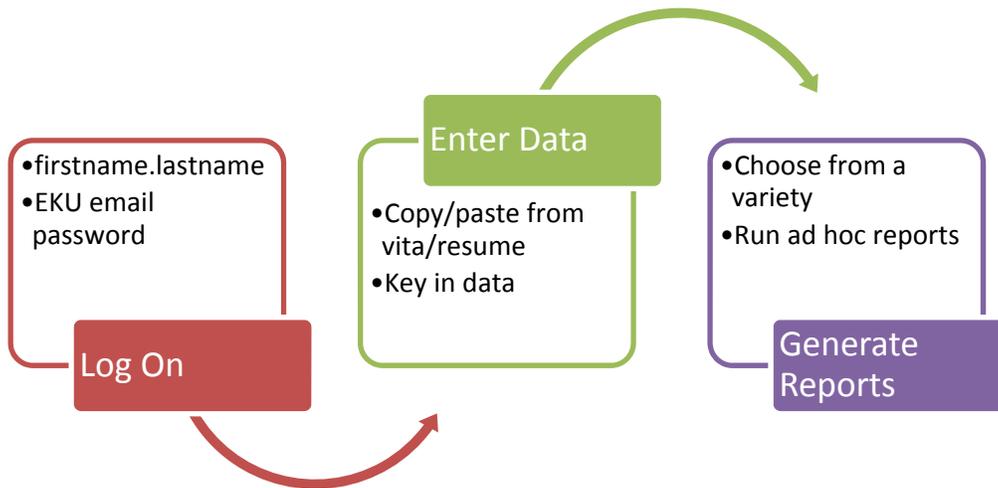


Digital Measures Online Faculty Information System User Guide



Fall 2011

What is Digital Measures?

Digital Measures is a database that stores accurate and up-to-date information about faculty/staff activities. The software allows the University community to obtain information maintained by faculty and staff as it is needed.

How does it benefit me?

Faculty receive numerous requests for information about scholarly activities from internal and external resources. Digital Measures provides a way for faculty to respond to redundant requests. The system is designed to facilitate institutional, college, and departmental reporting to local, state, and federal agencies.

What capabilities does the software offer?

Digital Measures offers the ability to run reports to obtain curriculum vita, annual evaluations, promotion and tenure applications and accreditation reports.

Why is the University using Digital Measures?

Digital Measures will be of great assistance in future reaffirmation processes with our accrediting body (SACS). It will also allow departments and colleges the ability to run vitas, scholarly activities, and service activities for their faculty at any time. Departments and colleges will be establishing reports for their own accrediting bodies, thus negating the process of pulling information together from multiple individuals and sources.

Regional Stewardship and Digital Measures

The definition of Regional Stewardship as defined by the University is included on several activity pages within Digital Measures and identified by a  next to Regional Stewardship. For your reference, the definition is also provided below:

EKU is dedicated to regional service and community engagement. Many faculty activities may qualify as regional stewardship. If your work provides expertise that pertains directly to the challenges faced by communities in our service region or facilitates direct interaction among EKU students/faculty/staff and community organizations within the 22-county EKU service region, it supports our regional stewardship mission. Some examples include:

- Teaching a service-learning course (any discipline)
- Organizing a volunteer activity, such as a cleanup or house build within our service region
- Hosting a campus event open to the community (arts, speakers, concerts)
- Engaging in scholarship directly relating to health, education or economic development in our service region
- Working with educators within the service region to assist with content development/college readiness
- Supervising internships with local businesses or non-profits within our service region
- Hosting/Moderating discussions on issues of significance to the community or service region
- Other collaborations with community partners within the service region, such as consulting work for governments or non-profits or service on boards of directors

If you are unsure as to whether an item is considered regional stewardship, please indicate it as such by selecting yes. The Regional Stewardship Coordinator will contact you should additional information be needed to appropriately classify the activity or initiative. Please note that your departmental and college policies determine the relative weight of all activities in faculty evaluations.

In addition, a definition of Strategic Area is also provided within Digital Measures and identified by a  next to Strategic Area. For your reference, the definition is provided below:

Note that this does not include outreach activities. Outreach is one-way, with the university being the provider either on a gratis basis or with an associated charge. It is distinct from engagement activities that are characterized by partnerships involving mutual definition of a regional need/opportunity, planning to address the need/opportunity, and accountability. Engagement typically involves resources from all partners and is tied to outcomes and metrics for measuring those outcomes.

Strategic Areas include the following:

- Agriculture – activities related to cultivating soil, producing crops, and raising livestock and to ensuring the safety of the food supply.
- Arts, culture, and recreation – activities related to making the visual and performing arts, cultural events, and recreational opportunities available to the general public or other targeted audiences.
- Birth through preschool – activities involving children from birth up through preschool and/or their parents.
- Economic development – activities that support regional economic expansion, build bridges between business and university communities, and provide education and training to support economic competitiveness.
- Environment – activities that focus on natural and physical surroundings affecting the development and survival of living organisms and the nonliving environment. This includes efforts to understand and assess the effects of natural and human activity on the environment, efforts to educate the public and special populations about the environment, and efforts to improve the environment's quality.
- Health care – activities that relate to maintaining, monitoring, improving, and restoring mental and/or physical health. This category also includes activities aimed at preventing mental and physical illnesses, increasing access to health care services, and improving the quality of care. These activities may target individuals, communities, specific populations, and organizations (such as school-based health centers or workplace wellness programs).
- K-12 – activities that enhance Kindergarten through 12th grade (K-12) education through in-service programs for teachers; build partnerships between the university and K-12 schools; support summer enrichment programs for youth; supplement classroom pedagogy through faculty/staff presentations to K-12 classes and participation in academic fairs and competitions; and build in the minds of elementary and middle school students a commitment to attend postsecondary education.
- Public safety – activities related to the prevention and protection of the general public from natural disaster, accidents, crime, and terrorism.
- Science and technology – activities that generate, disseminate, or apply knowledge about the natural world.
- Social services – activities that target disadvantaged, special needs, and at-risk populations with the aim of improving overall quality of life, securing basic necessities, offering social support, and providing meaningful opportunities to become self-sufficient and productive citizens.

Digital Measures Instructional Video

The demonstration video located on the Digital Measures front page for ECU is an informational video about the software, however it is not specific to ECU or the University's customized links.

Getting Started

As you begin working with Digital Measures, there are a few important things for you to keep in mind:

1. There is no spell check feature in Digital Measures. Thus, data keyed or pasted into the system should be checked for spelling errors.
2. Do not key or paste titles into the Digital Measures fields with quotation marks around them. Such items will be appropriately formatted by the system. If you include quotes, you are likely to find that the reports will also provide them, leading to double quotes.
3. Punctuation will be supplied by the system depending on the needs of any given report.

Logging In

You have four options to login to the Digital Measures software. The first is to log into your ECU Direct Account, click on the Faculty Services tab, then locate the Digital Measures link (listed last on the page). Another way to access Digital Measures is to login in to your college's homepage and click on the Digital Measures link (information provided below). Digital Measures is also listed in the A-Z listing from ECU's homepage. Finally, you may login to Digital Measures by going directly to the following website: <https://www.digitalmeasures.com/login/eku/faculty>.

1. College of Arts & Sciences: <http://www.cas.eku.edu/> - TBD
2. College of Business & Technology: <http://www.cbt.eku.edu/resources.php> Click on the Digital Measures link.
3. College of Education: <http://coe.eku.edu/newcoeweb/> Click on the Digital Measures link under the Dean's Welcome video.
4. College of Health Sciences: http://www.health.eku.edu/faculty_staff/ Click on the Digital Measures link.
5. College of Justice & Safety: <http://www.justice.eku.edu/facultyStaff/> Click on the Faculty & Staff Only: Access Digital Measures link.

Enter firstname.lastname as the email and your email password. This password changes each time you change your ECU email password and there is no additional password required for Digital Measures. Click on the LOGIN button.



The image shows a login interface for Eastern Kentucky University. On the left is the ECU logo with the text 'Eastern Kentucky University'. On the right, the text 'Please Login' is displayed above two input fields. The first field is labeled 'Email' and has a placeholder '@eku.edu'. The second field is labeled 'Password'. Below these fields is a button labeled 'LOGIN'.

NOTE: If you have never used Digital Measures and are unable to login, please contact rhonda.goode@eku.edu to request to be added to the system.

Main Menu

Once you login, you will see the following page:

Activities Database - University Main Menu

General Information

- [Personal and Contact Information](#)
- [Administrative Data - Permanent Data | Yearly Data](#)
- [Academic, Military, and Professional Employment](#)
- [Awards and Honors](#)
- [Education - Completed](#)
- [Education - Additional Graduate Education](#)
- [Education - Work Toward Additional Degree](#)
- [Faculty Development Participation](#)
- [Certifications, Endorsements or Licensures](#)
- [Professional Memberships](#)
- [Sabbaticals](#)

Teaching

- [Directed Student Learning](#)
- [Non-Credit Instruction Taught](#)
- [Scheduled Teaching](#)
- [Courses Taught at Other Institutions](#)

Scholarship/Research

- [Contracts, Grants and Sponsored Research](#)
- [Intellectual Property](#)
- [Presentations](#)
- [Publications/Intellectual Contributions](#)
- [Research Interests](#)

Service

- [Academic Advising](#)
- [General Service](#)

Evaluations and Other

- [Narrative for Annual Faculty Evaluation](#)
- [Narrative for Promotion and Tenure](#)

The list shown above displays the categories that Digital Measures uses to organize faculty activity data. When you click on an item in the list, you arrive at a data entry screen. Within each screen, you must transfer all appropriate data from your vita into the proper field within Digital Measures.

Yearly Data [RETURN TO MAIN MENU](#)

Academic Year

Professional Staff

College

Secondary College

Department/Unit

Department/Unit	Discipline
<input type="text"/>	<input type="text"/>

Add another Department/Unit: 1

Faculty Rank

Faculty Position Title (e.g., chair, dean)

Faculty Honor

Full or Part Time

Tenure Status

Full-Time Equivalency (College of Business & Technology use only) %

Yearly data consists of read only information such as department, college, rank, etc. All other screens in Digital Measures are a work in progress just as a vita is continually updated.

Within each data entry screen you will need to enter each item separately. For example, as shown in the image below, when you click on *Academic, Military and Professional Employment*, you will see a screen with an **ADD A NEW ITEM** button. Select this button to enter each of your experiences.

Activities Database - University

Academic, Military, and Professional Employment **RETURN TO MAIN MENU**

Click below to ADD a new item to Academic, Military, and Professional Employment:

ADD A NEW ITEM

When you have completed entering data on any screen, select either **SAVE AND RETURN** (this will save the entry you have completed and then return you to the previous screen) or **SAVE AND ADD ANOTHER** (this will save the entry you have completed and take you to a new blank page to add another entry of the same type).

Start Date ,

End Date ,

SAVE AND RETURN **SAVE AND ADD ANOTHER** **RETURN (CANCEL)**

Click to save and return to the previous screen.

Click to save and create a new entry of the same type.

Click to return to previous screen without saving entry.

Using the Pasteboard and Data Entry

Digital Measures has a feature called the **PasteBoard**. This feature allows you to copy text from another document into your web browser. You can drag and drop the text into the proper field on the screen, or you can copy/paste. To access the **PasteBoard**, click on the **PasteBoard** tab located in the bottom right hand corner of the web browser screen. Click the **Hide** tab to close it.

Rapid Reports **PasteBoard** Hide

Copy-and-paste content from other sources into the PasteBoard, then drag-and-drop or copy-and-paste text into the fields above.

CLEAR THE PASTEBOARD
[What is the PasteBoard?](#)

In the example below, simply highlight the text you want to move (e.g., an article title), then use your mouse to drag and drop or copy/paste the text into the *Title of Contribution* field. Do not copy the quotes or punctuation.

The screenshot shows the 'Publications/Intellectual Contributions' form. The left sidebar contains navigation links: Users and Security, Work Requests, Resource Center, Contact Our Helpdesk, Submit Your Feedback, Privacy Statement, Change Your Password, and Logoff. The main form area has buttons for 'RETURN TO MAIN MENU', 'SAVE AND RETURN', 'SAVE AND ADD ANOTHER', and 'RETURN (CANCEL)'. The form fields are: Contribution Type (Instructor's Manual), Explanation of "Other" (for Local CPA Firms), Ranking (dropdown), Classification (Contributions to Practice (Applied/Integration)), Current Status (Published), and Title of Contribution (Quality Control Policy Manual and Accounting and Auditing Manual). A callout box points to the Title of Contribution field with the text: 'Drag and drop or copy/paste title here without quotes.' Below the form, the PasteBoard is visible, showing the title 'Quality Control Policy Manual and Accounting and Auditing Manual' highlighted and moved from the PasteBoard. The PasteBoard also contains instructions: 'Copy-and-paste content from other sources into the PasteBoard, then drag-and-drop or copy-and-paste text into the fields above.' and a 'CLEAR THE PASTEBOARD' button.

The pasteboard feature is very useful and can save data entry time. We recommend spell checking your data in the word processing program used to create your original vita to ensure accuracy.

As you navigate through Digital Measures, you may find that some data has already been entered. This data was imported from Banner. It is important to review your information and edit it as needed to ensure it is accurate. If this information is in a *Read Only* field, please contact rhonda.goode@eku.edu so that it can be corrected.

Once you have completed your data entry session, please remember to logoff the system. You can return as often as you like to enter and update information.

Data Fields and Options

This section describes the options available to you within each of the major Digital Measures categories.

Education Screen

We will use this screen as an example of what a screen looks like when you open it. The data entry screen for this category is displayed below. The fields that are most important to include are indicated. Keep in mind that each college has its own custom screens. Each college has 3 screens related to education:

- *Education – Completed* – All completed education goes here
- *Education – Additional Graduate Education (Not Degree-Related)*
- *Education – Work Toward Additional Degree* – working on an advanced degree (Masters or PhD)

You may, of course, enter data into all of the individual fields. But at a minimum, you should include these:

Activities Database - University

Education - Completed

Degree	<input type="text"/> ▼	← Select the degree type from the drop down menu.
Explanation of "Other"	<input type="text"/>	
Institution	<input type="text"/>	← Complete the name of the institution where the degree was earned.
Major	<input type="text"/>	
Emphasis/Concentration	<input type="text"/>	
Supporting Areas of Emphasis	<input type="text"/>	
Dissertation Title	<input type="text"/>	
Capstone Title	<input type="text"/>	
Terminal Degree?	<input type="text"/> ▼	← Indicate whether this is a terminal degree.
Highest Degree You Have Earned?	<input type="text"/> ▼	
Year Completed	<input type="text"/>	← Indicate the year in which the degree was earned.

Additional Categories

Digital Measures gives you the opportunity to record additional information beyond what has been described in this user guide. If you answer yes to either or both of the following questions, the data should be entered:

1. Is this information important to include on your printed vita?
2. Is this information necessary for any ECU reports (e.g., SACS, accrediting bodies, departmental annual reports, faculty self-evaluation, promotion and tenure)?

Additional data categories include the following:

Administrative Assignments
 Certifications, Endorsements, or Licensures
 Directed Student Learning
 Faculty Development Activities Attended
 General Service

Non-Credit Instruction Taught
 Presentations
 Professional Memberships
 Publications
 Research Currently in Progress

You will only be able to enter certain information in the *Scheduled Teaching* category. Most of this data will be imported from Banner. Necessary information to complete for reporting purposes includes:

New course preparation? ▼

New format for existing course? ▼

Extended campus ▼

Course by special arrangement ▼

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.) ▼ ↓

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 business community (e.g., guest speaker, SBDC, SBI, or outside projects, field trips, field projects, etc.) ▼ ↓

Syllabus for this course (add additional documentation, if applicable)

File
Syllabus for this course Store file

The course syllabus can be stored by clicking this link.

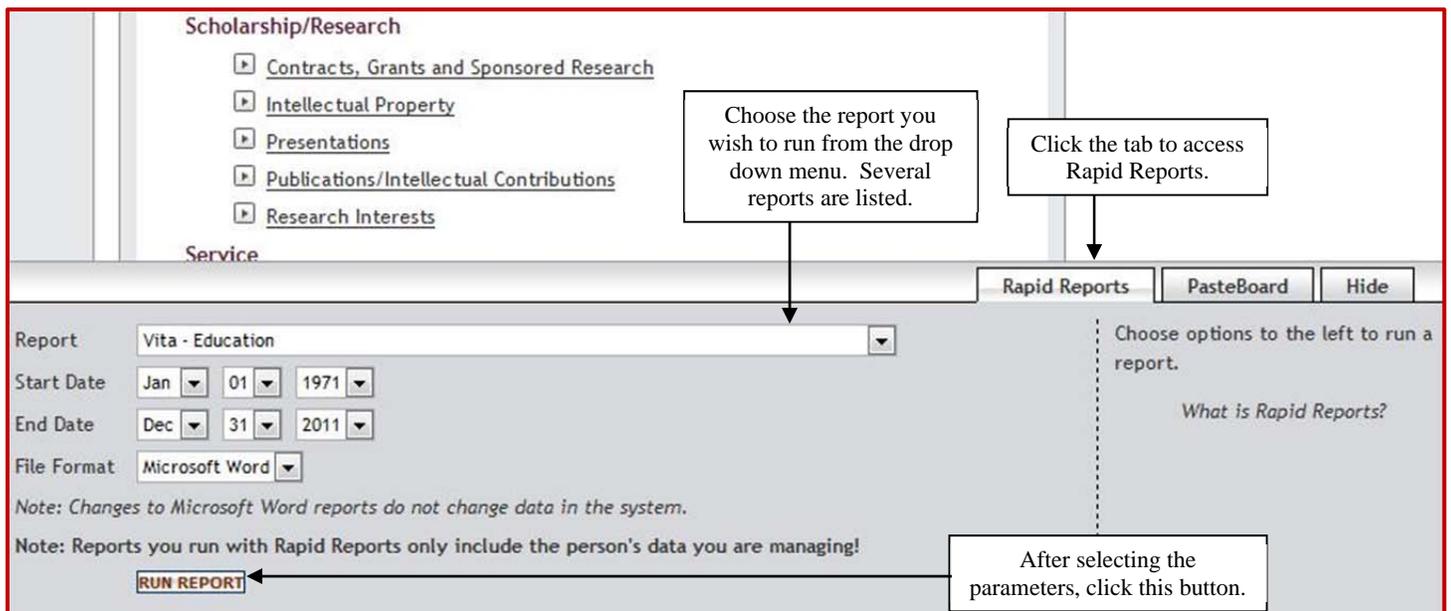
Generating Reports

Printing Your Vita

Once you have entered your information, you can review it easily by generating a report. The following steps will take you through the process of creating a report.

- Log in to Digital Measures
- Select the **Rapid Reports** tab (bottom of any data entry screen)
- Select the parameters
- Click **RUN REPORT**

Note: The start date should be the earliest date listed on your vita (e.g., first degree earned).



Digital Measures Usage Guidelines

Faculty are EKU's most important human resource, and it is imperative that the University obtain and maintain accurate and timely information about their professional activities. Digital Measures will complement existing information and management systems, all of which support EKU's institutional planning, core values and institutional priorities.

EKU is committed to quality decision-making based on accurate information. Modern database technologies can support collecting, storing and disseminating accurate and up-to-date information. Accurate information about faculty professional achievement and experience is essential in several initiatives (e.g., obtaining accreditation, identifying opportunities for scholarly collaboration, and periodic reports of faculty scholarly work).

Information in Digital Measures will be shared only for authorized purposes. Authorized purposes may include:

1. Identifying and categorizing scholarly interests as a basis for creating research teams and addressing funding opportunities;
2. Preparing reports for accreditation, departments, colleges and the University;
3. Aggregating data for institutional Key Performance Indicators (KPIs);
4. Allowing faculty to create resume/vita or other summary documents for personal or professional use;
5. Annual updating of University materials.

System Ownership

Ongoing development, maintenance and oversight of appropriate use of Digital Measures will be the responsibility of the Provost and Office of Academic Affairs. The accuracy of information entered in Digital Measures is the responsibility of the individual faculty member. Periodic reminders will be given to update information, particularly prior to significant reporting activities such as regional or institutional accreditations. However, since departments, colleges, and the University can submit reports at any time, faculty are encouraged to keep information up-to-date and accurate.

Annual Deadlines for Data Entry

January 15: Faculty must have updated their vita for the summer and fall semesters for routine data requests from Digital Measures (this information will be utilized for merit pay)

June 15: Faculty must have updated their vita for the spring semester for routine data requests from Digital Measures

September 1: Faculty must copy forward their annual data for the new academic year

September 1: Faculty scheduled for Promotion & Tenure must have all materials loaded in Digital Measures for printing of applications by the faculty member

In addition to the above deadlines, faculty scheduled for their 1st, 3rd, 4th, and 5th year must have all materials loaded in Digital Measures.

Dates for Data to be Loaded from Banner by Screen in Digital Measures

(dates are approximate and based on business days and acceptance of official data by CPE)

Fall

September 15: Scheduled Teaching (Teaching Schedule)*

November 1: Academic Advising (Number of Students Assigned)+

January 15: Scheduled Teaching (Final Course Grades)^

Spring

February 15: Scheduled Teaching (Teaching Schedule)*

April 1: Academic Advising (Number of Students Assigned)+

June 15: Scheduled Teaching (Final Course Grades)^

Summer

June 15: Scheduled Teaching (Teaching Schedule)*

August 1: Academic Advising (Number of Students Assigned)+

August 15: Scheduled Teaching (Final Course Grades)^

* Course syllabi can be added once teaching schedule has been loaded.

+ The total number of students assigned to an advisor in Digital Measures is based on the official enrollment count submitted to CPE each term. This number differs from the advising roster you access through EKU Direct which includes all active students whether or not they are registered in classes at the university.

^ Final course grades are loaded based on the official enrollment count submitted to CPE each term.

Contact Information for Assistance

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