



## SRI Coordinator Training

The new course evaluation system at the University of Manitoba follows a series of steps outlined below.

1. **SRI Coordinators** are tasked with verifying the following course information in their departments:
  - Whether a given pair of courses should be merged so that one course evaluation is generated for the pair
  - Whether a given course should be evaluated
  - 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 University of Manitoba Core Course Evaluation questions.
3. **Students** complete the University of Manitoba Course Evaluation.
4. **Instructors, department heads, and deans** receive the University of Manitoba Course Evaluation Reports.

### What can SRI Coordinators expect?

**Step 1. Before you enter the course evaluation system at the University of Manitoba, please gather the following information for each course and keep these records for future reference:**

- Whether a given pair of courses should be merged so that one course evaluation is generated for the pair
- Whether a given course should be evaluated
- Last official date of scheduled class
- All instructors teaching the course, including their first names, last names, UM issued email addresses

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

You have been identified as a SRI Coordinator for the University of Manitoba Course Evaluation system. SRI Coordinators are tasked with verifying course information:

- Indication of whether a course should be evaluated
- Merging two courses
- Course end date (i.e., last official date of scheduled class)
- Instructors teaching the course (i.e., assigning, removing)
- Instructor email address (i.e., official UM email address)

Please gather this course information in advance.

**For step-by-step instructions, please read the SRI Coordinator Training Resource found here:** <https://centre.cc.umanitoba.ca/sri/>

**Please complete your course information verification tasks as soon as possible by clicking here.**

The date range for completion is **January 20 to February 3, 2021**. Please attempt the tasks using **SRI Coordinator Training Resource** before seeking further assistance.

If you have attempted the course information verification tasks using the SRI Coordinator Training Resource but require further support, please attend one of three scheduled **SRI Coordinator Support Sessions** on Webex.

- January 26 – 9-10 am – [Join Meeting Link](#) - Password: SRICoordinator
- January 27 – 1-2 pm – [Join Meeting Link](#) - Password: SRICoordinator
- January 28 – 9-10 am – [Join Meeting Link](#) - Password: SRICoordinator

If further supports are required:

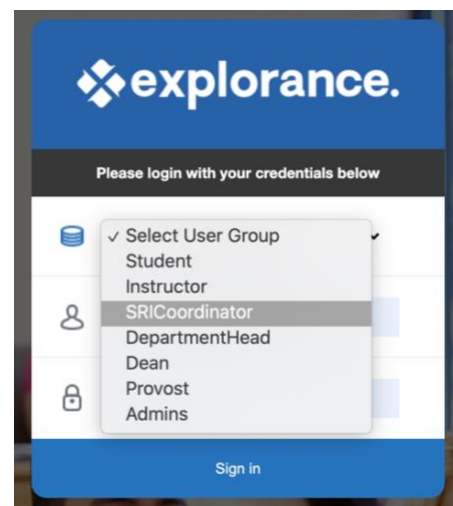
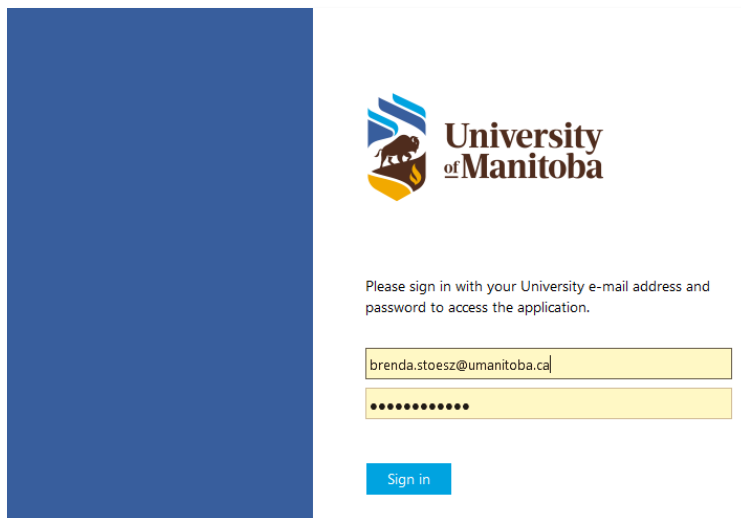
- For login issues, please contact the [servicedesk@umanitoba.ca](mailto:servicedesk@umanitoba.ca).
- For further support with SRI Coordinator verification tasks, please contact [SRI@umanitoba.ca](mailto:SRI@umanitoba.ca).

Thank you!

Sincerely,  
UM SRI Management Team

### 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 pull-down for 'Select User Group' and select 'SRICoordinator'.



**Step 4.** [If you do not have any courses to merge, please skip to Step 5.]

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

The screenshot shows the 'Edit courses' interface. A dropdown menu is open, highlighting 'Merge courses'. The main table contains the following data:

	Group	Name	Term	Faculty/College	Department/Unit	Course Start Date	Course End Date	Actual Enrollment
<input type="checkbox"/>	• 1 Instructors	ABIZ0440 - A01 - Agricultural Economics & Marketing 1	202110	School of Agriculture	Agribusiness and Agric Econ	2021-Jan-05 00:00	2021-Mar-30 00:00	55
<input type="checkbox"/>	• 1 Instructors	ABIZ0470 - A01 - Financial Management 2	202110	School of Agriculture	Agribusiness and Agric Econ	2021-Jan-05 00:00	2021-Mar-30 00:00	59
<input checked="" type="checkbox"/>	• 1 Instructors	ABIZ0470 - B01 - Financial Management 2	202110	School of Agriculture	Agribusiness and Agric Econ	2021-Jan-05 00:00	2021-Mar-30 00:00	35
<input checked="" type="checkbox"/>	• 1 Instructors	ABIZ0470 - B02 - Financial Management 2	202110	School of Agriculture	Agribusiness and Agric Econ	2021-Jan-05 00:00	2021-Mar-30 00:00	24

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

## 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
<input checked="" type="checkbox"/>	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
<input checked="" type="checkbox"/>	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 new merged course will be displayed in the task list with the number of courses that were merged next to it (i.e., '2', '3').

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

- Include SRI (yes/no)

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



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

Edit courses ▾  
(0 selected / 4 found)

<input type="checkbox"/>	Status	Group	Name	Term	Faculty/College	Department/Unit	Course Start Date	Course End Date	Actual Enrollment
<input type="checkbox"/>	<span style="color: green;">●</span> <input type="button" value="Edit"/>	• 1 Instructors	ABIZ0440 - A01 - Agricultural Economics & Marketing 1	202110	School of Agriculture	Agribusiness and Agric Econ	2021-Jan-05 00:00	2021-Mar-30 00:00	55
<input type="checkbox"/>	<span style="color: green;">●</span> <input type="button" value="Edit"/>	• 1 Instructors	ABIZ0470 - A01 - Financial Management 2	202110	School of Agriculture	Agribusiness and Agric Econ	2021-Jan-05 00:00	2021-Mar-30 00:00	59
<input type="checkbox"/>	<span style="color: green;">●</span> <input type="button" value="Edit"/>	• 1 Instructors	ABIZ0470 - B01 - Financial Management 2	202110	School of Agriculture	Agribusiness and Agric Econ	2021-Jan-05 00:00	2021-Mar-30 00:00	35
<input type="checkbox"/>	<span style="color: green;">●</span> <input type="button" value="Edit"/>	• 1 Instructors	ABIZ0470 - B02 - Financial Management 2	202110	School of Agriculture	Agribusiness and Agric Econ	2021-Jan-05 00:00	2021-Mar-30 00:00	24

**Step 5a. Include SRI (yes/no):** The default for this field is 'Yes'. If a course should not be evaluated for various reasons (e.g., practicum only courses), click the down arrow to open the pull-down menu and select 'No'.

<input type="checkbox"/>	Status	Group	Name	Term
<input type="checkbox"/>	<input type="button" value="Save"/> <input type="button" value="Cancel"/>	• 1 Instructors	ABIZ0440 - A01 - Agricultural Economics & Marketing 1	202110
<p><span style="color: green;">●</span> Valid</p> <p><b>Name</b> ABIZ0440 - A01 - Agricultural Economics &amp; Marketing 1</p> <p><b>Term</b> 202110</p> <p><b>Faculty/College</b> School of Agriculture</p> <p><b>Department/Unit</b> Agribusiness and Agric Econ</p> <p><b>Course Start Date</b> 2021-Jan-05 00:00</p> <p><b>Course End Date</b> 2021-Mar-30</p> <p><b>Actual Enrollment</b> 55</p> <p><b>Include_SRI</b> Yes ▾</p>				

**Step 5b. 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.

Course End Date  
2021-Mar-30

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	01	02	03
04	05	06	07	08	09	10

Today Clear Close

Instructors	ABIZ0470 - A01 - Financial Management 2	202110	School of Agriculture	Agribusiness and Agric Econ	2021-Jan-05 00:00	2021-Mar-30 00:00	59

**Step 5c. 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.

Instructors

Valid

First Name: Chad

Last Name: Lawley

Email: Chad.Lawley@umanitoba.c

Assign Instructors

Assign group member

Group member(s): stoesz

Search other fields: Select filtering field

First Name	Last Name	Select field
Brenda	Stoesz	

Cancel

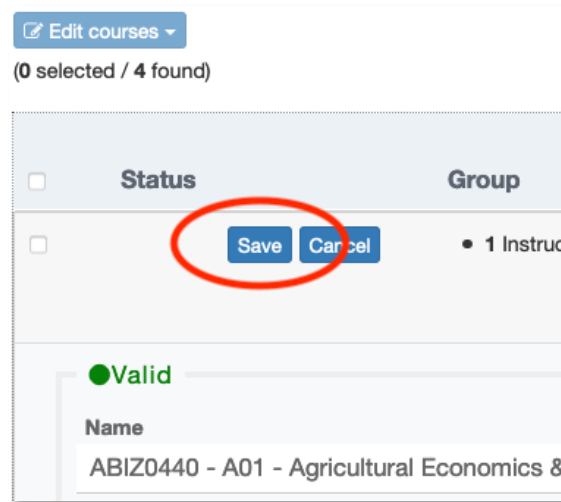
**Step 5d. Add instructor(s)**: If you are unable to find an instructor using the 'Assign' feature, please contact [SRI@umanitoba.ca](mailto:SRI@umanitoba.ca) and provide the instructor name (first name, last name), UMNID (if known), instructor UM issued email address.

**Step 5e. Instructor email address**: Verify the accuracy of the instructor 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.

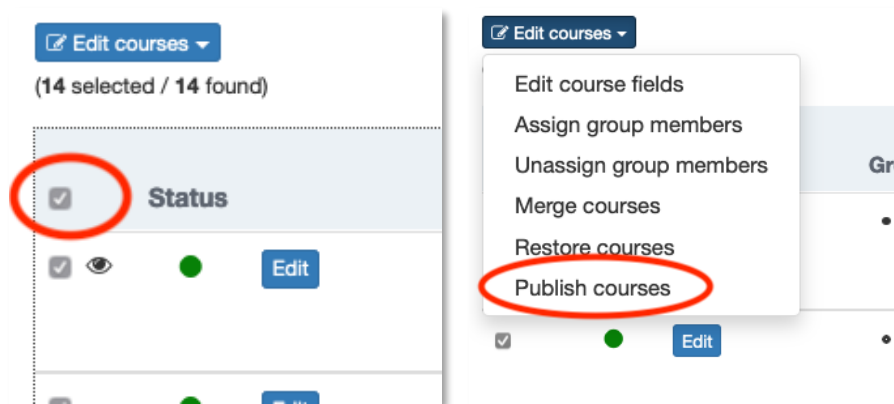


**Step 7.** Repeat Steps 4, 5, 6 for each course in your verification task list.

**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 evaluation(s) will not be generated.**

## Confirm Publish

Are you sure you want to publish all selected courses?

Courses to be published:

« 1 »

Name	Term	Faculty/College	Department/Unit	Course Start Date	Course End Date	Actual Enrollment	Include_SRI
● ABIZ0440 - A01 - Agricultural Economics & Marketing 1	202110	School of Agriculture	Agribusiness and Agric Econ	2021-01-05 00:00	2021-03-30 00:00	55	Yes
● ABIZ0470 - A01 - Financial Management 2	202110	School of Agriculture	Agribusiness and Agric Econ	2021-01-05 00:00	2021-03-30 00:00	59	Yes
● 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

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

### Support

If you experience issues logging into the system, please contact the [servicedesk@umanitoba.ca](mailto:servicedesk@umanitoba.ca).

If you experience issues completing the SRI Coordinator verification tasks, please contact [SRI@umanitoba.ca](mailto:SRI@umanitoba.ca).