Department Chairs and Administrators: Selecting Which Courses Use the Online Course Evaluation

Each term, the department chair or administrative staff must select which courses will use the SurveyDIG Online Course Evaluation Form. The SurveyDIG Course Selection page in Banner Self-Service displays a list of all courses in Banner under the chair’s department code(s). Students will see the link to the online course evaluation form only for those courses that have been selected.

**Access the SurveyDIG Course Selection page in Banner Self-Service**

1. Log in to the mySLU portal by opening a browser window and typing [http://myslu.slu.edu/](http://myslu.slu.edu/) in the address field. Press the <Enter> key.
2. Enter your SLU Net ID and Password in the appropriate fields. Click the Login button to log in to the mySLU portal.
3. After logging in to the mySLU portal, click on the Tools tab, shown in Figure 1.
4. Click on the Banner Self-Service link, shown in Figure 1.
5. Click the Employee tab.
   The Employee page will appear, shown in Figure 2.
6. Click the SurveyDIG Course Selection link.
   The SurveyDIG Course Selection page will appear. This page lists courses in the current term that are associated with your department code(s). Your page will display course listings similar to what is shown in Appendix A.

**Important Notes:**

- Courses with no students enrolled are not displayed in the course list.
- **Cross-listed courses:** Even though a course is combined as cross-listed, each individual course within a given cross-list group must be selected independently to use the online course evaluation form. The SurveyDIG Course Selection page only shows courses that are under your department code(s). You do not have the ability to enable online evaluations for courses in other departments, even if they are in the same cross-list group.

**Selecting which Courses will use the SurveyDIG Online Course Evaluation Form**

1. Open the SurveyDIG Course Selection page in Banner Self-Service following the directions above.
2. To indicate that a course should use the SurveyDIG Online Course Evaluation Form, check the box to the left of the course information, as shown to the right in Figure 3.
3. Once you have selected all of the courses that you want to use the SurveyDIG Online Course Evaluation Form, click the Submit Changes button at the bottom of the page to save your selections.

The SurveyDIG Course Selection page will redisplay with the message, “Your changes have been submitted successfully.” will display at the top of the page.

The Selected By/On column will be updated to display the date, time, and name of the person who last selected this course to use the online course evaluation form.
Contents of the SurveyDIG Course Selection page

The courses listed on the SurveyDIG Course Selection page are determined by the academic department code(s) you entered on the SurveyDIG Access Request Form. The following items make up the SurveyDIG Course Selection page:

Informational Text:

Term: At the top of the page the current term information is displayed, including the term code. As one term is completed this page is updated to display the courses for the next term code.

The Course List:

Select column: This column will display either a checkbox or a status indicator depending on the current date.

If today’s date is before the Selection Deadline for a course, this column will display a checkbox.

- If the course has not been selected the checkbox will be unchecked.
- If the course has been selected the checkbox will be checked. The Selected On/By column will display when the selection was made and by whom.
- Once a course is selected, it can also be unselected by clicking on the checkbox to remove the checkmark and saving the change.

If today’s date is after the Selection Deadline for a course, this column will be blank or display an icon.

- If the course has not been selected the column will be blank.
- If the course has been selected the checked icon will display. The Selected By/On column will display when the selection was made and by whom.
- Once the evaluation period has started the selection status cannot be changed.

Course, CRN, Course Title, Instructor, and Number Enrolled columns: Displays the specified information for each course as listed in Banner.

Evaluation Period column: The start and end date of the evaluation period are displayed. During this period the course evaluation link is available to students registered for the course.

Cross-List Group Code column: If a course is cross-listed with another course(s), a two-character code will be displayed in this column. Courses that share the same two-character code are cross-listed with each other.

Even though a course is combined as cross-listed, each individual course within a given cross-list group must be selected independently to use the online course evaluation form.

Please note: The SurveyDIG Course Selection page only shows courses that are under your department code(s). You do not have the ability to enable online evaluations for courses in other departments, even if they are in the same cross-list group.

Selection Deadline column: Courses must be selected to use the online evaluation form at least one day prior to the start of the evaluation period. The cutoff date for selecting each course is displayed in this column. Once the evaluation period has started the selection status cannot be changed.
Selected By/On column: When a course is selected to use the online evaluation form, the date and name of the person who checked the checkbox is saved. This column will display when the selection was made and by whom.

Action Buttons:
Check All button: To quickly select all courses displayed on the page, click the Check All button. You can then go back and unselect any specific courses that you don’t want to use the online evaluation form. Please note that you must click the Submit Changes button to save your selections.

Uncheck All button: To quickly unselect all courses displayed on the page, click the Uncheck All button. Please note that you must click the Submit Changes button to save your selections.

Submit Changes button: To save the current selections as displayed on the page, click the Submit Changes button. Please note that this action will save the checked or unchecked status of the checkbox as you see it on the page. If you uncheck a course that was previously selected, this course will no longer be selected to use the online course evaluation form.

Reset All Fields button: To redisplay the selections as currently saved in the database, click the Reset All Fields button. If you have made a series of changes to the checkboxes and would like to start over before saving your changes, the Reset All Fields button will redisplay the checked/unchecked status of all the checkboxes on the page based on what was last saved in the database.

Full View of the SurveyDIG Course Selection Page
Below is an example of the SurveyDIG Course Selection page for a user in the Sociology and Criminal Justice department. The colored areas coordinate with the images displayed in the instructions above for Figures 4 through 10.

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