

**College of Applied and Natural Sciences
Digital Measures
Instruction Sheet**

What to Complete When (These are minimum College requirements; individual units may require that additional information be recorded in Digital Measures):

- a. Conference/Office Hours – should be entered **quarterly**, before the 9th day of classes
- b. Scheduled Teaching – should be entered **quarterly**, before the 9th day of classes
- c. Accomplishments (Progress on goals) – should be entered **quarterly**, by the end of the quarter or when grades are due to the registrar
- d. Grade distribution – should be entered **quarterly**, when grades are due to the registrar
- e. Student evaluation of faculty summary ratings – should be entered **quarterly**, at the time reports are distributed (approximately 3 weeks into the quarter)
- f. Grants and contracts/intellectual contributions (publications) and presentations – Information about these activities should be entered **as they occur**

Quick Instructions (The Digital Measures Faculty Data Management System is straight-forward and easy to use. The instructions printed below do not cover everything, but will help you get started.)

1. Logging On

- a. Log onto the Digital Measures system at the following address:
www.digitalmeasures.com/login/latech/faculty
- b. You should see the Digital Measures login page with the Louisiana Tech logo on the left. You will be asked to enter your email address and password.
 - i. Email – Enter only the part of your email address that appears before the “@” symbol. In most cases, this is some derivation of your name. Only Louisiana Tech email addresses can be used.
 - ii. Password – Although you were assigned a 4-digit number as a temporary password, you have the opportunity to change this to something more easily remembered. You should keep track of the password. Once you have changed it, the Associate Dean no longer has access to it. An option is available for the system to automatically remember the password for you. If you do forget your password, you can click on “Request your Password” below the login box. In

this case, your password will be emailed to you. Note: make sure that the digital measures has your correct email address. If you change your Tech email address for any reason, you should also change the email address listed under Personal and Contact Information.

- c. Click on the login box. You should now be in the system.

2. Maintain your Activities Record

- a. The left navigation panel that appears after login should include a category titled, Maintain your Activities. Click on this. The activities database main menu should appear. The items that have asterisks by them are the items required by the College. Check with your unit head to determine if other items are required by your academic unit.
- b. Conference/office hours should be entered before the 9th day of classes.
 - i. Click on Add a new item.
 - ii. Choose the term and year from the dropdown menus.
 1. Term will be summer, fall, winter or spring.
 2. Choose the day of the week. Enter starting and ending time, using military time (drop down menus are available). If you have split office hours on any single day, you must enter as two separate items (e.g., Monday 8:00-9:00 and Monday 14:00-16:00). As required by the College, you should enter at least 10 hours on three or more days of the week.
 3. After you have entered all of your office hours, click on Save and Return.
 4. Once you have completed this section, click on Return to Main Menu.
- c. Scheduled Teaching should be entered before the 9th day of classes.
 - i. Click on Add a new item.
 - ii. Enter term and year. Use the drop down menus to select.
 - iii. Check boxes to indicate days of week that class meets.
 - iv. Enter starting and ending time (time class begins and time class ends)
 - v. Enter the course name (catalog course title).
 - vi. Enter course descriptor (Use drop down menu)
 - vii. Enter section number.

- viii. Enter 9th day or beginning enrollment. (Note: you can edit this later if you are entering your information before 9th day rolls are available).
 - ix. Enter credit hours (drop-down menu)
 - x. Enter hours/week for lecture.
 - xi. Enter hours/week for lab.
 - xii. Enter delivery mode. This will allow you to designate a class as lecture, lab, combination lecture/lab, web, or hybrid.
 - xiii. Skip the next section on grade distribution. You will be asked to update this information at the end of the quarter.
 - xiv. Check yes/no for new course preparation.
 - xv. Check yes/no for new format.
 - xvi. Click on Save and Return.
 - xvii. Repeat i-xvi for each course you are scheduled to teach this quarter.
 - xviii. Once you have completed this section, click on Return to Main Menu.
 - xix. NOTE: Independent studies are not entered as part of regularly scheduled teaching, but the information can be captured under practica, independent studies and theses, if you choose to record it there.
- d. Grade distribution for an existing course. This should be done at the end of the quarter when you submit final grades to the registrar.
- i. Click on Scheduled Teaching.
 - ii. Find the existing course in the data base and click on the symbol for Edit.
 - iii. Add ending enrollment numbers.
 - iv. Add information on grade distribution: number of students earning A, B, C, etc.
 - v. Note: At this time you also can edit any information entered previously.
 - vi. Click on Save and Return.
 - vii. Repeat for each course you taught during the quarter.
 - viii. Once you have completed this section, click on Return to Main Menu.
- e. Rating of Instructor on Student Evaluation for an existing course. This information will be added as soon as you receive the Student-Faculty Evaluation Survey reports from your unit head.
- i. Click on Scheduled Teaching.
 - ii. Find the existing course in the data base and click on the symbol for Edit.

- iii. Add rating of instructor (#15 on the Louisiana Tech Student-Faculty Evaluation Survey)
 - iv. Click on Save and Return.
 - v. Repeat for each course you taught during the quarter.
 - vi. Once you have completed this section, click on Return to Main Menu.
- f. Update Goals and Accomplishments – this should be done quarterly. Information should be entered by the end of the quarter when grades are due.
- i. Click on Goals and Accomplishments.
 - ii. Click on the Edit symbol corresponding with the appropriate year. The year used here will be the academic year (e.g., 2009-2009) and runs from spring quarter of one academic year through winter quarter of the next. This time frame corresponds with the evaluation period used by the College of Applied and Natural Sciences.
 - iii. You previously should have entered your goals for instruction and advising; research and scholarly activity; service; and administration, if applicable. These goals are the same as those that were established during last year's annual review. If you listed several goals in a single category (e.g., 3 goals for instruction), they should be numbered (1-3), and all will appear in a single box. If you have previously entered goals, without numbering, you can go back and add numbers.
 - iv. Start with instruction and advising. Click on Add another progress update for this goal.
 - v. Choose the appropriate term (Spring, Summer, Fall, Winter) from the drop down menu. A new update box will appear.
 - vi. Referring to each Instruction/Advising goal by number (see iii above), enter progress during the quarter. If you did not work on this goal, you can type in N/A or explain why you did not make progress.
 - vii. Once you have updated all of your instruction/advising goals for the quarter, add items to the box of additional accomplishments in instruction/advising. Note: one box covers additional accomplishments in instruction/advising for the entire year.
 - viii. Repeat the above procedure for research and scholarly activity, service (you may ignore the box for "type" of service) and administration.
 - ix. Click on Save and Return.
 - x. Click on Return to Main Menu.

- g. Other required items that should be updated regularly (as they occur) include:
 - i. Contracts, Grants, and Sponsored Research
 - ii. Intellectual contributions
 - iii. Presentations
 - iv. Other items, requested by individual units
- h. Logoff - Click Logoff using the button on the lower left screen.

3. Rapid Reports. The Digital Measures system allows faculty, unit heads, the associate dean and dean to create summary reports using the Rapid Reports button at the bottom of the right hand side of the page. This rapid report can be used to prepare the annual performance appraisal. You will complete two rapid reports, one titled Goals and Accomplishments and one titled Courses Taught. These rapid reports will automatically capture the information needed for the performance appraisal.

- a. Click on Rapid Reports.
- b. Choose the report to be prepared. The Goals and Accomplishments Rapid Report will upload your goals for the year, all of your quarterly accomplishments, and all grants, publications and presentations (assuming you have entered them into the system). The Courses Taught report will upload information from your Scheduled Teaching page and will prepare the table added to the annual self appraisal. Assuming you've entered all required information throughout the year, the 9th day and final enrollment numbers and the Rating of Instructor will automatically be uploaded into the Report.
- c. Choose the start date, ending date, and file format.
- d. Click on Run Report.
- e. This report will be uploaded in the file format you requested (eg, Microsoft Word). From here, you can edit it if needed. Remember, any editorial changes you make in this report are specific to the report and will not be made in the Digital Measures system.
- f. Print a hard copy, sign and submit to your unit head.

Questions: Contact your unit head or Dr. Janet Pope, Associate Dean (pope@latech.edu; 257-4287)