
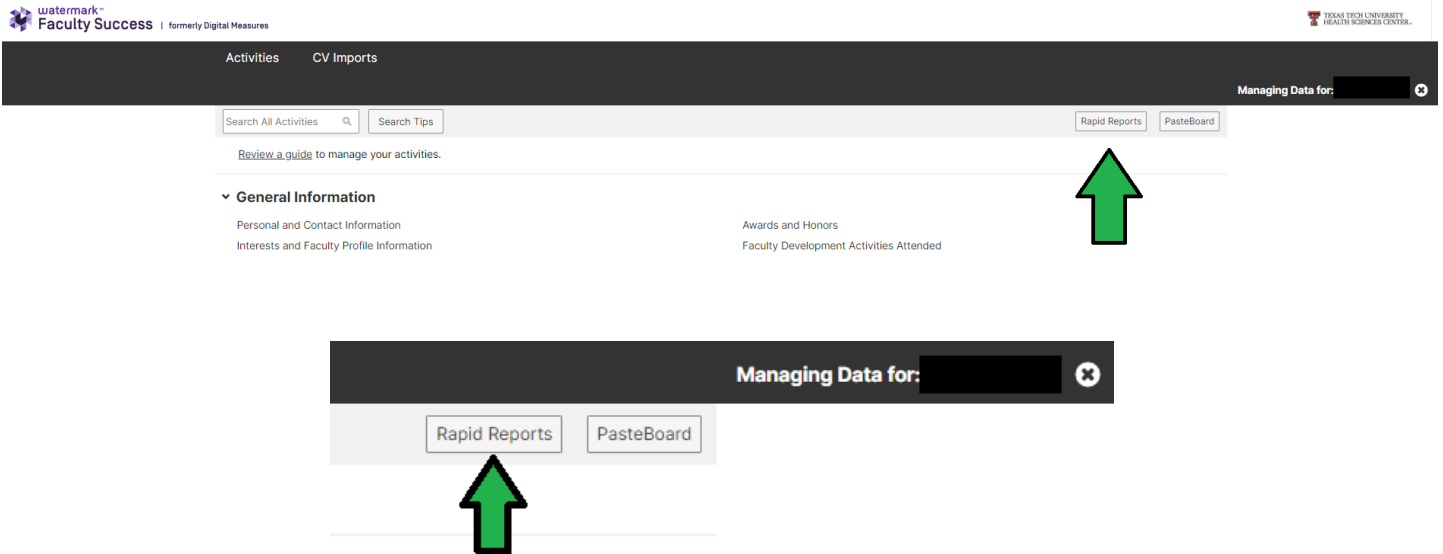


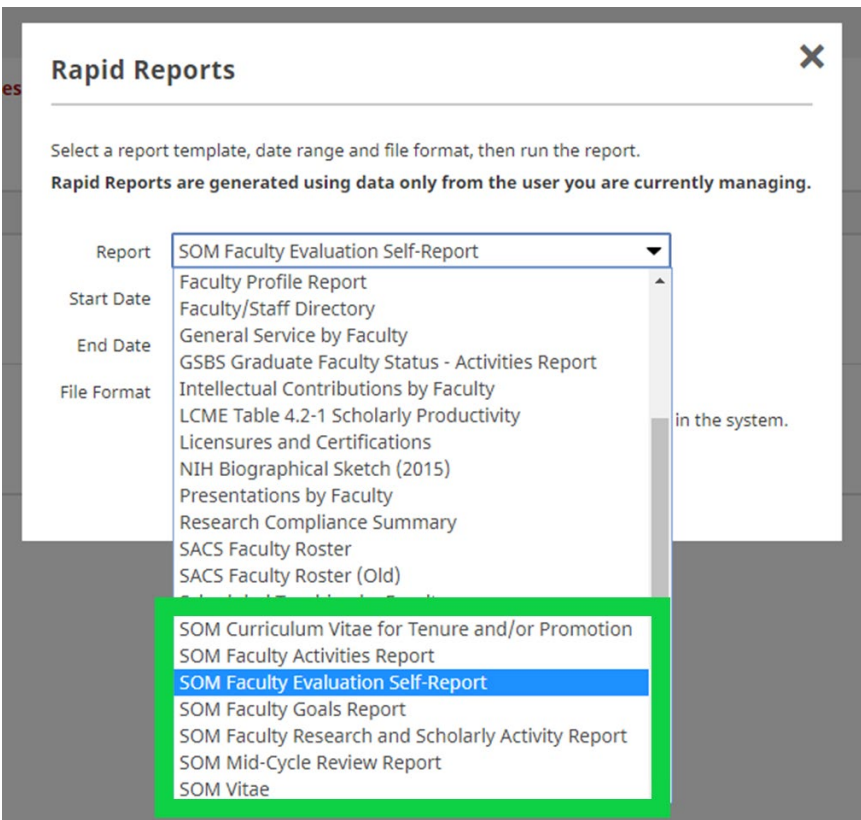
Instructions to Run Faculty Evaluation Self-Report from Faculty Success

(formerly known as Digital Measures)

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



- Choose SOM Faculty Evaluation Self-Report:



- 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 ✕

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.



- Select Run Report
- The report will open in a Word document.
 - **If you have not entered all of your updates into Faculty Success**, 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 Faculty Success database. If you edit the word document, it **will NOT** change the information already in Faculty Success.