
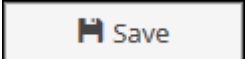


To complete the five steps for preparing and submitting a portfolio using Digital Measures you must first log on:

1. Go to www.msudenver.edu/digital_measures using a browser.
2. Click the **Log on to Digital Measures** link.
3. Type 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.

STEP 1:

CREATE A PORTFOLIO AND NARRATIVE SUBMISSION SCREEN ITEM

1. Click the **Portfolio and Narrative Submission** link under **General Information** on the Manage Activities Menu.
2. Click  in the top-right corner.
3. Under the **Section I. Portfolio Submission Process** heading, complete **Step 1**:
 - A. In the **Date Due—Portfolio** field select your portfolio due date.
 - B. Select your **Type of Review** (Year 1, Year 2, etc.).
4. Click  in the upper-right corner.

STEP 2:

DETERMINE THE REQUIRED MATERIALS

The required materials for a portfolio vary depending on the review year. This table lists the materials required for each review year. For more detailed information, please see the *Guidebook for Portfolio Preparation* on the [Academic and Student Affairs](#) website.

Materials	Year 1	Year 2	Year 3	Year 4	Year 5	Tenure & Promotion	PTR
Annotated CV	X	X	X	X	X	X	X
Narrative		X	X			X	X
Previous Review Letters		X	X	X	X	X	
SRIs		X	X	X	X	X	X
Summative Peer Observation						X	
Reassigned Time Evaluations and Reports		X	X	X	X	X	X
Additional Materials for Review			X			X	
Materials Addressing Previous Year's Review				X	X		

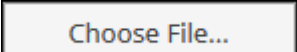
STEP 3:

ADD THE REQUIRED MATERIALS TO THE VARIOUS DIGITAL MEASURES SCREENS

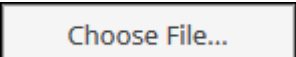
Annotated CV

Multiple screens will be used to produce your CV. The screens you need to access depend on the data you need to enter. The *Quick Reference Guide to Digital Measures Screens* found on the [Digital Measures Faculty Resources web page](#) provides additional information on the type of data that is typically added to the various screens. Your CV information should be added to the respective screens prior to running your Portfolio report.

Narrative

On the **Portfolio and Narrative Submission** screen item you created for your current review year, upload your narrative file under **Step 2**. To upload the file, enter the date you are submitting your narrative in the **Date Submitted – Narrative** field, click  and navigate to your narrative file.

Previous Review Letters

If you used Digital Measures to submit your portfolio for previous review years, the letters submitted by the review levels are stored on your **Portfolio Review** screen item for that review year and are automatically pulled into your Portfolio report. However, if (and only if) this is your first time using Digital Measures to submit a portfolio, scan and store the committee review letters in **Section II** of the **Portfolio and Narrative Submission** screen that you created for this review year. Upload the file(s) by clicking  under the **Comment Letter** heading.

Student Ratings of Instruction (SRIs)

SRIs from courses you have taught are automatically imported from Banner into your Digital Measures records.

Summative Peer Observation

Summative Peer Observation has its own screen under **Teaching** on the Manage Activities Menu. This is where you upload the documents provided by the peer observer. To upload *formative* peer observations, go to the **Scheduled Teaching** screen for the course that was observed. Scroll down to the last section, **Portfolio Additional Materials**, and select **Formative Peer Observations** from **File Type** drop-down menu.

Reassigned Time Evaluations and Reports

Use the **Reassigned Time** screen found under **General Information** on the Manage Activities Menu to upload your reassign time application, evaluation, and narrative statement files.

DIGITAL MEASURES TIPS

Only add **one** *Portfolio and Narrative Submission* screen item for your current type of review. You will return to this same screen item to upload your narrative and completed portfolio files. Please do not edit or delete your *Portfolio and Narrative Submission* screen from previous reviews.

DIGITAL MEASURES TIPS

Avoid putting spaces in the filenames of files you upload to Digital Measures.

DIGITAL MEASURES TIPS

The reassigned time evaluation and report files were previously stored in the *Portfolio and Narrative Submission* screen. Any files you stored prior to fall 2012 are located on your *Portfolio and Narrative Submission* screen for the prior review year.

Additional Materials for Review

Where you upload files to be used as Additional Materials for Review in years 3 and 6 depends on the type of material being uploaded. Most screens have an **Additional Portfolio Materials** option that enables you to choose a file to upload. There is also an **Include in Portfolio Additional Materials** drop-down menu on most screens where you can select a number from 1 to 9. Files that have been designated the same item number will be grouped together under that item number in the Portfolio report.

Materials Addressing Previous Year's Review

If relevant, Materials Addressing Previous Year's Review files can be added using the **Portfolio and Narrative Submission** screen item that you created for the current review year. A brief description may be added in the **Type of File** text box.

Department Required Review Materials

If there are materials that your department requires, you need to create a **Department Required Review Materials** screen item, found under **General Information** on the Manage Activities Menu, for the current review year.

Requested Additional Materials

Any additional materials you have been asked to submit should be added to the **Portfolio and Narrative Submission** screen item you created for the current review year. A brief description of the file can be included in the **Type of File** text box. Documentation regarding prior agreement of employment or special conditions should be uploaded on your **Permanent Data** screen item, found under **General Information** on the Manage Activities Menu.

STEP 4:

PREPARE THE PORTFOLIO FOR SUBMISSION

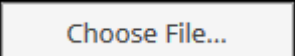
The Portfolio report will automatically pull in the materials that are required for the **Type of Review** you selected on the **Portfolio and Narrative Submission** screen item you created for the current review year. Run your Portfolio report as often as needed in order to review and edit it until it is ready for submission. Before running the final version of your Portfolio report, your narrative file needs to be uploaded to the **Portfolio and Narrative Submission** screen item for the current review year.

1. To upload your narrative file:
 - A. From the Manage Activities Menu, click **Portfolio and Narrative Submission**.
 - B. Select the current review year.

DIGITAL MEASURES TIPS

One example of Additional Materials for Review files that might be designated the same item number is if you want to document the progression of syllabi revisions for a course over a period of three semesters. In this case, you would go to the **Scheduled Teaching** screen and select that course and year. Under the **Portfolio Additional Materials** section, which is the last section of the screen, you would select **Syllabus** from the **File Type** drop-down menu, upload the syllabus file and from the **Include in Portfolio Additional Materials** drop-down menu, select the item number. You would repeat these steps for each of the other two syllabi, selecting the same item number.

C. In **Section I. Portfolio Submission Process** under **Step 2**, select the date you are submitting your narrative in the **Date Submitted—Narrative** field.

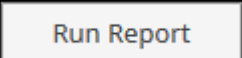
D. Click  next to **Narrative**.

E. Navigate to your narrative file.

2. To run your Portfolio report:

A. Click the **Rapid Reports** link on the Left Navigation Bar.

B. From the **Report** drop-down menu, select **Portfolio**.
The default dates should be adequate unless you have any records dated after December 31, 2018.

C. Click .

After running the Portfolio report, you can open or save it.

3. Verify your portfolio for completeness and accuracy. Make any necessary changes to the entries using the appropriate data entry screens.

4. Repeat steps 2 and 3 above as many times as needed until all corrections and additions have been made.

5. Run and save the final version of the Portfolio report. This is the file you will upload in Step 5.

DIGITAL MEASURES TIPS

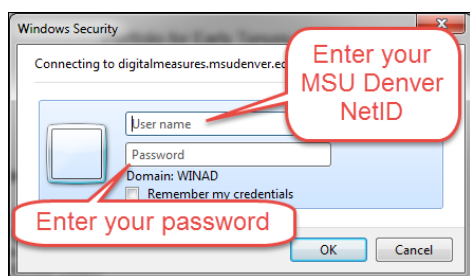
If you run and save your Portfolio report as a Word document, do **not** re-save it as a different file format, such as PDF. If you do re-save it as a different file format, all the hyperlinks in the report will be broken.

DIGITAL MEASURES TIPS

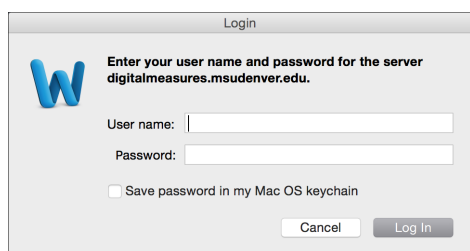
Testing to make sure all your hyperlinks work is extremely important because if they do not work, reviewers will not be able to open your uploaded files. You will then be asked to fix your hyperlinks which slows down and complicates your portfolio review process.

Test all the Hyperlinks in your Portfolio Report

You should verify that the hyperlinks in your Portfolio report work. If your Portfolio report is a PDF, left-click the hyperlinks to open the files. If your portfolio is a Word file, right-click the hyperlinks and select **Open Hyperlink** to open the files.



If you are using a PC, the Windows Security window (shown to the left) opens. Enter your MSU Denver NetID and password and click **OK**. If the computer you are logged into is not connected to the MSU Denver network, you will be prompted twice for your login credentials. You should use your MSU Denver NetID and password each time.



If you are using a Mac, the Login window (shown to the left) opens. Enter your MSU Denver NetID and password and click **Log In**. If the computer you are logged into is not connected to the MSU Denver network, you will be prompted twice for your login credentials. You should use your MSU Denver NetID and password each time.

DIGITAL MEASURES TIPS

If Safari is your default browser and a PDF file you open displays as symbols instead of text, click in the URL address bar and press **Enter** or **Return**. The document should display properly. If that does not work, try using Google Chrome or Mozilla Firefox as your default browser. Another option is to right-click on the hyperlink, select **Copy Link**, and paste the link into the URL address bar of your browser. This should take you directly to the URL for the file.

STEP 5:

SUBMIT YOUR PORTFOLIO

DIGITAL MEASURES TIPS


The review letters and evaluation information that you receive from the various review levels will be stored on the *Portfolio Review* screen item for your current review year. To access them, select the *Portfolio Review* link on the Manage Activities Menu and open the screen item for your current review year .

If you are using a Mac make sure you have the latest version of the following software:

- Safari 6.0 or higher or Firefox 15 or higher
- Microsoft Word 14.2.3 or higher
- Acrobat Reader (latest version)

If you need help with updating or installing any of the software listed above, contact the Technology Services Helpdesk at 303-352-7548.

The last step in the process is to submit your final portfolio by uploading it to the **Portfolio and Narrative Submission** screen item for the current review year. *Before submitting your final portfolio, make sure the first item in the Table of Contents of your portfolio is a link to your narrative file. Test the link to make sure it works.*

1. If necessary, click the **Manage Activities** link to return to the Manage Activities Menu.
2. Click the **Portfolio and Narrative Submission** link.
3. Open the **Portfolio and Narrative Submission** screen item for the current review year.
4. Under the **Section I** heading complete **Step 7**:
 - A. Select the date you are submitting your portfolio in the **Date Submitted - Portfolio** field.
 - B. Click  next to **Portfolio**.
 - C. Navigate to your Portfolio file.

4. Click  in the upper-right corner.