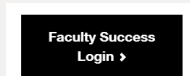


# UPLOADING SYLLABI TO DIGITAL MEASURES IN 9 STEPS!

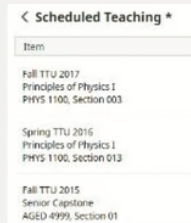
①

Login to Digital Measures from the OPA website



②

Under "Teaching" select "Scheduled Teaching"



③



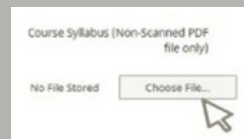
Click any information about your course to see details about the course and find the file upload box.

④

Scroll to the bottom of the "Edit Scheduled Teaching" screen



⑤



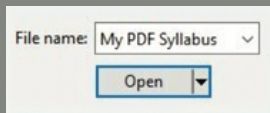
Select "Choose File"

⑥

Locate the .pdf syllabus on your computer



⑦



Chose the file and click "Open"

⑧

Click "Save" at the top of this screen



⑨



Repeat for each additional course and at the start of each term

New Faculty Members: Please email OPA Support to transfer your record if you are joining TTU from another institution that utilizes Digital Measures.

House Bill 2504 Fall  
2025 Deadline:  
September 2

Digital Measures Assistance: [opa.support@ttu.edu](mailto:opa.support@ttu.edu)

Credentials and Digital Measures Assistance:  
[kenny.shatley@ttu.edu](mailto:kenny.shatley@ttu.edu)

Director of OPA: [jennifer.s.hughes@ttu.edu](mailto:jennifer.s.hughes@ttu.edu)



TEXAS TECH UNIVERSITY  
Office of Planning & Assessment