* Hello everyone. In this video, we will be covering the general workflow and available functions you can use in the DIG tool. This process is how courses are validated and published so surveys can be delivered to the correct students.
* To get to your task list in DIG, follow the link in the email you receive when the DIG window opens. You should come to a dashboard that has your pending tasks.
* This is the one I’m going to click on here.
* Once DIG loads your courses, you should see a handful of columns that give you specifics about all the courses you are allowed to view and edit.
* You have the status of the course, an edit button to edit the course, the population of groups within this course, the course’s name with it’s CRN, the course number, section number, the term, the course’s start date and end date, and the campus the course belongs to.
* Up at the top right and the bottom right, you have some page navigation buttons that will bring you to the rest of the courses that you have, and a drop down that changes how many courses are displayed on one page. Selecting the max option will remove the page navigation options from the screen.
* The status of the course comes in three variants. You have a green icon for Valid, which means the course has all its information in place and can be published. You have a blue icon that indicates a course is published, and after a course is published, you are no longer able to edit a course. The last status is an invalid status, a red icon with an exclamation point. This indicates that one of the courses fields are incomplete. If the problem field is not one of the two fields you are able to edit, please contact the Flash Survey Admin immediately as they are the only one who can correct this issue.
* At the top you have a search and filter bar. If you need to filter by one of the fields that belongs to the courses data, such as its name or section or any other field that is visible under the Edit button, you can simply type in the search field.
* If you need to filter by something that belongs to the instructor group, or another field that does not belong to the courses data source, you will add criteria.
* This drop down is going to provide you four options, courses field, courses status, group member, and group member count.
* When you look here, you can already see the status and what the groups of the course are. The courses field is anything related to the course under the edit button.
* So a useful filter is to set the criteria to Courses status, is not, published, to view all the courses that have not been published.
* If I remove this filter, all the published courses will be repopulated in my course list.
* Using the group member count criteria is another useful feature. You can set the group to instructors, is less than, and 1, to filter your list to see all the courses that have no instructors associated with it.
* Something else to keep in mind is that you can create multiple filters at one time. In my example here, I’ve created a filter for all courses that have both more than one instructor and less than one instructors. This won’t work, because there isn’t a number greater and less than 1, so no results populate in my course list.
* I make this point so that you remember to remove your filter criteria lines when you are finished with them, else your filters will no longer work.
* Let’s create a filter of courses field, subject, is, ECON. I get one course.
* There are two fields you can edit in a course: the SurveyStatus, and under the instructor group, their CourseRole.
* SurveyStatus has three options. The default is N/A, which means the course will follow the set filter rules based on the course’s schedule code as to whether the course will issue a survey or not. If yes is selected, the course will ignore the filter we have set and will issue a survey regardless. If no is selected, the opposite is true: the course will ignore the schedule code filter and will not issue a survey.
* In the instructor’s group, let’s say this course had three instructors but one was not supposed to be surveyed. If you set the instructor to DoNotEvaluate, that specific instructor will not be included on the surveys.
* I’ll choose yes for the SurveyStatus on this course and hit save.
* To publish a course, select the course using the checkbox next to it and click the edit courses drop down and select Publish Courses. A confirmation page detailing all the courses that are about to be published will display. Click yes. A progress bar will display and when finished, click close. I’ll remove my filter.
* You can see the courses status has changed to published.
* Also note the eye icon next to the course. This designates that this was the last item I viewed. If I click here and select to edit a different course and cancel, the eye is now next to this course.
* You can also bulk edit courses. Instead of manually checking each box next to each course, you can select the checkbox at the top of the list, and it will select all the courses that are currently in this filter. Keep in mind that the bulk selection box is selecting all the courses that are listed on the other pages you may have if not all the courses can display on the first page.
* After all the courses are selected, I’m going to click Edit Courses drop down and choose edit courses field. I’ll change the field to the only editable field we have, SurveyStatus, and set the value to Yes. Remember to click the Add Field button for the Apply button to be enabled.
* After all is said and done, let’s say I’ve checked all the data on these courses and I’ve verified that it’s correct, and I’ve modified all the fields that I needed to. You can also bulk publish using the same bulk check box and selecting the Edit Courses dropdown and choosing Publish Courses.
* Let’s create a filter to check if I have any courses that are left unpublished.
* Nothing is displayed after setting my filter to look for courses that don’t have the status of unpublished.
* One more note I’d like to make is the final Edit Courses option, Restore Courses. This option will revert any changes you’ve made to any selected course back to what Banner originally exported. The only field that is editable is the SurveyStatus, so it will only revert those fields back to N/A.
* That’s all you need to know about DIG. If you have any other questions, feel free to reach out to the Flash Survey admin at [flashsurvey@kent.edu](mailto:flashsurvey@kent.edu). Thanks!