

## OPTIONAL: CHANGING OPEN AND CLOSE DATES FOR YOUR SEF SURVEY IN COURSEVAL:

*NOTE: You will only see classes that you selected for student evaluations this semester*

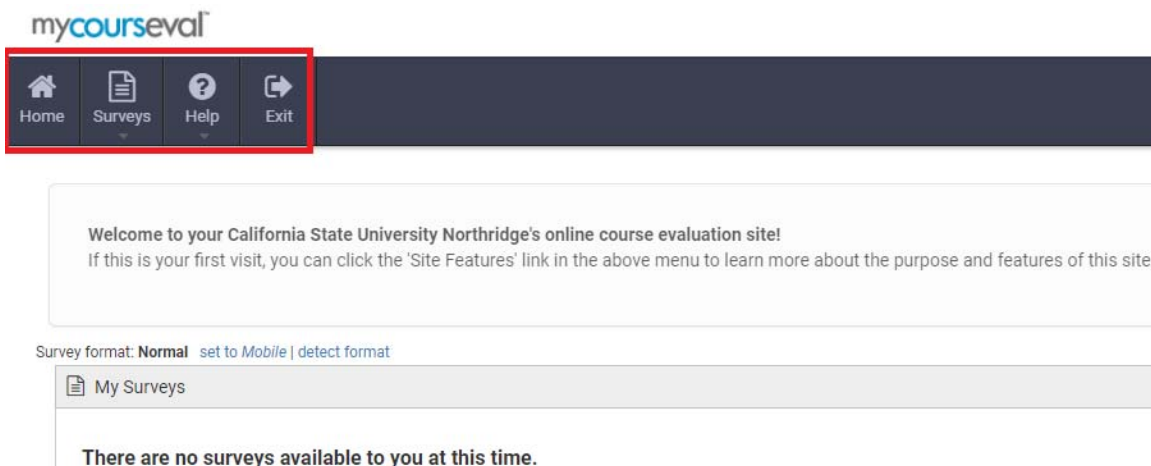
### NOTE:

By default, SEF surveys will be available for all students the last ~ 4 weeks of the regular Fall and Spring semester. Summer Sessions and accelerated courses will be the last 2-3 weeks of their class meetings. You will be notified each semester with specific dates. **You do not need to do anything if you don't need to change these dates.**

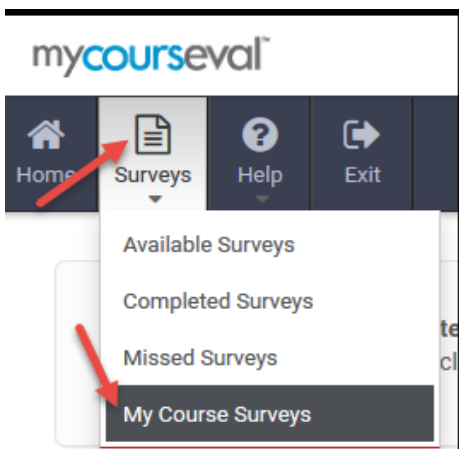
### OR

Follow the instructions below if you want to change this to a shorter window (*e.g., just the time you will give in class to complete the survey*). If any student from your class has already completed a survey, you will not be able to change the window, so please make sure to make the change **as soon as you are notified to do so.**

1. Please go to [www.csun.edu/sef](http://www.csun.edu/sef) and log in with your CSUN credentials. You will see the following screen:



2. Go to the **Surveys** menu option and select the **My Course Surveys** option from the drop-down menu.



- You will see your classes selected for evaluation this semester. Please click on the **Set Open/Close** icon for a class.

mycourseeval California State University, Northridge  
Amrita Naganand: amrita.naganand

Home Surveys Help Exit

My Course Surveys

Search:  Show 10 entries

Course #	Section	Course Name	Course Code	Survey Name	Status Rcv/Exp	Open	Close	Course Questions	Preview Survey	Set Open/Close	Feedback	Add Questions
2177-15744	1	ELPS 690HE: RESANA LYS HE	2177-ELPS 690HE-01	Fall 2017 Student Evaluation of Faculty	Pending 0/17	Nov 13, 2017 8:00 AM	Dec 8, 2017 5:00 PM	0				

- Select an open date between the open and close dates, then click on **Save**.

**NOTE:** You will need to change the **time** with your selected date, the system defaults to time of edit. We recommend using at least a one hour window in order to accommodate any issues that may arise since once any student answers the survey you cannot adjust the window.

mycourseeval

Home Surveys Help Exit

My Survey Questions: ELPS 690HE: RESANA LYS HE (2177-15744 - 1)

Survey Open: Nov 13, 2017 8:00 AM

Published Deadline: Dec 8, 2017 5:00 PM

Open:

Close:

Select open and close dates/times that fall within the overall survey window.

Save Reset

- Repeat Steps 4 and 5 to set custom dates for each of your classes.
- Notify your students when they can go into the system and begin evaluations.

