Data Integrity Gateway (DIG)
for
SELT surveys

User Guide to verify required staff/unit details in the preparation of SELT surveys

Centre for Education and Innovation

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Introduction

This document is designed to support Faculty and School nominees responsible for verifying the data required for conducting the *Student Evaluation of Learning and Teaching* (SELT) surveys at ACU. The document provides information (step-by-step instruction) relating to 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 DIG is provided to each nominee confirmed by the ADLT or National Head of School in each year, allowing them to complete verification for their relevant areas.

This verification process will take place several times in a year (i.e., for published Study Periods); access to DIG will be enabled before the commencement of the verification period and removed at the close of that period. Strict timelines are maintained to ensure the SELT surveys are appropriately managed (please see the survey schedule for further details).

Faculty/School nominees will receive an email from Evaluations CEI account, containing a unique webpage link to the DIG interface; each nominee will have access to a list of units that 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	Displays the status of the unit verification: 1. **Incomplete (red):** If a unit is marked with a red exclamation point, it is considered '***Incomplete'*** and the data requires verification: 2. **Valid (green):** Verification is complete for this unit*. ***Note:** A **Valid** status indicates that a nominee has selected **'Yes'** or **'No'** from the SELT drop down box for a unit. This does not indicate whether a staff member has been added/verified to the unit.
Group	Displays how many teaching staff members* have been associated with teaching in the unit. ***Note:** 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>
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)
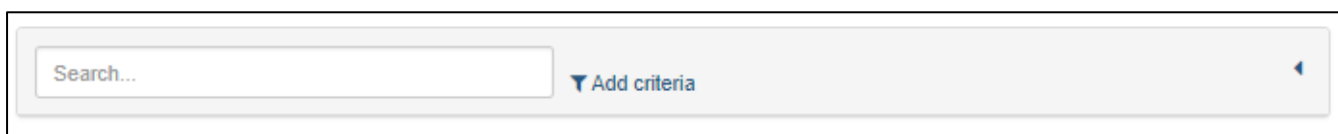
Search, Filter and Sort Data Functions

Search and Filter Data
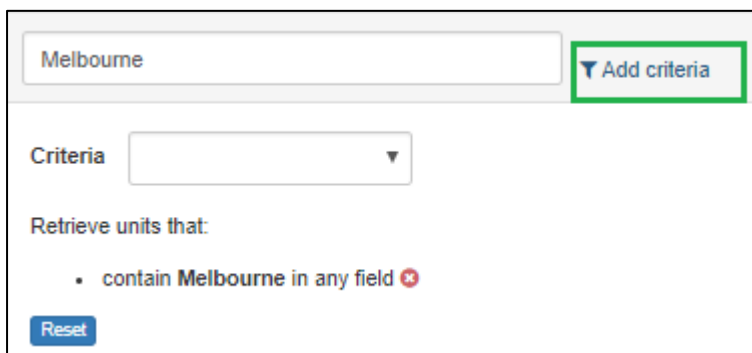
The *Search* function can be used to locate information for any unit displayed in the DIG interface. Nominees can refine their search by adding a criteria:

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:
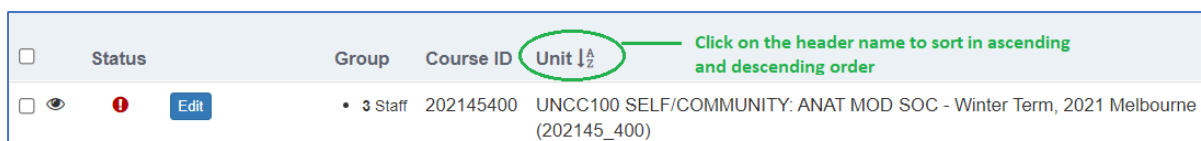
Nominees can set additional criteria on the following:

Criteria	Description
Units field	Allows user to filter on unit name, SELT status, School, Faculty, Campus and Study Period.
Unit status	Allows user to filter on unit status of **Valid** and **Incomplete** data.
Group member	Allows user to filter on a staff member (username, first name or last name).
Group member count	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.

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
Status	Sort unit status of '**Valid**' and '**Incomplete**' data
Course ID	Sort Course ID in ascending or descending order
Unit	Sort units in ascending or descending order
SELT	Sort by SELT status of 'Yes', 'No' and blank
School	Sort units in ascending or descending order by Schools
Faculty	Sort units in ascending or descending order by Faculty
Study Period	Sort units in ascending or descending order by study period
Campus	Sort units in ascending or descending order by campus

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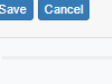
There are two options for verifying unit(s) *(i.e. selecting 'Yes' or 'No' for inclusion in the SELT Surveys)*:

- **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):

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:

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.

Verifying multiple units

1. Identify the units required for verification by adding the unit information to the Search box:
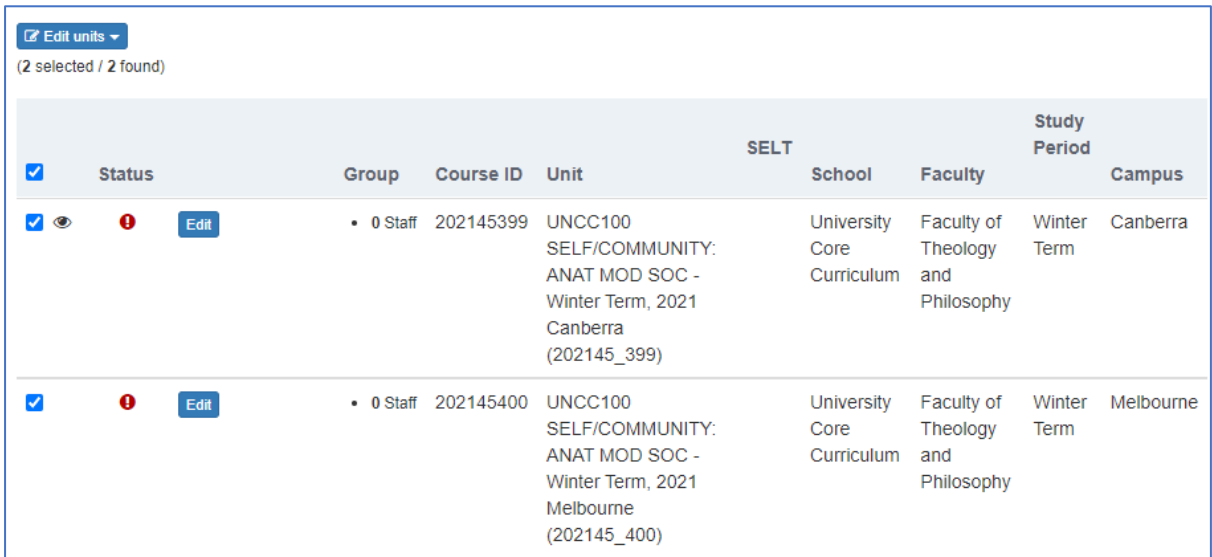
2. Tick the check boxes for the units to be verified and click on the **Edit units** button:

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

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

5. 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

6. Click the **Add Field** button

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

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):

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

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

	Status		Group	Course ID	Unit	SELT
☑ 👁	🟢	Edit	• 0 Staff	202145399	UNCC100 SELF/COMMUNITY: ANAT MOD SOC - Winter Term, 2021 Canberra (202145_399)	Yes
☑	🟢	Edit	• 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. <u>Guest lecturers should not be included.</u>

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:

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

	Status		Group	Course ID	Unit
☐					
☐	Save Cancel		• 0 Staff	202145399	UNCC100 SELF/COMMUNITY: ANAT MOD SOC - Winter Term, 2021 Canberra (202145_399)

●Valid

Course ID
202145399

Unit
UNCC100 SELF/COMMUNITY: ANAT MOD SOC - Winter Term, 2021 Canberra (202145_399)

SELT
Yes

School
University Core Curriculum

Faculty
Faculty of Theology and Philosophy

Study Period
Winter Term

Campus
Canberra

● ❶ Staff

1. Click on **Staff** to expand the section

☑ Assign Staff

2. Click on **Assign Staff** to display the search field box

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

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

Assign group member

Group member(s)

Firstname or lastname

Search other fields

Staff_Full_Name

Select filtering field
Teacher User ID
Teacher Email
Staff_Full_Name
+Role

☑ Assign Staff

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

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

All Staff need to be allocated a role within the unit. The roles are used to determine which teaching Staff member will receive an optional item to include an item/question in their SELT survey for the unit. It is important that the correct role is selected for the 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?
National Lecturer in Charge (Teaching)	Staff who are teaching in the unit as a National Lecturer in Charge.	Yes	Yes	Yes
National Lecturer in Charge (NOT Teaching)	Staff who are a National Lecturer in Charge of a unit and are **not conducting any teaching in a unit**. **If this role is selected, the Staff member will not be included in the SELT survey for the unit** 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
Lecturer in Charge (LiC)	Staff who are teaching in the unit as a Lecturer in Charge.	Yes	Yes	Yes
Lecturer in Charge (NOT Teaching)	Staff who are a Lecturer in Charge of a unit and are **not conducting any teaching in a unit**. **If this role is selected, the Staff member will not be included in the SELT survey for the unit** 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
Lecturer (L)	Staff who are teaching in the unit as a Lecturer.	No	Yes	Yes
Tutor (T)	Staff who are teaching in the unit as a Tutor.	No	Yes	Yes

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

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).**

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

8. 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:

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.

	Status			Group	Course ID	Unit
☐	❗	Edit		• 0 Staff	202145130	ACOM105 ENGLISH COMMUNICATION SKILLS - Winter Term, 2021 Brisbane (202145_130)
☑	❗	Edit		• 0 Staff	202145256	ACOM108 COM AS HEALTH PROF 1 - Winter Term, 2021 Brisbane (202145_256)
☑	❗	Edit		• 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:

2. Click on the **Edit units** button and select 'Assign group members' from the drop-down list:
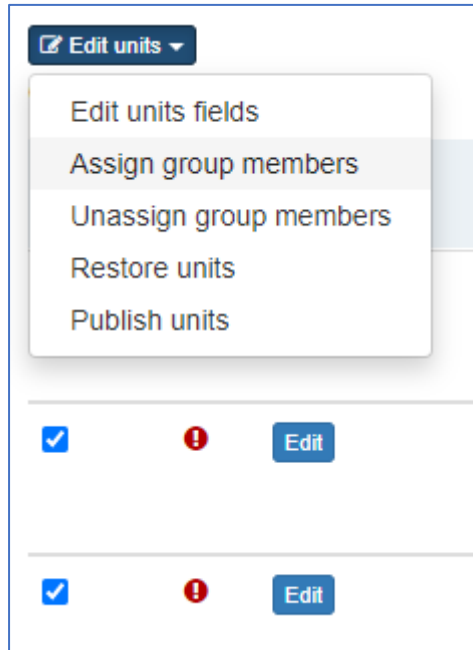
3. Click on '*Select a group*' in the drop-down menu located under **Group** and select *'Staff'*:
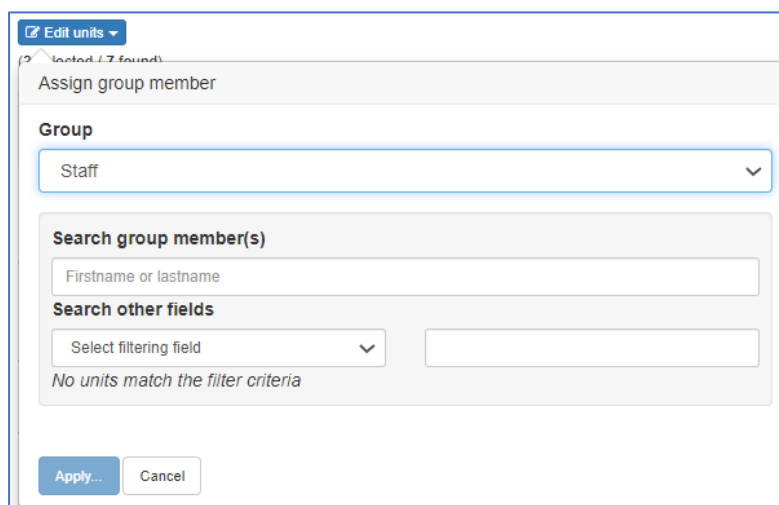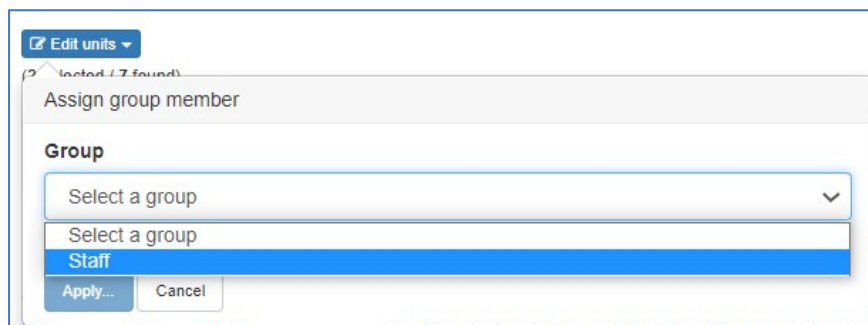
4. Type the first or last name of the staff member in the search box located under **Select group member(s)**. A list of names will display below with the relevant results.

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

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

6. 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:

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

Edit units ▾

Assign group member

Group

Staff ▾

Search group member(s)

Firstname or lastname

Search other fields

Select filtering field ▾

No units match the filter criteria

Group member to be added :

Karen Randy ✖
Bernardine Lynch ✖

Apply...   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:

Confirm Add Member

Are you sure you want to add the following member(s) to all selected units?

Group member(s)
- **Karen Randy**
- **Bernardine Lynch**

Yes   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):

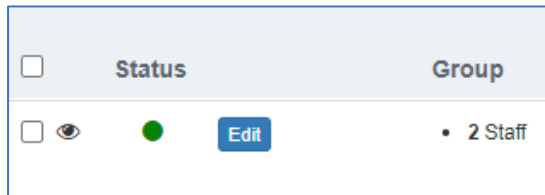For information about Staff roles in a unit, please **click here**.

Removing Staff from a unit

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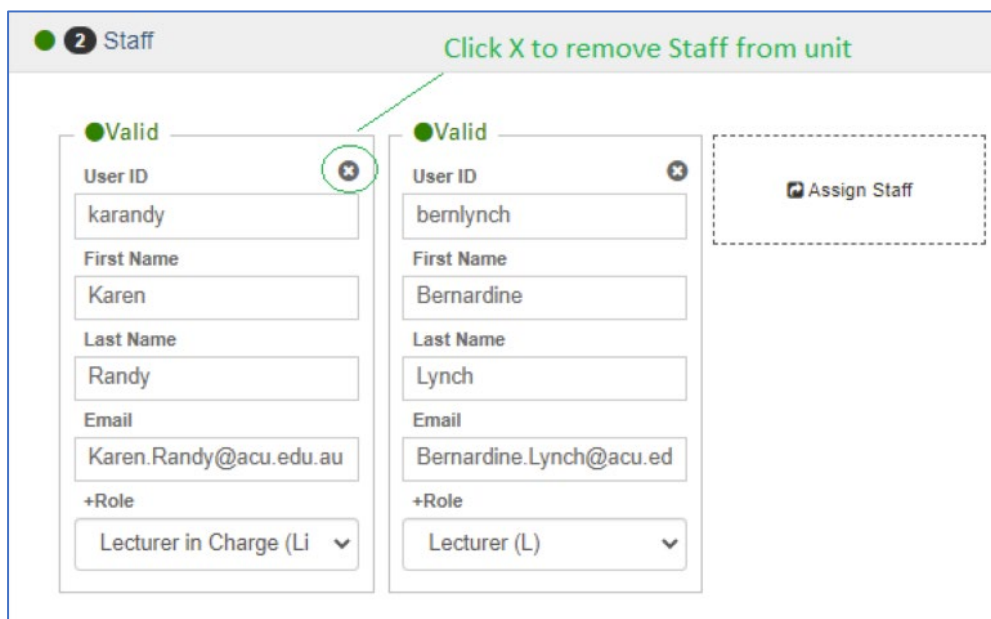
Removing staff from a single unit

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.
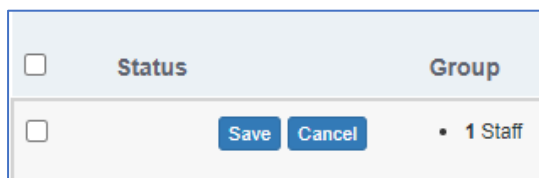

2. Click on **Staff** to expand the selection and show all staff members assigned to the unit.
3. Click the **X** icon corresponding with the staff member to be removed from the unit.

4. Click the **Save** button. This action will remove the staff member from the unit.
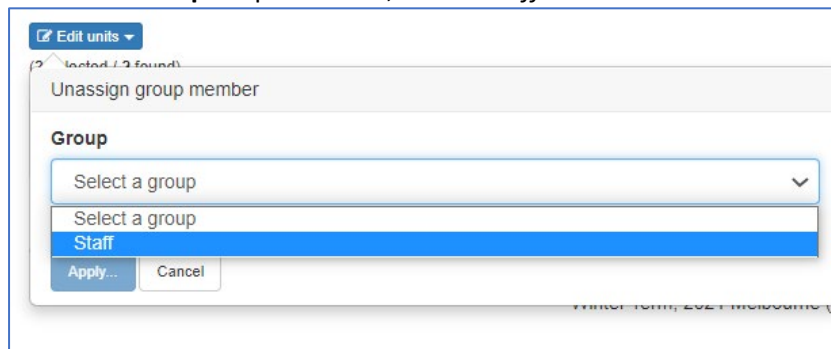
Removing a staff from multiple units

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.

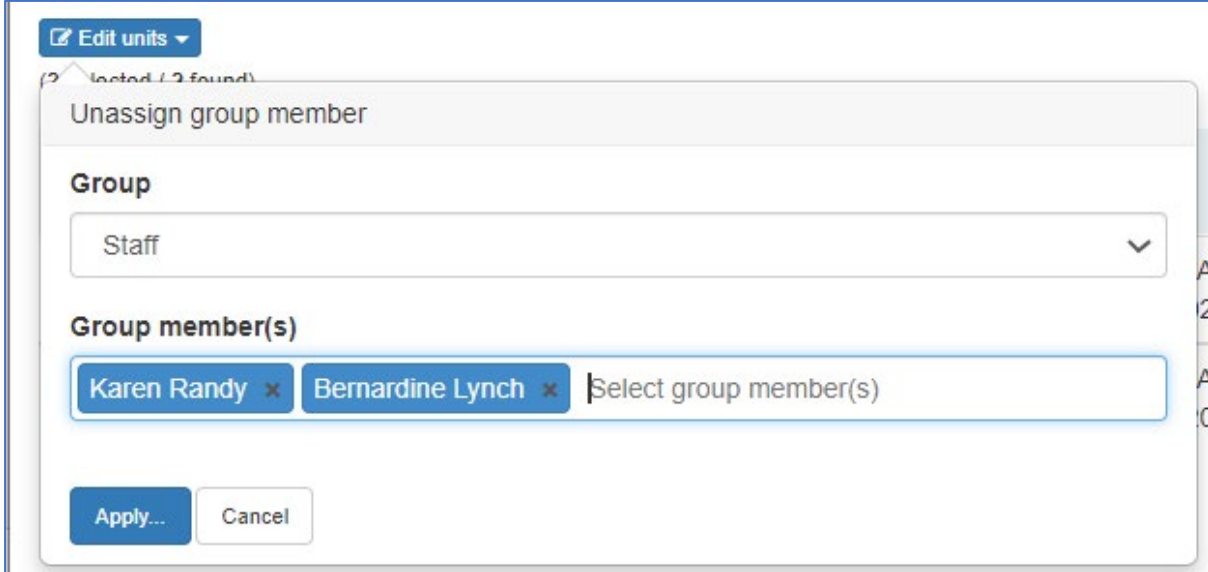2. Click the **Edit units** button and select '*Unassign group members*'.
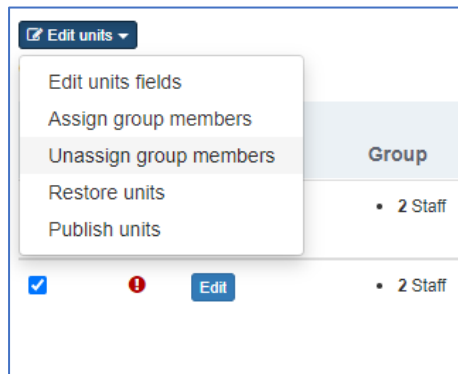
3. In the **Group** drop-down list, select '*Staff*'.

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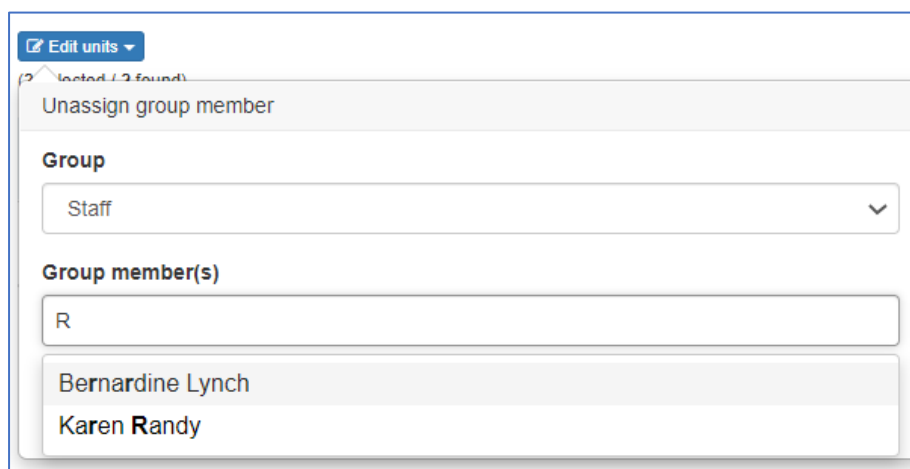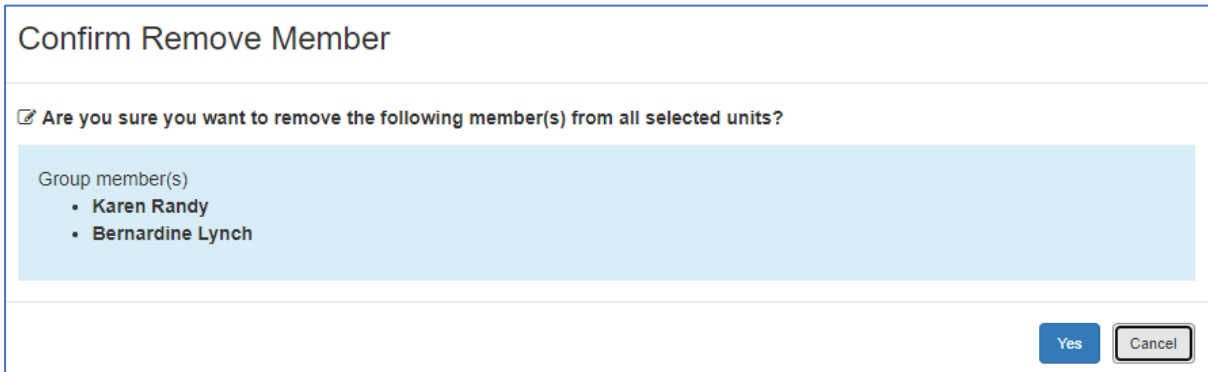
5. Once the relevant staff member(s) has been selected, click the *'Apply'* button to continue.
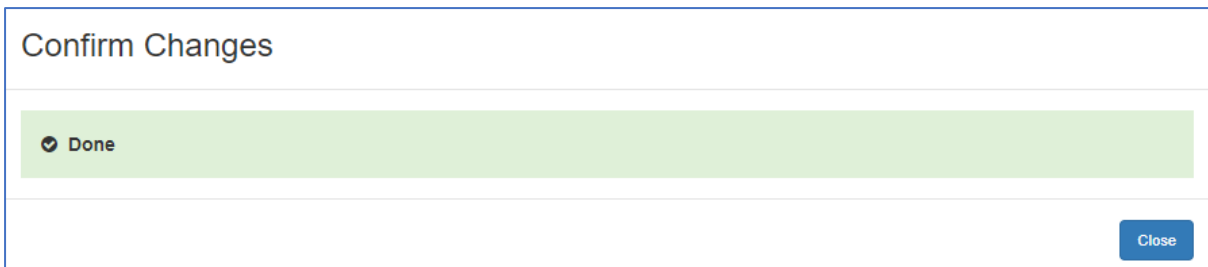

6. A pop-up box will appear requesting confirmation of the changes. Click the *'Yes'* button to confirm the removal of the staff member from the selected units.

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

Verification Checklist

Task	Completed
The SELT column for <u>all</u> units has been verified with either *'Yes'* or *'No'*. <u>Note:</u> - 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.	

Staff members have been assigned correctly to unit(s) they are teaching in.
 	
<u>Note:</u>
  - If a Staff name is not appearing in DIG, please ensure they are listed on the ACU Staff Directory by lodging a [Service Central request](#) to People & Capability
 	
  - Please check the ACU staff username and email to **confirm it is the correct staff member.** There are instances of multiple staff with the same First Name and Last Name are listed in ACU Staff Directory.
 	
  - 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.	

Staff member roles have been assigned correctly to unit(s): <u>Note:</u> - Please review the [Verifying Staff teaching in unit(s)](#) section of the guide for detailed information on allocating a role for Staff	

Staff section is left blank, but the unit has been confirmed for a SELT survey (i.e. Yes or No for SELT).
 	
This is only applicable for the following scenarios:
 	
  - Nominee is unable to confirm any teaching staff members for the unit.
  - Staff member is not listed in the ACU Staff Directory.
 	
<u>Note:</u>
  - 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.	