UPLOADING SYLLABI TO DIGITAL MEASURES with 9 easy steps

1. Login to Digital Measures from the OPA website: www.depts.ttu.edu/opa
2. Under "Teaching" select "Scheduled Teaching"
3. Choose your course for this term
4. Locate the .pdf syllabus on your computer
5. Select "Choose File"
6. Scroll to the bottom of the "Edit Scheduled Teaching" screen
7. Choose the file and click "Open"
8. Click "Save" at the top of this screen
9. Repeat for additional courses and at the start of each term
Useful links and emails:

Office of Planning and Assessment Website:
https://www.depts.ttu.edu/opa/

From here you can: log in to Digital Measures, view available annual reports, surveys, and the progress of our institutional effectiveness initiatives.

You can also reach the Outreach & Engagement home page to view previous Raiders Engaged reports, and enter your own Outreach and Engagement activities, pre-populated from DM (coming in early 2020).

Contact opa.support@ttu.edu for any issues you may have. We utilize manage support tickets. The ticket will be distributed to the correct member of our team.

Digital Measures Resources:
https://www.digitalmeasures.com/activity-insight/docs/directdataimports/

DM is a product of Watermark Insights. This example link has each integrated 3rd party for importing your publications. You can follow the guides here for how to upload your information.

Having problems with:

Raiders Engaged? Contact ashley.pruitt@ttu.edu
Digital Measures? Contact kenny.shatley@ttu.edu
Improve (previously TracDat): Contact libby.spradlin@ttu.edu
OPA-related issues? Contact jennifer.s.hughes@ttu.edu