Digital Measures is used to request, approve, and, if applicable, report and evaluate reduced teaching load. Applications for reduced teaching load are due as specified in the Procedural Calendar found on the Academic and Student Affairs website.

STEP 1:
LOGGING ON TO DIGITAL MEASURES

2. Click the Log on to Digital Measures link.
3. Enter your MSU Denver NetID and Password. This is the same password that you use to log in to your office computer and email account at MSU Denver.

STEP 2:
CREATING A REDUCED TEACHING LOAD: CATEGORY II FACULTY SCREEN ITEM

1. From the Manage Activities Menu under the General Information section, click Reduced Teaching Load: Category II Faculty.
2. Click Add New Item.
3. Complete the data entry fields in Section I: For Category II Faculty—Request for Reduced Teaching Load.
4. To upload your narrative statement, click Choose File... next to Narrative Statement.
5. Navigate to your narrative statement.
6. Click Open. Check to make sure your document was uploaded.
7. Click Save.

STEP 3:
CHECKING REDUCED TEACHING LOAD APPROVALS

The status of your reduced teaching load application (approved or not) is added to the Reduced Teaching Load screen. Follow these steps to check if your reduced teaching load was approved:

1. Log on to Digital Measures (see Step 1).
2. From the Manage Activities Menu, click Reduced Teaching Load: Category II Faculty.
3. Click the reassigned time item you added in Step 2.

4. The status of your application is found in **Section II: Application Approval**.

After your reduced teaching load has been completed, add a description of what you accomplished.

1. Log on to Digital Measures (see Step 1).

2. From the Manage Activities Menu, click **Reduced Teaching Load: Category II Faculty**.

3. Click the reduced teaching load item you added in Step 2.

4. Add information to the data entry fields in **Section III: For Faculty—Reporting of Reduced Teaching Load Activities**.

5. Click **Save**.

The evaluation of your reduced teaching load is stored on the reduced teaching load screen item. Follow the steps below to view your evaluation:

1. Log on to Digital Measures (see Step 1).

2. From the Manage Activities Menu, click **Reduced Teaching Load: Category II Faculty**.

3. Click the reduced teaching load item you added in Step 2.

4. The evaluation is located in **Section IV: For Evaluator—Evaluation of Reduced Teaching Load Activities**.

5. Click **Cancel** to close the screen item.

The approvals of your reduced teaching load evaluation are stored on the reduced teaching load screen item. Follow the steps below to view your evaluation approvals:

1. Log on to Digital Measures (see Step 1).

2. From the Manage Activities Menu, click **Reduced Teaching Load: Category II Faculty**.

3. Click the reassigned time item you added in Step 2.

4. The approvals are located in **Section V: Additional Signatures**.

5. Click **Cancel** to close the screen item.