

# Add Instructor Self-Reflection in Digital Measures (Fall 2020)

With the goal to document the efforts instructors have made this fall semester to address our unique teaching situation, the Teaching Academy and TLPDC are recommending self-reflection using already available areas in Digital Measures.

## Steps:

1. Visit <https://www.depts.ttu.edu/opa/dmsr.php> and Login to Digital Measures.

The screenshot shows the homepage of the Office of Planning and Assessment (OPA) at Texas Tech University. The page features a navigation bar with links for 'About OPA', 'Digital Measures', 'Inventive Improve', 'Reports', 'Networking and Awards', and 'Students and Parents'. The main content area is titled 'Digital Measures' and includes a sub-header: 'Digital Measures is the software platform for TTU's documentation of faculty credentialing.' Below this, there is a paragraph explaining the OPA's role and a section for 'Upcoming Dates' which lists 'JANUARY 28 House Bill 2504 Deadline Spring 2021'. A 'Helpful Videos' section lists several links. At the bottom, there is a 'Step-by-Step Guide to Uploading your Syllabus' link and a prominent 'DigitalMeasures Login' button, which is highlighted by a large red arrow.

2. Under the Teaching heading, click on “Scheduled Teaching”. This is where you would go to add your course syllabus before each semester.

The screenshot shows the user interface of the Digital Measures system. At the top, there is a navigation bar with 'Activities', 'CV Imports', and 'Reports' tabs. Below this is a search bar and a 'Review a guide to manage your activities. Show more' link. The main content area is divided into two sections: 'General Information' and 'Teaching'. The 'Teaching' section lists various options, including 'Academic Advising', 'Course Coordinator', 'Directed Student Learning (e.g., theses, dissertations)', 'Non-Credit Instruction Taught', 'Faculty Development Activities Attended', 'Fellowships, Scholarships and Awards', 'Licensures and Certifications', 'Media Contributions', 'Mentor Activities', 'Professional Memberships', 'NIH/NSF Biographical Sketch', 'Biography', 'Document Storage Screen', 'Post Doctoral Associates S...', 'Scheduled Teaching \*', and 'Responsible Conduct of Research and Safety Education'. A large red arrow points to the 'Scheduled Teaching \*' option.

### 3. Select the course you'd like to add comments about.

TEXAS TECH UNIVERSITY | Activities | CV Imports | Reports | ? | Digital Measures by Watermark

Search Scheduled Teaching \*... [Rapid Reports] [PasteBoard]

< Scheduled Teaching \* [Add New Item] [Duplicate] [Trash]

Item	Rapid Reports	PasteBoard
Spring TTU 2021 Convergence in Agricultural Media ACOM 4311, Section 001		🔒
Spring TTU 2021 Public Opinion in Agriculture and Natural Resources ACOM 5305, Section 001		🔒
Spring TTU 2021 Public Opinion in Agriculture and Natural Resources ACOM 5305, Section D23		🔒
Spring TTU 2021 Scientific Communications in Agriculture and Natural Resources ACOM 2302, Section 001		🔒
Spring TTU 2021 Web Design in Agricultural Sciences and Natural Resources ACOM 3311, Section 001		🔒
Fall TTU 2020 Communicating Agriculture to the Public ACOM 3300, Section 501		🔒
Fall TTU 2020 Doctor's Dissertation AGED 8000, Section D26		🔒

4. Scroll near the bottom and find text boxes where you can add reflections to the following prompts:
- 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.)
  - Notes

100% - %

**Edit Scheduled Teaching \***  
Percentage of students achieving all learning outcomes

%

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.)

B I U x<sup>2</sup> x<sub>3</sub> ↻ ↺ ↻

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Notes

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5. **Click SAVE on this screen.**