

DigitalMeasures

Scheduled Teaching Required Fields

Scheduled Teaching Main Screen

The Scheduled Teaching Main screen is long—scrolling is necessary. This and one other long screen appear in sequential screen captures in this document.

Screen Capture 1 of 3

Required fields and *critical instructions* highlighted in *red*.

Activities Database - Institute

Scheduled Teaching (Courses) [RETURN TO MAIN MENU](#)

[SAVE AND RETURN](#) [SAVE AND ADD ANOTHER](#) [RETURN \(CANCEL\)](#)

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 and Return* button.

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

Term and Year *	<input type="text"/>
Course Name *	<input type="text"/>
Rensselaer Catalog Description (SoE ABET Required) ?	<input type="text"/>
Course Prefix and Course Number *	<input type="text"/>
Section Number *	<input type="text"/>
Course Text(s) * ?	<input type="text"/>
Official Enrollment Number	<input type="text"/>
Number of Credit Hours *	<input type="text"/>
Lower Division or Upper Division	<input type="text"/>
Course Level	<input type="text"/>
Delivery Mode	<input type="text"/>

Screen Capture 2 of 3

Required fields highlighted in *red*.

Note the “By Appointment” option, in the Office Hours block.

If you check “By Appointment,” Start Time and End Time are still required.

Enter a range of times in which appointments are possible.

Course Meeting Types & Times

1st Course Meeting Type

Meeting Type	<input type="text"/>	
Start Time *	<input type="text"/>	<input type="text"/>
End Time *	<input type="text"/>	<input type="text"/>
Room Location *	<input type="text"/>	
Applies To	<input type="text"/>	

Meeting Days *
 Monday
 Tuesday
 Wednesday
 Thursday
 Friday
 Saturday
 Sunday

Add another Course Meeting Type: **ADD**

Office Hours: *

1st Office Hour

Start Time *	<input type="text"/>	<input type="text"/>	
End Time *	<input type="text"/>	<input type="text"/>	

Days *
 Tuesday
 Wednesday
 Thursday
 Friday
 Saturday
 Sunday
 By Appointment

Add another Office Hour: **ADD**

RPILMS course site or Website URL (if existent)

Final Number of Students Earning an...	A	<input type="text"/>	A-	<input type="text"/>
Final Number of Students Earning a...	B+	<input type="text"/>	B	<input type="text"/>
Final Number of Students Earning a...	C+	<input type="text"/>	C	<input type="text"/>
Final Number of Students Earning a...	D+	<input type="text"/>	D	<input type="text"/>
Final Number of Students Earning an F	<input type="text"/>			
Final Number of Students Earning a P	<input type="text"/>			
Final Number of Students Earning an NC	<input type="text"/>			
Final Number of Students Earning an S	<input type="text"/>			
Final Number of Students Earning a U	<input type="text"/>			

Screen Capture 3 of 3

Links to popups containing required fields highlighted in *red*.

The important information for accreditation goes in the popup screens.

Please note the check box adjacent to the first popup, **Teaching Assistants**. If you have no TAs, check this box, and skip the Teaching Assistants popup.

The first three popup screens are to be completed before the start of the semester. The final popup, **Course Assessment Actions**, should be completed within one month of the end of the semester.

If you have been notified of incompleteness in your Scheduled Teaching records, the missing information is missing from one or more of the popup screens.

If you're unsure of what's missing, pull a **Scheduled Teaching Exception Report** for the semester in question from the Run Custom Reports screen.

Student Course Evaluation Scores

Course: Instructor:

New course preparation?

Course supervisor?

Number of instructors supervised

New format for existing course?

Describe any pedagogical innovations that you introduced into this course (e.g., international issues, computer applications, ethical analysis, new classroom techniques, etc.)

Describe any new teaching material (e.g., cases, videotapes, audiotapes, course modules, instructor manuals, test banks, or simulations) that you developed and/or implemented

Describe any activities in your course that enhanced student learning and/or student contact with the community (e.g., guest speaker, outside projects, field trips, field projects, etc.)

Syllabus for this course - Read Me First: [Store file](#)

ABET syllabus for this course [Store file](#)

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

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

The pages following treat popup screens in order.

ST Popup Screens Required Fields

Teaching Assistants Popup Screen

Required fields and *critical instructions* highlighted in *red*.

Teaching Assistants

1st Teaching Assistant

Name * Office Location * Office Hours * E-mail Address *

Add another Teaching Assistant: 1 **ADD**

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

OK CANCEL

Legend: * Required

Course Prerequisites or Other Information

Screen Capture 1 of 3

Required fields highlighted in *red*.

Course Prerequisites or Other Information

List prerequisites by subject code and course number.

1st Item

Course Prerequisites or Other Information *

Add another Item: 1 **ADD**

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

Add another Objective / Goal: 1 **ADD**

Course Content: Topics

(SoE ABET Required) A list of topics that will be taught in the course.

1st Topic

Topic

Add another Topic: 1 **ADD**

Screen Capture 2 of 3

Required fields highlighted in *red*.

The screenshot shows a form with four main sections:

- Grading Criteria ***: A red-shaded text area with a downward arrow.
- Course Calendar**: A section titled "1st Session" with input fields for Session, Date, Topic, Readings, and Assignments Due. An "Add another Session:" dropdown is set to "1" with an "ADD" button.
- Attendance Policy**: A red-shaded text area with a downward arrow.
- Other Course Policies**: A red-shaded text area with a downward arrow.

Screen Capture 3 of 3

Required fields and *critical instructions* highlighted in *red*.

Academic Integrity Policies are covered in the two fields indicated.

The first is pre-populated and states an acceptable policy. Accept it or modify.

The second field is only partially completed. The penalty for violation is your choice, but it must be entered.

The screenshot shows a form with three main sections:

- Academic Integrity ***: A red-shaded header.
- Academic Integrity Policy ***: A red-shaded text area containing a detailed policy statement about student-teacher trust and academic dishonesty.
- Penalty for Academic Integrity Violation ***: A red-shaded text area with a pre-populated sentence: "Submission of any assignment that is in violation of this policy will result in a penalty of".
- Additional Notes**: A text area.
- Other Course-Specific Information**: A text area.

At the bottom, there is a "Please Note Well" message and two buttons: "OK" and "CANCEL". A legend indicates that an asterisk (*) denotes a required field.

Learning Outcomes and Assessment Measures

Required fields and *critical instructions* highlighted in *red*.

Frequency *-or*-* Due Date is required.

Student Learning Outcomes [?](#)

1st Outcome

Learning Outcome *

Add another Outcome: 1

Course Assessment Measures [?](#)

1st Assessment Measure

Type of Assessment * Explanation of "Other" Point Value *

Frequency -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 [Store file](#)

Add another Assessment Measure: 1

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

Legend: * Required



Course Assessment Actions

Required fields and *critical instructions* highlighted in *red*.


This final popup should be completed within one month of the end of the semester when the experience of the course is still fresh and you have pulled student course evaluation reports to help inform your evaluation of your teaching, the course, and students' performance.

Findings & Additional Data
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 *  


Relevant File [Store file](#)

Add another Finding: 1  **ADD** 

Evaluation
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 *  

Add another Evaluation: 1  **ADD**

Outcome Changes
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 *  

Add another Change: 1  **ADD**

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

OK **CANCEL**