



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™
EL PASO

Paul L. Foster School of Medicine

Digital Measures **Activity Insight**

Faculty Reference Guide

PART II: Entering Data in the Teaching Section

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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 ”

TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER.
You are entering a Secure Service - please log in!

Enter your Username and Password

Username:
jnavava

Password:

Warn me before logging me into other sites.

LOGIN Clear

[Forgot password?](#)
[Forgot username?](#)

For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!

Use of TTUHSC Information resources is subject to University O.P.'s and other applicable laws. As a state higher education institution, TTUHSC is required by the State of Texas to notify you of the following: "A) Unauthorized use is prohibited; B) Usage may be subject to security testing and monitoring; C) Misuse is subject to criminal prosecution; and D) No expectation of privacy except as otherwise provided by applicable privacy laws" (Texas Administrative Code, 202.75).

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Log in using your eRaider and password.

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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

Welcome, KoKo Aung! Log Out

Search All Activities...

Manage Activities
Rapid Reports
PasteBoard
Run Reports
Help

Review a guide to manage your activities.

General Information

- Personal and Contact Information
- Interests and Faculty Profile Information
- Administrative Data - Permanent Data | Yearly Data
- Education
- Post Doctoral Education (Including Residencies and Fellowships)
- Certifications/Recertifications
- Licensures
- Positions
- Consulting
- Awards and Honors
- Faculty Development Activities Attended
- Media Contributions
- Professional Memberships
- Workload Information
- Mentor Service Information
- Faculty Goals
- Other Information Narrative

Teaching

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

Scholarship/Research

- Contracts, Grants and Sponsored Research
- Intellectual Contributions
- Biographical Sketch - NIH | NSF
- Intellectual Property (e.g., copyrights, patents)
- Research Currently in Progress
- Extramural Professional Service
- Summary of Scholarly Activity
- h Index

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< Edit Scheduled Teaching

Cancel Save Save + Add Another

Include formalized lectures, labs, clinics, rounds, etc. presented to undergraduate students, medical students, graduate students and residents and fellows.

Term and Year ▲

Course Name ▲

Show on Faculty Profile ●

Course Prefix and Course Number ●

Section Number ●

* Name of Institution ▲

Explanation of "Other" ■

Course Level ▲

* Delivery Mode ▲

< Edit Scheduled Teaching

Cancel Save Save + Add Another

Topics of Instruction

Topic

Lecture/Topic of Instruction ▲

Hours of Direct Instruction/Supervision for Topic ▲

Select the number of topic rows to add: +Add

of hours of direct instruction/supervision ▲

Course Description ▲

Official Enrollment Number ▲

Number of Credit Hours ▲

New course preparation? ▲

New format for existing course? ▲

Describe what qualifications, other than a terminal degree or certifications, you hold to support your ability to teach this course. Clearly describe the relationship between these qualifications and the course content. (This is needed for SACSCOC reporting) ■

Describe any pedagogical innovations that you introduced into this course during the current year (e.g., international issues, computer applications, ethical analysis, new classroom techniques, etc.) ●

▲ Required ■ Required, if applicable ● Optional

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

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

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

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.

< Edit Non-Credit Instruction Taught

Cancel Save Save + Add Another

List continuing/professional medical education, presenter of a faculty development course, lay public education and/or other teaching presentations.

Instruction Type: Grand Rounds ▲
 Explanation of "Other": ■
 Name of Institution: Texas Tech University Health Sciences Center ▲
 Explanation of "Other" Institution: ■
 Audience: Both Internal and External to TTUHSC ▲
 Show on Faculty Profile: ●
 Type of Activity: Local Teaching Activities ▲
 Title of Course (if applicable): Infectious Diseases in the OR ■
 Course Number (if applicable): ●
 Topic of Instruction/Supervision: ▲
 Number of Hours of Directed Instruction/Supervision per Year: ▲
 Type of People Impacted: Students, Residents or Fellows ▲
 Number of Participants: 50 ▲

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Start Date: April , 2013 ▲
 End Date: April , 2013 ■

▲ Required ■ Required, if applicable ● Optional

Activites Database -TEACHING

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

< Edit Education Administration Cancel Save Save + Add Another

List programs/courses you have directed.

Type Directed ▲

Explanation of "Other" ■

Course/Program Title ▲

Course Prefix and Course Number ▲

Positions Held

Position Title ▲

Explanation of "Other" Position Title ■

Position Start Date ▲

Position End Date ■

Select the number of positions held rows to add: +Add ■

Name of Institution ▲

Explanation of "Other" ■

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet prese

Start Date ▲

End Date ■

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.

▲ Required ■ Required, if applicable ● Optional

Activites Database -TEACHING

< Edit Directed Student Learning (e.g., theses, dissertations)

Cancel Save Save + Add Another

Involvement Type: Master's Thesis Committee Chair ▲

Explanation of "Other": ■

Show on Faculty Profile: ●

Student First Name: Ana ▲

Student Last Name: Silva ▲

Field of Student: ▲

Course Prefix and Course Number: MPHA 12345 ●

Number of Credit Hours: 3 ▲

Title of Student's Work: Disseminating health information to underserved audic. ▲

* Stage of Completion: In-Process ▲

Student's Degree Earned: MPH ▲

Explanation of "Other": ■

Is a Graduate Student?: Yes ▲

Student's Degree Date: June 01, 2017 ▲

Name of Institution: Other ▲

Explanation of "Other": Paul L. Foster School of Medicine ■

Name of Department: ▼ ▲

Explanation of "Other": ■

Student's Current Position (if known): ■

Student's Current Location (if known): El Paso, Texas ■

Note: For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Date Started: July 01, 2013 ▲

Date Completed: ▼ ■

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.

▲ Required ■ Required, if applicable ● Optional

Activites Database -TEACHING



< Edit Mentoring and Advising

Cancel Save Save + Add Another

Name **each person** for whom you served as a research advisor or faculty mentor.
Name **each faculty member** for whom you served as a mentor.

First Name ▲

Last Name ▲

Classification ▲

Served as ▲

If mentoring a faculty member ▲

Name of Institution ▲

Type of Program ▲

Explanation of "Other" ■

Approx. # of Hours per Week of Each Individual ▲

Individual's Current Position ▲

Individual's Current Location ▲

Additional Information

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Start Date , , 2012 ▲

End Date , , ■

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.

< Edit Innovations in Education

Cancel Save Save + Add Another

List courses, programs, exercises, etc. you have developed.

Type Developed ▲

Explanation of "Other"

Name of Course/Program ▲

Name of Institution ▲

Explanation of "Other"

Description of Innovation ▲

Course Prefix and Course Number ●

Date Initiated , , 2010 ▲

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

"Description of Innovation" is required. Limit your narrative to 100 words.

▲ Required ■ Required, if applicable ● Optional

Activites Database -TEACHING

< Edit Extramural Educational Committees

Cancel Save Save + Add Another

List state, regional and national education committees on which you have served (e.g. residency review committees, Southern Group on Educational Affairs (SGEA), National Board of Medical Examiners), the dates of your membership, and any offices you have held.

Committee Name ▲

Category ▲

Position/Role ▲

Explanation of "Other" ■

City ▲

State ▲

Country ▲

Were you elected, appointed, or volunteered? ▲

Was this compensated or pro bono? ▲

Served Ex-Officio? ▲

Responsibilities/Brief Description (30 Words or Less) ▲

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Start Date , ▲

End Date , ■

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.

▲ Required ■ Required, if applicable ● Optional