

# DIG Cheat Sheet- Updated for Fall 2020

## Access to DIG

When DIG begins you will receive an email from the system with a direct link into DIG. You can also access DIG from your Blue dashboard as well.

Go to <https://sirs.ctaar.rutgers.edu/blue> and under the section labeled "Tasks", you can put in "Data Preparation" and the task for DIG will pop up.

## Important Pieces to Keep in Mind:

- For a survey to run, the course must be published from DIG and SIRS\_Needed= 'Y'
- If a survey should not be run for a course, please set SIRS\_Needed to 'N' and publish. A survey will not run for the course, but it will signal to us that you checked the courses.
- Late hires and international hires may be missing from DIG even though you added them in CSS. Contact us to have them added manually.

### ***An important note about split and merged courses:***

Once the course has been split or merged the student registration will no longer update for that course. If possible, complete the split or merges as late as possible to ensure the students seen in the course are up-to-date.

## Quick Tips:

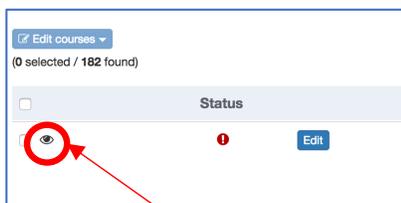
From your main screen you will see the listing of courses:

<input type="checkbox"/>	Status	Group	Name	SIRS_Needed
<input type="checkbox"/>	<span style="color: red;">!</span> <input type="button" value="Edit"/>	• 0 Students • 1 Instructors	TRAINING - 01:082:106:30 - Art History Post1400	Y
<input type="checkbox"/>	<span style="color: blue;">●</span> <input type="button" value="Edit"/>	• 0 Students • 0 Instructors	TRAINING - 01:082:494:01 - Indiv Stud Art Hist	N
<input type="checkbox"/>	<span style="color: green;">●</span> <input type="button" value="Edit"/>	• 0 Students • 0 Instructors	TRAINING - 01:082:498:01 - Honors In Art Hist	N

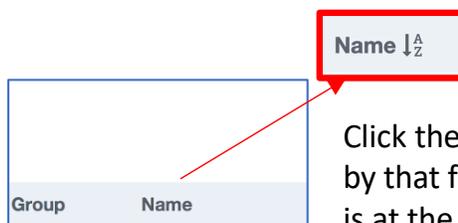
A red circle under status means some information needs to be added or changed

A blue circle means the survey was published to Blue (and is complete)

A green circle under status means all required information is included



The little eye means this was the last course you viewed



Click the column header to sort by that field (The course number is at the beginning of the title, so sorting by 'Name' will sort by full course numbers)

**Finally, Remember to Publish when done!!!**

## To Edit A Single Course's Information:

Status	Group
<input checked="" type="checkbox"/> <span style="color: red;">!</span> <span style="border: 2px solid red; border-radius: 50%; padding: 2px;">Edit</span>	<ul style="list-style-type: none"> <li>• 1 Instructors</li> <li>• 183 Students</li> <li>• 8 Admins</li> </ul>
<input type="checkbox"/> <span style="color: red;">!</span> <span style="border: 1px solid blue; border-radius: 50%; padding: 2px;">Edit</span>	<ul style="list-style-type: none"> <li>• 1 Instructors</li> <li>• 230 Students</li> <li>• 8 Admins</li> </ul>
<input type="checkbox"/> <span style="color: green;">●</span> <span style="border: 1px solid blue; border-radius: 50%; padding: 2px;">Edit</span>	<ul style="list-style-type: none"> <li>• 0 Instructors</li> <li>• 98 Students</li> <li>• 8 Admins</li> </ul>

Click Edit button

Click in the field to edit. The ones with a \* next to it are currently editable.

Save

Cancel

0 Students  
 1 Instructors  
 5 Admins

TRAINING -  
 01:014:347:01  
 - Hlth Iss Afr-  
 Am Com

Y  
 2020-Apr-23 00:01  
 2020-May-07  
 23:59  
 \*Standard  
 SIRS  
 N  
 2020-Mar-07  
 00:06

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Valid

Name  
TRAINING - 01:014:347:01 - Hlth Iss Afr-Am Com \*

SIRS\_Needed  
Y \*

Survey\_Start\_Date  
2020-Apr-23 \*

Survey\_End\_Date  
2020-May-07 \*

Survey\_Form  
\*Standard SIRS \*

Midcourse\_Needed  
N \*

Midcourse\_Start  
2020-Mar-07 \*

Midcourse\_End  
2020-Mar-13 \*

Supp

Index\_Num  
02749

Semester  
Spring

Calendar\_Year  
2020

Report\_View\_Date  
2020-May-18 14:00

Unit  
T01

Subject  
014

Course  
347

Section  
01

Croslist  
20201\_02749

Nursing Clinical Placement  
- \*

Students choose from Multiple Instructors  
- \*

\*Standard SIRS

- 20:834:501
- 20:834:562
- 20:834:563
- Army ROTC
- Byrne
- Chemical Biology
- Civil Engineering
- Douglass Global Village
- Electrical and Computer Engineering
- FAS-C Philosophy and Religion
- FAS-N Computer Science
- FAS-N Economics
- FAS-N Geological Sciences
- FAS-N Mathematics
- FAS-N Math ALEKS
- FAS-N Writing Program
- FASN Art History Core Req
- FASN Art History Lecture
- G.S.A.P.P.
- G.S.A.P.P. Clinical

0 Students

1 Instructors

5 Admins

This is the Name students will see on the survey

Change if SIRS\_Needed – only surveys with 'Y' will run

Click on the calendar on right to change dates survey will run

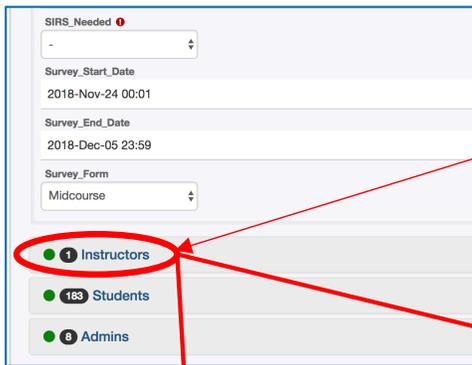
Change the survey questionnaire as needed. A [listing of the questions on each survey form is available on our website](#)

Change if midcourse survey is needed (must be published from DIG early). [The questions for the midcourse is found on our website](#)  
You can also change survey dates for midcourse slightly

Only for Nursing (to select clinical surveys)

[Students can choose from multiple instructors](#) – helpful when students are split into groups, and their course registration does not indicate their instructor. *This does have implications for reports - [please see information here before selecting](#)*

## Adding or deleting an instructor:



SIRS\_Needed ●

Survey\_Start\_Date  
2018-Nov-24 00:01

Survey\_End\_Date  
2018-Dec-05 23:59

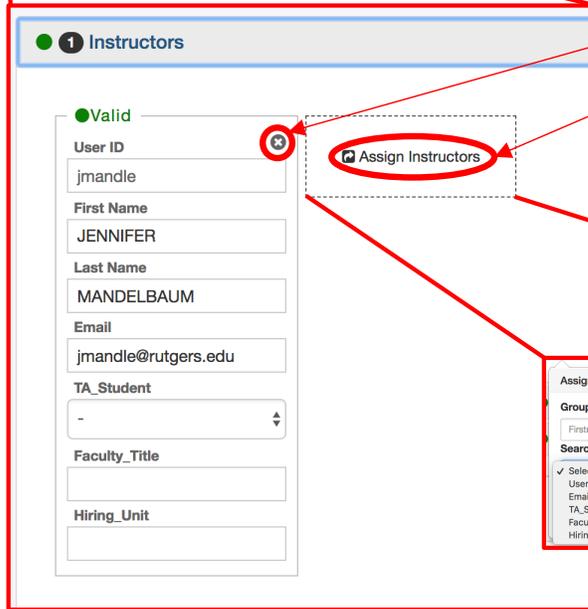
Survey\_Form  
Midcourse

**1** Instructors

**183** Students

**8** Admins

At the bottom of course info is three tabs. Click on the label to open up and change any information.



**1** Instructors

● Valid

User ID  
jmandle

First Name  
JENNIFER

Last Name  
MANDELBAUM

Email  
jmandle@rutgers.edu

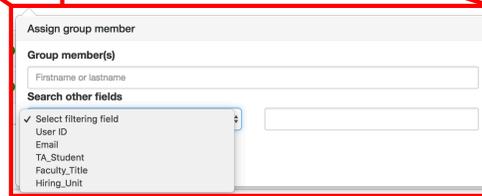
TA\_Student  
-

Faculty\_Title

Hiring\_Unit

[Assign Instructors](#)

- Check the instructor information
- Delete instructor
- Assign new or additional instructors



Assign group member

Group member(s)  
Firstname or lastname

Search other fields

Select filtering field

User ID

Email

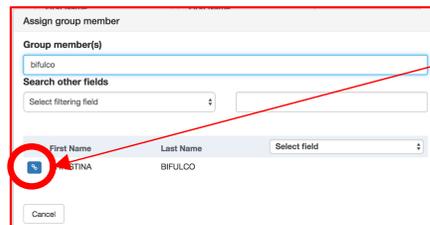
TA\_Student

Faculty\_Title

Hiring\_Unit

When you add an instructor you can search by name, netID (User ID), email, title, or hiring unit

You can also search by or include other fields such as 'Hiring Unit' which is the school/department they are contracted under (which can be helpful for faculty with the same name)



Assign group member

Group member(s)  
bifulco

Search other fields

Select filtering field

First Name  
STINA

Last Name  
BIFULCO

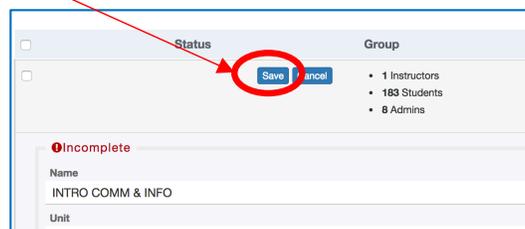
Select field

[Save](#)

Cancel

Click the blue link next to the person you want to assign

When you are done editing the course and instructor information make sure to click SAVE



Status

Group

[Save](#) [Cancel](#)

- 1 Instructors
- 183 Students
- 8 Admins

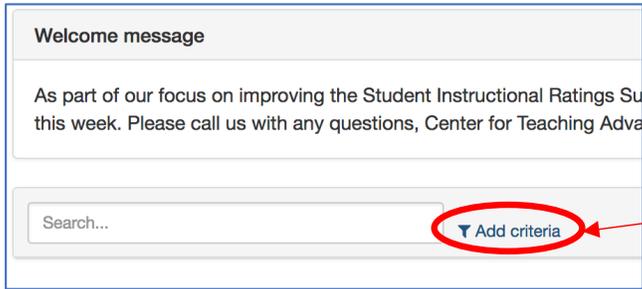
● Incomplete

Name  
INTRO COMM & INFO

Unit

## To Bulk Edit Course Information:

If you want to change a field such as the start date of the survey for several courses, it is very easy to do so. First filter the courses to those you want to change using “Add criteria”.

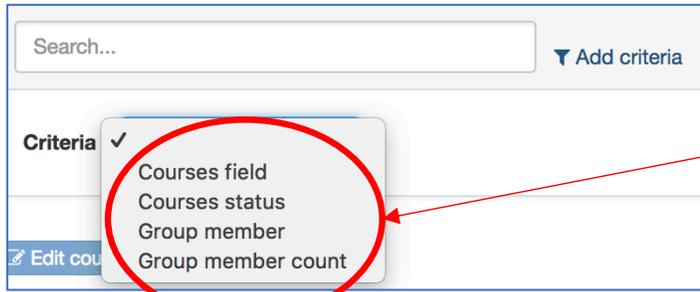


Welcome message

As part of our focus on improving the Student Instructional Ratings Survey this week. Please call us with any questions, Center for Teaching Adv...

Search... **Add criteria**

First, add criteria (filters) to restrict to only the courses you want to change (skip this if you want to change everything).



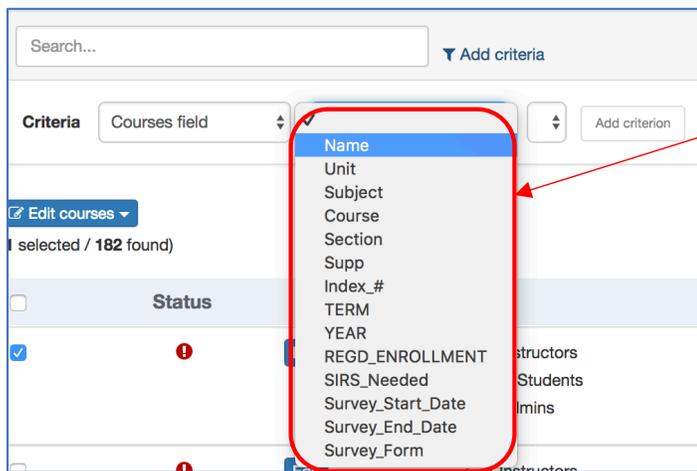
Search... **Add criteria**

**Criteria** ✓

- Courses field
- Courses status
- Group member
- Group member count

**Edit courses**

You can select to filter by course information or instructor (group member)



Search... **Add criteria**

**Criteria** Courses field **Add criterion**

**Edit courses**

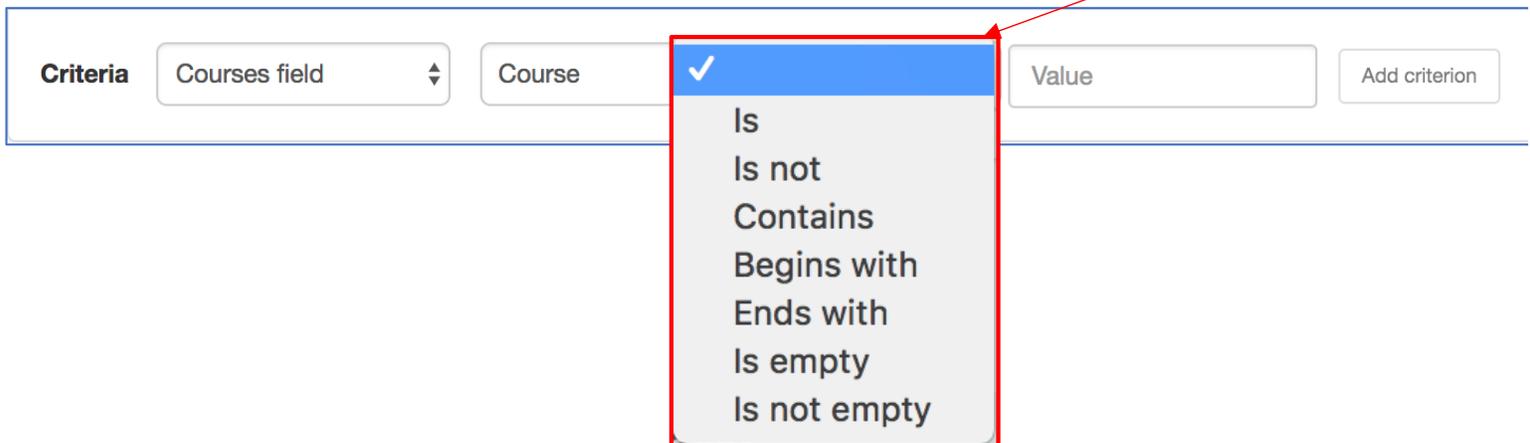
selected / 182 found)

**Status**

- Name
- Unit
- Subject
- Course
- Section
- Supp
- Index\_#
- TERM
- YEAR
- REGD\_ENROLLMENT
- SIRS\_Needed
- Survey\_Start\_Date
- Survey\_End\_Date
- Survey\_Form

Select what field under courses you want to search for

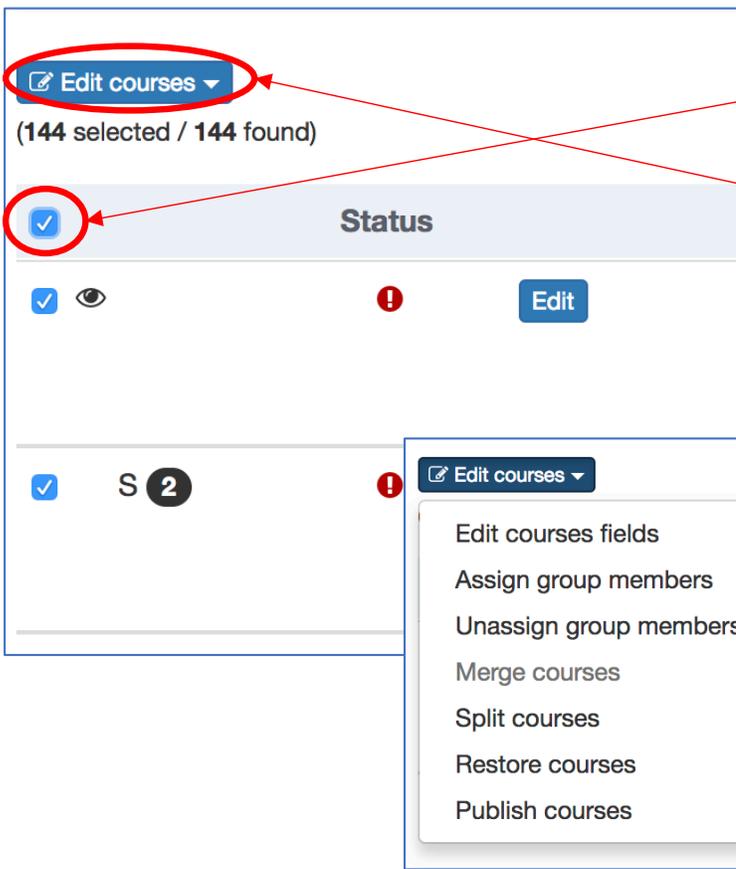
Select additional filter. Type in value and hit “Add Criterion”



**Criteria** Courses field **Course** **Value** **Add criterion**

- Is
- Is not
- Contains
- Begins with
- Ends with
- Is empty
- Is not empty

This will restrict your courses to only a subset.

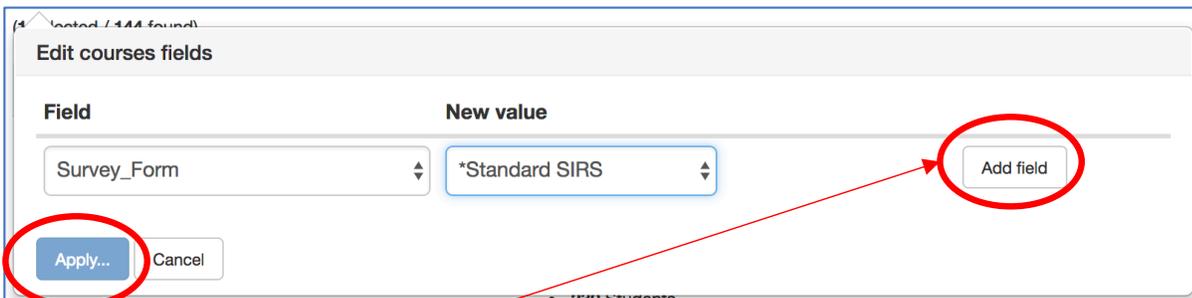


Now click on the tick box at the top of the course list to select all of the courses in your subset

Select "Edit Courses"

From here you can select to **edit courses' fields** (survey dates, if SIRS is needed, if midcourse is needed, or the questionnaire), **assign or unassign instructors or students** (group members), **merge or split courses**

Here we change the survey form (questionnaire) to the Standard SIRS form:



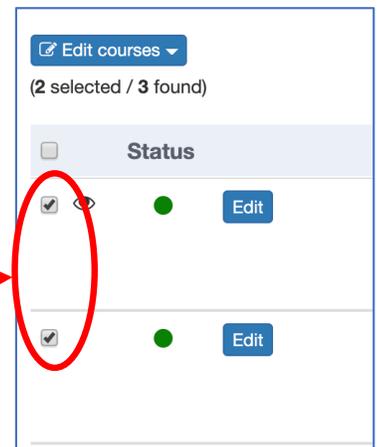
Select "Add Field"

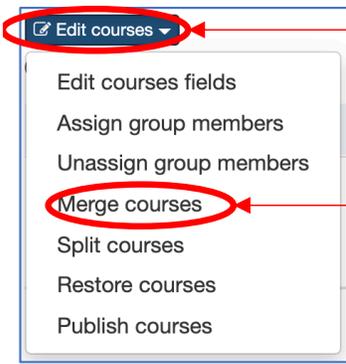
Select "Apply"

### To Merge Course Surveys

Merging courses will make course surveys run together as one. This is **ONLY** for SPECIAL circumstances – **do not use** for crosslistings or lectures! One use case has been for separate courses that have low enrollments but are taught by the same instructor. Merging allows these to be treated as one course (one survey with a larger group of students).

Select all the courses that you want to combine (merge). This will merge the students, instructors, etc.



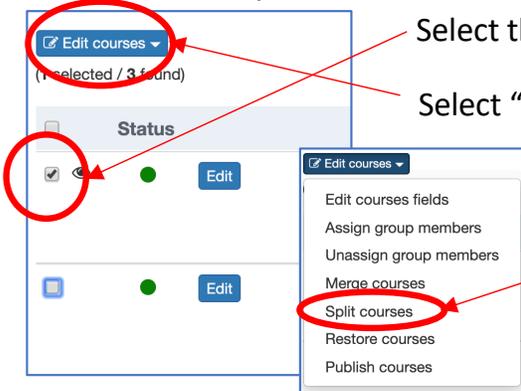


Click the “Edit Courses” menu button

And merge courses. This will bring up a confirmation screen for you to check the courses you want to combine into one survey and press “Yes”

## To Split Course Surveys

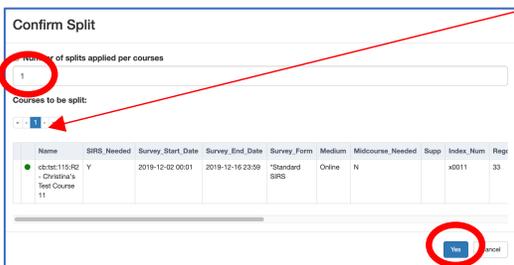
Splitting courses will make more than one course survey for an individual course. For example, if faculty are team teaching a course and one instructor is done halfway in the semester, you can set up one survey to run for the first instructor when they are done teaching, and a second survey at the end of the term for the second instructor (but do NOT split if the two instructors run their surveys at the same time – just add both to one survey).



Select the course you want to split into multiple surveys

Select “Edit Courses”

Select “Split Courses”



Set the number of surveys you would like to create (must be more than 1), check the information and click “Yes”

When you edit the course you will see tabs with ‘s1’ and ‘s2’ – these are your different surveys. You can change the dates and it is suggested you change the title of each survey to clarify for students why they are receiving more than one survey.



### ***An important note about split and merged courses:***

Once the course has been split or merged the student registration will no longer update. If possible, complete the split or merges as late as possible to ensure the students seen in the course are up-to-date.

## **Last Step: PUBLISH**

When you are done editing the course information, select all courses, and from the “Edit Courses” information above select and “Publish Courses” – DONE! If the course is not published from DIG, the surveys will NOT run.