

## Data Integration Gateway (DIG) Course-Instructor Selection Tips & Tricks

### Selection Check List

- ✓ Make sure all courses have a value in the “Evaluate” field (even those you don’t want evaluated).
- ✓ Make sure sections for cross-listed courses all have the same value in the “Evaluate” field.
- ✓ Make sure the number of instructors is correct for all courses (check for TAs on lectures, faculty listed on recitations and labs, faculty listed only for easy Sakai access, etc).
- ✓ Check for any Instructors marked invalid (red circle) due to a missing email, and provide an email for them (unc.edu addresses whenever available).
- ✓ For Summer I, make sure Maymester courses are marked correctly with the “GL\_4” field.
- ✓ Make sure all courses are displaying the green valid circle when you are finished.

### Tips & Tricks

- Any edit can be made to multiple courses at once rather than one course at a time.
  - Not sure how to do this? Check out pages 7-10 of the [Selection Instructions](#) or ask [Heather Thompson](#) for help.
- A quick way to check for extra instructors is to filter based on “**Criteria: Group member count in group** Instructor is greater than 1.” You can also see the number of instructors assigned to a course in the Group column at any time.
  - Remember that Blue automatically includes anyone in the Primary Instructor, Secondary Instructor, or TA role on the course section in ConnectCarolina.
- An easy way to match cross-listed course sections is to sort the list by the “Cross\_List\_Common\_Name” field. This is the unique identifier used to indicate combined sections.
- Any course with 3 or fewer students enrolled (also easy to spot in the Group column, or using the group member count filter) can be selected, but the report **will not** be sent to the instructor automatically. Chairs will need to review those reports (ensuring student anonymity is protected if needed) before sharing them with instructors.
- Filters are your friend! This makes it easy to quickly find a set of courses to assign an “Evaluate” value to or find course with extra instructors. Use the Add Criteria link to open the filter options.
  - You can filter to “Evaluate” field “is empty” to find any course you haven’t marked yet.
  - You can filter on any Course Field including Class\_type (LEC, LAB, REC), Subject, Catalog (the course number), Section, and more.
  - Use the “Begins with” filter to find specific catalog number sets (all 100s or all 900s) to find a course level or section number blocks (all 400s or all 600s) to find a group of labs or recitations.
  - Use the Group Member filter to quickly find all courses an instructor is associated with.
  - You can combine multiple filters. Search for Catalog numbers that start with 1 and Class\_type REC to find all your 100 level recitations at once. Combining filters does use an “and” approach, so only courses that meet all the selected filter criteria will be displayed.
  - Filter for “Course Status” is not “Valid” to check for courses you missed.

