Changing Open/Close Dates in CoursEval

1. Log onto Blackboard, click on **Tools**, then click on **My CoursEval** (Figure 1).
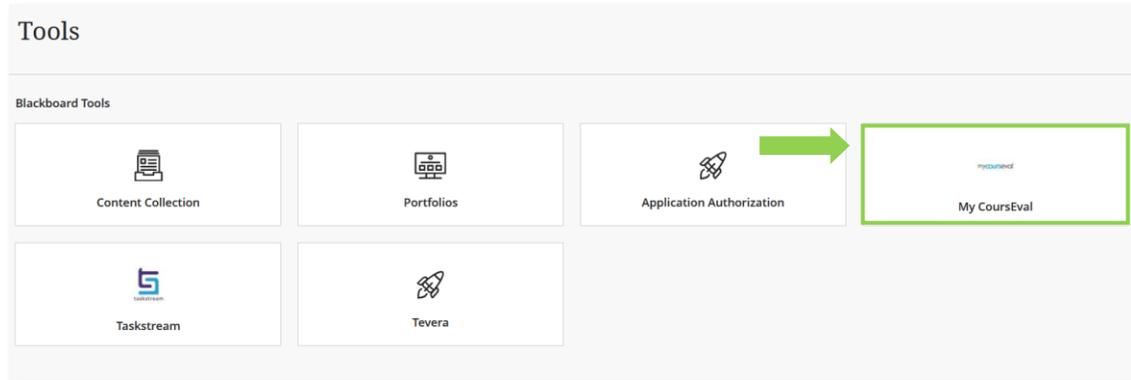
2. In My CoursEval, click on **Surveys** and select **My Course Surveys** (Figure 2).

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).
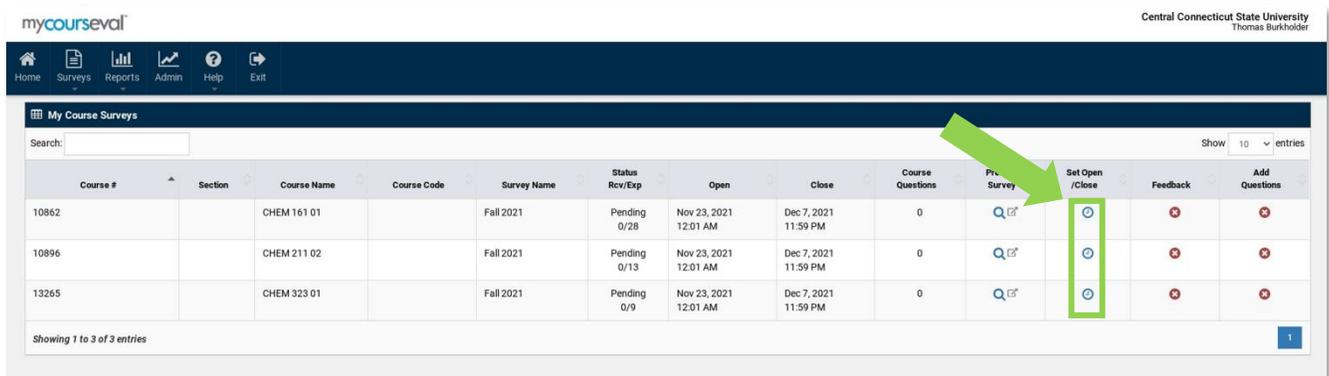
FIGURE 3

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).

FIGURE 4

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