

Data Integration Gateway (DIG) Course-Instructor Selection Instructions

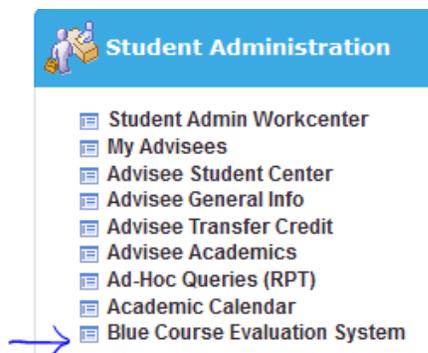
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Logging In

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

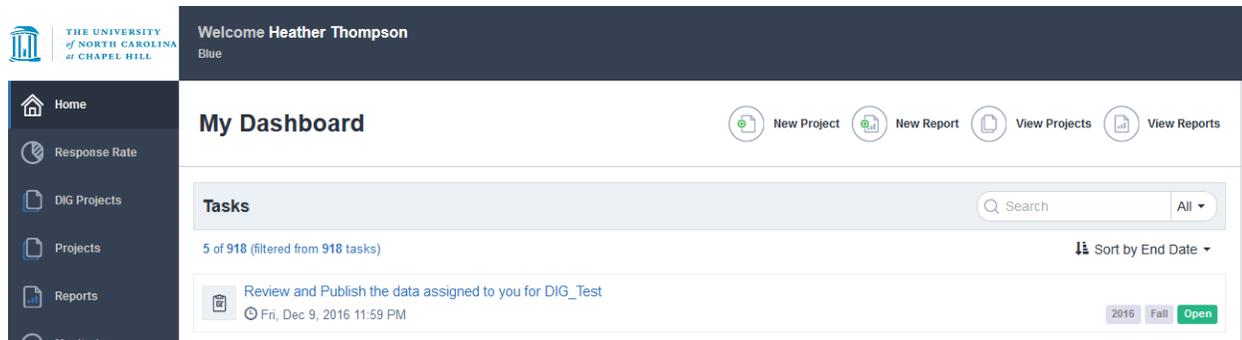
1. Use the direct link provided in the email notification about a task (email subject will include: “Now Open: College Course Evaluation Selection” and term)
2. Use the link under the ConnectCarolina Student Administration Menu (image below). (Those registered with the university as a student may also see this under the Self Service menu.)



3. Direct link to your Blue Dashboard: <https://blueeval.unc.edu/Blue>.

Your Dashboard

When logging in via ConnectCarolina or direct link, you will see a dashboard similar to the one pictured below. (The link from the email will take you directly to the task it is notifying you about.)



The screenshot shows the ConnectCarolina dashboard for Heather Thompson. The dashboard includes a navigation menu on the left with options like Home, Response Rate, DIG Projects, Projects, Reports, and Monitoring. The main content area is titled 'My Dashboard' and features a 'Tasks' section. The 'Tasks' section shows a search bar, a filter for 'All', and a sort option 'Sort by End Date'. A task is listed: 'Review and Publish the data assigned to you for DIG_Test' with a due date of 'Fri, Dec 9, 2016 11:59 PM' and a status of 'Open'.

To access a selection task on the tasks list, simply click the name, which will take you to that specific task. The task for each semester will be called “College Course Evaluation Selection” followed by the term and year.

In most cases, you will have received an email alerting you that the task is ready and available for you to complete. In this email will be a link that will take you directly to the task (skipping the dashboard view). You will be prompted to log in if you have not recently signed into another onyen system.

Selection

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 (some departments may only have one option, but this will also be used to indicate that you wish to have the course evaluated)
- 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.

Important notes:

- 1) First Year Seminar courses (catalog numbers below 90) will automatically be selected and assigned the FYS instrument for evaluations.
 - a. You will see these courses, and are able to make changes to these courses, but this will not change the instrument used or the selection status of these courses (FYS selection occurs after your selection window and will overwrite your instrument selection).
 - b. I encourage you not to edit the instrument information on these course, which should already show as valid.
- 2) Friday Center CCO courses offered through your department will not be visible. You will receive the reports for these courses at the end of the semester.
- 3) Friday Center part-time studies classes are included in the College process. These are sections 951 and 952. All course with these section numbers will be selected. Please make sure the

instrument assignment is correct if you have multiple instruments. You will receive the reports for these courses at the end of the semester.

- 4) The owning department of a **cross-list** will see all sections of the cross-list during selection.
 - a. Please ensure that instrument and instructor information is correct on all sections of the cross list (meaning all information matches across all cross-listed sections).
 - b. If information differs between sections, we will use the owning section (Combined_Offer_No field equals "1") information for all courses.
 - c. Cross-listed courses will display a "Cross_Listed_Common_Name" which matches across sections. This value is pulled from information in ConnectCarolina that joins the course. This value will also display for combined sections that are not cross-listed courses.
 - d. Post-selection, cross-listed courses (not combined sections) will display as a single course throughout question personalization, evaluation, and reporting.
 - e. Combined sections will receive one report, but will otherwise remain as separate courses for the purposes of question personalization and student evaluation.
- 5) You will be able to select any course regardless of total enrollment. Please be aware that reports will only be generated and distributed to instructors if a course has 4 or more students enrolled. Reports from courses with 3 or fewer enrolled students will be released to department chairs for review and further distribution is at their discretion. Data from all courses with 3 or fewer enrolled students will be released to instructors in aggregate at a later time. We encourage you to visit our website where we have posted the guidelines used in past semesters to guide selection. They can be found [here](#) under "Selection Process."

Task View

Once you have logged in and accessed the DIG selection task, you will see a screen similar to the below.

College Course Evaluation Selection Spring 2017

Welcome message

Welcome to Blue Course Selection through the Data Integration Gateway (DIG) If you need a copy of the instructions, you can find them [here](#) under "Selection Process." If you have any questions, please contact Heather Thompson (heather_thompson@unc.edu, or 919-445-8859) Please remember that you can save and exit at any time, but that only **published** courses will receive evaluations.

Search... Add criteria

0 selected / 1 found

Status	Group	Name	Class_type	Class_Number	Cross_Listed	Cross_Listed_Common_Name	Subject	Catalog
	• 1 Instructor	18TH CENT LIT	LEC	ENGL 331-001	No		ENGL	331

This screen shows a variety of information and gives you options for viewing courses.

Please read the information displayed at the top, as important notes about this process and any changes from previous semesters will be included there.

You can select to view 10, 20, or 50 courses per page using the drop down beside the page navigation on the top right of the screen. (This will only be visible if you have more than ten courses to display.)



You can select all courses (both shown on screen and not) using the selection box at the top left of the list (beside “Status” in the header row). You can also manually select multiple courses using the selection box beside them. Or you can select all, and then deselect a subset of courses.

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 valid.

Editing a Single Course

To view and edit information on a single course, you can click on the “Edit” button at the left to expand it to view additional information fields. 

Status	Group	Name	Class_type	Class_Number	Cross_Listed	Cross_Listed_Common_Name	Subject	Catalog
<input type="checkbox"/>	• 1 Instructor	18TH CENT LIT	LEC	ENGL 331-001	No		ENGL	331

Incomplete

Name
18TH CENT LIT

Class_type
LEC

Class_Number
ENGL 331-001

Cross_Listed
No

Cross_Listed_Common_Name

Subject
ENGL

Catalog
331

Section
001

Combined_Offer_No

Evaluate 
-

 1 Instructor

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

On the Course:

Evaluate

This field serves two purposes. You will be able to select “Do Not Evaluate” to exclude a course from evaluations. If you wish a course to be evaluated, you will select the instrument to be used (in most cases your department code) to indicate this. All departments will see all available instruments, so please be sure you select one associated with your department.

If your department has only one instrument:

By selecting your department code in this field, you are indicating that the course should be evaluated.

If your department has more than one instrument:

Selecting any one of your instruments means that that course will be evaluated using that instrument.

Maymester and Summer I term assignment:

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.

Additionally, if your department is offering study abroad courses that have a non-standard summer meeting schedule (ie they do not line up with Maymester, Summer I, or Summer II final days of class) please contact [Heather Thompson](#) to arrange for the evaluation dates for these courses to line up with the students’ actual last day of classes.

Instructor

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. They must already exist in ConnectCarolina as a Primary Instructor, Secondary Instructor, or TA on any course scheduled in ConnectCarolina. Students will respond to instructor specific questions once per instructor selected.

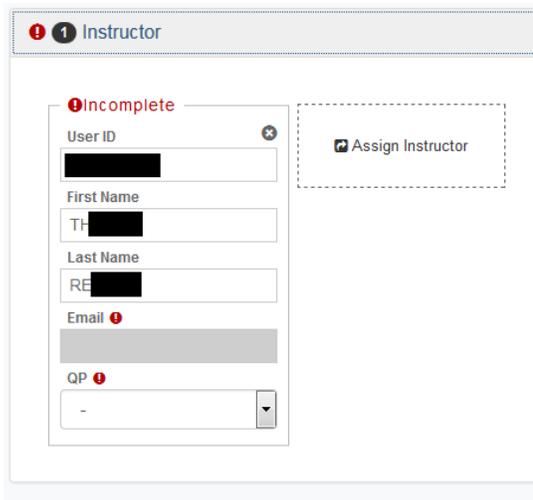
On each Instructor:

Email

A valid email address is required for all instructors. [Current UNC policy](#) requires that this email 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.

You can remove the current instructor using the black X to the right of “User ID” on their box of information.

You can “Assign Instructor” to add a new instructor, or a second instructor to the course. When you click on the “Assign Instructor” box the below dialog will pop up and 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.



Once you have typed in a name, a list of possible matches will display with a blue link button () beside each name. Click on this blue link button to add that instructor to the course.



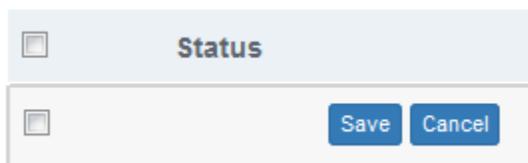
Please provide a valid email address for any instructor who is missing one. This email is pulled from directory information, so any instructor who does not list their email may be missing an email in Blue.

The system will also require a role be assigned to each instructor. This is a new field for Fall 2021. Please indicate which of the following roles the instructor has in this course section:

- PI = Primary Instructor
- SI = Secondary Instructor
- TA = Teaching Assistant

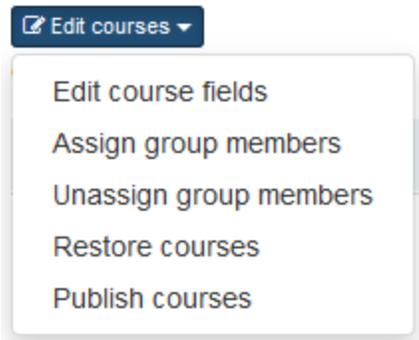
Saving Your Changes

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 (where the “Edit” button appeared previously), to confirm these changes. Please be aware that this only saves your changes, a course will only display as valid if all required fields have been filled in.



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 do a variety of tasks including selecting and deselecting for evaluation.



“**Edit Courses fields**” allows you to edit the “Evaluate” field on multiple courses at once.

“**Assign group members**” allows you to assign an instructor to multiple courses at once. Note that you will need to edit each course individually to assign them a role.

“**Unassign group members**” allows you to remove an instructor from multiple courses at once.

“**Restore courses**” will reset **ALL** changes made to your courses and return them to their original state, which matches yesterday’s ConnectCarolina information.

Select multiple courses using the selection boxes on the left. If you select the very top box (next to “Status” in the header row), it will select all courses in the current search, not just the courses on the current page. The count of courses selected will display above this selection box.

Edit Courses fields

Once you select to Edit Course fields, you will see the below dialog:



Select the “Evaluate” field, select the desired value from the drop down (“Do Not Evaluate” in this example), click the “Add Field” button to lock in your values, and click the “Apply” button to save this value to all selected courses. (You can edit more than one field at a time using this method. During Maymester/Summer I you can also select the “GL_4” field and assign a value at the same time you are assigning an “Evaluate” value.)

Edit course fields

Field

New value

Evaluate ▼

Do Not Evaluate ▼

Apply...

Cancel

Assign group members

Assign group member will show the following dialog box:

Assign group member

Group

Select a group

Apply... Cancel

Select the "Instructor" group, and begin typing the instructor's first or last name. Select the desired instructor. Click "Apply" to save this selection to all selected courses.

Assign group member

Group

Instructor

Search group member(s)

Firstname or lastname

No courses match the filter criteria

Apply... Cancel

Unassign group members

Unassign group members displays the below dialog box:

Unassign group member

Group

Select a group

Apply... Cancel

Select the "Instructor" group and then begin typing the first or last name of the instructor to be removed from the selected courses. Only instructors assigned to the selected courses will appear. Click "Apply" to save the changes to the selected courses.

Unassign group member

Group

Instructor

Group member(s)

TH x Select group member(s)



Apply... Cancel

Restore courses

Selecting "Restore courses" will display a confirmation dialog box:

Confirm Restore

Are you sure you want to restore the following courses?

Courses to be restored:

« < 1 > »

	Name	Class_type	Class_Number	Cross_Listed	Cross_Listed_Common_Name	Subject	Catalog	Section	Combined_Offer_No	Evaluat
	18TH CENT LIT	LEC	ENGL 331-001	No		ENGL	331	001		

« | | | »

Yes Cancel

Review the list of courses and make sure you want to revert them back to the original data pulled from ConnectCarolina before clicking "Yes" to do so.

Searching

You can search for specific courses or courses with specific information using the search bar at the top left. You can add criteria to your search. So you could search for something (or nothing) in any field, and then search for a specific instructor through add criteria. This would be done via the criteria "Group Member" and the group "Instructor" to then look up the specific instructor. The search box for this

even suggests instructors as you type. Click “Add criteria” to narrow your search. This search feature is very robust and [Heather Thompson](#) would be happy to discuss with you how best to search to get the lists of courses you will need for the most efficient selection process.

You can select all courses (both shown on screen and not) using the selection box at the top left of the list (next to “Status” in the header row). This is especially helpful when combined with searches. For example, you could search for “GERM 101” in the search box and it would display only the GERM 101 courses, and you could then make an edit to all courses at once.

You can also manually select multiple courses using the selection box beside them. Or you can select all, and then deselect a subset of courses.

Final step: Verify All Courses Are Valid

Up to this point, you have been making edits and saving your work as you go. 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 options are not visible, click the “Add criteria” link to display them ().

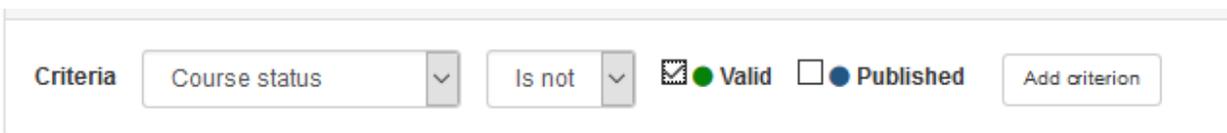
Next fill in the following search criteria:

Criteria type: Course status

Is Not

Check box next to Valid

Then click on the “Add criterion” button.



The screenshot shows a search criteria configuration bar. On the left, the word "Criteria" is displayed. To its right is a dropdown menu currently showing "Course status". Further right is another dropdown menu showing "Is not". To the right of these are two radio button options: the first is "Valid" with a checked radio button and a green dot, and the second is "Published" with an unchecked radio button and a blue dot. On the far right of the bar is a button labeled "Add criterion".

Once the search is in place, you will see the below search indicator:

Criteria

Retrieve courses that:

- do not have a status of valid ✖

Reset

[Edit courses](#)

(0 selected / 546 found)

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

If you have any trouble with the above search, make sure you have cleared all search criteria prior to entering your new criteria. You can use the “Reset” button () below the list of search filters to clear all search filters. If there are no search filters this button will not be visible.

If you have active search criteria:

[Add criteria](#)

Criteria

Retrieve courses that:

- contain lit in any field ✖
- contains 331 in the Class_Number field ✖

Reset

If you have no active search criteria:

[Add criteria](#)

Criteria

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