

**A How To Guide for: Department Administrative Assistants  
Office of Vice Chancellor for Academic Affairs  
Indiana University South Bend**

Congratulations! You have been given access rights to IU's **Course Questionnaire Data Manager** web site.

<https://cqdm.iu.edu>

This site allows you to manipulate the data sources that are used to feed the BLUE evaluation system. Starting spring 2018 semester, you will be in charge of validating and if necessary, altering the following information:

- 1) Validate/alter which courses/sections should be evaluated this semester
- 2) Validate/alter which instructor is teaching which section  
(Faculty are automatically added/updated in the CQDM system based on data provided to the registrar, so in most cases, you should simply correct the data with the registrar's office and let the data transfer over to CQDM)
- 3) Review/Validate which students are enrolled in each class  
(Students are automatically added and deleted based on their enrollment status, but from time to time, a student may claim that they are enrolled in a section but have not received an email from the system. In such cases, you can validate that they are in fact enrolled in the class, and what is their user-id/email)
- 4) Review/Validate class Start and End period  
(This information is automatically loaded from registrar's data, but from time to time, classes may have alternate start/end periods that are not communicated to the registrar. If you find such a case, you can let the registrar know)

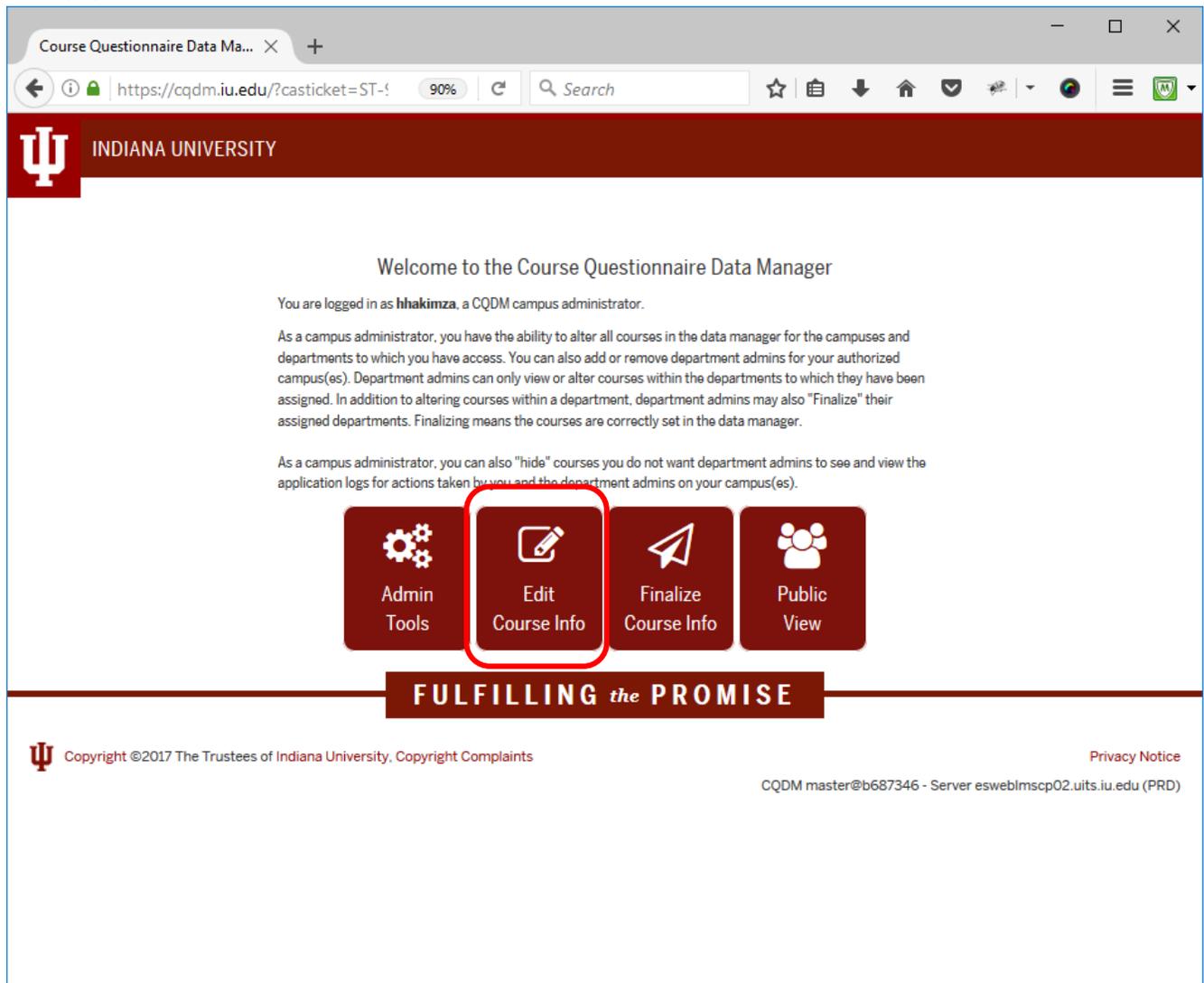
As a department administrator, you can view or alter courses within the department(s) to which you have been given access. After you have validated the data for your department, you may "Finalize" the data for each assigned department. Finalizing means that you have validated the correctness of information in the data manager web site.

Table 1 below represents which department administrators have access to which department data:

Administrative Assistant		NetworkID	Dept 1	Dept 2	Dept 3	Dept 4	Dept 5	Dept 6	Dept 7	Dept 8
Almaguer	Christy	calmague	PSY	LBST						
Andrade	Teresa	tandrade	POLS	GEOG	CJUS					
Ashcraft	Cheryl	ashcraft	EDUC							
Celmer	Tara	tcelmer	NURS							
Downs	Jennie	jendowns	BIOL	CHEM	ANAT	MICR	PHSL			
Forsythe	Karla	Kamforsy	BUS	BUSB	ECON					
Garcia	Francisco	fgarcia	EDUC	HPER						
Hale	Jessica	jesshale	HON							
Huff	Angie	adhuff	COAS							
Jean	Karrie	kmjean	GNST	EALC	FREN	GER	SPAN			
Knefley	Linda	lknefely	CSCI	INFO	PHYS	GEOL	AST	COGS	CNIT	
Markham	Sharquida	smarkham	AHLT	HSC	CLS					
Mendenhall	Pam	pmendenh	JOUR	THTR	FINA	INMS	MUS	TEL	SPCH	COMU
Miller	Joanne	jomiller	MATH							
Piekarski	Kathi	kpiekars	SOC	ANTH	WGS	SUST				
Pontius	Victoria	vpontius	HIST	PHIL	REL	COGS	AHST			

Highland	Kathi	kathruss	BUS	BUSB	ECON					
Szczyпка	Sue	sszczypk	DHYG							
Weber	Rachel	racweber	ENG	CMLT	LING					

- 1) To start the process, point your browser to <https://cqdm.iu.edu> and login to the system. You should see a page similar to the following: (perhaps without the “Admin Tools” button.) (also your text may provide different information)



- 2) Now click the “**Edit Course Info**” button.

- 3) The current “Semester” should be selected by default, however if it is not, select it from the dropdown list.

Course Questionnaire Data Ma... x +

https://cqdm.iu.edu/course/selection/admin 90% Search

INDIANA UNIVERSITY

hhakimza campus administrator homepage

### Edit Course Info

**Filter Courses**

Semester Show Spring 2017

Courses Per Page Show 30 Courses

Campus Show IUSBA

Department Show only

Course Length Show only

Class Type Show only

**Show Only**

- Courses marked "Evaluate"
- Courses NOT marked "Evaluate"
- Cross-listed/joint-listed courses
- Courses marked for midterm evaluation
- Courses with multiple instructors
- Courses with notes
- Courses with a topic
- Hidden courses (0 - campus administrators only)
- Courses marked "Do Not Update"
- Courses NOT marked "Do Not Update"

Search for Spring 2017 courses examples: "basic accounting", "A100", "15763", "hhakimza"

search... Search

**You are currently viewing the IUSBA campus.**

**You are currently filtering 1717 out of 1717 courses. [Clear All Filters](#)**

### Available Actions

Set to evaluate Set to not evaluate Set custom evaluation dates Add a note Download CSV

Set to hidden Set to unhidden Set to not update Set to update

Displaying courses 1 - 30 of 1717 in total

Previous 1 2 3 4 5 6 7 8 9 ... 57 58 Next

- 4) The default “Campus” should be IUSBA, if it is not, select it from the dropdown list.

Course Questionnaire Data Ma... x +

https://cqdm.iu.edu/course/selection/admin 90% Search

INDIANA UNIVERSITY

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Search for Spring 2017 courses examples: "basic accounting", "A100", "15763", "hhakimza"

search... Search

**You are currently viewing the IUSBA campus.**

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### Available Actions

Set to evaluate Set to not evaluate Set custom evaluation dates Add a note Download CSV

Set to hidden Set to unhidden Set to not update Set to update

Displaying courses 1 - 30 of 1717 in total

Previous 1 2 3 4 5 6 7 8 9 ... 57 58 Next

5) Depending on your access rights (see table 1 on page 1), you will have access to several departments' data. For example, Ms. Linda Knefely has access to the following department courses:

Knefely	Linda	lknefely	CSCI	INFO	PHYS	GEOL	AST	COGS*	CNIT
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6) Pick one of the departments from the "Department" dropdown list (for example, CSCI) . Note that the system will filter out a number of courses (in this case 54 courses from a total of 1717). See the next two images for details:

**Edit Course Info**

**Filter Courses**

Semester: Show

**Department** (highlighted in red): Show only

Courses Per Page: Show

Campus: Show

**Course Length**: Show only

**Class Type**: Show only

**Show Only**

- Courses marked "Evaluate"
- Courses NOT marked "Evaluate"
- Cross-listed/joint-listed courses
- Courses marked for midterm evaluation
- Courses with multiple instructors
- Courses with notes
- Courses with a topic
- Hidden courses (0 - campus administrators only)
- Courses marked "Do Not Update"
- Courses NOT marked "Do Not Update"

**Search for Spring 2017 courses**  
examples: "basic accounting", "A100", "15763", "hhakimza"

**You are currently viewing the IUSBA campus.**  
**You are currently filtering 54 out of 1717 courses. [Clear All Filters](#)**

**Available Actions**

Displaying courses **1 - 30** of **54** in total

<input type="checkbox"/>	Evaluate	Dept	Alt Dept	Do Not Update	Course	Class Number	Description	Topic	Class Type	Instructor(s)	Enrollment	Cross/Joint Listed	Class Start	Class End	Length	Midterm Evaluate	Eval Start	Eval End	Note
<input type="checkbox"/>	✓	CSCI			A106	2361	INTRODUCTION TO COMPUTING	LEC	HTDINH		46		01/09	05/06	Regular				
<input type="checkbox"/>	✓	CSCI			A106	2362	INTRODUCTION TO COMPUTING	LAB	MSCHEESS		24		01/09	05/06	Regular				
<input type="checkbox"/>	✓	CSCI			A106	2363	INTRODUCTION TO COMPUTING	LEC	CWWOLF		12		01/09	05/06	Regular				
<input type="checkbox"/>	✓	CSCI			A106	2364	INTRODUCTION TO COMPUTING	LAB	KTRAXLER		22		01/09	05/06	Regular				
<input type="checkbox"/>	✓	CSCI			A106	2365	INTRODUCTION TO COMPUTING	LEC	MSCHEESS		37		01/09	05/06	Regular				
<input type="checkbox"/>	✓	CSCI			A106	2366	INTRODUCTION TO COMPUTING	LAB	MSCHEESS		20		01/09	05/06	Regular				

Course Questionnaire Data Ma... X +

https://cqdm.iu.edu/course/selection/admin 90% Search

← Previous 1 2 Next →

<input type="checkbox"/>	Evaluate	Dept	Alt Dept	Do Not Update	Course	Class Number	Description	Topic	Class Type	Instructor(s)	Enrollment	Cross/Joint Listed	Class Start	Class End	Length	Midterm Evaluate	Eval Start	Eval End	Note
<input type="checkbox"/>	✓	CSCI			A106	2361	INTRODUCTION TO COMPUTING	LEC	HTDINH		46		01/09	05/06	Regular				
<input type="checkbox"/>	✓	CSCI			A106	2362	INTRODUCTION TO COMPUTING	LAB	MSCHEESS		24		01/09	05/06	Regular				
<input type="checkbox"/>	✓	CSCI			A106	2363	INTRODUCTION TO COMPUTING	LEC	CWWOLF		12		01/09	05/06	Regular				
<input type="checkbox"/>	✓	CSCI			A106	2364	INTRODUCTION TO COMPUTING	LAB	KTRAXLER		22		01/09	05/06	Regular				
<input type="checkbox"/>	✓	CSCI			A106	2365	INTRODUCTION TO COMPUTING	LEC	MSCHEESS		37		01/09	05/06	Regular				
<input type="checkbox"/>	✓	CSCI			A106	2366	INTRODUCTION TO COMPUTING	LAB	MSCHEESS		20		01/09	05/06	Regular				
<input type="checkbox"/>	✓	CSCI			A106	2367	INTRODUCTION TO COMPUTING	LAB	KTRAXLER		17		01/09	05/06	Regular				
<input type="checkbox"/>	✓	CSCI			A106	2368	INTRODUCTION TO COMPUTING	LEC	LIGYU		33		01/09	05/06	Regular				
<input type="checkbox"/>	✓	CSCI			A106	2369	INTRODUCTION TO COMPUTING	LAB	MHOLLOWA		13		01/09	05/06	Regular				
<input type="checkbox"/>	✓	CSCI			A106	2370	INTRODUCTION TO COMPUTING	LAB	KTRAXLER		20		01/09	05/06	Regular				
<input type="checkbox"/>	✓	CSCI			A593	2372	COMPUTER STRUCTURES	LEC	LIQZHANG		4	JL	01/09	05/06	Regular				
<input type="checkbox"/>	✓	CSCI			A594	2373	DATA STRUCTURES	LEC	DSURMA		1	JL	01/09	05/06	Regular				
<input type="checkbox"/>	✓	CSCI			B503	2374	ALGORITHMS DESIGN AND ANALYSIS	LEC	DVRAJITO		4	JL	01/09	05/06	Regular				
<input type="checkbox"/>	✓	CSCI			C101	2375	COMPUTER PROGRAMMING I	LEC	MNAIR		13	CL-JL	01/09	05/06	Regular				
<input type="checkbox"/>	✓	CSCI			C101	2376	COMPUTER PROGRAMMING I	LEC	HTDINH		18	CL-JL	01/09	05/06	Regular				
<input type="checkbox"/>	✓	CSCI			C201	2377	COMPUTER PROGRAMMING II	LEC	LIGYU		13	CL-JL	01/09	05/06	Regular				
<input type="checkbox"/>	✓	CSCI			C201	2378	COMPUTER PROGRAMMING II	LEC	JWOLFER		13	CL-JL	01/09	05/06	Regular				
<input type="checkbox"/>	✓	CSCI			C243	2379	INTRO TO DATA STRUCTURES	LEC	DSURMA		6	JL	01/09	05/06	Regular				
<input type="checkbox"/>	✓	CSCI			C335	2380	COMPUTER STRUCTURES	LEC	LIQZHANG		13	JL	01/09	05/06	Regular				
<input type="checkbox"/>	✓	CSCI			C435	2381	OPERATING SYSTEMS 1	LEC	JWOLFER		25		01/09	05/06	Regular				
<input type="checkbox"/>	✓	CSCI			C455	2382	ANALYSIS OF ALGORITHMS I	LEC	DVRAJITO		25	JL	01/09	05/06	Regular				
<input type="checkbox"/>	✓	CSCI			Y398	2383	INTRNSHP IN PROFESSIONAL PRAC	IND	HHAKIMZA		1		01/09	05/06	Regular				
<input type="checkbox"/>	✓	CSCI			Y790	2384	GRADUATE INDEPENDENT STUDY	IND	MSHAFII		1		01/09	05/06	Regular				
<input type="checkbox"/>	✓	CSCI			A504	2885	INTRODUCTORY C++ PROGRAMMING	LEC	MNAIR		0	CL-JL	01/09	05/06	Regular				
<input type="checkbox"/>	✓	CSCI			A504	2886	INTRODUCTORY C++ PROGRAMMING	LEC	HTDINH		0	CL-JL	01/09	05/06	Regular				
<input type="checkbox"/>	✓	CSCI			A506	2887	OBJECT-ORIENTED PROGRMG C++	LEC	JWOLFER		3	CL-JL	01/09	05/06	Regular				

- 7) The next step is to determine which courses should (or should not) be evaluated this semester. Typically, by default your campus administrator has set every course to be evaluated. You need to decide which courses should (or should not) be evaluated this semester. Below are a few reasons why you may not want to evaluate a section.
- The section has only a couple of students and having them complete an evaluation would compromise their anonymity.
  - The section has been cancelled, or it has zero students, and you don't want to clutter the faculty's email with useless notifications from BLUE.

Once you have identified which courses should not be evaluated, check the corresponding **checkbox(es)** (to the left of the courses), then click the **"Set to not evaluate"** button. Once a popup dialog box appears, select the **"Set Checked"** button. (See image below)

The screenshot shows a web browser window with the URL `https://cqdm.iu.edu/course/selection/admin?wpage=2`. The page displays a list of courses with columns for 'Evaluate', 'Dept', 'Alt Dept', 'Do Not Update', 'Course', 'Class Number', 'Description', 'Cross/Joint Listed', 'Class Start', 'Class End', 'Length', 'Midterm Evaluate', 'Eval Start', 'Eval End', and 'Note'. A dialog box titled 'Set to not evaluate' is open, showing 'Set courses to not be evaluated online.' and two buttons: 'Set Filtered (54)' and 'Set Checked (1)'. The 'Set Checked (1)' button is highlighted with a red box. In the table, the first row has a checked 'Evaluate' checkbox, also highlighted with a red box.

Evaluate	Dept	Alt Dept	Do Not Update	Course	Class Number	Description	Cross/Joint Listed	Class Start	Class End	Length	Midterm Evaluate	Eval Start	Eval End	Note
<input checked="" type="checkbox"/>	CSCI			Y798	3007	PROFSNL PRACT		01/09	05/06	Regular				
<input type="checkbox"/>	CSCI			C101	3238	COMPUTER	CL-JL	01/09	05/06	Regular				
<input type="checkbox"/>	CSCI			A504	3239	INTRODUCTORY	CL-JL	01/09	05/06	Regular				
<input type="checkbox"/>	CSCI			A106	3244	INTRODUCTION TO COMPUTING		01/09	05/06	Regular				
<input type="checkbox"/>	CSCI			B100	3298	PROBLEM SOLVING USING CPTRS	LEC ERISOUTH 8	01/09	05/06	Regular				
<input type="checkbox"/>	CSCI			B100	3299	PROBLEM SOLVING USING CPTRS	LEC MHOLLOWA 13	01/09	05/06	Regular				
<input type="checkbox"/>	CSCI			A106	3368	INTRODUCTION TO COMPUTING	LEC MHOLLOWA 41	01/09	05/06	Regular				
<input type="checkbox"/>	CSCI			C151	3405	MULTIUSER OPERATING SYSTEMS	LEC RADAIKKA 18	01/09	05/06	Regular				
<input type="checkbox"/>	CSCI			C311	3482	PROGRAMMING LANGUAGES	LEC RADAIKKA 26	01/09	05/06	Regular				
<input type="checkbox"/>	CSCI			A106	3647	INTRODUCTION TO COMPUTING	LAB MHOLLOWA 17	01/09	05/06	Regular				
<input type="checkbox"/>	CSCI			A106	3648	INTRODUCTION TO COMPUTING	LAB LIGYU 24	01/09	05/06	Regular				
<input type="checkbox"/>	CSCI			A106	32188	INTRODUCTION TO COMPUTING	LEC HHAKIMZA 39	01/09	05/06	Regular				
<input type="checkbox"/>	CSCI			A106	32189	INTRODUCTION TO COMPUTING	LAB MHOLLOWA 16	01/09	05/06	Regular				
<input type="checkbox"/>	CSCI			A106	32190	INTRODUCTION TO COMPUTING	LAB LIGYU 23	01/09	05/06	Regular				
<input type="checkbox"/>	CSCI			A106	32191	INTRODUCTION TO COMPUTING	LEC 0	01/09	05/06	Regular				

Now you should see the Checkbox under the “Evaluate” column for this course disappear. See image below:

The screenshot shows the 'Edit Course Info' page in the Course Questionnaire Data Management system. The interface includes a navigation bar with the Indiana University logo and the user's name 'hhakimza'. The main content area is divided into several sections:

- Filter Courses:** Includes dropdown menus for Semester (Spring 2017), Department (CSCI), Course Length, Class Type, and Campus (IUSBA).
- Show Only:** A list of checkboxes for filtering courses based on evaluation status, listing, and update preferences.
- Search:** A search box for finding specific courses, with a search button.
- Available Actions:** A set of buttons for managing course evaluation settings, such as 'Set to evaluate', 'Set to not evaluate', 'Set custom evaluation dates', 'Add a note', 'Download CSV', 'Set to hidden', 'Set to unhidden', 'Set to not update', and 'Set to update'.
- Course List:** A table displaying a list of courses. The table has columns for 'Evaluate', 'Dept', 'Alt Dept', 'Do Not Update', 'Course', 'Class Number', 'Description', 'Topic', 'Class Type', 'Instructor(s)', 'Enrollment', 'Cross/Joint Listed', 'Class Start', 'Class End', 'Length', 'Midterm Evaluate', 'Eval Start', 'Eval End', and 'Note'. The 'Evaluate' column contains checkboxes, and the first row is highlighted with a red box.

<input type="checkbox"/>	Evaluate	Dept	Alt Dept	Do Not Update	Course	Class Number	Description	Topic	Class Type	Instructor(s)	Enrollment	Cross/Joint Listed	Class Start	Class End	Length	Midterm Evaluate	Eval Start	Eval End	Note
<input type="checkbox"/>		CSCI			Y798	3007	PROFSNL PRACTICUM/INTERNSHP	IND	HHAKIMZA		0		01/09	05/06	Regular				
<input type="checkbox"/>	✓	CSCI			C101	3238	COMPUTER PROGRAMMING I	LEC	MSCHEESS		19	CL-JL	01/09	05/06	Regular				
<input type="checkbox"/>	✓	CSCI			A504	3239	INTRODUCTORY C++ PROGRAMMING	LEC	MSCHEESS		0	CL-JL	01/09	05/06	Regular				
<input type="checkbox"/>	✓	CSCI			A106	3244	INTRODUCTION TO COMPUTING	LAB			0		01/09	05/06	Regular				
<input type="checkbox"/>	✓	CSCI			B100	3298	PROBLEM SOLVING USING CPTRS	LEC	ERISOUTH		8	CL	01/09	05/06	Regular				
<input type="checkbox"/>	✓	CSCI			B100	3299	PROBLEM SOLVING USING CPTRS	LEC	MHOLLOWA		13	CL	01/09	05/06	Regular				

Now this course will not generate useless notification to faculty and students.

If you make a mistake, you can reverse the process by clicking the checkbox again and then clicking the “Set to evaluate” button.

- 8) Another useful function may be for you to change the instructor name for a course. As of spring 2017, instructor information should be updated automatically when you submit your instructor changes to the registrar, but in case there are still issues, you can manually change it in CQDM, and that information will migrate to BLUE within 24 hours.
- 9) To change the instructor for a class, click the instructor's network ID. A popup window will appear (see below).

The screenshot shows the 'Edit Course Info' page in the CQDM system. A modal window is open for course CSCI-Y798 (3007). The course title is 'PROFSNL PRACTICUM/INTERNSHP'. The instructor is listed as 'Hossein Hakimzadeh (HHAKIMZA)', with a small blue pen icon to the right of the name, which is circled in red. Other course details include: Course Number: CSCI-Y 798, Students: 0, Class Type: IND, Length: Regular, Midterm-Evaluate: unchecked, Class Dates: 01/09-05/06, Eval Dates: empty, Evaluate: unchecked, Do Not Update: unchecked, and Provisioned by SIS: Yes. At the bottom of the modal are buttons for 'Edit Course Details' and 'Duplicate this Course'. The background shows a table of courses with columns for Evaluate, Dept, Alt Dept, Do Not Update, Course, and Class Number.

	Evaluate	Dept	Alt Dept	Do Not Update	Course	Class Number	Desc
<input type="checkbox"/>		CSCI			Y798	3007	PROFSNL PRACT
<input type="checkbox"/>	✓	CSCI			C101	3238	COMPUTER P
<input type="checkbox"/>	✓	CSCI			A504	3239	INTRODUCTORY C
<input type="checkbox"/>	✓	CSCI			A106	3244	INTRODUCTION
<input type="checkbox"/>	✓	CSCI			B100	3298	PROBLEM SOLV
<input type="checkbox"/>	✓	CSCI			B100	3299	PROBLEM SOLV

To change the instructor for the course, click the small “Pen” icon to the right of the instructor’s name. A new dialog box will appear:

The screenshot shows the 'Edit Course Info' interface for CSCI-Y798 (3007). The 'Filter Courses' section includes dropdowns for Semester (Spring 2017), Department (CSCI), Course Length, and Campus (IUSBA). A 'Show Only' list contains various checkboxes for filtering courses. A search box is available for finding specific courses. The 'Edit Instructors' modal window is active, showing the current instructor 'Hossein Hakimzadeh (HHAKIMZA)' with a delete icon. A search box for adding new instructors is also present. The background table lists several courses with their respective attributes.

Class	Class Start	Class End	Length	Midterm Evaluate	Eval Start	Eval End	Note
	09	05/06	Regular				
	09	05/06	Regular				
	09	05/06	Regular				
	09	05/06	Regular				
	09	05/06	Regular				
	09	05/06	Regular				

Now type the network ID for the new instructor in the search box, find the instructor and add it. Then you can delete the original instructor.

**REPEAT!**

The next thing you need to do is repeat the above process for every department that you manage.

There are other functions that you may want to perform using this system, but for now we'll start with this HOW-TO document.

If you have any questions about the document, or find any errors, please contact Hossein Hakimzadeh at [hhakimza@iu.edu](mailto:hhakimza@iu.edu)