



Instructor Training for UM Student Ratings of Instruction (UM SRI)

This document contains instructions for finding information about the days your course evaluation opens to students (known as **Subject Management**).

How Do I Find Information About Upcoming or Ongoing Course Evaluations?

Subject Management. A new feature called Subject Management has been added to the UM SRI process for use by SRI Coordinators and Instructors. Subject Management will allow you to see the activity related to course evaluations on a single comprehensive page. Details that can be viewed for each evaluation include:

- response rates
- students paired with the course
- start and end dates of the evaluation

These details will only be viewable for courses where the information was verified (and published) through the Course Verification process. Details will be visible beginning near the course start date until about 8 days after the course end date.

Subject Management will not allow you to:

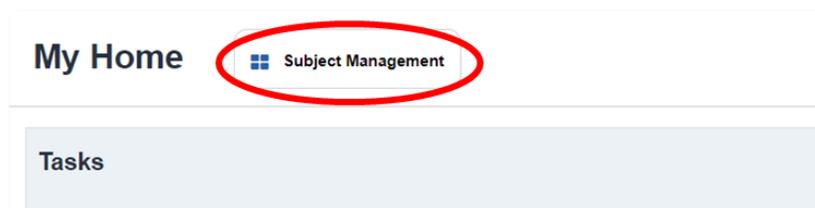
- change the details of a course evaluation, including the instructor(s) assigned to the course or the course evaluation window for students.

To Access Subject Management

Step 1. Login to the UM SRI at: <https://umanitoba.bluera.com/umanitoba> by selecting the Instructor user group and typing your email address and password associated with your University of Manitoba account. You may be redirected to the Single Sign On page. If you have logged into this account before, you may be automatically directed to your UM SRI Homepage.

Step 2. There are two ways to access **Subject Management**

- From the homepage by clicking the **'Subject Management'** button.



- A new page will appear where you will see all your evaluations represented as tiles.

The screenshot shows the 'Subject management' interface. At the top, there is a search bar with 'c08' and a 'Filters' dropdown. To the right, there is a 'Sort by: Due date' dropdown. Below this, three evaluation tiles are displayed, each representing a different course. The first tile is labeled 'Ready' and shows 'Course Evaluations Fall - C08' for '401791 African Cultures and Societies'. It includes a 'You're all done!' message with a checklist of tasks. The second tile is labeled 'Live' and shows 'Course Evaluations Fall - C08' for '401812 Anthropological Study of Religion'. It displays participant counts: 20 Invited, 0 Started, 3 Responded, and 0 Opted Out. A circular gauge shows a 15% Response Rate, and a box indicates the end date is '2021-08-01'. The third tile is labeled 'Completed' and shows 'Course Evaluations Fall - C08' for '401816 Cultures of Modern Canada'. It displays participant counts: 7 Invited, 0 Started, 6 Responded, and 0 Opted Out. A circular gauge shows an 85% Response Rate. Each tile has a 'View Settings' button and a 'More settings' menu icon at the bottom.

- From each tile, you will be able to:
 - Search bar** - Allows searches to locate specific evaluations
 - Sort by** - Allows sorting by due date or course name
 - Status** - Indicates the evaluation status
 - Evaluation** - Displays the course name and UM SRI Project name (e.g., Fall 2022 P2)
 - Participant details** - Indicates the number of students invited, and who started and responded to the UM SRI
 - Response rate** - Displays the number of responses the evaluation has received
 - End date** - Displays the deadline for students to complete the evaluation. See more details about how to view this information below.
 - View Settings** – Displays course evaluation settings
 - Reports** – Links to reports when they become available; currently not enabled.
 - More settings** – Displays other options
- b. From the homepage **Tasks** list by clicking on an individual course. When viewing your list of tasks, we recommend '**Sort By Task Type**' to display Course Verification Tasks (indicated with an arrow icon ) at the top of the list, followed by individual Subject Management tasks (indicated with an 'eye' icon ).

My Home Subject Management

Tasks Search Name Reset Sort by Task Type

10 of 41 (filtered from 41 tasks)

- Complete the questionnaire on TEST1000 - A04 - Test Course 4
Wed, Aug 31, 2022 11:55 AM Official Evaluation 2021-2022 Open
- View and manage questionnaire settings for PHMD4060 - A04 - Advanced Pharmacy Practice Experience- Elective in the Test Fall 2022 Course Evaluation for P2 V2
Fri, Dec 16, 2022 11:59 PM Official Evaluation 2022-2023 Open
- View and manage questionnaire settings for PHMD4040 - A04 - Advanced Pharmacy Practice Experience-Primary Care in the Test Fall 2022 Course Evaluation for P2 V2
Fri, Dec 16, 2022 11:59 PM Official Evaluation 2022-2023 Open
- View and manage questionnaire settings for PHMD4030 - A04 - Advanced Pharmacy Practice Experience- Hospital in the Test Fall 2022 Course Evaluation for P2 V2
Fri, Dec 16, 2022 11:59 PM Official Evaluation 2022-2023 Open

How Do I Know When a Course Evaluation is Set to Open and Close for Students?

Upcoming course evaluation start dates are shown on each course tile.

Once the evaluation period begins, the course evaluation end date appears.

Live

Test Fall 2022 Course Evaluation for P2 V2
PHMD1000 - A01 - Introduction to Professional Practice

57 Invited
0 Started
0 Responded
0 Opted Out

Ends on: 2022-08-29

0% Response Rate

More Options

Ready

Test Fall 2022 Course Evaluation for P2 V2
PHMD4040 - A03 - Advanced Pharmacy Practice Experience-Primary Care

You're all done!

- All tasks are completed.
- Evaluation is set to start on 2022-10-11.

View Settings to review evaluation conditions.

View Settings

Test Fall 2022 Course Evaluation for P2 V2 Cancel

PHMD1000 - A01 - Introduction to Professional Practice

Manage by: 2022-08-23

Choose timing Scheduled

Start Date 2022 - 08 - 13 06 : 00 Calendar

End Date 2022 - 08 - 29 17 : 00 Calendar

I have finished all my tasks, please stop sending me reminders

Update

View the start and end dates clicking **More Options** (three dots icon **...**) and selecting View Settings.

How Can I Check Whether a Student Has Been Invited to Complete a Course Evaluation?

Occasionally, a student may question whether they have access to a specific course evaluation. To confirm student access:

- Click More Options (three dots icon ) and select View Respondents.
- You can view all the students who were invited to complete the course evaluation. If a student cannot view their course evaluation, direct them to SRI@umanitoba.ca.
- You will not see if an individual student has responded to the UM SRI.

Support

If you have questions about your UM SRI, please contact your SRI coordinator in your Faculty or Department (a list of UM SRI Coordinators can be found here: <https://umanitoba.ca/about-um/provost-vice-president-academic/academic-supports-faculty/um-student-rating-instruction-um>).

If you have other support needs, please contact SRI@umanitoba.ca.