

1. Log into Blackboard Learn. Click on **Tools** on the left navigation pane (Figure 1), then click on the **My CourseEval** button (Figure 2).

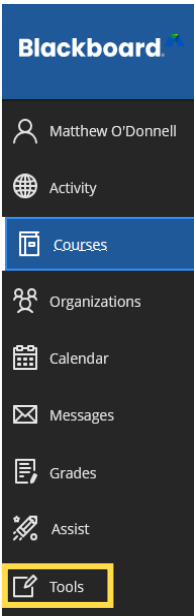


FIGURE 1

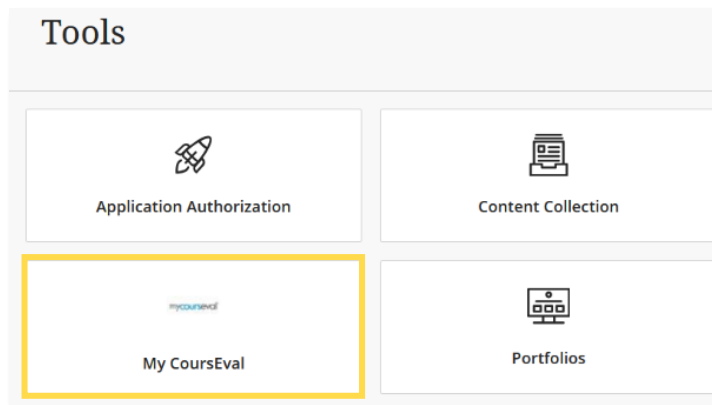


FIGURE 2

2. In the top right corner, click the **blue arrow** icon to launch the full CourseEval portal experience (Figure 3).
3. Hover over the **Surveys** button at the top of the page, then click **My Course Surveys** (Figure 4).



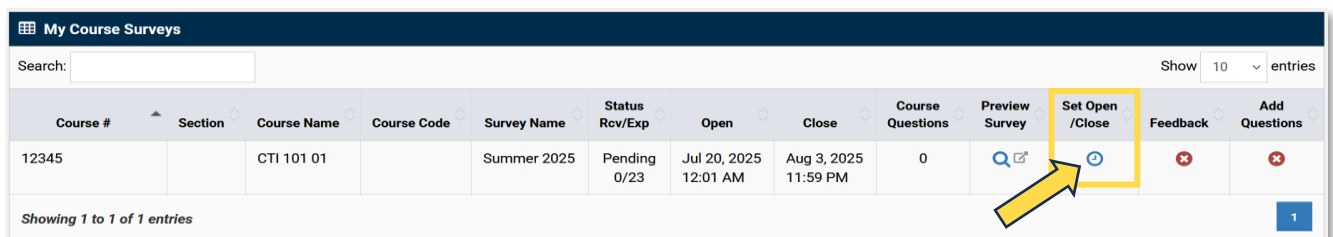
FIGURE 3



FIGURE 4

4. Click on the icon in the **Set Open/Close** column to set the open and close date for course surveys (Figure 5).





*Note: This must be done **before** the survey opens.*

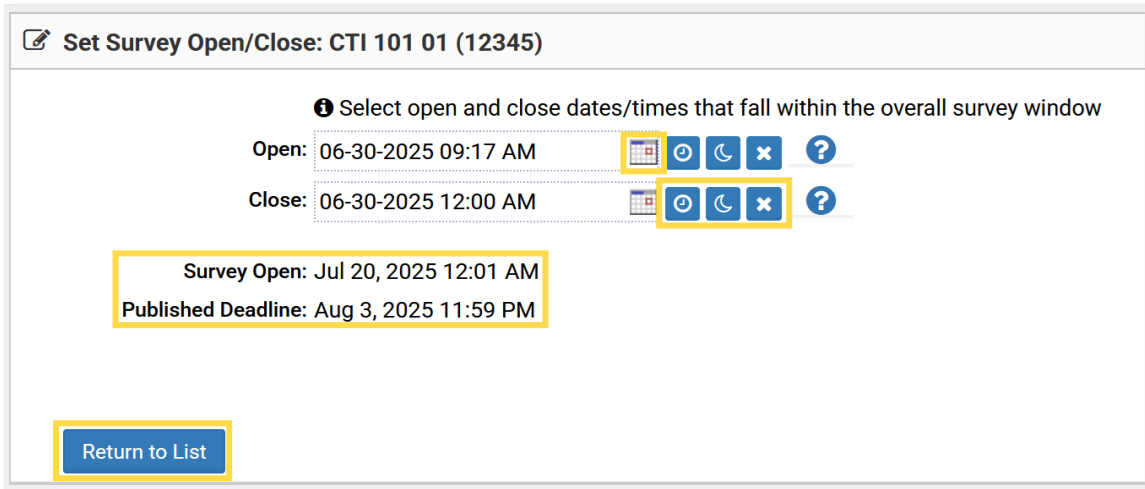



The image shows a screenshot of the 'My Course Surveys' table. The 'Set Open/Close' column contains a blue circular icon with a white arrow, which is highlighted with a yellow box and a yellow arrow pointing to it.

Course #	Section	Course Name	Course Code	Survey Name	Status Rcv/Exp	Open	Close	Course Questions	Preview Survey	Set Open/Close	Feedback	Add Questions
12345		CTI 101 01		Summer 2025	Pending 0/23	Jul 20, 2025 12:01 AM	Aug 3, 2025 11:59 PM	0				






FIGURE 5






5. On the **Set Survey Open/Close** page, you can modify the survey's availability (Figure 6).
 - Students will be able to access the survey from the **Open date** to the **Close date**.
 - The Open date must be **after** the official **survey open date**. The Close date must be **before** the **published deadline date**.
 - Set the Open date and Close date using the  **calendar icon** inside the input box.
 - The  **clock icon** sets the Open/Close date to the current date and time. The  **moon icon** sets the Open/Close date to the current date at 12:00 AM.
 - Click on the  **X icon** to clear the Open/Close date. If the Open/Close boxes are empty, they will default to the official survey open and published deadline dates.
 - When done, click **Return to List** to return to your survey list.



 **Set Survey Open/Close: CTI 101 01 (12345)**

i Select open and close dates/times that fall within the overall survey window

Open: 06-30-2025 09:17 AM     

Close: 06-30-2025 12:00 AM     

Survey Open: Jul 20, 2025 12:01 AM

Published Deadline: Aug 3, 2025 11:59 PM

Return to List

FIGURE 6

If you have any questions or encounter any issues, please email the CCSU CourseEval team at courseeval@mail.ccsu.edu or call the CTI at **860-832-2081** for assistance.