1. Log onto Blackboard, click on Tools, then click on My CoursEval (Figure 1).

![Tools](image1.png)

**FIGURE 1**

2. In My CoursEval, click on Surveys and select My Course Surveys (Figure 2).

![My Course Surveys](image2.png)

**FIGURE 2**

3. Select the Set Open/Close for each course you want to change. This must be done BEFORE the survey opens (Figure 3).

![Set Open/Close](image3.png)

**FIGURE 3**
4. On this page, you can change the open and close dates and times. The open and close dates and times must fall within the survey window indicated on the page. The calendar button allows you to choose any date and time you want. The moon and clock buttons are useless. Leave blank to default to survey window defaults (e.g., Nov 23, 2021, 12:01 AM for the opening of the survey above) Format for date/time is: mm-dd-yyyy hh:mm AM if you just want to type it in (Figure 4).

If you have questions or problems, don’t hesitate to contact the CoursEval Team: courseval@mail.ccsu.edu