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

This document contains instructions for finding information about settings for course evaluations open to students for each course (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](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.** There are two ways to access **Subject Management**

Option 1. From the homepage by clicking the ‘**Subject Management**’ button.

![Subject Management Button](image)
A new page will appear where you will see all your evaluations represented as tiles.

- From each tile, you will be able to:
  a. **Search bar** - Allows searches to locate specific evaluations
  b. **Sort by** - Allows sorting by due date or course name
  c. **Status** - Indicates the evaluation status
  d. **Evaluation** - Displays the course name and UM SRI Project name (e.g., Fall 2022 P2)
  e. **Participant details** - Indicates the number of students invited, and who started and responded to the UM SRI
  f. **Response rate** - Displays the number of responses the evaluation has received
  g. **End date** - Displays the deadline for students to complete the evaluation. See more details about how to view this information below.
  h. **View Settings** – Displays course evaluation settings
  i. **Reports** – Links to reports when they become available; currently not enabled.
  j. **More settings** – Displays other options

**Option 2.** 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 a clipboard icon ) at the top of the list, followed by individual Subject Management tasks (indicated with an ‘eye’ icon ).
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.

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 (or their instructor) may question whether students 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.

Do Instructors Have Access to Subject Management?

Yes, instructors have access to Subject Management and can use the feature to:

- Check the start and end dates of their course evaluations
- Verify that their course is set to be evaluated
- Verify that a particular student has been invited to complete a course evaluation
- Check response rates during an ongoing evaluation

Instructors can access training on the Subject Management feature here: [https://umanitoba.ca/about-um/provost-vice-president-academic/academic-supports-faculty#umstudent-rating-of-instruction-um-sri](https://umanitoba.ca/about-um/provost-vice-president-academic/academic-supports-faculty#umstudent-rating-of-instruction-um-sri)

Support

If you have questions about the Subject Management Feature, please contact SRI@umanitoba.ca.