

# Scheduled Teaching Missing Syllabus (Excel)

Please run the Scheduled Teaching Missing Syllabus Report (Excel), to determine if all syllabus are uploaded for your department.

The screenshot shows a web browser window with the URL <https://www.digitalmeasures.com/login/nku/faculty/reports/>. The page header includes a search bar and a "Run Report" button. On the left is a navigation menu with items like "Dashboard", "Course Response Setup", "Manage Data", "View Respondents", "Run Reports" (highlighted), "Usage Statistics", "Users and Security", "Workflow", "Work Requests", "Resource Center", and "Help". The main content area is titled "Run Reports" and features a dropdown menu labeled "1 Report" with a "Select..." field. The dropdown menu lists the following reports: SACS - Standard 3.5.4 Report Detail, SACS Faculty Roster, SACS Faculty Roster Form (Excel), SACS Faculty Roster Form (Old), SACS Roster by Individual (Old), SACSOC - Fed Req - 4.9 Credit Hour Audit, Scheduled Teaching by Faculty, Scheduled Teaching by Faculty (Excel), Scheduled Teaching Missing Syllabi (Excel) (highlighted), Scheduled Teaching Syllabi Filepaths (Excel), Teaching Discipline vs Education Discipline Report, Terminal Degrees, Vita, and Create a new report.

- Use the Filters as shown below:
  1. Report: Select “Scheduled Teaching Missing Syllabi (Excel)”
  2. Date Range: The date range should be within the semester you wish to pull
  3. Whom to Include: Select “Change Selection”
    - a. This will enable you to select the appropriate college or department for which you are pulling for. **\*\*DO NOT USE SECTION 4 for this\*\***
  4. Additional Filters: DO NOT USE-we are having this section removed.
  5. File Format: Microsoft Excel

## Run Report

The screenshot shows a web browser window with the URL <https://www.digitalmeasures.com/login/nku/faculty/reports/>. The page title is "Run Reports" and it includes a "Run Report" button. The interface is divided into a left sidebar and a main content area.

**Left Sidebar:**

- Dashboard
- Course Response Setup
- Manage Data
- View Respondents
- Run Reports** (highlighted)
- Usage Statistics
- Users and Security
- Workflow
- Work Requests
- Resource Center
- Help

**Main Content Area:**

**Run Reports** [Select a template](#) Run Report

2 **Date Range** Start Date: Jan 01 2016 End Date: Dec 31 2016

3 **Whom to Include** Users Selected by: All [Change selection...](#) Include These Accounts: Enabled Only

4 **Additional Filters**

- College:
  - Arts and Sciences
  - Business
  - Education and Human Services
  - Health Professions
  - Informatics
  - Law
  - University Programs
- Course Prefix:
  - ACC
  - AFR
  - ANT
  - ARI
  - ART
  - ARTC
  - ARTD
- Department:
  - Accounting, Finance and Business Law
  - Advanced Nursing Studies
  - Allied Health
  - Biological Sciences
  - Business Informatics
  - Chemistry
  - Communication
- Program:
  - Business Informatics BS:
  - Business Informatics MBT:
  - Chemistry BA/BS:
  - Communication MA:
  - Communication Studies BA:
  - Computer Information Technology BS - Networking & Security Track:

5 **File Format** File Format: Microsoft Excel (.xls)

At the bottom left, there is a logo for Northern Kentucky University and text: "POWERED BY DigitalMeasures Privacy Policy".