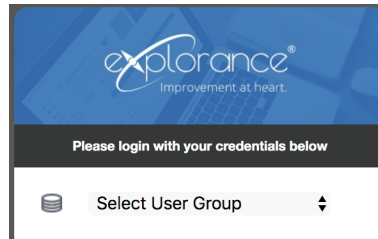


Blue for Department Chairs

The link for Blue is the same for admins, faculty, and students:
sirs.ctaar.rutgers.edu/Blue

Blue provides a single location to monitor and complete all portions of the SIRS process. Information and directions are found on our website:

- For administrators: <https://ctaar.rutgers.edu/sirs/BlueForAdmins>
- For faculty: <https://ctaar.rutgers.edu/sirs/BlueForFaculty>
- ▶ As of Summer 2019, all online SIRS will be run in Blue
- ▶ When you log into Blue at sirs.ctaar.rutgers.edu/Blue, you will very likely see "Select User Group"



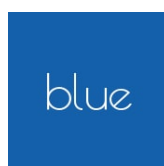
To see information about the courses that you are a chair for, select "Administrators". To see information and reports for the courses you teach, select "Instructors".

- ▶ Blue provides various levels of access which will generate email notifications throughout the SIRS process. If you are getting too many emails please let us know and we can adjust your access.
- ▶ Course and instructor verification will now be done in a program attached to Blue called DIG (instead of the Excel spreadsheets).

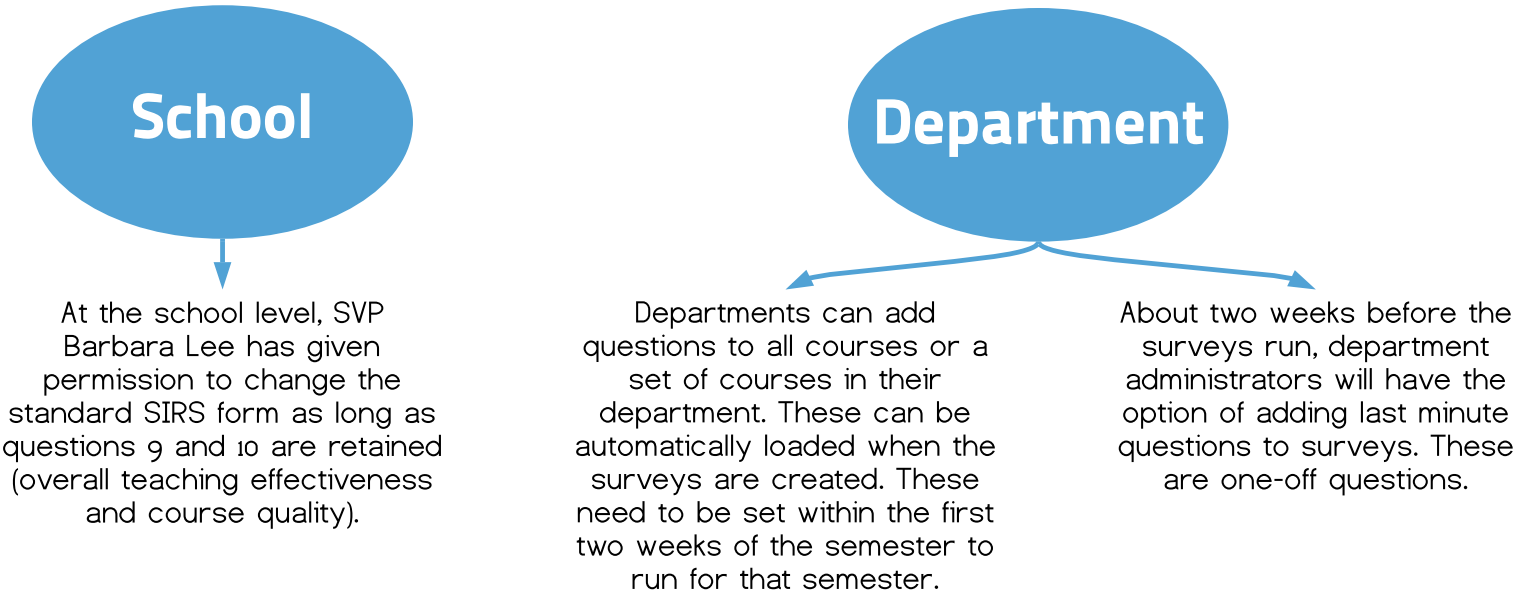
The following pages provide some additional information about questions, midcourse surveys, response rate monitors, and reports in Blue.

If you have any questions or comments please contact us !

The Center for Teaching Advancement & Assessment Research
ctaar@docs.rutgers.edu
(848) 932-7466



Blue has also permitted greater departmental and school control over the SIRS process, including the questionnaire itself. There are three options- one at the school level and two at the department level.



Schools or departments who wish to begin the process of changing their form or adding questions should contact CTAAR to discuss the options.

Midcourse Surveys

- ▶ When administrators verify course and instructor information during SIRS set-up in DIG, they can select courses to have a mid-course survey generated. Admins will need to verify and 'publish' from DIG about a month earlier than normal.
- ▶ Instructors can add questions and they will receive results the day after the survey ends.

Monitor Response Rates

- ▶ Department chairs can monitor real-time response rates through Blue by logging in and hitting "Response Rates" from the left-hand side navigation
- ▶ If your department is accustomed to providing class time for students to complete SIRS, Blue makes this easy to continue in an online format. Suggestions for completing in class and LMS integration are available on our website: <https://ctaar.rutgers.edu/sirs/Students-Blue.html>

Reports

- ▶ Reports are only available after grades are due and can be found on the Blue dashboard.
- ▶ Reports will always be accessible in Blue, but we still suggest departments download and store the reports for future reference. Scroll to the bottom of the main page to "Reports".

You can search by the year and semester by typing in the search box

The screenshot shows the 'Reports' dashboard. At the top, there is a search bar with a magnifying glass icon and the text 'Search'. To the right of the search bar are 'All' and 'Reset' buttons. Below the search bar is a 'Sort by Name' dropdown menu. A 'Show child reports' toggle is set to '0'. The main content area displays a list of reports with columns for year and semester. The first report is 'View the Fall 2018 SIRS Department Spreadsheet (csv/excel) report' with '2018' and 'Fall' buttons. The last report is 'View the Spring 2019 SIRS Instructor Individual Course report' with '2019' and 'Spring' buttons. A red circle highlights the 'View the Spring 2019 SIRS Instructor Individual Course report' link.

Turn on 'Show child reports' to search by instructor name, netID, or course number

You can view individual reports by clicking on the link for a full listing (like the view below)

The screenshot shows a 'Report List' page for 'Spring 2019 SIRS Instructor Individual Course (RBS)'. The page includes a search bar with 'Search report title' and 'Clear search' buttons. Below the search bar, it says 'Results: 1 - 5 of 5 Item(s)'. A table lists five reports with columns for 'PDF' (with a download icon) and 'Report Title'. The report titles are: 'SIRS Spring 2019 [redacted] - Fin Statement Anal - 22:430:613:79', 'SIRS Spring 2019 [redacted] Analytical Tech - 22:711:573:70', 'SIRS Spring 2019 [redacted] - Real Estate&alt Inv - 22:430:685:79', 'SIRS Spring 2019 [redacted] - Anal Of Fixed Income - 22:430:611:79', and 'SIRS Spring 2019 [redacted] - Derivatives - 22:430:609:79'. At the bottom of the table, there are buttons for 'Select All', 'Deselect All', 'View', and 'Download PDF'. Red circles highlight the 'Select All' and 'Download PDF' buttons.

You can click on the reports individually or "Select All" and then "Download PDF" to download a ZIP folder with all of the PDFs reports