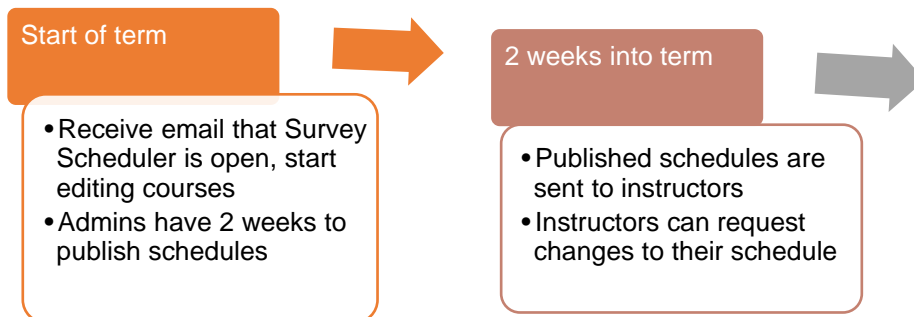# CESurvey Scheduler: User Gui0.002 2ulcourse

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 cessurvey@sfu.ca including the course name, number, section and instructor name.

General Timeline for CES Survey Scheduler

Start of term

- Receive email that Survey Scheduler is open, start editing courses
- Admins have 2 weeks to publish schedules

2 weeks into term

- Published schedules are sent to instructors
- Instructors can request changes to their schedule

# 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

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 CE team. Once all the changes on the course are finalized, use the checkboxes again to select which course you want to publish.
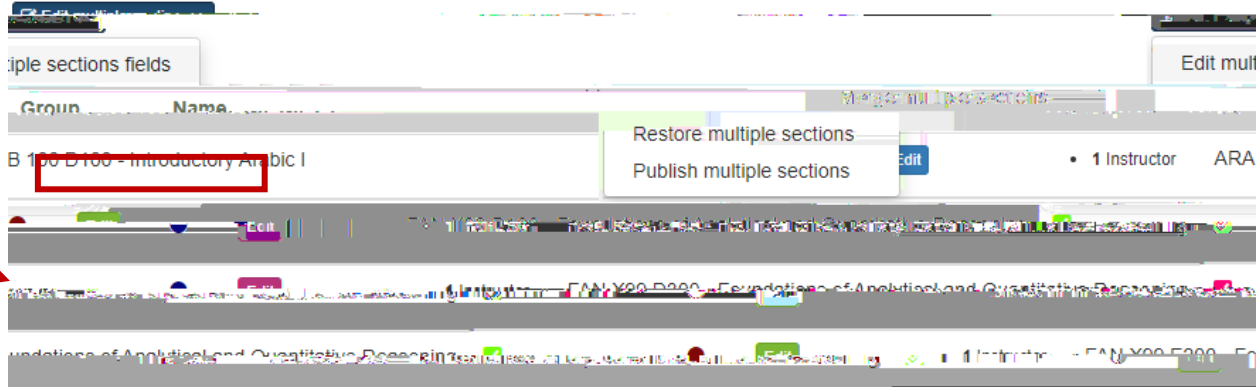
Note that after the first round of publishing, the CE team will unpublish all courses to give admins a chance to process instructor changes. If further changes must be made on a course that has already been published, please contact cesurvey@sfu.ca

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