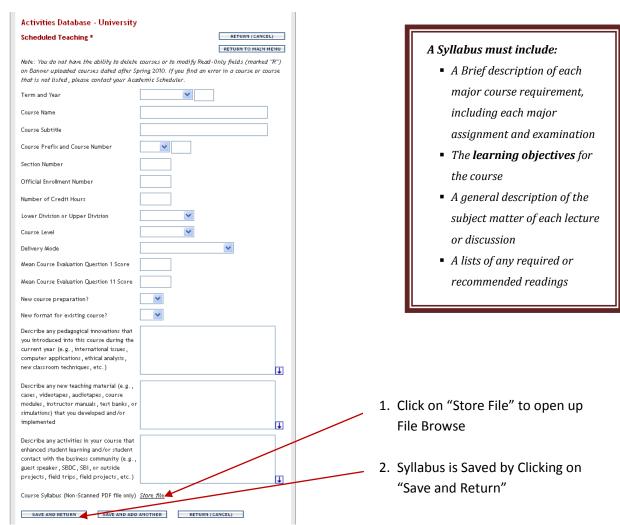
Uploading Syllabus in DigitalMeasures

- 1. Login to DigitalMeasures (http://www.depts.ttu.edu/opa/dmsr.php)
- 2. Under the **Teaching** category select **Scheduled Teaching**
- 3. Locate the Course, Select Edit
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- 4. Scroll to the bottom of the Screen
- 5. Select Store File.
- 6. Select Browse to Locate the File
- 7. Upload your non-scanned, keyword searchable PDF by selecting the file and then selecting "Open" (on most PCs, a PDF can be made by saving your Word Document in PDF format)
- 8. Your syllabus will be uploaded upon "Save and Return" verify upload by returning to the course file through Edit



Note: You do not have the ability to modify certain Read-only fields (marked R) on Banner uploaded courses dated after Spring 2010. If you find an error in a course or a course that is not listed, please contact your Department scheduler.