DigitalMeasures System

Again this year, the university will use the Digital Measures system for faculty activity reporting. DigitalMeasures (DM) provides many advantages to faculty and the university, including the following:

- DM provides a single place for you to keep current information about all of your professional accomplishments.
- The system enables you to record your annual activity throughout the year, reducing the need for chairs and the college to make solicitations for reports for accrediting agencies, the University System, news media, and various university offices.
- A new feature enables faculty to import publication citations from a BibTeX file. (See http://info.digitalmeasures.com/bibtex.html for more info.)
- DM produces customized reports including a personalized annual report. It also can produce broader, college-wide summary reports pulling data from across multiple years.
- In the near future, Digital Measures info will be used to populate a publicly accessible faculty info dashboard (visit http://bit.ly/1ymm6uv for a preview).

The College of Arts and Sciences is providing a variety of resources to help faculty use this reporting system (including this guide).

- Each department has a reporting coordinator who has been trained to help you use the system (contact list at http://casservice.gsu.edu/files/2014/12/Reporting_Coord.pdf)
- The Dean’s Office has scheduled several drop-in information sessions to help faculty navigate the system (event list at http://casservice.gsu.edu/annual-reporting-instructions-faculty/).
- You can send any unanswered questions or concerns to the A&S Faculty Reporting email address (cas@gsu.edu), or you may contact the college faculty reporting administrator, John Medlock (jmedlock@gsu.edu; 404-413-5107).

Scope of Faculty Activity Reporting

You currently are only responsible for reporting your calendar year 2015 activities—but you may need to review info from previous years as well. You may see that some (but not all) of your older information is already in the system. As a convenience to you, university staff members added pre-2012 faculty info using CVs and annual reports. You may correct any inaccurate information or contact the college if you identify significant errors in the data.

# Table of Contents

## A. Getting Started with DigitalMeasures
1. Accessing DigitalMeasures ................................................................. 1
2. Navigating DigitalMeasures ................................................................. 1
3. Manage Your Activities ..................................................................... 2
4. Working with Records ....................................................................... 3
5. Using the Copy Feature ...................................................................... 4
6. Using the Bottom Toolbar .................................................................. 4
   a. Rapid Reports .................................................................................. 5
   b. PasteBoard ..................................................................................... 6
7. Run Custom Reports .......................................................................... 7
8. Expanding Text Boxes ....................................................................... 8
9. Spell-check Options ........................................................................ 8
10. Entering Start and End Dates ............................................................ 9
10. Saving Your Data ........................................................................... 9

## B. Entering Faculty Activity Data
1. Personal and Contact Information ...................................................... 10
2. Administrative Data: Permanent Data .............................................. 12
3. Administrative Data: Yearly Data ..................................................... 13
5. Administrative Assignments ............................................................ 15
6. Awards and Honors ........................................................................ 15
7. Consulting ....................................................................................... 16
8. Education ......................................................................................... 17
9. External Connections and Partnerships ............................................ 17
10. Faculty Development Activities Attended ....................................... 18
11. Licensures and Certifications ......................................................... 19
12. Media Contributions ....................................................................... 19
13. Professional Memberships ............................................................... 20
14. Workload Information .................................................................... 20
15. Academic Advising ......................................................................... 20
16. Directed Student Learning (e.g., theses, dissertations) ................. 21
17. Non-Credit Instruction Taught .......................................................... 22
18. Scheduled Teaching ..............................................................................................................................23
19. Artistic and Professional Performances and Exhibits.................................................................25
20. Contracts, Fellowships, Grants and Sponsored Research ..........................................................27
21. Intellectual Contributions / Publications ...................................................................................29
22. Intellectual Property (e.g., copyrights, patents) ..................................................................32
23. Presentations .................................................................................................................................33
24. Service: Department / College / University / University System ........................................34
25. Service: Professional / Public Organizations ...........................................................................35

C. Connecting to University Strategic Goals .....................................................................................36
A. Getting Started with DigitalMeasures

1. Accessing DigitalMeasures
   a. To log in to the DigitalMeasures (DM) system, follow the steps below:
   b. Go to https://www.digitalmeasures.com/login/gsu/faculty/.
   c. The link will open the DM log-in page.
   d. Use your campusid and password to log in.

2. Navigating Digital Measures
   When you log in to the DM system, you will see a navigation bar on the left side of the page that provides links to the main DM functions, Manage Your Activities and Run Custom Reports, as well as several other useful links for getting help, submitting questions, and logging out of DM.
3. Manage Your Activities

The Manage Your Activities page, which includes the “Activities Database Main Menu,” appears when you first log in to DM or when selected from the navigation bar. The page is organized as follows:

a. General Information

These pages are used to record information about you, including contact info, demographic data, rank and promotion history, education, awards, professional affiliations, etc.

b. Teaching

These pages are used to record information about your teaching and student direction.
c. Scholarship/Research

These pages are used to record information dealing with your research, creative activity, grants, publications, citations, etc.

![Scholarship/Research](image)

<table>
<thead>
<tr>
<th>Scholarship/Research</th>
</tr>
</thead>
<tbody>
<tr>
<td>Artistic and Professional Performances and Exhibits</td>
</tr>
<tr>
<td>Contracts, Fellowships, Grants and Sponsored Research</td>
</tr>
<tr>
<td>Intellectual Contributions / Publications</td>
</tr>
<tr>
<td>Intellectual Property (e.g., copyrights, patents)</td>
</tr>
<tr>
<td>Presentations</td>
</tr>
</tbody>
</table>


d. Service

These pages are used to record service contributions you have made to your department, college, university, professional organizations, etc.

![Service](image)

<table>
<thead>
<tr>
<th>Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
</tr>
<tr>
<td>College</td>
</tr>
<tr>
<td>University</td>
</tr>
<tr>
<td>University System</td>
</tr>
<tr>
<td>Professional</td>
</tr>
<tr>
<td>Public</td>
</tr>
</tbody>
</table>

4. Working with Records

When you first visit the Manage Your Activities page, please spend a few minutes looking through the pages accessible from it. To access a page, click its name. The resulting page displays records that are stored for that page. There are several possible actions you can take from the resulting pages, although not all of these actions will always be available:

a. To add a new record, click the **ADD A NEW ITEM** button.

b. **NEW FEATURE**: To import publications citations from a BibTeX file, click the **IMPORT ITEMS** button.

c. To edit a record, click the **edit** button.

d. To copy a record, click the **copy** button (see below for more).

e. To delete a record, click the **delete** button.

f. To view a record, click the **view** button.

g. To return to the main menu, click the **RETURN TO MAIN MENU** button.
5. Using the Copy Feature

To save yourself time and effort entering data, it is essential that you learn how to use the Copy feature. Once you have entered an activity in DM, you can use this function to create a similar entry (e.g., the same presentation at a different conference) or an identical one the next year (e.g., speaking at an annual orientation). To use this feature:

a. Click the Copy button next to the item you wish to reuse.

<table>
<thead>
<tr>
<th>Item added to Artistic and Professional Performances and Exhibits</th>
<th>EDIT</th>
<th>COPY</th>
<th>DELETE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master of Fine Arts Exhibition</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>January 2011 - February 2012</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

b. This will open an identical item, which you edit as needed. If you just want to add the same activity from a previous year, then all you need to change is the date.

c. Save the new item when you are done.

d. You will see the new item and the original in the initial page for the section.

Note: If you have an activity, such as committee service, that spans multiple years, you don’t have to create a new entry for each year. You can just enter the start date and leave the end date blank. The activity will appear as ongoing in DM reports.

6. Using the Bottom Toolbar

The toolbar at the bottom of the DM page provides some helpful options to make data entry quicker and easier, the Rapid Reports, PasteBoard, and Hide tabs.

Note: The toolbar may not display in all web browsers. Use Chrome, Firefox, or Internet Explorer if the tools are not accessible from the Bottom Toolbar.
a. **Rapid Reports**

Rapid Reports provides a quick and easy way to run reports on your data stored in the system (see below to run reports using the Run Custom Reports function). Since you can use Rapid Reports from the data entry pages, it allows you to quickly see how the data you enter will be presented in the reports you can run. To use this feature:

i. Click on the **Rapid Reports** tab.

ii. Choose the type of report you would like to create (currently, “GSU Annual Report” and “Vita” are the only options).

iii. Choose a Start Date and an End Date for the report you want to run.

iv. Choose the file format (Microsoft Word, PDF or HTML) you would like for the report.

v. Click the **RUN REPORT** button.
b. PasteBoard

The PasteBoard is a time-saving feature that allows you to copy text from another document, such as a vita in Microsoft Word, and paste it into the PasteBoard. After you have pasted text into the PasteBoard, you can then select text from it, click-and-hold on the text you selected, and drag the text into a field in the system to have it pasted into the field. To use this feature:

i. Click on the PasteBoard tab on the toolbar in the bottom-right corner of DM page.

ii. Copy the content from your original document (either Control c or right click and Copy).

iii. Paste (either Control v or right click and select Paste) the content into the PasteBoard window.

iv. Alternatively, you can drag and drop text into the PasteBoard.

v. Once your data has been put in the PasteBoard window, you can drag and drop it into a data field (or cut-and-paste).

vi. If you navigate to other pages (or hide the Pasteboard window as described below) within DM, the content will stay in the PasteBoard. To clear the content, click the Clear the PasteBoard button on the right side of the PasteBoard window.

c. Hide

The Hide tab displays or hides the Rapid Reports and PasteBoard windows.
7. Run Custom Reports

The Run Custom Reports tool allows you to obtain reports that use specialized formatting and other custom data manipulations. To use Run Custom Reports:

a. Click the Run Custom Reports link in the left navigation bar.

b. Choose the type of report you would like to create (currently, “GSU Annual Report” and “Vita” are the only options).

c. If you see the SELECT REPORT button at right, click the button (it will only appear if there are multiple report types).

d. To see a preview of what type of information will be included in the report and the basic format, click the Details of how this report is built link. (You can also
find details of where to enter data for it to appear in a particular section of the report.)

e. Choose a Start Date and an End Date for the report you want to run.

f. Choose the file format (Microsoft Word, PDF or HTML) you would like for the report.

g. Choose the page size you would like for your report.

h. Click the BUILD REPORT button to run the report.

8. Expanding Text Boxes

You may see a blue arrow next to or under text boxes. Clicking this blue arrow makes the text box next to it larger to give you more space. One expanded, it can be minimized again by clicking the arrow again.

9. Spell-check Options

There is not a spell-check function currently included with DM. However, the Google Chrome browser and the Google Toolbar (http://toolbar.google.com) do have spell-check functionality. These work with all of the websites you use, not just DM, allowing you to use the words you add to your custom dictionary with all sites you visit.
10. Entering Start and End Dates

You must include a start date for most entries to ensure that it populates in the annual report. (You may leave the end date blank for ongoing activities.) If you don’t enter at least a year in most entries, you will see the following pop-up message:

![Pop-up message for start and end dates]

11. Saving Your Data

Make sure to click the SAVE AND RETURN button at the bottom of the page when you are done entering data.

![Screenshot of save option]

*Note: if you select the RETURN (CANCEL) or RETURN TO MAIN MENU button, your information will not be saved.*
B. Entering Faculty Activity Data

The pages below provide a preview of each section of the Activities Database Main Menu, with data-entry guidance where needed.

1. Personal and Contact Information

   This section contains your personal and contact information, including a short bio. Some of this info has been pre-populated by the university, but make corrections as necessary.

   Much of this information may be used to populate the college and department web directories this year.

   ![Personal and Contact Information Form]

   - Prefix: Mr.
   - First Name: John
   - Preferred First Name:
   - Middle Name: C.
   - Last Name: Medlock
   - Suffix:
   - Alternative Name You Publish Under (e.g., an Anglicized name), if any:
   - Name of Endowed Position (if any):
   - E-Mail Address: jmedlock@gwu.edu
   - Building Where Your Office Is Located: General Classroom Building
   - Office Room Number: 710
   - Office Phone: 404-413-5107
   - Department Phone: 404-413-5114
   - Fax: 404-413-5124
   - Personal Website:
   - Date of Birth: September 22, 1945
   - Gender: Male
   - Race/Ethnicity: White
   - U.S. Citizen?: Yes
   - If No or Dual, Other Citizenship Country:
   - Nationality (country of origin):
   - Brief Biography (30 Words or Fewer):

   Photograph: Download "dir_medlock_1.jpg"

   Delete file
This section also provides space for entering teaching interests and research interests.

Foreign Language / Cultural Competencies: This section provides space for entering language competencies and significant international experiences. Select Add another Language/Competency if you need to make multiple entries in this section.

Strategic Goals Section: The Personal and Contact Information section, as well as most other sections in DM, includes prompts to indicate how your areas of expertise or your faculty accomplishments support the university’s strategic goals (see “Connecting to University Strategic Goals” in section E).
2. **Administrative Data: Permanent Data**

This section contains historical info about your faculty position. This data is pre-populated by the university and is not directly editable. If any information in this section is incorrect, please notify the college by sending a message to cas@gsu.edu.
3. **Administrative Data: Yearly Data**

This section includes annual records for college and departmental affiliation(s), current rank, EFT, etc. Some of the data is pre-populated by the university and is not directly editable. If any read-only information in this section is incorrect, please notify the college by sending a message to the Faculty Reporting email account at cas@gsu.edu.

![Yearly Data Section](image)

---

**Administrative Data: Yearly Data**

Note: You do not have access to modify one or more fields on this screen. If changes are needed to any fields you cannot modify, please contact your Digital Measures Administrator, Charles Gilbreath, by clicking here.

### Save and Return

**RETURN TO MAIN MENU**

**Academic Year**

2012-2013

<table>
<thead>
<tr>
<th>College</th>
</tr>
</thead>
<tbody>
<tr>
<td>College of Arts &amp; Sciences</td>
</tr>
<tr>
<td>Department</td>
</tr>
<tr>
<td>Anthropology</td>
</tr>
</tbody>
</table>

**Does this faculty member have a secondary/primary appointment with another (non-GSU) institution?**

**If Yes, with what non-GSU department?**

**If other, what department and institution.**

**If Yes, please provide the name of that Institution.**

**Location of other Institution (City)**

**Location of other institution (State)**

**Location of other institution (Country)**

**Faculty/Staff Rank**

Associate Professor

**Job Title**

**Tenure Status**

Tenure-Track

**Graduate Faculty**

Yes

**On Leave?**

**Full-Time Equivalency**

1%

**Externally Supported Full-Time Equivalency**

**Professional Experience**

**Years Relevant Professional Experience**

**Attained Senior-level?**

**Salary**

**Benefits**

**Other than personal expenditures**
### 4. Academic, Government, Military and Professional Positions

<table>
<thead>
<tr>
<th>Experience Type</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Explanation of “Other”</td>
<td></td>
</tr>
<tr>
<td>Organization / Institution</td>
<td></td>
</tr>
<tr>
<td>City where organization / Institution located</td>
<td></td>
</tr>
<tr>
<td>State where organization / Institution located</td>
<td></td>
</tr>
<tr>
<td>Country where organization / institution located (NOTE: if you have foreign experience, please complete the section in “Personal and Contact Information” that collects interests and expertise.)</td>
<td></td>
</tr>
<tr>
<td>Title/Rank/Position</td>
<td></td>
</tr>
<tr>
<td>Was/Is this your own company?</td>
<td></td>
</tr>
<tr>
<td>Full Time or Part Time</td>
<td></td>
</tr>
<tr>
<td>Description for Professional Positions (30 Words or Fewer)</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Start Date</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>End Date</td>
<td></td>
</tr>
</tbody>
</table>
5. Administrative Assignments

This section is used to indicate substantial administrative roles held at the department, college, or university level. Examples include dean positions, department chair or director, undergraduate or graduate director, center director.

6. Awards and Honors
7. Consulting

Consulting

Consulting Type
Explanation of “Other”
Client/Organization
Location of client / organization (City)
Location of client / organization (State)
Location of client / organization (Country)
Scope of organization/project
Compensated or Pro Bono?
Approx. Number of Hours Spent Per Year
Brief Description (30 Words or Fewer)

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
8. Education

In this section, you can add separate records for your various degrees. *Note: You do not need to upload a transcript in this area unless requested to do so by the college.*

9. External Connections and Partnerships

In this section, you can record your contributions to building official relationships between GSU and external organizations/institutions. Examples include academic exchange program, field trip/study abroad, funding, hosted visiting scholar, recruitment, research/publication agreement, served as visiting scholar, or speaker.
10. Faculty Development Activities Attended

Examples of this type of activity include conference attendance, continuing education programs, faculty internships, self-study programs, seminars, tutorials, workshops, etc.
11. Licensures and Certifications

12. Media Contributions
13. Professional Memberships

14. Workload Information
You may disregard this section.

15. Academic Advising
16. Directed Student Learning (e.g., theses, dissertations)

Examples of this type of activity include clinical supervision, direction of individual/independent study, dissertation/thesis committee chair or member, dissertation reader, exam or program committee member, internship coordinator, jury evaluation of student work, supervision of student presentation, supervision of student recital or performance, supervision of professional scholarly papers, undergraduate honors thesis, etc.

Student List Tool: This section includes a “Student Information” module to list one or more students as part of the record. For example, if you coordinated an internship that involved multiple students, all could be listed here. If you know where the student landed after graduation and what position he or she holds, you can indicate this in the “Institution/Agency” and “Position” fields.
17. Non-Credit Instruction Taught

Examples of this type of activity include certification courses, continuing education courses, guest lectures, management/executive development, review courses, seminars, workshops, etc.

<table>
<thead>
<tr>
<th>Non-Credit Instruction Taught</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Form Image]</td>
</tr>
</tbody>
</table>

**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.
18. Scheduled Teaching

Much of the Scheduled Teaching data is pre-populated by the university and is not directly editable (indicated by the $R$ symbol). *Data will only appear in this section once the university has imported data from the Banner system.* If any information in this section is incorrect, please notify the college by sending a message to the Faculty Reporting email account at cas@gsu.edu.
Scheduled Teaching (continued)

Note: You are not required to upload a syllabus for each course unless requested to do so by the college.
19. Artistic and Professional Performances and Exhibits

Examples of this type of activity include, but are not limited to, art exhibitions or publications, music composition publication or performance, music conducting or performance, creative writing publication, screenwriting, film/video production, etc.

<table>
<thead>
<tr>
<th>Artistic and Professional Performances and Exhibits</th>
<th>RETURN TO MAIN MENU</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type of Work</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Explanation of &quot;Other&quot;</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Work/Exhibit Title</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Name of Performing Group</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Sponsor</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Location (City)</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Location (State)</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Location (Country)</strong></td>
<td></td>
</tr>
</tbody>
</table>

Performers/Exhibitors/Lecturers
Please either select a person from the drop-down list or enter their name in the input fields.

<table>
<thead>
<tr>
<th>People at Georgia State University</th>
<th>First Name</th>
<th>Middle Name/Initial</th>
<th>Last Name</th>
<th>Role</th>
<th>If a student, what is his/her level?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean, A.S. cas</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add another Performer/Exhibitor/Lecturer: 1 [ADD]

- **Was this academic or non-academic?**
- **Scope**
- **Was this peer-reviewed/referred?**
- **Invited or Accepted?**
- **Was this by audition, commission, competition or invitation?**
- **Description (50 Words or Fewer)**
- **Movie or audio file of this item**
- **Start Date**
- **End Date**
**Artistic and Professional Performances and Exhibits (continued)**

Your name will be automatically included as it appears in DigitalMeasures, but blank fields are available if you wish to use an alternate version.

**Collaborator List Tool:** This section includes a “Performer/Exhibitor/Lecturer” tool for creating a list of collaborating faculty or students and for indicating their specific role in the project.

<table>
<thead>
<tr>
<th>Performer/Exhibitor/Lecturer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean, A:S: cass</td>
</tr>
<tr>
<td>Flowers, Timothy R: flowers</td>
</tr>
</tbody>
</table>

The module enables you to select from a list of GSU faculty if the collaborator is a university colleague, or you can enter his or her name role if not. If the collaborator is a student, you can also indicate if a graduate or undergraduate student. Your name is listed by default.

If you select a GSU faculty member from the list, then the record you create will also appear with their DM entries. This could potentially lead to duplicate records for the same activity. Please work with collaborators to ensure that only one record is entered for such cooperative ventures. **The college recommends that the first GSU faculty member listed take responsibility for adding the entry.**
20. Contracts, Fellowships, Grants and Sponsored Research

In this section, you can record external and internal awards of grants, contracts, fellowships, and other types of sponsored projects.

a. For external projects, please include all grants and contracts where a funding decision was made or the proposal was under review during the academic year, including those initiated by another college where you were one of the investigators being funded.

b. For internal awards, please include any project involving funding provided by the college or university, including those for which a course release was received from the college or university, or other support (e.g., travel, equipment) was received from the university.

Contracts, Fellowships, Grants and Sponsored Research

<table>
<thead>
<tr>
<th>Type</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td></td>
</tr>
<tr>
<td>Sponsoring Organization</td>
<td></td>
</tr>
<tr>
<td>Awarding Organization</td>
<td></td>
</tr>
<tr>
<td>Location of organization or activity (City)</td>
<td></td>
</tr>
<tr>
<td>Location of organization or activity (State)</td>
<td></td>
</tr>
<tr>
<td>Location of organization or activity (Country)</td>
<td></td>
</tr>
<tr>
<td>Is Organization a major national/international entity (i.e. NSF, DOE)</td>
<td></td>
</tr>
</tbody>
</table>

Investigators

Please either select a person from the drop-down list or enter their name in the input fields.

<table>
<thead>
<tr>
<th>Investigator</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>People at Georgia State University</td>
<td></td>
</tr>
<tr>
<td>Dean, A.S., cas</td>
<td></td>
</tr>
</tbody>
</table>

Are other institutions/organizations taking part? |  |
If so, name of other institution/organization |  |
Location of other institution/organization (City) |  |
Location of other institution/organization (State) |  |
Location of other institution/organization (Country) |  |
Collaborator List Tool: This section includes an “Investigators” tool for creating a list of collaborating faculty or students and for indicating their specific role in the project.

The module enables you to select from a list of GSU faculty who are in the DM system or enter the names of those not listed. If the collaborator is a student, you can also indicate if a graduate or undergraduate student.

If you select a GSU Faculty member from the list, then the record you create will also appear with their DM entries. This could potentially lead to duplicate records for the same activity. Please work with collaborators to ensure that only one record is entered for such cooperative ventures. The college recommends that the first GSU author listed take responsibility for entering the citation for all collaborating authors.
In this section, you can record your intellectual contributions or publications (broadly defined) and published citations of your work. Examples include, but are not limited to, books, book reviews, book chapters, cited research, edited work, editorial, journal article, abstract, government document, instructional materials, software, translation, website, or working paper.

**New BibTeX Import Option**

For 2014-15, DigitalMeasures has added a tool for importing citations from external databases. To learn more about creating a BibTeX file and using the import feature, visit [http://info.digitalmeasures.com/bibtex.html](http://info.digitalmeasures.com/bibtex.html). You can begin the import process by selecting the **Import Items** tool.

**Add a New Item**

If not importing items, select the **Add a New Item** button and input your publication info.
Add a New Item (cont.)

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
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<td>ISBN/ISSN Number/Case #</td>
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<tr>
<td>Issue Number/Edition</td>
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<td>Page Numbers or Number of Pages</td>
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<td>Web Address</td>
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<td>Editor(s)</td>
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<td>Was this peer-reviewed/refereed?</td>
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<td>Do you have a contract with a publisher for this work?</td>
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Store file: [ ]
Collaborator List Tool: This section includes an “Authors” tool for creating a list of collaborating faculty or students.

The module enables you to select from a list of GSU faculty if the collaborator is a university colleague, or you can enter his or her name if not. If the collaborator is a student, you can also indicate if a graduate or undergraduate student. Your name as listed in DigitalMeasures is included by default, but spaces are provided for alternate versions.

Note: Your name will also be listed by default when you record published citations of your work. The university is working to correct this issue.
22. Intellectual Property (e.g., copyrights, patents)

Collaborator List Tool: This section includes an “Inventors” tool for listing collaborators that functions much like similar modules referenced in the preceding sections.
23. Presentations

Examples include, but are not limited to, presenting a keynote/plenary address, lecture, paper, creative work, or poster; or participating in a panel or symposium.

Collaborator List Tool: This section includes a “Presenter/Author” tool for listing collaborators that functions much like similar modules referenced in the preceding sections.
24. **Service: Department / College / University / University System**

In these sections, which use the same fields, you can record information about committee membership, leadership roles, and other services provided to the department, college, university, or University System of Georgia.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
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<tbody>
<tr>
<td>Committee / Organization Name</td>
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<tr>
<td>Role, Title, or Position</td>
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<tr>
<td>Role Category</td>
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<tr>
<td>Explanation of &quot;Other&quot;</td>
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<tr>
<td>Approx. Number of Hours Spent Per Year</td>
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</tr>
<tr>
<td>Were you elected or appointed?</td>
<td></td>
</tr>
<tr>
<td>Was this compensated or pro bono?</td>
<td></td>
</tr>
<tr>
<td>Responsibilities/Brief Description (30 Words or Fewer)</td>
<td></td>
</tr>
<tr>
<td>Brief Description of Committee's Key Accomplishments</td>
<td></td>
</tr>
</tbody>
</table>

**Reminder:** If you have an activity, such as committee service, that spans multiple years, you don’t have to create a new entry for each year. You can just enter the start date and leave the end date blank. The activity will appear as ongoing in DM reports.
25. Service: Professional / Public Organizations

In these sections, which use the same fields, you can record information about committee membership, leadership roles, and other service provided to your field or to public organizations.

<table>
<thead>
<tr>
<th>Organization/Committee/Club</th>
<th>Role, Title, or Position</th>
<th>Role Category</th>
<th>Location of Organization (City)</th>
<th>Location of Organization (State)</th>
<th>Location of Organization (Country)</th>
<th>Is this position/role in conjunction with an academic conference?</th>
<th>Was this service for a doctoral consortia or similar panel?</th>
<th>This service is with a/an</th>
<th>Approx. Number of Hours Spent Per Year</th>
<th>Were you elected or appointed?</th>
<th>Was this compensated or pro bono?</th>
<th>Audience</th>
<th>Served Ex-Officio?</th>
<th>Responsibilities/Brief Description (30 Words or Fewer)</th>
<th>Brief Description of Committee’s Key Accomplishments</th>
</tr>
</thead>
</table>

Reminder: If you have an activity, such as committee service, that spans multiple years, you don’t have to create a new entry for each year. You can just enter the start date and leave the end date blank. (The start date, at least, is required.) The activity will appear as ongoing in DM reports.
C. Connecting to University Strategic Goals

For most types of faculty activity information that you enter in DM, you will have the opportunity to indicate how your accomplishment may generally relate to the primary strategic goals of Georgia State University, as defined in the 2011-16 Strategic Plan (http://strategic.gsu.edu). At minimum, please select “Yes” or “No” for each item to indicate if the activity contributes substantially to each goal. You may also include additional information in the space provided.