


## 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 
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

**Activities Database - University**

**Scheduled Teaching \***

[RETURN \(CANCEL\)](#)  
[RETURN TO MAIN MENU](#)

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

Term and Year

Course Name

Course Subtitle

Course Prefix and Course Number

Section Number

Official Enrollment Number

Number of Credit Hours

Lower Division or Upper Division

Course Level

Delivery Mode

Mean Course Evaluation Question 1 Score

Mean Course Evaluation Question 11 Score

New course preparation?

New format for existing course?

Describe any pedagogical innovations that you introduced into this course during the current year (e.g., international issues, computer applications, ethical analysis, new classroom techniques, etc.)

Describe any new teaching material (e.g., cases, videotapes, audiotapes, course modules, instructor manuals, test banks, or simulations) that you developed and/or implemented

Describe any activities in your course that enhanced student learning and/or student contact with the business community (e.g., guest speaker, SBDC, SBI, or outside projects, field trips, field projects, etc.)

Course Syllabus (Non-Scanned PDF file only) [Store File](#)

[SAVE AND RETURN](#) [SAVE AND ADD ANOTHER](#) [RETURN \(CANCEL\)](#)

### ***A Syllabus must include:***

- *A Brief description of each major course requirement, including each major assignment and examination*
- *The **learning objectives** for the course*
- *A general description of the subject matter of each lecture or discussion*
- *A lists of any required or recommended readings*

1. Click on “Store File” to open up File Browse
2. Syllabus is Saved by Clicking on “Save and Return”

*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.*