

# Digital Measures Roadmap

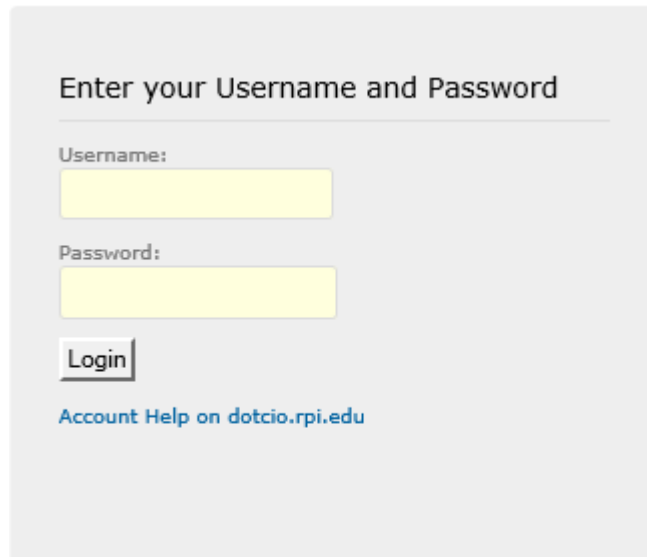
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## Getting Started

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.



Enter your Username and Password

Username:

Password:

[Account Help on dotcio.rpi.edu](#)

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.

Welcome, Maureen Fodera! Log Off

Search All Activities...

Dashboard

**Manage Activities**

Rapid Reports

PasteBoard

Course Response >

Manage Data

Run Reports

Usage Statistics

Users and Security

Work Requests

Resource Center

Help

[Review a guide](#) to manage your activities.

**General Information**

Identification and Contact Information

Rank and Appointments - Dates of Rank | Appointments by Academic Year

Workload Information

Educational Preparation - Degrees Earned | Non-Degree Preparation

Licensures and Certifications

Professional Experience

Honors and Awards

**Teaching**

Scheduled Teaching (Courses)

BANNER Assigned Courses

Courses Taught Pre-2011

Student Thesis Supervision

Readings Courses, Undergraduate Projects, Indep Supervision

Course and Curriculum Development

Non-Credit Instruction Taught

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

Click **Scheduled Teaching (Courses)**.


Teaching	
Scheduled Teaching (Courses)	Readings Courses, Undergraduate Projects, Independent Study Supervision
BANNER Assigned Courses	Course and Curriculum Development
Courses Taught Pre-2011	Non-Credit Instruction Taught
Student Thesis Supervision	

The top level of **Scheduled Teaching**.

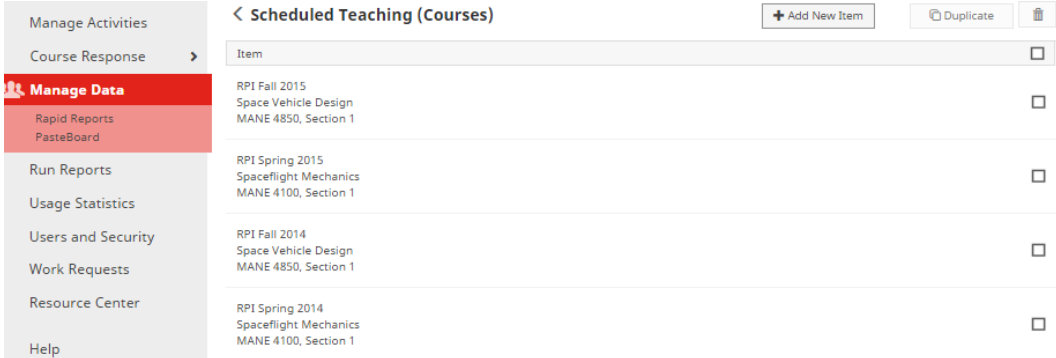
Note the **Add New Item**, **Duplicate**, and **Delete** buttons. Records can be added by faculty, duplicated, or deleted. Deleting is **PERMANENT!**

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.



Scheduled Teaching (Courses)		<a href="#">+ Add New Item</a>	<a href="#">Duplicate</a>	<a href="#">Delete</a>
Item				
RPI Fall 2015 Space Vehicle Design MANE 4850, Section 1				<input type="checkbox"/>
RPI Spring 2015 Spaceflight Mechanics MANE 4100, Section 1				<input type="checkbox"/>
RPI Fall 2014 Space Vehicle Design MANE 4850, Section 1				<input type="checkbox"/>
RPI Spring 2014 Spaceflight Mechanics MANE 4100, Section 1				<input type="checkbox"/>


**Important Information:**

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>.

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.

< Edit Scheduled Teaching (Courses)
Cancel
Save
Save + Add Another

We strongly recommend that you first complete all required entries on this main screen.


\* Term and Year RPI Fall 2015

**Course Listing**

If this course is cross-listed, use the ADD button as needed to create additional Course Listings in this record.

**1st Listing**

\* Course Name

 Rensselaer Catalog Description (SoE ABET Required)

\* Course Prefix and Course Number


\* Section Number

Lower Division or Upper Division

Course Level

**2nd Listing**

\* Course Name

 Rensselaer Catalog Description (SoE ABET Required)


\* Course Prefix and Course Number

\* Section Number

Lower Division or Upper Division

Course Level

Select the number of listing rows to add:

 \* Course Text(s)

Supplemental References (SoE ABET Required)

\* Number of Credit Hours

Official Enrollment Number

Delivery Mode

RPILMS course site or Website URL (if available)

(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 course 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.

The screenshot displays a web form titled "Course Meeting Types & Times". It contains two sections for adding meeting types, each with a set of controls and a list of days.

**1st Course Meeting Type** (controls: ▲, ▼, 🗑):

- Meeting Type: Lecture
- Start Time: 08:30 AM
- End Time: 09:50 PM
- Room Location: Sage 5101
- Applies To: Sec. 1
- Meeting Days:  Monday,  Tuesday,  Wednesday,  Thursday,  Friday,  Saturday,  Sunday

**2nd Course Meeting Type** (controls: ▲, ▼, 🗑):

- Meeting Type: Lecture
- Start Time: 10:00 AM
- End Time: 11:20 AM
- Room Location: Sage 5101
- Applies To: Sec. 2
- Meeting Days:  Monday,  Tuesday,  Wednesday,  Thursday,  Friday,  Saturday,  Sunday

At the bottom, there is a control to "Select the number of course meeting type rows to add:" with a dropdown set to "1" and an "+Add" button.

(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.

Office Hours:

1st Office Hour

Start Time: 11:00 AM

End Time: 12:00 PM

Days:  Monday,  Tuesday,  Wednesday,  Thursday,  Friday,  Saturday

2nd Office Hour

Start Time: 03:00 PM

End Time: 05:00 PM

Days:  Wednesday,  Thursday,  Friday,  Saturday,  Sunday,  By Appointment

Add Another Office Hour: 1 + Add

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>

Popup screens listed in this section contain **required** fields.

[Click here](#) to add Teaching Assistants  I don't have any teaching assistants

[Click here](#) to add Course Policy and Syllabus-Related Information

[Click here](#) to add Student Learning Outcomes and Assessment Measures

[Click here](#) to add Course Assessment Actions

[Click here](#) to add ABET Syllabus-Specific Information (SoE only)

# 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.

### Add Teaching Assistants

Teaching Assistants

1st Teaching Assistant				▼ ▲ 🗑️
Name	Office Location	Office Hours	E-mail Address	
Tim Abc	Sage 2121	M 3:30 - 5:00	abc@rpi.com	
2nd Teaching Assistant				▼ ▲ 🗑️
David Xyz	Walker Lab 4010	M 5:00 - 6:00	xyz@rpi.com	

Select the number of teaching assistant rows to 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.



## 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.

### Add Course Policy And Syllabus-Related Information

**Course Prerequisites or Other Information**  
List prerequisites by subject code and course number.

**1st Item** ▼ ▲ 🗑️

▪ Course Prerequisites or Other Information  
Prerequisites: ECSE - 2010 Electric Circuits. MATH-2400 Introduction to Differential Equations. Familiarity with the Rensselaer Computing System (to use MATLAB).

**2nd Item** ▼ ▲ 🗑️

▪ Course Prerequisites or Other Information  
Class Notes: Will be handed out as needed to clarify and expand upon specific topics.

**3rd Item** ▼ ▲ 🗑️

▪ Course Prerequisites or Other Information  
Videos: The class LMS website has a link to the video streams. Videos include select old exam problems and concept problems worked out in detail. These videos are strongly recommended for help with the homework and are

Add Another Item: 1 ▼ + Add

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.

**Course Objectives / Goals**  
(SoE ABET Required) Course objectives are statements that describe the instructor's goals including topics or skills development that will be incorporated into the course.

**1st Objective / Goal**

Objective / Goal: On completion of this course, students should be sufficiently familiar with the theoretical basis, formal representation, computational methods, notation, and vocabulary of linear models to be able to analyze and

Add Another Objective / Goal: 1

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**Course Content: Topics**  
(SoE ABET Required) A list of topics that will be taught in the course.

**1st Topic**

Topic:

Add Another Topic: 1

---

**Grading Criteria**

2 exams - 45% (20%, 25%)  
Final Exam - 35%  
Homework Assignments (about 21) - 15%  
Quizzes (roughly 15 in class) - 5%

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.

**Course Calendar**

**1st Session**

Session: L #1      Date: August 31, 2015      Topic: Introduction, continuous-time signals

Readings: 1.2.1      Assignments Due:

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**2nd Session**

Session: L #2      Date: September 03, 2015      Topic: Even, odd, periodic, gates, integration

Readings: 1.4      Assignments Due:

---

**3rd Session**

Session: L #3      Date: September 7, 2015      Topic: Systems: linearity, causality, time-invariance

Readings:       Assignments Due:

Add Another Session: 1

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

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.

The screenshot shows a form with the following sections:

- Attendance Policy:** An empty text box.
- Other Course Policies:** A text box containing "Late homework will not be accepted. Include on the first page of your assignment sheet:" followed by "name" and "date" on separate lines.
- Academic Integrity:** A section header with a red asterisk.
- Academic Integrity Policy:** A text box containing "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:** A text box containing "Submission of any assignment that is in violation of this policy will result in a penalty of".
- Additional Notes:** A text box containing "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:** An empty text box.

At the bottom of the form, there is a red warning: **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.

Below the warning are two buttons: **Cancel** and **OK**.

## 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.

### Add Student Learning Outcomes And Assessment Measures

**Student Learning Outcomes**

**1st Outcome** ▼ ▲ 🗑️

• Learning Outcome Be able to represent discrete-time and continuous-time signals in terms of step functions, delta functions, sequences and phasors.

**2nd Outcome** ▼ ▲ 🗑️

• Learning Outcome Understand the principal of superposition (convolution) and its role in linear, time-invariant systems.

**3rd Outcome** ▼ ▲ 🗑️

• Learning Outcome Be able to characterize and analyze steady-state system behavior via the real frequency domain using Fourier transforms and Bode plots.

**4th Outcome** ▼ ▲ 🗑️

• Learning Outcome Be able to characterize and analyze transient system behavior via the complex s-domain using Laplace transforms.

**5th Outcome** ▼ ▲ 🗑️

• Learning Outcome Apply the above methodology to the analysis of amplitude modulation communication systems, filtering and signal processing applications, and to feedback control systems.

Add Another Outcome: 1 ▼

(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.*

**Course Assessment Measures**

**1st Assessment Measure** ▼ ▲ 🗑

<b>Type of Assessment</b>	Explanation of "Other"	<b>Point Value</b>
Exam	<input type="text"/>	20
<b>Due Date</b>	<b>Check all Learning Outcome(s) addressed (REQUIRED)</b>	
Frequency: <input type="text"/> -or- October 5, 2015	<input checked="" type="checkbox"/> 1st <input checked="" type="checkbox"/> 2nd <input type="checkbox"/> 3rd <input type="checkbox"/> 4th <input type="checkbox"/> 5th <input type="checkbox"/> 6th <input type="checkbox"/> 7th <input type="checkbox"/> 8th <input type="checkbox"/> 9th <input type="checkbox"/> 10th	
<b>Description</b>		<b>Rubric for this assessment</b>
<input type="text"/>		No File Stored <input type="button" value="Choose File..."/>

**2nd Assessment Measure** ▼ ▲ 🗑

<b>Type of Assessment</b>	Explanation of "Other"	<b>Point Value</b>
Exam	<input type="text"/>	25
<b>Due Date</b>	<b>Check all Learning Outcome(s) addressed (REQUIRED)</b>	
Frequency: <input type="text"/> -or- November 16, 2010	<input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input checked="" type="checkbox"/> 3rd <input checked="" type="checkbox"/> 4th <input type="checkbox"/> 5th <input type="checkbox"/> 6th <input type="checkbox"/> 7th <input type="checkbox"/> 8th <input type="checkbox"/> 9th <input type="checkbox"/> 10th	
<b>Description</b>		<b>Rubric for this assessment</b>
<input type="text"/>		No File Stored <input type="button" value="Choose File..."/>

**3rd Assessment Measure** ▼ ▲ 🗑

<b>Type of Assessment</b>	Explanation of "Other"	<b>Point Value</b>
Exam	<input type="text"/>	35
<b>Due Date</b>	<b>Check all Learning Outcome(s) addressed (REQUIRED)</b>	
Frequency: Finals week -or- <input type="text"/>	<input checked="" type="checkbox"/> 1st <input checked="" type="checkbox"/> 2nd <input checked="" type="checkbox"/> 3rd <input checked="" type="checkbox"/> 4th <input checked="" type="checkbox"/> 5th <input type="checkbox"/> 6th <input type="checkbox"/> 7th <input type="checkbox"/> 8th <input type="checkbox"/> 9th <input type="checkbox"/> 10th	
<b>Description</b>		<b>Rubric for this assessment</b>
<input type="text"/>		No File Stored <input type="button" value="Choose File..."/>

Add Another Assessment Measure:

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.

**4th Assessment Measure**

Type of Assessment: Homework Explanation of "Other": Point Value: 15

Frequency: Daily -or\*- Due Date: Check all Learning Outcome(s) addressed (REQUIRED)

1st 2nd 3rd 4th 5th  
6th 7th 8th 9th 10th

Description: Rubric for this assessment: No File Stored Choose File...

**5th Assessment Measure**

Type of Assessment: Other Explanation of "Other": iClicker Quiz Point Value: 5

Frequency: Almost every lecture -or\*- Due Date: Check all Learning Outcome(s) addressed (REQUIRED)

1st 2nd 3rd 4th 5th  
6th 7th 8th 9th 10th

Description: Rubric for this assessment: No File Stored Choose File...

Add Another Assessment Measure: 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

# 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   

Add Another Finding:

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**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:

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**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:

**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.**

## 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

ⓘ Course Classification Required ▼

**Engineering Program**

Program 🗑

Program Computer and Systems Engineering - B.S. ▼

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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

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Term

Term and Year RPI Fall ▼ 2013

ⓘ Max Section Enrollment 80

**Estimated ABET Category Content**

Credits should be 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	<input style="width: 40px;" type="text" value="1"/>	credit hours -	<input style="width: 40px;" type="text" value="34"/>	%
Engineering Science	<input style="width: 40px;" type="text" value="1"/>	credit hours -	<input style="width: 40px;" type="text" value="33"/>	%
Engineering Design	<input style="width: 40px;" type="text" value="1"/>	credit hours -	<input style="width: 40px;" type="text" value="33"/>	%
Basic Science	<input style="width: 40px;" type="text"/>	credit hours -	<input style="width: 40px;" type="text"/>	%
Other	<input style="width: 40px;" type="text"/>	credit hours -	<input style="width: 40px;" type="text"/>	%

**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.

 Syllabus for this course - Read Me	No File Stored	<input type="button" value="Choose File..."/>
	First:	
ABET syllabus for this course	No File Stored	<input type="button" value="Choose File..."/>

(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 Evaluation Scores Popup (Optional)

**Popup screens listed in this section are optional.**  
[Click here](#) to add Student Grade Distribution and Course Evaluation Scores

### Add Student Grade Distribution And Course Evaluation Scores ✕

Final Number of Students Earning an... A  A-

Final Number of Students Earning a... B+  B  B-

Final Number of Students Earning a... C+  C  C-

Final Number of Students Earning a... D+  D

Final Number of Students Earning an  F

Final Number of Students Earning a  P

Final Number of Students Earning an  NC

Final Number of Students Earning an  S

Final Number of Students Earning a  U

Student Course Evaluation Scores Course:  Instructor:

**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.

(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.

**Instructors**

**1st Instructor**

\* People at Rensselaer Polytechnic Institute

Add Another Instructor:

Please read carefully and understand this text.

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

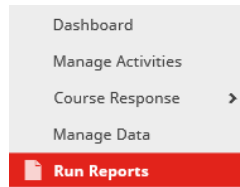
Required fields on this screen and in its several subordinate popups are marked with a red asterisk \*. You must complete all required fields on this main screen before the system will allow saving via the **Save** button.

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.



Run Reports <span style="float: right;">+ Create a New Report</span>		
Report Name	Instrument	Actions
AACSB Table 15-1: Summary of Faculty Sufficiency and Qualifications Using Student Credit Hours (2013 Standards)	Activities Database - Institute	
AACSB Table 15-2: Deployment of Participating and Supporting Faculty Using Courses Taught (2013 Standards)	Activities Database - Institute	
AACSB Table 15-2: Deployment of Participating and Supporting Faculty Using Student Credit Hours (2013 Standards)	Activities Database - Institute	
AACSB Table 2-1: Five-Year Summary of Intellectual Contributions (2013 Standards)	Activities Database - Institute	
ABET Appendix B - Faculty Vitae	Activities Database - Institute	
ABET Syllabus	Activities Database - Institute	

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.

Run Report

**< Run Scheduled Teaching Completeness Report for Activities Database - Institute**

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1 **Date Range** Start Date     
End Date

---

2 **Whom to Include** Users Selected by **All** [Change Selection](#)  
Include These Accounts

---

3 **Report Options** \* a) Scope

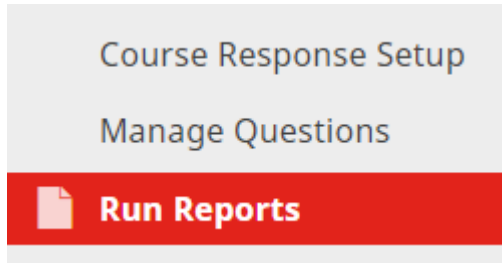
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4 **File Format** File Format

## 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 **Change selection** link to select the appropriate term.

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

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

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

A screenshot of a web application interface titled 'Run Reports'. In the top right corner, there is a button labeled 'Run Report' with a printer icon. The main area contains four numbered sections:

- 1 Report**: A dropdown menu showing 'Student Course Evaluation Report - Standard'.
- 2 Term(s) to Use**: A field labeled 'Term(s) selected' with the value 'Spring 2017' and a red link 'Change selection...'.
- 3 Whom to Include**: A field labeled 'Users Selected by' with the value 'All' and a red link 'Change selection...'.
- 4 File Format**: Two dropdown menus. The first is 'File Format' with 'Microsoft Word (.doc)' selected. Below it is a note: 'Changes made to the Microsoft Word document will not be reflected in the system.' The second is 'Page Size' with 'Letter' selected.