

SIA Database Procedures

SIA Database Procedures: http://staffdev.library.ucla.edu/sia/SIA_Database2_training.pdf;

SIA Database: <http://sia.library.ucla.edu>

SIA FAQ: <http://www.library.ucla.edu/service/12984.cfm>

Summary of Instructional Activities (SIA) Web page: <http://www.library.ucla.edu/service/6423.cfm>

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Create Your Account

1. At the login screen, click on **Create Account**
2. Use the **Search & Copy from UCLA Directory** to fill in the form. NOTE: Please be sure to use this method for creating your account; this will ensure your information is accurately entered.
3. Enter your Network ID.
You should see the following message:
Your SIA Database account has been created and your login information has been emailed to you. Thank you for using the SIA Database
4. Login to your email. A message will have been sent to you with your login and temporary password.
5. Go back to <http://sia.library.ucla.edu>.
At the login screen, enter your login and temporary password.
You will be prompted to select a Unit; you cannot change the Unit once it is selected. (This is related to user levels.)
6. Use the Update Profile to change password and any other personal information.

Note: This website requires the use of cookies. If you are accessing the database remotely, and when logging in, you see the message "This database requires cookies", you will need to change your Internet settings.

Change Your Password

1. Click on **Update Profile**.
2. Scroll down and click on **Change Password**.

Forgot Your Password?

1. Go to SIA Database, click on the **Forgot Your Password?** link
2. Enter your SIA username, click OK.
3. Your password will be emailed to you.

Entering Data (Enter data – Summer and Fall by February 15; Winter by April 15; Spring by July 15)

CONTACTS/OUTREACH

This part of the database allows you to record the names of instructor and other contacts associated with an instructional activity or with whom you've done some form of proactive outreach that may result in a future instructional activity. It also allows you to record your outreach activities with these contacts. Any contact you want to associate with a session or outreach has to first be entered into the database.

Add a Contact

1. Click on **Contacts**.
2. Click **Add/Remove**.
3. Select **Add a New Contact** and click **OK**.
4. Before adding a new contact to your personal list, you have to first browse the list of contacts already in the database by their last name.
5. If you find the name in the list of contacts, simply select the box next to their name, click **Add Selected**. You can add multiple contacts from the same screen using this method.
6. If you do not find the name in the list of contacts, click **Add a New Contact**.
 - a. Use the **Search and Copy from UCLA Directory** link located in the Contacts section to fill in the form.
 - b. Enter the last name in the search box. Click **OK**.
 - c. Select the appropriate contact and click **Copy Info**
 - d. All of the information should copy into the form, **EXCEPT** their department. Select the appropriate department from the drop-down menu.
 - e. **CAVEAT:** If the UCLA Directory provides multiple telephone numbers for the contact, you must delete one of them or it will cause an error message.

NOTE:

A red asterisk * will initially appear next to the name of all new contact you add to your personal list to make it easy to identify them. This will disappear once you leave the Contacts/Outreach tab.

SESSIONS

Create a new session record every time you teach a course, give a tour, etc. All information about the session is recorded here, including contact, materials, time, assessment, developers and presenters of each session record.

*All fields that are required are marked with a red asterisk *. If you do not fill in any information, you will get an error message.*

Add a Session

1. Click on the **Sessions** tab
2. Click **Add Session**
3. Enter the **Course Number and course title** or enter the name of the group and/or session if not associated with a course. You can type in this information or use these instructions to copy and past from the Schedule of Classes:
 - a. Click on the **Schedule of Classes** link. This will take you to the live Schedule of Classes.
 - b. Find the class in the schedule, and view the course.
 - c. Copy and paste the information that is listed in from this page into the Course Number and course title box. Example: **ECON 106G INTRO-GAME THEORY**
4. Input or select the information for Session type, delivery mode, number of students, etc.

5. **Co-Presenter** – Only the names of those librarians who have created an account will show up in this drop down menu. If you co-taught a class and do not see the name of your co-presenter, make sure they create an account.
 - a. Additional Co-presenters can be added to a session once all of the session information is input.
 - b. For reporting purposes, **only ONE person** should input a record for each instructional session. The session will appear in your persona and unit's report as long as you are entered as a presenter.
6. **Contact/Outreach** - use the Add/Remove contact link to add a contact from the existing list of contacts.
 - a. Browse the list of contacts already in the database by their last name.
 - b. If you do not find the name, proceed with Adding a New Contact (see **Add a Contact**, step 6 above)
7. After you have completed the form, click OK.
8. You will be taken to the second input screen to enter data about time.
 - a. Select the appropriate **Quarter**
 - b. Use the Select Date link to quickly input your **Session Date**. If you input it manually be sure to follow this format: mm/dd/yyyy
 - c. Select the **Session Time, including AM or PM**.
 - d. Enter **Duration time** = amount of time spent teaching the session, giving a tour, etc.
 - e. For **Credit Courses Only** enter the total number of sessions taught, e.g. Spring Quarter long course = 10 sessions.
 - f. Enter **Development/Preparation Time** = provide the approximate time (in minutes) you spent outside of session-time developing material, preparing for the session, etc.
 - g. Comments are free text boxes for you to enter any information you want about the time inputs.

Tips:

- In order to add a co-presenter, that librarian or library assistant needs to have entered themselves into the system by creating an account.
- To add a classroom, it needs appear in the Classroom section first.
- To add a faculty contact to a session, you need to have added them in the Contacts section first.
- Add assessment information after completing the session information.
- Use the Update Session button to correct or add information.
- *New Feature – Spring 2009:* Use the Copy Session button to quickly create a duplicate session record to modify date, time, number of learners for multiple sessions of the same class.

MATERIALS

This part of the database enables you upload files or web pages that you used for instruction. Materials may be tied to a specific instruction session or stand alone. Files are uploaded by browsing to the file on your local machine (just like attaching a file to an email message). URLs for live websites can be added as well.

Materials for General Use, NOT tied to a Session

1. Click on the **Materials** tab, then click the **Add New Materials** button.
2. Select File or URL and input information into the form.

Materials tied to a Session

1. Click on **Sessions** tab.
2. Select the session to which you would like to attach materials.
3. Click on **Add Material** button.
4. Click on **New Instructional Material** (or **Add Existing Material** if you have already added a material to the database.)
5. Select the material type (i.e. local file or online resource)
6. Complete the form and click OK.

CLASSROOMS

*The majority of classrooms available to us are already entered in the database. To add a classroom to your session, click on the **Add Classroom** button in the Session display. If your classroom isn't on the list, you will need to create an **Add a New Classroom**.*

1. From the Classroom list, Click Add a New Classroom.
2. Fill out the form with as much information you can provide.
3. Click OK.

My SIA

This view allows you to see a snapshot of all of your instructional activities for the current Fiscal Year – sessions, materials, contacts – and let's you update your profile.

Frequently Asked Questions

- *When inputting a SESSION, what am I supposed to type in the Course Number and Title field?*
 - You can record helpful information that you may wish to remember when teaching this at a future date or that you might want to share with others at some time.
- *What does the Select Date link do?*
 - The **Select Date** link provides a convenient method for adding the date to a record. Use it anytime a date is requested by clicking on the link and then selecting the date.
- *What is development and preparation time?*
 - Development and preparation time is time spent outside of class time.
 - Time spent contacting faculty about the session.
 - Time spent to develop a new class or workshop; one never taught before or to make major revisions to an existing one.
 - Time spent to prepare for teaching a class or workshop, updating a website, preparing handouts, demos, etc.
- *What is the CONTACTS/OUTREACH tab?*
 - The **Contacts** tab allows you to enter the names of the instructors for whom you have done some instruction. **Outreach** captures an interaction where you have done some proactive outreach that may or may not result in a concrete instructional outcome. An Outreach entry is attached to a contact allowing you to capture a potential collaboration in-the-making.
- *Why can't I see my contacts in the SIA global contact list?*
 - Contacts that are already on your personal list will not appear in the global list of contacts.

- *Can I access the SIA Database remotely?*
 - Because this is a web-based database, you may access it with your login and password anywhere by using a web browser. **Caveat:** you must make sure cookies and java are enabled.
- *Who can view my information?*
 - The SIA Database has three (3) levels of permissions.
 - **Level 1:** Every librarian or library staff member who has SIA database account receives **Level 1** permissions. This means that you can enter your data, edit your data, and view your data. **Exceptions:** When there are either co-developers or co-presenters attached to an Activity or Session record, respectively, or from the CALENDAR view, when you click on a date, you can view the data for the instructional activity occurring on that day; but you can't edit the information in any way.
 - **Level 2:** Department Heads and Instruction Coordinators in individual units may view only the data for librarians/library staff in their departments. They can not edit the information in any way.
 - **Level 3:** AULs, the Deputy UL, the UL, and the ILP director can view all data for all departments and individuals. They can not edit the information in any way.
- *How do I print out my reports?*
 - Once you have created a report, simply use the browser's **File > Print** command.
 - Reports can also be copied from the web and pasted into MS Excel.
 1. From the Reports tab, generate a report.
 2. Copy the entire table from the report page.
 3. Open a new Excel file.
 4. Click first cell of this worksheet (A 1).
 5. From the Edit menu, select Paste Special.
 6. Select Paste as text.
 7. The entire table will copy into worksheet.
- *What does the three-month calendar on MySIA do?*
 - The Library-Wide Instruction Calendar provides a global snapshot of instructional activities, by date. When a session is added to the database, the date will turn red. By clicking on a date, you are able to view the instruction activities for that day.
- *Who do I contact if I have questions, comments or need to report a problem?*
 - Questions, comments and problem reports may be emailed to Robert Gore.
 - In the SIA database, click on [Questions? Comments? Contact Us](#) to send an email.

Deleting Information from the SIA Database

Contacts

*Contacts may be deleted from a Session or Outreach. However, once they are added to the database, they cannot be completely removed. This is OK because someone else may want to add them to their activity, session or outreach records. **Note:** If you delete a contact, it will no longer appear as part of your "MySIA"; however, you will see it if you are in the CONTACTS tab and are trying to either add or remove a contact, because you will see all contacts listed in the database.*

Delete a Contact

1. In Activity or Sessions tab, click on **Add/Remove Contact**.
2. Select **Remove a Contact**

Session Types

- Orientations and Tours: Include group orientations, general tours, and presentations given inside or outside the library in which programs and services are described or physical orientation is given, but instruction (e.g. in the use of resources) is not. Sessions done for UCLA classes are put here only if the content is of this general nature.
- Instruction to Classes or Groups: Include in-person instruction for courses and identifiable groups. Include electronic and print instruction here only if it was created for a specific class in lieu of in-person instruction and your expectations for learning were the same as for in-person instruction. Library classes offered on a drop-in or enrollment basis (i.e. not for specific courses) are reported as "Library-Initiated Classes and Demonstrations."
- Library-Initiated Classes and Demonstrations: Library instruction programs, including seminars and workshops offered/sponsored/developed by the library not in conjunction with specific courses. Include sessions, e.g. on the UCLA Library Catalog, Next-Generation Melvyl, MELVYL, Web resources, offered by the Library alone or in conjunction with other campus units, e.g., the Graduate Writing Center. In-person, electronic, and print instruction for specific classes or groups are reported as "Instruction to Classes or Groups."
- UCLA (Credit) Courses Taught: Include whole courses taught (e.g. LIS 110), regular or Extension. For multi-session classes with a constant enrollment, count every session, but count each person only once (ARL definition). Count as electronic whole courses taught via the Internet. Guest lectures for courses are reported as "Instruction to Classes or Groups."
- Small Group Consultations: Include consultations with groups of 2 or more.
- Individual Consultations: One-on-one; use only for scholarly communication.

Scholarly Communication

- *Communication with a student, faculty, or staff, on a range of topics associated with intellectual property and publishing, including authors' rights, copyright, use of copyrighted materials, new scholarly publishing models and open-access initiatives, and the UC eScholarship Repository. Communication may be to an individual or groups and may occur in a variety of locations or formats, for example, in person, in an office or a classroom, or via email, chat, telephone or text.*
- The SIA Scholarly Communication report includes both individual (one-on-one) and group sessions.
- There are two ARL statistical reports that the Library sends forward - - one for instruction and one for reference. According to the ARL definitions, one-on-one activity is always to be counted as reference.
 - Individual (one-on-one) scholarly communication sessions are tabulated for inclusion in the ARL reference statistics report.
 - Scholarly communication sessions with a group of two or more persons reported in SIA are tabulated for inclusion in the ARL instructional statistics report.

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