

# COURSE SCHEDULERS

## DIG END USER TRAINING

Revised 8/15/2019



Flash Survey

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## ***What is DIG?***

This document is an introduction to the Data Integrity Gateway tool (DIG) used to verify course data prior to course surveys opened for students. If you have problems or questions, please contact the Flash Survey administrator, Anthony Parker Jr. at [aparke13@kent.edu](mailto:aparke13@kent.edu)/330.672.1951.

DIG is a web-based tool that offers an effective and proactive way to clean and maintain high quality data for course surveys, which are created in the survey tool, Blue. With DIG you can easily identify data quality issues and correct them before course surveys begin. By seamlessly integrating with Banner, DIG automates processes and workflows, validates and standardizes, eliminates errors, and improves data integrity. You may access DIG at the following URL: <https://flashsurvey.kent.edu> or via the link that will be sent in your email when your courses are available for validation.

## ***What is the DIG/Blue Timeline?***

The schedule for course surveys has been determined by the Faculty Senate based on existing timelines in use for the Flash Survey for online courses. The timing of surveys is automated through the Blue project tool. Emails and reminders are sent automatically at the appropriate time. DIG is also automated and will begin according to the agreed upon schedule.

For your reference, the following chart shows when students will receive course surveys by default. Faculty will be able to control the survey start for their courses, but if they chose to do nothing, the default dates will be used. All surveys will be closed by the official end date of the course in Banner. This information, as well as a detailed schedule with dates, is published online at <https://www.kent.edu/flashsurvey/faculty>.

Term	SSI Begin	SSI End
Part-of-term and full-term courses	14 days prior to the official end date, inclusive, of the course per Banner (Banner dates do not reflect Finals Week for full-term courses) at 12:01AM Eastern Time	The official end date of the course per Banner at 11:59PM Eastern Time
Courses longer than two days, but not part-of-term or full-term	2 days prior to the official end date, inclusive, of the course per Banner at 12:01AM Eastern Time	The official end date of the course per Banner at 11:59PM Eastern Time
Courses two days or shorter	The official end date of the course per Banner at 12:01AM Eastern Time	The official end date of the course per Banner at 11:59PM Eastern Time

## ***DIG Projects***

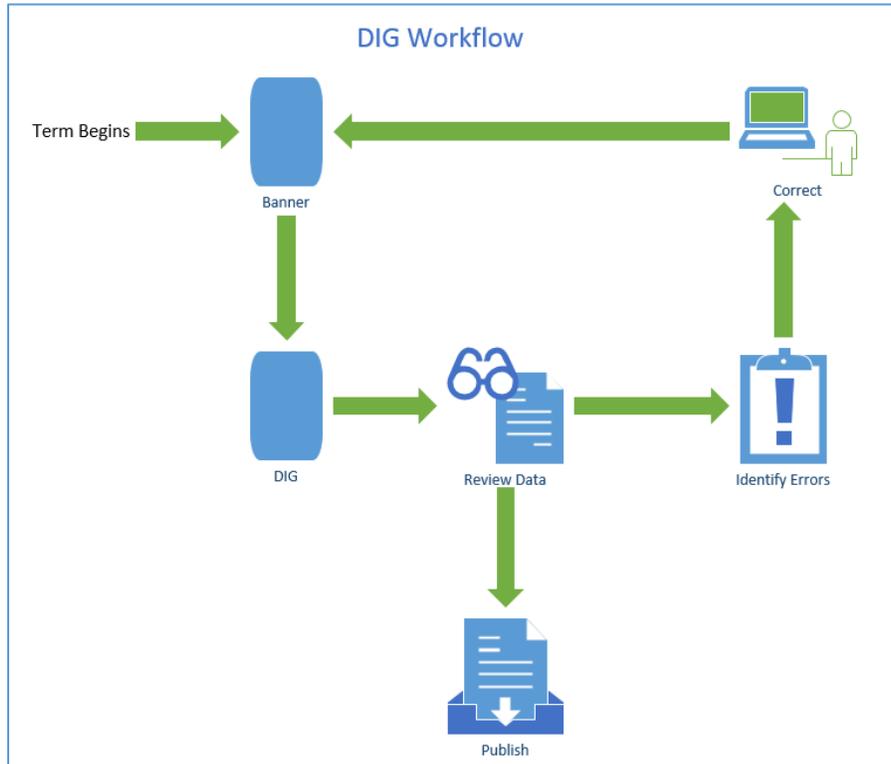
The DIG projects will open approximately 4 weeks prior to the first survey period. An email will be sent from [flashsurvey@kent.edu](mailto:flashsurvey@kent.edu) announcing when your project is available including a link to go directly to your task.

Course schedulers will have a two-week period to complete the data validation and make corrections/changes. A comprehensive calendar with exact dates will be stored at [www.kent.edu/flashsurvey/FAQ](http://www.kent.edu/flashsurvey/FAQ) for Course Schedulers.

## DIG Workflow

Using DIG, you will review data, identify errors, correct errors and finally publish the approved course/instructor data for surveys. This workflow can be seen in the diagram below. Remember that data flows from Banner to DIG nightly, so changes will not appear until the next day.

You will need to begin working on data validation early enough to complete several iterations of this workflow. Each course has a column called "Eval Start Date" that will alert you to the beginning of course surveys.



## Which Courses are included in DIG and Blue Course Surveys?

All courses in the DIG project will contain the field "Evaluation Status" set to default of "N/A." The DIG/Blue system administrator will filter some schedule types to not evaluate in the Blue project so no action will be needed for the schedule types below.

These schedule types will **NOT** be surveyed:

CLR	Clerkship
ADV	PASS Advising Day
DAR	DARS Course
DSR	Dissertation
FLT	Flight Training
MST	Master's Thesis
RCT	Recitation
RES	Research
SRP	Senior Project/Honors Thesis
IND	Individual Investigation

- The following schedule types **WILL be** surveyed (by default):

CLN	Clinic
COL	Colloquium
EMP	Emporium
FLD	Field Experience
LAB	Laboratory
LEC	Lecture
LLB	Combined Lecture and Lab
PRA	Practicum or Internship
PRL	Private Lesson
SEM	Seminar
STU	Studio
WSP	Workshop

- Survey Status (On Course) – Change if necessary, based on the schedule type defaults listed above.
  - No action is needed on the Survey Status if the default schedule type in the lists above is correct for the course.
  - Example: If a course schedule type is listed in the table above for one that will NOT be surveyed, the status will show N/A. If this is correct, no action is required; however, if you DO want this course to be surveyed, you WILL NEED to change the Survey Status to “YES” to override the default. Same is true if it is listed to be surveyed and you do not want the course to be surveyed, you would need to change the Survey Status to “NO”

Although the students enrolled in the schedule types listed above will be provided with a survey, responses may not be reported if the minimum of three (3) completed/submitted responses has not been met for a course to ensure student anonymity.

No action is required if the courses meet within the default lists above and the status can be left at N/A.

Course schedulers will have the ability to change the Evaluation Status in DIG to YES or NO as needed. If you have a course in either case that needs to be changed, you will edit this field in DIG and change it to the appropriate value. Once done, be sure to publish the course to finalize your choice.

## ***DIG Interface***

DIG is a web-based product that can be accessed from anywhere using a standard browser and your Kent State University credentials. You should receive an email inviting you to log into DIG at the appropriate time. Please follow the link in the email or you may access DIG at the following URL: <https://flashsurvey.kent.edu>

The DIG interface shows all courses that are assigned to you. It will highlight some of the data quality issues for you and will allow you to look through the data to verify the courses and instructors that are scheduled to be evaluated. You may filter the list of courses by college, department, subject or many other fields related to the courses.

Below is the home screen you will be at once logged in.

- If a course Status column displays a blue circle, the course has been published and is available for the survey project in Blue. The “Edit” button changes to “View”
  - Changes cannot be made in DIG once the course is published. Contact the Flash Survey administrator if you must make any changes AFTER the course has been published.
- If a course Status column displays a green circle, it is considered “Valid.” The data is complete and can be published or edited. (the three courses/subjects have the green circle to the left of the Edit button)
- If a course Status column displays a green arrow, it is considered “Published.” The data is complete, correct and is now available in Blue (for the survey project). Data can no longer be modified at this point.
- If a course Status column displays a red exclamation point, it is considered “Incomplete.” The data cannot be published because one or more required fields are missing or invalid. The course/subject must be modified before it can be published.

DIG - Data Integrity Gateway

Please verify course and instructor data in DIG and make necessary corrections in Banner: <https://inb1.belmont.edu:8520/forms/frmservlet?config=PROD>

You may change the "Cross List Common name" and the "Evaluate Flag" here in the DIG module if necessary.

Finally, be sure to publish all courses when they are ready for evaluation!

Search... Add criteria

Edit courses (0 selected / 16 found)

	Group	Name	Course_Number	Class_Number	School	Dept	EvalStart	EvalEnd
<input type="checkbox"/>	• 4 Instructors • 22 Students	101815 Cultures of Modern Canada	101815	8504	Arts & Science	Anthropology	2016-Sep-27 00:00	2016-Oct-07 00:00
<input type="checkbox"/>	• 2 Instructors • 16 Students	101848 Modern Art	101848	9502	Arts & Science	Fine Art	2015-Oct-20 00:00	2015-Oct-31 00:00
<input type="checkbox"/>	• 1 Instructors • 27 Students	102033 Graphics	102033	1041	Engineering	Civil Engineering	2016-Oct-05 00:00	2015-Oct-31 00:00

## Using Search and Filter Criteria

You can sort/filter your course list on any field that is displayed for the courses data from Banner.

First click on the “Add Criteria” link next to the ‘Search...’ box



Welcome message

Welcome to Kent State University's Student Survey of Instruction course/instructor data validation project (DIG). Be BANNER. DIG updates every 24 hours, so come back and verify that your changes were made as expected. Once the Flash Survey administrator at flashsurvey@kent.edu or refer to your procedures for reference if you have any q

Search...

Add criteria

Criteria

- Courses field
- Courses status
- Group member
- Group member count

Edit courses

(0 selected / 70 found)

Select from one of the four criteria in the list:

1. **Courses field** – This is a list of all fields being used in the course data from Banner. You can select any of these fields and then add a comparison operator to filter for specific criteria. See the Examples below.

The screenshot shows the course list interface. At the top, there is a search bar and an 'Add criteria' button. Below this, the 'Criteria' dropdown is set to 'Courses field'. A red circle highlights the dropdown menu, which lists various fields: Name, CourseNo, SectionNo, IsMerged, IsMaster, Term, CourseStartDate, CourseEndDate, Campus, College, Department, Subject, SchedCode, InstMethod, QPStart, QPEnd, SurveyStart, SurveyEnd, and SurveyStatus. Below the dropdown, a table of courses is visible with columns for Status, Name, CourseNo, SectionNo, and IsMerged. The first three rows are partially visible, showing course names like '10003 - FIN ACCT FOR DECISION MAKING', '10190 - INTRO TO FIN ACCOUNTING', and '10206 - CORPORATE ACCOUNTING I'. The fourth row shows '10211 - COST ACCOUNTING' with 0 students and 2 instructors.

**Example 1:**

Select "CourseNo" and choose one of the criterions such as "Is" and you will be able to enter a value for a specific course number.

Click "Add criterion to apply the filter to the course list.

Search... ▼ Add criteria

Criteria Courses field CourseNo ▼ Add criterion

☑ Edit courses ▼  
(0 selected / 70 found)

**Is**  
Is not  
Contains  
Begins with  
Ends with  
Is empty  
Is not empty

Status	Group	CourseNo	SectionNo	IsMe
<input type="checkbox"/> <span>●</span> <span>Edit</span>	• 0 Students • 1 Instructors	10003 - FIN ACCT FOR DECISION MAKING	63037	1
<input type="checkbox"/> <span>●</span> <span>View</span>	• 0 Students • 2 Instructors	10190 - INTRO TO FIN ACCOUNTING	23020	1

2. Courses status – Is or Is not equal to ‘Valid’ (courses with the Status display of a green circle) or ‘Published’ (If the course has been published, it will be a blue circle displayed under the status. Not published will still display the green circle)

3. Group member – Instructors will be the common selection since you will not be able to make any edits to students linked to the courses. You can search for a specific Instructor by entering their KSU User ID, the Given name (First name), Family Name (last or surname) or their CourseRole.

(CourseRole may be used if you want to filter out all of the instructors whose role was changed to “Do Not Evaluate” to ensure you have the correct instructors set for evaluations)

Search... ▼ Add criteria

Criteria Group member in group Instructors ▼ Add criterion

☑ Edit courses ▼  
(0 selected / 70 found)

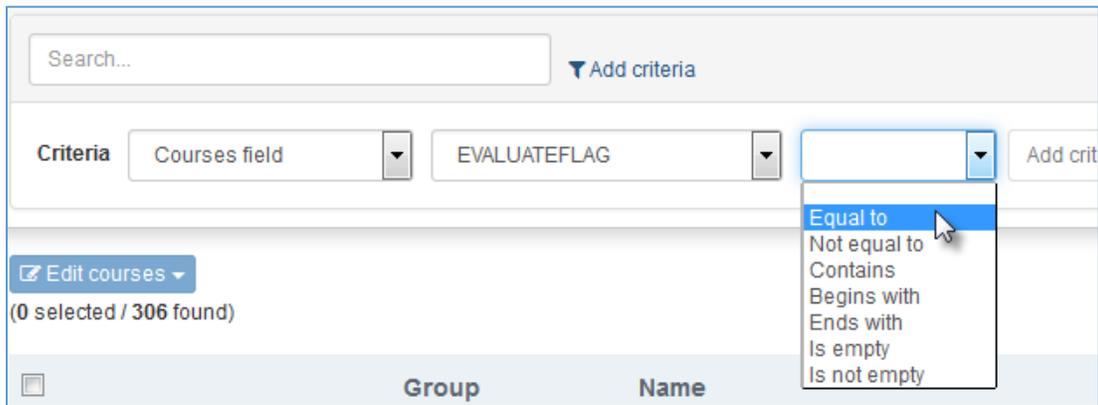
User ID  
Given name  
Family Name  
+CourseRole

Status	Group	Name	CourseNo	S
<input type="checkbox"/> <span>●</span> <span>Edit</span>	• 0 Students • 1 Instructors	10003 - FIN ACCT FOR DECISION MAKING	63037	1
<input type="checkbox"/> <span>●</span> <span>View</span>	• 0 Students • 2 Instructors	10190 - INTRO TO FIN ACCOUNTING	23020	1
<input type="checkbox"/> <span>●</span> <span>View</span>	• 1 Students • 3 Instructors	10206 - CORPORATE ACCOUNTING I	33001	1

4. Group member count – in group Instructors this criterion can be used to look for courses with total count of instructors linked to the course equal to or greater than a specific number.

Example: You may need to look for all your courses which have a total number of instructors > 3 (greater than 3) in a specific subject so you can perform some type of action on this specific group of courses)

Whichever Criteria you choose, once you enter/select the appropriate criteria from the dropdown list,



you click on Add Criterion to apply the filter to your course list. This allows you to work on a specific group of courses rather than the entire list at one time.

### ***Identifying Updates/Errors***

The primary purpose of DIG is to identify inaccurate course data that might have a negative impact on course surveys. Once the errors are identified they must be corrected in Banner. This will not only ensure that this year's surveys are correct, but as these courses are rolled forward next year, there will be fewer errors.

### ***Steps for Ensuring Accurate Data through DIG***

This section describes the types of errors that you will be looking for in the course data. Our suggestion is to work on one part of term and/or one subject at a time. You may begin by filtering your list of courses appropriately (as shown above) to make the list more manageable.

Follow this check list to look for each type of problem. If you encounter the error, refer to the "solution" to resolve the issue.

Important: Remember that anything changed in Banner will not be reflected in DIG until the following day, so check back to verify that the data was updated properly.

Look for the red circle icon:

- Missing Primary Instructors
- Missing Department
- Missing Email Address

Add criteria steps to find these. You will choose: Course status is not valid as shown in the following screen shot.

[Edit courses](#) (0 selected / 16 found)

		Group	Name	Course_Number
<input type="checkbox"/>	<input type="checkbox"/> <a href="#">Edit</a>	<ul style="list-style-type: none"> <li>4 Instructors</li> <li>22 Students</li> </ul>	101815 Cultures of Modern Canada	101815
<input type="checkbox"/>	<input type="checkbox"/> <a href="#">Edit</a>	<ul style="list-style-type: none"> <li>2 Instructors</li> <li>16 Students</li> </ul>	101848 Modern Art	101848

Click “Edit” next to the red icon. This will open the record so that you can see which field(s) triggered the error. You will see the red icon next to the field in error. In this example, the course number is flagged as an error.

Solution: The items in checklist item 1 must be corrected in Banner as follows:

- Missing Primary Instructors – Add the instructor in Banner
- Missing Department – Appropriate academic unit must be in the Banner course record
- Missing Email Address – Every instructor must have a valid Kent State email address in order to be sent the email for question personalization and survey opening date customization.

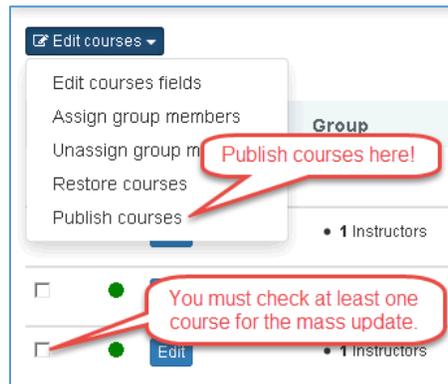
### Edit Courses Menu Options

- Save button - a “save my progress” button. (This is not the same as publish.) If you change the Evaluate Flag or instructor(s), you must click “save” to save your changes. Once the data is accurate (wait until new data flows from Banner if necessary) you must publish, see below.
- Cancel - cancels the changes you have made in this edit session. (This is not a restore)

- Restore Courses – restores the originally imported data. Any user changes are lost (i.e. changes to the evaluate flag or instructor). When you click restore, it will only be applied to the courses that are in the currently filtered list and are currently checked. You will get a chance to confirm the changes.
- Publish – This is a term that indicates that the course has been approved for survey. Only “published” courses will be evaluated by students, so you must publish all appropriate courses. The icon changes to a green square with an arrow, signifying that the course has been forwarded to the survey project. When you click publish, it will only be applied to the courses that are in the currently filtered list and are currently checked. You will get a chance to confirm the changes.

NOTE: You MUST “Publish Courses” even if NO changes are made in order to release the courses to the evaluation/survey workflow. This can be done in ‘bulk’ by selecting all courses.

The system administrator will ‘force’ publishing if this step is not completed by the deadline date. Risk is that some courses may not reflect accurate information causing ‘bad’ or ‘no’ surveys being sent!



### Verify the Number of Instructors

Manually open the instructor list section and verify that all instructors are listed.

Solution: If instructors are missing, you will need to add them to the course in Banner with a percent responsibility greater than zero.

If the instructor cannot be changed in Banner, for example, their percent responsibility must remain at zero, but they need to be evaluated, you can add an instructor to DIG without changing Banner.

NOTE: Any instructor added in DIG must have a valid Kent State University email address and user ID since they will have to authenticate to view reports and/or create personalized questions for their individual surveys.

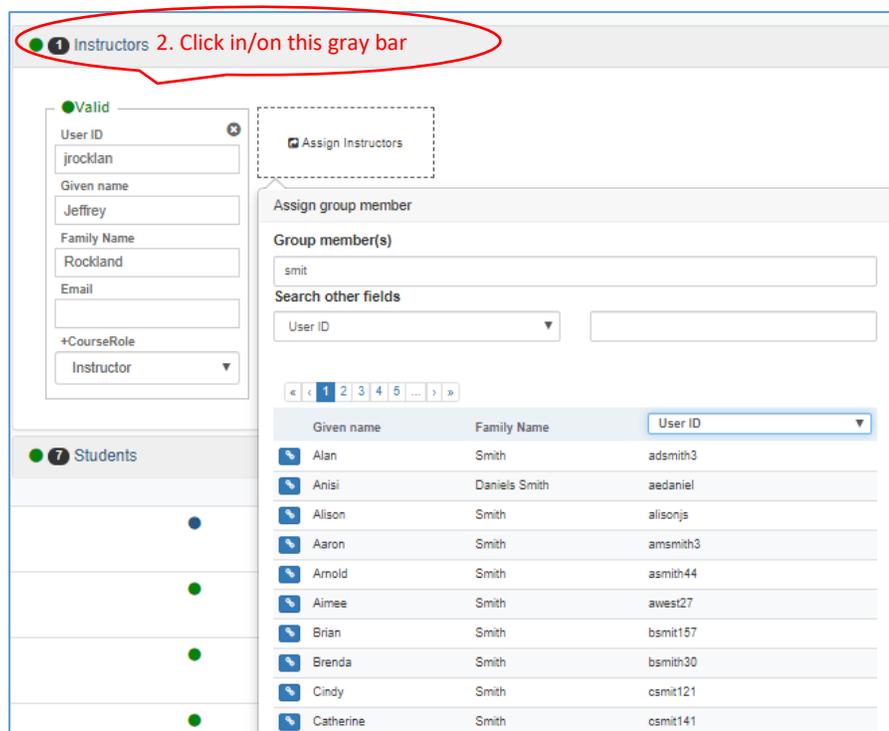
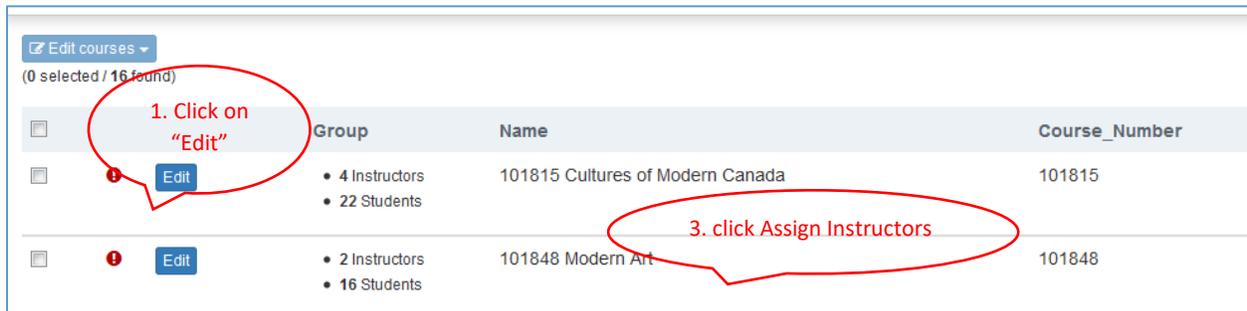
### Add/Modify Instructor(s) DIG

(for example, their percent responsibility must remain at zero in Banner, but they need to be evaluated or an instructor is linked to course in Banner, but should NOT be evaluated)

You can ADD an instructor in DIG without changing Banner by following these steps:

1. Click on the “Edit” button for the course

2. Scroll down to the “Instructors” section and click in/on the gray bar
3. Click on the “Assign Instructors” box.



4. You can enter the “Group member(s)” name or search on another field

Best Practice: Search by instructor’s KSU email address or KSU User ID to ensure you are selecting the correct instructor for evaluation.

If this is not known for sure for any reason, you can select a field such as the User ID in the above example to display to help you find the right person.

5. Hover your mouse over the ‘link’ icon next to the person you want and click to select. It will display “Assign Group Member.” The instructor will automatically be added to the course.

The only field you can MODIFY on an instructor in DIG without changing Banner is the “+CourseRole”:

1. If someone is linked to a course in Banner but that individual should NOT be evaluated, you can change the Instructor's course role so they will not have questions directed to them on the student survey nor will they be able to add personalized question to the course survey.
2. Step 1 and 2 are the same as if you were adding an instructor.
3. On the instructor(s) that should NOT be evaluated, go to the "+CourseRole" dropdown at the bottom of their record.

The default value for ALL instructors linked to the course in Banner will be "Instructor" and they WILL BE evaluated (unless the course status is set to NO).

You may want to leave the instructor linked to the course but update their role to "Do Not Evaluate."

NOTE: If a person/instructor cannot be linked to the course in Banner for any reason (ex: not a KSU employee), the person/instructor will not be evaluated. The course will simply receive any Academic Unit questions along with the University Wide course questions.

Once complete, be sure to publish the course(s) so they are available for the survey project.

### *Change Evaluation Status*

You first need to find the course(s) which require the change in survey status. You may be able to use the Search Criteria process from above to identify the group of courses to update.

Follow the steps for "Bulk Updates" to change a field value in bulk or you can change the Survey Status on an individual course.

1. Click on the "Edit" button for the course
2. Scroll down to the "Survey Status" section
3. Select "Yes" or "No" from the drop-down menu to change the requirements from the default value based on the schedule type.

Once complete, don't forget to publish your courses if no further changes are required to the individual courses.

### *Courses/Subject Areas in the Wrong College or Department*

As you are reviewing data, please be aware of courses that have any incorrect information, such as the wrong college or department. This is not something that we can easily identify by rules, but it is something you may notice. For example, you may see a course that you know does not belong to your college.

The college and department are very important because the results of the surveys will go to the Department Chair and Dean based on this data.

Solution: If you see a college or department that is incorrect, it must be corrected in Banner prior to the opening of the survey. Once corrected, verify the new data is correctly sent to DIG.

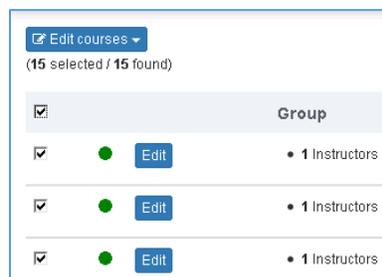
### *Correcting Errors*

If you need to correct course or instructor data, you will need to log into Banner to make those changes. They will flow to DIG overnight, so remember to check them the next day to ensure the changes are in DIG.

### *Bulk Updates*

Bulk updates allow you to change multiple records at once. You will primarily use bulk updates to "publish" the finalized courses. Bulk updates are accessed in the "Edit Courses" drop down box. This will only be activated when you have selected at least one course by checking the check box to the left of the course. Keep in mind if you check the checkbox at the top of the course listing it will select all the currently filtered courses, not just the ones shown on the screen.

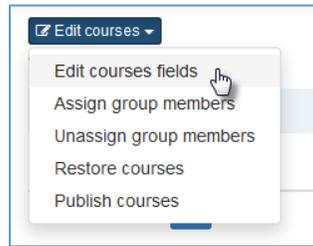
Please be sure to verify the number of courses selected before applying a bulk update.



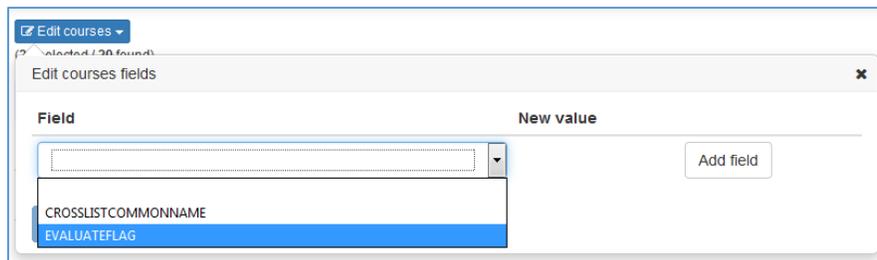
First, use the filter criteria to limit the list of courses to the ones that you want to change. Then, click the checkbox to select all courses. Or you may check only a few courses in the list. Remember that bulk updates will apply to all courses selected, even if they are not displayed on the first screen. Verify the number of courses selected before proceeding.



Click the “Edit courses” button and select “Edit Courses.”



Choose the appropriate menu option depending on what you are updating in this batch.



Choose a value for the field you are updating and click “Apply.” You will see the bulk edit confirmation dialog box which shows progress.

