

Dalhousie University

Student Ratings of Instruction: *BLUE* On-line Information Session January 2013

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What's BLUE

- Software designed to manage the SRI's electronically
- Data is downloaded from Banner directly
- Two components:
 - Electronic capture
 - On-line (2 weeks prior to end of classes)

Anomaly Courses

- Data from Banner (Blue uses CRN)
 - What it does not give us for BLUE
 - Multi-instructor courses
 - 3 or 6 week courses
- The Solution (short term)
 - Using OPINIO for courses that have multiple instructors and TA's
 - Used for distance courses now
- The Solution (long term)
 - Data from the departments will be entered in BLUE

Courses that have multiple instructors or that are X-listed

- Those that are taught in units
 - eg. every 3 weeks instructors change within one course
- Those that have multiple instructors
 - eg. >1 instructor that teaches throughout the semester

Where is the Data stored?

- Secure Dalhousie server
 - same as other Dal servers (student grades or personnel)

Instructor Roles

- Question Personalization – add individual questions
- Announce in class about evaluation schedule
(timing and use of info)
 1. Electronic Capture – allow time in class as with paper form
 2. On-line – access to site for given period

Departmental Role

A. *Departmental Course Verification Process (DCVP)*

1. Which courses will be evaluated in a particular term;
(*Switched – On/Off*)
2. Identify the name of the instructor, if different from the
Instructor of Record;
3. Identify whether the department is the *Host Department*.

B. *Question Personalization*

Enter department questions

Department Course Verification Process – (DCVP)

- **Banner data contain the information for the student, course, and instructor files (relational).**
- **The DCVP identifies courses that are organized or offered by the Host Department.**
- **The information is provided in a template sent to each department.**
- **The information is sent back to the CLT electronically in a template provided and is loaded into the BLUE system.**

Procedures for the Department Course Verification Process (DCVP)

1. The Banner Data from Administrative Computing and the Registrars' Office are downloaded to the CLT database.
2. The data are divided into Departments and sent to the appropriate department for the DCVP to be completed.
3. Liaison or departmental designates complete the DCVP using a template provided by the CLT.
4. The Departments send the data files back to CLT electronically in the template provided.

NOTE: The template cannot be adjusted as this template is designed specifically to be downloaded into BLUE.
5. Timelines are decided at the beginning of each semester and depend on the Last Drop Date and the Last Class Date as outlined in the University Calendar.

The Results

The results will be accessed through an individual email link

Instructors – Parts (form) A, B, C, and D (signed and unsigned comments)

Email Headings:

1. Student Ratings of Instruction – Reports-Individual Ratings [A]

contains: Part A (form) Q1-8 plus 9&10
 Part B (form) Department Questions
 Part C (form) Instructor Questions

2. Student Ratings of Instruction – Reports – Comments – Signed [E]

contains: Part D (form) – Signed comments

3. Student Ratings of Instruction – Reports – Comments – Unsigned [F]

contains: Part D (form) – Comments – Unsigned Comments

The Results – cont'd

The results will be accessed through an individual email link

Department Heads/Directors – Parts (form) A, B, and D
(signed comments only)

Email Headings:

1. Student Ratings of Instruction – Reports-Individual Ratings [B]

contains: Part A (form) Q1-8 plus 9&10
 Part B (form) Department Questions

2. Student Ratings of Instruction – Reports – Comments – Signed [E]

contains: Part D (form) – Signed comments

3. Student Ratings of Instruction – Reports – Departmental Ratings [D]

contains: Departmental Averages for all courses for each question

The Results – cont'd

The results will be accessed through an individual email link.

Deans – Parts (form) A

Email Headings:

1. Student Ratings of Instruction – Reports-Individual Ratings [B]

contains: Part A (form) Q1-8 plus 9&10

3. Student Ratings of Instruction – Reports – Departmental Ratings [D]

contains: Departmental Averages for all courses for each question

The Results – cont'd

Students – Part A (1-8) only when instructors opt-in
-via Blackboard portal when established