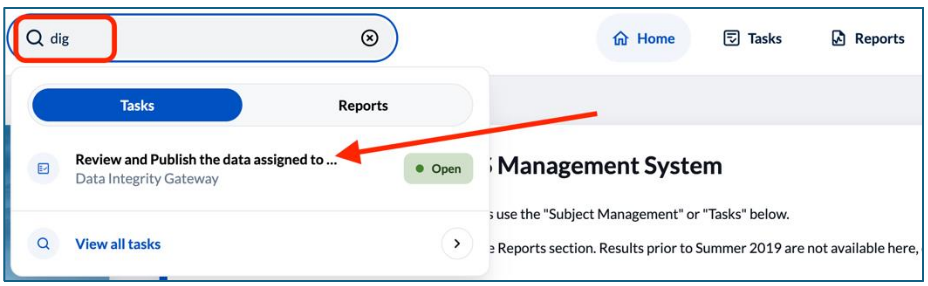
RUTGERS UNIVERSITY
Office of Teaching Evaluation and Assessment Research

DIG for Setting up SIRS Cheat Sheet

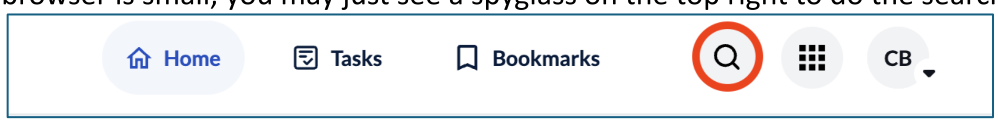
Getting into the System

To get into Blue and DIG go to https://sirs.rutgers.edu/blue

You will sign in with your netid and then on your Blue dashboard type "DIG" into the search bar at the top left side and click on the link – if you see more than one link, use the "View all tasks" link near the bottom to see the full links with Semester and Year.



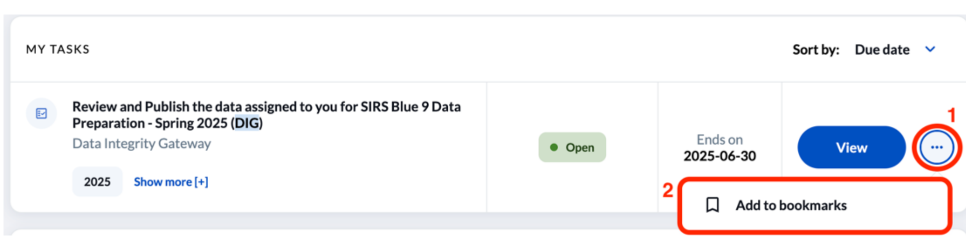
If your browser is small, you may just see a spyglass on the top right to do the search.



Click the DIG task link and choose "administrator" when you are asked to select a role. This will bring you into DIG (Data Integrity Gateway) to set-up the surveys for courses.

Tip

You can add DIG to your Blue bookmarks to make it easier to find. To do this go to "Tasks" and use the search button to find the DIG task. Click on the three dots at the right side of the task and click "Add to Bookmarks" (you'll need to redo this each semester).



Updated January 27, 2026 for Blue 9.6.1

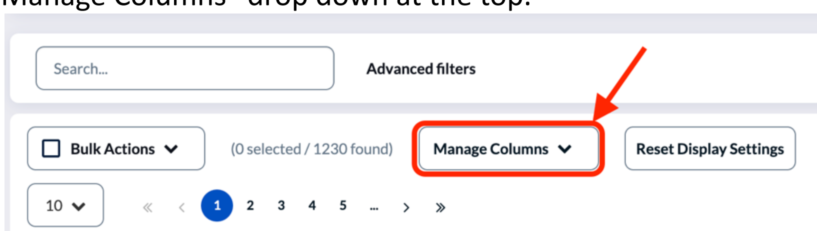
Important Things to Keep in Mind

- If you edit a course, it will no longer get updates from CSS. Make sure your CSS changes are present in DIG before you begin editing. It can take 48 hours from when you edit in CSS to sync with DIG.
- For a survey to run, the **course must be published** from DIG and SIRS_Needed= ‘Y’
- If a course does not need a survey, 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.
- 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.
- Finally, Remember to **Publish ALL courses when done**

Viewing Options

In DIG you can customize which columns you would like to see (we suggest hiding the ones you can’t edit, for instance). You can also reorder the columns so that you can view the most important ones (or the ones you know you need to change) first.

1. Go to “Manage Columns” drop down at the top.



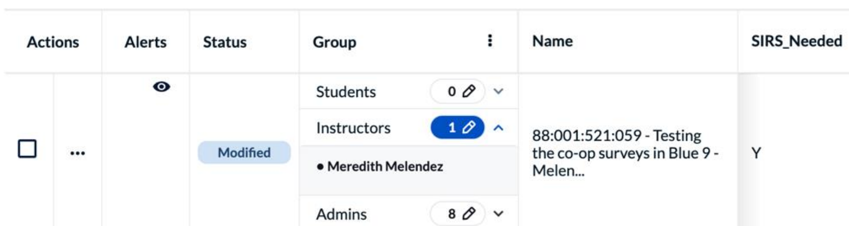
2. Some of the fields will not be able to be hidden – they will have either a grey lock or a grey check next to them. Scroll through the list and you can select (will show a blue tick mark) or deselect (will show a blank circle).

3. Use the six dots icon at the left of each column to reorder. Grab the icon and drag and drop to the location that would be best for you. This will be the order that it shows in the spreadsheet view of DIG.

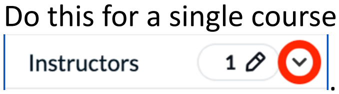
Tip
The order that courses load is by index number which can be confusing. You should put the **courses/sessions in order of course number** by clicking on the “Name” column.

Viewing Instructors

You are able to view a list of instructors from this spreadsheet view in DIG, either for a single course, or all courses at once.



Do this for a single course by clicking on the down arrow at the right of the instructor box



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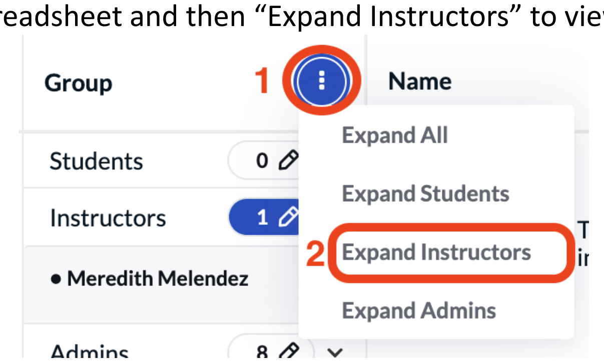
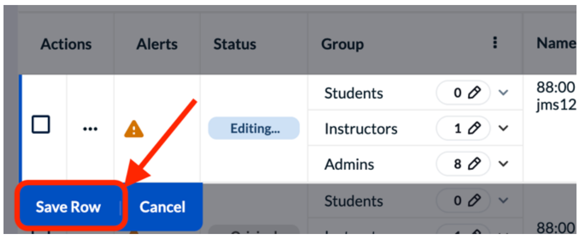
To view **all instructors in every course**, click on the three vertical dots next to “Group” at the top of the spreadsheet and then “Expand Instructors” to view all instructors for every course.



Editing A Single Course's Information

You can edit a single course in-line by clicking on the box you would like to change. Once you change one box in a row, it will highlight the row and then you will need to "Save Row" after completing all your changes in that row.



Here is a list of all fields that can be changed and important information to keep in mind related to each. * indicates required fields.

Name *

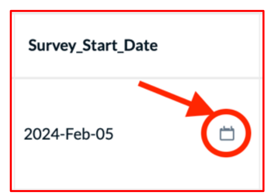
Name will be shown to students, edit as needed.

SIRS_Needed *

This must be 'Y' for the survey to run. If a survey is not needed for a course please select 'N' and still publish.

Survey_Start_Date *

Survey Start Date is the date the survey will begin. Survey start and end dates will be set to the default dates for the semester, but can be changed as needed. Instructors will also be able to change the dates slightly (there are a few units that do not permit this). Choose the calendar icon at the right of the box to change as needed.



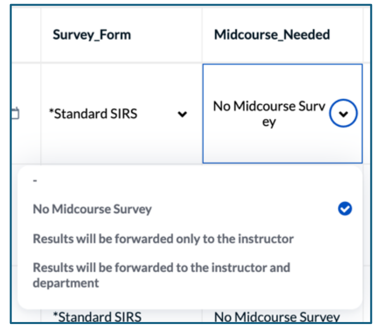
Survey_End_Date *

Last day the survey will run. Choose the calendar icon at the right of the box to change as needed.

Survey_Form *

This indicates the survey questionnaire. If your department adds extra questions to the standard SIRS we will automatically set this to your department's form, but you can change this if needed. Use the drop-down to select the appropriate one. A [listing of the questions on each survey form] is available on our website.

Midcourse_Needed



This optional setting will set up midcourse surveys *in addition to* SIRS. These must be published from DIG early. Choose who should be sent results after the survey from the dropdown. This selection can't be changed once emails are sent to instructors (a week before the surveys start). [The questions for the midcourse are found on our website].

Midcourse_Start & Midcourse_End

You can change the midcourse survey dates. Instructors will generally be able to change the dates slightly (there are a few units that do not permit this). Click on the box you would like to change and choose the calendar icon at the right of the box to change as needed.

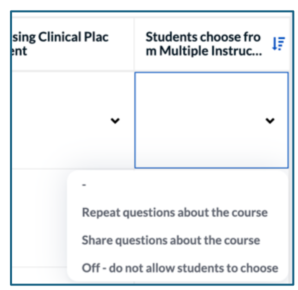
Midcourse_Form

This indicates the survey questionnaire for the midcourse. Typically, a department's form will automatically be included here, but this can be changed. Use the drop-down box to select. There are two sets of survey questions to choose from – the Default Midcourse Survey or the "Critical Teaching Behaviors" midcourse questions. Find more information and the questions for each on our [website].

Nursing Clinical Placement

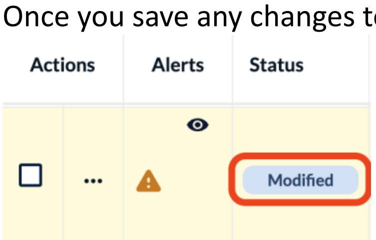
Only for Nursing schools to indicate if this course needs a clinical placement survey.

Students choose from Multiple Instructors



This allows students to choose which instructors to provide feedback on. This is not meant for courses with more than one instructor, but rather this can be helpful when students are split into groups and their course registration does not indicate their instructor. This does have implications for reports – please reach out to see if this is the correct option for you – otear@rutgers.edu.

Once you save any changes to a course you will see the "Status" changes to "Modified".

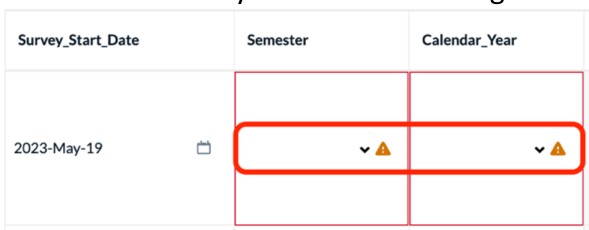


Tip
The little eyeball in the "Alerts" column indicates the one that you were just working on and it will highlight that row as yellow.

Alerts & Status

In addition to the eyeball, you may see other indicators in the "Alerts" column.

 The orange triangle in the alerts column means the survey is invalid - some information needs to be added or changed. If you click into one of the fields of the course, it will show the orange triangle icon next to every field that is missing and required to publish the survey.



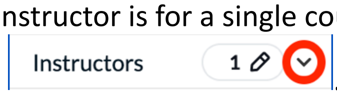
 The green circle means the course has been published. You will also see "Published" under the Status column.

If the course contains all information that is needed to run the survey, there will be no icon in the Alerts column. Keep in mind that this does not mean that the information is ***correct*** – just that there is information in every field that is needed.

The Modified label in the Status column indicates the course has been edited, but not published. **Modified courses will not receive updates from CSS**.

Verifying Instructors

Please check the instructor information. Instructors are automatically included from course scheduling but may not always transfer over correctly.

1. To check who the instructor is for a single course, click on the down arrow at the right of the instructor box. 

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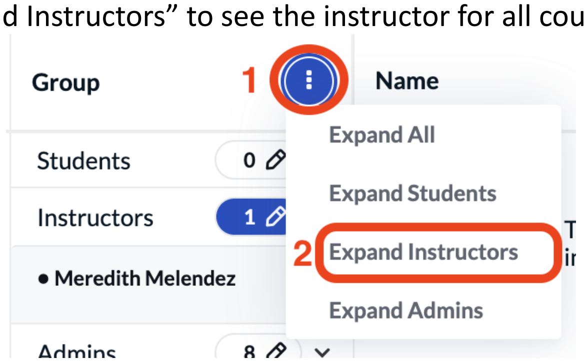
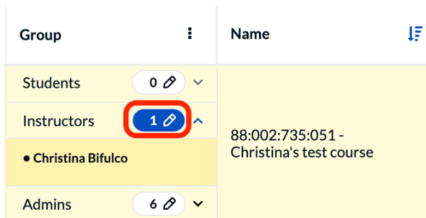
2. Click on the three vertical dots next to "Group" at the top of the spreadsheet and then "Expand Instructors" to see the instructor for all courses at once.

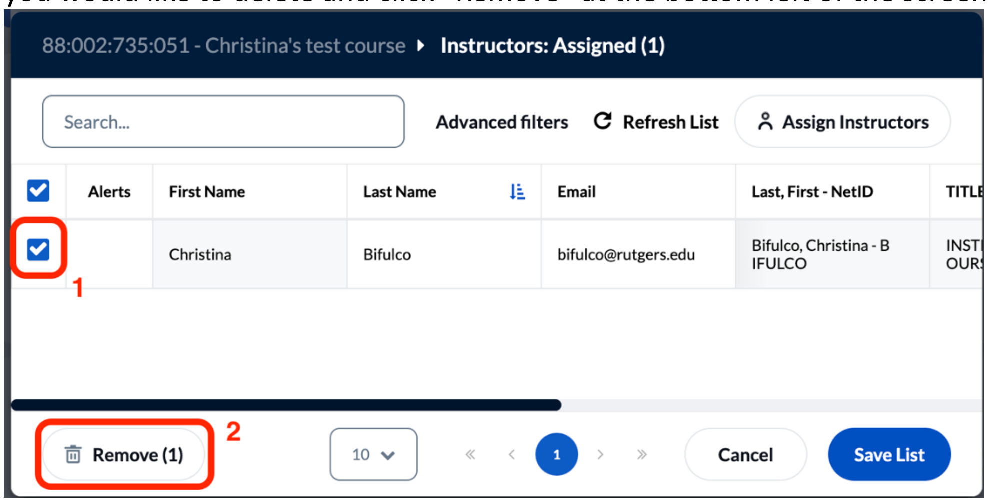


Deleting Instructors

1. Click on the pencil icon next to the "Instructors" drawer.



2. **To delete an instructor**: From the dialogue box that opens, tick off any instructors that you would like to delete and click "Remove" at the bottom left of the screen.

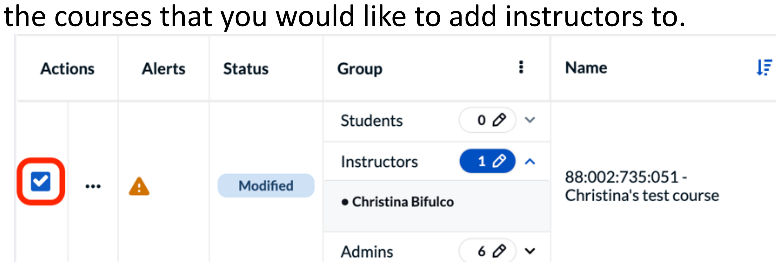


3. **To add instructors:** You can click on the "Assign Instructors" button in the top right of the screen, but as of January 2026, the menu of instructors is extremely slow to load, please add instructors through the Bulk Actions (directions in next section).

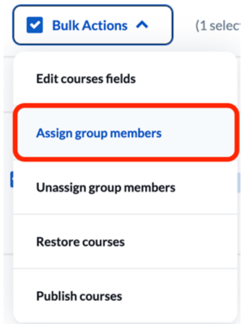
Adding Instructors through Bulk Actions

You can add the same instructor to multiple sections. (*As of August 2025, this is a faster method to add instructors*):

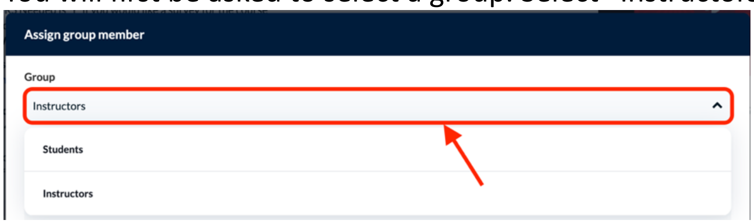
1. Select the courses that you would like to add instructors to.



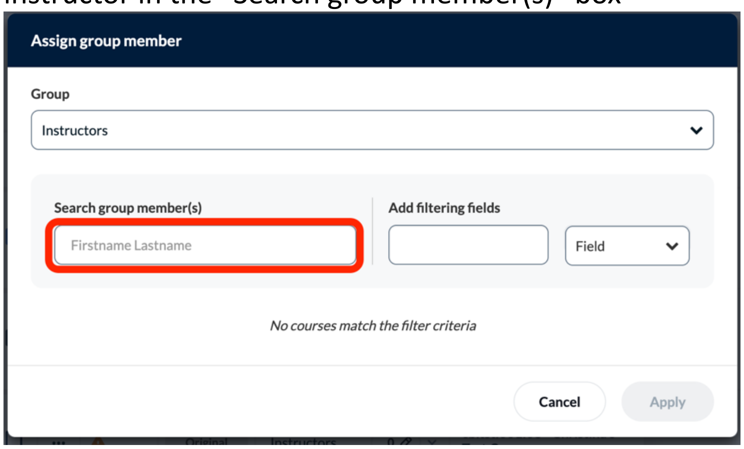
2. Select “Bulk Actions” at the top left of the screen and select “Assign Group Members”



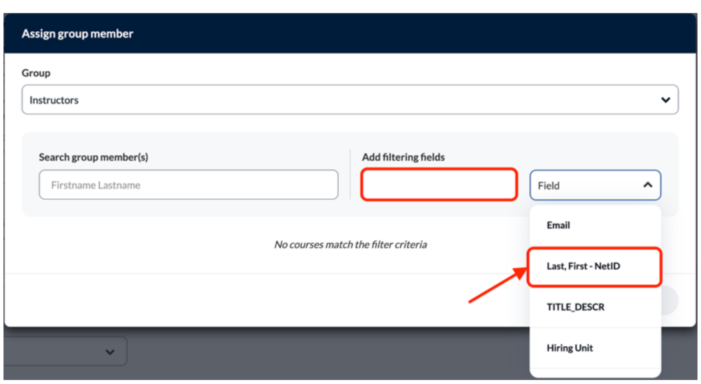
3. You will first be asked to select a group. Select “Instructors”.



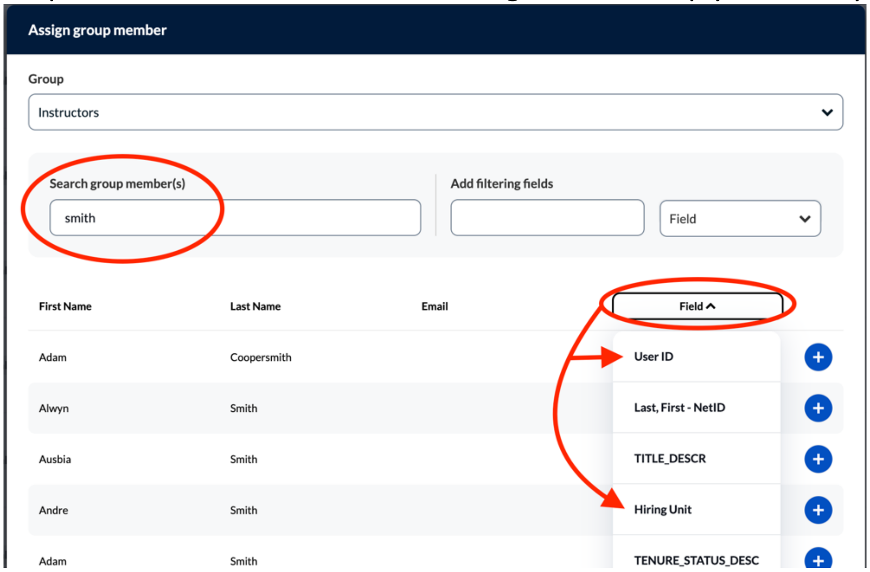
4. You can search for a group member by typing in **either** the first **or** last name of the instructor in the “Search group member(s)” box



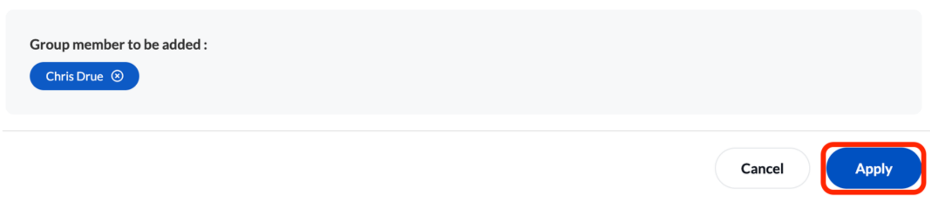
OR type in the netID in the “Add filtering fields” box and select “Last, First – NetID” from the drop-down menu.



5. If you are looking for an instructor with the same name as someone else at the university, select the “Hiring Unit” or “User ID” (user ID in Blue is NetID) from the “Field” dropdown menu in the instructor listing. This can help you identify the correct instructor.



6. When you have found the correct instructor to add click on the blue circle with a plus sign to add, repeat as necessary to add multiple instructors, and then click “Apply”.



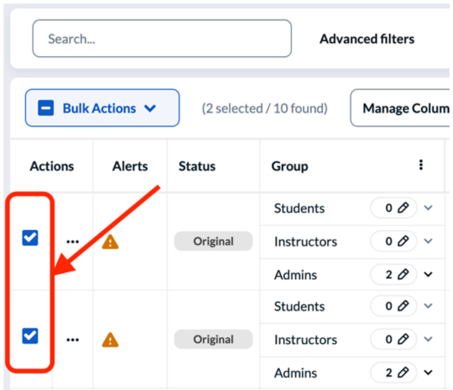
Splitting and Merging Course Surveys

An important note: 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 registered for the course are up-to-date*.

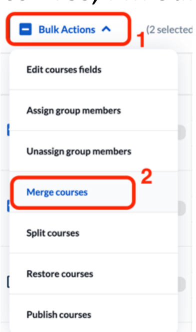
Merging

Manually merging courses will make course surveys run together as one. This is ONLY for SPECIAL circumstances – **do not use for multi-section lectures or crosslistings** (these are ***automatically* merged** based on CSS data)**!** 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). Please feel free to reach out to discuss whether your scenario would be best addressed with a merge – otear@ rutgers.edu

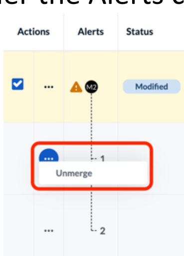
1. Select all the courses that you want to combine (merge). This will merge all students and instructors from all courses selected into one survey.



2. Click the “Bulk Actions” menu on the left and then “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, I’m Sure”



You will see a circle with an M and number  in the Alerts column. This indicates it is merged and how many courses were merged. Click on the icon to show the courses that were merged. You can edit the merged survey and then publish. To undo the merging, you can click on the three dots under the Alerts column and click “Unmerge”

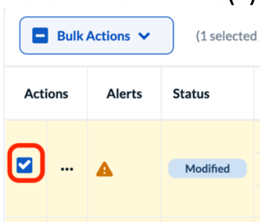


Tip
When you merge, it will combine (concat) the fields. The name is what the students will see when they go in to complete the survey. Edit the name to make it clear for them.

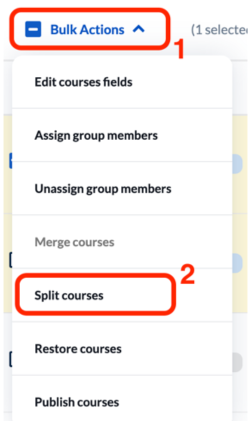
Splitting

Splitting courses will make more than one course survey *with different settings* for an individual section. For example, if faculty are team teaching a course and one instructor is done halfway in the semester, you split into two surveys with different dates—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).

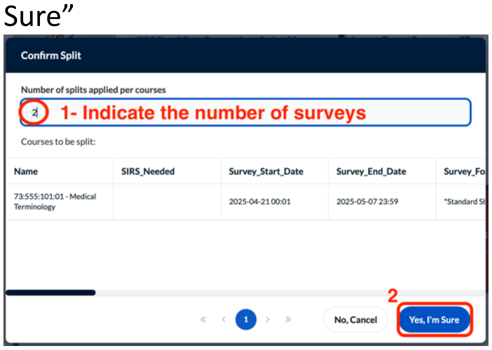
1. Select the course(s) you want to split into multiple surveys



2. Then select "Bulk Actions" from the left and "Split courses"

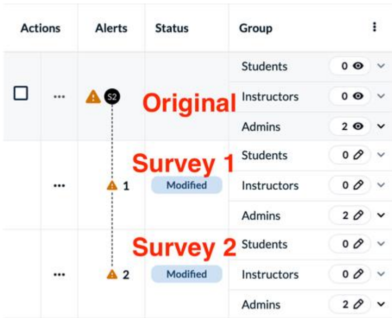


3. Indicate the number of surveys (splits) each course should have and then select "Yes, I'm Sure"



You will see a circle with an S and number 

in the Alerts column. This indicates it is split and how many surveys were created. Click on the icon to show the surveys that were created.



You should edit the individual surveys and then publish. You can use the “bulk actions” to edit and add instructors as needed.

Tip
Often the elements to change for each survey are:

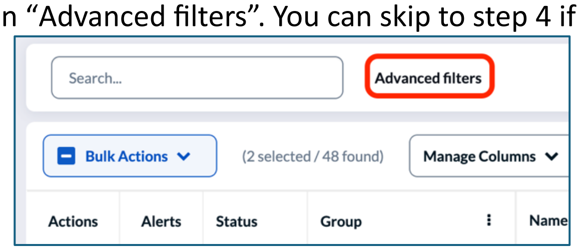
- Edit instructors in each survey
- Edit the start and end dates
- Edit the Names of the surveys to make them unique (this is important so students understand why they are getting more than one survey for a single course)

To Bulk Edit Course Information

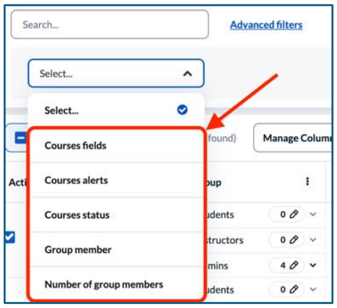
If you want to change a field such as the start date of the survey or to set midcourse surveys to run for several courses, it is very easy to do so. First, filter the courses to those you want to change using “Advanced filters” at the left by the search box. You are also able to use the bulk edit features on split and merged courses as of January 2026.

First: Filter to the subset of courses you want to update

1. Click on “Advanced filters”. You can skip to step 4 if you want to change everything.

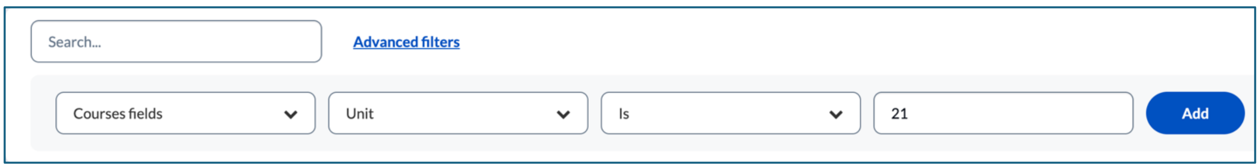


2. You can select to filter by course information (“Courses fields”), instructor (“Group member”), or for any surveys that are not valid (“Courses alerts”).

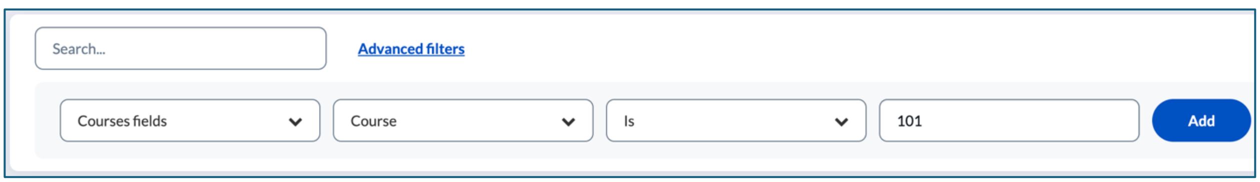


3. You can then add in the additional information and select the “Add” button. Here are a few examples.

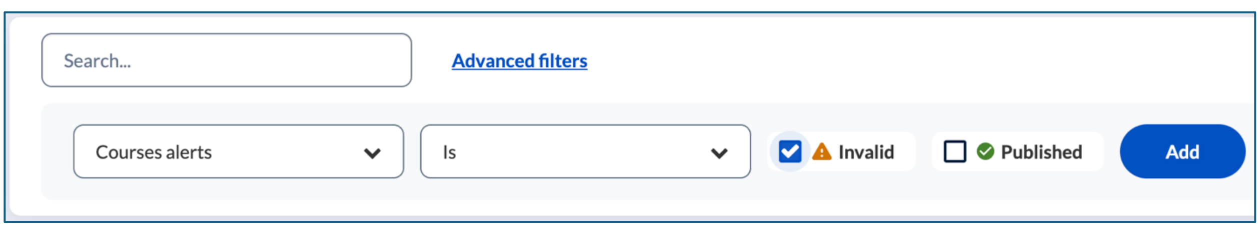
To limit to undergraduate courses (unit is 21)



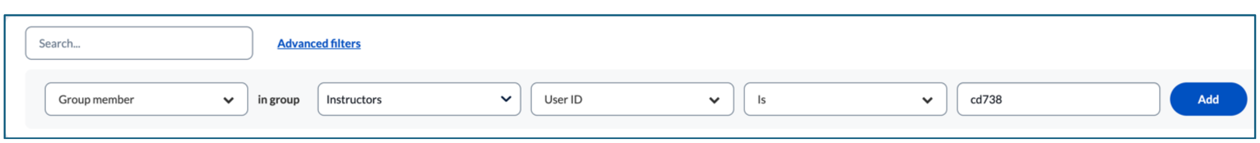
To limit to “101” courses (for example, all sections of 01:355:101)



To limit to courses that are invalid (some essential information is missing)



To limit to courses that have an instructor with a certain NetID

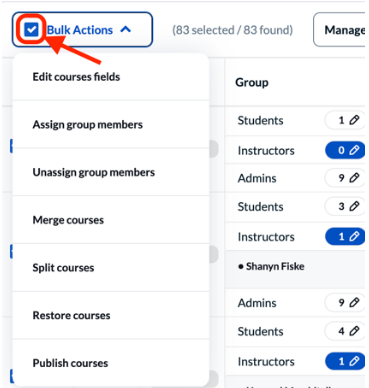


To limit to courses that have not been published (are still editable)

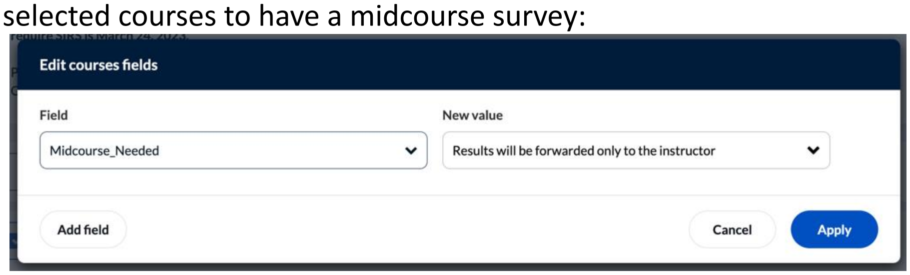
To limit to courses that have been split (also available for merged)

Second: Select (tick) the courses you want to update

4. Now click on the tick box at the top next to “Bulk Actions” to select all of the courses in your subset and then click the down arrow next to bulk actions.



5. From here you can select to edit "courses fields" (survey dates, if SIRS is needed, if midcourse is needed, or the questionnaire for example), assign or unassign "group members" (instructors), merge or split courses. As an example, here we can update the selected courses to have a midcourse survey:



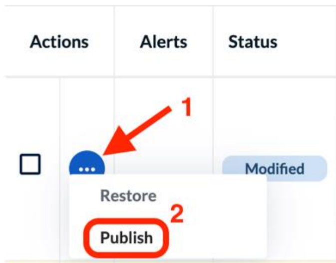
6. To finish, click the blue “Apply” button at the bottom right.
7. Click the “Add field” at the bottom left to update multiple fields for the courses at once.

Last CRITICAL Step: PUBLISH

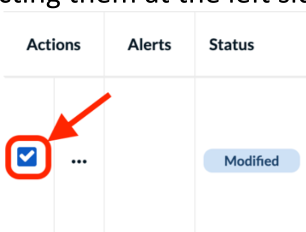
When you are done editing the course information, select all courses, and from the “Edit Courses” information above select and “Publish Courses” – DONE! If the course is not published from DIG, the surveys will NOT run – and we can’t tell if it was overlooked. Publishing confirms that your settings are deliberate.

Please publish all items (even if the course will not have a survey)

1. Click the three dots next to the course under “Actions” and select the publish option.



2. You can publish multiple at one time by selecting the courses that are ready to publish by selecting them at the left side.



3. Then go to the “Bulk Actions” dropdown at the top left and select “Publish courses”. Confirm the courses to publish.