CE Survey Scheduler: User Guide

SECTION 1: Introduction

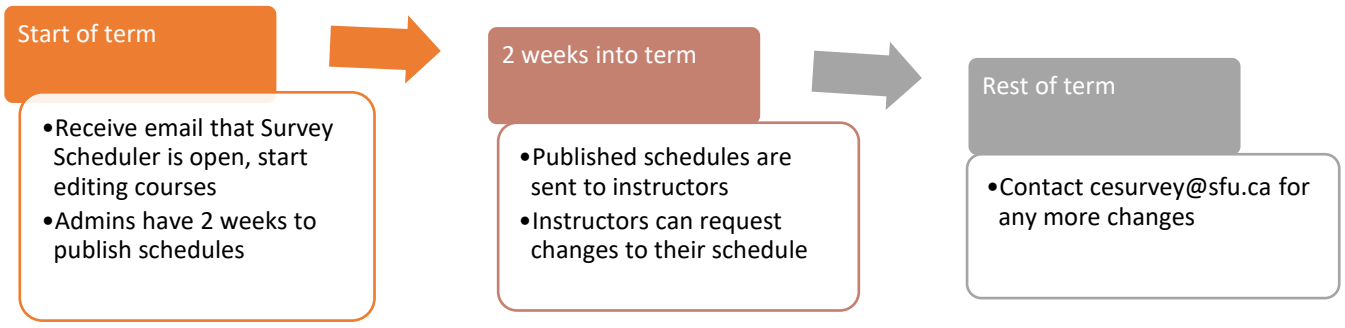
This document is a user guide for those scheduling CES surveys for their Department, School or Academic Program (CES Evaluating Unit). The Survey Scheduler allows you to review and amend survey information for the courses in your evaluating unit.

The Survey Scheduler can be used to:

1. Include or exclude course sections from being included in CES.
2. Change the start and end dates for course surveys.
3. Combine course sections into one survey and report.
4. Generate a summary listing of all courses and their corresponding surveys in your evaluating unit.

Admins receive an email at the beginning of the term asking them to schedule their courses and publish those schedules. Those schedules are then sent to the instructors, who have a chance to request changes to the schedule. All instructor requests that an admin has approved should be sent to cesurvey@sfu.ca including the course name, number, section and instructor name.

General Timeline for CES Survey Scheduler

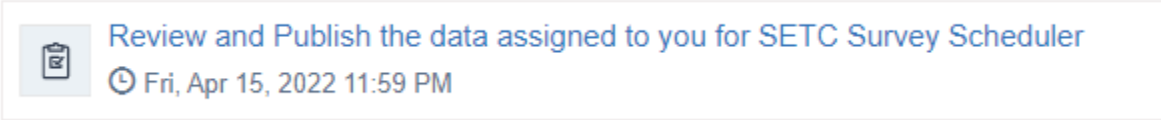


SECTION 2: Using the Software

Log in to the CES Dashboard: https://sfu.bluera.com/sfu/

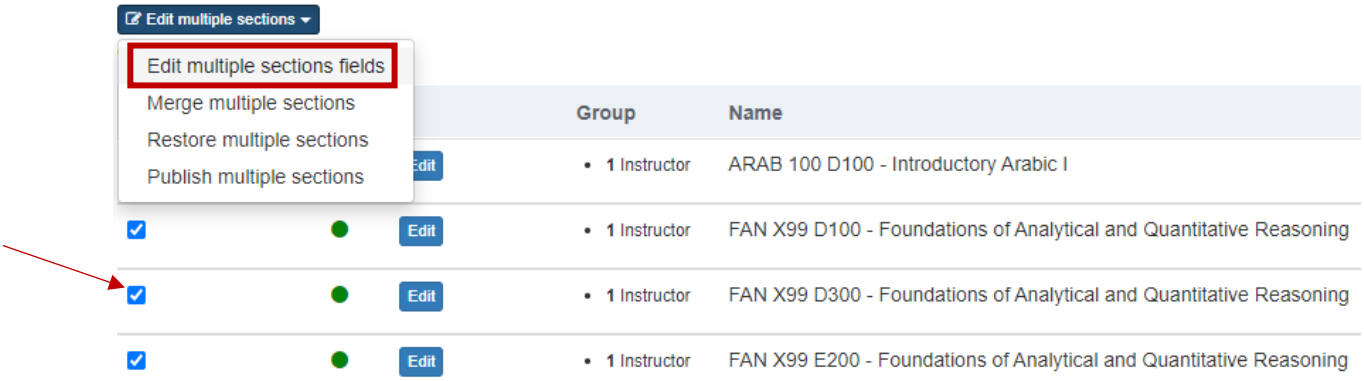
STEP 1: Open the Survey Scheduler

After signing into the CES Dashboard, you should see a button for the Survey Scheduler. If you don't see this button, it means you don't have access to the Survey Scheduler. Contact cesurvey@sfu.ca for access.

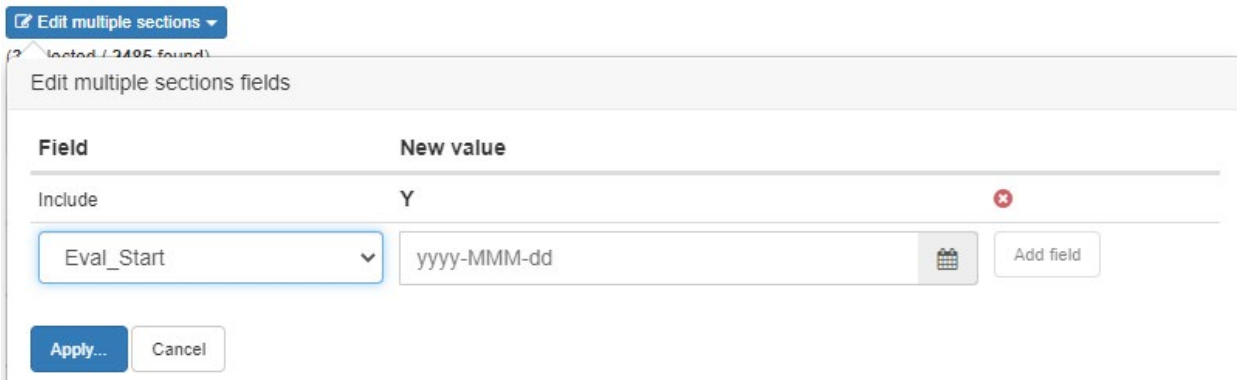


STEP 2: Edit your courses

After opening the Scheduler, you should see a list of all the courses in your department. Click the checkboxes next to the courses you want to change, then click the "edit multiple sections" button. You can change courses in bulk this way. Note that you also merge and publish from here.

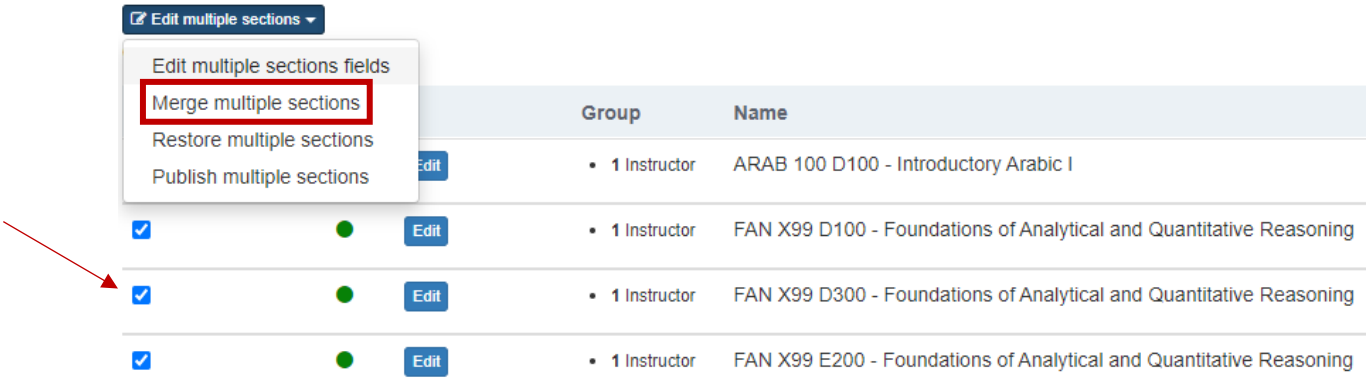


The pop-up menu lets you choose enter dates for start and end dates, as well as an include field. Make sure the enter the date in the correct format or you may receive an error.

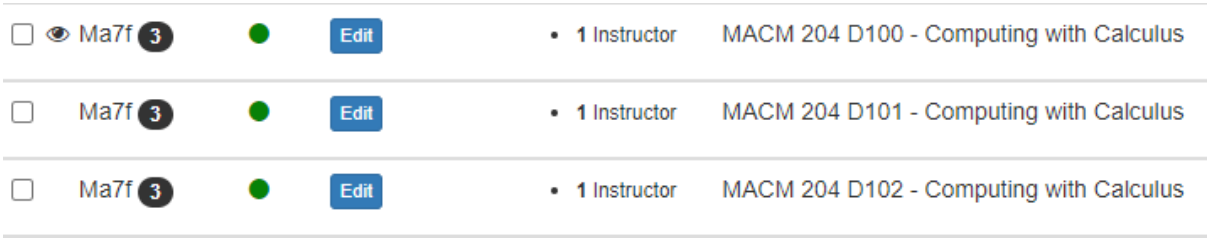


STEP 3 (Optional): Merging and Unmerging your courses

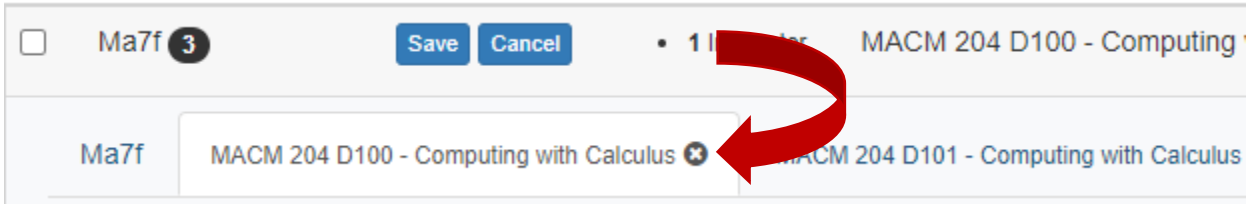
If a course has many sections, you may want to merge them to have just one survey & report. Start by selecting courses using the checkboxes and pressing the 'edit multiple sections' button.



After merging, you will be able to see a mergeID and how many sections were merged. Your merge is complete!

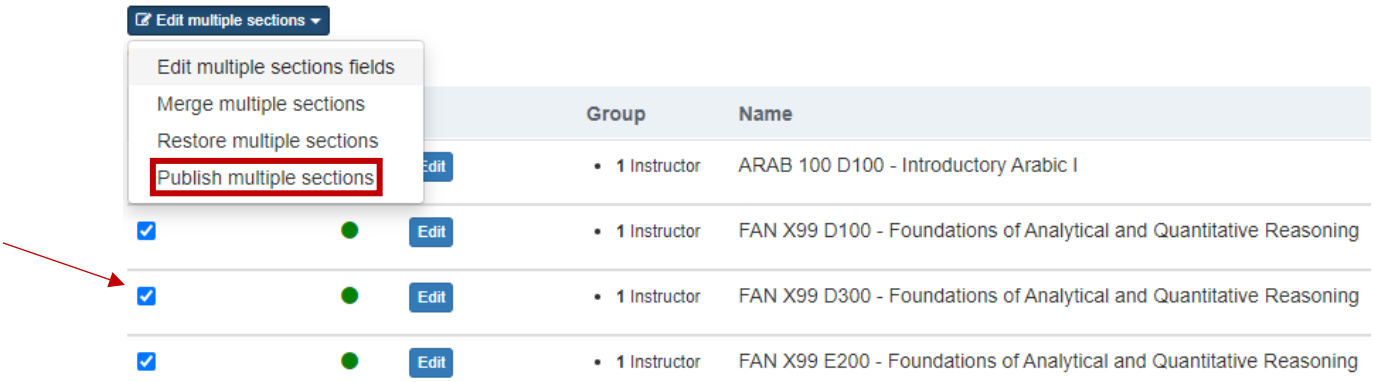


If you would like to unmerge, click on one of the merged courses, then click on the tab for the course you would like to unmerge. There should be an 'X' button on the tab. Clicking this will unmerge the section.



STEP 4: Publish your courses

The final step is to publish your courses. Once a course is published, it can't be changed anymore without contacting the CES team. Once all the changes on the course are finalized, use the checkboxes again to select which course you want to publish.



Note that after the first round of publishing, the CES team will unpublish all courses to give admins a chance to process instructor changes. If further changes must be made on a course that has already been published, please contact cesurvey@sfu.ca.

SECTION 3: Important Notes

- **Publishing courses:** After publishing a course, you can not make further changes. Please contact cesurvey@sfu.ca to have us unpublish for you.

- **Cross-listed Courses:** As a rule, cross-listed courses from the same department are combined by our system into one course. Please contact us if you would like any of your cross-listed courses to be evaluated separately.

- **Small Class Sizes (<5):** To protect student anonymity, CES does not evaluate courses that have less than 5 students enrolled. There is no need for you to check enrollment numbers and exclude a course – we will monitor the enrollment up to the survey start date and include it if possible.

- **Default Survey Period:** Default course survey length is approximately two weeks for regular courses. As an administrator in your survey unit, you may amend survey dates from the default as needed.

- **Instructor Requests:** Instructors must now follow an approval process to request a date change for their surveys.