DIG Instructions

Last updated: July 21, 2021

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DIG

Data Integrity Gateway

NOTES:
1. Courses should be published in DIG 4 weeks before they end. This allows for the 2-week question personalization period and the possible 2-week evaluation.
2. The SLEQ system uses an 80% rule to determine the timing of each evaluation. Evaluations open after 80% of the course is done with a maximum 2-week evaluation and a minimum 2-day evaluation. For this to work properly, both start and end dates need to be accurate.

Editable Fields:
Evaluate (Y/N)
End Date
Start Date
And you can add or remove instructors and TAs

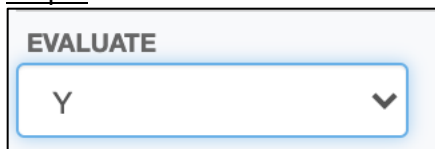Here are instructions on how to edit each of these fields in DIG and how to publish the courses when done.

Evaluate (Y/N)

All credit courses at Dalhousie are mandated by senate to be evaluated. However, there are a few exceptions to that rule: Master's Thesis, Doctoral Thesis, Directed Studies, Labs, Tutorials and Co-op terms are not required to be evaluated but can be if the department chooses to evaluate them. Be mindful that the course being evaluated needs to be appropriate for the SLEQ instrument. For example, co-op work terms would never be appropriate for an SLEQ.

All courses are set to be evaluated by default, so if a course should not be, you need to change its EVALUATE field from Y to N.

Step 1: Find the course you want to edit. Click on "Edit" to open and edit that specific course's information.
Step 2: Click on the arrow next to the Y under the EVALUATE field title.

Step 3: A drop-down menu will show up. Click on N to set the course to not be evaluated, then click on "Save" at the top of the course to save your progress.
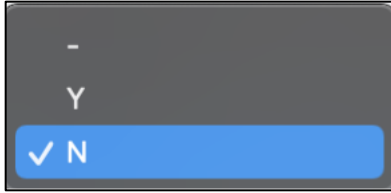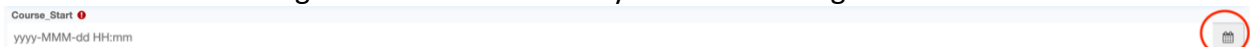
Changing course start and end dates

NOTE: Course start and end dates should only be changed if they are inaccurate

Step 1: Click on "Edit" to open and edit that specific course's information.
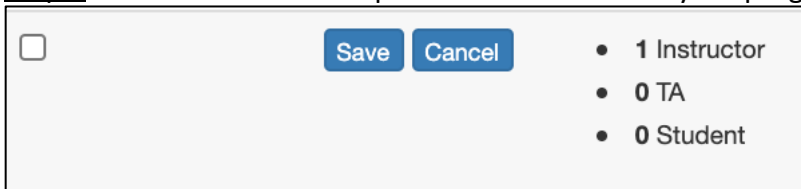
Step 2: To change the course start date (Course_Start) or end date (End_Date), click on the calendar icon on the right end of the field that you wish to change the date for.

Step 3: Pick the date and time, then click on "Close". We usually use 12 AM (or 00:00) for the time.
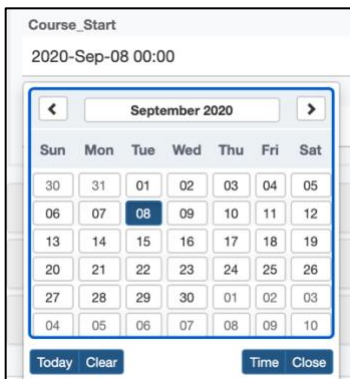
Step 4: Click "Save" at the top of the course to save your progress.

Adding instructors and TAs

Step 1: Open your DIG tasks and find the course you want to add one or more instructors or TAs to. Click on "Edit" to open and edit that specific course's information.

Step 2: Click on the "Instructor" pane or the "TA". It will open the list of instructors already added to the course (included in the banner data). For TAs it will always be blank as we do not receive TA assignments from banner Click on "Assign Instructor" or "Assign TA".

If the instructor that is showing is not correct, click the X to the right of their name to remove them.

Step 3: Enter either the first name OR the last name of the instructor or the TA you want to add. Entering both will not return any results. Find the instructor in the pop-up list and click on the blue icon 🔗 to the left of their name.

Step 4: Click "Save" at the top of the course to save your progress.

Publishing courses

Step 1: Verify all data of the course that you want to publish. **NOTE**: Once you published a course, you cannot make any changes.

Step 2: Click on the checkbox on the left end of the course. You can select and multiple courses if you wish to publish multiple courses at once.

Step 3: Click on the "Edit courses" button on the top left, then select "Publish courses". A summary of the course(s) about to be published will display. Click "Yes" to confirm publishing.

NOTE: If you want to make any changes after publishing, please contact the SLEQ team at dalsri@dal.ca and include the course and section number(s) in the email. We will unpublish the course which will allow you to edit and make changes to the course in DIG again.

Question Personalization

Apply the same personalized questions of one course to others

Step 1: Select a task, then add the questions you want to that task.

Step 2: Scroll down to the bottom, you will see "Copy to". You can select all or one of your other courses, then click on "Copy & Submit". This will apply the questions to the task(s) selected and submit them.

Select one task

Select all other tasks

Step 3: Click on "Submit" to submit the one you are currently accessing.