For those who will evaluate and approve reassigned time, there are several steps of the process that require using Digital Measures. This guide provides information about the overall procedure of using Digital Measures for the reassigned time process as well as detailed instructions for completing each step.

**OVERALL PROCEDURE**

Step 1: All reassigned time request approval levels run the **Reassigned Time** report. This report provides access to each faculty member’s reassigned time application information.

Step 2: After reviewing each faculty member’s reassigned time application information, all reassigned time request approval levels access the faculty member’s **Reassigned Time** screen item for the specific type of reassigned time that they are approving.

Step 3: All application approval levels add their approval/disapproval information to **Section II: Application Approval** in the faculty member’s **Reassigned Time** screen item.

Step 4: After the reassigned time activities have been completed, the reassigned time evaluator runs the **Reassigned Time** report to access the faculty member’s narrative of what was accomplished during the reassigned time. The evaluator then adds evaluation information to **Section IV: For Evaluator—Evaluation of Reassigned Time Activities** in the faculty member’s **Reassigned Time** screen item.

Step 5: All evaluation approval levels run the **Reassigned Time** report to access the information that the faculty member and the evaluator added. The evaluation approval levels then add their approval/disapproval information to **Section V: Additional Signatures** of the faculty member’s **Reassigned Time** screen item.

**LOG ON TO DIGITAL MEASURES**

To complete these steps you must be logged 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 NetID and password you use to log on to your office computer or your MSU Denver email account.
1. Click **Run Reports** in the Left Navigation Menu.
2. From the **Report** drop-down menu, click **Reassigned Time**.
3. The default **Start Date** and **End Date** should be fine, but change them if necessary.
4. Under **Whom to Include**, click **Change selection**. A window opens enabling you to choose a method for selecting the faculty to be included in the report. To select all the faculty with reassigned time within a college:
   A. Click **College**. All the colleges and schools are automatically selected.
   B. Click the checkbox next to **College** to de-select the entire list.
   C. Click the checkbox next to the college(s) to be included in the **Reassigned Time** report.
   D. Click **Save**.

To select all faculty with reassigned time within a department:
   A. Click **Department**. Every department is automatically selected.
   B. Click the checkbox next to **Department** to de-select the entire list.
   C. Click the checkboxes next to the department(s) to be included in the **Reassigned Time** report.
   D. Click **Save**.

To select individual faculty members’ portfolios:
   A. Click **Individual**. Every individual faculty member is automatically selected.
   B. Click the checkbox next to **Individual** to de-select the entire list.
   C. Click the checkboxes next to the faculty member(s) to be included in the **Reassigned Time** report.
   D. Click **Save**.
5. Under **File Format**, you can leave the file format as Microsoft Word or select another option from the drop-down menu.
6. Click **Run Report** in the upper-right corner.
7. From the window that opens you can choose to open or save the file.
STEP 2:
ALL EVALUATION APPROVAL LEVELS
ACCESS THE FACULTY MEMBER’S REASSIGNED TIME SCREEN ITEM

To access the current Reassigned Time screen item for the faculty member you are reviewing:

1. From the Left Navigation Bar click Manage Data.
2. From the User drop-down menu, select the name of the faculty member being evaluated.
3. Click .
4. The top of the screen now says, You are currently managing data for [faculty member].
5. On the Manage Activities Menu under General Information, click Reassigned Time: Tenure and Tenure-Track Faculty.
6. A list of the faculty member’s reassigned time screen items based on the reassigned time activity type (e.g., Department, School, College, Grant Related) and the time frame of the reassigned time is displayed. Click the link to the applicable reassigned time screen item.

Your approval information is added under Section II: Application Approval on the Edit Reassigned Time screen item. If you are not the first approval level, click at the bottom of Section II to add another application approval entry area. To enter your approval information:

1. In the Date Approved field, enter the current date.
2. In the Name field, select your name from the drop-down list.
3. From the Role drop-down menu, select your level of review.
4. From the Reassigned Time Approved? field, select Yes or No.
5. Click .
STEP 4:
**EVALUATOR ONLY**
RUN THE REASSIGNED TIME REPORT, ACCESS THE FACULTY MEMBER’S REASSIGNED TIME SCREEN ITEM AND ADD YOUR EVALUATION

After the reassigned time activities have been completed, the reassigned time evaluator runs the **Reassigned Time** report to access the faculty member's narrative of what was accomplished during the reassigned time.

1. Follow Step 1 on page 2 to run the **Reassigned Time** report.
2. Follow Step 2 on page 3 to access the faculty member’s **Reassigned Time: Tenure and Tenure-Track Faculty** screen item.

4. Click ![Save](button.png).

STEP 5:
**ALL EVALUATION APPROVAL LEVELS**
RUN THE REASSIGNED TIME REPORT, ACCESS THE FACULTY MEMBER’S REASSIGNED TIME SCREEN ITEM AND ADD YOUR EVALUATION APPROVAL

After the reassigned time evaluation has been completed, the reassigned time evaluation approval levels run the **Reassigned Time** report to access the faculty member’s narrative of what was accomplished during the reassigned time and the evaluator’s evaluation information.

1. Follow Step 1 on page 2 to run the **Reassigned Time** report.
2. Follow Step 2 on page 3 to access the faculty member’s **Reassigned Time: Tenure and Tenure-Track Faculty** screen item.
3. Under **Section V: Additional Signatures**, enter your evaluation approval.

4. Click ![Save](button.png).