Customizing Evaluation Start and End Dates in Blue

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 the dates listed in the 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:**
  1. Select a start date from the ‘Start Date’ field.
  2. Select an end date from the ‘End Date’ field.
  3. After selection of dates, click ‘Apply Changes.’
  4. Click ‘Finalize’ to complete setup.