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.
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.
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.

The pages following treat popup screens in order.
**Course Prerequisites or Other Information**

Screen Capture 1 of 3

Required fields highlighted in **red**.
Required fields 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.
Learning Outcomes and Assessment Measures

Required fields and critical instructions highlighted in red.

Frequency —or— Due Date is 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.