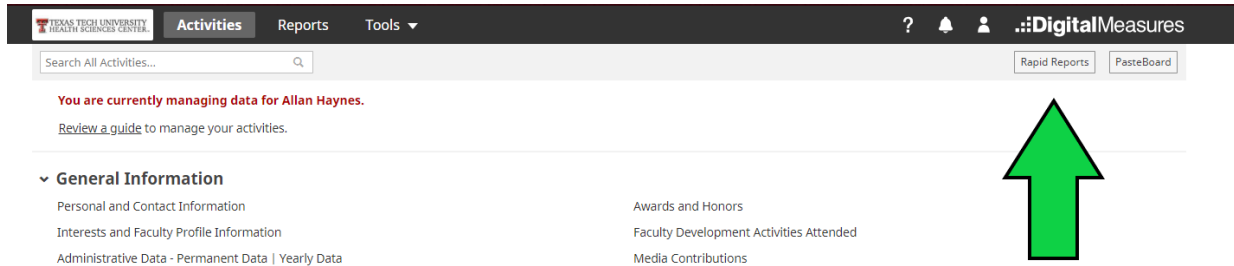


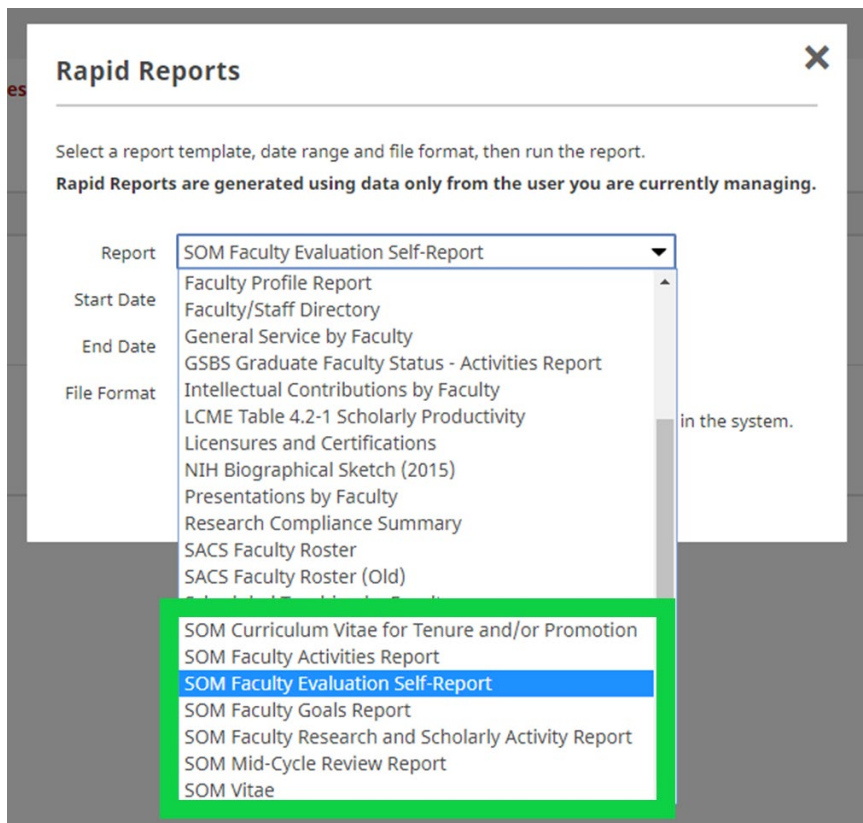
## Instructions to Run Faculty Evaluation Self-Report from Digital Measures

- Open a Chrome browser
- Link for Digital Measures - <https://app4.ttuhscc.edu/DigitalMeasuresShim>
- Enter your eRaider ID and password
- Click on Rapid Reports in the upper right corner:



The screenshot shows the top navigation bar of the Digital Measures application. The 'Rapid Reports' button is located in the upper right corner, next to the 'PasteBoard' button. A green arrow points to this button. Below the navigation bar, there is a search bar and a notification: 'You are currently managing data for Allan Haynes. Review a guide to manage your activities.' The main content area is titled 'General Information' and lists various data categories such as 'Personal and Contact Information', 'Interests and Faculty Profile Information', 'Administrative Data - Permanent Data | Yearly Data', 'Awards and Honors', 'Faculty Development Activities Attended', and 'Media Contributions'.

Choose SOM Faculty Evaluation Self-Report:



The screenshot shows the 'Rapid Reports' dialog box. The 'Report' dropdown menu is open, and 'SOM Faculty Evaluation Self-Report' is selected. The dialog box contains the following text: 'Select a report template, date range and file format, then run the report. Rapid Reports are generated using data only from the user you are currently managing.' The dropdown menu lists the following report templates: Faculty Profile Report, Faculty/Staff Directory, General Service by Faculty, GSBS Graduate Faculty Status - Activities Report, Intellectual Contributions by Faculty, LCME Table 4.2-1 Scholarly Productivity, Licensures and Certifications, NIH Biographical Sketch (2015), Presentations by Faculty, Research Compliance Summary, SACS Faculty Roster, SACS Faculty Roster (Old), SOM Curriculum Vitae for Tenure and/or Promotion, SOM Faculty Activities Report, SOM Faculty Evaluation Self-Report, SOM Faculty Goals Report, SOM Faculty Research and Scholarly Activity Report, SOM Mid-Cycle Review Report, and SOM Vitae.

- Make sure to change the date range to fit the fiscal year you are being evaluated:
  - Please use a start date of Sept 1, YYYY and an end date of Aug 31, YYYY.

**Rapid Reports** ✕

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Select a report template, date range and file format, then run the report.

**Rapid Reports are generated using data only from the user you are currently managing.**

Report: SOM Faculty Evaluation Self-Report ▼

Start Date: Sept ▼ 01 ▼ YYYY ▼

End Date: Aug ▼ 31 ▼ **YYYY ▼**

File Format: Microsoft Word (.doc) ▼

Note: Changes to Microsoft Word reports do not change data in the system.

Cancel Run Report

The year you choose will be the fiscal year you are evaluated. Please see email for specific dates.

- Select Run Report
- The report will open in a Word document.
  - If you have not entered all of your updates into Digital Measures, you can add additional information directly to your report since it is a word document. Then, save to your computer and email it as necessary.

**\*NOTE:** This report is run **from** the data entered in the Digital Measures database. If you edit the word document, it **will NOT** change the information already in Digital Measures.