How to for Instructor/Department Contacts: Course “Opt out”  
(what Blue calls Subject View Management-SVM)

When the new term course evaluations are created all courses are automatically “opted in”. Instructors are responsible for “opting out” (department contacts have access to help) of a course/s they do not want evaluated. Of course, these decisions involve coordinated communication between the instructor and their supervisor.

This document outlines the steps for “opting out” a course.

The Instructor will receive an email from the Blue system, inviting you to “manage your courses”. The text of this email is provided below. The Department Contact will sign-in directly from the NDUS sign in page. ([https://evals.und.edu/](https://evals.und.edu/))

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**Dear Firstname,**

The University of North Dakota is committed to ensuring the quality of its academic programs, teaching, and the learning experiences of its students. An important component of this is the regular evaluation of courses by students. The new online application, allows you to manage your courses and view response rates of the **Student Evaluation of Learning and Feedback for Instructors** or “SELFI.”

[Please click here to view your response rates and manage your courses](https://evals.und.edu/)  Note that this link will take you to a NDUS sign-in page.

We have provided some information on the implementation process, how results are disseminated, and other frequently asked questions at [http://und.edu/research/institutional-research/selfi/index.cfm](http://und.edu/research/institutional-research/selfi/index.cfm).

If you need technical assistance or have questions related to the new online evaluation system, please contact the Project Team at **UND.selfi@UND.edu** or call OIR at 701-777-4358.

Thank you.

UND Office of Institutional Research

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**A)** To “opt out”, CLICK the link in the above email.

**B)** Clicking the link will bring you to the NDUS Login page, enter your IDM firstname.lastname and password.
C) Next you should see your Blue task list. You should see all of the sections that you are teaching this semester. Note that you may see each section twice, (once for “QUESTION PERSONALIZATION” and once for “SUBJECT VIEW MANAGEMENT”).
   a. This focus is on the rows that have “Subject View Management”.
   b. Select the course in the row that you would like to “opt out”.

D) You will now see the following screen. Select “Opt out”.

E) Repeat the above steps, as necessary, for any other courses that you need to “opt out.”

NOTE: If this course is taught by multiple instructors:
One instructor may choose to “opt out” leaving one/more instructors to have evaluations done.

IF BOTH instructors “opt out” then the last instructor opting out MUST opt out for the course or the students will still be sent communication regarding evaluation.