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 and log in with your CSUN credentials. You will see the following screen:

   ![MyCourseEval Home Screen](image1)

   **Welcome to your California State University Northridge's online course evaluation site!**
   If this is your first visit, you can click the 'Site Features' link in the above menu to learn more about the purpose and features of this site.

   ![MyCourseEval My Surveys Screen](image2)

   There are no surveys available to you at this time.

2. Go to the **Surveys** menu option and select the **My Course Surveys** option from the drop-down menu.
3. You will see your classes selected for evaluation this semester. Please click on the **Set Open/Close** icon for a class.

4. 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.

5. Repeat Steps 4 and 5 to set custom dates for each of your classes.

6. Notify your students when they can go into the system and begin evaluations.