

Data Integrity Gateway (DIG)

User Guide

Prepared by

Institutional Research and Decision Support

VCU Institutional Research and Decision Support

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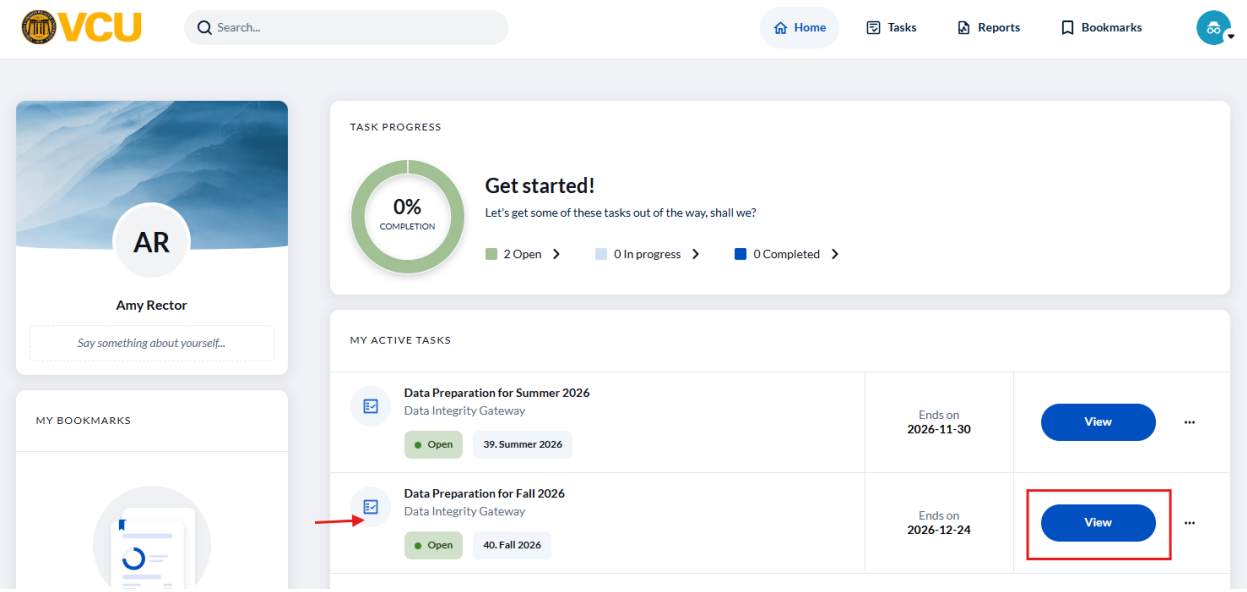
How to Add or Remove Instructors in DIG

Step by Step "How To"

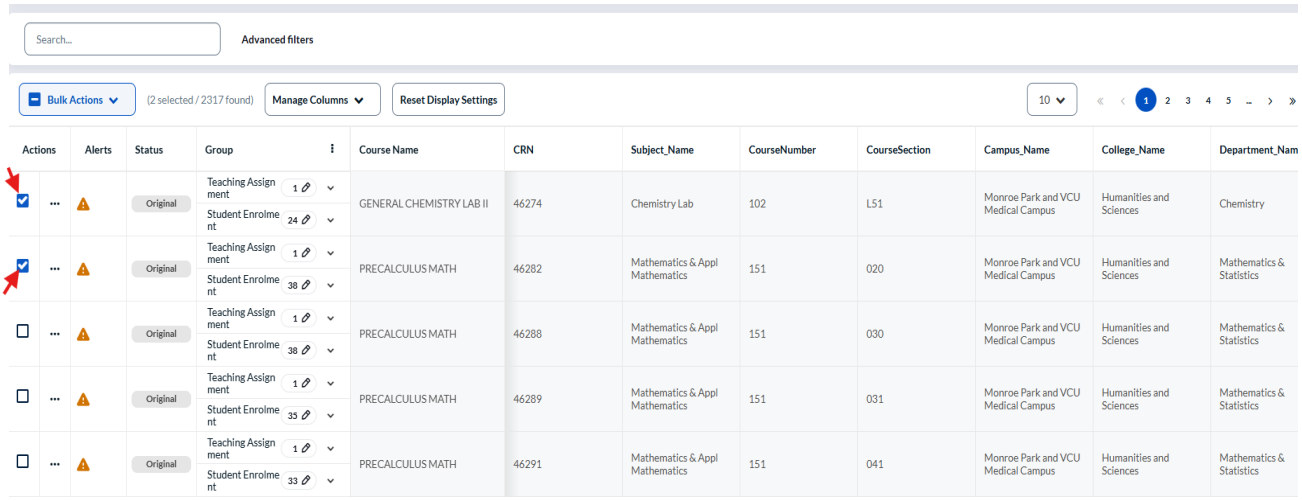
Background: DIG (Data Integrity Gateway) allows administrators to review and update instructor assignments for course sections before publishing course surveys. Administrators can add instructors to one or multiple course sections or remove instructors through the instructor list. Twenty-eight days before the course end date, instructors receive an email notification, and a DIG task appears on their Course Evaluation home page. For example, for courses ending on November 13, 2026, the DIG task will become available on October 16, 2026.

A. Adding Instructors

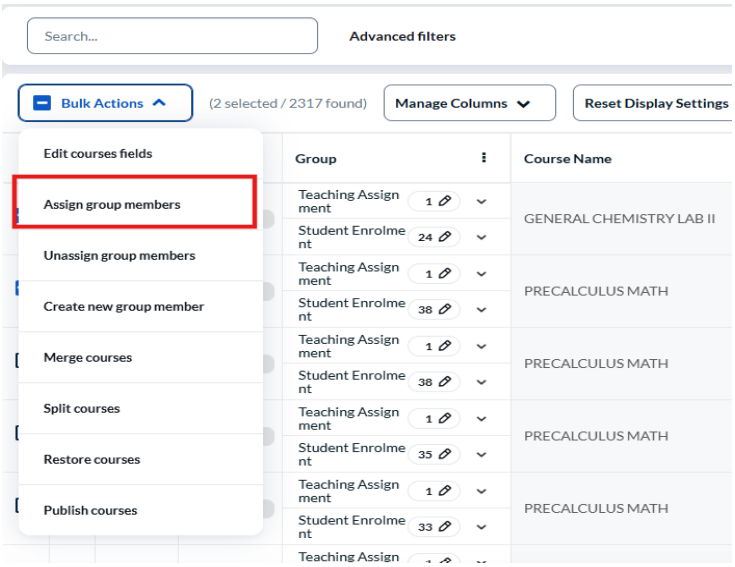
1. After logging in to your Explorance Blue (EB) account, locate the My Active Tasks section on the homepage. The DIG task will appear in this section when it becomes available for the semester.



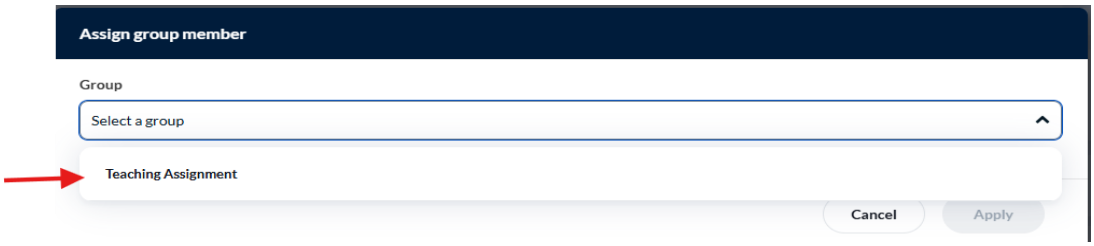
2. Locate the desired course section(s) in the course list and select the checkbox next to each section. You can select multiple sections if the same instructor needs to be added to all of them.



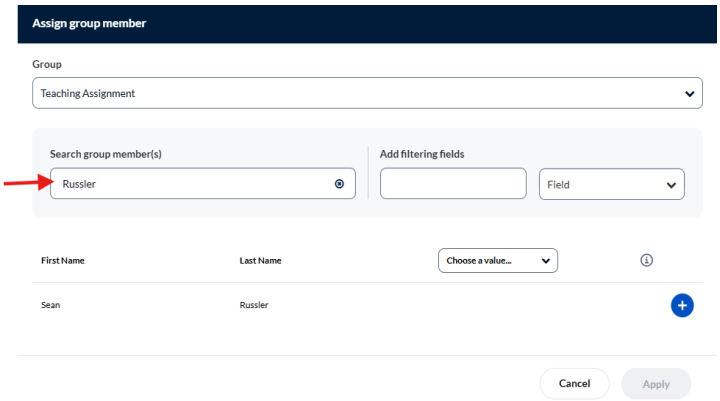
3. Click '**Bulk Actions'** on the left, then select '**Assign Group Members'** from the menu.



4. In the **Select a group** dropdown menu, choose '**Teaching Assignment'**.

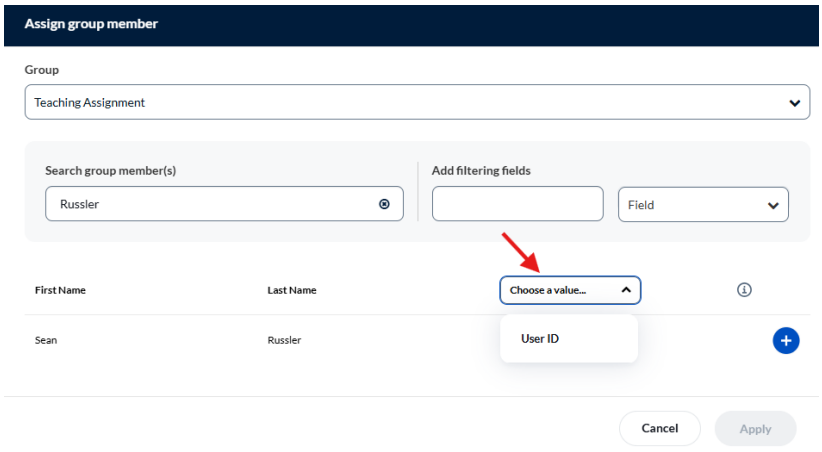


5. Enter the instructor's first name or last name in the search box. Searching by one name at a time generally provides better results.

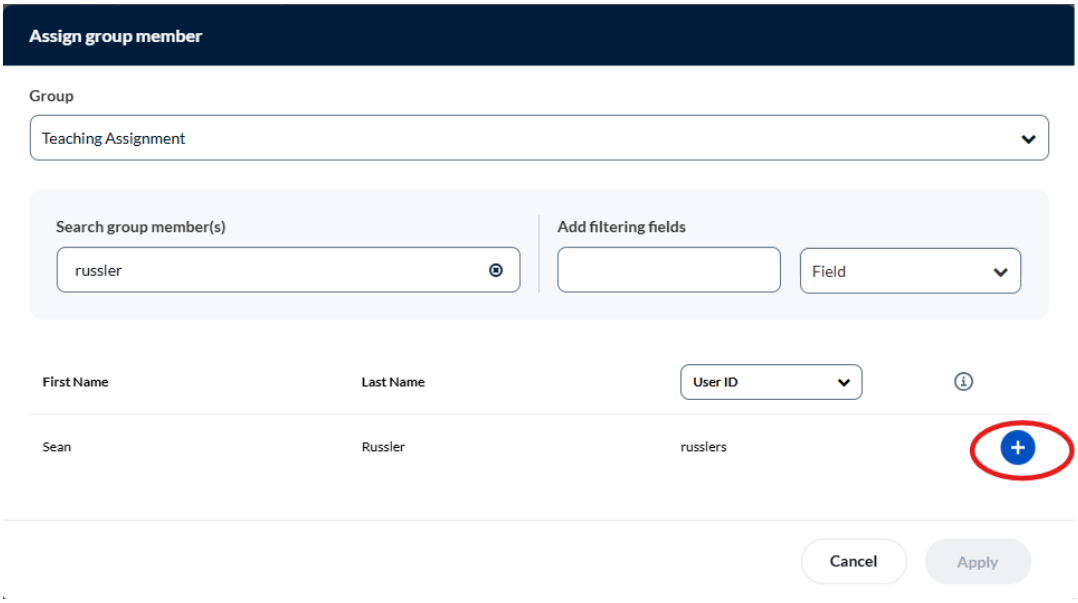


You can also select **User ID** from the '**Choose a Value'** dropdown to display the instructor's User ID. This method is recommended when searching for an instructor with a common name or distinguishing between individuals with the same name.

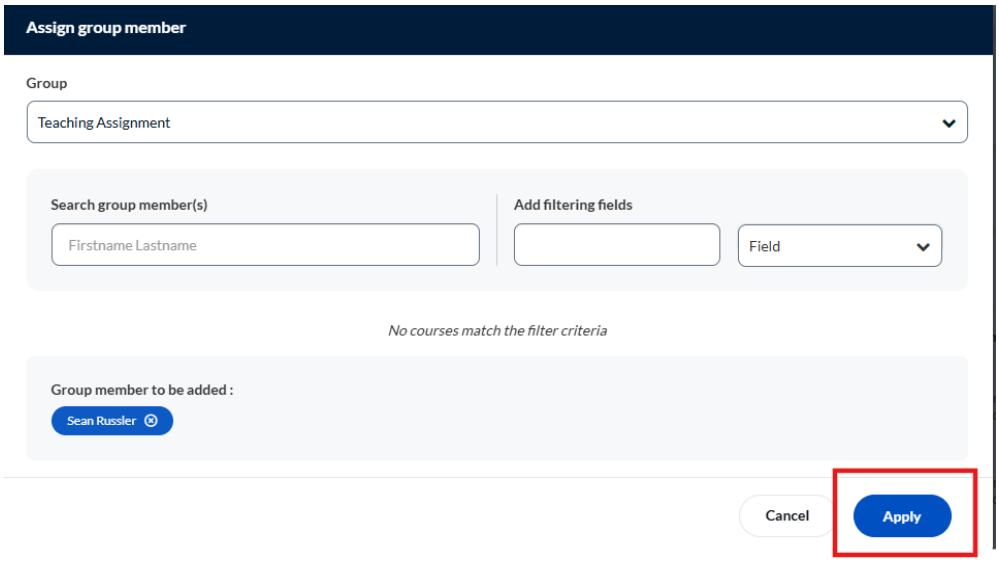
Note: In DIG, User ID refers to the instructor's eID in Banner.



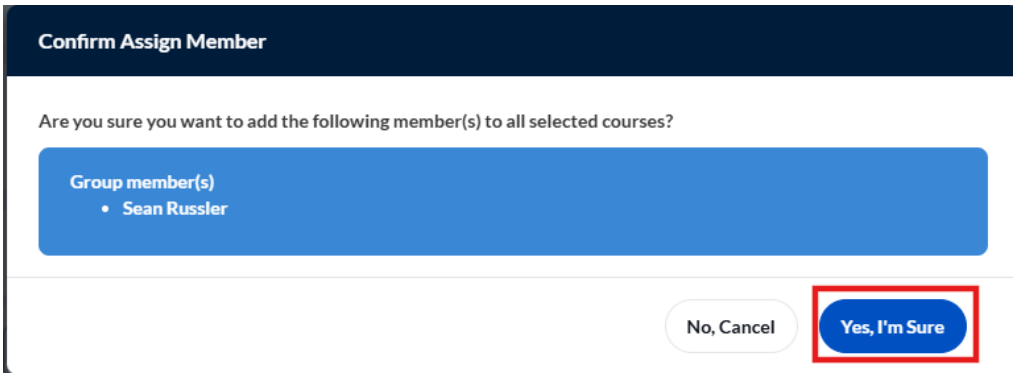
6. Click the blue **+** icon next to the instructor's name. Repeat the search and selection process to add additional instructors, as needed.



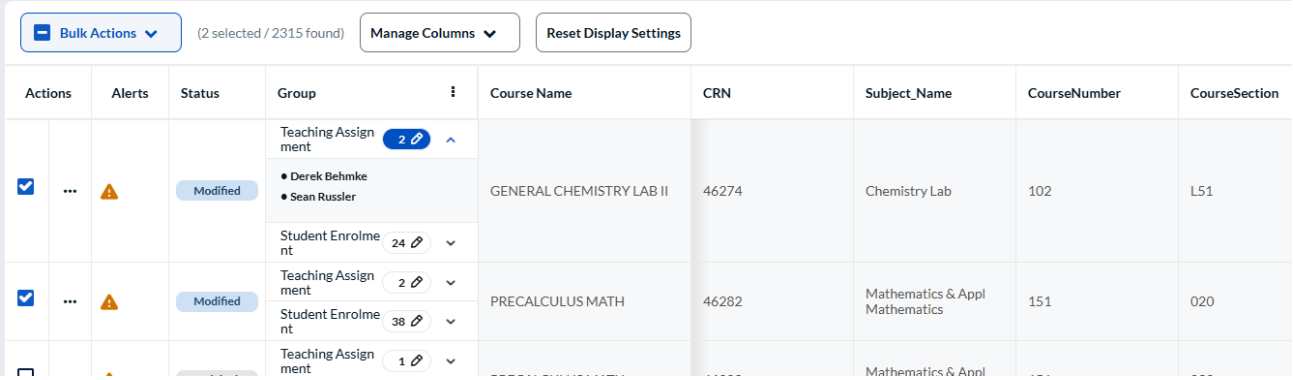
7. Click **Apply** to save the changes and return to the course list.



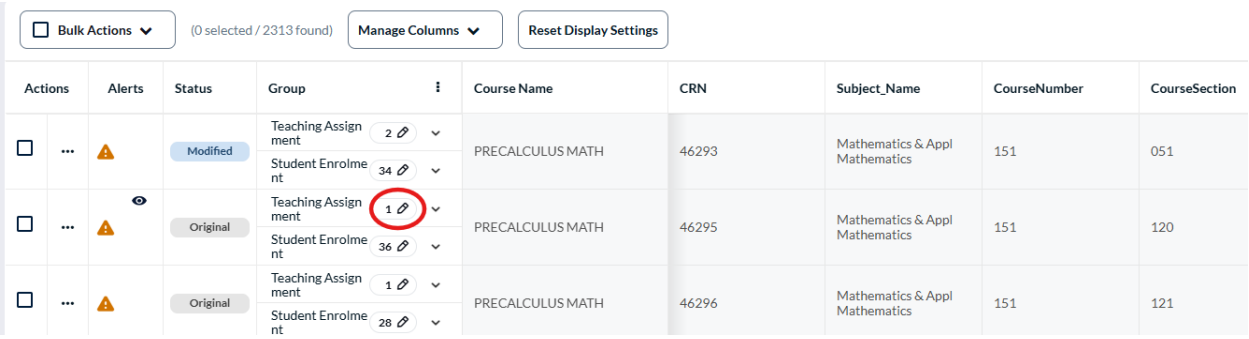
8. Review and click '**Yes, I'm Sure**'.

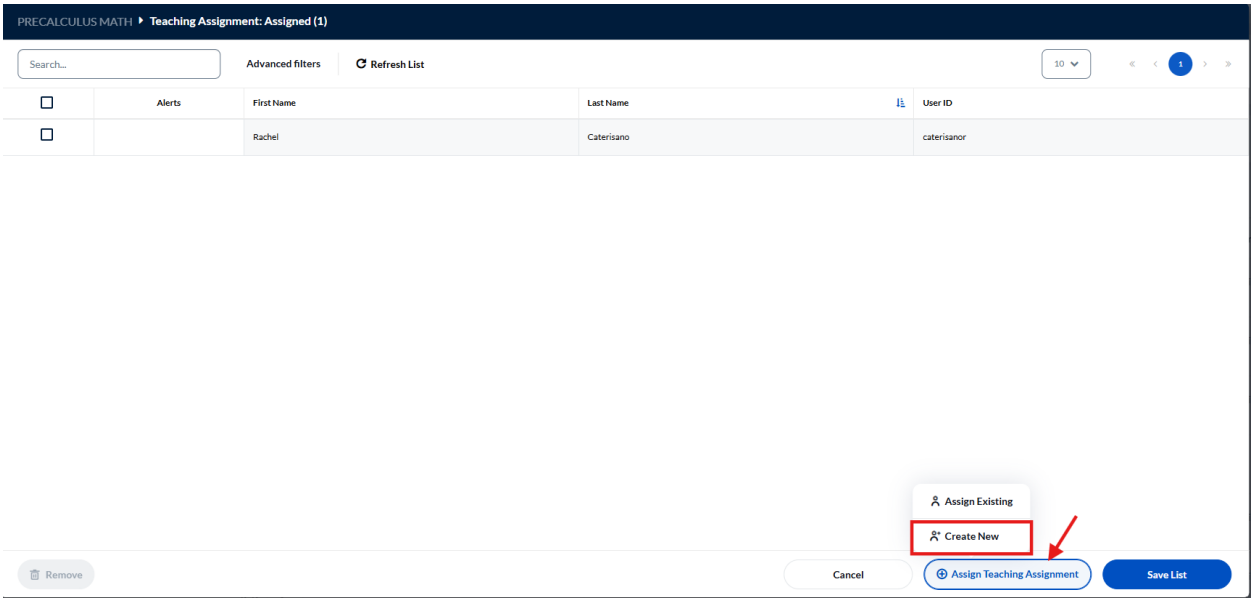


9. Click the dropdown menu to view the newly added instructor's name.

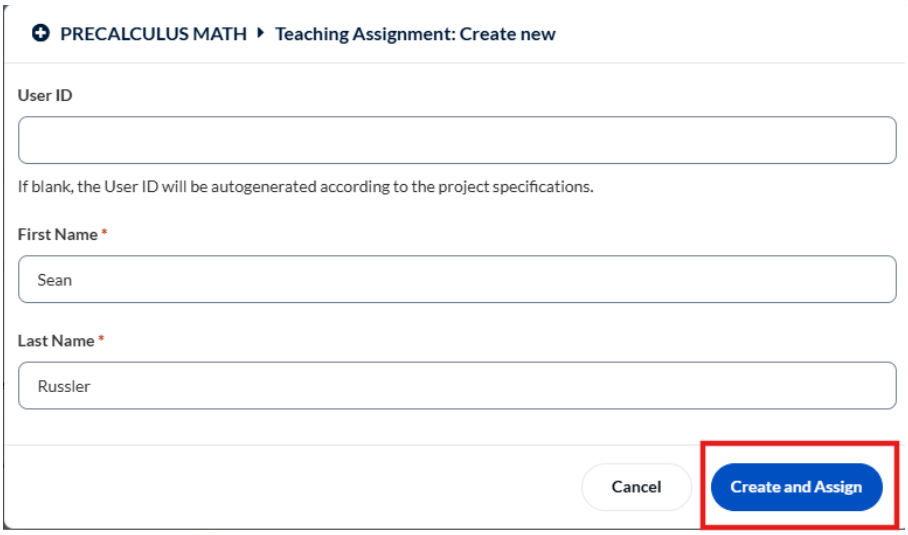


10. To add an instructor who is external to VCU (e.g., a guest lecturer) for evaluation purposes, click the pencil icon, then select **Create New** in the **Assign Teaching Assignment** section.

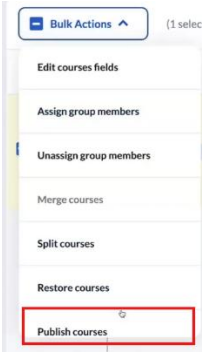




11. A new window will appear. Enter the instructor's First Name and Last Name. Since the name will not appear as a suggestion while typing, verify the spelling carefully, then click **Create and Assign**.



12. The last step is clicking **“Bulk Actions”** on the left, then select **“Publish Courses.”**



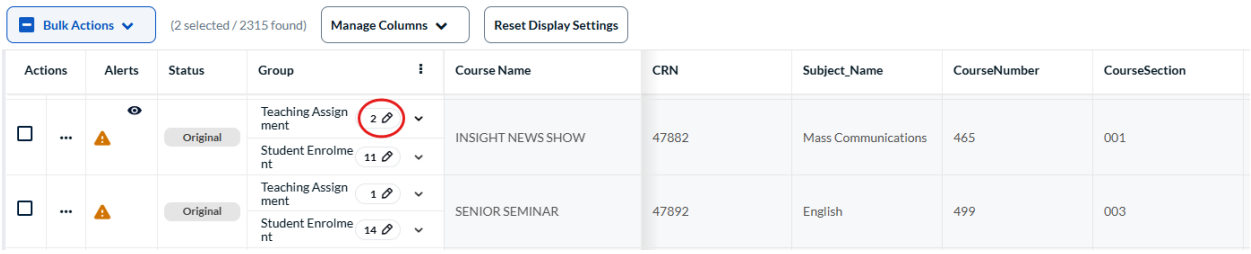
Important considerations

- Verify that you selected the correct course sections before applying changes.
- When multiple sections are selected, ensure the instructor should be assigned to every selected section.

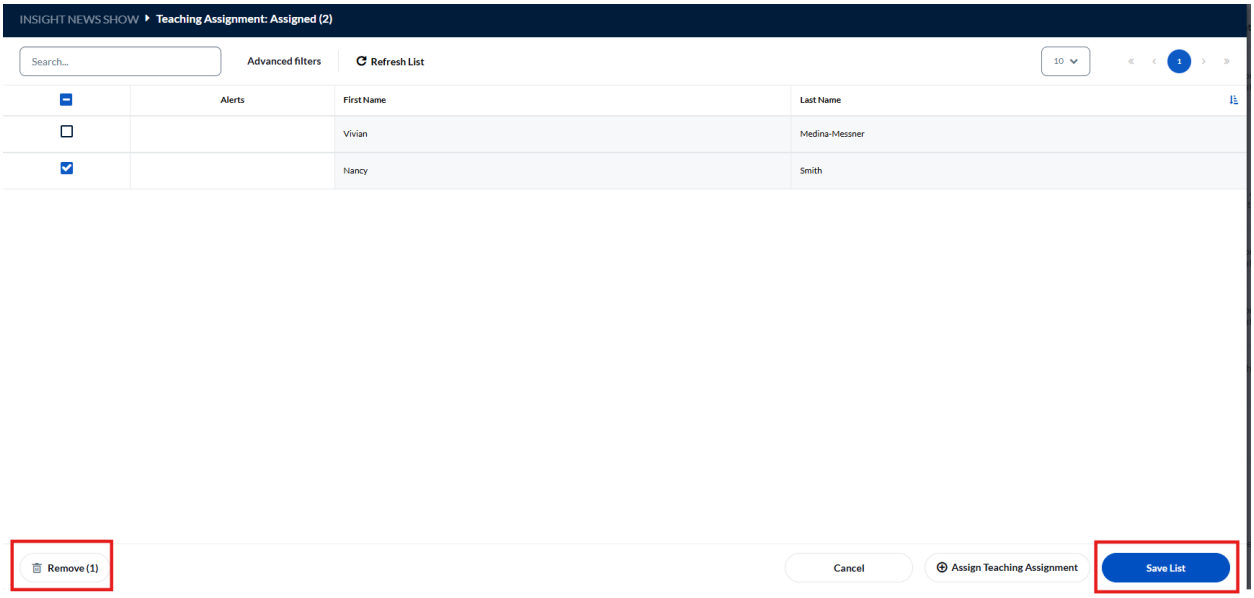
B. Removing Instructors

Use the instructor list to remove an instructor from a course section.

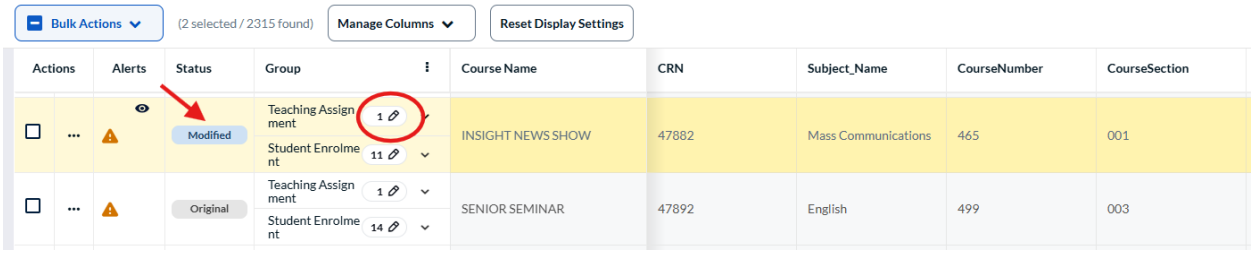
1. Locate the course section and click the pencil icon next to the instructor count. If necessary, use this option to open the full instructor list.



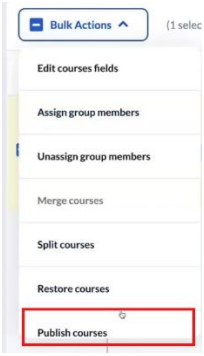
2. Check the box next to the instructor you want to remove. Click **Remove** in the lower-left corner of the list. Click **Save List** to save the updated instructor list and return to the course list.



3. The updated instructor will now be displayed.



4. The last step is clicking **“Bulk Actions”** on the left, then select **“Publish Courses.”**



Important considerations

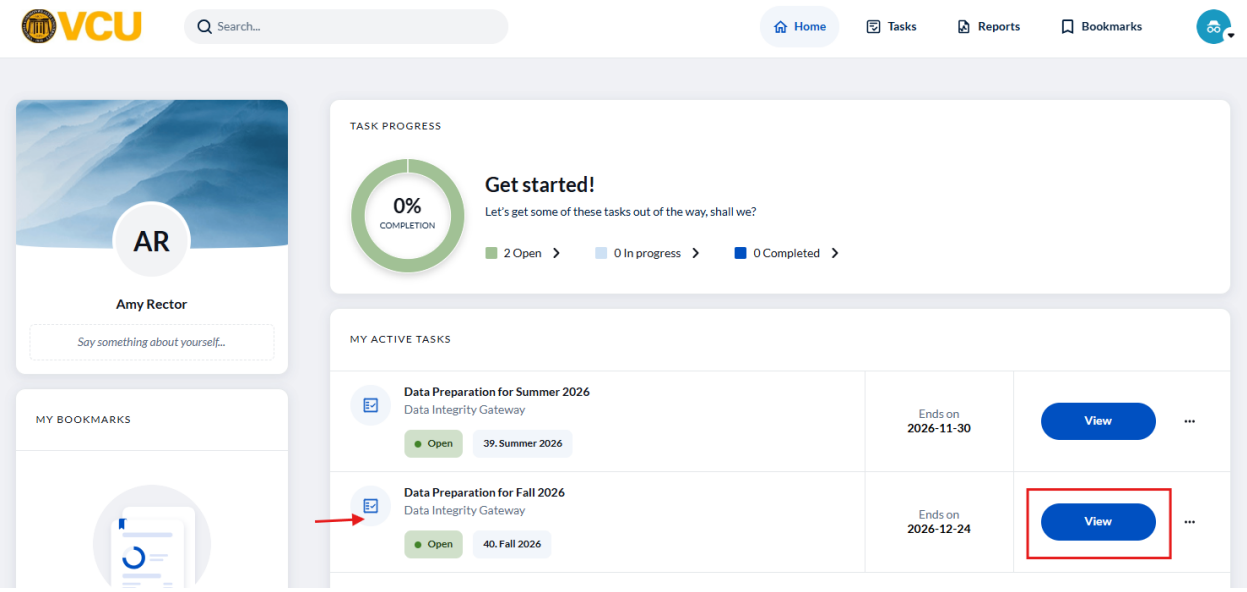
- Confirm the instructor’s identity before removing them.
- Review the updated instructor list to ensure the intended changes are made.

How to Merge Courses in DIG

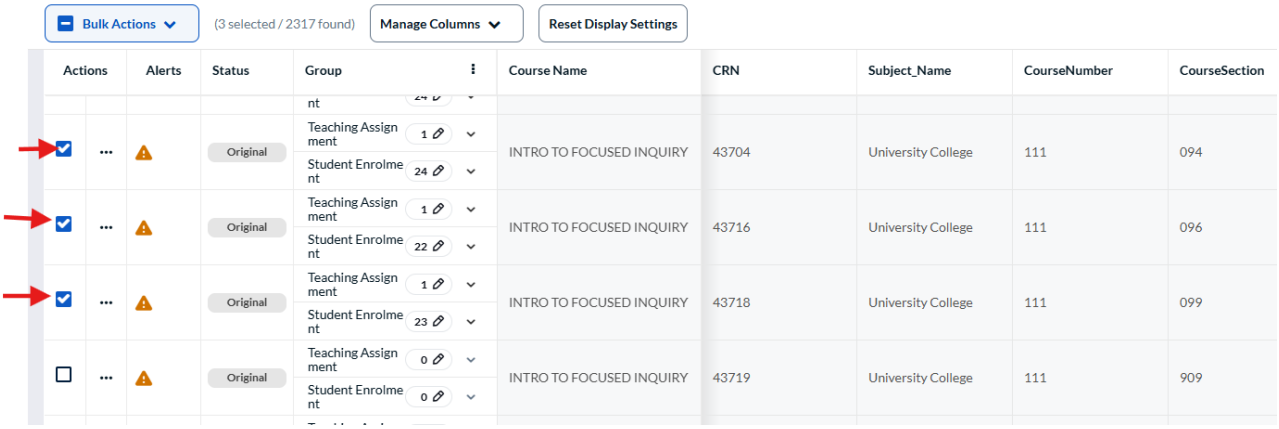
Step by Step "How To"

Background: Manually merging courses combines their course surveys into one survey. This should only be used in special circumstances. **Note: Merging courses are not used for multi-section courses or cross-listed courses, as these are automatically merged based on the banner data.** One example of when to manually merge courses is, when separate courses have low enrollment but are taught by the same instructor. Merging them allows the courses to be treated as one, with one survey sent to a larger group of students. Select a specific date if the merged courses have different end dates. Twenty-eight days before the course end date, instructors receive an email notification, and a DIG task appears on their Course Evaluation home page. For example, for courses ending on November 13, 2026, the DIG task will become available on October 16, 2026.

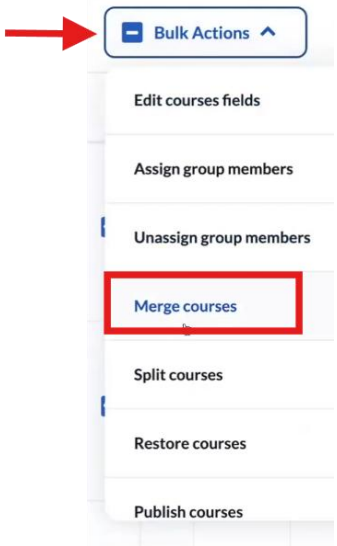
1. After logging in to your Explorance Blue (EB) account, locate the My Active Tasks section on the homepage. The DIG task will appear in this section when it becomes available for the semester.

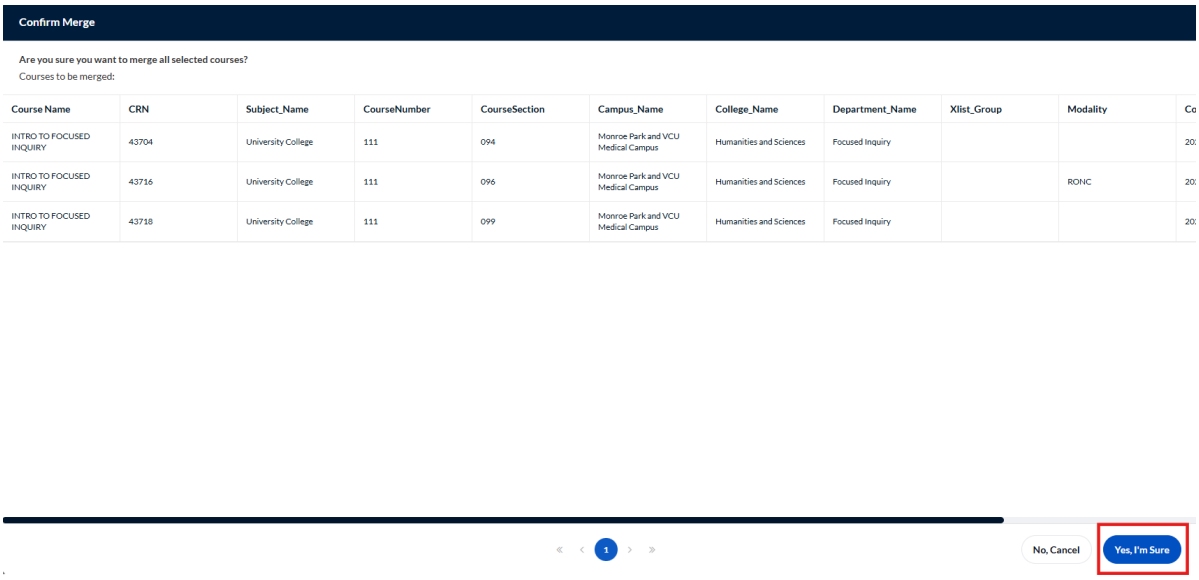


2. Select the courses you want to combine. All students and instructors from the selected courses will be included in one survey.



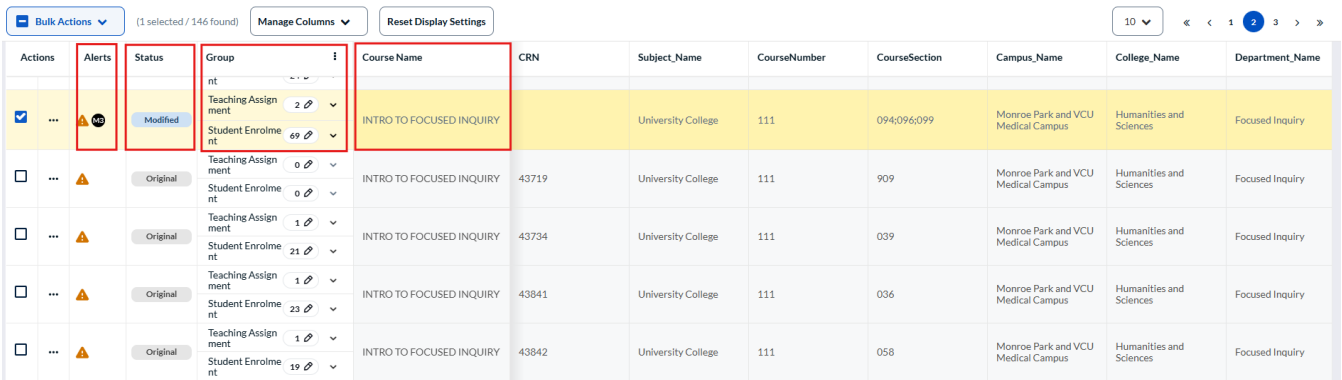
3. Click **"Bulk Actions"** on the left, then select **"Merge Courses."** A confirmation screen will appear. Review the courses you want to combine, then click **"Yes, I'm Sure."**



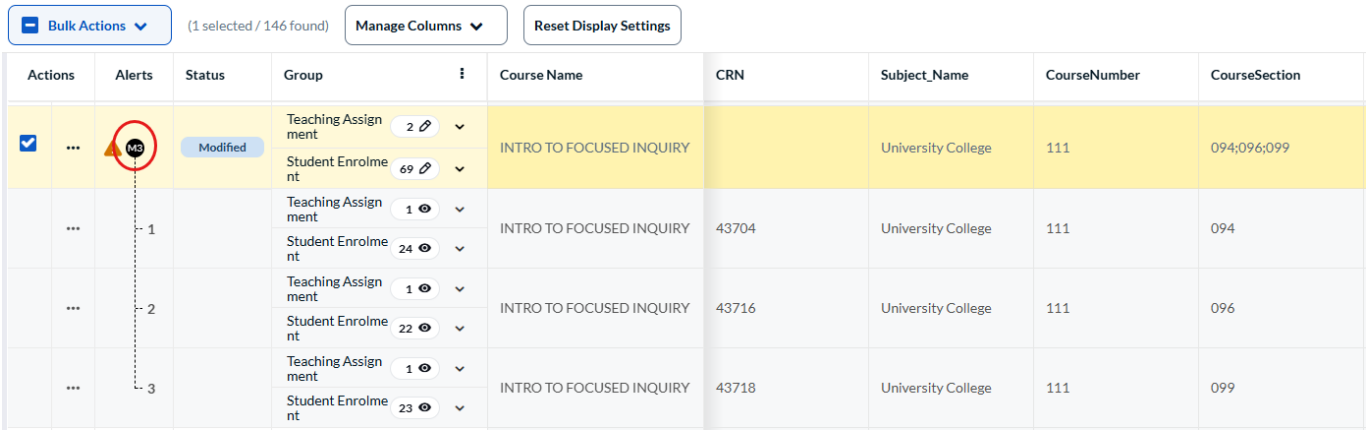


4. After merging the courses, review the course information to make sure everything is correct.

- An **M icon with a number** in the **Alerts** column means the course has been merged. The number shows how many courses are included in the merge.
- The **Status** column will show the new course as **Modified**.
- The **Group** column shows the number of students and instructors on the merged course.
- Click the **student** or **instructor** count to expand the list and view their names.
- The **Course Name** column shows the names of all courses included in the merge.
- Review the other columns to make sure all course information is correct.



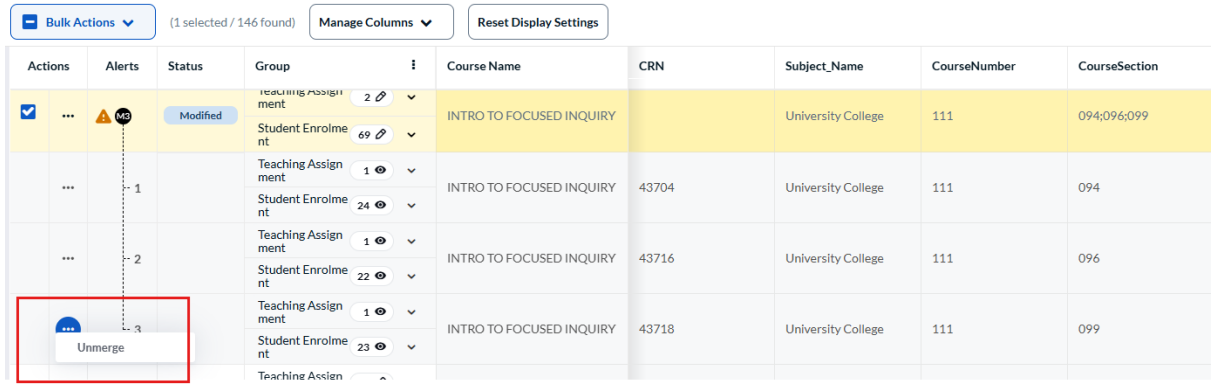
5. Click the **M icon** to view the courses included in the merge.

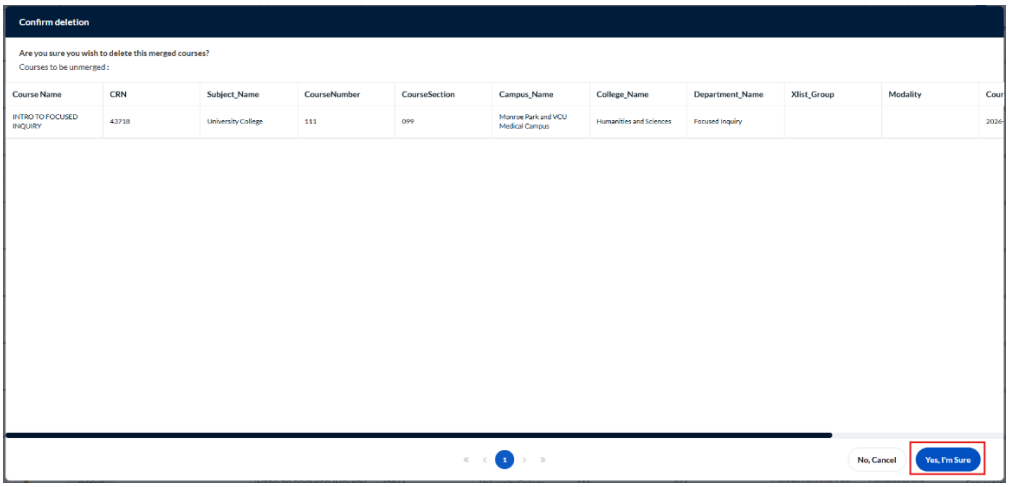


6. . After completing all changes, click Save Row to save your updates.

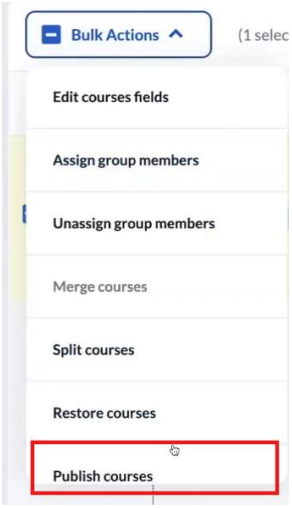


7. To unmerge, click the **three dots** in the **Alerts** column and select **"Unmerge."** It will delete that course from the merge course. A confirmation screen will appear. Review the courses you want to delete, then click **"Yes, I'm Sure."**





8. The last step is clicking **“Bulk Actions”** on the left, then select **“Publish Courses.”**

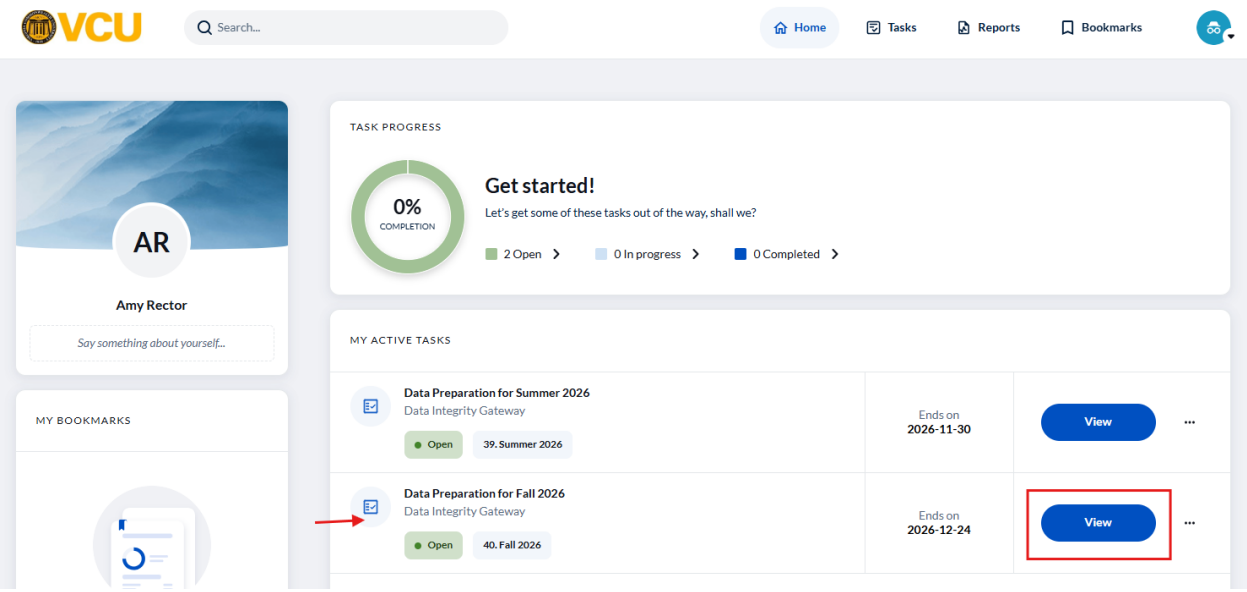


How to Publish Courses in DIG

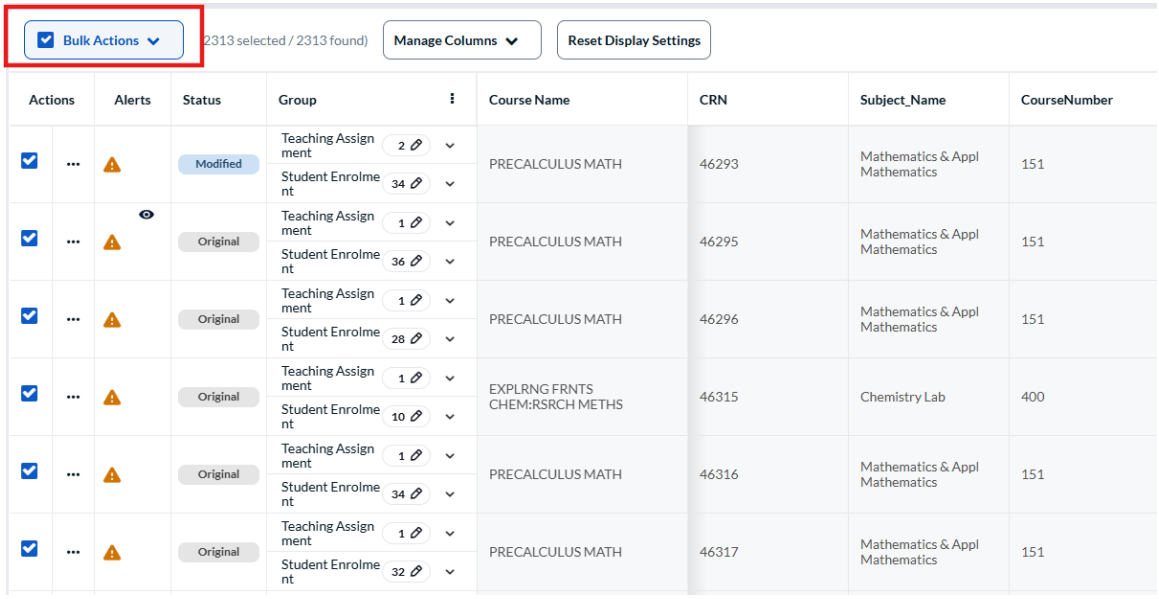
Step by Step "How To"

Background: To complete the survey setup, all courses must be published by the deadline. Publishing finalizes the survey details and initiates the survey timeline. All courses must be published, even if no modifications (such as adding or removing instructors or merging or splitting courses) are needed.

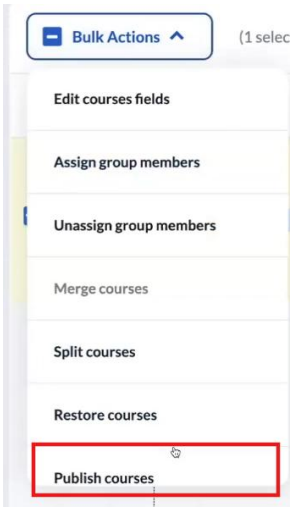
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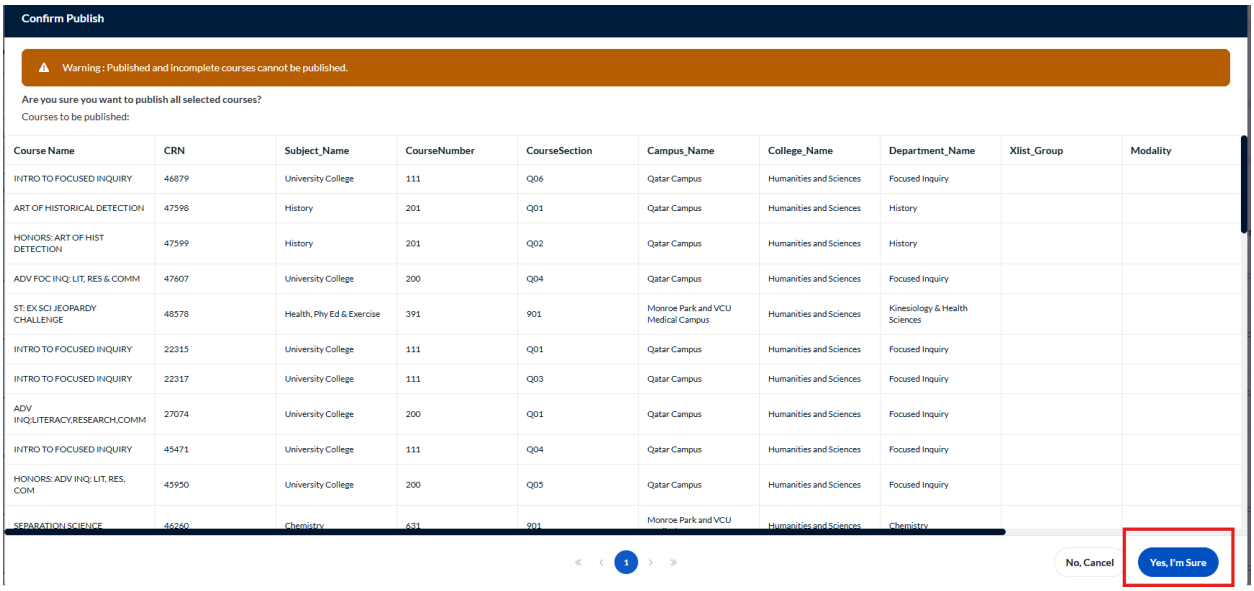
2. At the very top of your course list, place a checkmark in the “Bulk Actions” box, this will select all the surveys on your current list.



3. Click “**Bulk Actions**” and choose “**Publish courses**” from the drop-down menu.



4. Review the information on the confirmation screen, and click “Yes, I’m sure” in the lower right corner.



Important considerations

- You may see warnings that **incomplete courses cannot be published** – you can continue through the process, and DIG will skip those courses while publishing everything else. Afterwards, use the Advanced search filters to find the “Invalid” courses, correct any errors, then publish again.
- You will also get a warning if you attempt to publish a course that is already published, you can safely ignore this message since these courses are already complete.

How to Combine Reports and Managing Crosslisted Courses

Step by Step "How To"

The recommended method for combining survey responses into a single report is to use the **Xlist_Group** column.

Enter a value/name in the '**Xlist_Group'** column to identify the courses you wish to combine. The purpose of assigning a name to the Xlist_Group is to group related reports together. After completing all changes, click Save Row to save your updates.

Data Rules for Xlist_Group

- **Use a unique group identifier:** Ensure that the Xlist_Group value does not unintentionally overlap with unrelated courses. Courses with the same Xlist_Group value will have their evaluation responses combined into one report.
- **Assign the same identifier to courses that should be combined:** Enter the same Xlist_Group value for all courses whose survey responses need to be consolidated.

Example: To combine survey responses for *Career Compass 1* and *Career Compass 2*, assign both courses the same Xlist_Group value. If you want to combine survey responses for the courses associated with HUMS203 into a single report, enter **HUMS203** as the Xlist_Group value for each relevant course. Ensure that this identifier is not used for unrelated courses.

