

Customizing Evaluation Start and End Dates in Blue

Starting with the Spring 2021 SET administration, users designated as supervisors in Blue will have the ability to change evaluation start and end dates for courses in their unit/department. **Customizing evaluation start and end dates for a course is optional.** If supervisors choose not to use this option, Blue will automatically use default dates set by OIEP as listed in the Spring 2021 SET Default Administration Schedule on the [OIEP website](#).

Instructions:

- Supervisors will be emailed a link which will take them to a page within Blue where dates can be chosen for a particular course (see screenshot below).
- If a supervisor chooses to change the evaluation start and end dates for a course:**
 - Select a start date from the 'Start Date' field.
 - Select an end date from the 'End Date' field.
 - After selection of dates, click 'Apply Changes.'
 - Click 'Finalize' to complete setup.

The screenshot shows the 'Course Evaluation with SVM for 101815 Cultures of Modern Canada' page. At the top right is a 'Finalize' button. Below the course title, the 'Medium' is set to 'Online'. The 'Timing' section is 'Scheduled'. A message states: 'Start date can be manually set between 07/07/2018 19:38 and 07/14/2018 19:38. System chosen dates may fall outside this range.' Below this, there are two date pickers: 'Start Date' with the value '2018-07-07 19:38' and 'End Date' with the value '2018-07-14 19:38'. An 'Apply Changes' button is located below the date pickers. At the bottom, there is a 'Response Rate' section with a table showing the following data:

	Responded	Invited	% Rate
Students	7	22	31.82%

At the bottom right of the page, there is a 'Powered by blue' logo.