Faculty Reference Guide

PART II:
Entering Data in the Teaching Section

Office of Faculty Affairs
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Activites Database - TEACHING

Getting Help

If you have any questions, comments, or concerns, regarding Digital Measures - Activity Insight, please contact the Office of Faculty Affairs.

Office of Faculty Affairs

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Logging On

Accessing Digital Measures/Activity Insight

Activity Insight is a web-based application compatible with most modern browsers for PC and Mac including Internet Explorer, Mozilla Firefox and Apple Safari. Please cut and paste the link into your browser: http://elpaso.ttuhsc.edu/digitalmeasures

You can also find the link on the Faculty Affairs website by selecting “Digital measures”. Once at this page, click on the upper right corner titled, “Digital Measures Activity Insight”
Once you are logged on, you will see the Main Menu page. To enter data, click on a link on this page to open the data entry screen. This reference guide covers entry of information in the Teaching section.

- Scheduled Teaching
- Non-Credit Instruction Taught
- Education Administration
- Directed Student Learning (e.g. thesis, dissertations)
- Mentoring and Advising
- Innovations and Education
- Extramural Educational Committees
Activities Database - TEACHING

This screen is for all scheduled courses taught at TTUHSC El Paso and other institutions. Enter data for information from July 2012 to present.

Scheduled Teaching data has been pre-populated with data from Illios for pre-clinical and clerkship information. Course information has been pre-populated by Banner.

Residency teaching information has been entered for you if the data was received from your residency coordinator. This is a one-time update during the initial Digital Measures data entry phase. In the future, you will need to enter this manually.

You are required to complete the remaining fields unless they are tagged as optional. If you have taught at other institutions insert the prefix # and title of course on “Course Name” field (e.g. Biol 101 - Intro to General Biology) then complete the remaining field.

Only complete this section if you are the course instructor of record. This field needs to be completed by ALL faculty to justify your qualifications to teach each course. (This additional justification is optional for board certified faculty teaching within that specialty).
### Activites Database - TEACHING

#### Edit Non-Credit Instruction Taught

- **Instruction Type**: Grand Rounds
- **Name of Institution**: Texas Tech University Health Sciences Center
- **Audience**: Both Internal and External to TTUHSC
- **Type of Activity**: Local Teaching Activities
- **Title of Course (if applicable)**: Infectious Diseases in the ER
- **Course Number (if applicable)**: [Add Course Number]
- **Topic of Instruction/Supervision**: [Add Topic]
- **Number of Hours of Directed Instruction/Supervision per Year**: [Add Number]
- **Type of People Impacted**: Students, Residents or Fellows
- **Number of Participants**: 50

- **Start Date**: April 01, 2013
- **End Date**: April 01, 2013

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**Populate this section with information from July 2012 to present.**

**Include non-credit courses/programs you taught here.** Activities such as grand rounds, and presenter for a faculty development course, lecture, or seminar. If you have served as a guest lecturer at another institution, list that here. All information should be listed from July 2012 to present.

**Choose “Continued Education” in the section “Instruction Type” for RSS and Conferences.**

**Leave this box checked if you would like the course to appear on your faculty profile.**

**It is required to list the number of participants.**
Activites Database -TEACHING

Enter information here if you are or were a Director of a course, program, clerkship, or residency.

Position Start and End Dates
If you held a position for more than one year reflect the inclusive dates. Do Not list each individual year you have directed it.
E.g. If you directed a program for 3 years, list the start date and the end date for the 3rd year (July 1, 2010 - June 1, 2013).

Current Position: Place the original start date and leave the end date blank.

Click the ADD button if you held more than one position and add the additional positions and dates.
If you were on a dissertation or thesis committee, enter the student’s information here.

Create a new record for each student.

For SARP, use “Supervised Research” for Involvement Type.

Leave this box checked if you would like the course to appear on your faculty profile.
Enter information here for students you have mentored or served as a research advisor. Enter data from July 2012 to present.

Do Not enter information in this section for Graduate Advisor for a thesis or dissertation. That information will be entered in the Directed Student Learning section.

In this section, list courses, programs, exercises, etc, that you have developed.

“Description of Innovation” is required. Limit your narrative to 100 words.
List regional, state, or national education committees on which you served.

Make certain that you accurately specify if this is an elected or non-elected membership.

Elective Society is where a faculty applies or is nominated for a membership and then is elected to join the membership.

Non-Elected Membership is where a faculty’s only requirement is to pay dues to become a member.