For those who will evaluate and approve reduced teaching load, 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 reduced teaching load process as well as detailed instructions for completing each step.

OVERALL PROCEDURE

Step 1: All reduced teaching load request approval levels run the Reduced Teaching Load report. This report provides access to each faculty member’s reduced teaching load application information.

Step 2: After reviewing each faculty member’s reduced teaching load application information, all reduced teaching load request approval levels access the faculty member’s Reduced Teaching Load screen item for the specific type of reduced teaching load 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 Reduced Teaching Load screen item.

Step 4: After the reduced teaching load activities have been completed, the reduced teaching load evaluator runs the Reduced Teaching Load report to access the faculty member’s narrative of what was accomplished during the reduced teaching load. The evaluator then adds evaluation information to Section IV: For Evaluator—Evaluation of Reduced Teaching Load Activities in the faculty member’s Reduced Teaching Load screen item.

Step 5: All evaluation approval levels run the Reduced Teaching Load 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 Reduced Teaching Load screen item.

LOG ON TO DIGITAL MEASURES

To complete these steps you must be logged on to Digital Measures:

1. Go to www.msudenver.edu/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 **Reduced Teaching Load**.
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 reduced teaching loads 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 Reduced Teaching Load report.
   D. Click **Save**.
5. **To select all faculty with reduced teaching loads 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 Reduced Teaching Load report.
   D. Click **Save**.
6. **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 Reduced Teaching Load report.
   D. Click **Save**.
7. Under **File Format**, you can leave the file format as Microsoft Word or select another option from the drop-down menu.
8. Click **in the upper-right corner.**
9. From the window that opens you can choose to open or save the file.
STEP 2:
ACCESS THE FACULTY MEMBER’S REDUCED TEACHING LOAD SCREEN ITEM

To access the current Reduced Teaching Load 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 **Continue**.
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 Reduced Teaching Load: Category II Faculty.
6. A list of the faculty member’s reduced teaching load screen items based on the reduced teaching load activity type (e.g., Department, School, College, Grant Related) and the time frame of the reduced teaching load is displayed. Click the link to the applicable reduced teaching load screen item.

Your approval information is added under Section II: Application Approval on the Edit Reduced Teaching Load: Category II Faculty screen item. If you are not the first approval level, click **Add** 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 Reduced Time Approved? field, select Yes or No.
5. Click **Save**.
STEP 4:  
**EVALUATOR ONLY**

RUN THE REDUCED TEACHING LOAD REPORT, ACCESS THE FACULTY MEMBER’S REDUCED TEACHING LOAD SCREEN ITEM AND ADD YOUR EVALUATION (if applicable)

After the reduced teaching load activities have been completed, the reduced teaching load evaluator runs the Reduced Teaching Load report to access the faculty member’s narrative of what was accomplished during the reduced teaching load.

1. Follow Step 1 on page 2 to run the Reduced Teaching Load report.
2. Follow Step 2 on page 3 to access the faculty member’s Reduced Teaching Load: Category II Faculty screen item.
3. Under Section IV: For Evaluator—Evaluation of Reduced Teaching Load Activities, enter your evaluation information.
4. Click Save.

STEP 5:  
**ALL EVALUATION APPROVAL LEVELS**

RUN THE REDUCED TEACHING LOAD REPORT, ACCESS THE FACULTY MEMBER’S REDUCED TEACHING LOAD SCREEN ITEM AND ADD YOUR EVALUATION APPROVAL (if applicable)

After the reduced teaching load evaluation has been completed, the reduced teaching load evaluation approval levels run the Reduced Teaching Load report to access the faculty member’s narrative of what was accomplished during the reduced teaching load and the evaluator’s evaluation information.

1. Follow Step 1 on page 2 to run the Reduced Teaching Load report.
2. Follow Step 2 on page 3 to access the faculty member’s Reduced Teaching Load: Category II Faculty screen item.
3. Under Section V: Additional Signatures, enter your evaluation approval.
4. Click Save.