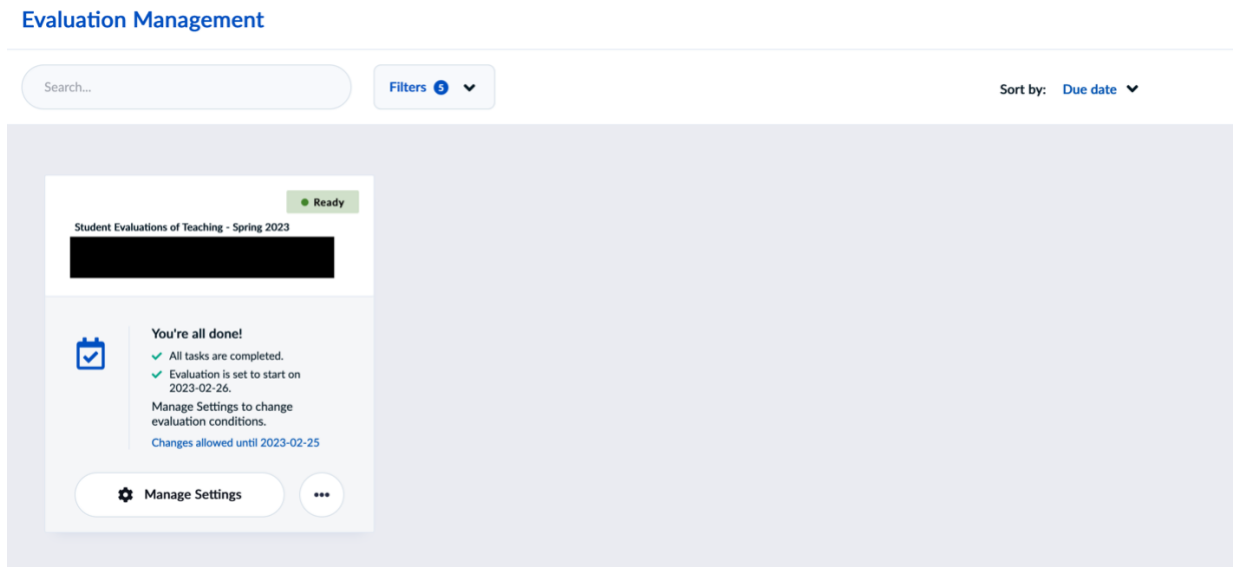


Customizing Evaluation Start and End Dates in Blue

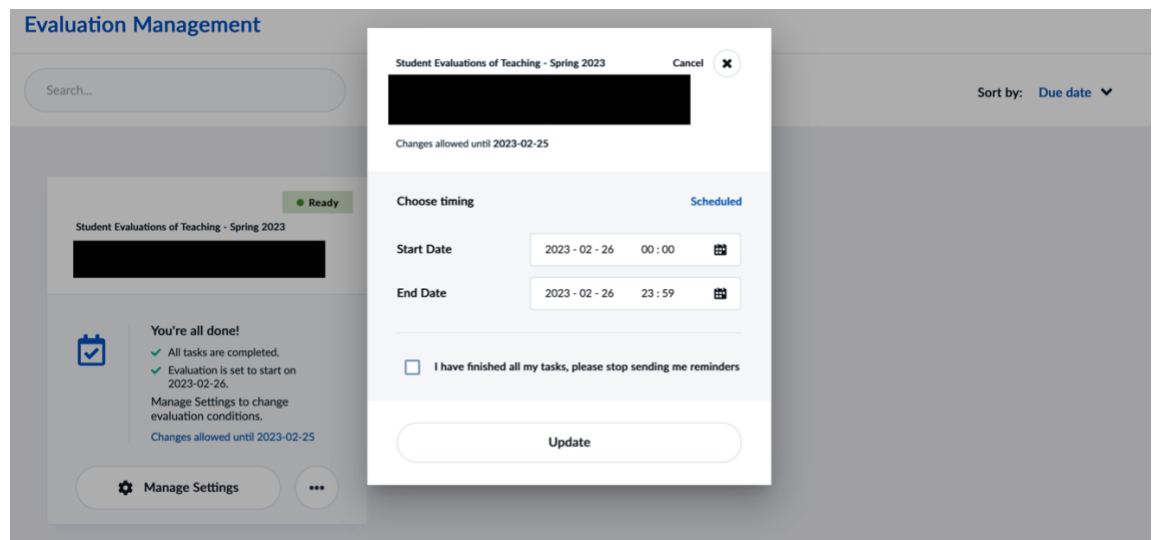
Users designated as supervisors in Blue will have the ability to change evaluation start and end dates for courses in their unit/department. **Customizing evaluation start and end dates for a course is optional.** If supervisors choose not to use this option, Blue will automatically use the dates listed 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:
 - Click on 'Manage Settings' to have the following pop-up display:



2. Select a start date from the 'Start Date' field.
3. Select an end date from the 'End Date' field.
4. Check the box 'I have finished all my tasks, please stop sending me reminders' for the automated email for supervisors/instructors to not go out based on the default evaluation start date. If left unchecked, supervisors/instructors will receive an email on the default evaluation start date regarding the evaluation opening, even if supervisors modified the evaluation start date to an earlier/later date.
5. After selection of dates, click 'Update' to complete setup.