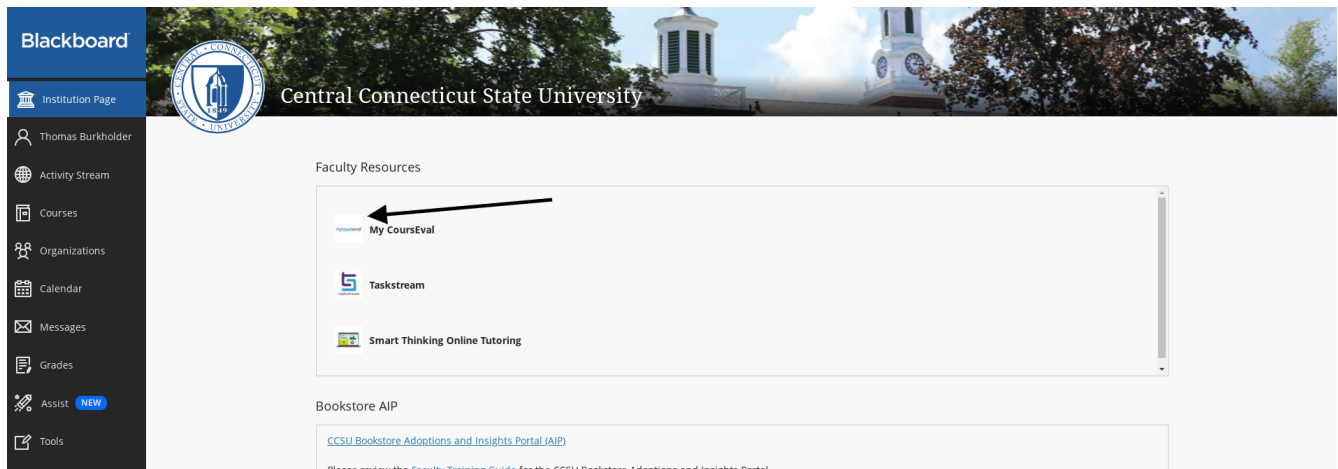


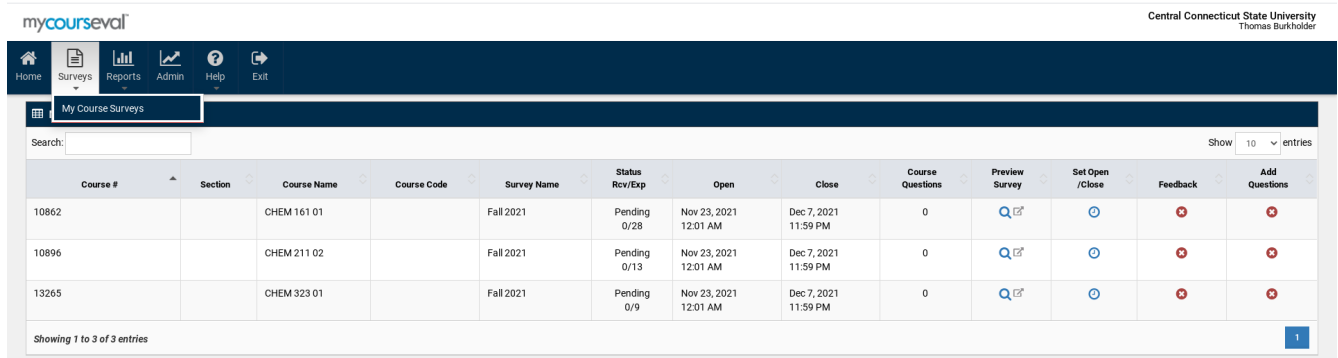
Changing Open/Close Dates in Courseval

In Blackboard on the Institution Page, click My Courseval



The screenshot shows the Blackboard interface for Central Connecticut State University. The left sidebar contains navigation options like Institution Page, Activity Stream, Courses, etc. The main content area is titled 'Faculty Resources' and contains a list of links: 'My Courseval', 'Taskstream', and 'Smart Thinking Online Tutoring'. An arrow points to the 'My Courseval' link.

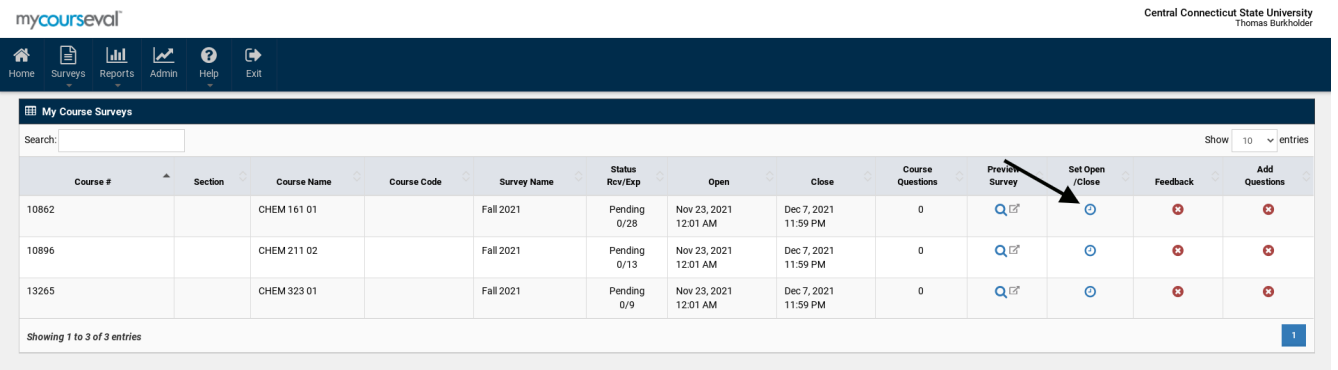
In mycourseval, click on Surveys and select My Course Surveys



The screenshot shows the 'mycourseval' interface. The top navigation bar includes 'Home', 'Surveys', 'Reports', 'Admin', 'Help', and 'Exit'. The 'My Course Surveys' section is active, displaying a table with the following data:

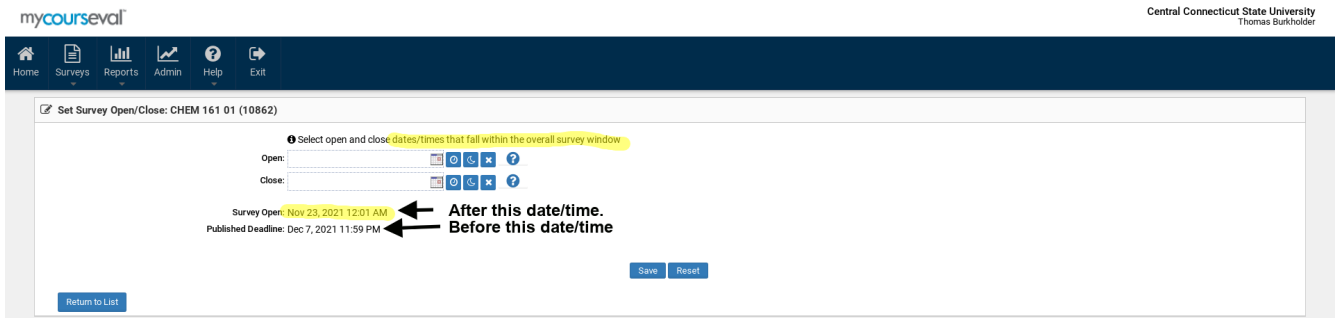
Course #	Section	Course Name	Course Code	Survey Name	Status Rcv/Exp	Open	Close	Course Questions	Preview Survey	Set Open /Close	Feedback	Add Questions
10862		CHEM 161 01		Fall 2021	Pending 0/28	Nov 23, 2021 12:01 AM	Dec 7, 2021 11:59 PM	0	Q	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10896		CHEM 211 02		Fall 2021	Pending 0/13	Nov 23, 2021 12:01 AM	Dec 7, 2021 11:59 PM	0	Q	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
13265		CHEM 323 01		Fall 2021	Pending 0/9	Nov 23, 2021 12:01 AM	Dec 7, 2021 11:59 PM	0	Q	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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



The screenshot shows the 'mycourseval' interface, similar to the previous one, but with an arrow pointing to the 'Set Open /Close' button for the first course (10862).

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 pretty 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.

If you have questions or problems, don't hesitate to contact the Courseval Team: courseval@mail.ccsu.edu or call the CCSU IT Helpdesk at 860-832-1720