

## 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:**
  - 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 'Online' and 'Timing' is 'Scheduled'. A text box contains the instruction: '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' set to '2018-07-07 19:38' and 'End Date' set to '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 7 responded students out of 22 invited, resulting in a 31.82% response rate. The 'blue' logo is in the bottom right corner.

Course Evaluation with SVM for 101815 Cultures of Modern Canada

Finalize

Medium Online

Timing Scheduled

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.

Start Date 2018-07-07 19:38

End Date 2018-07-14 19:38

Apply Changes

Response Rate

	Responded	Invited	% Rate
Students	7	22	31.82%

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