



UM Student Rating of Instruction (UM SRI): SRI Coordinator Training

The UM SRI system at the University of Manitoba follows this series of steps:

1. **SRI Coordinators** are tasked with verifying the following course information in their departments:
 - Whether a given pair/set of courses should be merged so that one course evaluation is generated for the pair/set
 - Whether a given course should be evaluated
 - Course end date (i.e., last date of scheduled class)
 - Instructor(s) teaching the course (i.e., assigning, removing)
 - Instructor email address (i.e., official UM email address)
2. **Instructors** can add up to 5 instructor-selected questions to the UM SRI Core questions.
3. **Students** complete the UM SRI.
4. **Instructors, department heads, and deans** receive UM SRI Reports.

What can SRI Coordinators expect?

Step 1. Before you enter the UM SRI course evaluation system, please gather the following information for each course and keep these records for future reference:

- Whether a given pair/set of courses should be merged so that one course evaluation is generated for the pair/set
- Whether a given course should be evaluated
- Last official date of scheduled class
- All instructors teaching the course, including their first names, last names, UM issued email addresses

Step 2. SRI Coordinators will receive an email with a link to complete the verification tasks for each course. After reading this Training resource, click on the link in the email to complete the tasks.



University of Manitoba

You have been identified as an SRI Coordinator for the University of Manitoba Course Evaluation system. SRI Coordinators are tasked with verifying course information:

- Indication of whether a course should be evaluated
- Merging two or more courses
- Course end date (e.g., last official date of scheduled class)
- Instructors teaching the course (i.e., assigning, removing)
- Instructor email address (i.e., official UM email address)

Please gather this course information in advance.

For step-by-step instructions, please read the SRI Coordinator Training Resource found here: <https://umanitoba.ca/about-um/provost-vice-president-academic/academic-supports-faculty#umstudent-rating-of-instruction-um-sri>

[Please complete your course information verification tasks as soon as possible by clicking here.](#)

Please attempt the tasks using **SRI Coordinator Training Resource** before seeking further assistance.

If you have attempted the course information verification tasks using the SRI Coordinator Training Resource but require further support, please contact SRI@umanitoba.ca.

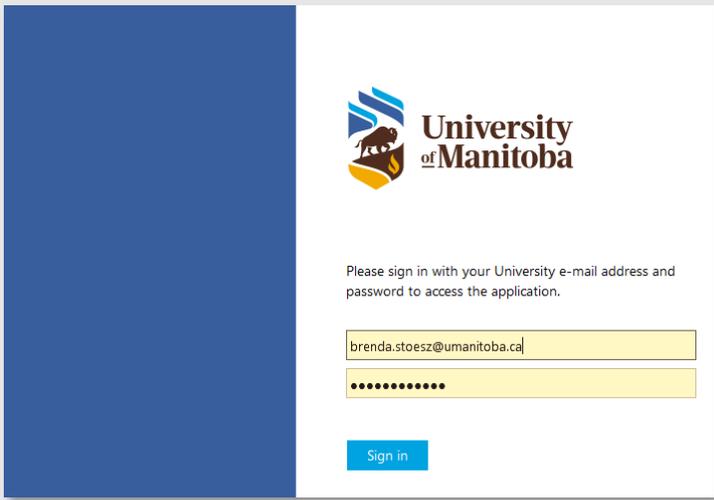
Sincerely,
UM SRI Management Team




<https://umanitoba.blaera.com/umanitoba/>

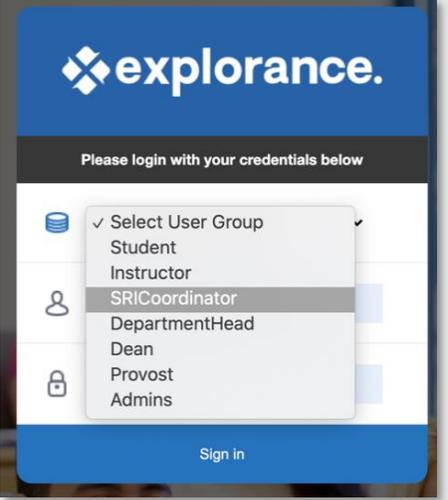
Step 3. [If you are directed to your verification tasks, please skip to Step 4.]

You will be directed to the single sign on (SSO) page where you will enter your University of Manitoba email and password (left image). In some cases, you may be directed to an explorance sign-in page (right image) where you must click the pulldown for 'Select User Group' and select 'SRICoordinator'.



University of Manitoba

Please sign in with your University e-mail address and password to access the application.



explorance.

Please login with your credentials below

✓

- Student
- Instructor
- SRICoordinator**
- DepartmentHead
- Dean
- Provost
- Admins

Step 4. [If you do not have any courses to merge, please skip to Step 5.]

To merge courses, place a check to the left of each course that should be merged. Next, click 'Edit courses' and then 'Merge courses.' Repeat this step for each set of courses that should be merged.

The screenshot shows the 'Edit courses' interface. A dropdown menu is open, listing several actions: 'Edit course fields', 'Assign group members', 'Unassign group members', 'Merge courses' (highlighted with a red circle), 'Restore courses', and 'Publish courses'. Below the menu is a table of courses with columns for Group, Name, Term, Faculty/College, Department/Unit, Course Start Date, Course End Date, and Actual Enrollment. The table contains four rows of course data.

Group	Name	Term	Faculty/College	Department/Unit	Course Start Date	Course End Date	Actual Enrollment
• 1 Instructors	ABIZ0440 - A01 - Agricultural Economics & Marketing 1	202110	School of Agriculture	Agribusiness and Agric Econ	2021-Jan-05 00:00	2021-Mar-30 00:00	55
• 1 Instructors	ABIZ0470 - A01 - Financial Management 2	202110	School of Agriculture	Agribusiness and Agric Econ	2021-Jan-05 00:00	2021-Mar-30 00:00	59
• 1 Instructors	ABIZ0470 - B01 - Financial Management 2	202110	School of Agriculture	Agribusiness and Agric Econ	2021-Jan-05 00:00	2021-Mar-30 00:00	35
• 1 Instructors	ABIZ0470 - B02 - Financial Management 2	202110	School of Agriculture	Agribusiness and Agric Econ	2021-Jan-05 00:00	2021-Mar-30 00:00	24

A 'Confirm Merge' message will appear, allowing you to confirm the courses selected for merging. Click 'Yes' to complete the merge.

The screenshot shows the 'Confirm Merge' dialog box. It contains the question 'Are you sure you want to merge all selected courses?' and a table of the courses to be merged. The 'Yes' button is highlighted with a red circle.

Confirm Merge

Are you sure you want to merge all selected courses?

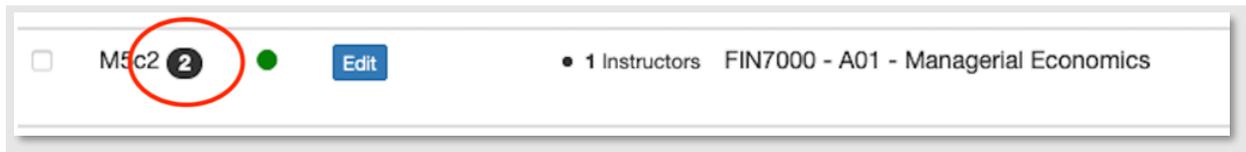
Courses to be merged:

« 1 »

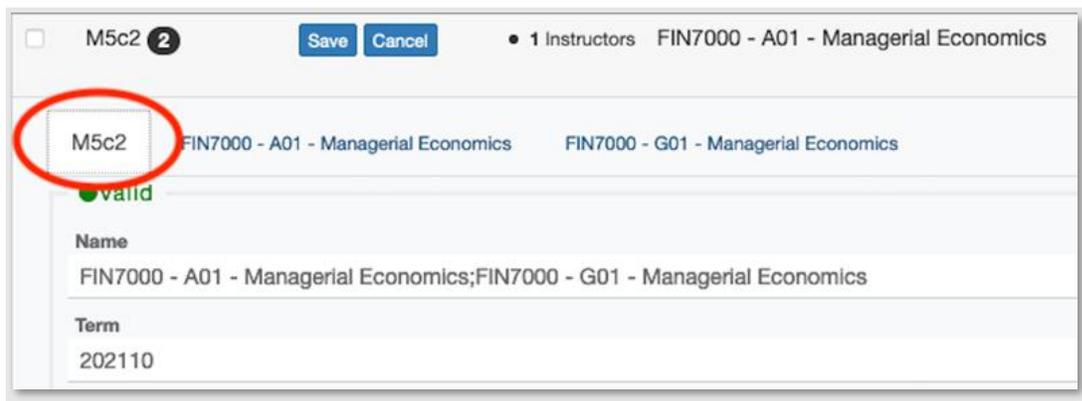
Name	Term	Faculty/College	Department/Unit	Course Start Date	Course End Date	Actual Enrollment	Include_SRI
ABIZ0470 - B01 - Financial Management 2	202110	School of Agriculture	Agribusiness and Agric Econ	2021-01-05 00:00	2021-03-30 00:00	35	Yes
ABIZ0470 - B02 - Financial Management 2	202110	School of Agriculture	Agribusiness and Agric Econ	2021-01-05 00:00	2021-03-30 00:00	24	Yes

Yes Cancel

The newly merged course will be displayed in the task list with the number of courses that were merged next to it (e.g., '2', '3').

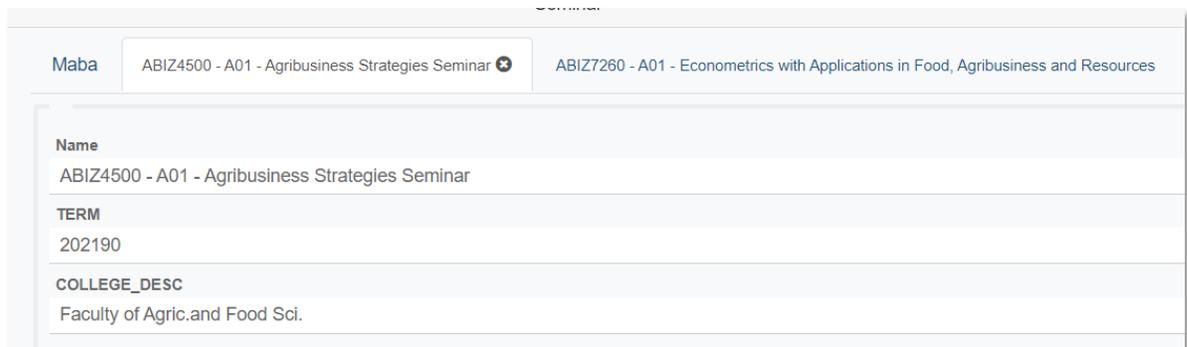


Completing the remaining steps for a merged course will be done within the first tab within a merged course. Notice that the 'Name' of the merged course is a combination of the names of the original courses. The other tabs represent the original courses and will not be editable.



If a mistake was made during the merge process, there are two ways to resolve the issue:

- In the merged course has not yet been published, click on the name(s) of the courses to the right of the code generated for the merged course. An icon  will appear. Click on the icon to remove the single (original) course from the merged course. Then click save.



- If the merged course had already been published. Contact SRI@umanitoba.ca and request the unpublishing and restoring of course due to a merging error.

Step 5. For each course section in your list of courses to verify, click 'Edit' and ensure that the following are correct:

- Should this course be evaluated? (yes/no)
- Course end date (i.e., last date of scheduled class)
- Assign or removing instructor(s)

d. Instructor email address (i.e., official UM email address)



IMPORTANT: If multiple SRI Coordinators exist within your faculty/department, ensure that you verify the course information for only the courses that have been assigned to you.

<input type="checkbox"/>	Status	Group	Name	Term	Faculty/College	Department/Unit	Course Start Date	Course End Date	Actual Enrollment
<input type="checkbox"/>	 Edit	• 1 Instructors	ABI20440 - A01 - Agricultural Economics & Marketing 1	202110	School of Agriculture	Agribusiness and Agric Econ	2021-Jan-05 00:00	2021-Mar-30 00:00	55
<input type="checkbox"/>	 Edit	• 1 Instructors	ABI20470 - A01 - Financial Management 2	202110	School of Agriculture	Agribusiness and Agric Econ	2021-Jan-05 00:00	2021-Mar-30 00:00	59
<input type="checkbox"/>	 Edit	• 1 Instructors	ABI20470 - B01 - Financial Management 2	202110	School of Agriculture	Agribusiness and Agric Econ	2021-Jan-05 00:00	2021-Mar-30 00:00	35
<input type="checkbox"/>	 Edit	• 1 Instructors	ABI20470 - B02 - Financial Management 2	202110	School of Agriculture	Agribusiness and Agric Econ	2021-Jan-05 00:00	2021-Mar-30 00:00	24

Step 5a. Should this course be evaluated? (**yes/no**): The default for this field is 'Yes'. If a course should **not** be evaluated (e.g., practicum only courses), click the down arrow to open the pull-down menu and select 'No.'

Valid

Name
EVAR3012 - A01 - Architectural Technology Preparation: Structural Concepts

Term
202190

Faculty/College
Faculty of Architecture

Department/Unit
Environmental Design

Course Start Date
2021-Aug-30 00:00

Course End Date
2021-Sep-03 

Actual Enrollment
0

Should this course be evaluated?
Yes 

Step 5b. **Course end date** (i.e., last official date of scheduled class): If the course end date is not accurate, click the calendar icon to modify it and select the correct course end date.

Course End Date
2021-Mar-30

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	01	02	03
04	05	06	07	08	09	10

Today Clear Close

Instructors	ABIZ0470 - A01 - Financial Management 2	202110	School of Agriculture	Agribusiness and Agric Econ	2021-Jan-05 00:00	2021-Mar-30 00:00	59

Step 5c. Assign instructor(s): Click the arrow to open the instructor panel. To remove an instructor, click the 'x' next to the 'First name'. To add an instructor to multiple-instructor course, click 'Assign Instructors' and search for their name in the 'Group member(s)' field. Click the blue icon to assign the instructor to the course. If the instructor does not appear in the list, proceed to Step 5d.

Instructors

Valid

First Name
Chad

Last Name
Lawley

Email
Chad.Lawley@umanitoba.c

Assign Instructors

Assign group member

Group member(s)
stoesz

Search other fields
Select filtering field

First Name	Last Name	Select field
Brenda	Stoesz	

Cancel

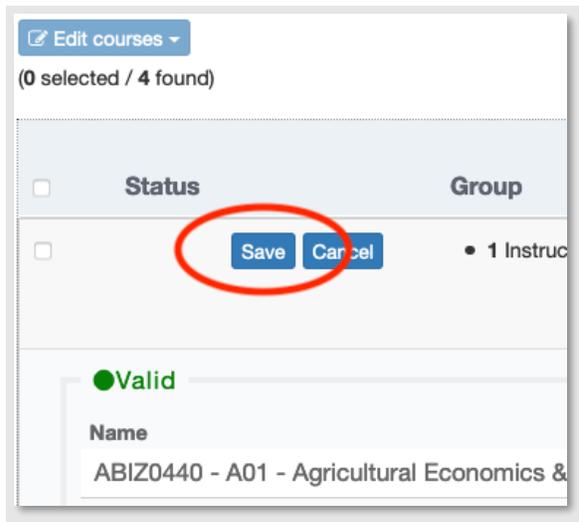
Step 5d. Add instructor(s): If you are unable to find an instructor using the 'Assign' feature, please contact SRI@umanitoba.ca and provide the instructor name (first name, last name), UMNETID (if known), and instructor UM issued email address.

Step 5e. Instructor email address: Verify the accuracy of the instructor email address and change if necessary.



TIP: The instructor email address must be an official UM email address to show as *Valid*.

Step 6. Click 'Save' for a given course.

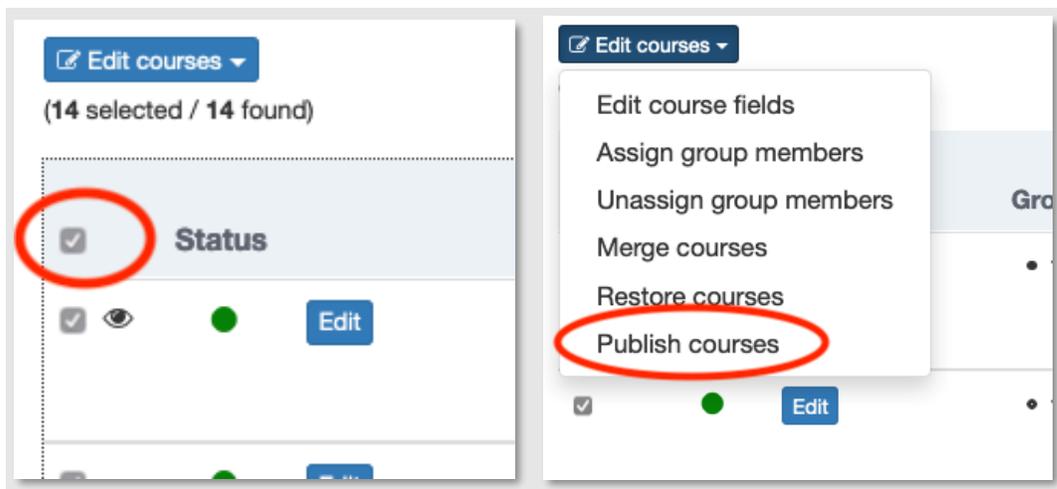


Step 7. Repeat Steps 4, 5, 6 for each course in your verification task list.

Step 8. When all course sections have been validated, click the Check Box at the top of the course section list to check all course sections. Click 'Edit courses' and select 'Publish courses.'



IMPORATNT: If multiple SRI Coordinators exist within your faculty/department, ensure that you are publishing courses for only those courses assigned to you.



Step 9. The 'Confirm Publish' screen will pop-up (scroll to the right to view all fields). Please confirm that the course information is correct by clicking 'Yes'.

Whether or not you have made changes to the course information, you must publish all courses in your task list. If this step is missed, the course evaluation(s) will not be generated.

Confirm Publish

Are you sure you want to publish all selected courses?

Courses to be published:

« 1 »

	Name	Term	Faculty/College	Department/Unit	Course Start Date	Course End Date	Actual Enrollment	Include_SRI
<input checked="" type="checkbox"/>	ABIZ0440 - A01 - Agricultural Economics & Marketing 1	202110	School of Agriculture	Agribusiness and Agric Econ	2021-01-05 00:00	2021-03-30 00:00	55	Yes
<input checked="" type="checkbox"/>	ABIZ0470 - A01 - Financial Management 2	202110	School of Agriculture	Agribusiness and Agric Econ	2021-01-05 00:00	2021-03-30 00:00	59	Yes
<input checked="" type="checkbox"/>	ABIZ0470 - B01 - Financial Management 2	202110	School of Agriculture	Agribusiness and Agric Econ	2021-01-05 00:00	2021-03-30 00:00	35	Yes
<input checked="" type="checkbox"/>	ABIZ0470 - B02 - Financial Management 2	202110	School of Agriculture	Agribusiness and Agric Econ	2021-01-05 00:00	2021-03-30 00:00	24	Yes

Step 10. Congratulations for completing your course information verification tasks! You may now close your browser window.

Support

If you have questions or experience issues completing the SRI Coordinator verification tasks, please contact SRI@umanitoba.ca.