DigitalMeasures System

The Digital Measures system is the university's primary mechanism 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 relatively 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.
- Digital Measures info is also used to populate a publicly accessible faculty info dashboard (visit http://bit.ly/2fTeWPw).

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

- Each department has a reporting coordinator who has can help you use the system (contact list at http://casservice.gsu.edu/files/2017/12/Reporting_Coord.pdf)
- At the request of departments, the Dean's Office will schedule information sessions to help faculty navigate the system.
- Please feel free to send questions or concerns to 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 2017 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. You may correct any inaccurate information or contact the college if you identify significant errors in the data.
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A. Getting Started with DigitalMeasures

1. Accessing DigitalMeasures

   a. To log in to the DigitalMeasures (DM) system, follow the steps below:
   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 a general Help link.
3. Manage Your Activities

The Manage Your Activities page 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.

![General Information](image-url)

b. Teaching

These pages are used to record information about your teaching and student direction.

![Teaching](image-url)
c. Scholarship/Research

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

[Table of Scholarship/Research categories: Artistic and Professional Performances and Exhibits, Contracts, Fellowships, Grants and Sponsored Research, Intellectual Contributions / Publications, Intellectual Property (e.g., copyrights, patents), Presentations, NIH Biographical Sketch]

d. Service

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

[Table of Service categories: Department, College, University, University System, Professional, Public]

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 New Item] button.

b. To import publications citations from a BibTeX file, click the [Import Items] button.

c. Click on an item link to edit a record.

d. To duplicate a record, click the [Duplicate] button (see below for more).

e. To delete a record, click the [ ] button.

f. To save a record, click the [Save] button.

g. To save a record and add another record, click the [Save + Add Another] button.
5. Using the Duplicate Feature

To save yourself time and effort entering data, it is essential that you learn how to use the Duplicate 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. Select the check box next to the item you wish to reuse, and click the Duplicate button.

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 Rapid Reports and PasteBoard options

The Rapid Reports and PasteBoard options in the left menu bar provide some helpful ways to make data entry quicker and easier.
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 link.

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 Web Page) 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 link.

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 added to 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.

vii. You can resize the PasteBoard or move it to another position on the screen as needed.

c. Hide

To hide the PasteBoard window, you can close the window or reselect the PasteBoard link from the left navigation bar.
7. **Run Reports**

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

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

![Run Reports interface](image)

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

![Run Reports interface](image)

c. To see a preview of what type of information will be included in the report and the basic format, click the Download this report’s template link. (You can also find details of where to enter data for it to appear in a particular section of the report.)

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

e. Choose the file format (Microsoft Word, PDF or Web Page) you would like for the report.

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

g. Click the Run Report button at top right to run the report.

8. **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.
9. **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 a pop-up message similar to the following:

![Image of a pop-up message](Image)

10. **Saving Your Data**

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

![Image of a save button](Image)

*Note: if you select the **CANCEL** 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.
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. If you wish to make multiple entries in this section, you can add rows as needed.

**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.

![View Permanent Data](image)
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 (indicated with a icon). 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.

<table>
<thead>
<tr>
<th>Experience Type</th>
<th>Organization / Institution</th>
</tr>
</thead>
<tbody>
<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</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>

| Canc | | Save | Save + Add Another |

12/1/16 | 13
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

<table>
<thead>
<tr>
<th>Consulting Type</th>
<th>Explaination of &quot;Other&quot;</th>
</tr>
</thead>
<tbody>
<tr>
<td>Client/Organization</td>
<td></td>
</tr>
<tr>
<td>Location of client / organization (City)</td>
<td></td>
</tr>
<tr>
<td>Location of client / organization (State)</td>
<td></td>
</tr>
<tr>
<td>Location of client / organization (Country)</td>
<td></td>
</tr>
<tr>
<td>Scope of organization/project</td>
<td></td>
</tr>
<tr>
<td>Compensated or Pro Bono?</td>
<td></td>
</tr>
<tr>
<td>Approx. Number of Hours Spent Per Year</td>
<td></td>
</tr>
<tr>
<td>Brief Description (30 Words or Fewer)</td>
<td></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.

Start Date | | |
End Date | | |
8. Education

In this section, you can edit records for your various degrees. To add a new record, please contact your department reporting coordinator or the college administrator. **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.

![Student Information Module](image)

**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.

![Non-Credit Instruction Taught Module](image)

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 with a 🕒 icon). Data will only appear in this section once the university has imported data from the Banner system (normally in early spring). 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.

After selecting the Scheduled Teaching link, you will see a list of imported courses:
Scheduled Teaching (continued)

After selecting a specific course, you will see the following screen:
Scheduled Teaching (continued)

| Final Number of Students Earning an A  |  |
| Final Number of Students Earning an D  |  |
| Final Number of Students Earning an F  |  |
| Final Number of Students Earning an W  |  |
| Final Number of Students Earning a WF  |  |
| Final Number of Students Earning a Grade not listed above |  |

New course preparation?  
New format for existing course?  

Describe any pedagogical innovations that you introduced into this course (e.g., international issues, computer applications, case analysis, new classroom techniques, etc.)

Describe any new teaching material (e.g., cases, videotapes, audiotapes, course modules, instructor manuals, test banks, or simulations) that you developed and/or implemented

Describe any activities in your course that enhanced student learning and/or student contact with the community (e.g., guest speaker, outside projects, field trips, field projects, etc.)

Syllabus for this course

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.
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.

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.

![Image of edit form for contracts, fellowships, grants and sponsored research]
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 collaborators.
21. Intellectual Contributions / Publications

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.

BibTeX Import Option

DigitalMeasures features 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. 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.)
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. NIH Biographical Sketch

In these sections, you can create or edit your National Institutes of Health Biographical Sketch.

[Image of the Edit NIH Biographical Sketch form]

Relevant Publications
You may identify up to four peer reviewed publications that specifically highlight your experience and qualifications for this project.

1st Publication
- Intellectual Contribution: Please select...

Select the number of publication rows to add: [ ] Add

Contributions to Science
Briefly describe up to five of your most significant contributions to science. For each contribution, indicate the historical background that frames the scientific problem; the central finding(s); the influence of the finding(s) on the progress of science or the application of those finding(s) to health or technology; and your specific role in the described work. For each of these contributions, reference up to four peer-reviewed publications that are relevant to that contribution. The description of each contribution should be no longer than one half page including figures and citations.

1st Contribution
- Contribution

[Additional sections for Relevant Publications and Linked Records]

Include an appendix in the Biographical Sketch report, containing all relevant records to which I have been linked.
25. 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.

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.
26. 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.

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.

![Image of activity selection and brief description fields for strategic goals]