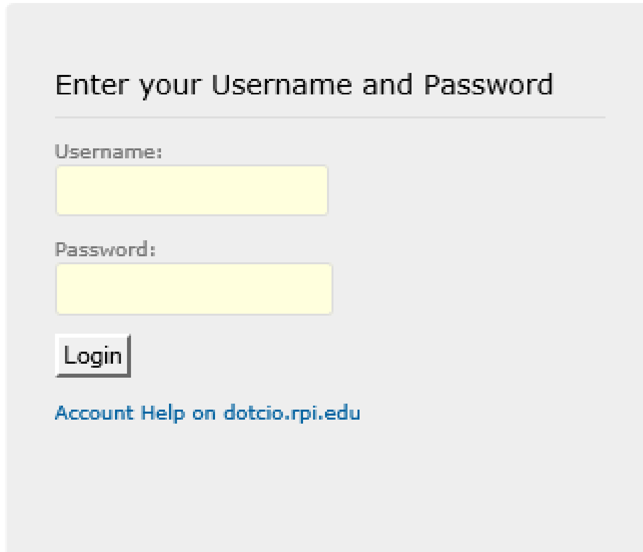
# Digital Measures Roadmap

## *Getting Started*

The login screen is visible when you point your browser to https://www.digitalmeasures.com/login/rpi/faculty/

Login with **RCSID** and RCS **Password**.

Note: You can also access the login screen by going to http://rpinfo.rpi.edu/. Click **Digital Measures** under the **Faculty & Staff** category.



The DM homepage (default) screen after login.

Note: **Manage Activities** in the left-hand navigation pane is selected by default.

Please Note: The screenshot shown is the system administrator's screen and, so, lists a few options in the left-hand navigation pane that are not available to other users.

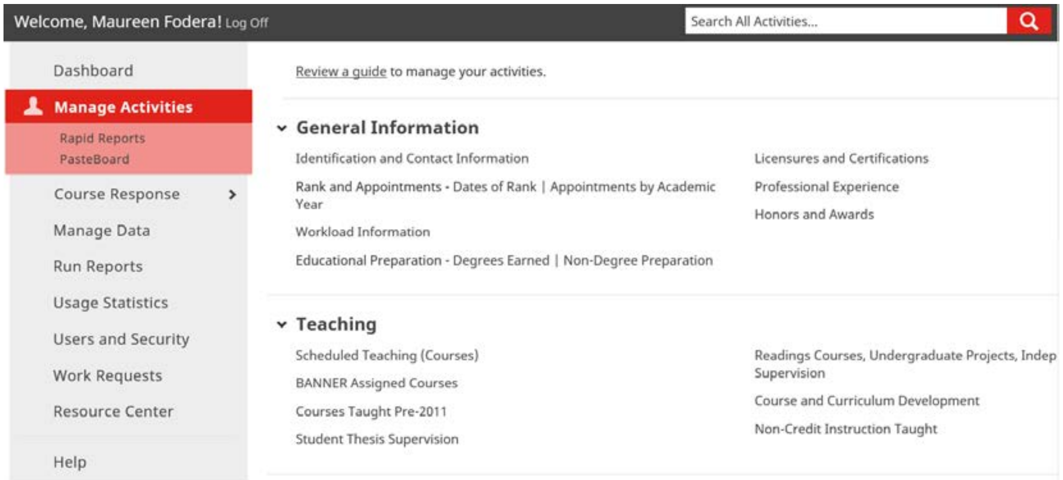
Ensure that **Manage Activities** is selected.

Your navigation pane will show Course Evaluation options as well. They are:

- My Course Evaluations
- Manage Questions
- View Respondents

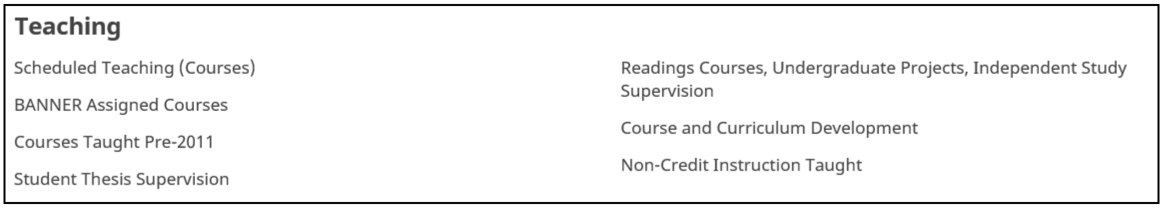
Click **Rapid Reports** in the navigation pane to quickly run reports on your own data.

Click **PasteBoard** in the navigation pane to easily copy and paste text between records and screens.



Screenshot of the **Teaching** section of the **Manage Activities** screen.

Click **Scheduled Teaching (Courses)**.




The top level of **Scheduled Teaching**.

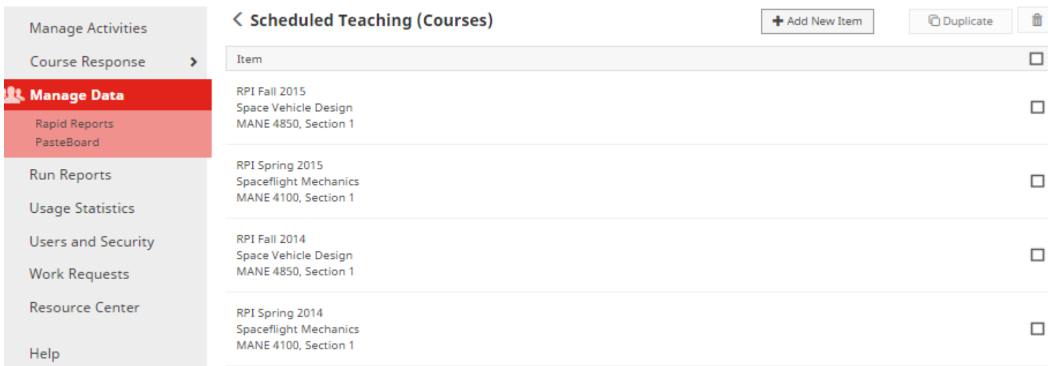
Note the **Add New Item**, **Duplicate**, and **Delete** buttons. Records can be added by faculty, duplicated, or deleted. Deleting is PERMANENT!

In the **Scheduled Teaching** screen, you can duplicate and edit items from prior semesters to suit the present semester.

Enter information carefully when creating a record. Then updates and maintenance will take relatively little time.

The **lock** button at the end of a record indicates the record is read-only and cannot be deleted. This level of access indicates you are listed as an additional instructor on someone else's scheduled teaching record.

Click the **Add New Item** button.




<u>Important Information</u>:
Faculty are required to create a scheduled teaching record for courses assigned to them in Banner. Multiple sections of a course or cross-listed courses can be documented in Digital Measures within one scheduled teaching record. Courses must be documented before the first class.

# *Scheduled Teaching Data-Entry Screen*

Screenshots from the main data entry screen of **Scheduled Teaching**.

This screen and its subordinate popups follow the Institute Syllabus Template available for viewing at [http://provost.rpi.edu/learning-assessment/forms-faculty](http://provost.rpi.edu/learning-assessment/forms-faculty).

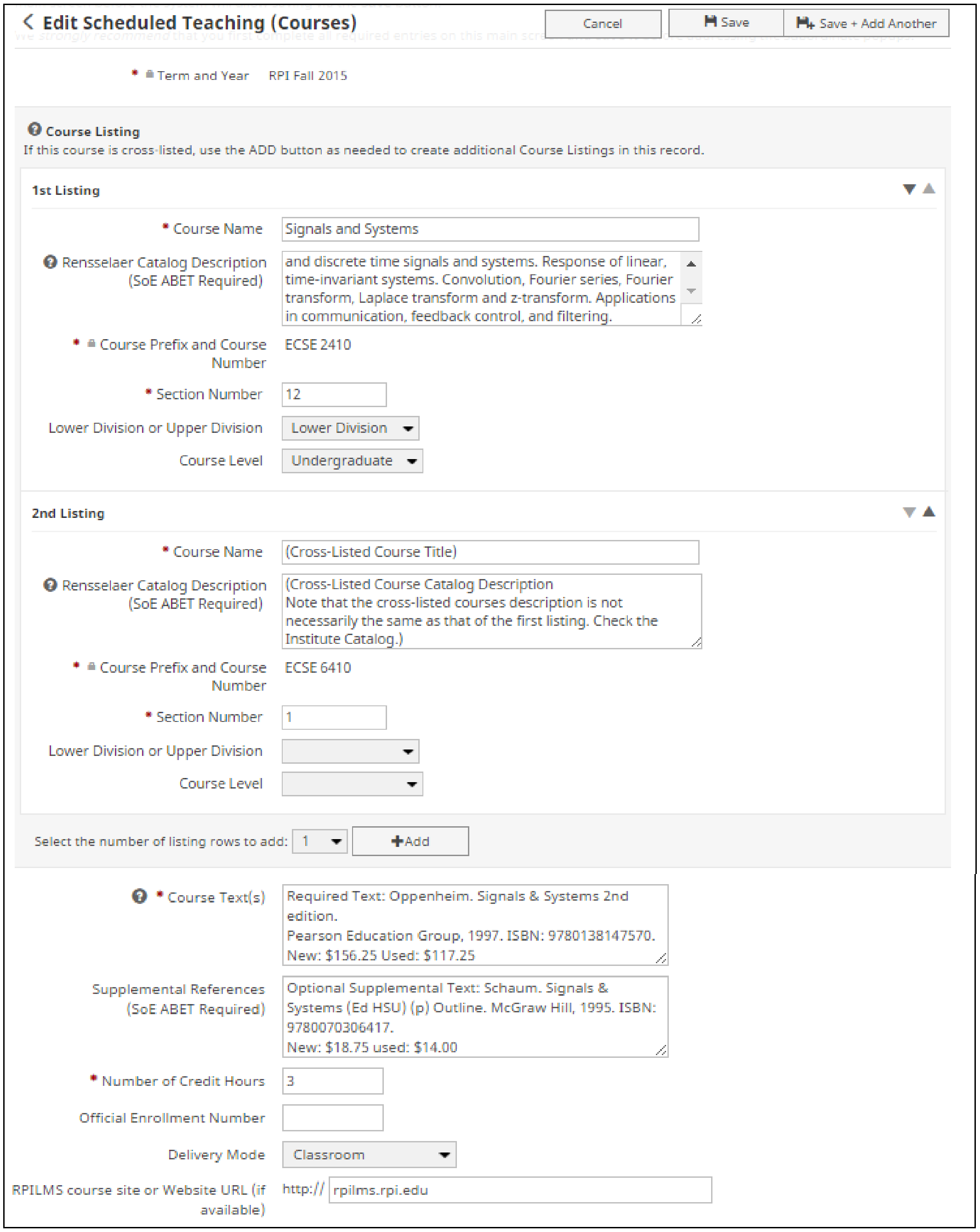
Note the buttons. These buttons launch popups providing text detailed descriptions of what goes in associated text boxes.

By popular demand, provision for cross-listings is now in place. To add another instance of the Listing block of fields, click the **Add** button.

Note the scroll bars on the side of the text boxes. Click either arrow to scroll up or down a text box in order to view all text.

**All of the required fields must be completed before the system allows you to save. The required fields are noted with a red asterisk *.**

Note particularly the Save button. Be sure to click it before closing your browser or navigating elsewhere, or ALL work is LOST.



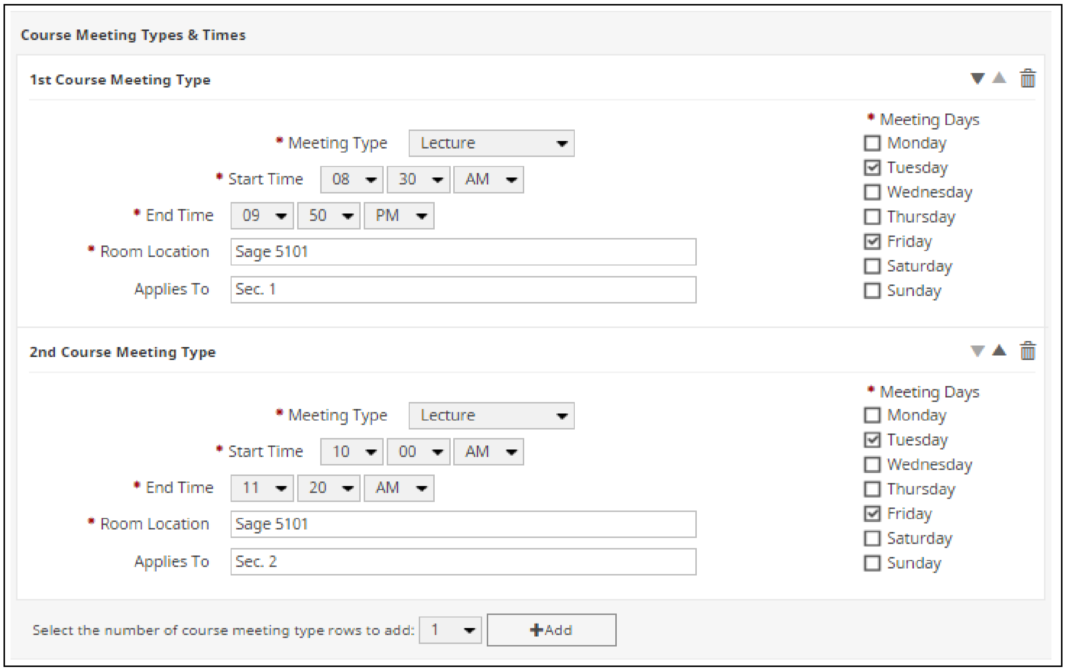
(Scrolling down the data entry screen of **Scheduled Teaching**…)

The Course Meeting Types and Times Dynamic Sub-Answer (DSA).

Note the various types of meetings available and the **Add** button that enable your adding multiple couse meeting types.

Also note the **up** ▲ , **down** ▼ , and **delete** icons in the upper right corner of each meeting type. Clicking these icons enables reordering and removal of items.

**Start Time** and **End Time**, throughout DM, must be completed with hours, minutes, and AM or PM selected.

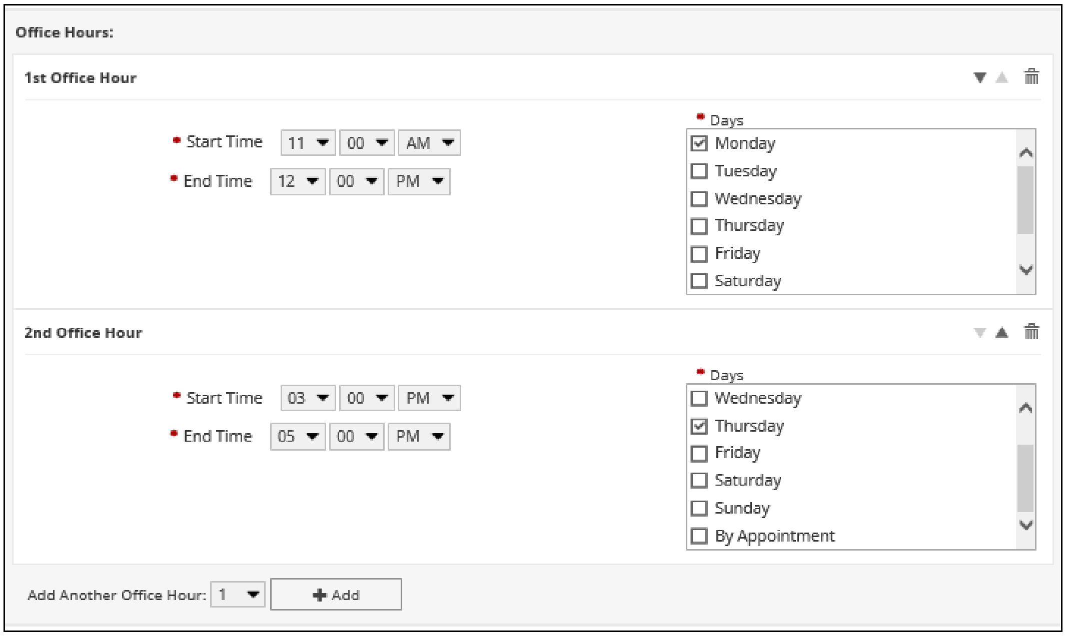


(Scrolling further down the data entry screen of **Scheduled Teaching**…)

The **Office Hours** dynamic sub-answer (DSA) allows multiple entries that, again, may be reordered and deleted using the clickable icons in the upper right of each item in the DSA.

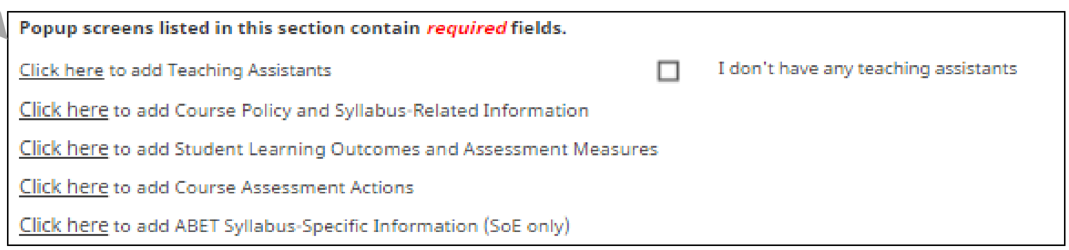
Note the **By Appointment** option in the **Days** scroll box.

If you select **By Appointment**, **Start Time** and **End Time** are still required. Use the range of times available for appointments.




Links to the several popups that enable you to complete the **Syllabus**, **Learning Outcomes** and **Course Assessment Actions**.

[http://provost.rpi.edu/learning-assessment/forms-faculty](http://provost.rpi.edu/learning-assessment/forms-faculty)



# *Popups from the Scheduled Teaching Screen*

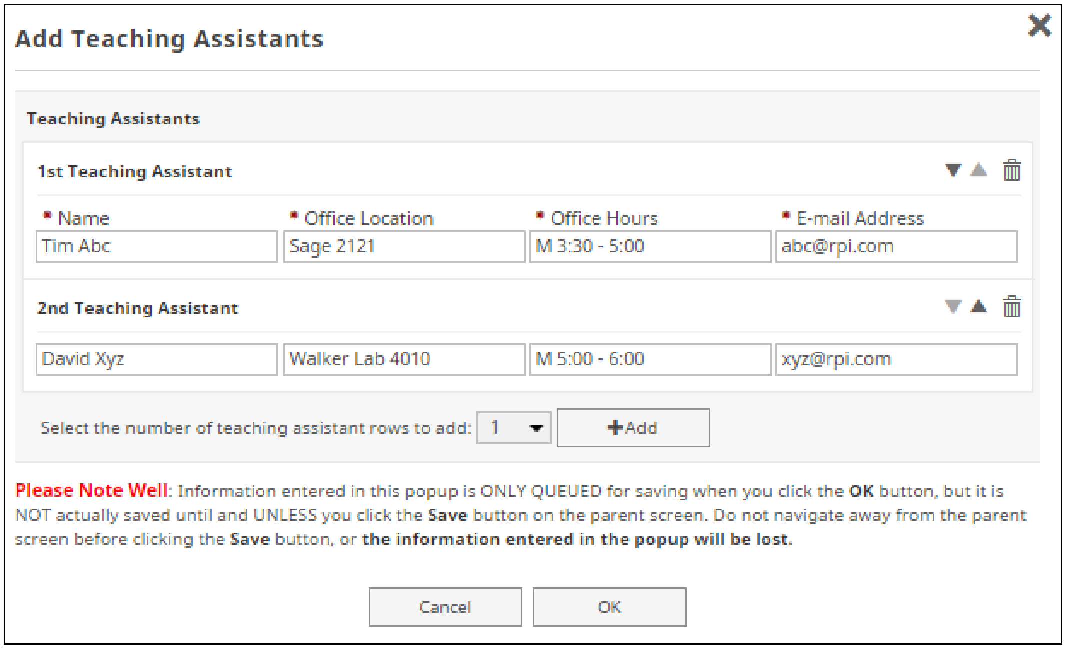
## Teaching Assistants Popup

The **Add Teaching Assistants** popup and dynamic sub-answer (DSA).

Note the **up** , **down** , and **delete** icons in the upper right corner of each teaching assistant. Clicking these icons enables reordering and removal of items.

Click **OK** when finished.

***Please Note Well***: Once you click **OK**, be sure to click the Save button on the parent screen or your work will be lost.

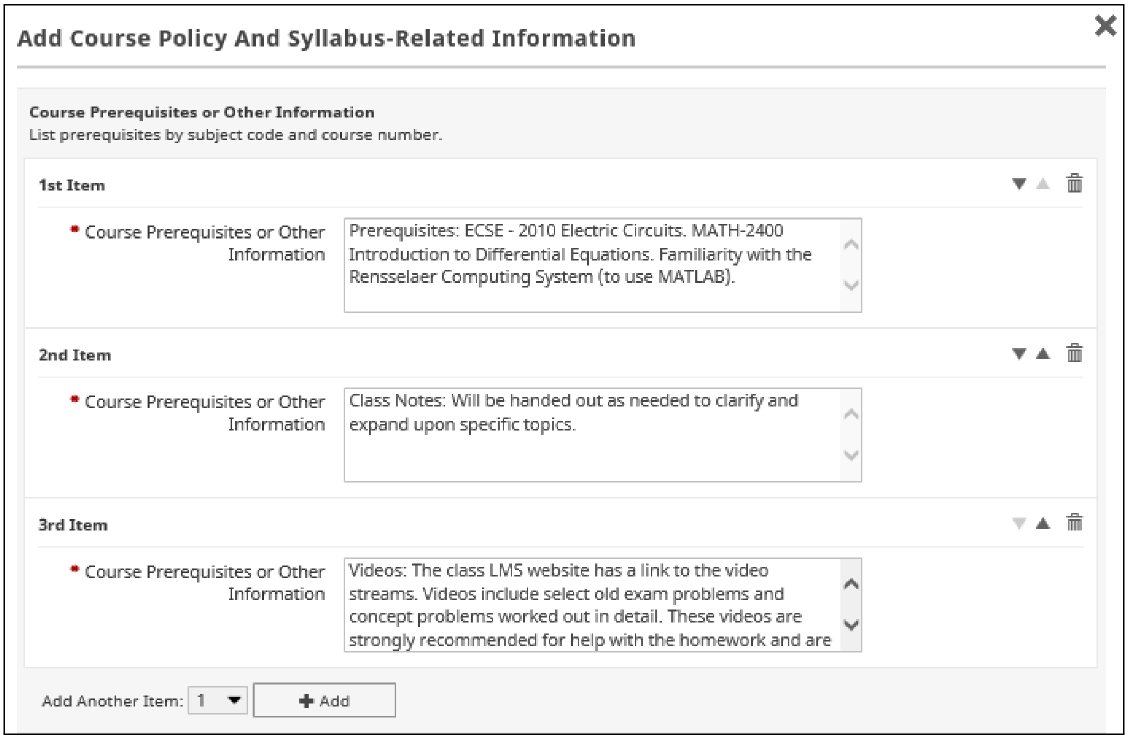


## The Course Policy and Syllabus-Related Information Popup

The **Course Policy and Syllabus-Related Information** popup.

Note the by-now familiar clickable features of dynamic sub-answers (DSAs).

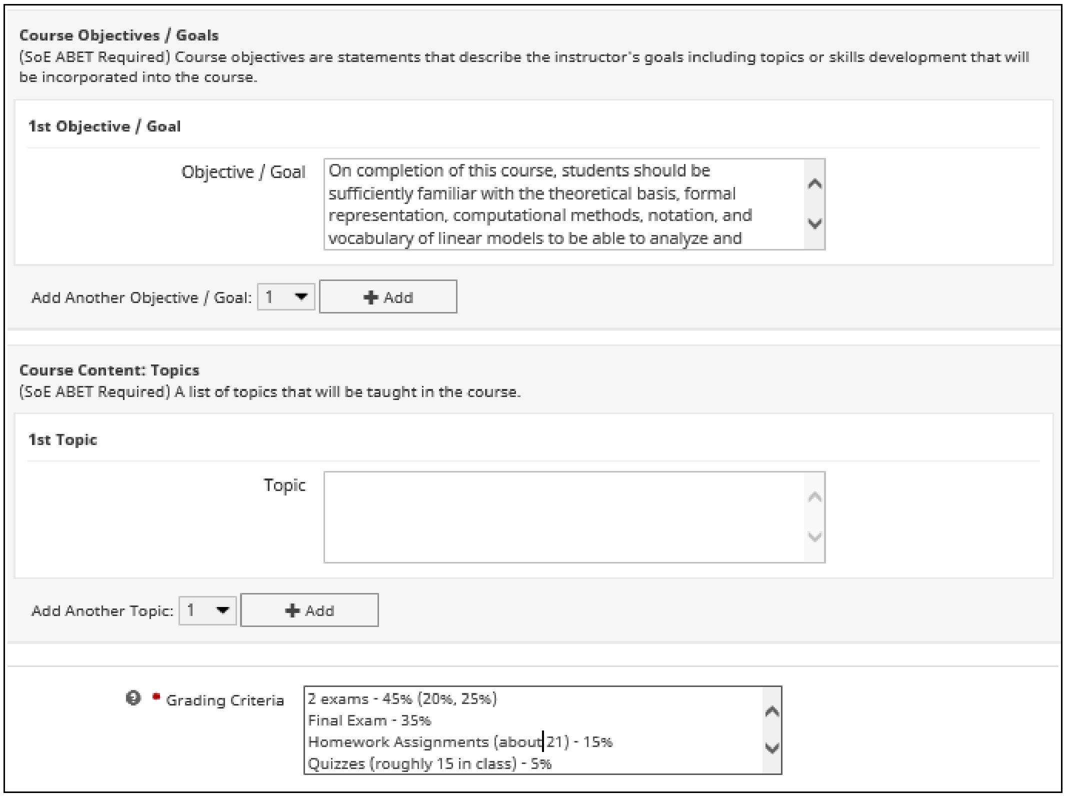
To save time and typing, you can drag and drop text from a pre-existing document into these text boxes.



Scrolling down the **Course Policy and Syllabus-Related Information** popup reveals more DSAs.

Use the scroll bars to the right of the text box to scroll up or down the text.

Click the **Add** button to add additional course objectives/goals or course content topics.

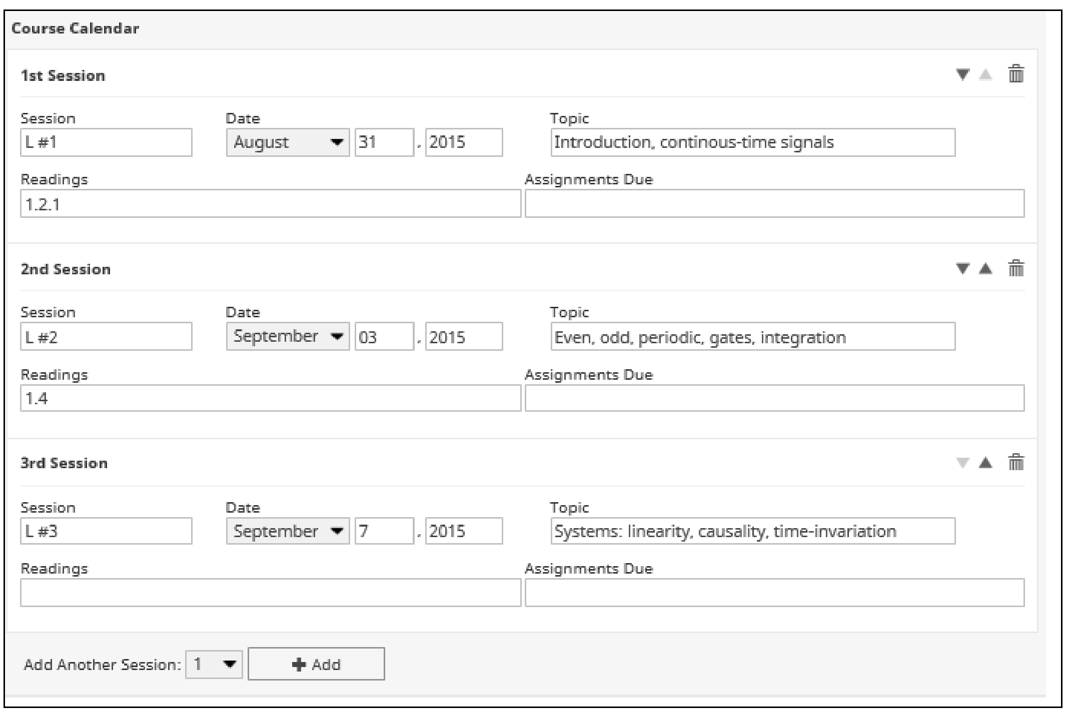



The **Course Calendar** DSA. Note that this DSA becomes rather long and contains many items when filled out, but updates from semester to semester are simple.

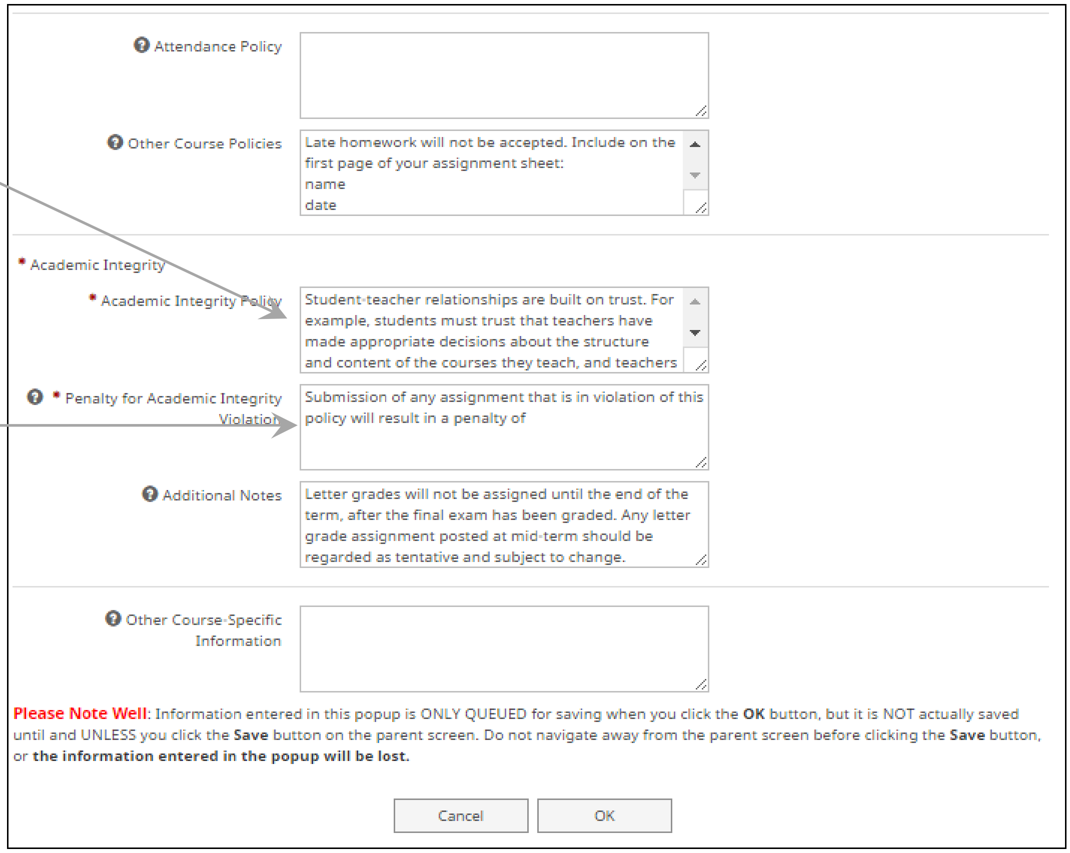
Click the **Add** button to add additional sessions.

This section is not required.

Tip: Use course week numbers in lieu of actual dates for easier updating in future copies of the record.



(Scrolling still further down the **Course Policy and Syllabus-Related Information** popup.)



Attendance Policy

Other Course Policies

Late homework will not be accepted. Include on the first page of your assignment sheet:
name
date

* Academic Integrity

* Academic Integrity Policy

Student-teacher relationships are built on trust. For example, students must trust that teachers have made appropriate decisions about the structure and content of the courses they teach, and teachers

* Penalty for Academic Integrity Violation

Submission of any assignment that is in violation of this policy will result in a penalty of

Additional Notes

Letter grades will not be assigned until the end of the term, after the final exam has been graded. Any letter grade assignment posted at mid-term should be regarded as tentative and subject to change.

Other Course-Specific Information

**Please Note Well**: Information entered in this popup is ONLY QUEUED for saving when you click the **OK** button, but it is NOT actually saved until and UNLESS you click the **Save** button on the parent screen. Do not navigate away from the parent screen before clicking the **Save** button, or **the information entered in the popup will be lost.**

Cancel OK

A recommended **Academic Integrity Policy** loads automatically, but it is editable as faculty see fit.

The **Penalty for Academic Integrity Violation** field prepopulates but incompletely. Faculty must indicate what the penalty will be. The field is required.

Click **OK** when finished.

***Please Note Well***: Once you click **OK**, be sure to click the Save button on the parent screen or your work will be lost.

## Student Learning Outcomes and Assessment Measures Popup

The **Student Learning Outcomes and Assessment Measures** DSA.

Student Learning Outcomes must be measurable and observable. Each outcome is to be entered separately.

Note the ordinal numbers on each outcome.

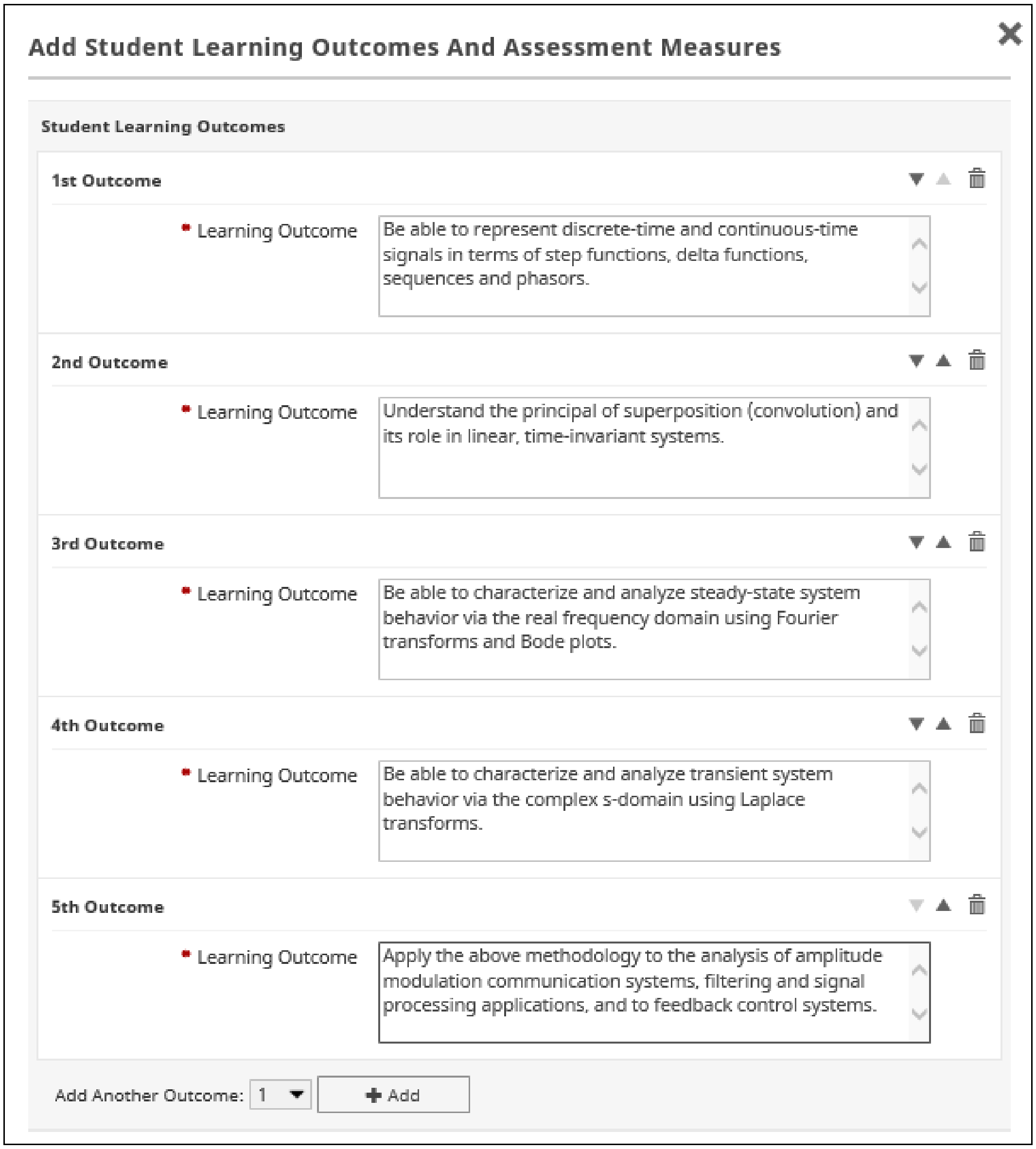
Because **Student Learning Outcomes** are entered in a DSA, reordering is possible.

Note the **up** ▲ , **down** ▼ , and **delete** icons in the upper right corner of each learning outcome. Clicking these icons enables reordering and removal of items.

Finalize the order of listed Learning Outcomes before moving on to Course Assessment Measures.

See below to understand why settling their order before moving on is important.

Assistance from RPI’s Learning Assessment Specialist is available for faculty.



(Scrolling down the **Student Learning Outcomes and Assessment Measures** popup…)

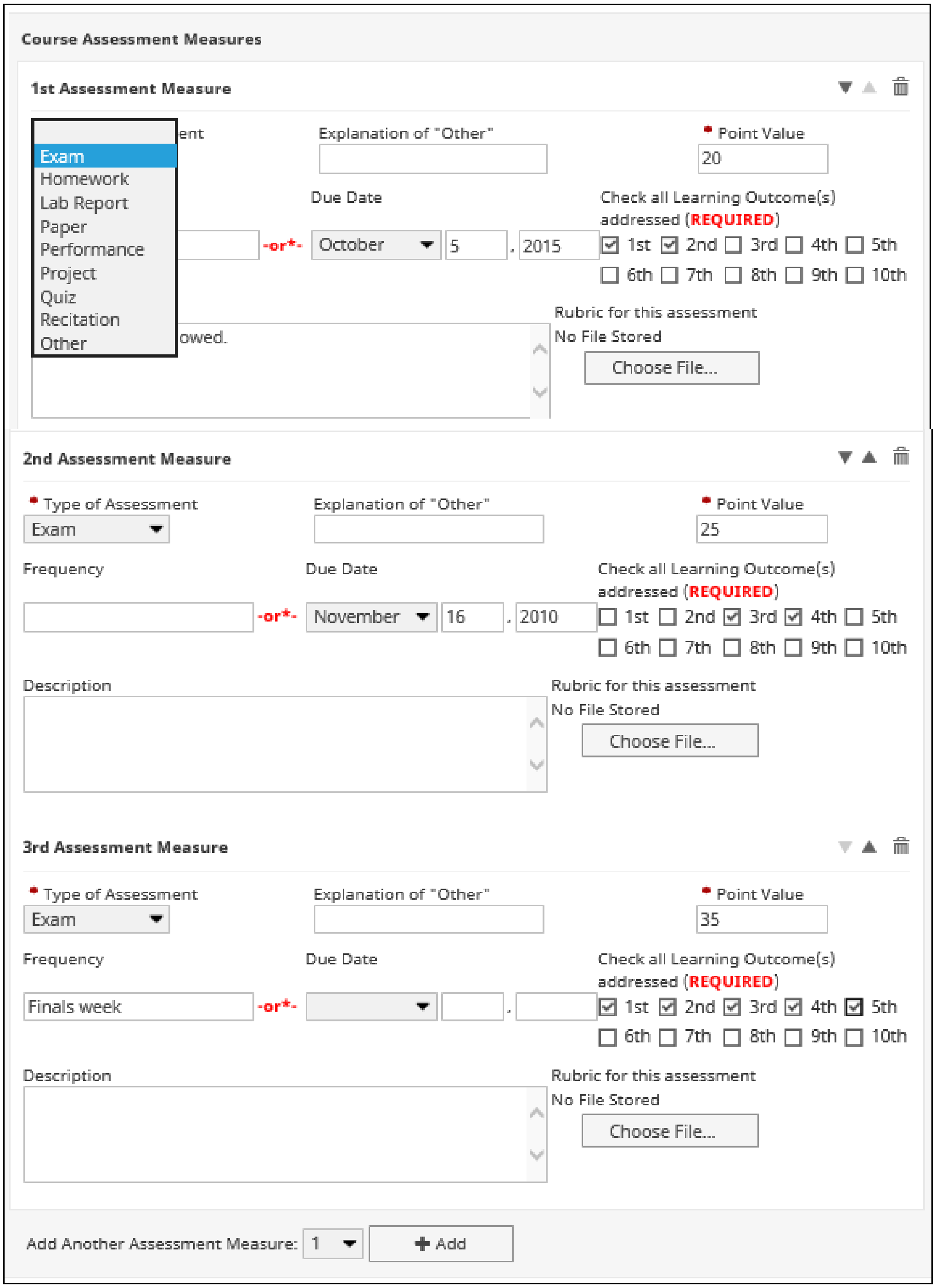
Note the various assessment types listed in the drop down.

Also note the check boxes for Learning Outcomes addressed by each Assessment Measure

Verify the correspondence of Learning Outcomes here. The correspondence will be visible in the syllabus report.

Remember from the previous page that it is possible to reorder Learning Outcomes but, if you reorder Learning Outcomes after clicking check boxes in this part of the popup, Digital Measures performs no dynamic correction of the check boxes' correspondence to reordered Learning Outcomes. That is, the correspondence will be incorrect.

***Please finalize the order of Learning Outcomes before pairing with Assessment Measures.***

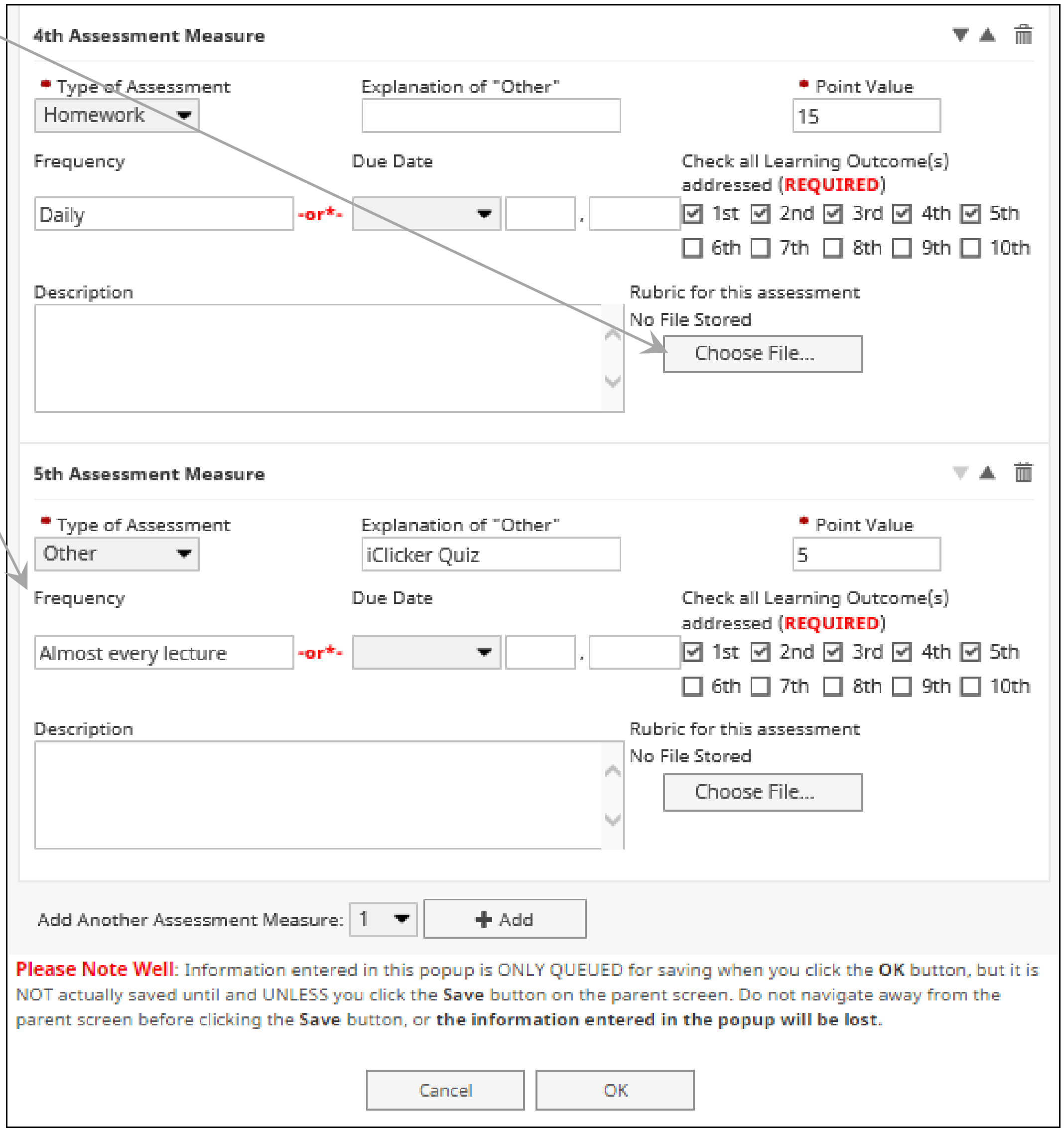


Please note the optional store file utility on each Assessment Measure that enables your attaching a rubric for that Assessment. Click **Choose File** to attach rubric.

For each Assessment Measure, a **Frequency** **or** a **Due Date** is required.

Click **OK** when finished.

***Please Note Well***: Once you click **OK**, be sure to click the Save button on the parent screen or your work will be lost.



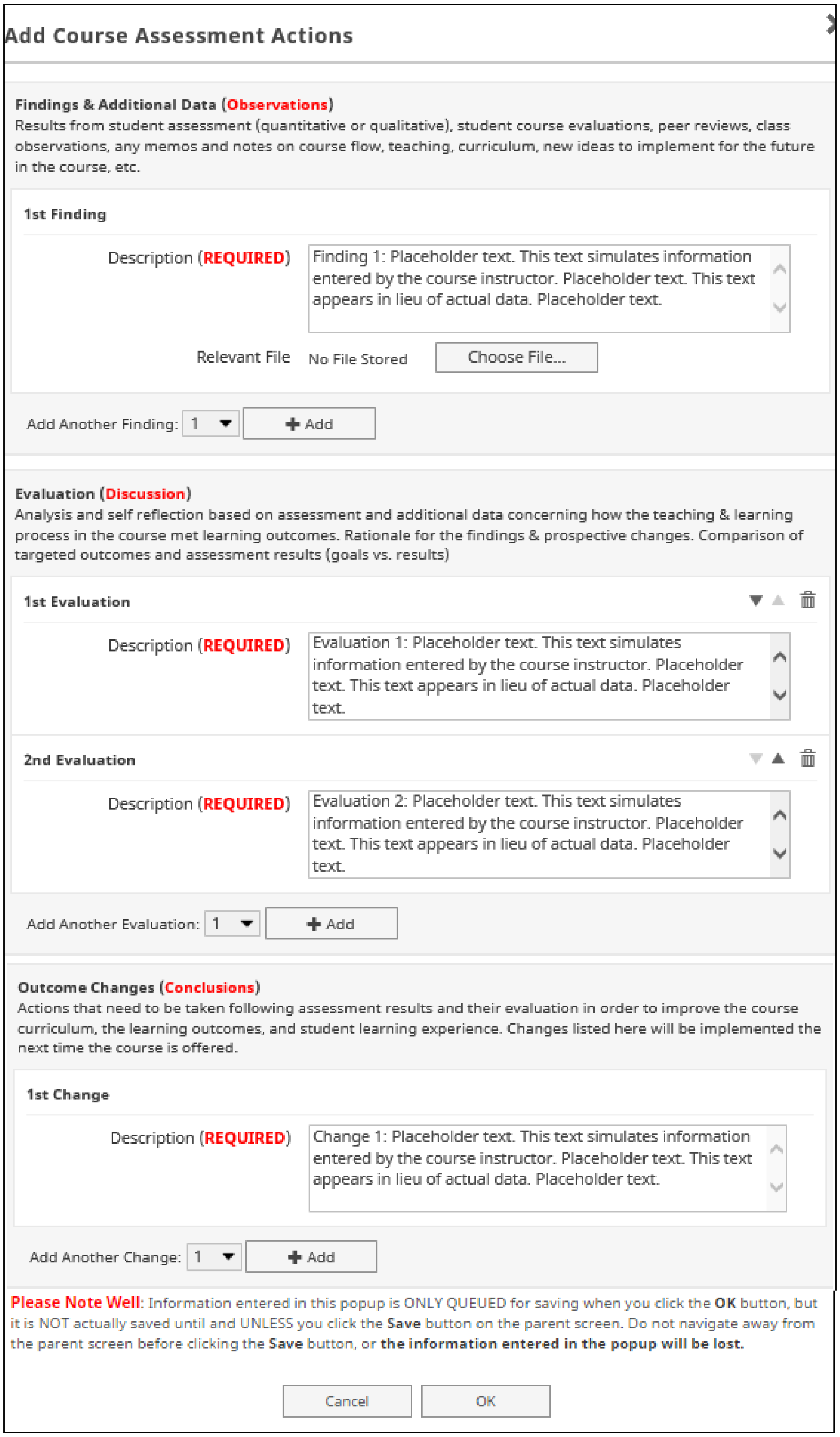
## Course Assessment Actions Popup

The Course Assessment Action Form report pulls ***Learning Outcomes*** and ***Assessment Measures*** from data entered into the previous popup.

The **Course Assessment Actions** popup and the DSAs it contains allow your completing the **Findings & Additional Data**, **Evaluation**, and **Outcome Changes** portions of the form. The course assessment action fields must be completed within a month of courses ending. Assistance is available from RPI's Learning Assessment Specialist.

Click **OK** when finished.

***Please Note Well***: Once you click **OK**, be sure to click the Save button on the parent screen or your work will be lost.



**Add Course Assessment Actions**

**Findings & Additional Data (Observations)**
Results from student assessment (quantitative or qualitative), student course evaluations, peer reviews, class observations, any memos and notes on course flow, teaching, curriculum, new ideas to implement for the future in the course, etc.

**1st Finding**

Description (**REQUIRED**) Finding 1: Placeholder text. This text simulates information entered by the course instructor. Placeholder text. This text appears in lieu of actual data. Placeholder text.

Relevant File No File Stored Choose File...

Add Another Finding: 1 Add

**Evaluation (Discussion)**
Analysis and self reflection based on assessment and additional data concerning how the teaching & learning process in the course met learning outcomes. Rationale for the findings & prospective changes. Comparison of targeted outcomes and assessment results (goals vs. results)

**1st Evaluation**

Description (**REQUIRED**) Evaluation 1: Placeholder text. This text simulates information entered by the course instructor. Placeholder text. This text appears in lieu of actual data. Placeholder text.

**2nd Evaluation**

Description (**REQUIRED**) Evaluation 2: Placeholder text. This text simulates information entered by the course instructor. Placeholder text. This text appears in lieu of actual data. Placeholder text.

Add Another Evaluation: 1 Add

**Outcome Changes (Conclusions)**
Actions that need to be taken following assessment results and their evaluation in order to improve the course curriculum, the learning outcomes, and student learning experience. Changes listed here will be implemented the next time the course is offered.

**1st Change**

Description (**REQUIRED**) Change 1: Placeholder text. This text simulates information entered by the course instructor. Placeholder text. This text appears in lieu of actual data. Placeholder text.

Add Another Change: 1 Add

Please Note Well: Information entered in this popup is ONLY QUEUED for saving when you click the **OK** button, but it is NOT actually saved until and UNLESS you click the **Save** button on the parent screen. Do not navigate away from the parent screen before clicking the **Save** button, or **the information entered in the popup will be lost.**

Cancel OK

# ABET Syllabus-Specific Information (SoE only) Popup

For undergraduate courses in the School of Engineering, ABET requires a much more narrowly focused course syllabus and in a specific format.

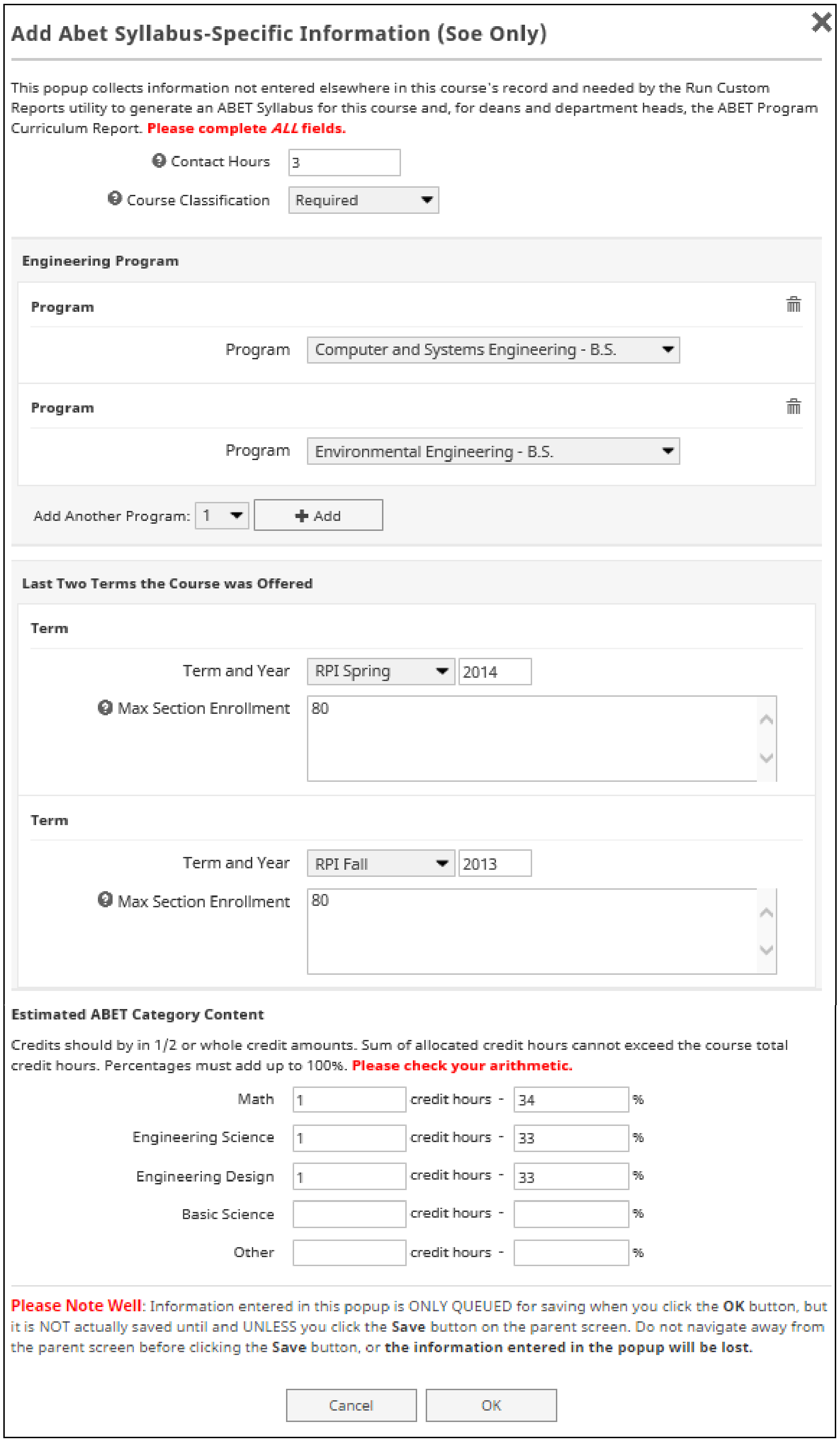
Some of the information that appears in the ABET syllabus is already collected elsewhere in the **Scheduled Teaching** screen and popups.

To gather necessary additional information not already entered elsewhere, DM uses the **ABET Syllabus-Specific Information (SoE only)** popup.

In all other DM Scheduled Teaching screens and popups, the label "(SoE ABET Required)" marks fields that collect information needed for the ABET syllabus.

In addition to standard fields marked with a red asterisk (*) or with the red text "(**REQUIRED**)," instructors of undergraduate courses in the SoE must complete all fields in this popup as well as any others in the **Scheduled Teaching** screens marked "(SoE ABET Required)."

***Please Note Well***: Once you click **OK**, be sure to click the Save button on the parent screen or your work will be lost.



Add Abet Syllabus-Specific Information (Soe Only)

This popup collects information not entered elsewhere in this course's record and needed by the Run Custom Reports utility to generate an ABET Syllabus for this course and, for deans and department heads, the ABET Program Curriculum Report. **Please complete *ALL* fields.**

Contact Hours: 3

Course Classification: Required

**Engineering Program**

**Program**

Program: Computer and Systems Engineering - B.S.

**Program**

Program: Environmental Engineering - B.S.

Add Another Program: 1 | Add

**Last Two Terms the Course was Offered**

**Term**

Term and Year: RPI Spring 2014

Max Section Enrollment: 80

**Term**

Term and Year: RPI Fall 2013

Max Section Enrollment: 80

**Estimated ABET Category Content**

Credits should by in 1/2 or whole credit amounts. Sum of allocated credit hours cannot exceed the course total credit hours. Percentages must add up to 100%. **Please check your arithmetic.**

| | | | | |
|---|---|---|---|---|
| Math | 1 | credit hours - | 34 | % |
| Engineering Science | 1 | credit hours - | 33 | % |
| Engineering Design | 1 | credit hours - | 33 | % |
| Basic Science | | credit hours - | | % |
| Other | | credit hours - | | % |

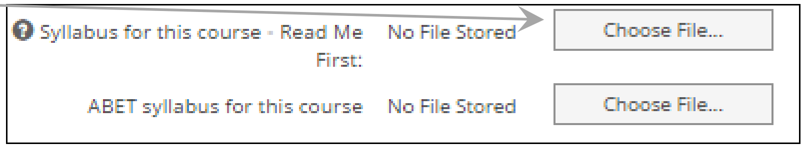
Please Note Well: Information entered in this popup is ONLY QUEUED for saving when you click the **OK** button, but it is NOT actually saved until and UNLESS you click the **Save** button on the parent screen. Do not navigate away from the parent screen before clicking the **Save** button, or **the information entered in the popup will be lost.**

Cancel | OK

Click **Choose File** to attach your final syllabus distributed to students.

Attaching a syllabus created outside Digital Measures ***does NOT satisfy the Institute requirement*** that syllabus information be recorded in the fields of this screen and its several subordinate popups.

You may use a custom report to generate syllabus for distribution to students. Student version of the syllabus must include all information considered part of RPI standard syllabus. Completing all of the fields and using DM syllabus ensures this, but you are free to include additional information, materials, and, graphics as you wish.



(Scrolling still further down the data entry screen of **Scheduled Teaching**…)

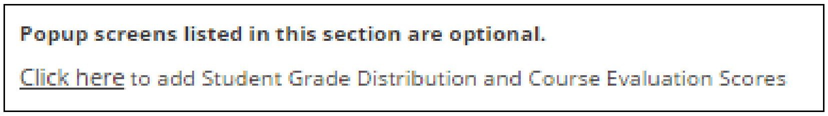
**Popup screens listed in this section are optional** section.

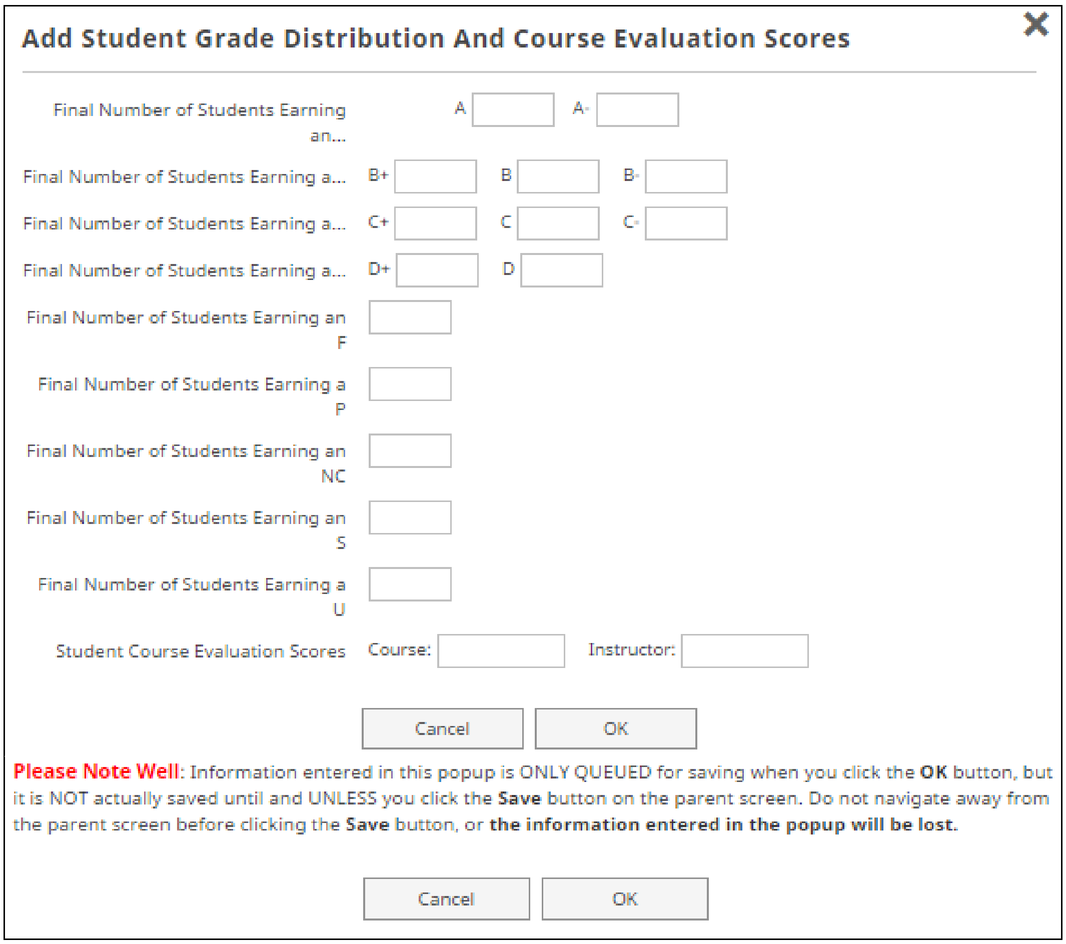
This popup displays text boxes suitable for recording distribution of grades awarded.

Use of these fields is optional.

***Please Note Well***: Once you click **OK**, be sure to click the Save button on the parent screen or your work will be lost.

# Student Grade Distribution and Course Evlauation Scores Popup *(Optional)*

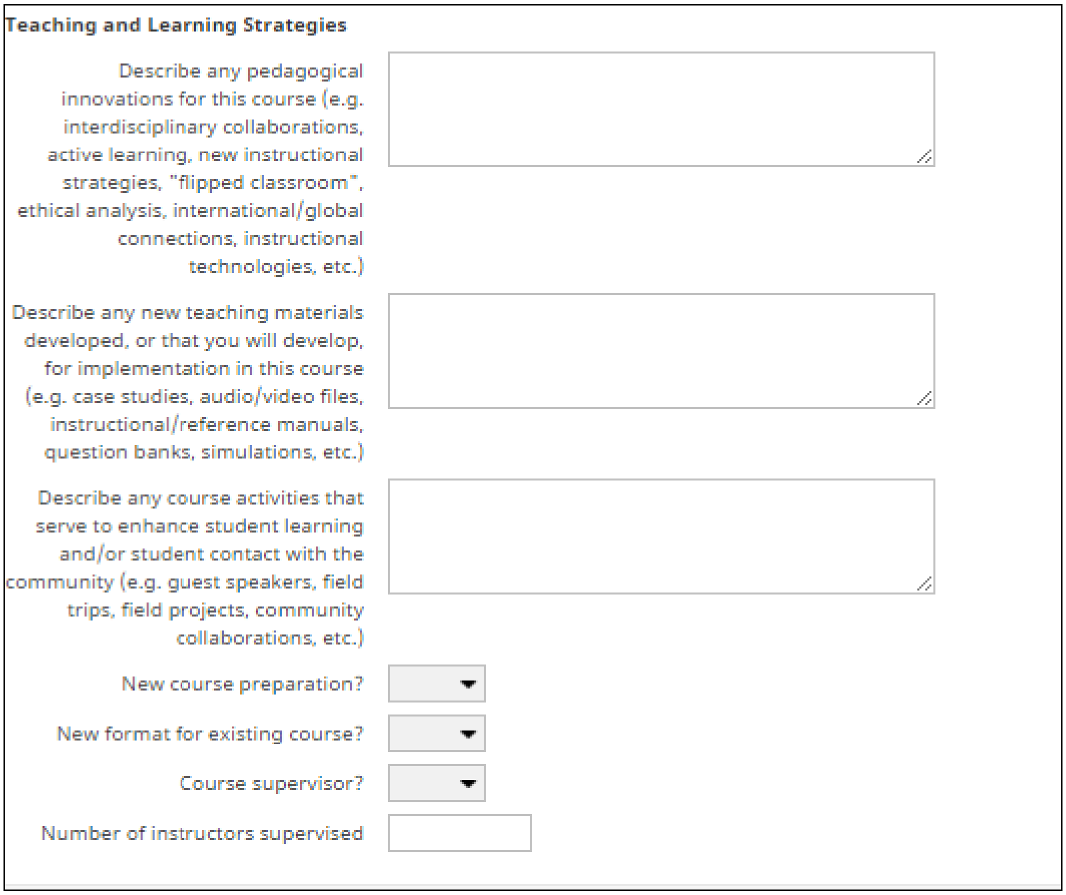


(Scrolling still further down the data entry screen of **Scheduled Teaching**…)

**Teaching and Learning Strategies** section.

Note text boxes suitable for adding entries detailing any teaching innovations you introduced in this course.



**Teaching and Learning Strategies**

Describe any pedagogical innovations for this course (e.g. interdisciplinary collaborations, active learning, new instructional strategies, "flipped classroom", ethical analysis, international/global connections, instructional technologies, etc.)

Describe any new teaching materials developed, or that you will develop, for implementation in this course (e.g. case studies, audio/video files, instructional/reference manuals, question banks, simulations, etc.)

Describe any course activities that serve to enhance student learning and/or student contact with the community (e.g. guest speakers, field trips, field projects, community collaborations, etc.)

New course preparation?

New format for existing course?

Course supervisor?

Number of instructors supervised

(Scrolling still further down the data entry screen of **Scheduled Teaching**…)

The **Instructors** section allows multiple instructors to be added to the course.

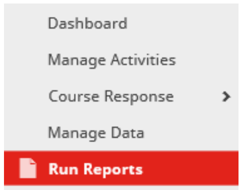

Please read carefully and understand this text.

(Users often forget to enter complete times in **Course Meeting Types & Times** and/or **Office Hours**.)

Required fields on this screen and in its several subordinate popups are marked with a red asterisk *. You must complete all required fields on this main screen before the system will allow saving via the **Save** button.

We *strongly recommend* that you first complete all required entries on this main screen ***and save it*** before addressing the subordinate popups.

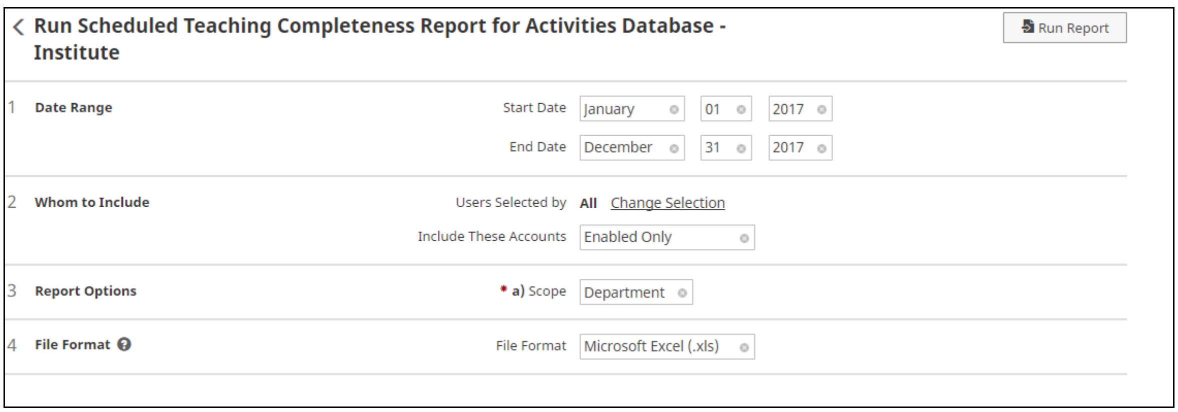
# *Generating Activity Insight Reports*





Select **Run Reports** from the navigation menu. A list of reports available display.

Click the report to run from the list of reports that display. The **Run *Report Name*** screen displays.




Select a **Date Range**.

Select **Whom to Include**. Click **Change Selection** link to select appropriate option.

Select desired criteria for **Report Options**.

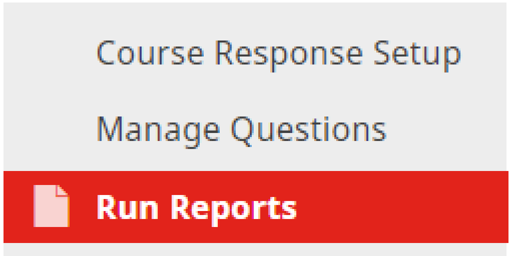
Select **File Format** and **Page Size** (if offered).

Click **Run Report**  button. Report displays.

## *Generating Course Evaluation Reports*

Click **Course Response** from the navigation menu.

Select **Run Reports** from the navigation menu.

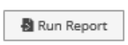



Select the type of report to run from the **Report** drop down list.

Item 2, select the term from the **Term(s) to Use** field. Click **<u>Change selection</u>** link to select the appropriate term.

Item 3, select **Whom to Include**. Click **<u>Change selection</u>** link to select appropriate option(s).

Item 4, select **File Format** and **Page Size**.

Click **Run Report** 

button. Report displays.