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):

Click on the text “View and manage...” and you should get the following screen. Click 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.
All staff defaults to “No” when you first enter the page.

Slide the toggle switches to add staff to the survey.
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”.

You are about to change the evaluation for the following Instructor
Satchit Balsari, Bulelani Jili, Jacqueline Mwangi, Tarun Khanna, Raul Duarte, Hansong Li will be evaluated.
Are you sure you want to continue?

No, Cancel  Yes, I’m Sure
Check the box next to turn off future reminders.

Select Launch to complete the setup.
Click the “X” in upper right corner to remove the pop-up box.
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.
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.