

## Instructions for Midterm Feedback Survey Setup

Go to: <https://harvard.bluera.com/harvard/>

Under **Tasks** there will be a list of courses eligible for the Midterm Feedback Survey (example below):



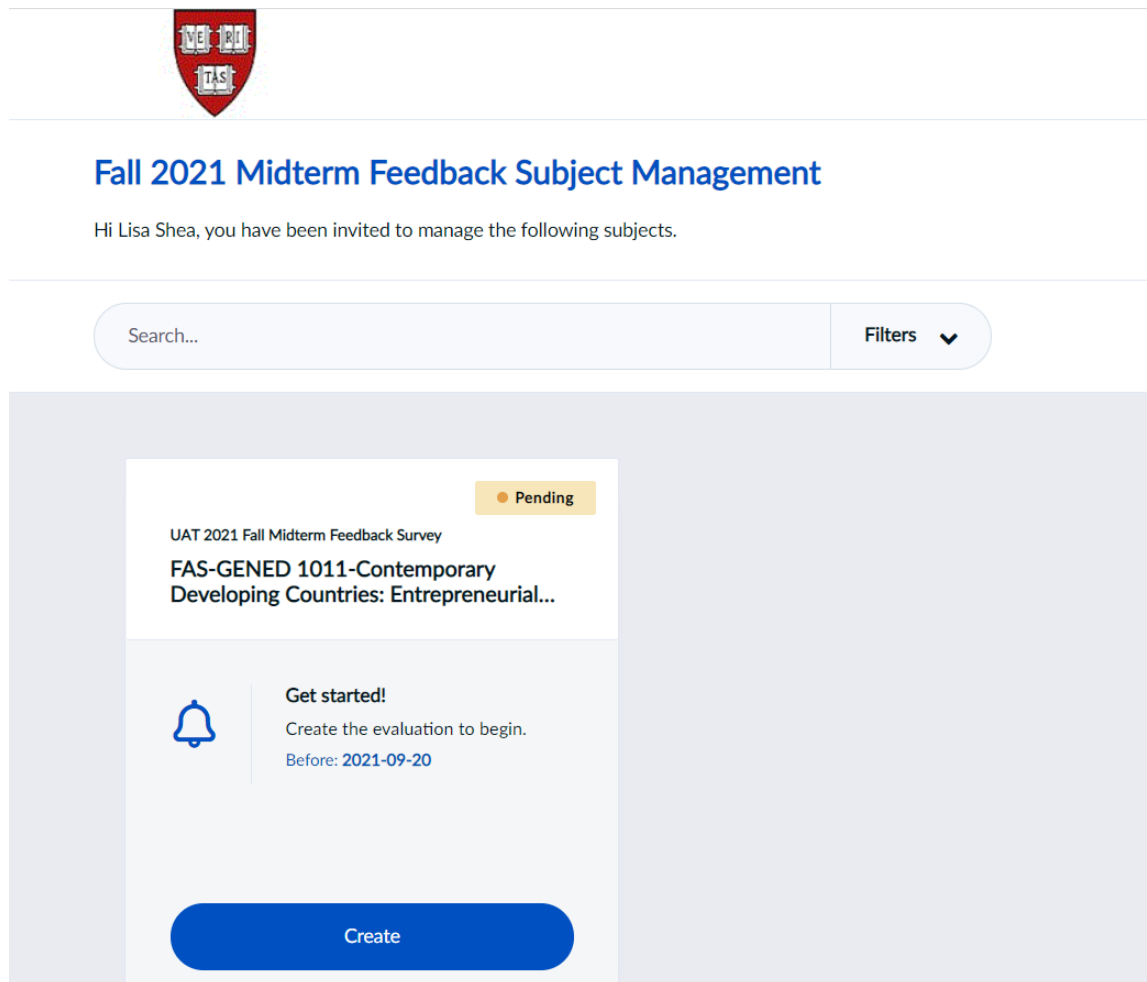
View and manage questionnaire settings for FAS-GENED 1011-Contemporary Developing Countries: Entrepreneurial Problems 001 in the UAT 2021 Fall Midterm Feedback Survey

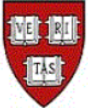
Mon, Sep 20, 2021 1:00 PM

FAS

Click on the text “View and manage...” and you should get the following screen.

Click Create.






### Fall 2021 Midterm Feedback Subject Management

Hi Lisa Shea, you have been invited to manage the following subjects.

Search... Filters

UAT 2021 Fall Midterm Feedback Survey Pending

**FAS-GENED 1011-Contemporary Developing Countries: Entrepreneurial...**

 **Get started!**  
Create the evaluation to begin.  
Before: 2021-09-20

Create

Toggle the button to opt-in to the survey - it should be green with the text “Yes”.

Click the arrow to the right of “Select Instructor” to add teaching staff to the survey.

The image shows a modal window for configuring a survey. At the top, it says "UAT 2021 Fall Midterm Feedback Survey" with a "Cancel" button and a close icon. Below that is the survey title: "FAS-GENED 1011-Contemporary Developing Countries: Entrepreneurial...". There is a toggle switch for "Opt in to this evaluation?" which is currently turned on and labeled "Yes". Below the toggle, it says "Manage by: 2021-09-20".

The "Select Instructor" section has a text label and a circular arrow icon to its right. Below this is a horizontal line.

The "Choose timing" section has the word "Scheduled" in blue text to its right. Below this are two rows for dates and times:

Start Date	2021 - 09 - 15	08 : 00	
End Date	2021 - 09 - 20	13 : 00	

Below the date fields is a checkbox with the text "I have finished all my tasks, please stop sending me reminders".

At the bottom of the modal are two buttons: a white "Save" button and a blue "Launch" button with a white checkmark icon.

All staff defaults to “No” when you first enter the page.

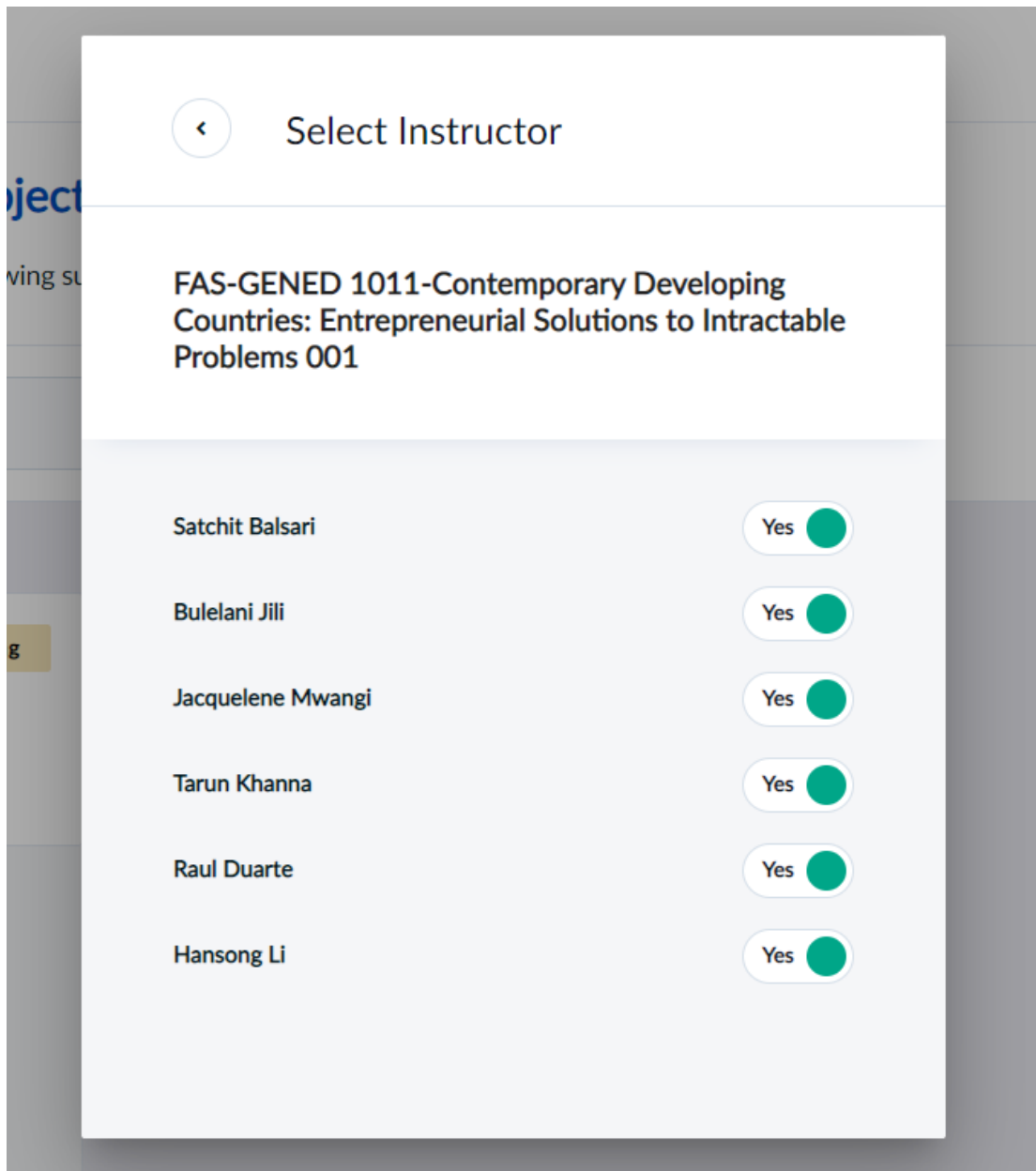
Slide the toggle switches to add staff to the survey.

The screenshot shows a mobile application interface with a white background and a grey border. At the top left, there is a circular back button containing a left-pointing chevron. To its right is the title "Select Instructor" in a dark grey font. Below the title is a horizontal line. Underneath the line, the course title "FAS-GENED 1011-Contemporary Developing Countries: Entrepreneurial Solutions to Intractable Problems 001" is displayed in a bold, dark grey font. Below the course title is a list of six names, each followed by a toggle switch. The names are: Satchit Balsari, Bulelani Jili, Jacqueline Mwangi, Tarun Khanna, Raul Duarte, and Hansong Li. Each toggle switch is currently in the "No" position, indicated by a solid black circle on the left and the word "No" on the right.

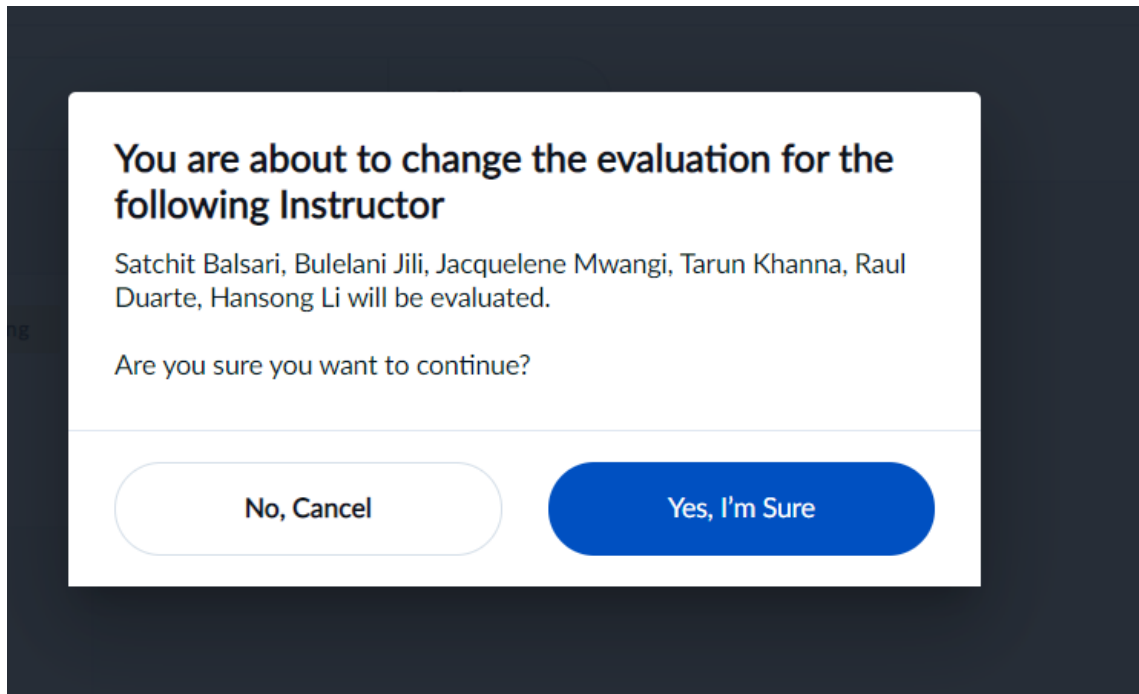
Instructor Name	Status
Satchit Balsari	No
Bulelani Jili	No
Jacqueline Mwangi	No
Tarun Khanna	No
Raul Duarte	No
Hansong Li	No

When staff is added, the toggle should be green with the text “Yes”.

Click the arrow to the left of “Select Instructor” when you are done adding staff.



Select "Yes, I'm Sure".



Check the box next to turn off future reminders.

Select Launch to complete the setup.


The image shows a configuration dialog box for a survey. At the top, it says "UAT 2021 Fall Midterm Feedback Survey" with a "Cancel" button and a close icon. Below that is the survey title: "FAS-GENED 1011-Contemporary Developing Countries: Entrepreneurial...". There is a toggle switch for "Opt in to this evaluation?" which is currently turned "Yes". Below the toggle, it says "Manage by: 2021-09-20".

The next section is "Select Instructor" with a right-pointing arrow icon. Below that is "Choose timing" with a "Scheduled" label. There are two date and time pickers: "Start Date" set to "2021 - 09 - 15 08 : 00" and "End Date" set to "2021 - 09 - 20 13 : 00". Each picker has a calendar icon.


At the bottom, there is a checkbox labeled "I have finished all my tasks, please stop sending me reminders".

At the very bottom, there are two buttons: "Save" and "Launch". The "Launch" button is blue and has a white checkmark icon.

Click the "X" in upper right corner to remove the pop-up box.


UAT 2021 Fall Midterm Feedback Survey Cancel 

### FAS-GENED 1011-Contemporary Developing Countries: Entrepreneurial...

Opt in to this evaluation? Yes 


Manage by: 2021-09-20


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Select Instructor 

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Choose timing Scheduled

Start Date 2021 - 09 - 15 08 : 00 

End Date 2021 - 09 - 20 13 : 00 

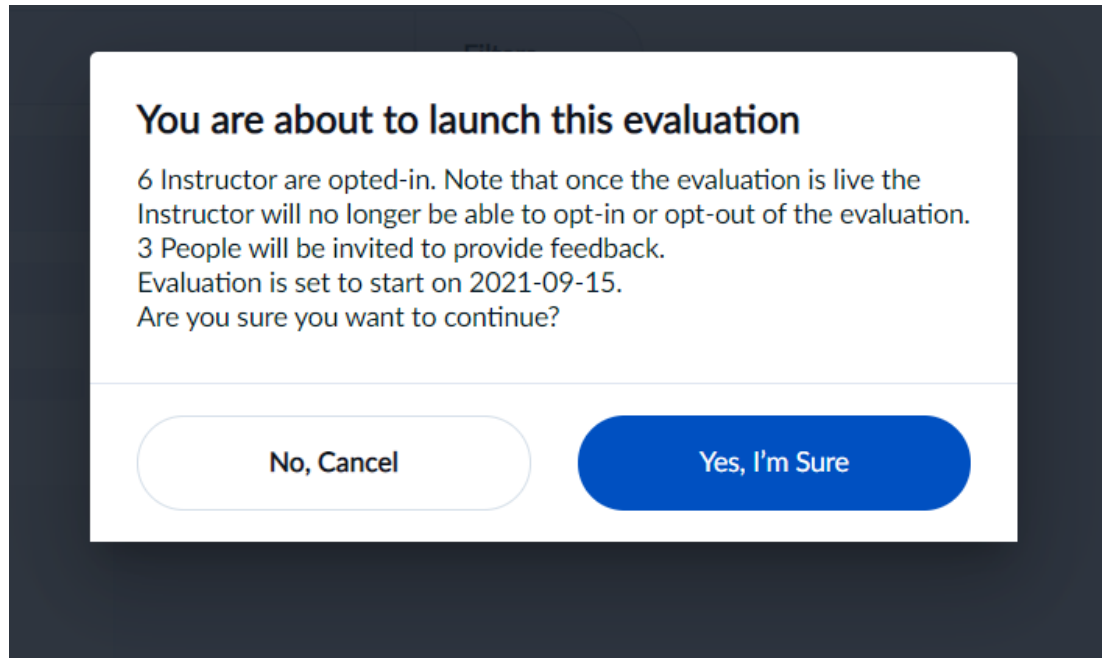
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I have finished all my tasks, please stop sending me reminders

Save  Launch

Click “Yes, I’m Sure” to add your course to the midterm feedback survey.

If you click “No, Cancel” your course will not be included in the survey.



### You are about to launch this evaluation

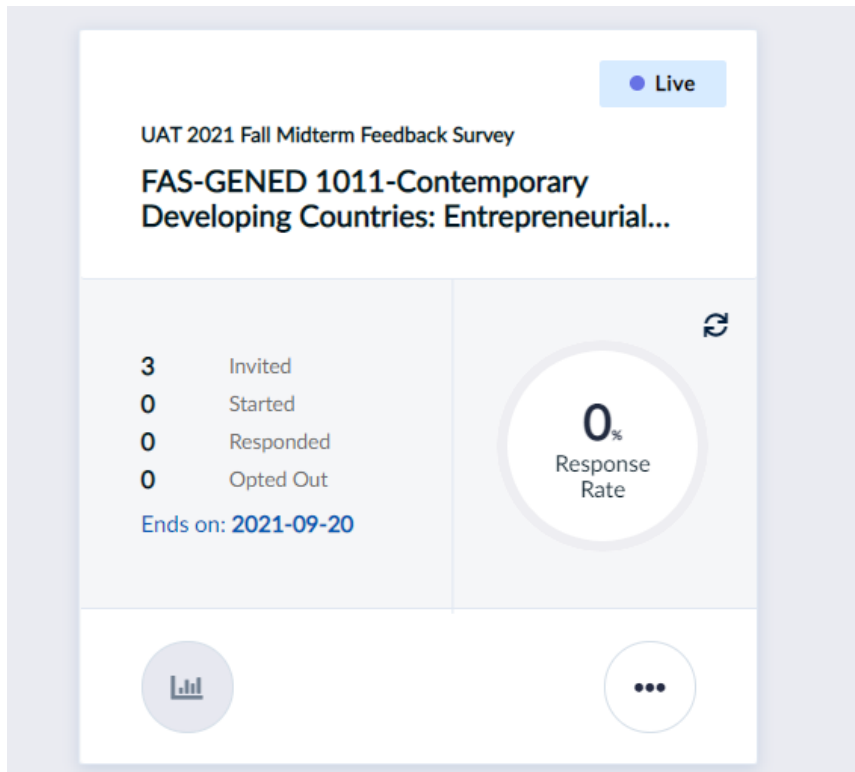
6 Instructor are opted-in. Note that once the evaluation is live the Instructor will no longer be able to opt-in or opt-out of the evaluation.  
3 People will be invited to provide feedback.  
Evaluation is set to start on 2021-09-15.  
Are you sure you want to continue?

No, Cancel

Yes, I'm Sure



After you click “Yes, I’m Sure”, you will see the following screen:



When you return to your Task list, the course listing will be marked “Completed” in the lower right corner when it is setup completely.

