Data Integration Gateway (DIG) Course-Instructor Selection – Quick Guide

Logging In: You can access the DIG task for course-instructor selection in two ways:

1. Use the direct link provided in the email notification about a task.
2. Use the link in the ConnectCarolina Student Administration Menu, to access your dashboard.
3. Direct link to your Blue Dashboard: https://blueeval.unc.edu/Blue.

Your Dashboard: When logging in via ConnectCarolina or the direct link, you will see a dashboard where you can select a task.

Selection Information: During course evaluation selection, I will be relying on you to supply the following pieces of information:

1) What courses should NOT be evaluated.
2) What instrument to use for courses that should be evaluated (positive indication to evaluate).
3) Which instructors should be evaluated (please note that Primary Instructor, Secondary Instructor, and TA are pulling in from ConnectCarolina)
4) **Maymester/Summer I Only:** Which of the two terms the course belongs to.

Please reference full directions for important notes about the following:

1) First Year Seminar courses
2) Friday Center courses
3) Cross-Listed Courses and Combined Sections

We encourage you to visit our website where we have posted the guidelines used in past semesters. They can be found here under "Selection Process."

- The red circle with exclamation point indicates that there is a mandatory field on the course that has not been filled in, and the course is not yet valid.
- A green circle indicates the course is valid and all required information has been entered.

Editing a Single Course: To view and edit information on a single course, click on the "Edit" button at the left to expand it.

During selection you will be able to edit the following fields:

Evaluate (course): This field serves two purposes.

1. Select "Do Not Evaluate" to exclude a course from evaluations.
2. Select the instrument to be used (in most cases your department code) to indicate a course should be evaluated

Maymester and Summer I term assignment (course): During this selection term an additional field "GL_4" will be visible for selection. You will be able to assign each course section to either **Maymester** or **Summer I**. It is very important this field be accurate, as it will dictate the evaluation and reminder dates for the course.

Instructor (course): By default all Primary Instructors, Secondary Instructors, and TAs scheduled in ConnectCarolina for the course will be displayed. One or multiple instructors can be selected for evaluation.

Email (instructor): A valid email address is required for all instructors. Current UNC policy requires that this be a UNC issued email ending in unc.edu.

Editing the Instructor Assigned to a Single Course:

To view and confirm or to edit the professor/instructor/TA to be evaluated as the instructor of a course, click on the "Instructor" line to expand it.

Within the Instructor field you will have a few options:

1. Remove the current instructor using the black X to the right of "User ID" on their box.
2. "Assign Instructor" to add a new instructor, or a second instructor to the course. When you click on the "Assign Instructor" box you can search for instructors by first and/or last name*. **Please note that for an instructor to be available to add to a course they must be scheduled in ConnectCarolina as a Primary Instructor, Secondary Instructor, or TA on any course, it need not be this specific course.*
   a. Click on the blue link button to add an instructor to the course.
   b. After the instructor has been added, select their role (PI = Primary Instructor, SI = Secondary Instructor, and TA = Teaching Assistant).
3. Make sure the Email field has a value for all instructors.

Saving Your Changes: When you have completed all changes on a given course and instructor set, click on the "Save" button at the top left of the course information to lock in these changes.

Editing Multiple Courses at Once: Multiple course selection allows you to do bulk actions using the "Edit courses" button above the selection boxes on the left. This allows you to edit a course field, assign an instructor, unassign an instructor, or restore to ConnectCarolina data for multiple courses at once. Please see the full directions for more details on how to make these types of edits.

Final step: Verify All Courses Are Valid: In order for a course to be evaluated, the selection data must be valid. Courses indicated with "Do Not Evaluate" should also be verified as valid to ensure all courses are included or excluded appropriately.

To check that all courses are valid, use the following search:

If the additional search criteria option are not visible, click the "Add criteria" link to display them.

Fill in the following search criteria: Course status, Is Not, check the box next to Valid, click on the "Add criterion" button.

Any courses displaying during this search are still missing information. Your selection process is not complete until this search displays no courses.

Once a course is valid, you will still be able to edit all its information until the selection window has closed.