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.

▶ Manage Your Activities

Run Custom Reports

▶ 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

▶ Personal and Contact Information

▶ Administrative Data - Permanent Data | Yearly Data

▶ Academic, Government, Military and Professional Positions

▶ Administrative Assignments

▶ Awards and Honors

▶ Consulting

▶ Education

▶ External Connections and Partnerships

▶ Faculty Development Activities Attended

▶ Licensures and Certifications

▶ Media Contributions

▶ Professional Memberships

▶ Workload Information

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

Black Hills State University
~Transforming Lives~

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" 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.

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 them be saved as a Word document and changes can be made.

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

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.

Activities Database

Personal and Contact Information   RETURN TO MAIN MENU

SAVE AND RETURN   RETURN (CANCEL)

Field	
Prefix	
First Name	John
Preferred First Name	
Middle Name	
Last Name	Doe
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	http://
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.

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

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.

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

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.

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

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

Education Screen

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

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.

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

Enter any licenses or certifications completed.

List only those contributions that involved your professional expertise.

List any professional memberships that you hold.

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.

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

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.

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

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.

Enter grants, contracts, and sponsored research.

Manage Your Activities
Run Custom Reports
Contact Our Helpdesk
Submit Your Feedback
Privacy Statement
Change Your Password
Logoff

Welcome, John Doe.   Wednesday, December 7, 2011

Activities Database

Intellectual Contributions   RETURN TO MAIN MENU

SAVE AND RETURN   SAVE AND ADD ANOTHER   RETURN (CANCEL)

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				

Add another Author: 1 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   http://

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).

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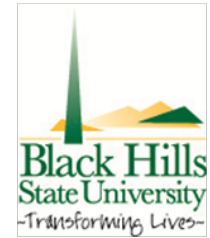
Enter all demonstrations, exhibits, addresses, lectures, oral presentations, papers, posters, and readings made to an audience of your professional peers. (Other presentations would go under Service or Media Contributions.)

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

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

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.

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)

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

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.

Enter service to Public and Governmental Organizations.