

Digital Measures' ActivityInsight Screen-by-Screen Guide

How to Enter Data and Create your Standard CV and
Professional Staff Evaluation

The Purpose of this Guide



- This guide walks you through every screen in Digital Measures highlighting the fields you need to be sure you complete.

How does Digital Measures Work?



- Digital Measures is a customizable database program that stores pieces of information (like author, title, journal, date) in separate fields and reassembles them – adding appropriate punctuation and formatting – into reports.
- A standard “Vita” and “Professional Staff Evaluation” are two examples of the kinds of reports that Digital Measures is able to produce.
- Once your information is entered, various reports can be created without you having to re-enter any information or reorganize or re-type anything.

- Contact Our Helpdesk
- Submit Your Feedback
- Privacy Statement
- Change Your Password
- Logoff

Watch a [video](#) or download a [guide](#) on how to manage your activities.
Note that you are requested to enter at least the last **five** years of your information.

Activities Database Main Menu

General Information

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- [Administrative Data - Permanent Data | Yearly Data](#)
- [Academic, Government, Military and Professional Positions](#)
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This is an overview of the data entry screen in Digital Measures. The pieces of information in these screen are used to populate reports.

Review this short 7 minute video when you first start to enter your information and again as needed for a refresher.



Manage Your Activities Thursday, December 8, 2011

Welcome, John Doe.

Watch a [video](#) or download a [guide](#) on how to manage your activities.
Note that you are requested to enter at least the last **five** years of your information.

Run Custom Reports

- Contact Our Helpdesk
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Activities Database Main Menu

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“Manage Your Activities” is used to enter your General Information, Teaching, Scholarship/Research, and Service.

“Run Custom Reports” is used by faculty to run their Vita and their Professional Staff Evaluation.

Manage Your Activities

Run Custom Reports

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Teaching

- Academic Advising
- Directed Student Learning
- Non-Credit Instruction Taught
- Scheduled Teaching

Scholarship/Research

- Contracts, Grants and Sponsored Research
- Intellectual Contributions
- Intellectual Property
- Presentations
- Research Currently in Progress

Service

- Department
- College
- University
- Miscellaneous Activities
- Professional
- Public

When you select “Run Custom Reports”, the below task box opens to allow you to select the report to run and the date range to use. If you are submitting your annual PSE, be sure to select the correct date range (i.e. Jan 01, 2001 – Dec 31, 2011 for your 2011 PSE submitted in January of 2012).

The report can then be saved as a Word document and changes can be made.

Black Hills State University

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Welcome, John Doe. Wednesday, December 7, 2011

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

Run a Report

- Select the report to run.
Vita [Details of how this report is built...](#)
- Select the date range to use. [More Information >>](#)
Start Date: Jan 01 2011
End Date: Dec 31 2011
- Select the file format. [More Information >>](#)
Microsoft Word
Note: Changes to Microsoft Word reports do not change data in the system.
- Select the page size. [More Information >>](#)
Letter

BUILD REPORT

The critical importance of dates...

Every screen has begin and end date fields. Dates are how Digital Measures determines what to include and exclude in reports.

How dates work:

Start date and end date entered

- Begin and end dates will appear in reports

Start Date entered but no end date

- DM assumes that the activity is ongoing and will insert “to present” in reports.

End date entered but no start date

- DM assumes that the activity began and ended on one date

The Critical Importance of Dates



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In this Vita report for John Doe, information that had a start and/or end date between Jan 1, 2011 and Dec 31, 2011 will be included in the report.

Manage Your Activities

- Run Custom Reports
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Run a Report

- Select the report to run.
Vita
- Select the date range to use. [More Information >>](#)
Start Date: Jan 01 2011
End Date: Dec 31 2011
- Select the file format. [More Information >>](#)
Microsoft Word
Note: Changes to Microsoft Word reports do not change data in the system.
- Select the page size. [More Information >>](#)
Letter

BUILD REPORT

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Activities Database

Personal and Contact Information

[RETURN TO MAIN MENU](#)

[SAVE AND RETURN](#)

[RETURN \(CANCEL\)](#)

Prefix

First Name

Preferred First Name

Middle Name

Last Name

Suffix

Alternative Name You Publish Under (e.g., an anglicized name), if any

Name of Endowed Position (if any)

E-Mail Address

Building Where Your Office is Located

Office Room Number

Office Phone - -

Department Phone - -

Fax - -

Personal Website

Date of Birth / /

Gender

Ethnicity

U.S. Citizen or Permanent Resident?

Brief Biography (30 Words or Less)

Teaching Interest(s)

Research Interest(s)

Photograph [Store file](#)

[SAVE AND RETURN](#)

[RETURN \(CANCEL\)](#)

Currently, the First Name, Middle Name, Last Name, Office Phone and E-Mail Address fields are used to populate information in reports.

Other fields are optional, but may be used at a later date.

Manage Your Activities

Run Custom Reports

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Welcome, John Doe.

Wednesday, December 7, 2011

Activities Database

Permanent Data

[RETURN TO MAIN MENU](#)

[SAVE AND RETURN](#)

[RETURN \(CANCEL\)](#)

Starting Rank

Start Date at Black Hills State University ,

Date Attained Rank of Assistant Professor ,

Date Attained Rank of Associate Professor ,

Date Attained Rank of Full Professor ,

Tenure Decision Year ,

If currently a Ph.D student, date of most recently completed graduate comprehensive examination ,

Separation Date ,

[SAVE AND RETURN](#)

[RETURN \(CANCEL\)](#)

These fields are used to record “milestone” events and used in the Professional Staff Evaluation report.

Run Custom Reports

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Activities Database

Yearly Data

[RETURN TO MAIN MENU](#)

[SAVE AND RETURN](#) [SAVE AND ADD ANOTHER](#) [RETURN \(CANCEL\)](#)

Academic Year

Department

Add another Department:

Primary Teaching Assignment

Faculty/Staff Rank

Tenure Status

Graduate Faculty

On Leave?

Full-Time Equivalency %

Externally Supported Full-Time Equivalency %

Salary \$

Benefits \$

Other than personal expenditures \$

- AACSB: Normal Professional Responsibility (check all that apply)
- Administration
 - Graduate Teaching
 - Non-Credit Teaching
 - Research
 - Service
 - Undergraduate and Graduate Teaching
 - Undergraduate Teaching

AACSB: Percent of Time Dedicated to the School's Mission %

AACSB: Qualification

AACSB: Sufficiency

AACSB: Teaching Classification

AACSB: Does this faculty member have a joint appointment with another department or with another institution?

[SAVE AND RETURN](#) [SAVE AND ADD ANOTHER](#) [RETURN \(CANCEL\)](#)



Complete this screen when you start. You must complete the department field in order for your information to be included in departmental information. The screen will “roll over” from year to year, so you only need to update it when something changes, like Rank, Tenure Status or Leave Status. The School of Business uses the AACSB fields. Other faculty can ignore those fields.

▶ Manage Your Activities

Run Custom Reports

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Welcome, John Doe.

Wednesday, December 7, 2011

Activities Database

Academic, Government, Military and Professional Positions

[RETURN TO MAIN MENU](#)

[SAVE AND RETURN](#)

[SAVE AND ADD ANOTHER](#)

[RETURN \(CANCEL\)](#)

Experience Type

Organization

Title/Rank/Position

Was/is this your own company?

Description for Professional Positions (30
Words or Less)

Start Date

End Date

[SAVE AND RETURN](#)

[SAVE AND ADD ANOTHER](#)

[RETURN \(CANCEL\)](#)

Enter information about “current” and “previous positions. Data entered in this screen will appear in the Vita and the Professional Staff Evaluation.

Manage Your Activities

Run Custom Reports

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Welcome, John Doe.

Wednesday, December 7, 2011

Activities Database

Administrative Assignments

[RETURN TO MAIN MENU](#)

[SAVE AND RETURN](#)

[SAVE AND ADD ANOTHER](#)

[RETURN \(CANCEL\)](#)

Position/Role

Scope

Approx. Number of Hours Spent Per Year

Responsibilities/Brief Description (30
Words or Less)

Start Date

End Date

[SAVE AND RETURN](#)

[SAVE AND ADD ANOTHER](#)

[RETURN \(CANCEL\)](#)

Digital Measures assumes that your primary role and duties are as a faculty member. This screen is where you enter part-time formal administrative assignments (such as dean, director, and chair) usually at the departmental or college level.

Do not put committee service here. That goes under one of the service categories.



Manage Your Activities

Run Custom Reports

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Welcome, John Doe.

Wednesday, December 7, 2011

Activities Database

Awards and Honors

[RETURN TO MAIN MENU](#)

[SAVE AND RETURN](#) [SAVE AND ADD ANOTHER](#) [RETURN \(CANCEL\)](#)

Award or Honor Name

Organization/Sponsor

Purpose

Scope

Description/Explanation (30 Words or Less)

Date Received ,

[SAVE AND RETURN](#) [SAVE AND ADD ANOTHER](#) [RETURN \(CANCEL\)](#)

Complete these fields including the Purpose and Scope fields, because the reports use those fields to classify the types of awards and honors.

► Manage Your Activities

Run Custom Reports

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Welcome, John Doe.

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Activities Database

Consulting

[RETURN TO MAIN MENU](#)

[SAVE AND RETURN](#)

[SAVE AND ADD ANOTHER](#)

[RETURN \(CANCEL\)](#)

Consulting Type

Explanation of "Other"

Client/Organization

Location

Compensated or Pro Bono?

Approx. Number of Hours Spent Per Year

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

[SAVE AND RETURN](#)

[SAVE AND ADD ANOTHER](#)

[RETURN \(CANCEL\)](#)

Complete this screen if you have participated in a consulting activity.

Education Screen

Black Hills State University POWERED BY **DigitalMeasures**

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Activities Database

Education [RETURN TO MAIN MENU](#)

[SAVE AND RETURN](#) [SAVE AND ADD ANOTHER](#) [RETURN \(CANCEL\)](#)

Degree

Explanation of "Other"

Institution

Location of Institution

Emphasis/Major

Supporting Areas of Emphasis

Dissertation/Thesis Title

Honor/Distinction

Highest Degree You Have Earned?

Year Completed

[SAVE AND RETURN](#) [SAVE AND ADD ANOTHER](#) [RETURN \(CANCEL\)](#)

Enter all of your higher education degrees with Institution, Emphasis/Major, and Year Completed.



- ▶ Manage Your Activities
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Activities Database

External Connections and Partnerships [RETURN TO MAIN MENU](#)

[SAVE AND RETURN](#) [SAVE AND ADD ANOTHER](#) [RETURN \(CANCEL\)](#)

Type

Organization

City

State

Contact Information

Description

Date ,

[SAVE AND RETURN](#) [SAVE AND ADD ANOTHER](#) [RETURN \(CANCEL\)](#)

This information is not currently used in reports but may be used to document such things as speaking events, and field trips to an external organization.



Manage Your Activities

Run Custom Reports

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Welcome, John Doe.

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Activities Database

Faculty Development Activities Attended

[RETURN TO MAIN MENU](#)

[SAVE AND RETURN](#)

[SAVE AND ADD ANOTHER](#)

[RETURN \(CANCEL\)](#)

Activity Type

Explanation of "Other"

Title

Sponsoring Organization

City

State

Country

Number of Credit Hours

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

[SAVE AND RETURN](#)

[SAVE AND ADD ANOTHER](#)

[RETURN \(CANCEL\)](#)

Enter these activities:
conferences attended,
continuing education programs,
faculty internship validating
experiences, faculty fellowships,
seminars, tutorials, and
workshops. Dates are important.



▶ Manage Your Activities

Run Custom Reports

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Welcome, John Doe.

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Activities Database

Licensures and Certifications

[RETURN TO MAIN MENU](#)

[SAVE AND RETURN](#)

[SAVE AND ADD ANOTHER](#)

[RETURN \(CANCEL\)](#)

Title of Licensure/Certification

Sponsoring Organization

Scope

Description

Date Obtained

 ,

Expiration Date

 ,

[SAVE AND RETURN](#)

[SAVE AND ADD ANOTHER](#)

[RETURN \(CANCEL\)](#)

Enter any licenses or certifications completed.

Manage Your Activities

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Welcome, John Doe.

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Activities Database

Media Contributions

RETURN TO MAIN MENU

SAVE AND RETURN

SAVE AND ADD ANOTHER

RETURN (CANCEL)

Media Type

Media Name

Description

Date

 ,

SAVE AND RETURN

SAVE AND ADD ANOTHER

RETURN (CANCEL)

List only those contributions that involved your professional expertise.



Manage Your Activities

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Activities Database

Professional Memberships

[RETURN TO MAIN MENU](#)

[SAVE AND RETURN](#)

[SAVE AND ADD ANOTHER](#)

[RETURN \(CANCEL\)](#)

Name of Organization

Abbreviation of Organization

Leadership Position Held

Scope of Organization

Description of the Organization

Note: 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

 ,

[SAVE AND RETURN](#)

[SAVE AND ADD ANOTHER](#)

[RETURN \(CANCEL\)](#)

List any professional memberships that you hold.



Manage Your Activities

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Activities Database

Workload Information

RETURN TO MAIN MENU

SAVE AND RETURN

SAVE AND ADD ANOTHER

RETURN (CANCEL)

Academic Year ▼

Teaching Workload Percentage %

Research Workload Percentage %

Service Workload Percentage %

Administrative Workload Percentage %

SAVE AND RETURN

SAVE AND ADD ANOTHER

RETURN (CANCEL)

Enter your workload percentages consistent with BHSU's policies. For the PSE which includes the calendar year, you will need to have the past two academic years completed.

Manage Your Activities

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Welcome, John Doe.

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Activities Database

Academic Advising

RETURN TO MAIN MENU

SAVE AND RETURN

SAVE AND ADD ANOTHER

RETURN (CANCEL)

Academic Year

Number of Undergraduate Students Advised

Number of Graduate Students Advised

Approx. Number of Hours Spent for the Year

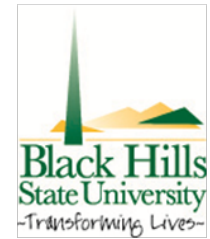
Description of Advising Activities

SAVE AND RETURN

SAVE AND ADD ANOTHER

RETURN (CANCEL)

List the number of students advised and any descriptions of advising activities that you wish to include in your Professional Staff Evaluation.



Manage Your Activities

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Welcome, John Doe.

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Activities Database

Directed Student Learning

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[SAVE AND RETURN](#)

[SAVE AND ADD ANOTHER](#)

[RETURN \(CANCEL\)](#)

Involvement Type

Explanation of "Other"

Student Information

Student Name

Student First Name	Student Last Name
<input type="text"/>	<input type="text"/>

Add another Student Name: [ADD](#)

Student's Home Department

Course Prefix and Course Number

Number of Credit Hours

Title of Student's Work

Stage of Completion

Comments

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

Date Started ,

Date Completed ,

[SAVE AND RETURN](#)

[SAVE AND ADD ANOTHER](#)

[RETURN \(CANCEL\)](#)

Enter independent studies, internship advising, supervised research, and masters thesis committee chairs or members in this screen. Use this for teaching duties with credits awarded to the student.

▶ Manage Your Activities

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Welcome, John Doe.

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Activities Database

Non-Credit Instruction Taught

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[SAVE AND RETURN](#)

[SAVE AND ADD ANOTHER](#)

[RETURN \(CANCEL\)](#)

Instruction Type	<input type="text"/>
Explanation of "Other"	<input type="text"/>
Audience	<input type="text"/>
Sponsoring Organization	<input type="text"/>
Number of Participants	<input type="text"/>
Academic or Professional?	<input type="text"/>
Description	<input type="text"/>

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	<input type="text"/>	<input type="text"/>	,	<input type="text"/>
End Date	<input type="text"/>	<input type="text"/>	,	<input type="text"/>

[SAVE AND RETURN](#)

[SAVE AND ADD ANOTHER](#)

[RETURN \(CANCEL\)](#)

Enter non-credit teaching including certificates, continuing education, guest lectures, and workshops.

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Activities Database

Scheduled Teaching

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Term and Year

Course Name

Course Prefix and Course Number

Section Number

Official Enrollment Number

Number of Credit Hours

Lower Division or Upper Division

Course Level

Delivery Mode

Primary Classroom Location

Final Number of Students Earning an A

Final Number of Students Earning a B

Final Number of Students Earning a C

Final Number of Students Earning a D

Final Number of Students Earning an F

Mean Course Evaluation Score

New course preparation?

New format for existing course?

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 [Store file](#)

[SAVE AND RETURN](#) [SAVE AND ADD ANOTHER](#) [RETURN \(CANCEL\)](#)

Enter all the sections you taught in the spring, summer, and fall.

If you taught a 500/501 video conference class, enter the section as 500 but include all of the students in the 500+ cross-listed sections.

If you taught an online 601/611 class, enter the section as 601, but again include all the students in the 600+ cross-listed sections. Use the text boxes to enter new innovations, new teaching materials, and new activities which enhanced student learning. This information will then appear in your Professional Staff Evaluation.



Manage Your Activities

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Contracts, Grants and Sponsored Research

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Contract/Grant/Research Type

Contract/Grant/Research Title

Sponsoring Organization

Awarding Organization Is

Investigators

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

Investigator					
People at Black Hills State University	First Name	Middle Name/Initial	Last Name	Role	If a student, what is his/her level?
Doe, John:	eliseak			<input type="text"/>	<input type="text"/>

Add another Investigator: [ADD](#)

Amount \$

Abstract

Current Status

Expected Date of Submission for Funding

Date Submitted for Funding

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 of Funding

End Date of Funding

[SAVE AND RETURN](#) [SAVE AND ADD ANOTHER](#) [RETURN \(CANCEL\)](#)

Enter grants, contracts, and sponsored research.

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Activities Database

Intellectual Contributions

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Contribution Type

Explanation of "Other"

Ranking

AACSB Classification

Current Status

Title of Contribution

Authors

Please order the authors in the order of authorship.

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

1st Author				
People at Black Hills State University	First Name	Middle Name/Initial	Last Name	If a student, what is his/her level?
Doe, John: eliseak				<input type="text"/>

Add another Author: [ADD](#)

Journal/Publisher/Proceedings Publisher

City and State of Journal/Publisher

Country of Journal/Publisher

Volume

Issue Number/Edition

Page Numbers or Number of Pages

Web Address

Editor(s)

ISBN/ISSN Number/Case #

Audience of Circulation

Was this peer-reviewed/refereed?

Is this publicly available?

Abstract/Synopsis

Full-text of this item [Store file](#)

Expected Date of Submission

Date Submitted

Date Accepted

Date Published

[SAVE AND RETURN](#) [SAVE AND ADD ANOTHER](#) [RETURN \(CANCEL\)](#)



Enter all scholarly works including books or chapters written, articles, reviews, and any other works based on your technical expertise. Also include textbooks, works intended for the public and other similar publications. Complete the fields necessary for a standard citation (such as title, publisher, year, city, and state for books, journals, volume, year, and pages for a journal).

Manage Your Activities

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Welcome, John Doe.

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Activities Database

Intellectual Property

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Patent or Copyright

Patent Title

Patent/Copyright Number /ID

Patent Type

Patent Nationality

If Patent Cooperation Treaty, List Nations

Inventors

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

Inventor			
People at Black Hills State University	First Name	Middle Name/Initial	Last Name
Doe, John: eliseak			

Add another inventor: [ADD](#)

If patent has been licensed, to whom?

If patent has been assigned, to whom?

Date Submitted to University

Date of Patent Application

Date Patent Approved

Date Licensed

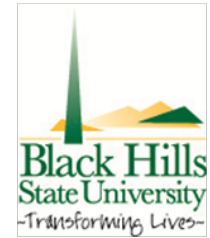
Renewal Date

[SAVE AND RETURN](#)

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Enter all patents or copyrights.



Manage Your Activities | Run Custom Reports | Thursday, December 8, 2011

Activities Database

Presentations

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Presentation Type:

Conference/Meeting Name:

Sponsoring Organization:

Location:

Presentation Title:

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

1st Presenter/Author				
People at Black Hills State University	First Name	Middle Name/Initial	Last Name	Presenter/Author
Doe, John: eliseak				<input type="text"/>

Add another Presenter/Author: [ADD](#)

Meeting Type:

Academic or Non-Academic?:

Scope:

Was this peer-reviewed/refereed?:

Published in Proceedings?:

Published Elsewhere?:

Invited or Accepted?:

AACSB Classification:

Abstract/Synopsis (30 Words or Less):

Presentation: [store file](#)

Date: / /

[SAVE AND RETURN](#) [SAVE AND ADD ANOTHER](#) [RETURN \(CANCEL\)](#)

Enter all demonstrations, exhibits, addresses, lectures, oral presentations, papers, posters, and readings made to an audience of your professional peers. (Other presentations would go under Service or Media Contributions.)

Include the authors, conference/meeting name, presentation title, sponsoring organization, location, and date.

Manage Your Activities

Run Custom Reports

- Contact Our Helpdesk
- Submit Your Feedback
- Privacy Statement
- Change Your Password
- Logoff

Welcome, John Doe.

Thursday, December 8, 2011

Activities Database

Research Currently in Progress

RETURN TO MAIN MENU

SAVE AND RETURN

SAVE AND ADD ANOTHER

RETURN (CANCEL)

Title

Description

Collaborators

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

Collaborator

People at Black Hills
State
University

Name Institution/Company If a student, what is his/her
level?

Doe, John: eliseak

Add another Collaborator: 1

ADD

Status

Research Type

SAVE AND RETURN

SAVE AND ADD ANOTHER

RETURN (CANCEL)

Enter title, status, and description of research in progress.

Manage Your Activities

Run Custom Reports

- Contact Our Helpdesk
- Submit Your Feedback
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- Logoff

Welcome, John Doe.

Thursday, December 8, 2011

Activities Database

Department

RETURN TO MAIN MENU

SAVE AND RETURN

SAVE AND ADD ANOTHER

RETURN (CANCEL)

Committee Name

Position/Role

Explanation of "Other"

Approx. Number of Hours Spent Per Year

Were you elected or appointed?

Was this compensated or pro bono?

Responsibilities/Brief Description (30 Words or Less)

Brief Description of Committee's Key Accomplishments

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

SAVE AND RETURN

SAVE AND ADD ANOTHER

RETURN (CANCEL)

This is the first of three screens that document service at the departmental, college, and university level.

Use the "Position/Role" field because that information will be included in the Professional Staff Evaluation report.

All three screens work exactly the same way.

► Manage Your Activities

Run Custom Reports

► Contact Our Helpdesk

► Submit Your Feedback

► Privacy Statement

► Change Your Password

► Logoff

Welcome, John Doe.

Thursday, December 8, 2011

Activities Database

College

[RETURN TO MAIN MENU](#)

[SAVE AND RETURN](#)

[SAVE AND ADD ANOTHER](#)

[RETURN \(CANCEL\)](#)

Committee Name

Position/Role

 ▼

Explanation of "Other"

Approx. Number of Hours Spent Per Year

Were you elected or appointed?

 ▼

Was this compensated or pro bono?

 ▼

Served Ex-Officio?

 ▼

Responsibilities/Brief Description (30 Words or Less)



Brief Description of Committee's Key Accomplishments



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

 ▼,

[SAVE AND RETURN](#)

[SAVE AND ADD ANOTHER](#)

[RETURN \(CANCEL\)](#)

► Manage Your Activities

Run Custom Reports

- Contact Our Helpdesk
- Submit Your Feedback
- Privacy Statement
- Change Your Password
- Logoff

Welcome, John Doe.

Thursday, December 8, 2011

Activities Database

University

[RETURN TO MAIN MENU](#)

[SAVE AND RETURN](#)

[SAVE AND ADD ANOTHER](#)

[RETURN \(CANCEL\)](#)

Committee Name

Position/Role

Explanation of "Other"

Approx. Number of Hours Spent Per Year

Were you elected or appointed?

Was this compensated or pro bono?

Served Ex-Officio?

Responsibilities/Brief Description (30 Words or Less)

Brief Description of Committee's Key Accomplishments

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 ,

[SAVE AND RETURN](#)

[SAVE AND ADD ANOTHER](#)

[RETURN \(CANCEL\)](#)

Manage Your Activities

Run Custom Reports

- Contact Our Helpdesk
- Submit Your Feedback
- Privacy Statement
- Change Your Password
- Logoff

Welcome, John Doe.

Thursday, December 8, 2011

Activities Database

Miscellaneous Activities

RETURN TO MAIN MENU

SAVE AND RETURN

SAVE AND ADD ANOTHER

RETURN (CANCEL)

Activity Name

Position/Role

Approximate number of hours per activity

Brief Description of Activity

Note: 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

 ,

SAVE AND RETURN

SAVE AND ADD ANOTHER

RETURN (CANCEL)

Enter miscellaneous activities (i.e. coach, church council member, church cantor).

Manage Your Activities

Run Custom Reports

- Contact Our Helpdesk
- Submit Your Feedback
- Privacy Statement
- Change Your Password
- Logoff

Welcome, John Doe.

Thursday, December 8, 2011

Activities Database

Professional

[RETURN TO MAIN MENU](#)

[SAVE AND RETURN](#)

[SAVE AND ADD ANOTHER](#)

[RETURN \(CANCEL\)](#)

Organization/Committee/Club

Position/Role

Explanation of "Other"

City

State

Country

Approx. Number of Hours Spent Per Year

Were you elected or appointed?

Was this compensated or pro bono?

Audience

Served Ex-Officio?

Responsibilities/Brief Description (30 Words or Less)

Brief Description of Committee's Key Accomplishments

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

[SAVE AND RETURN](#)

[SAVE AND ADD ANOTHER](#)

[RETURN \(CANCEL\)](#)

The professional service screen is more flexible than the internal BHSU service screens, because it allows for a wide array of roles and provides space for additional narrative about responsibilities and accomplishments. Within this section you will enter your service to the discipline and profession.

Manage Your Activities

Run Custom Reports

- Contact Our Helpdesk
- Submit Your Feedback
- Privacy Statement
- Change Your Password
- Logout

Welcome, John Doe.

Thursday, December 8, 2011

Activities Database

Public

[RETURN TO MAIN MENU](#)

[SAVE AND RETURN](#)

[SAVE AND ADD ANOTHER](#)

[RETURN \(CANCEL\)](#)

Organization/Committee/Club

Position/Role

Explanation of "Other"

City

State

Country

Approx. Number of Hours Spent Per Year

Were you elected or appointed?

Was this compensated or pro bono?

Audience

Served Ex-Officio?

Responsibilities/Brief Description (30 Words or Less)

Brief Description of Committee's Key Accomplishments

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

[SAVE AND RETURN](#)

[SAVE AND ADD ANOTHER](#)

[RETURN \(CANCEL\)](#)

Enter service to Public and Governmental Organizations.