UM Student Rating of Instruction (UM SRI): SRI Coordinator Training

The UM SRI system at the University of Manitoba follows this series of steps:

1. **SRI Coordinators** are tasked with verifying the following course information in their departments:
   - Course end date (i.e., last date of scheduled class)
   - Instructor(s) teaching the course (i.e., assigning, removing)
   - Instructor email address (i.e., official UM email address)

2. **Instructors** can add up to 5 instructor-selected questions to the UM SRI Core questions.

3. **Students** complete the UM SRI.

4. **Instructors, department heads, and deans** receive UM SRI Reports.

What can SRI Coordinators expect?

Step 1. **Before you enter the UM SRI course survey system, please gather the following information for each course and keep these records for future reference:**
   - Last official date of scheduled class
   - All instructors teaching the course, including their first names, last names, UM issued faculty email addresses

Step 2. SRI Coordinators will receive an email with a link to complete the verification tasks for each course. After reading this Training resource, click on the link in the email to complete the tasks.

Step 3. [If you are directed to your verification tasks, please skip to Step 4.]

You will be directed to the single sign on (SSO) page where you will enter your University of Manitoba email and password (left image). In some cases, you may be directed to an explorance sign-in page (right image) where you must click the pulldown for 'Select User Group' and select '**SRICoordinator**'.
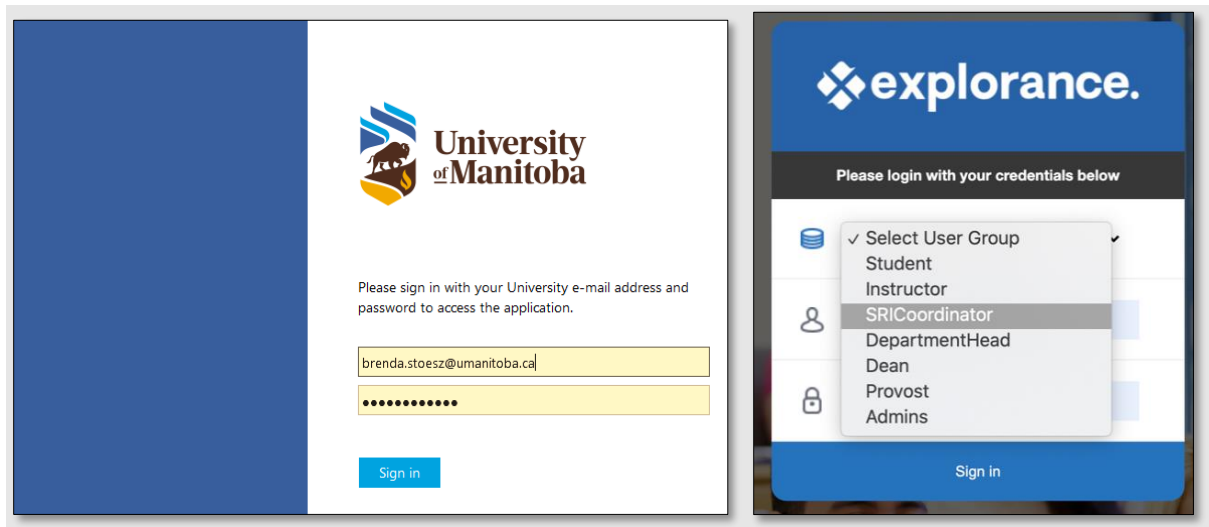
Step 4. [If you do not have any courses to merge, please skip to Step 5.]

Courses can only be merged if they are taught on the same day/time, by the same instructor(s) and in the same location.

To merge courses, place a check to the left of each course that should be merged. Next, click 'Edit courses' and then 'Merge courses.' Repeat this step for each set of courses that should be merged.

A 'Confirm Merge' message will appear, allowing you to confirm the courses selected for merging. Click 'Yes' to complete the merge.

12/21/23

Confirm Merge

✎ Are you sure you want to merge all selected courses?

Courses to be merged:

« ‹ **1** › »

	Name	Term	Faculty/College	Department/Unit	Course Start Date	Course End Date	Actual Enrollment	Include_SRI
●	ABIZ0470 - B01 - Financial Management 2	202110	School of Agriculture	Agribusiness and Agric Econ	2021-01-05 00:00	2021-03-30 00:00	35	Yes
●	ABIZ0470 - B02 - Financial Management 2	202110	School of Agriculture	Agribusiness and Agric Econ	2021-01-05 00:00	2021-03-30 00:00	24	Yes

Yes   Cancel

The newly merged course will be displayed in the task list with the number of courses that were merged next to it (e.g., '2', '3').

☐ M5c2 **2** ● Edit   ● 1 Instructors   FIN7000 - A01 - Managerial Economics

Completing the remaining steps for a merged course will be done within the first tab within a merged course. Notice that the 'Name' of the merged course is a combination of the names of the original courses. The other tabs represent the original courses and will not be editable.

☐ M5c2 **2**   Save Cancel   ● 1 Instructors   FIN7000 - A01 - Managerial Economics

M5c2 | FIN7000 - A01 - Managerial Economics | FIN7000 - G01 - Managerial Economics

● valid

Name

FIN7000 - A01 - Managerial Economics;FIN7000 - G01 - Managerial Economics

Term

202110

If a mistake was made during the merge process, there are two ways to resolve the issue:

a. In the merged course has not yet been published, click on the name(s) of the courses to the right of the code generated for the merged course. An icon ✖ will appear. Click on the icon to remove the single (original) course from the merged course. Then click save.

b. If the merged course had already been published. Contact SRI@umanitoba.ca and request the unpublishing and restoring of course due to a merging error.

Step 5. For each course section in your list of courses to verify, click '**Edit**' and ensure that the following are correct:

a. Course end date (i.e., last date of scheduled class)
b. Assign or removing instructor(s)
c. Instructor email address (i.e., official UM faculty email address)

IMPORTANT: If multiple SRI Coordinators exist within your faculty/department, ensure that you verify the course information for only the courses that have been assigned to you.

Step 5a. Course end date (i.e., last official date of scheduled class)**:** If the course end date is not accurate, click the calendar icon to modify it and select the correct course end date.

Step 5b. Assign instructor(s): Click the arrow to open the instructor panel. To remove an instructor, click the '**x**' next to the 'First name'. To add an instructor to multiple-instructor course, click 'Assign Instructors' and search for their name in the '**Group member(s)**' field. Click the blue icon to assign the instructor to the course. If the instructor does not appear in the list, proceed to Step 5d.

Step 5c. Add instructor(s): If you are unable to find an instructor using the **'Assign'** feature, please contact SRI@umanitoba.ca and provide the instructor name (first name, last name), UMNETID (if known), and instructor UM issued email address.

Step 5d. Instructor email address: Verify the accuracy of the instructor (faculty) email address and change if necessary.

TIP: The instructor email address must be an official UM email address to show as *Valid*.

Step 6. Click 'Save' for a given course.
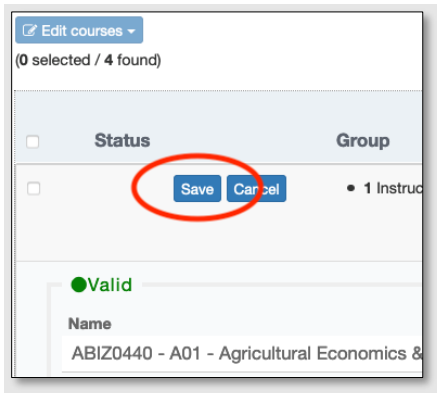
Step 7. Repeat Steps 4, 5, 6 for each course in your verification task list.
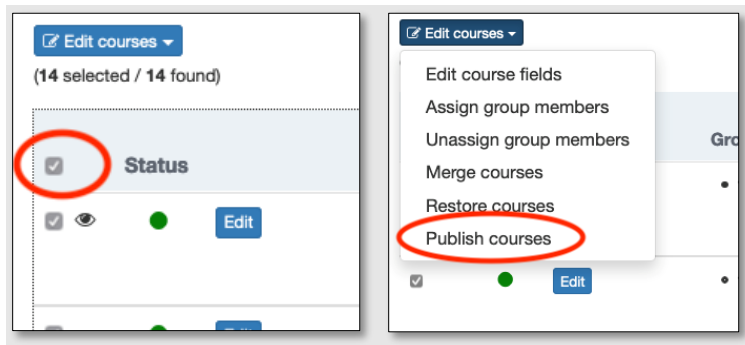
Step 8. When all course sections have been validated, click the Check Box at the top of the course section list to check all course sections. Click '**Edit courses**' and select '**Publish courses.**'

IMPORATNT: If multiple SRI Coordinators exist within your faculty/department, ensure that you are publishing courses for only those courses assigned to you.

Step 9. The '**Confirm Publish**' screen will pop-up (scroll to the right to view all fields). Please confirm that the course information is correct by clicking '**Yes**'.
Whether or not you have made changes to the course information, you must publish all courses in your task list. If this step is missed, the course survey(s) will not be generated.

Step 10. **Congratulations** for completing your course information verification tasks! You may now close your browser window.

Support

If you have questions or experience issues completing the SRI Coordinator verification tasks, please contact SRI@umanitoba.ca.

How do I know when a course survey is set to open and close for students?

Subject Management. A new feature called Subject Management has been added to the UM SRI Process. Subject Management will allow you to see the activity related to your surveys on a single comprehensive page. Relevant details for each survey such as response rates, students paired with your course, start and end dates of the survey are showcased.

To Access Subject Management

Step 1. Login to the UM SRI at: https://umanitoba.bluera.com/umanitoba by selecting the SRI Coordinator 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. Click **'Subject Management'**.
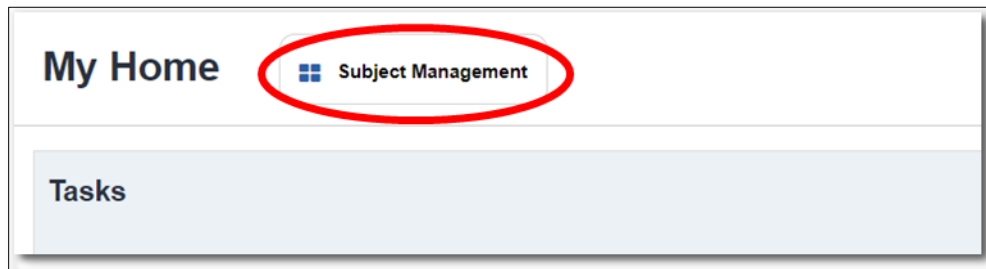
o A new page will appear where you will see all your surveys represented as tiles.
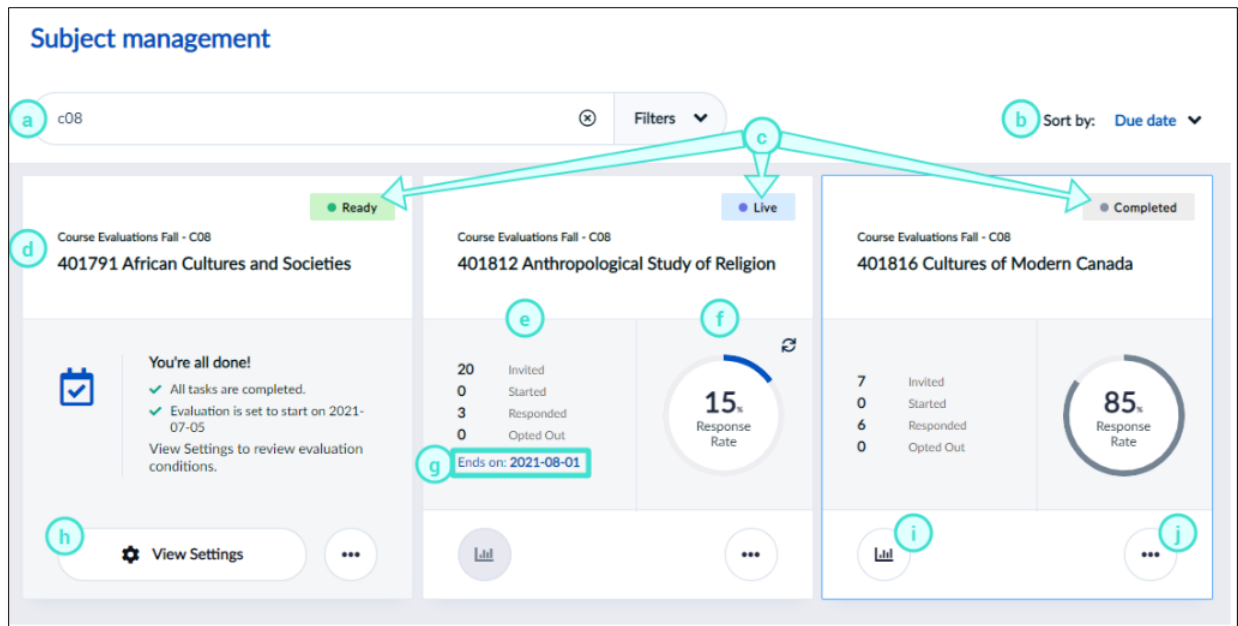
Step 3. From each tile, you will be able to:
a. **Search bar** - Allows you to do a keyword search to locate specific surveys
b. **Sort by** - Allows you to sort your list by due date or course name
c. **Status** - Indicates the survey status
d. **Survey** - Displays the course name and UM SRI Project name (e.g., Fall 2022 P2)
e. **Participant details** - Indicates the number of participants invited, started, responded, and opted out of the UM SRI
f. **Response rate** - Displays the number of responses the survey has received
g. **End date** - Displays the deadline for students to complete the survey
h. **View Settings** – Not available
i. **Reports** – Links to reports when they become available
j. **More settings** – Not available