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:
   - Whether a given pair/set of courses should be merged so that one course evaluation is generated for the pair/set
   - 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 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 evaluation system, please gather the following information for each course and keep these records for future reference:
   - Whether a given pair/set of courses should be merged so that one course evaluation is generated for the pair/set
   - 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 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 ‘SRI Coordinator’.
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. 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.
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’).

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.

*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. Should this course be evaluated? (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 have been assigned to you.

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

**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.
**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.

**Step 5d. 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 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.’

**IMPORTANT**: 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.
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.