

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



2. In My Course Surveys (Figure 2).

mycourseval									
Home	Surveys	Reports	Admin	? Help	Exit				
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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).

mycourseval Central Connecticut State University Thomas Burkholder													
Home Surveys Reports	Admin	Pelp	Exit										
III My Course Surveys													
Search:												Sho	w 10 v entries
Course #	-	Section	Course Name	Course Code	Survey Name	Status Rcv/Exp	Open	Close	Course Questions	Pr. Survey	Set Open /Close	Feedback	Add Questions
10862			CHEM 161 01		Fall 2021	Pending 0/28	Nov 23, 2021 12:01 AM	Dec 7, 2021 11:59 PM	0	QE	0	0	0
10896			CHEM 211 02		Fall 2021	Pending 0/13	Nov 23, 2021 12:01 AM	Dec 7, 2021 11:59 PM	0	QE	0	0	0
13265			CHEM 323 01		Fall 2021	Pending 0/9	Nov 23, 2021 12:01 AM	Dec 7, 2021 11:59 PM	0	QB	0	0	ø
Showing 1 to 3 of 3 entries													1



4. On this page, you can change the open and close dates and times. The open and close



Changing Open/Close Dates in CoursEval

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).

A Home	Surveys	Reports	Admin	Pelp	Exit		
G	🖲 Set Surv	ey Open/C	lose: CHE	M 161 01	(10862)		
					Oper	Select open and close dates/times that fall within the overall survey window In: In: In: In:	
					Close	After this date/time	
				Publish	Survey Oper ned Deadline	Before this date/time	
							Save Reset
	Return t	to List					

FIGURE 4

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