



**Data Integrity Gateway (DIG)  
User Guide for  
School/Faculty nominees**

**Centre for Education and Innovation**

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## Introduction

This document is designed to assist Faculty and School nominees in verifying the unit and teaching staff data needed for conducting the *Student Evaluation of Learning and Teaching (SELT)* surveys for the relevant study periods at ACU. It provides step-by-step instructions for each component of the Data Integrity Gateway (DIG).

## About the Data Integrity Gateway (DIG)

The Data Integrity Gateway (DIG) is a means for confirming unit-level information that is necessary in the preparation of online SELT surveys. The information collected through this process will be used by the Centre for Education and Innovation (CEI) to create and conduct the SELT surveys on the University's online evaluation system for the appropriate study periods.

The Associate Dean – Learning & Teaching (ADLT), the National Head of School or their nominees are responsible for verifying the complete list of teaching staff members for each coursework unit in their Faculty or School.

## Access for Faculty/School nominees

Restricted access to the DIG is granted annually to each nominee confirmed by the ADLT or National Head of School, enabling them to complete verification for their respective areas.

This verification process occurs several times a year (for published Study Periods). Access to DIG is activated before the verification period begins and is revoked at the end of that period. Adherence to strict timelines ensures proper management of the SELT surveys (please refer to the [survey schedule](#) for further details).

Faculty/School nominees will receive an email from [Evaluations CEI](#) account with a unique link to the DIG interface. Each nominee will have access to a list of units they are responsible for verifying.

## Understanding the DIG Interface Columns

The DIG interface displays several columns of data. Please see table below for a description of each column.

| Column Name       | Description   |
|-------------------|---|
| Tick box icon (☐) | Allows selection of one or more units for verification; provides optional ways to select or add teaching staff.   |
| Status            | <p>Displays the status of the unit verification:</p> <ol style="list-style-type: none"> <li><b>Incomplete (red):</b> If a unit is marked with a red exclamation point, it is considered <i>'Incomplete'</i> and the data requires verification:           <div data-bbox="523 680 679 864" data-label="Image"> </div> </li> <li><b>Valid (green):</b> Verification is complete for this unit*.           <div data-bbox="523 931 695 1106" data-label="Image"> </div> </li> </ol> <p><b>*Note:</b> A <b>Valid</b> status indicates that a nominee has selected <b>'Yes'</b> or <b>'No'</b> from the SELT drop down box for a unit. This does not indicate whether a staff member has been added/verified to the unit.</p> |
| Group             | <p>Displays how many teaching staff members* have been associated with teaching in the unit.</p> <p><b>*Note:</b> Some units may be prefilled with teaching staff members. This data is obtained from the published timetable at the end of Week 3. <u>All nominees are required to validate this data.</u></p>   |
| Course ID         | The Course ID of a unit is a combination of the TERM code and CRN code recorded for that unit in Banner. For example, the Course ID "202145400" consists of the TERM code "202145" which is the Winter Term, and the CRN code "400".  |
| Unit              | Displays the name of the unit (Unit code, short name of the unit, study period, year, campus and course ID).  |
| SELT              | To confirm a unit will be evaluated through the SELT survey. All nominees are required to complete this verification for every unit.  |
| School            | Displays the School name  |
| Faculty           | Displays the Faculty name   |
| Study Period      | Displays the recorded period when the unit is taught (e.g. Winter Term)   |
| Campus            | Displays the recorded campus/location for the unit's delivery (e.g. Melbourne)  |

## Information used to verify teaching staff and units

Before verifying information on the Data Integrity Gateway (DIG), please consider the following two important aspects of verification:

**1. What source of information from your area will be used to verify teaching staff and units on the DIG interface? These sources may include:**

- ✓ Academic Workloads
- ✓ Timetabling Records
- ✓ School list of units from Banner
- ✓ Other records used in the Faculty/School

CEI strongly recommends that the most up-to-date information, approved by the ADLT or National Head of School, is used to complete verification on the DIG. This alleviates further work for the nominees (e.g., modifying details that they had already entered).

**2. Which approach will be used to verify teaching staff and units on the DIG? The following options are available:**

- ✓ Verifying units individually (multiple teaching staff can be assigned to each unit)
- ✓ Verifying multiple units to one or more teaching staff
- ✓ Verifying teaching staff individually (A-Z)

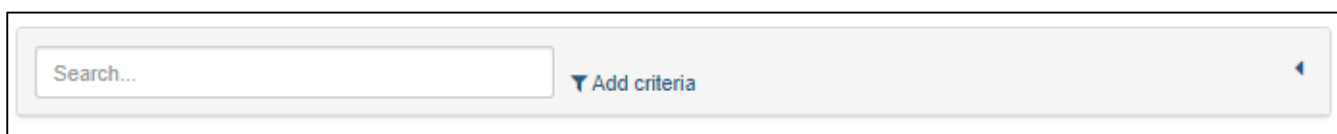
## Search, Filter and Sort Data Functions

### Search and Filter Data

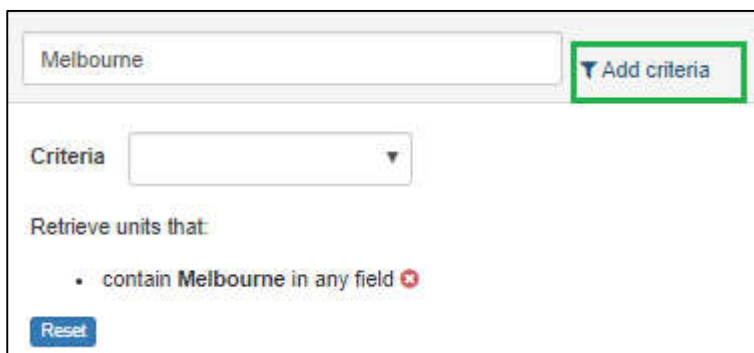
The *Search* function can be used to locate information for any unit displayed in the DIG interface.

Nominees can refine their search by adding a criteria:

1. Start typing a keyword (unit code, unit name or campus) directly into the Search bar and DIG will display all available records (e.g., entering a specific unit code, name or campus will return the relevant results in the interface).



2. To refine a search, click 'Add criteria' to expand the criteria section. A drop-down menu will display a range of additional criteria fields to filter on:






Nominees can set additional criteria on the following:

| Criteria                  | Description  |
|---------------------------|--|
| <b>Units field</b>        | Allows user to filter on unit name, SELT status, School, Faculty, Campus and Study Period. |
| <b>Unit status</b>        | Allows user to filter on unit status of <b>Valid</b> and <b>Incomplete</b> data.           |
| <b>Group member</b>       | Allows user to filter on a staff member (username, first name or last name).               |
| <b>Group member count</b> | Allows user to filter on the count of teaching staff members that are listed for unit(s).  |

## Sort Data

Data displayed in the interface can be sorted by clicking on the column header.

1. Click one of the column headers for the list to sort in ascending order.
2. Click the same column header again for the list to sort in descending order.

| <input type="checkbox"/> | Status   | Group     | Course ID | Unit  | Click on the header name to sort in ascending and descending order |
|--------------------------|--|-----------|-----------|--|--|
| <input type="checkbox"/> |   <a href="#">Edit</a> | • 3 Staff | 202145400 | UNCC100 SELF/COMMUNITY: ANAT MOD SOC - Winter Term, 2021 Melbourne (202145_400)        |  |

If filtering is required, please use the 'Add criteria' in the search function to refine search results.

The following columns can be sorted to allow nominees to:

| Columns Header      | Description   |
|---------------------|---|
| <b>Status</b>       | Sort unit status of 'Valid' and 'Incomplete' data           |
| <b>Course ID</b>    | Sort Course ID in ascending or descending order             |
| <b>Unit</b>         | Sort units in ascending or descending order                 |
| <b>SELT</b>         | Sort by SELT status of 'Yes', 'No' and blank                |
| <b>School</b>       | Sort units in ascending or descending order by Schools      |
| <b>Faculty</b>      | Sort units in ascending or descending order by Faculty      |
| <b>Study Period</b> | Sort units in ascending or descending order by study period |
| <b>Campus</b>       | Sort units in ascending or descending order by campus       |



## Verifying unit(s) for the SELT surveys

There are two options for verifying unit(s) (*i.e. selecting 'Yes' or 'No' for inclusion in the SELT Surveys*):


- [Verifying a single unit](#) OR
- [Verifying multiple units](#)

### Verifying a single unit

1. Identify the unit for verification and click the 'Edit' button. This will expand the unit information box (please see below):

| <input type="checkbox"/> | Status  | Group  | Course ID         | Unit   |
|--------------------------|---|--|-------------------|--|
| <input type="checkbox"/> |  |  Edit | 3 Staff 202145400 | UNCC100<br>SELF/COMMUNITY:<br>ANAT MOD SOC -<br>Winter Term, 2021<br>Melbourne<br>(202145_400) |

SELT

Yes 

-

Yes

No, less than 10 Students are enrolled in unit

No, the unit is no longer running for this study period

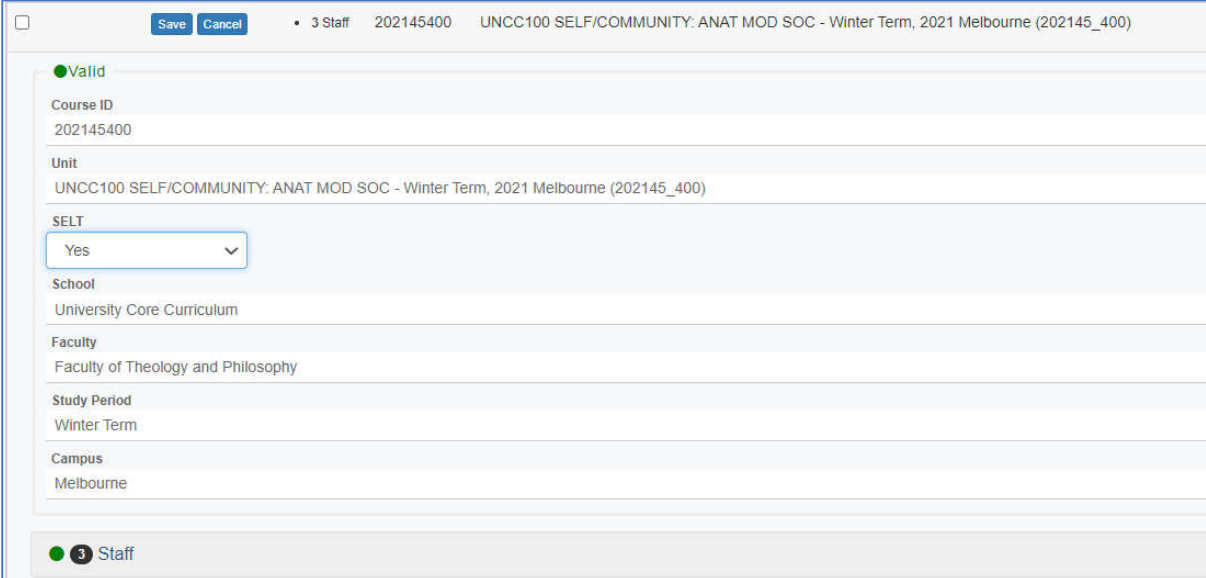
No, this is a non-coursework research unit

No, for other reasons (Evaluations CEI will contact you for further information)



2. To verify the unit, click on the drop-down menu for **SELT** and select either 'Yes' for a SELT survey or one of the 'No' options with a reason for not including the unit for a survey.

Once an option is selected, the unit status will change to a **Valid** status:

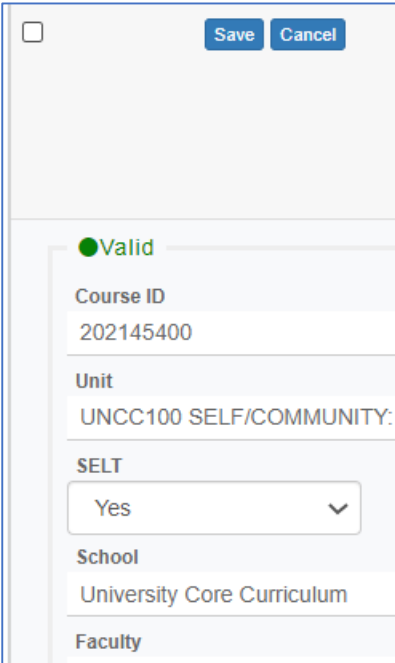


The screenshot shows a web interface for unit verification. At the top, there are buttons for 'Save' and 'Cancel', and a breadcrumb trail: '3 Staff' > '202145400' > 'UNCC100 SELF/COMMUNITY: ANAT MOD SOC - Winter Term, 2021 Melbourne (202145\_400)'. Below this, a green dot and the word 'Valid' indicate the unit's status. The form fields are as follows:

|              |   |
|--------------|---|
| Course ID    | 202145400   |
| Unit         | UNCC100 SELF/COMMUNITY: ANAT MOD SOC - Winter Term, 2021 Melbourne (202145_400) |
| SELT         | Yes   |
| School       | University Core Curriculum  |
| Faculty      | Faculty of Theology and Philosophy  |
| Study Period | Winter Term   |
| Campus       | Melbourne   |

At the bottom left, there is a green dot and a badge with the number '3' next to the word 'Staff'.

3. At this point, you may want to verify the Staff teaching in the unit. [Please click here for next steps on how to verify teaching Staff for a single unit.](#)
4. If the teaching Staff is unknown for a unit, click on the **Save** button to complete the verification for the unit.

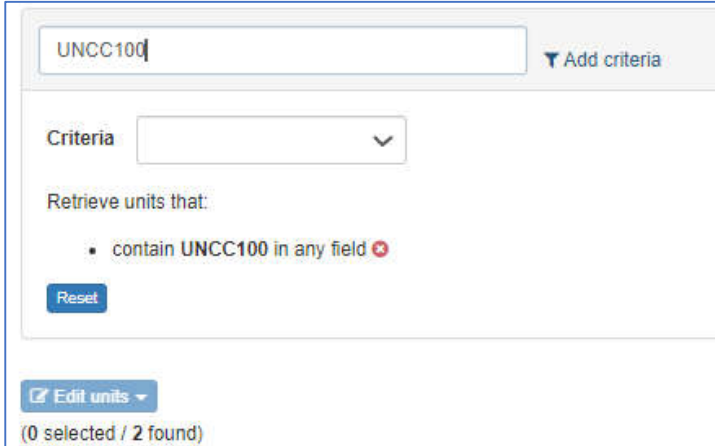


This screenshot shows a similar web interface to the one above, but with a different layout. It features 'Save' and 'Cancel' buttons at the top. The unit status is 'Valid' (indicated by a green dot). The form fields are:

|           |   |
|-----------|---|
| Course ID | 202145400   |
| Unit      | UNCC100 SELF/COMMUNITY: ANAT MOD SOC - Winter Term, 2021 Melbourne (202145_400) |
| SELT      | Yes   |
| School    | University Core Curriculum  |
| Faculty   | Faculty of Theology and Philosophy  |

## Verifying multiple units

1. Identify the units required for verification by adding the unit information to the Search box:



UNCC100 ▼ Add criteria

Criteria ▼

Retrieve units that:

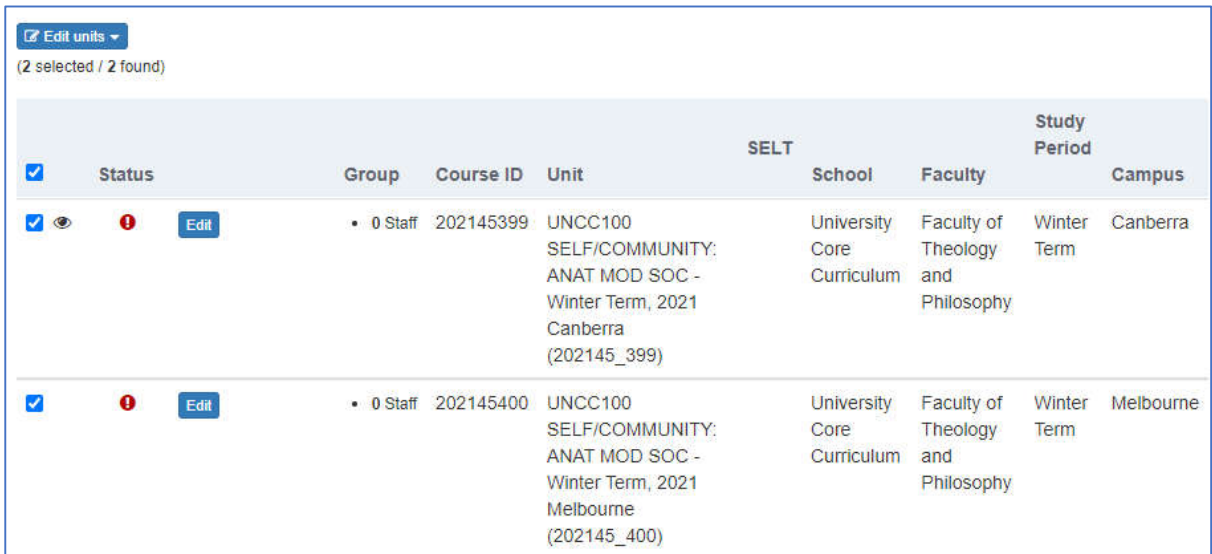
- contain UNCC100 in any field ✖

Reset

Edit units ▼

(0 selected / 2 found)

2. Tick the check boxes for the units to be verified and click on the **Edit units** button:

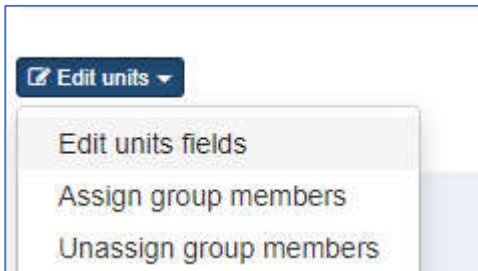


Edit units ▼

(2 selected / 2 found)

| <input checked="" type="checkbox"/> | Status  | Group     | Course ID | Unit   | SELT | School                           | Faculty                                     | Study Period   | Campus    |
|-------------------------------------|---|-----------|-----------|--|------|----------------------------------|---|----------------|-----------|
| <input checked="" type="checkbox"/> | <span>👁</span> <span>!</span> <span>Edit</span> | • 0 Staff | 202145399 | UNCC100<br>SELF/COMMUNITY:<br>ANAT MOD SOC -<br>Winter Term, 2021<br>Canberra<br>(202145_399)  |      | University<br>Core<br>Curriculum | Faculty of<br>Theology<br>and<br>Philosophy | Winter<br>Term | Canberra  |
| <input checked="" type="checkbox"/> | <span>!</span> <span>Edit</span>                | • 0 Staff | 202145400 | UNCC100<br>SELF/COMMUNITY:<br>ANAT MOD SOC -<br>Winter Term, 2021<br>Melbourne<br>(202145_400) |      | University<br>Core<br>Curriculum | Faculty of<br>Theology<br>and<br>Philosophy | Winter<br>Term | Melbourne |

3. Select *'Edit unit fields'* in the drop-down list:



Edit units ▼

- Edit units fields
- Assign group members
- Unassign group members

- Under **Field**, select 'SELT' in the drop-down menu:

The screenshot shows the 'Edit units fields' dialog box. At the top, there is a header 'Edit units fields' and a search bar. Below this, there are two columns: 'Field' and 'New value'. The 'Field' column has a dropdown menu that is open, showing 'SELT' as the selected option. The 'New value' column has an empty dropdown menu. To the right of the 'Field' dropdown is an 'Add field' button. At the bottom left, there are 'Apply...' and 'Cancel' buttons.

- Under **New value**, select either 'Yes' for a SELT survey or one of the 'No' options with a reason for not including the unit for a survey

The screenshot shows the 'Edit units fields' dialog box. The 'Field' dropdown is now set to 'SELT'. The 'New value' dropdown is open, showing a list of options: 'Yes', 'No, less than 10 Students are enrolled in unit', 'No, the unit is no longer running for this study period', 'No, this is a non-coursework research unit', and 'No, for other reasons (CEI will contact you for further information)'. The 'Add field' button is still visible on the right. At the bottom left, there are 'Apply...' and 'Cancel' buttons.

- Click the **Add Field** button

The screenshot shows the 'Edit units fields' dialog box. The 'Field' dropdown is set to 'SELT' and the 'New value' dropdown is set to 'Yes'. The 'Add field' button is now disabled (greyed out). At the bottom left, there are 'Apply...' and 'Cancel' buttons.

7. Click the **Apply** button to continue:

2 Selected (2 found)

### Edit units fields

| Field | New value |
|-------|-----------|
| SELT  | Yes       |

▼

Add field

Apply... Cancel

8. A pop-up box will appear requesting confirmation of the changes. Click the **Yes** button to confirm the changes you are making to the selected unit(s):

### Confirm Changes

Are you sure you want to modify all selected units?

Field  
.SELT -> Yes  
for 2 units

Units to be edited:

« < 1 > »

|   | Course ID | Unit  | SELT | School                     | Faculty                            | Study Period | Campus    |
|---|-----------|---|------|----------------------------|------------------------------------|--------------|-----------|
| ❗ | 202145399 | UNCC100 SELF/COMMUNITY: ANAT MOD SOC - Winter Term, 2021 Canberra (202145_399)  | Yes  | University Core Curriculum | Faculty of Theology and Philosophy | Winter Term  | Canberra  |
| ❗ | 202145400 | UNCC100 SELF/COMMUNITY: ANAT MOD SOC - Winter Term, 2021 Melbourne (202145_400) | Yes  | University Core Curriculum | Faculty of Theology and Philosophy | Winter Term  | Melbourne |

Yes Cancel

A confirmation box will appear confirming the changes and will close automatically:

### Confirm Changes

✔ Done

Close

A **Valid** status for the selected units will be displayed with the response selected in the **SELT** column:

| <input checked="" type="checkbox"/> | Status               | Group     | Course ID | Unit  | SELT |
|-------------------------------------|----------------------|-----------|-----------|---|------|
| <input checked="" type="checkbox"/> | <a href="#">Edit</a> | • 0 Staff | 202145399 | UNCC100 SELF/COMMUNITY: ANAT MOD SOC - Winter Term, 2021 Canberra (202145_399)  | Yes  |
| <input checked="" type="checkbox"/> | <a href="#">Edit</a> | • 0 Staff | 202145400 | UNCC100 SELF/COMMUNITY: ANAT MOD SOC - Winter Term, 2021 Melbourne (202145_400) | Yes  |

## Verifying Staff teaching in unit(s)



### IMPORTANT INFORMATION FOR VERIFICATION OF STAFF

1. Staff must be teaching at least half of the unit within the relevant study period to be included in a SELT survey. Guest lecturers should not be included.
2. If a staff member is not listed in the DIG, please lodge a [Service Central request](#) to People & Capability to include the staff member on the ACU Staff Directory.
3. If no teaching staff are listed for a unit, the SELT survey will not include a SECTION B (feedback on individual teaching) and the staff member(s) for that unit will not be able to request an optional item in their SELT survey.
4. If the teaching staff member is unknown, please make every attempt to confirm who is teaching the unit and enter in their details before the deadline.

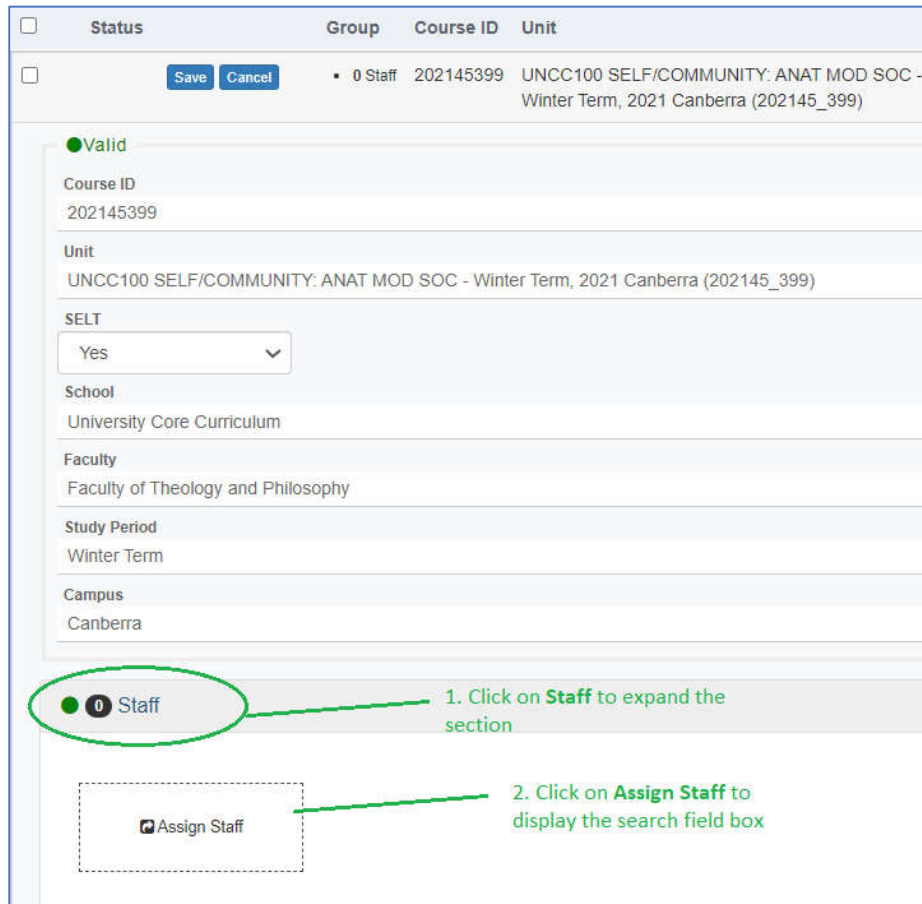
A staff member can be added to a single unit or to multiple units at once on the DIG.

### [Adding a staff member to a single unit](#)

1. Identify the unit for verification and click the **Edit** button to expand the unit information box below:

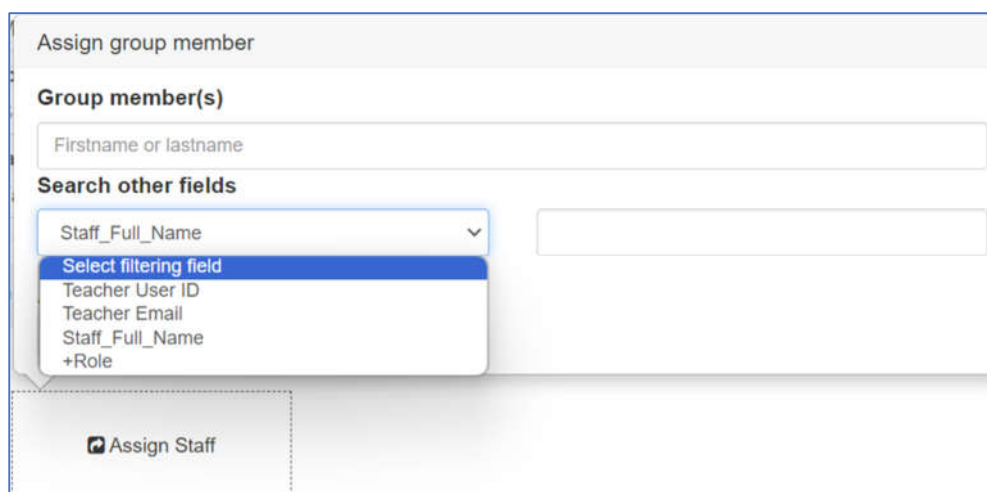
| <input type="checkbox"/> | Status  | Group  | Course ID                           | Unit  |
|--------------------------|---|--|-------------------------------------|---|
| <input type="checkbox"/> | <input checked="" type="checkbox"/>  | <input type="checkbox"/>  | <input type="button" value="Edit"/> | • 0 Staff 202145399 UNCC100<br>SELF/COMMUNITY:<br>ANAT MOD SOC -<br>Winter Term, 2021<br>Canberra<br>(202145_399) |

- Click on **Staff** to expand the section and click on **Assign Staff** to display the search field box:



- Type the first or last name of the teaching staff member. A list of names will be displayed.

**Note:** There are additional filtering options available in the drop-down menu for **Search other fields** (Filtering on username, ACU email address and Staff Full name is available).



- To add the staff member, click the link icon next to the Staff name:

Assign group member

Group member(s)  
Randy

Search other fields  
Select filtering field

| First Name | Last Name | Select field |
|------------|-----------|--------------|
| Karen      | Randy     |              |

Click to add Staff to unit

Cancel

Assign Staff

- After adding the Staff member, you will be prompted to select a **ROLE** in the drop-down list:

Staff

Incomplete

User ID  
karandy

First Name  
Karen

Last Name  
Randy

Email  
Karen.Randy@acu.edu.au

+Role  
-

Assign Staff

All staff must be assigned a role within the unit. These roles determine which teaching staff member will have the option to include an item or question in their unit's SELT survey. It is crucial to select the correct role for each staff member.

For more information about optional items for teaching staff, please [click here](#)



Please see table below for more information on each Staff role:

| Role  | Description   | Access to Section A: Optional Item (unit aspects) | Access to Section B: Optional Item (individual teaching aspects) | Will the Staff Member be included in the SELT survey with this role? |
|---|---|---|--|--|
| <b>National Lecturer in Charge (Teaching)</b>     | Staff who are teaching in the unit as a National Lecturer in Charge.  | Yes   | Yes  | Yes  |
| <b>National Lecturer in Charge (NOT Teaching)</b> | Staff who are a National Lecturer in Charge of a unit and are <b>not conducting any teaching in a unit.</b><br><br><b>If this role is selected, the Staff member will not be included in the SELT survey for the unit</b> however they will receive an invitation to include an optional unit item/question in the SELT for Section A (unit aspects) of the survey. The additional unit item/question selected by the NLiC will display in the SELT survey to all students for this unit. | Yes   | No   | No   |
| <b>Lecturer in Charge (LiC)</b>                   | Staff who are teaching in the unit as a Lecturer in Charge.   | Yes   | Yes  | Yes  |
| <b>Lecturer in Charge (NOT Teaching)</b>          | Staff who are a Lecturer in Charge of a unit and are <b>not conducting any teaching in a unit.</b><br><br><b>If this role is selected, the Staff member will not be included in the SELT survey for the unit</b> however they will receive an invitation to include an optional unit item/question in the SELT for Section A (unit aspects) of the survey. The additional unit item/question selected by the LiC will display in the SELT survey to all students for this unit.           | Yes   | No   | No   |
| <b>Lecturer (L)</b>                               | Staff who are teaching in the unit as a Lecturer.   | No  | Yes  | Yes  |
| <b>Tutor (T)</b>                                  | Staff who are teaching in the unit as a Tutor.  | No  | Yes  | Yes  |

- After selecting a **Role** for the Staff member, the status will change from **Incomplete** to **Valid**.

The screenshot shows a 'Staff' assignment window with two staff member profiles. Each profile includes fields for User ID, First Name, Last Name, Email, and a dropdown for Role. The status for both is 'Valid'. A dashed box highlights an 'Assign Staff' button.

| Staff Member | User ID  | First Name | Last Name | Email                   | Role                    |
|--------------|----------|------------|-----------|-------------------------|-------------------------|
| 1            | karandy  | Karen      | Randy     | Karen.Randy@acu.edu.au  | Lecturer in Charge (Li) |
| 2            | berlynch | Bernardine | Lynch     | Bernardine.Lynch@acu.ed | Lecturer (L)            |

**Note:** Please ensure Staff details displayed are correct. There are some instances where ACU has more than one Staff member with the same first and last names. **This step is critical for many processes in ACU (e.g. Performance Review and Planning of ACU's teaching staff).**

- Once all relevant staff have been assigned to a unit, click the **Save** button for the unit:

The screenshot shows a dialog box with 'Save' and 'Cancel' buttons. Below the buttons, the unit details are displayed: Course ID 202145400 and Unit UNCC100 SELF/COMMUNITY.

- The status for the units will display as **Valid** and the **Group** column will display the number of Staff assigned to the unit.

The eye icon below indicates that this is the last unit visited/verified in DIG:

| <input type="checkbox"/> | Status   | Group     | Course ID | Unit  | SELT |
|--------------------------|--|-----------|-----------|---|------|
| <input type="checkbox"/> | <span style="color: green;">●</span> Valid <span>Edit</span> | • 2 Staff | 202145400 | UNCC100 SELF/COMMUNITY: ANAT MOD SOC - Winter Term, 2021 Melbourne (202145_400) | Yes  |

## Adding a staff member to multiple units

1. Identify the units you want to assign the Staff member to.

This can be done by reviewing the list of units available and ticking the boxes next to each unit (Option 1) or using the Search box to identify the units (Option 2):

Option 1: Reviewing List of units available and ticking the boxes next to each unit:

*Note – This option is ideal to use if you have a staff member to be verified for units with different unit code names. For example, one ACOM unit and one UNCC unit.*

| <input type="checkbox"/>            | Status  | Group     | Course ID | Unit   |
|-------------------------------------|---|-----------|-----------|--|
| <input type="checkbox"/>            | <span style="color: red;">!</span> <a href="#">Edit</a> | • 0 Staff | 202145130 | ACOM105 ENGLISH COMMUNICATION SKILLS - Winter Term, 2021 Brisbane (202145_130) |
| <input checked="" type="checkbox"/> | <span style="color: red;">!</span> <a href="#">Edit</a> | • 0 Staff | 202145256 | ACOM108 COM AS HEALTH PROF 1 - Winter Term, 2021 Brisbane (202145_256)         |
| <input checked="" type="checkbox"/> | <span style="color: red;">!</span> <a href="#">Edit</a> | • 0 Staff | 202145399 | UNCC100 SELF/COMMUNITY: ANAT MOD SOC - Winter Term, 2021 Canberra (202145_399) |

Option 2: Using the Search box to identify the units

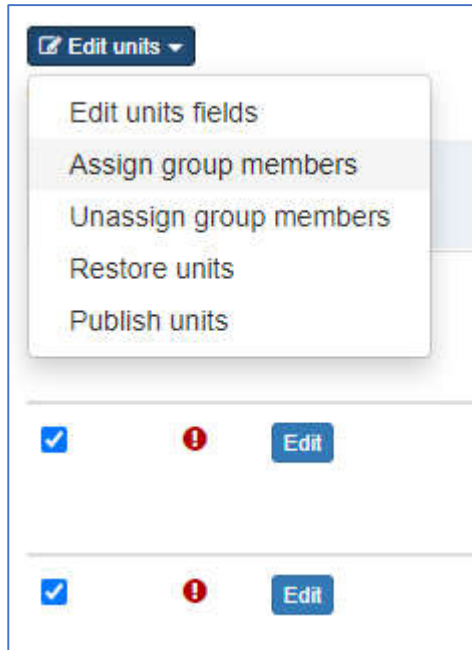
*Note – This option is ideal to use if you have units will the same unit code names. For example, two ACOM units:*

1. Identify your units by typing the unit name in the Search box

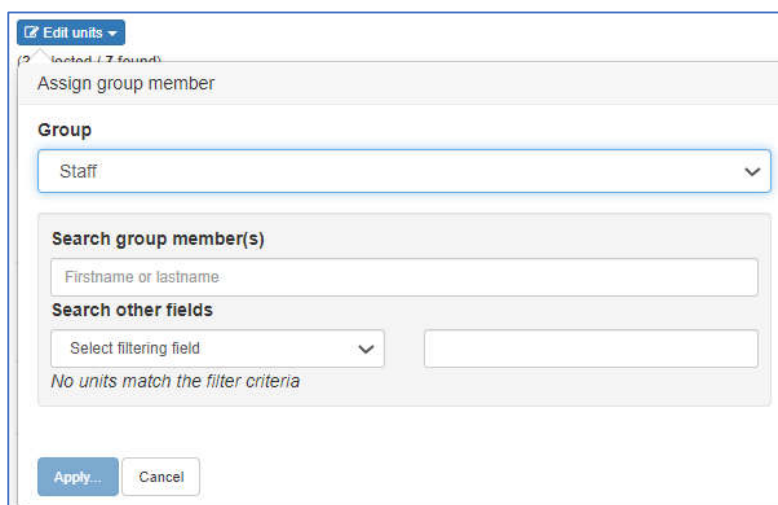
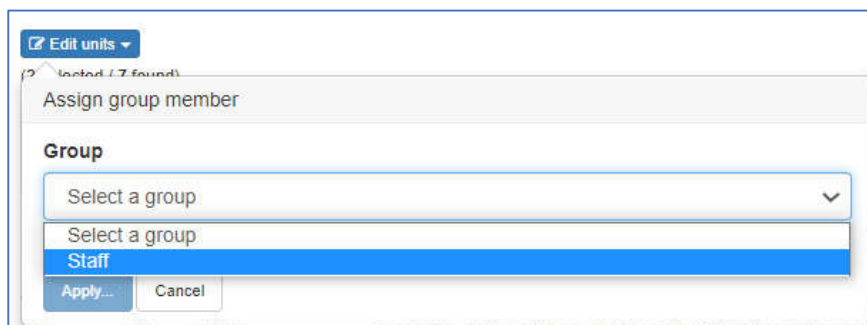
2. Tick the check boxes for the units

| <input type="checkbox"/> | Status  | Group     | Course ID | Unit   |
|--------------------------|---|-----------|-----------|--|
| <input type="checkbox"/> | <span style="color: red;">!</span> <a href="#">Edit</a> | • 0 Staff | 202145130 | ACOM105 ENGLISH COMMUNICATION SKILLS - Winter Term, 2021 Brisbane (202145_130) |
| <input type="checkbox"/> | <span style="color: red;">!</span> <a href="#">Edit</a> | • 0 Staff | 202145256 | ACOM108 COM AS HEALTH PROF 1 - Winter Term, 2021 Brisbane (202145_256)         |

2. Click on the **Edit units** button and select 'Assign group members' from the drop-down list:



3. Click on 'Select a group' in the drop-down menu located under **Group** and select 'Staff':



4. Type the first or last name of the staff member in the search box located under **Select group member(s)**. A list of names will display below with the relevant results.

**Note:** Additional filtering options are available in the drop-down menu for **Search other fields** (Filtering on username and email address is available)

The screenshot shows the 'Assign group member' dialog box. At the top, there is a 'Group' dropdown menu set to 'Staff'. Below it is a search box containing 'Karen'. Underneath the search box is a 'Search other fields' section with a dropdown menu set to 'Select filtering field'. Below this is a table of search results with columns for 'First Name', 'Last Name', and 'Email'. The results are:

|   | First Name | Last Name   | Email                        |
|---|------------|-------------|------------------------------|
| + | Karen      | Arneman     | Karen.Arneman@acu.edu.au     |
| + | Karen      | Au-Yeung    | Karen.Au-Yeung@acu.edu.au    |
| + | Karen      | Barrett     | Karen.Barrett@acu.edu.au     |
| + | Karen      | Biddiscombe | Karen.Biddiscombe@acu.edu.au |
| + | Karen      | Binskin     | Karen.Binskin@acu.edu.au     |

5. To add the staff member, click the plus (+) icon next to the name:

The screenshot shows the 'Assign group member' dialog box. The 'Search other fields' dropdown menu is now set to 'User ID', and the search box contains 'karandy'. The table of search results now shows only one entry:

|   | First Name | Last Name | Email                  |
|---|------------|-----------|------------------------|
| + | Karen      | Randy     | Karen.Randy@acu.edu.au |

At the bottom of the dialog box, there are two buttons: 'Apply...' and 'Cancel'.

[Edit units](#) ▾

(?) Selected (7 found)

Assign group member

**Group**

Staff ▾

**Search group member(s)**

Firstname or lastname

**Search other fields**

User ID ▾ karandy

*No units match the filter criteria*

**Group member to be added :**  
Karen Randy ✕

Apply... Cancel

- To add another staff member to the same set of units, run another search under **Search group member(s)** either by first or last name:

[Edit units](#) ▾

(?) Selected (7 found)

Assign group member

**Group**

Staff ▾

**Search group member(s)**

Bernardine

**Search other fields**

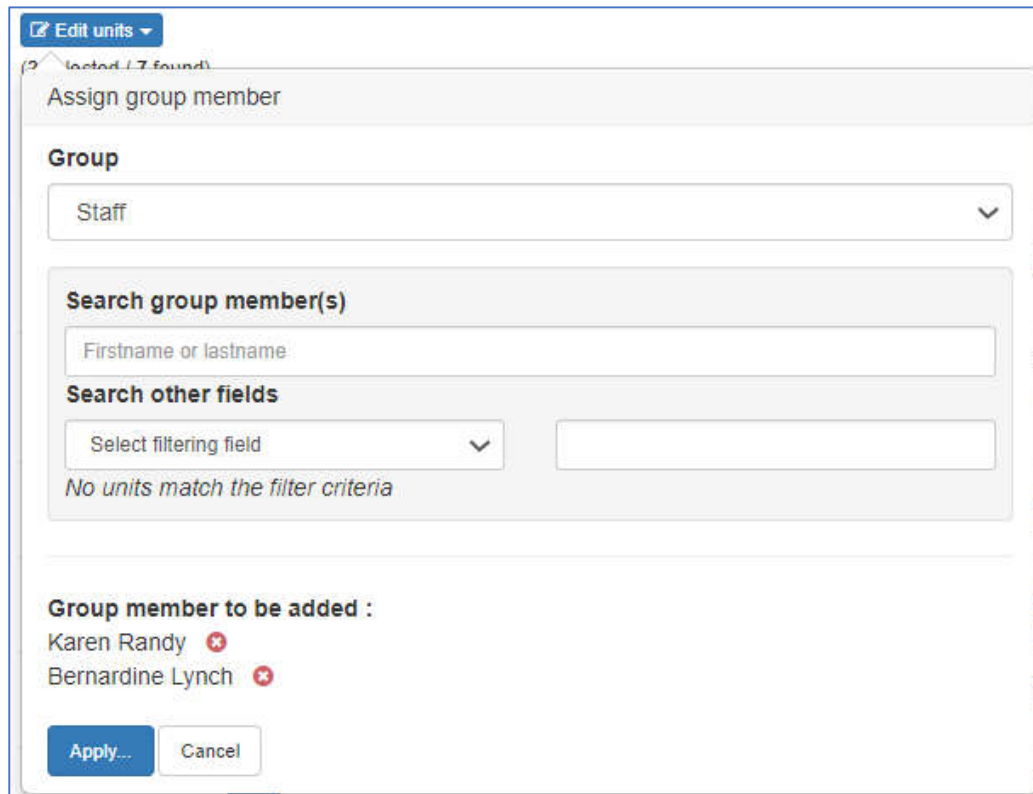
Select filtering field ▾

|                          | First Name | Last Name | Email                       | Select field ▾ |
|--------------------------|------------|-----------|-----------------------------|----------------|
| <input type="checkbox"/> | Bernardine | Lynch     | Bernardine.Lynch@acu.edu.au |                |

**Group member to be added :**  
Karen Randy ✕

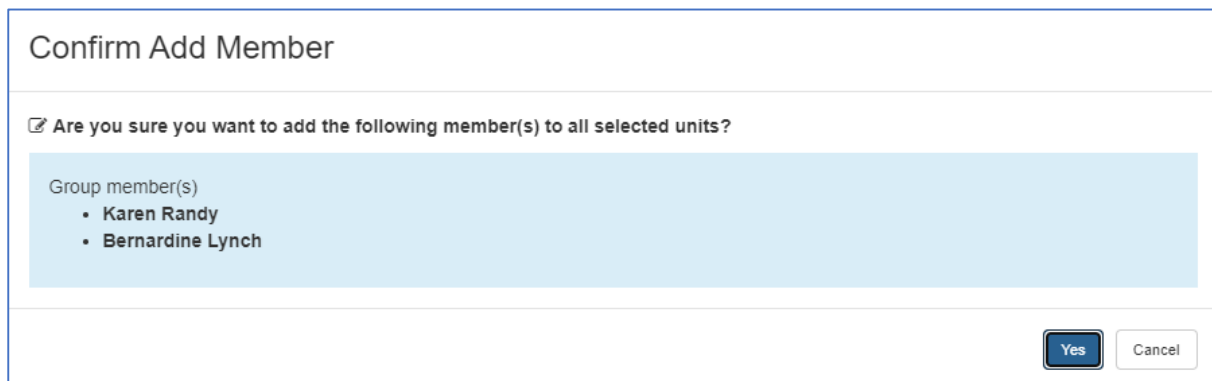
Apply... Cancel

7. Once all relevant Staff have been selected, click the **Apply** button:



The screenshot shows a dialog box titled "Assign group member" with a blue "Edit units" button in the top left corner. Below the title, there is a dropdown menu for "Group" currently set to "Staff". A search section titled "Search group member(s)" contains a text input field with the placeholder "Firstname or lastname". Below this is a section titled "Search other fields" with a dropdown menu for "Select filtering field" and an empty text input field. A message below the search fields reads "No units match the filter criteria". At the bottom of the search section, it says "Group member to be added :". Below this, two names are listed: "Karen Randy" and "Bernardine Lynch", each with a red "x" icon to its right. At the bottom of the dialog box, there are two buttons: "Apply..." and "Cancel".

A pop-up box will appear requesting confirmation of the changes. Click the **Yes** button to add the staff member(s) to the selected units:



The screenshot shows a dialog box titled "Confirm Add Member". It contains a checked checkbox followed by the text "Are you sure you want to add the following member(s) to all selected units?". Below this is a light blue shaded area containing the text "Group member(s)" followed by a bulleted list: "• Karen Randy" and "• Bernardine Lynch". At the bottom right of the dialog box, there are two buttons: "Yes" and "Cancel".

The Staff member(s) will now appear in the selected units however their role status for the unit will need to be confirmed in each unit to complete the verification (please see example screenshot below):

The screenshot shows a web interface titled "Staff" with a red warning icon and a "2" indicating two items. Below the title, there are two staff profiles, each marked as "Incomplete" with a red warning icon. Each profile contains the following information:

- Staff 1:** User ID: karandy; First Name: Karen; Last Name: Randy; Email: Karen.Randy@acu.edu.au; Role: -
- Staff 2:** User ID: bernlynch; First Name: Bernardine; Last Name: Lynch; Email: Bernardine.Lynch@acu.ed; Role: -

To the right of the profiles is a dashed box containing a button labeled "Assign Staff".

For information about Staff roles in a unit, please [click here](#).



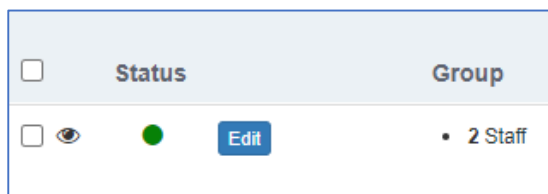
## Removing Staff from a unit

Staff can be removed from a single unit or from multiple units at once.

### Removing staff from a single unit

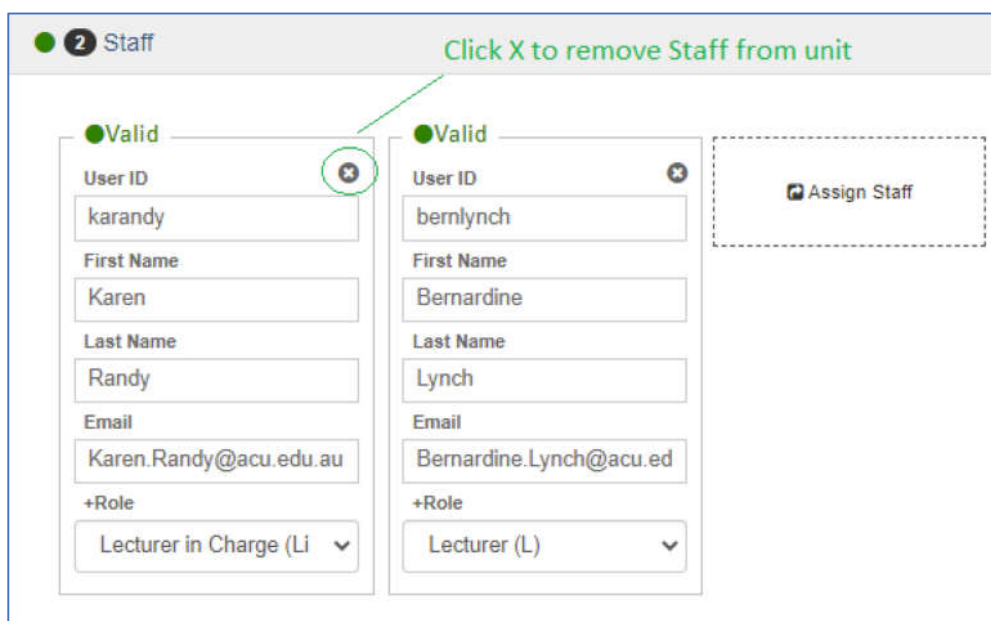
If an incorrect staff member is listed against a unit, the name can be removed using the following steps:

1. Click the **Edit** button corresponding to the unit for which the staff member is to be removed.



| <input type="checkbox"/> | Status | Group     |
|--------------------------|--------|-----------|
| <input type="checkbox"/> |        | • 2 Staff |

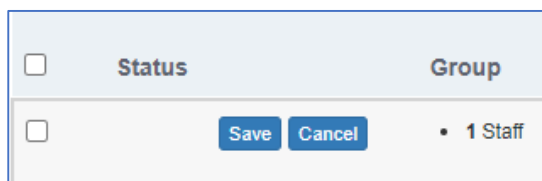
2. Click on **Staff** to expand the selection and show all staff members assigned to the unit.
3. Click the **X** icon corresponding with the staff member to be removed from the unit.



2 Staff Click X to remove Staff from unit

| <input checked="" type="radio"/> Valid   | <input checked="" type="radio"/> Valid  | <input type="checkbox"/> Assign Staff |
|--|---|---------------------------------------|
| <input checked="" type="radio"/> <input type="text" value="karandy"/><br><input type="text" value="Karen"/><br><input type="text" value="Randy"/><br><input type="text" value="Karen.Randy@acu.edu.au"/><br><input type="text" value="Lecturer in Charge (Li"/> <input type="button" value="X"/> | <input checked="" type="radio"/> <input type="text" value="bernlynch"/><br><input type="text" value="Bernardine"/><br><input type="text" value="Lynch"/><br><input type="text" value="Bernardine.Lynch@acu.ed"/><br><input type="text" value="Lecturer (L"/> <input type="button" value="X"/> |                                       |

4. Click the **Save** button. This action will remove the staff member from the unit.

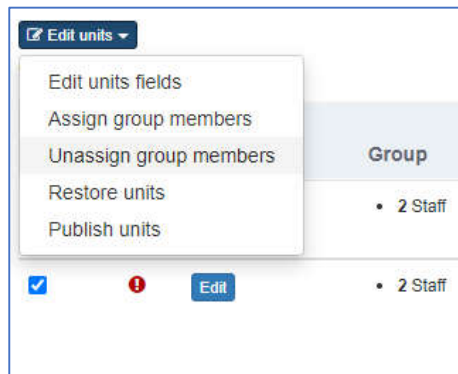


| <input type="checkbox"/> | Status | Group     |
|--------------------------|--------|-----------|
| <input type="checkbox"/> |        | • 1 Staff |

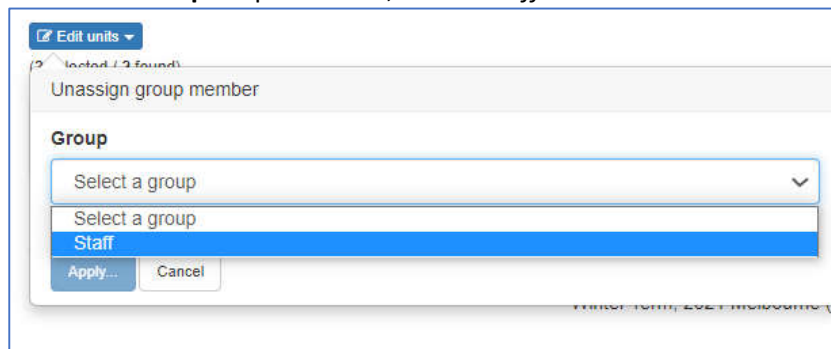
## Removing a staff from multiple units

Staff can be removed from multiple units at once using the following steps:

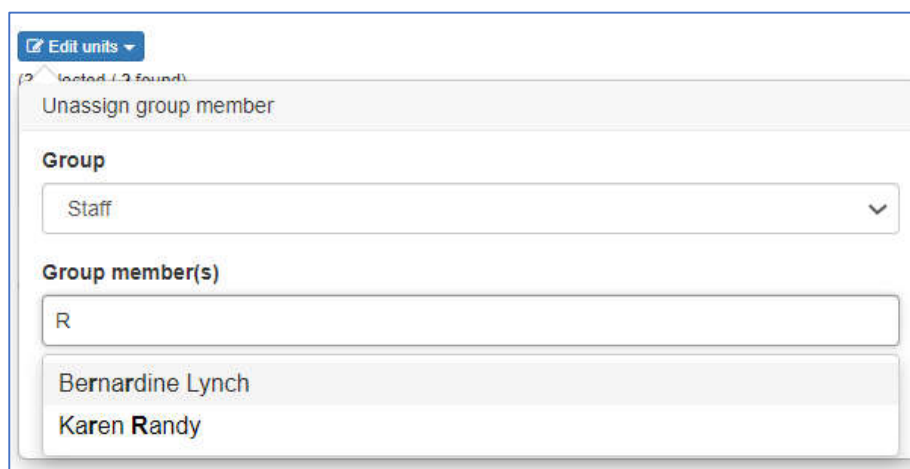
1. Tick the boxes associated with all the units the staff member is to be removed from.
2. Click the **Edit units** button and select 'Unassign group members'.



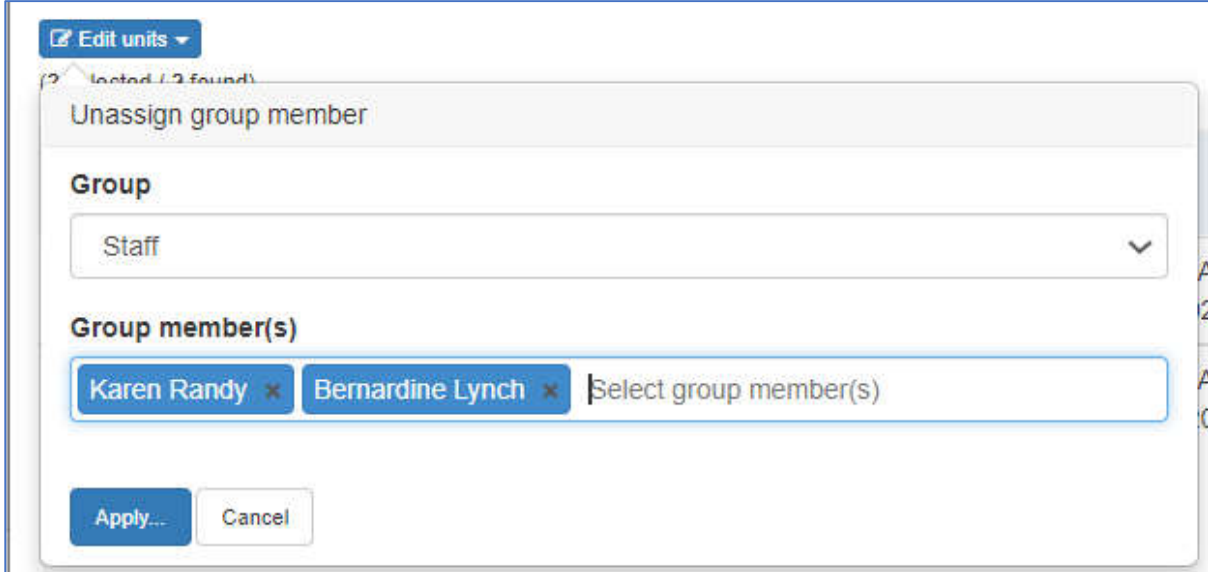
3. In the **Group** drop-down list, select 'Staff'.



4. Enter the name of the staff member to be removed in the **Group member(s)** field.  
**Note:** Multiple staff members can be added to the **Group member(s)** field at once, but only staff members who have previously been added to units will appear.

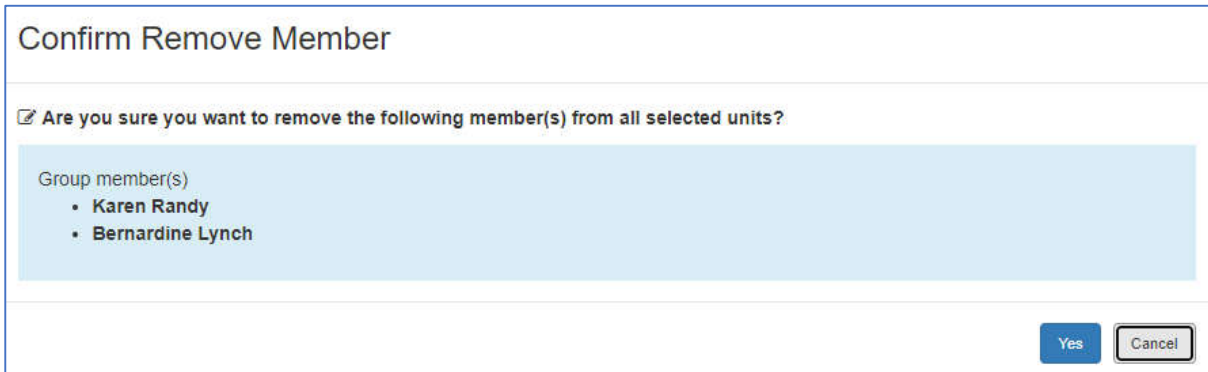


5. Once the relevant staff member(s) has been selected, click the 'Apply' button to continue.



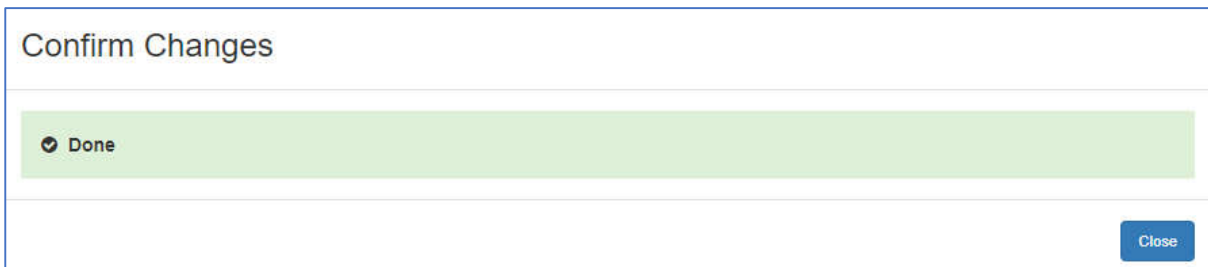
The screenshot shows a dialog box titled "Unassign group member" with a close button in the top left corner. Below the title bar, there is a "Group" dropdown menu currently set to "Staff". Underneath, the "Group member(s)" section contains a search bar with two selected members: "Karen Randy" and "Bernardine Lynch", each with a small 'x' icon to its right. To the right of the search bar is a text input field containing the placeholder "Select group member(s)". At the bottom of the dialog, there are two buttons: "Apply..." and "Cancel".

6. A pop-up box will appear requesting confirmation of the changes. Click the 'Yes' button to confirm the removal of the staff member from the selected units.



The screenshot shows a dialog box titled "Confirm Remove Member". Below the title bar, there is a checkbox that is checked, followed by the text "Are you sure you want to remove the following member(s) from all selected units?". Below this text is a light blue shaded area containing the text "Group member(s)" and a bulleted list with two items: "Karen Randy" and "Bernardine Lynch". At the bottom right of the dialog, there are two buttons: "Yes" and "Cancel".

A confirmation box will appear confirming the changes and will close automatically:



The screenshot shows a dialog box titled "Confirm Changes". Below the title bar, there is a green shaded area containing a checked checkbox followed by the text "Done". At the bottom right of the dialog, there is a "Close" button.

## Verification Checklist

| Task   | Completed |
|--|-----------|
| <p>The SELT column for <u>all</u> units has been verified with either 'Yes' or 'No'.</p> <p><u>Note:</u></p> <ul style="list-style-type: none"> <li>- All units that have 'Yes' in the SELT column will be evaluated if they have an enrolment of 10 or more students. Any unit that has 'No' in the SELT column will not be evaluated.</li> </ul>   |           |
| <p>Staff members have been assigned correctly to unit(s) they are teaching in.</p> <p><u>Note:</u></p> <ul style="list-style-type: none"> <li>- If a Staff name is not appearing in DIG, please ensure they are listed on the ACU Staff Directory by lodging a <a href="#">Service Central request</a> to People &amp; Capability</li> <li>- Please check the ACU staff username and email to <b>confirm it is the correct staff member</b>. There are instances of multiple staff with the same First Name and Last Name are listed in ACU Staff Directory.</li> <li>- A Staff member must be teaching at least half of the unit within the relevant study period to be included in a SELT survey. Guest lecturers should not be included.</li> </ul> |           |
| <p>Staff member roles have been assigned correctly to unit(s):</p> <p><u>Note:</u></p> <ul style="list-style-type: none"> <li>- Please review the <a href="#">Verifying Staff teaching in unit(s)</a> section of the guide for detailed information on allocating a role for Staff</li> </ul>  |           |
| <p>Staff section is left blank, but the unit has been confirmed for a SELT survey (i.e. Yes or No for SELT).</p> <p>This is only applicable for the following scenarios:</p> <ul style="list-style-type: none"> <li>- Nominee is unable to confirm any teaching staff members for the unit.</li> <li>- Staff member is not listed in the ACU Staff Directory.</li> </ul> <p><u>Note:</u></p> <ul style="list-style-type: none"> <li>- If no Staff is listed for a unit, the unit will still be evaluated for Part A (unit aspects) in the SELT survey and if there are 10 or more students enrolled in the unit on the ACU Banner system.</li> </ul>   |           |