Entering Information in DigitalMeasures

**LINK to DigitalMeasures**
http://www.depts.ttu.edu/opa/dmsr.php

**LOGIN:** Enter your standard eRaider information for access. If you do not see the eRaider log in just call/email our office.

**Activities Database Main Menu**

*If you do not see the Activities Database Main Menu choose Manage Your Activities*

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**Distribution of Effort/Self Appraisal and Goals**

**General Information > Distribution of Effort**

For Expected Effort/Goals, enter data in the following fields:

1. Calendar Year: 2012
2. Teaching Workload Percentage
3. Research Workload Percentage
4. Service Workload Percentage
5. Administrative Workload Percentage
6. Faculty Member’s statement of Short and Long Term Goals

For Last Year’s Effort/Goals, enter data in the following fields:

1. Calendar Year: 2011
2. Teaching Workload Percentage (from year 2011)
3. Research Workload Percentage (from year 2011)
4. Service Workload Percentage (from year 2011)
5. Administrative Workload Percentage (from year 2011)
6. Comments regarding change in effort from last year’s expectations

General Information > Self Appraisal and Goals

1. Calendar Year: 2011
2. Teaching Self Appraisal
3. Scholarship/Research-Related Self Appraisal
4. Service Self Appraisal

General Information > Fellowships, Scholarships and Awards

Enter information on any Awards or Honors

Teaching

Note: Fall Course evaluations will not be populated until late January and will not be available for the 2011 Annual Review

Teaching > Scheduled Teaching

Enter information that is applicable to course including:

- New Course Preparation set to “Yes”
- New Format set to “Yes”
- Description of development of new course
- Description of innovations

Teaching > Course Coordinator or Supervision of Courses Taught by TA's, GPTI's

Enter information

Teaching > Directed Student Learning

Enter students and involvement type
Teaching > Post Doctoral Associates Supervised

Enter Post Doc Associates/Comments

Teaching > Non-Credit Instruction Taught

Enter Information

Research/Creative Activity

*Note: an upload from ORS for 2011 is in the works, if not possible, information will follow on Grants/Sponsored Research entry*

Scholarship/Research > Intellectual Contributions

1. Contribution Type
2. Current Status
3. Information on Publication
4. Peer-Review/referred?
5. Dates

Scholarship/Research > Intellectual Property

1. Information on Property
2. Dates

Scholarship/Research > Presentations

1. Conference/Presentation Information
2. Presentation Type
3. Peer-Review/referred?
4. Invited or Accepted
5. Status
6. Dates

Scholarship/Research > Graduate and Undergraduate Student Support

Enter Graduate and Undergraduate Student(s) Supported/Comments

Service

Service > Department

1. Dropdown Box for service type or define other
2. Dates
Service > College

1. Dropdown Box for service type or define other
2. Dates

Service > University

1. Dropdown Box for service type or define other
2. Dates

Service > Professional

1. Dropdown Box for service type or define other
2. Dates

Service > Public/Community

1. Dropdown Box for service type or define other
2. Dates

Service > Service/Performance Partnerships

*Note: For activities that are Outreach/Engagement oriented*

1. Dropdown Box for service type or define other
2. Dates
College of Arts and Sciences
2011
Annual Faculty Report Information Map

General Information > Distribution of Effort
- Calendar Year 2012
- Enter Expected

Chairperson’s Statement

Faculty Member’s Statement

General Information > Distribution of Effort
- Calendar Year: 2012
- Faculty Member’s Statement of Short and Long Term Goals

General Information > Distribution of Effort
- Enter 2011 workload percentage (if applicable)

Texas Tech Admin 2011

2011 Distribution of effort indicated last year in Expectations Document
- Teaching Percentage:
- Research Percentage:
- Service Percentage:
- Other/Administrative Percentage:

Comments regarding change in effort from last year’s expectations
- Teaching
- Scholarship/Research-Related
- Service-Related

General Information > Distribution of Effort
- Calendar Year: 2011
- Comments regarding change in effort from last year’s expectations