

Uploading Syllabi to Digital Measures

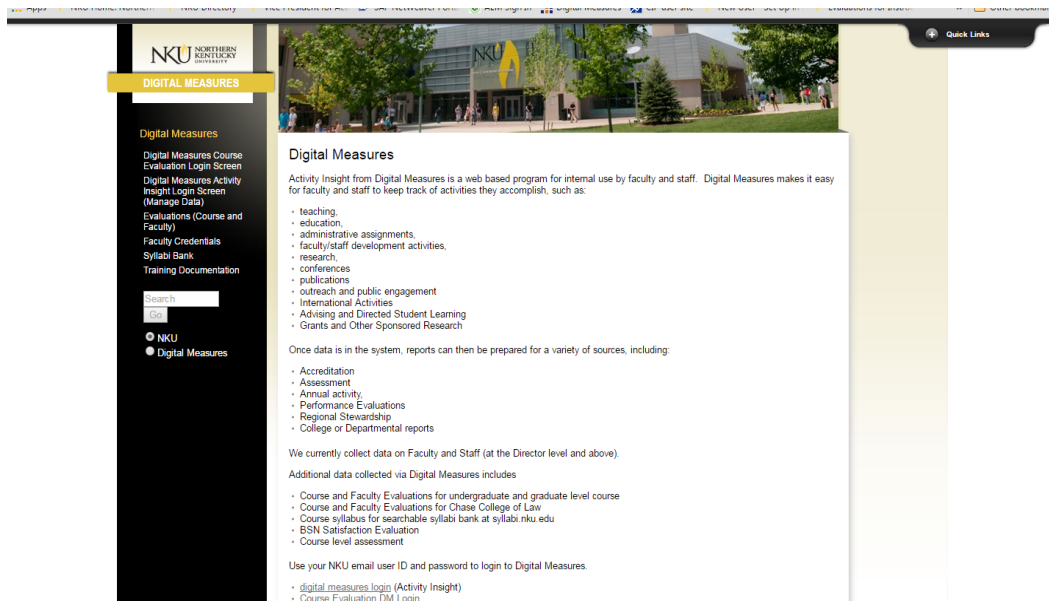
First, please make sure your syllabus is saved using the Digital Measures naming convention:

[CourseNumber_facultyusername_Term_Year_syllabus.pdf]

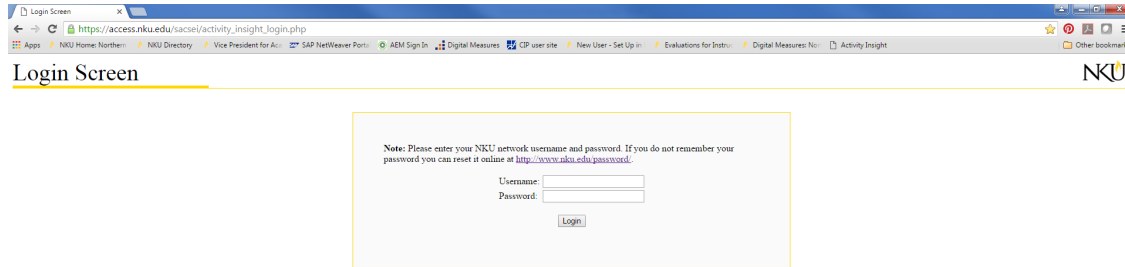
File Name Example: *ENG_101_001_kiskadenc_Fall_2012_syllabus.pdf*

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 and click on **"Digital Measures Activity Insight Login Screen"**

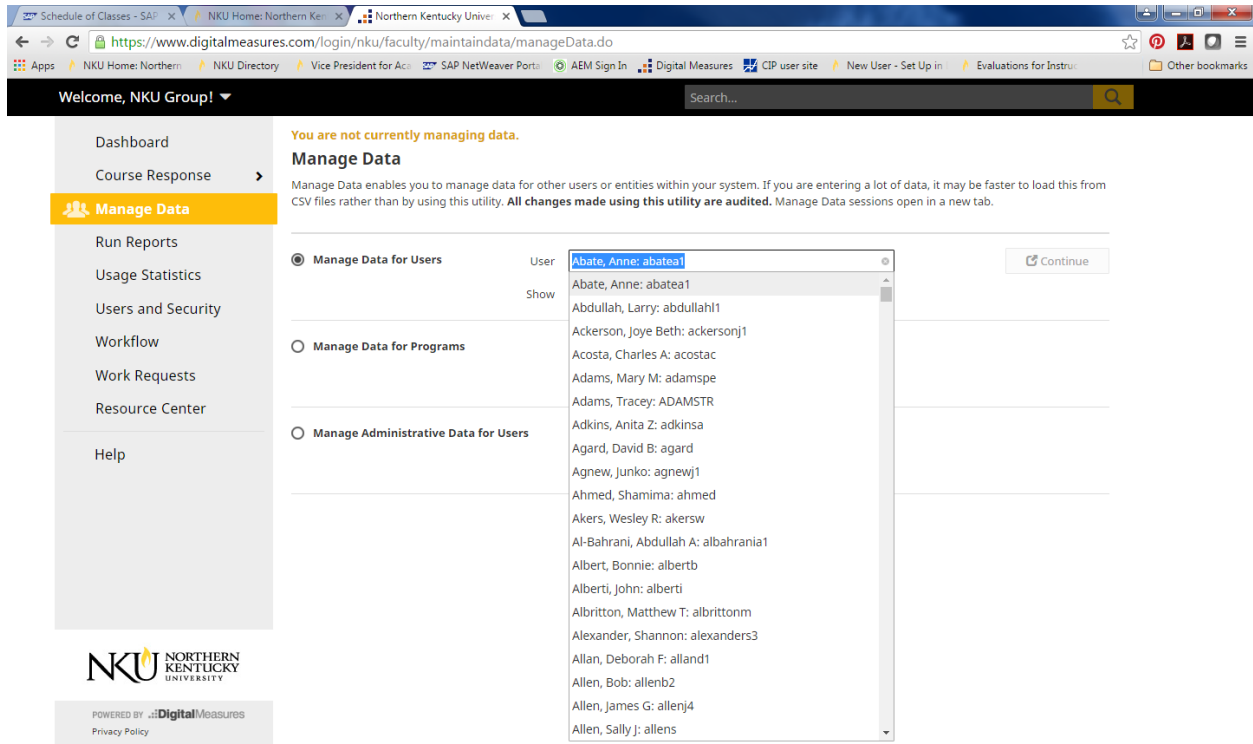


Login Screen:



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Click on “Manage Data” and select the appropriate faculty member.



Once you select the faculty member, select “Scheduled Teaching” that can be found under “Teaching”.

The screenshot shows the Digital Measures dashboard for Anne Abate. The left sidebar contains navigation options: Dashboard, Course Response, Manage Data (highlighted), Rapid Reports, PasteBoard, Run Reports, Usage Statistics, Users and Security, Workflow, Work Requests, Resource Center, and Help. The main content area is titled "You are currently managing data for Anne Abate." and lists various categories: Awards and Honors, Consulting, Education (with a sub-note: "Please complete for ALL degrees earned or in progress, by selecting the screen below and clicking 'ADD A NEW ITEM' for each degree."), Credentials (Academic Qualifications, Faculty Credentials Approval), Teaching (Academic Advising, Directed Student Learning, **Scheduled Teaching**, Teaching Goals), and Scholarship/Research (Artistic and Professional Performances and Exhibits, NIH Biographical Sketch, Grants, Contracts and Other Sponsored Research, Publications, Conference Presentations, Undergraduate Student Research, Unfunded Research Currently in Progress, Research/Scholarly Activity Goals).

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.

The screenshot shows the "Scheduled Teaching" screen. At the top, there are buttons for "+ Add New Item", "Duplicate", and a trash icon. Below is a table of teaching items:

Item	<input type="checkbox"/>
Summer 2012-2013 Nonprofit Information Management PAD 627, Section 001	<input type="checkbox"/>
Summer 2011-2012 Grants Writing PAD 623, Section 001	<input type="checkbox"/>
Summer 2011-2012 Nonprofit Information Management PAD 627, Section 002	<input type="checkbox"/>
Summer 2011-2012 Resource Acquisition and Management PAD 621, Section 001	<input type="checkbox"/>
Spring 2009-2010 Nonprofit Program Evaluation PAD 626, Section 001	<input type="checkbox"/>
Spring 2008-2009 NONPROFIT PROGRAM EVALUATION PAD 626, Section 001 Syllabus Stored	<input type="checkbox"/>

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

The screenshot shows a web browser window with the URL <https://www.digitalmeasures.com/login/nku/faculty/survey/manageData/editRecord.do?surveyId=1263103&surveyDataSurveyId=1263103&surveyDataId=35815022>. The page title is "Edit Scheduled Teaching" and it indicates the user is currently managing data for Anne Abate. The form contains the following fields and options:

- Course Number: 001
- Is this a General Education course?:
- Is this an Independent Study, Internship or Co-op Course?:
- Is this an Online Course?:
- CIP Code for this Course: 440401
- Faculty is qualified to teach this course? (If "Yes" they have a terminal degree or 18 Graduate Hours in the Discipline; Enter Gr Hrs or Additional Justification on the Academic Qualification Screen):
- Course Level: Graduate
- Is this transferable?: Yes
- Official Enrollment Number: 11
- Number of Credit Hours: 1
- Lower Division or Upper Division: Graduate
- Delivery Mode: LEC
- UPLOAD SYLLABUS HERE - CLICK ON STORE FILE: No File Stored, Choose File...
- Syllabus Reviewed By: [Empty text field]
- Course Meets Credit Hour Policy:
- Is there an Active Learning:

The left sidebar contains navigation options: Dashboard, Course Response, Manage Data (highlighted), Rapid Reports, PasteBoard, Run Reports, Usage Statistics, Users and Security, Workflow, Work Requests, Resource Center, and Help. The bottom of the sidebar features the NKU logo and the text "POWERED BY DigitalMeasures Privacy Policy".