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)
- 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.

Administrative As	sistant	NetworkID	Dept 1	Dept 2	Dept 3	Dept 4	Dept 5	Dept 6	Dept 7	Dept 8
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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							
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Miller	Joanne	jomiller	MATH							
Piekarski	Kathi	kpiekars	SOC	ANTH	WGS	SUST				
Pontius	Victoria	vpontius	HIST	PHIL	REL	COGS	AHST			

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

Highland	Kathi	kathruss	BUS	BUSB	ECON			
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 To start the process, point your browser to <u>https://cqdm.iu.edu</u> 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)

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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.



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

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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:

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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:

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- 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.
 - a. The section has only a couple of students and having them complete an evaluation would compromise their anonymity.
 - b. 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)



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

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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).

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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:

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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 <u>hhakimza@iu.edu</u>