## Uploading Syllabi to Digital Measures

First, please make sure your syllabus is saved using the Digital Measures naming convention: [CourseNumber\_facultyusername\_Term\_Year\_syllabus.pdf]

File Name Example: *ENG\_101\_001\_kiskadenc\_Fall\_2012\_syllabus.pdf* 

For security reasons, we recommend you always save your file as an Adobe PDF document before uploading into Digital Measures.

Digital Measures is accessed on the web according to the following directions: Go to digitalmeasures.nku.edu



Login Screen:



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Once you are on your page, select "Scheduled Teaching" that can be found under "Teaching".

Once on this screen, select the course for which you are uploading the syllabus for. You will be able to see if a syllabus is currently uploaded or not from this screen. Note: PAD 626 has a syllabus uploaded.

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Scroll down and select "Choose File". From here you will be able to upload the syllbus. Make sure you select "Save" and then you are finished!

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