



RUTGERS

Providing Departments and Schools with Midcourse Surveys Using DIG and Blue



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Responsibilities:

- End-of-course surveys (SIRS)
- Pedagogical support
- Assessment support

Rutgers University



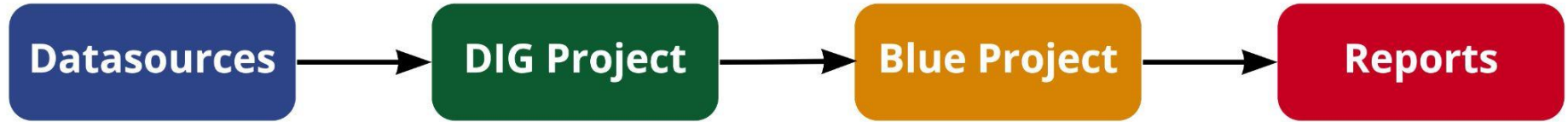
- Large, public, research university in New Jersey
- 2 registration systems
- 4 campuses, 3 locations
- ~70,000 students

Background of Midcourse Surveys

- Formative process to support instructors - Fall & Spring
 - Not included on promotion/tenure/reappointment
- Midcourse surveys required by some schools/departments
- Some units **don't** want results (to support formative nature)
- [Standard short survey](#)
 - Units can delete & add questions and change dates
 - Instructors can add questions



Midcourse Surveys



Data

DIG

Project

Reports

Unit Specific Questions

- Communication with departments/schools at beginning of term about midcourse surveys
- Questions can be added/changed and we ask for them about 3 weeks before default midcourse dates
- We use Question Bank to push out these questions
 - We pre-load survey form names in data to trigger question bank

Data

Course Datasource

- Run midcourse surveys at course level
- Course datasource has fields which indicates if midcourse should be run, start and end dates, and “Midcourse Form” which will trigger unit questions in question bank

DIG

Project

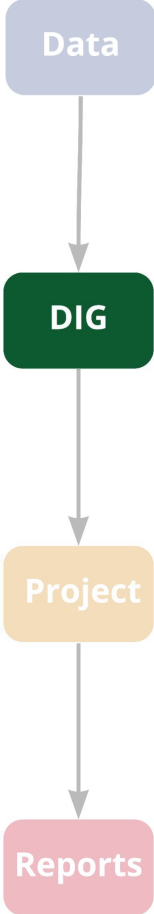
Reports

Midcourse_Needed	Midcourse_Start	Midcourse_End	Midcourse_Form
No Midcourse Survey	3/5/22 0:01	3/11/22 23:59	Midcourse
Results will be forwarded to the instructor and department	3/5/22 0:01	3/11/22 23:59	Midcourse

- Prefill “midcourse needed” for units who require midcourse surveys

DIG

- One DIG for midcourse and end-of-course projects
- DIG admins can select course to have a midcourse, start and end dates, and if there was a specific form that was not pre-loaded
- Midcourse_Needed selection gives options of who report is distributed to



-
<input checked="" type="checkbox"/> No Midcourse Survey Results will be forwarded only to the instructor Results will be forwarded to the instructor and department

Midcourse_Needed <input type="text" value="No Midcourse Survey"/>
Midcourse_Start 2022-Mar-05
Midcourse_End 2022-Mar-11
Midcourse_Form <input type="text" value="Midcourse"/>

DIG Deadlines

Data

DIG

Project

Reports

- Courses must be published from DIG before midcourse runs (we tell admins 1.5-2 weeks before default dates)
- 1st DIG reminder is about 1 week before need to be published for midcourse
- We search DIG for courses not published where midcourse has been selected

Filtered Tasks: 37

Filters:

Courses, Midcourse_Needed Contains Results will be ×

Task status Is not Completed ×

DIG - Workaround for Team Taught

Data

DIG

Project

Reports

- The midcourse selection is at course level
- Sometimes one instructor of a course wants it but not another
- Admin can split the course
 - S1 - all instructors included and select for end-of-course survey (no midcourse)
 - S2 - only instructor who wants midcourse and select for midcourse (no end-of-course)

Blue Project

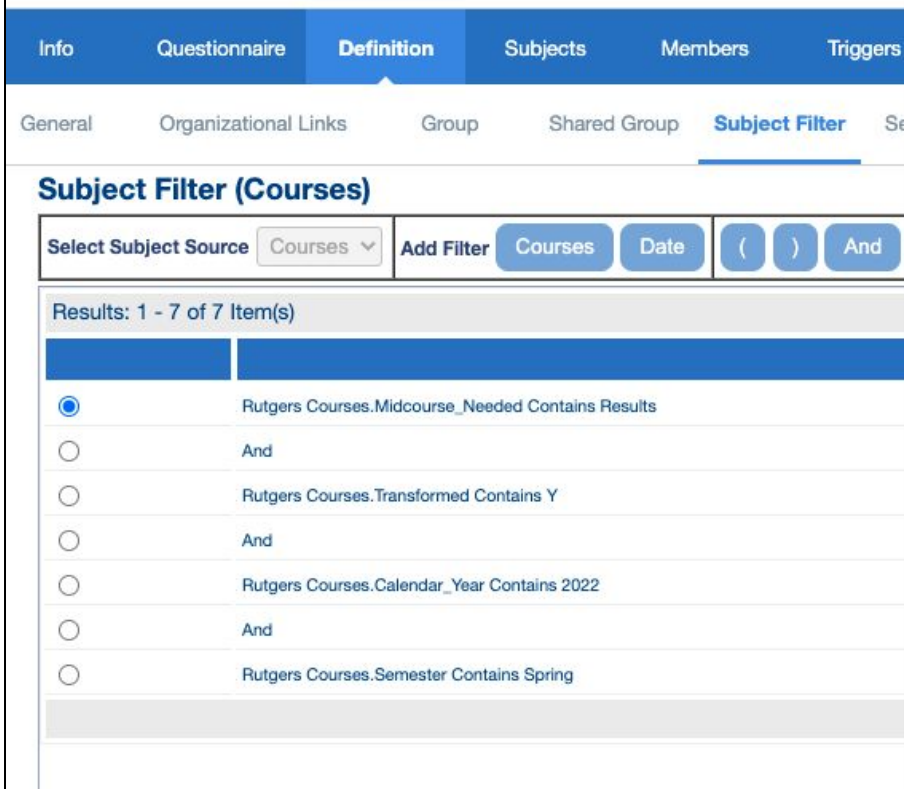
- Subject filters let in only those courses that selected a midcourse in that semester
- Instructors can add questions (QP) - only custom questions

Data

DIG

Project

Reports



Info Questionnaire **Definition** Subjects Members Triggers

General Organizational Links Group Shared Group **Subject Filter** Se

Subject Filter (Courses)

Select Subject Source Courses Add Filter Courses Date () And

Results: 1 - 7 of 7 Item(s)

<input checked="" type="radio"/>	Rutgers Courses.Midcourse_Needed Contains Results
<input type="radio"/>	And
<input type="radio"/>	Rutgers Courses.Transformed Contains Y
<input type="radio"/>	And
<input type="radio"/>	Rutgers Courses.Calendar_Year Contains 2022
<input type="radio"/>	And
<input type="radio"/>	Rutgers Courses.Semester Contains Spring

Data

DIG

Project

Reports

Instructor Emails

- Initial emails sent through QP task 5 days before start of survey
- Made a field mapping for “Midcourse_Needed” (S\$MIDNEED) to include in email so instructor knows who results will go to

Course	Survey Start Date	Survey End Date
cb:tst:115:R1 - Christina's Test Course 9 - Results will be forwarded only to the instructor	March 05, 2022	March 11, 2022
01:640:123:01 - Preparation For Calculus I - Results will be forwarded to the instructor and department	March 05, 2022	March 11, 2022

Data

Instructor Email - Full Text

Dear [R\$FN],

In coordination with your department or school, we have created a brief online mid-semester survey for your course. The midcourse survey is an informal survey. Results are distributed **one day (24 hours) after the conclusion of the survey**. This is an opportunity to receive immediate student feedback prior the end-of-semester survey

Please **review your survey details** prior to the survey start date by **logging into blue**.

- Verify your name as displayed to students: [R\$FN] [R\$LN]. Please notify us of any name changes or if students will not recognize you by this name.
- Click "Choose the personalized questions" to add additional questions or to preview the questions on the survey.
- You can view the dates the survey will run by clicking on "Response Rates" on the left-hand side of your Blue dashboard.
- If there are any errors (courses listed which you do not teach, or missing courses or sections that you would like to include) please notify us of the error by replying to this email.

Course
Survey Start Date
Survey End Date
*\$(</tr><tr><td style="border: 1px solid black; padding: .5em;">S\$NAME - S\$MIDNEED
S\$MIDSTART
S\$MIDEND

We are holding training sessions on how to add questions in Blue - for more information and to [register](https://ctaar.rutgers.edu/workshops/register/calendar) please go to our website.

No action is necessary if you do not want to make any changes.

After the survey starts:

- Remind your students that **you will see their comments immediately**, the day after the survey ends

- Post the survey link for your students - <https://sirs.ctaar.rutgers.edu/blue> .
- Set aside some class time if possible to have students complete the survey.
- For convenience, you may want to project this QR code in your classroom for easy access to the surveys on a smart phone: <https://sirs.ctaar.rutgers.edu/sirsBlueQR.html>

DIG

Project

Reports

Student Emails

- Ensure students know instructors will receive results right after survey ends

The **Midcourse** surveys for your course(s) are available to be taken now, and are due on the date below.

- [Please click here to begin your midcourse survey](#)

STASK_LIST_ALL

Note: The anonymous results of the midcourse survey will be sent to your instructor the day after the survey ends for *immediate* review.

Your instructor will see your responses the day after the survey closes, however your login information is confidential and will not be used to identify your responses or comments. Identifying information is used internally by the system solely to restrict who can take the survey. Only anonymous data is reported to your instructor or elsewhere within the university.

Data

DIG

Project

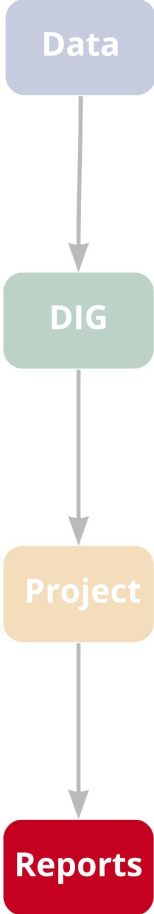
Reports

Reports

- Release 24 hours after end date of survey

Start Date
+1 day(s) from
Midcourse_End of
Courses(Project)

- 2 reports - one includes only those that go to instructor and one includes those reports that units can access



Subject Filter

Add New Filter () And Or Not

	Filter Condition
<input type="radio"/>	(
<input type="radio"/>	Courses.Unit Is not cb
<input type="radio"/>	And
<input type="radio"/>	Courses.Midcourse_Needed Contains only to the instructor
<input type="radio"/>)

Data

Reports

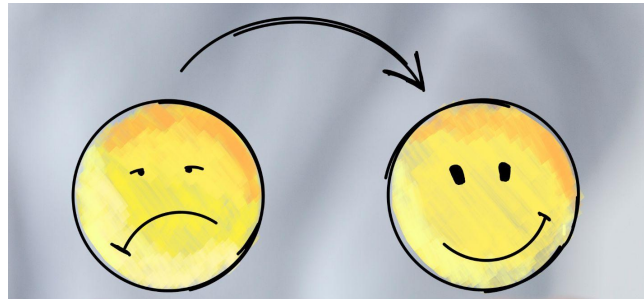
DIG

- Include text to remind instructors about best practice of closing the loop

Project

We highly suggest closing the loop with students by discussing the results and any actions you are taking due to their feedback as soon as possible. Additional resources and templates to aid you with analysis are available in Canvas (you will need to log into Canvas with your netID and password).

Reports



Providing Support

- Training for DIG admins (*start of semester*)
- [Workshops for chairs/deans](#) on designing a midcourse process to support instructors (*start of semester*)
- [Workshops for faculty](#) on designing and using midcourse surveys (*right before midcourse*)
- [Quick sessions for faculty](#) on how to add questions in Blue (*during QP*)



Thank you for attending!

**Providing Departments and Schools with
Midcourse Surveys Using DIG and Blue**

Presentation available at: