerts	Status	Group		Object ID	COLLEGE	DEPARTMENT	COURSE_START_DATE	COURSE_END_DATE
☐ •••	S2		Instructors 2 👁 ⌄			College-Pub Hlth & Hlth Prof	PBH(HP)- Clinical/Health Psych	2025-Jan-13 00:00	2025-Apr-23 00:00
			Students 61 👁 ⌄						
•••	⌐1	Modified	Instructors 1 ✏ ⌄			College-Pub Hlth & Hlth Prof	PBH(HP)- Clinical/Health Psych	2025-Jan-13 00:00	2025-Apr-23 00:00
			Students 61 ✏ ⌄						
•••	👁 ⌐2	Modified	Instructors 1 ✏ ⌄			College-Pub Hlth & Hlth Prof	PBH(HP)- Clinical/Health Psych	2025-Jan-13 00:00	2025-Apr-23 00:00
			Students 61 ✏ ⌄						

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 2 individual course sections.

	Actions	Alerts	Status	Group	⋮	Object ID
☐	••• S2			Instructors	2 👁 ⌄	
	Publish			Students	61 👁 ⌄	
	•••	⌐ 1	Modified	Instructors	1 ✏ ⌄	
				Students	61 ✏ ⌄	
	•••	👁 ⌐ 2	Modified	Instructors	1 ✏ ⌄	
				Students	61 ✏ ⌄	

Bulk Actions ⌄   (0 selected / 1 found)   Manage Columns ⌄   Reset Display Set