

COURSE INFORMATION SYSTEM

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February 16, 2017



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CIS - Objectives

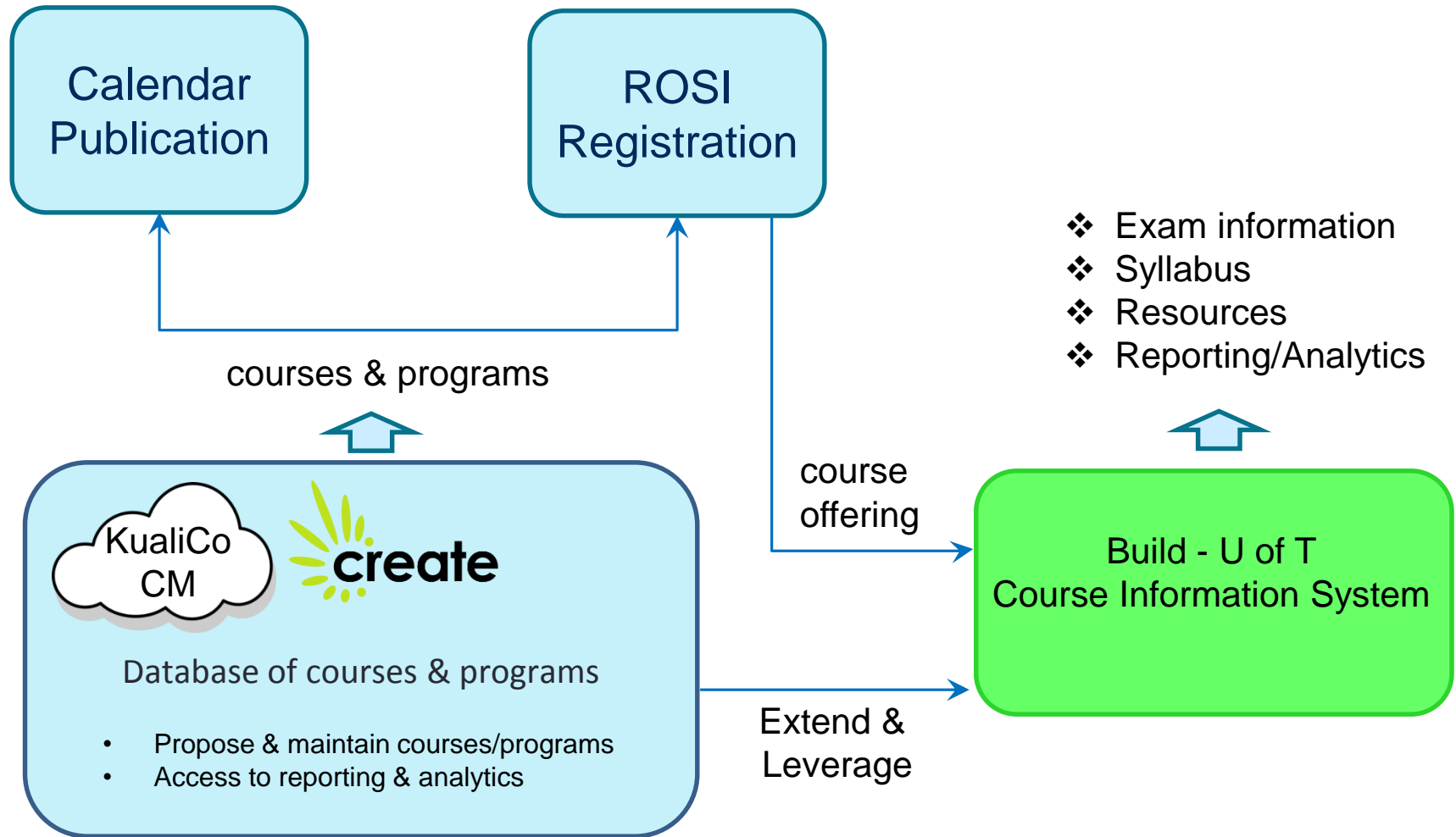
- Implement a centrally supported system which allows for the collection and dissemination of pedagogical information
- Integrate this information with key administrative processes and systems at the University.

Initial Focus

- Understand the needs of major undergraduate divisions **A&S, UTM & UTSC**
- Create the foundation for further roll-out to other divisions
- Identify opportunity for first deliverable



CIS – Conceptual Design



U of T in Numbers

- 87,000 students
- 21,000 faculty and staff members
- 700 undergraduate and 200 graduate programs
- 27 Registrar Offices
- 7 colleges
- 3 campuses



Background

Conducted conversations on the three campuses

Asked people in various areas:

- What's working well?
- What are your pain points?
- Who else do we need to talk to?

One of the recurring pain points that arose was how final exams get from Instructors to the students

- decided to focus on this for pilot; two departments within the same Faculty

This...



avoids this...



Started with deep dive meetings within these specific areas to get more details on their final exam process from beginning to end

Be Careful What You Ask For...

Our first phase:

- 26,000 Undergraduate Students
- 4,000 Graduate Students
- 950 Faculty Members
- 800 Administrative Staff



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Met users (Instructors, Department Administrators and Exams Supervisor) to get a fuller picture:

- Final exam transmission is inconsistent
- Not as secure as it could be
- Guidelines not checked (they're password-protected on the FAS website)
- Timelines too tight (as per Instructors)
- Manual entry for many parts required
- Hand-delivery in some cases

Main point:

- **In order to make any improvements, we really need to understand current state**



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Some “C”s in a Successful Project

- C**ooperation:
- No department was “voluntold” to participate
 - Teams proactively addressed the WIIFM question

- C**ommunications:
- Always transparent, even when the news is bad
 - Tailor meetings to audience
 - Learn from the audience

- C**ollaboration:
- Project team respected differences of opinions (and there were differences of opinions)

And Some More C's...

Consistency:

- Everyone did what they said they would do (sounds basic but doesn't always happen)
- Consistency supports brand recognition

Client:

- Students should be at the centre of everything we do
- Environment should reflect our tech-savvy students

Change:

- It's not a bad word! (and neither is 'Challenge')

CIS Demo – Interactive Links

Full Flow (Instructor – Department Administrator – Faculty Registrar):

- <https://projects.invisionapp.com/share/KXACR1KC7#/screens>

Department Administrator Flow:

- <https://projects.invisionapp.com/share/47ACUGGGS#/screens/202694822>

Faculty Registrar Flow:

- <https://projects.invisionapp.com/share/Z5ACUGMBH#/screens>

CIS Demo – Instructor Point-of-View

- Log in with password and directed to an Exams Dashboard

Notifications can be dismissed

Welcome! Courses with an exam that you are instructing have been added to the Course Information System (CIS). Please upload your exam, then submit for review and printing.

[CIS Home](#) > Exams Dashboard

Exams Dashboard

2016 Fall Courses with an Exam

Term	Course Code	Course Title	Status
Fall	ECO375H1	Applied Econometrics I	Outstanding

Upload & Submit

Once the Instructor clicks here, they are moved to the Exam Content Page

CIS Demo – Instructor PoV (continued)

- Exam Content Page: Two easy steps

ECO375H1: Applied Econometrics I
Fall, 2016

Exam Content Change Log

Upload Exam

1. Select File [Remove File](#)

2. Submit to Department for Review [Return to Exams Dashboard](#)

Directed to browse and select file

This button changes to “Submitted for Review” once pressed

CIS Demo – Administrator PoV

- Department Administrators and Exams Office receive emails when exams have been submitted
- This is a security measure – they do not have to keep the application open if they're not using it
- A downloadable link is attached in the email (don't have to re-enter the url)
- Notifications appear on-screen to share information
- Columns are fully sortable

Course Title	Instructor	Status
Advanced Economic Theory - Macro	Burhanetin Kuruscu	Outstanding
Advanced Economic Theory - Micro	Marcin Peski	Outstanding
Advanced Geographic Information Systems	Donald Boyes	Under Department Review
Applied Econometrics (for Commerce)	Yuanyuan Wan	Outstanding
Applied Econometrics I	Jonathan Beauchamp	Under Department Review
Applied Game Theory	Martin Osborne	Outstanding
Classical Economic Thought	Kieran Furlong	Outstanding

CIS Demo – Administrator PoV (continued)

- Can also sort by status
- Status is in bold for “Verified by Department Admin” because this is Exams Office view

⌵ Instructor	⌵ Status	⌵
Damian Dupuy	Verified by Department Admin	View
Jonathan Beauchamp	Under Department Review	View
Marcin Peski	Under Department Review	View
April Dalton	Under Department Review	View
Matthew Farish	Under Department Review	View
Jingxian Liu	Under Department Review	View
John McNeill	Under Department Review	View
Donald Boyes	Under Department Review	View
Masoud Anjomshoa	Under Department Review	View
Jon Cohen	Under Department Review	View
Robert Barber	Under Department Review	View
Adonis Yatchew	Under Department Review	View
Bryan Dale	Under Department Review	View
Yuanyuan Wan	Outstanding	View
Kunal Dasgupta	Outstanding	View

Lessons Learned Exercise

Requested feedback from:

- Instructors – via anonymous survey
- Department Administrators - via one-on-one meetings
- CIS Project Team – via team meeting

Lessons Learned:

- What they liked
- What they didn't like
- What they recommend for the future

Actioning:

- It doesn't end with asking for the info!
- Put an action plan in place to address each of the issues

Doesn't mean there won't be problems in future phases: but they should be new problems

Thank you



Questions, Comments?



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