DIGITAL MEASURES

FACULTY GUIDE TO ENTERING ACTIVITIES

West Virginia University
INFORMATION TECHNOLOGY SERVICES

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Contact your Digital Measures unit administrator if you need assistance. To find your unit administrator, view the **Digital Measures' Activity Insight Unit Contacts** TeamDynamix article. If you can't find your unit administrator, contact Brian Meredith at **brian.meredith@mail.wvu.edu**.

Refrain from using the built in Help button in Digital Measures. It is not an efficient way to receive assistance.

OVERVIEW

Digital Measures is the University's web-based faculty activity reporting system that improves the faculty review experience. Faculty can use Digital Measures to update their activity any time, and that information can be used for annual faculty evaluations, creating reports for accreditation and more!

LOG IN TO DIGITAL MEASURES

1. Navigate to **faculty.wvu.edu/policies-and-procedures/digital-measures**.

2. Click on the blue **Login** button.

3. If prompted, enter your WVU Login credentials and click **Submit** to sign in. You will be directed to the Digital Measures system.

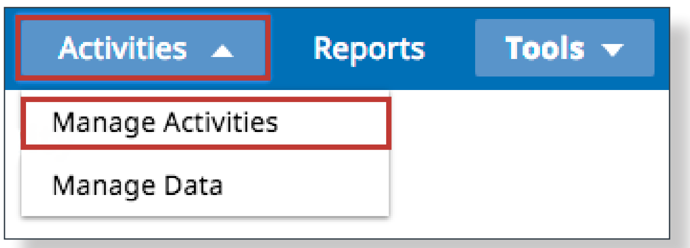
Note: If you Google "WVU Digital Measures", the first result will be the Digital Measures page on the Faculty website.

ADD GENERAL INFORMATION

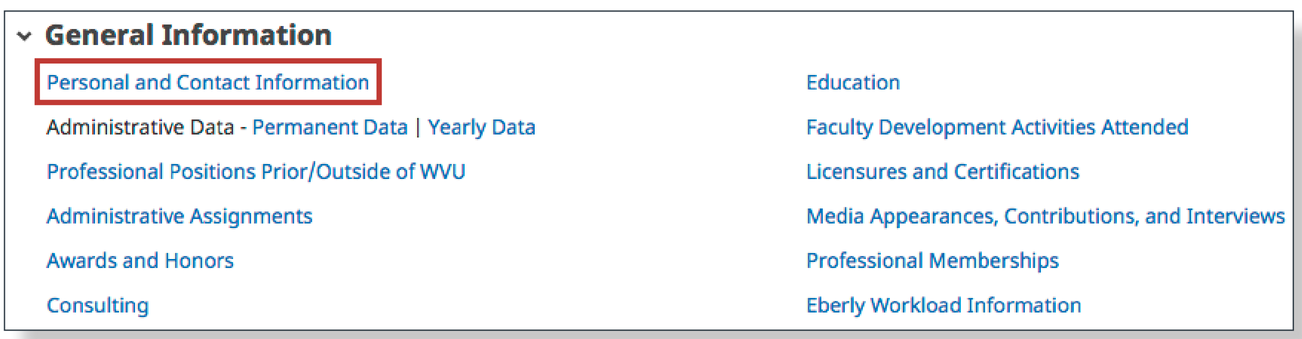
Activity can be edited and reviewed from the Manage Activities menu. Always check pre-loaded and added information for accuracy. **If revisions are necessary, contact your Digital Measures unit administrator.** Your screen options may differ from the screenshots provided in this guide, because they vary from unit-to-unit.

Please consult with your Department Chair or Faculty Evaluation Committee for department-specific requirements. You may not need to add information for each activity.

1. Select **Manage Activities** from the Activities drop-down menu.

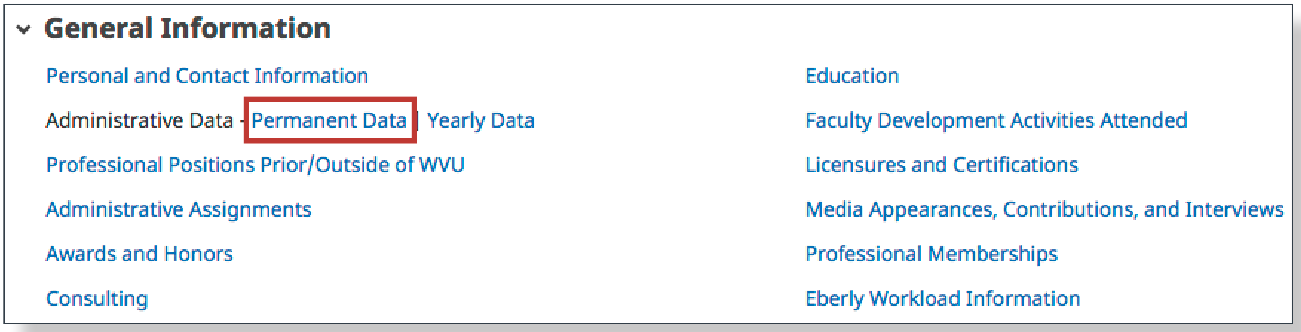


2. Select **Personal and Contact Information** from the General Information section.



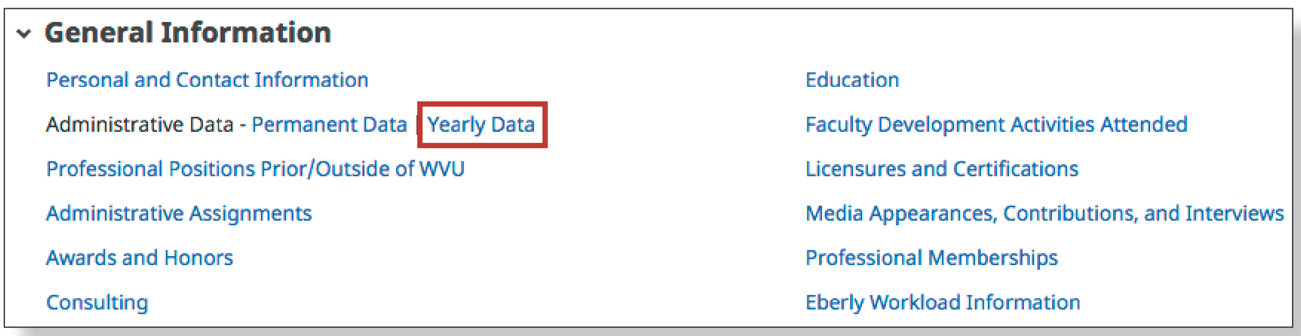
3. Ensure that your first name, last name and email are entered correctly. Enter additional contact information, such as your interests and language fluencies, as desired or directed by your unit/ college. Click **Save** at the top of the page when finished. You will be redirected to the main *Manage Activities* menu.

4. After you've reviewed and added your personal information, select **Permanent Data** under the General Information section.



5. Review all Permanent Data information and ensure that the Dean's office has entered everything correctly. If you find errors, submit a ticket through the **Digital Measures' Activity Insight** page.

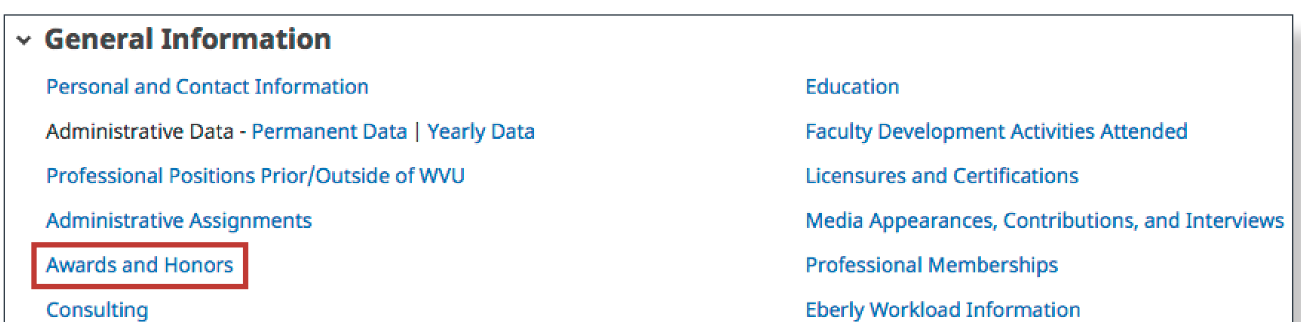
6. After you've reviewed Permanent Data, click the **back arrow** to return to the Manage Activities menu. Then, select **Yearly Data** under the General Information section.



7. Review all Yearly Data information and ensure that the Dean's office has entered everything correctly. If you find errors, submit a ticket through the **Digital Measures' Activity Insight** page.

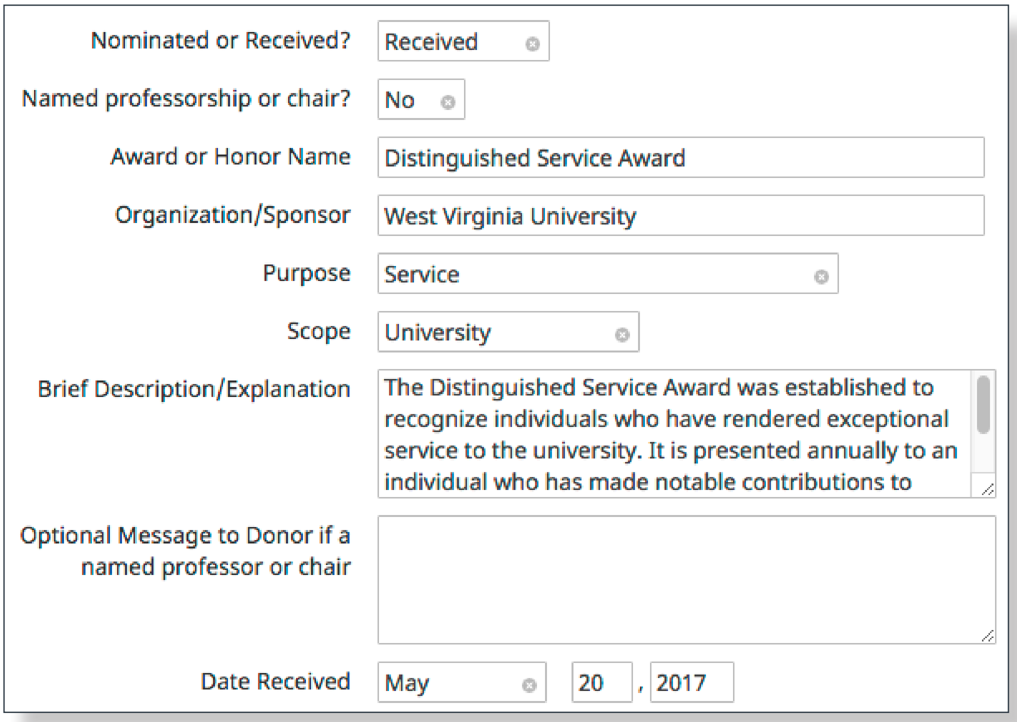
8. After you've reviewed Yearly Data, click the **back arrow** next to *Yearly Data* to return to the Manage Activities menu. Then, select **Awards and Honors** under the General Information section.

Note: In addition to any awards or honors you have received, you can add professorship or chair appointment information.

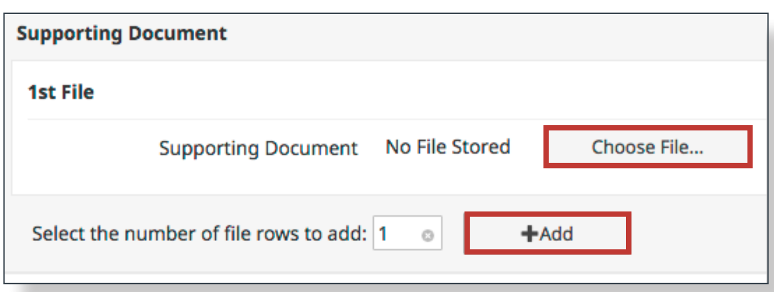


9. Click the **Add New Item** button to add a new accomplishment.

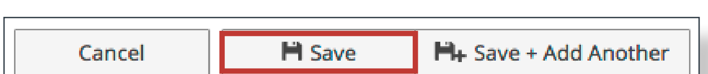
10. Enter the applicable fields.



11. Click the **Choose File** button to attach a supporting document to the item. Click the **Add** button to add another supporting document.

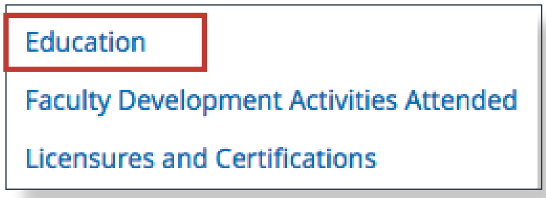


12. When finished, click the **Save** button at the top of the page, or click **Save + Add Another**. Then, click on the **back arrow** next to *Awards and Honors* to return to the General Informaton section.



13. Click on the **Education** link under the General Information section.

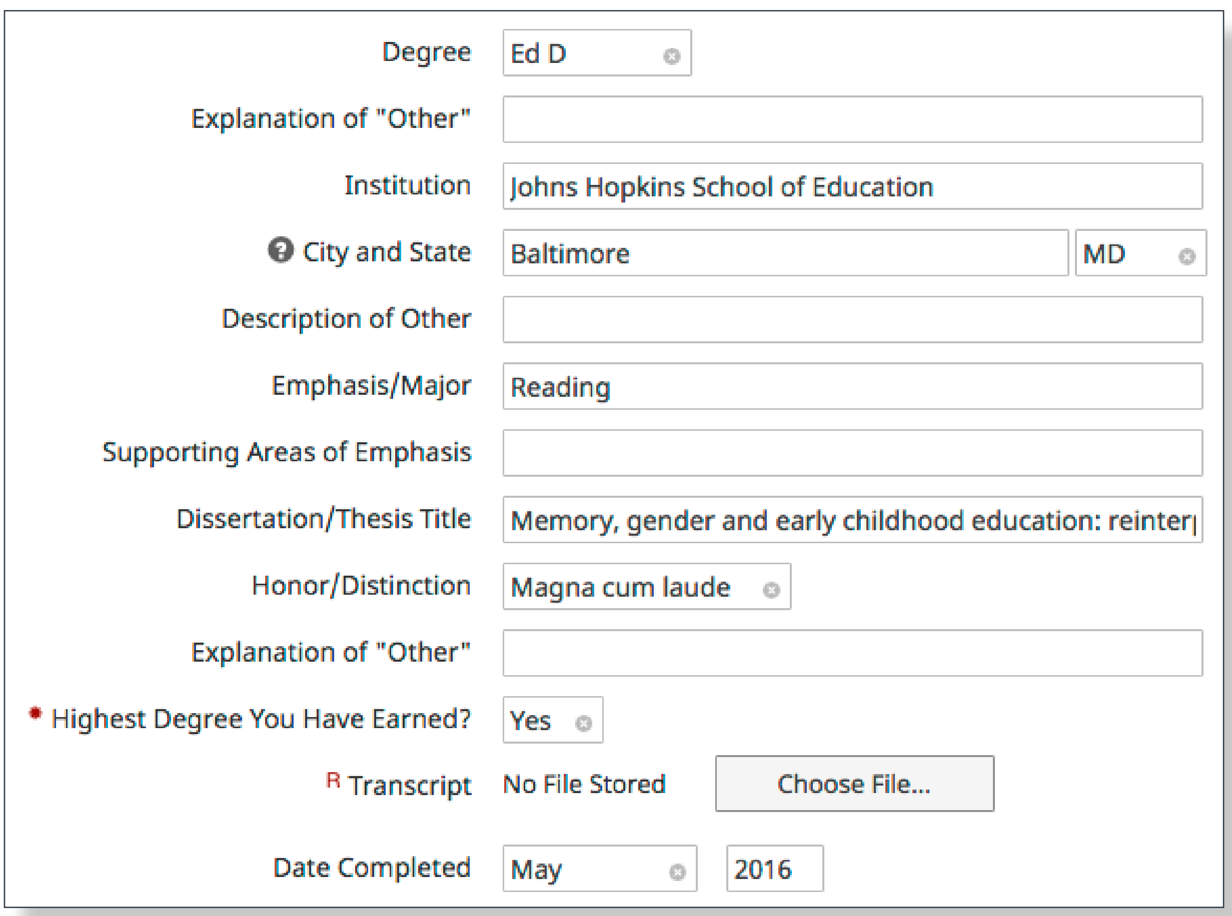
Note: All faculty are required to provide correct and up-to-date Education information.



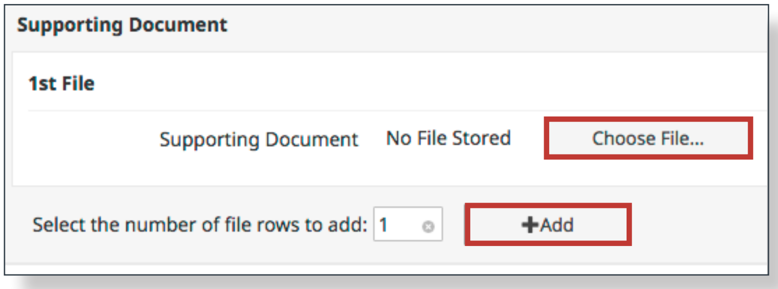
14. Click the **Add New Item** button to add Education information.

15. Enter all applicable fields, and make sure to select **Yes** if it's the highest degree you've earned.

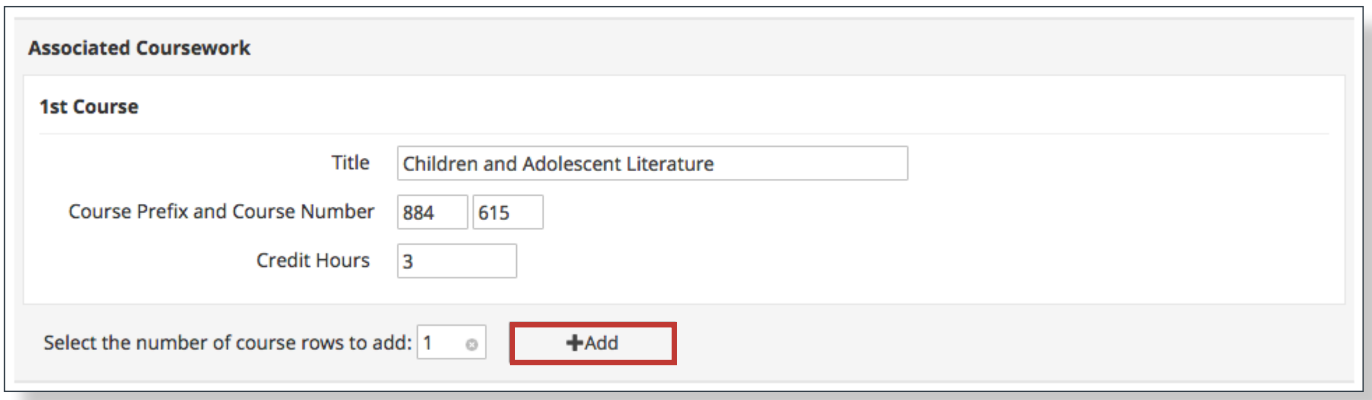
Note: The transcript field is read-only, meaning you can't upload your transcript. If you do not see a transcript file uploaded on your behalf for the highest degree you've earned, contact your college DM administrator to ensure that they have a transcript on file for you.



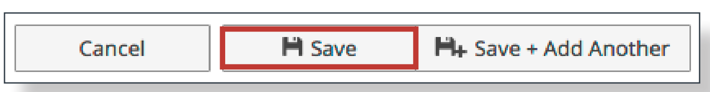
16. Click the **Choose File** button to attach a supporting document to the item. Click the **Add** button to add another supporting document.



17. Enter course information under the *Associated Coursework* section, if applicable. To add another course, click the **Add** button.



18. When finished, click the **Save** button at the top of the page, or click **Save + Add Another**. Then, click on the **back arrow** next to *Education* to return to the General Informaton section.



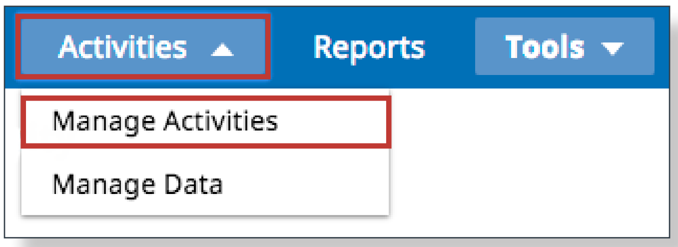
Please consult with your Department Chair or Faculty Evaluation Committee to learn of other pieces of information that you are required to complete under the General Information section.

ADD TEACHING INFORMATION

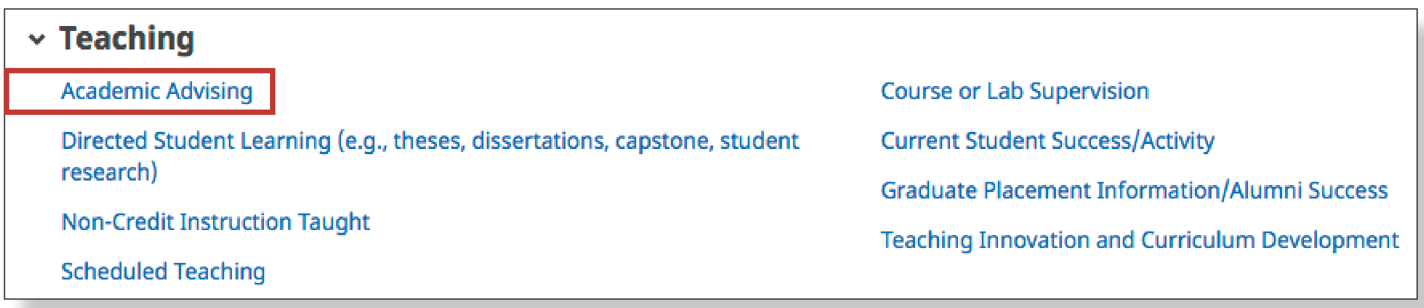
This is where you document your teaching for the period under review.

Please consult with your Department Chair or Faculty Evaluation Committee for department-specific requirements. You may not need to add information for each activity.

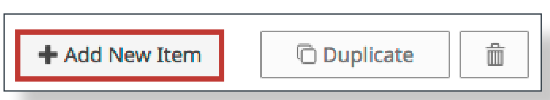
1. Select **Manage Activities** from the Activities drop-down menu.



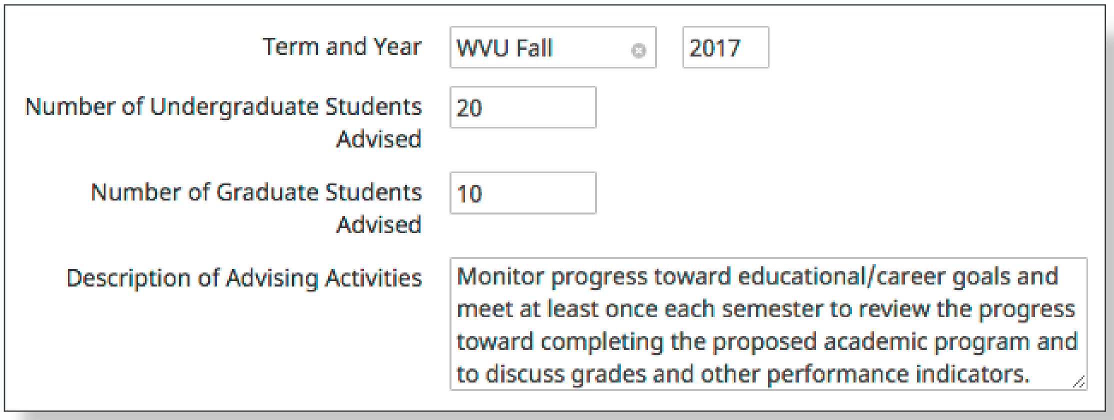
2. Select **Academic Advising** from the Teaching section.



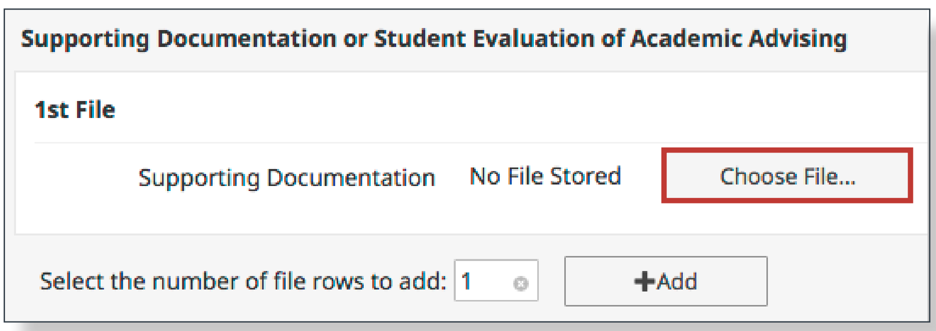
3. Click the **Add New Item** button to add an academic advising entry. Add an entry for each semester under review.



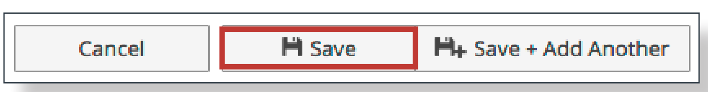
4. Enter all applicable fields.



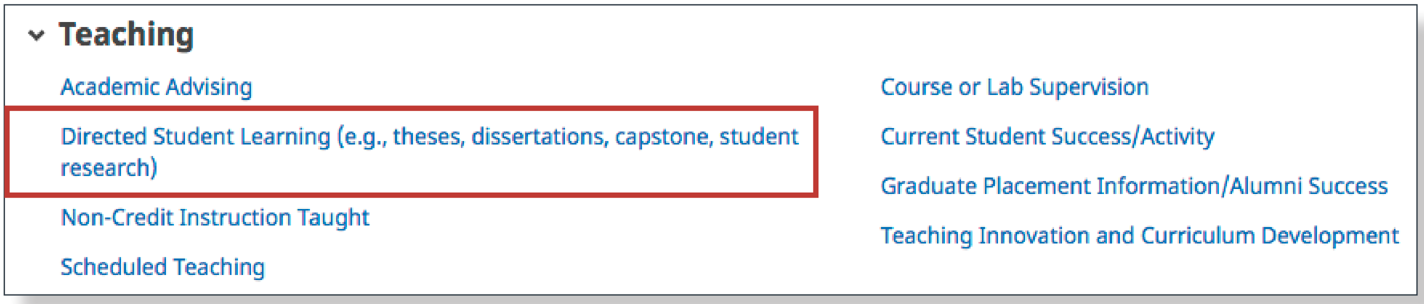
5. Click the **Choose File** button to attach a supporting document to the item. Click the **Add** button to add another supporting document.



6. When finished, click the **Save** button at the top of the page, or click **Save + Add Another**. Then, click on the **back arrow** next to *Academic Advising* to return to the Teaching section.

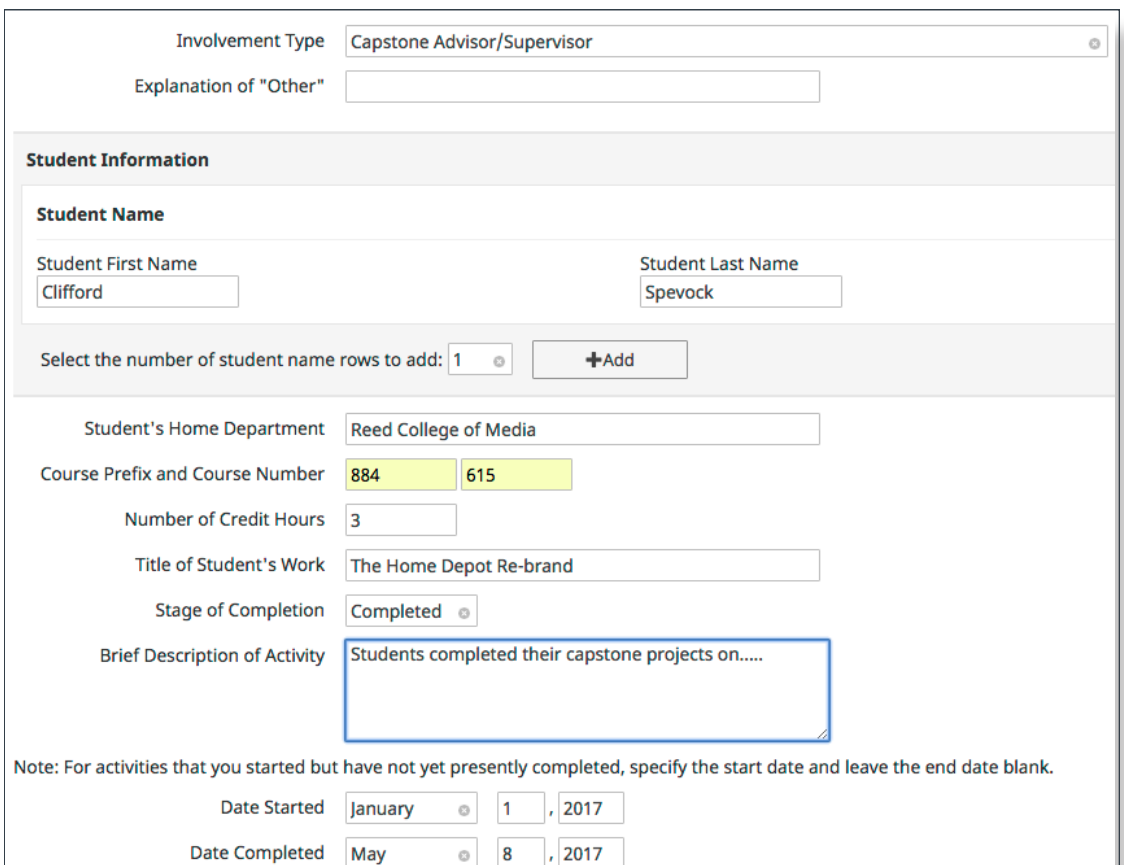


7. Select **Direct Student Learning** from the Teaching section.

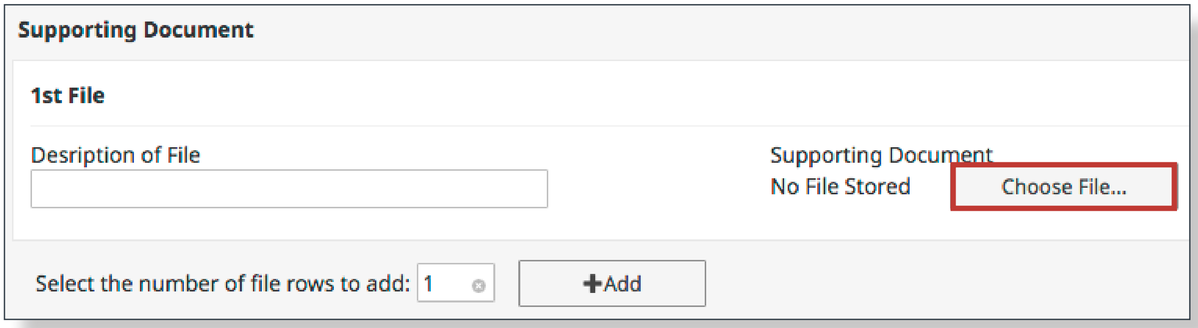


8. Click the **Add New Item** button to add a direct student learning entry. Add entries for all activity relating to graduate student supervision, dissertation committee service or any other applicable activities.

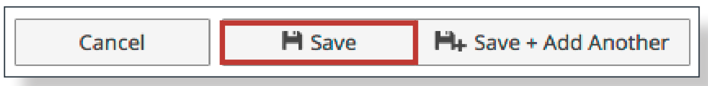
9. Select your **Involvement Type** and add the name of the student you supervised. Then, enter their information. If you supervised more than one student, click the **Add** button and enter additional student information.



10. Click the **Choose File** button to attach a supporting document to the item. Click the **Add** button to add another supporting document.

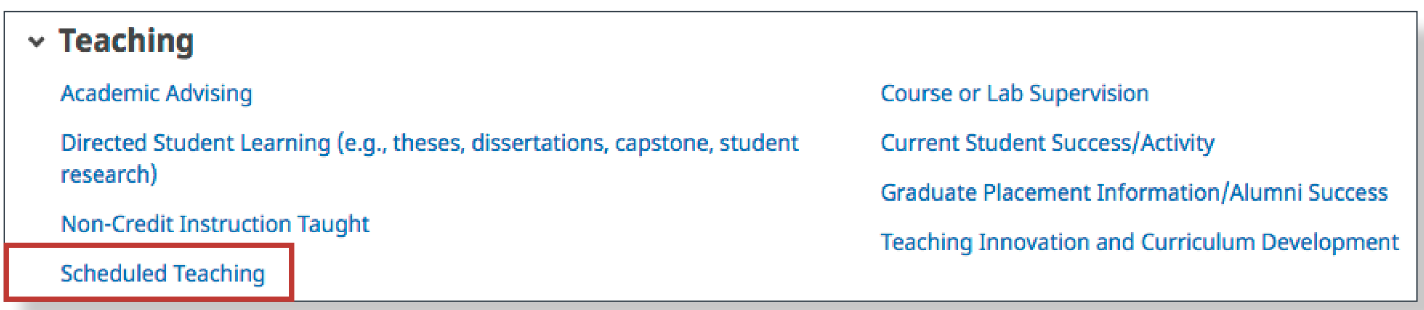


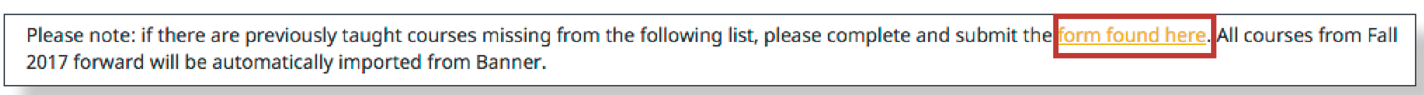
11. When finished, click the **Save** button at the top of the page, or click **Save + Add Another**. Then, click on the **back arrow** next to *Direct Student Learning* to return to the Teaching section.



12. Select **Scheduled Teaching** from the Teaching section. Data in this section is automatically imported from Banner, starting with Fall 2016 courses. Data appears shortly after the add/drop period closes in the beginning of a semester, and grade distributions are added shortly after grades are final. Faculty are not permitted to add or remove courses from this list.

Note: If you need a course added on your behalf, click the **"form found here"** link at the top of the Scheduled Teaching page and fill out the form. Your course will be added within two weeks.

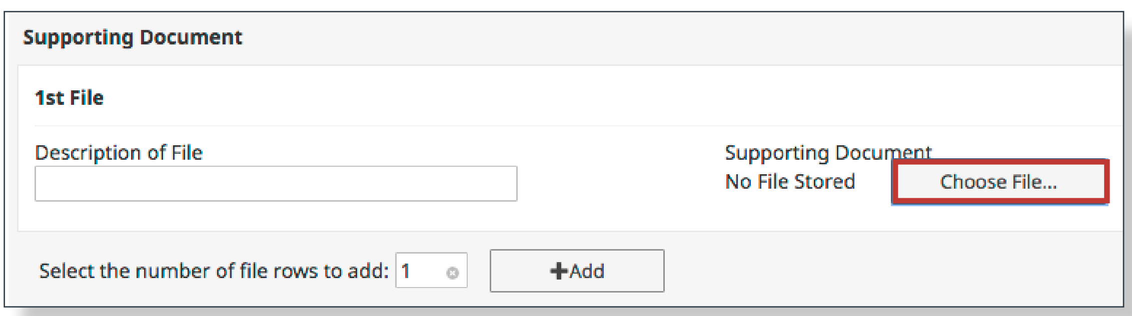




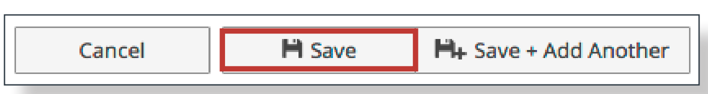
a. If you would like to exclude a course that has been automatically imported into Digital Measures from Banner, click on the course found in the item list. When the course opens, select the **Exclude box** at the top of the page and click the **Save** button. Doing so will exclude the selected course from your annual faculty productivity report.

b. Your Student Evaluation of Instruction (SEI) summaries have been added as supporting documents to your courses, starting with Fall 2016 courses. SEI summaries and data are added centrally after the results are available. If you would like to upload SEI summaries to courses that date earlier than Fall 2016, you may do so. Click on the course found in the item list. Click the **Choose file** button under the Supporting Document section and attach the appropriate file. To add another SEI summary, click the **Add** button.

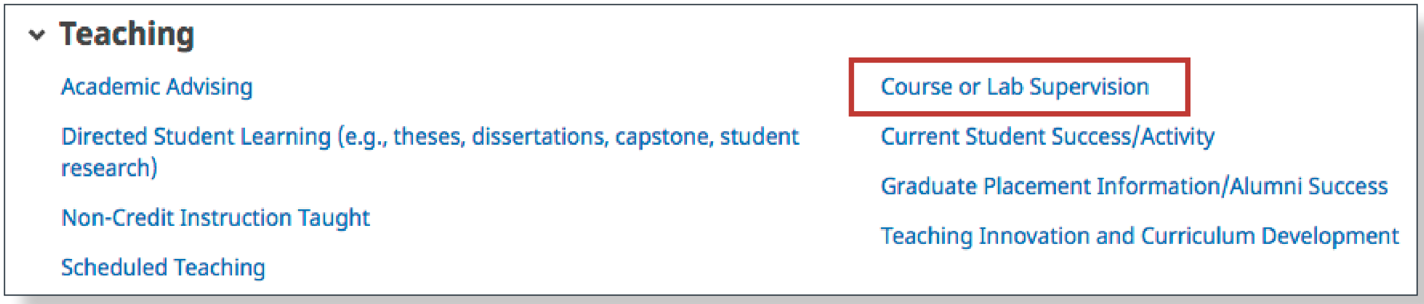
Note: Most colleges also require you to upload syllabi as supporting documents to your courses.



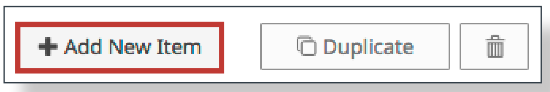
13. When finished, click the **Save** button at the top of the page. Then, click on the **back arrow** next to *Scheduled Teaching* to return to the Teaching section.



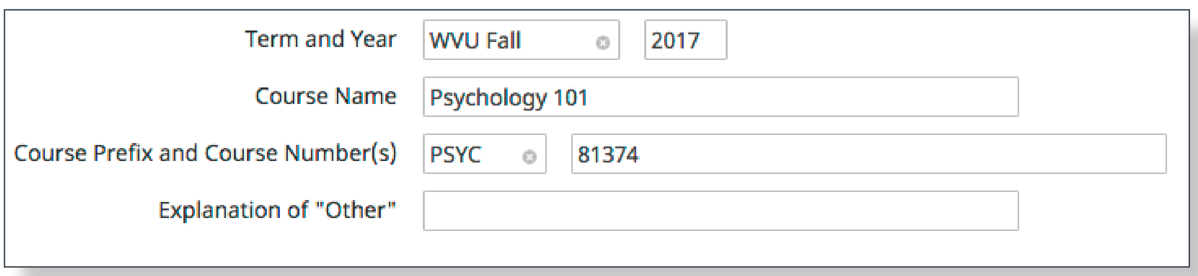
14. Select **Course of Lab Supervision** from the Teaching section.



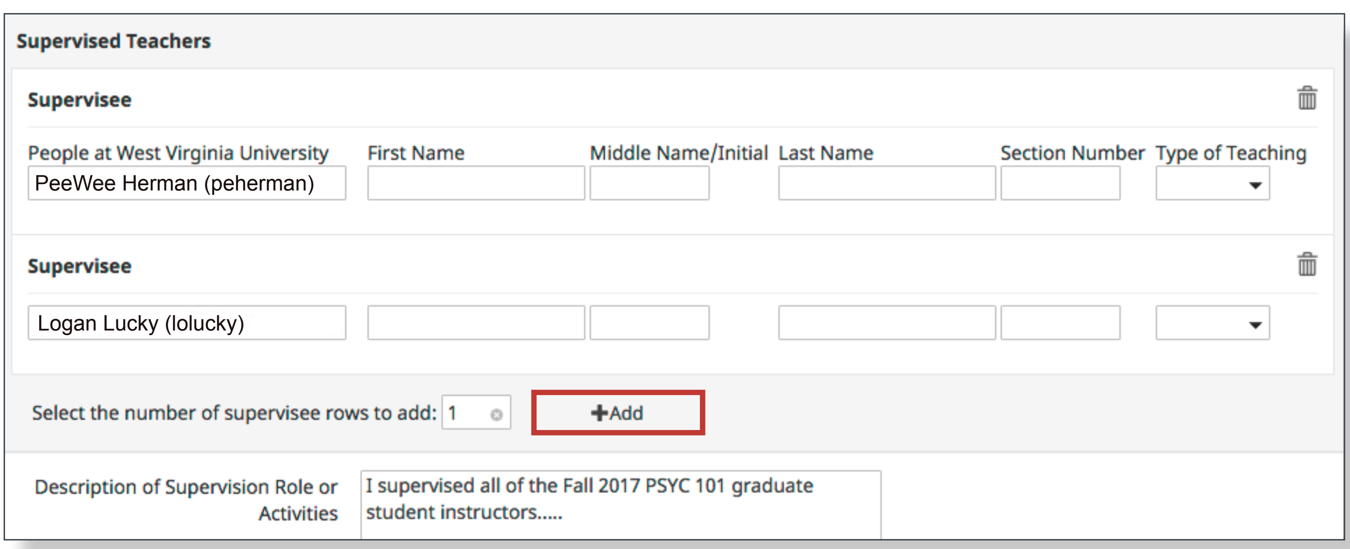
15. Click the **Add New Item** button to add information on a course or lab that you supervised.



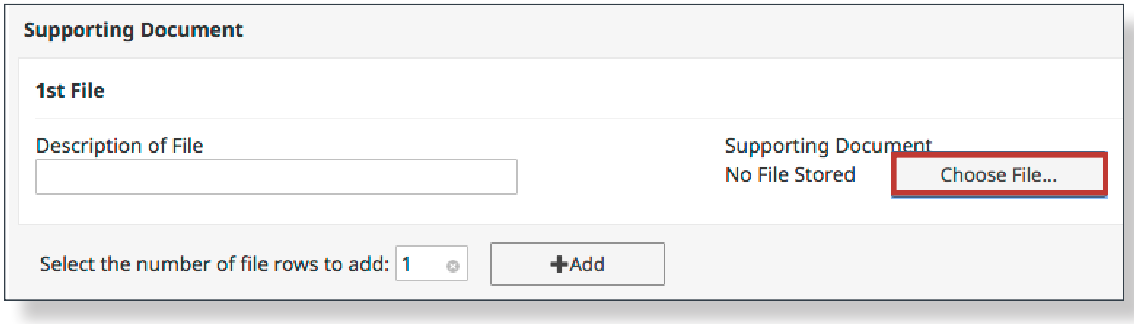
16. Select the Term and Year and enter the course information of the lab or course for which you supervised.



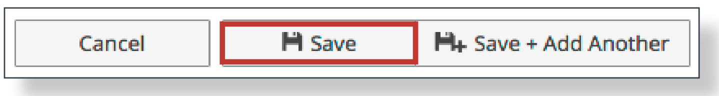
17. Search for or enter the name of your supervisee. If you supervised more than one person, click the **Add** button to add another supervisee.



18. Click the **Choose File** button to upload a supporting document that supports your supervisor role. To add an additional supporting document, click the **Add** button.



19. When finished, click the **Save** button at the top of the page. Then, click on the **back arrow** next to *Scheduled Teaching* to return to the Teaching section.

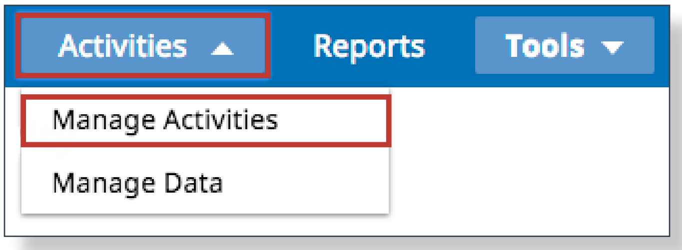


ADD SCHOLARSHIP/RESEARCH INFORMATION

This is where you document your research for the period under review.

Please consult with your Department Chair or Faculty Evaluation Committee for department-specific requirements. You may not need to add information for each activity.

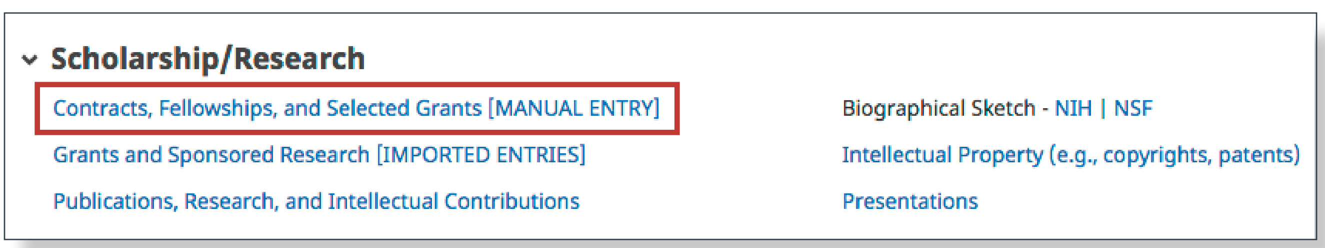
1. Select **Manage Activities** from the Activities drop-down menu.



2. There are two sections dedicated to grants: *Contracts, Fellowships, and Selected Grants* and *Grants and Sponsored Research***.**

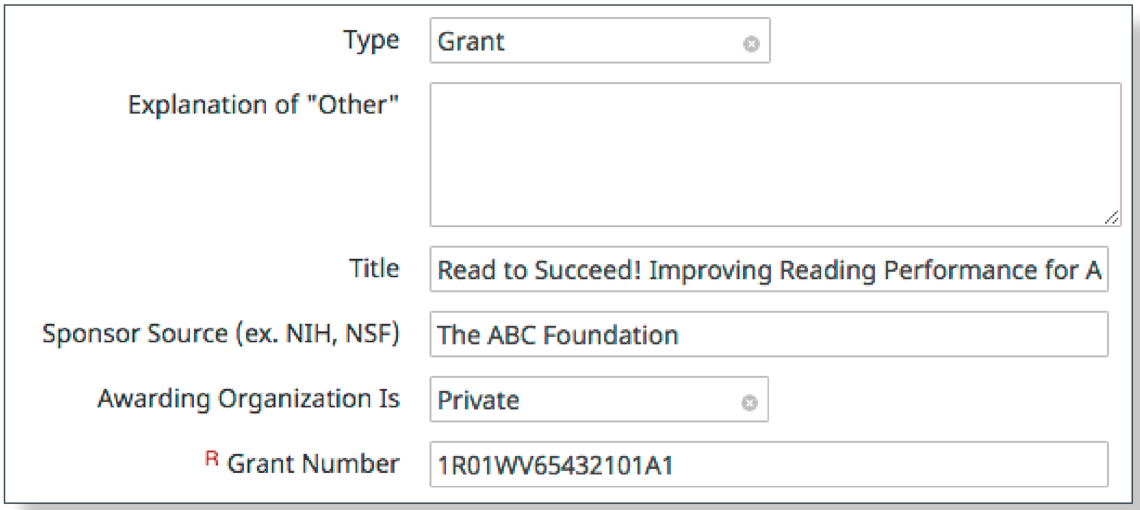
Data may already be imported in the *Grants and Sponsored Research* section, as ITS is working on finalizing a process to import data automatically from the WVU+kc system into Digital Measures. At this time, manually enter your grant activity for the current reporting cycle in the *Contracts, Fellowships, and Selected Grants [Manual Entry]* section. Your data in the WVU+kc system will not be affected.

Select **Contracts, Fellowships, and Selected Grants** from the Scholarship/Research section.

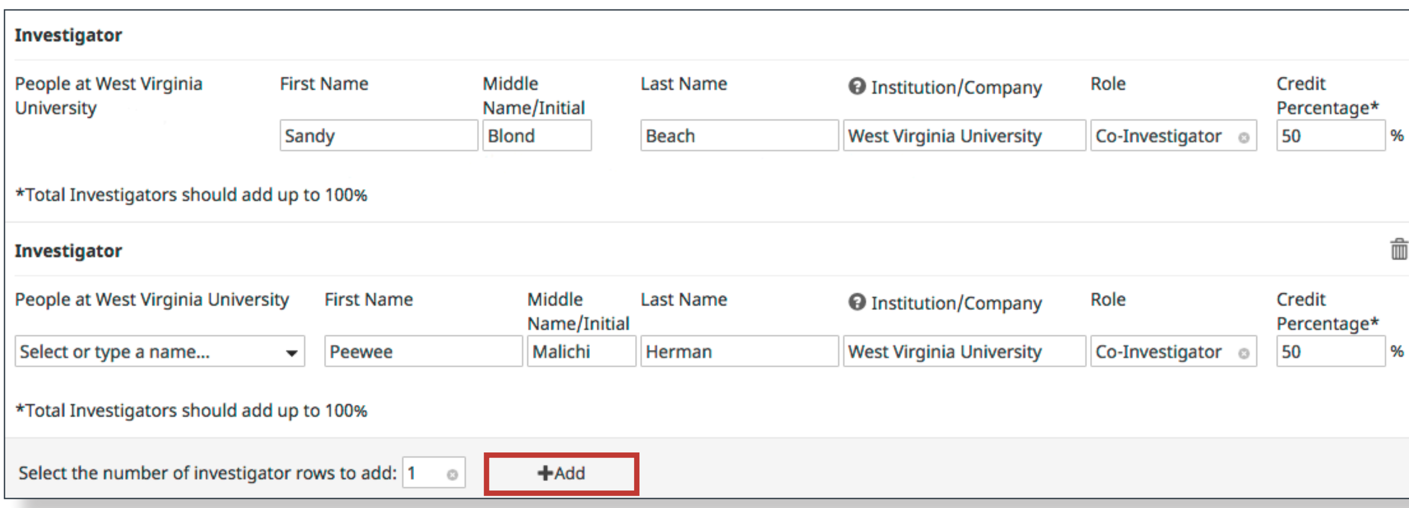


3. Click the **Add New Item** button to add an entry.

4. Select the **Type** of entry you are entering. Enter the **Title**, **Sponsor Source**, and **Awarding Organization.** Right now, the Grant Number field is read-only, but this will soon be able to be edited.



5. Enter the names of the people involved with the creation of the grant (if applicable). All credit percentages must equal 100%. To add another investigator, click the **Add** button.



6. Enter the **Expected Date of Submission, Date Submitted for Funding** and your **Abstract**. Then, select the **Type of Grant** (if applicable) and attach the **Award Letter** if applicable. Right now the Total Project Start/End Date fields are read-only, but they will soon be able to be edited.

Expected Date of Submission	August 31, 2017
Date Submitted for Funding	December 2, 2017
Abstract	the latest research on effective reading instruction. Funding in the amount of $16,504 is requested for staff training and to purchase the required software and hardware for the school's resource room.
Type of Grant	Teaching
R Total Project Start Date	May 20, 2017
R Total Project End Date	August 1, 2017
Award Letter	No File Stored Choose File...

7. Upload any supporting documentation to your entry. If you'd like to upload more than one document, click the **Add** button.

1st Supporting Document

Upload File
No File Stored Choose File...

Describe File

Select the number of supporting document rows to add: 1 +Add

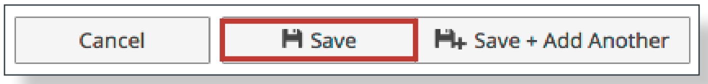
Current Status: Funded

8. The Budget fields are read-only. You can't enter anything in this section.

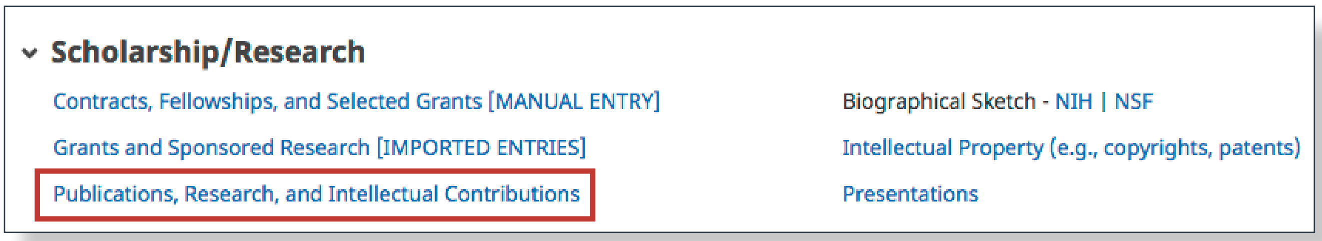
Funded Grants Only: Information for Current Year. Refer to Award Notification.

H Budget Period Start Date	July 1, 2018
H Budget Period End Date	July 1, 2019
H Award Direct Costs	$ 16,504
H Award F&A Costs	$ 8,465

9. When finished, click the **Save** button at the top of the page. Then, click on the **back arrow** next to *Contracts, Fellowships and Selected Grants* to return to the Scholarship/Research section.

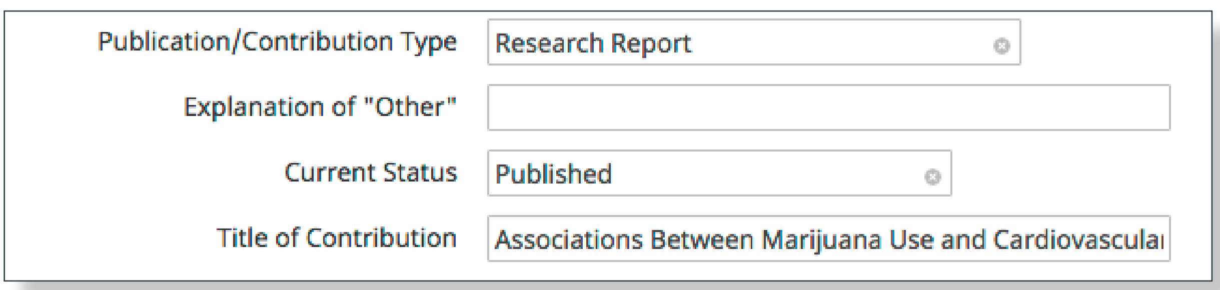


10. Select **Publications, Research, and Intellectual Contributions**. This section allows you to include information about publications on which you'd like to report.

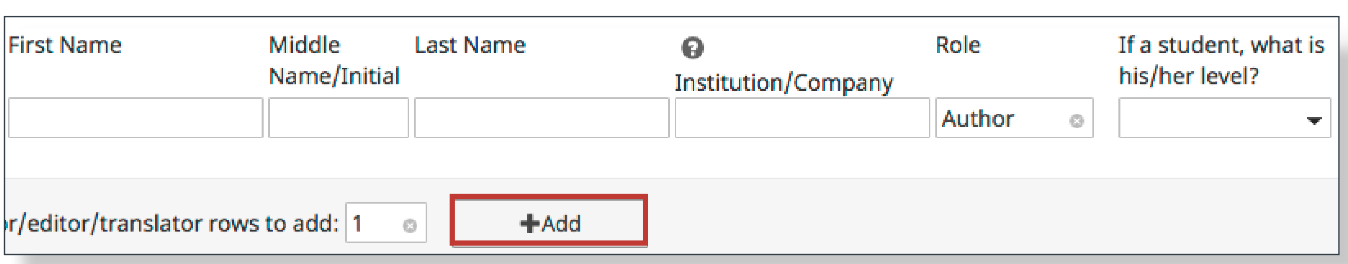


11. Click the **Add New Item** button to add your publications.

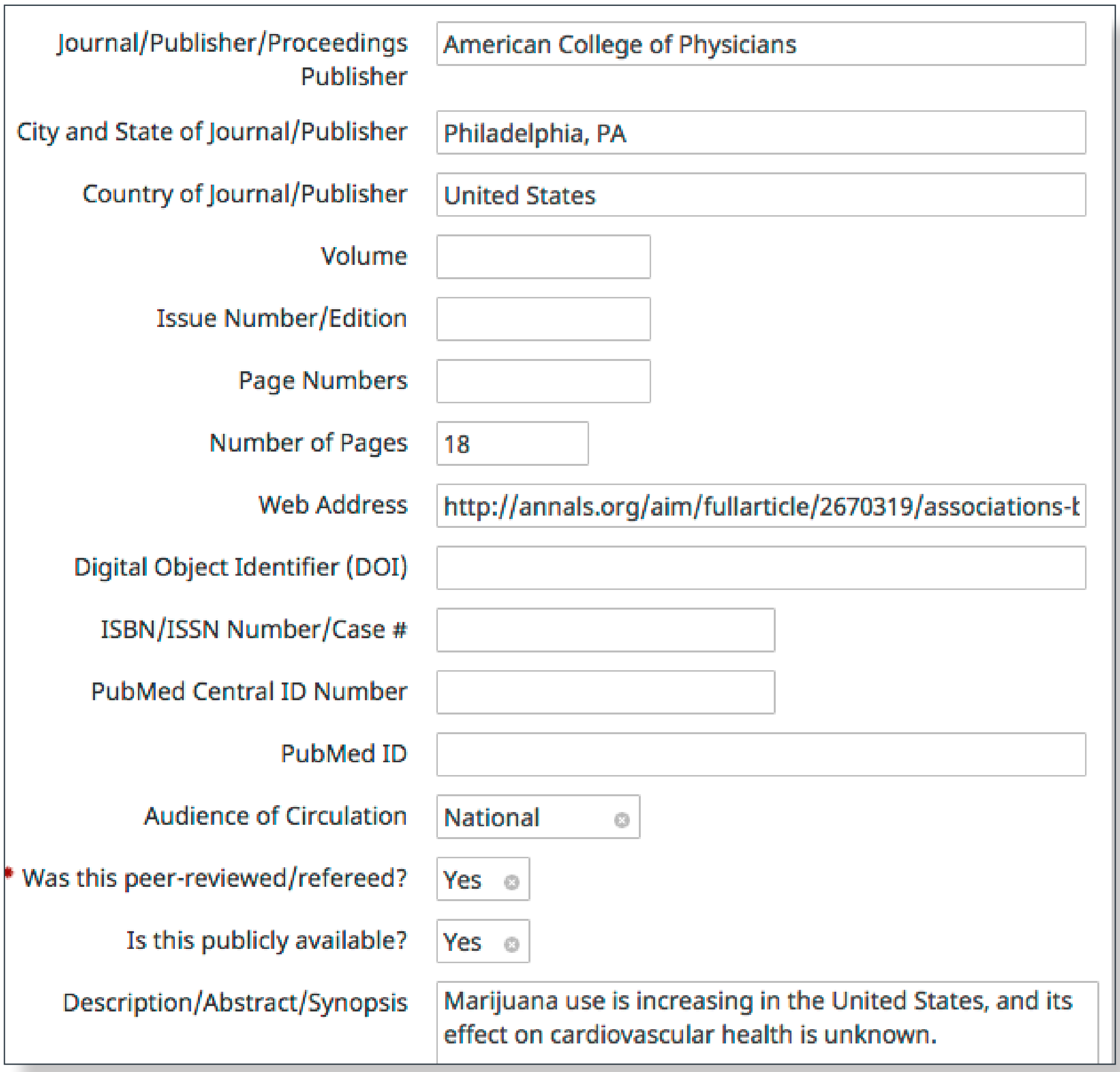
12. Fill out this section to the best of your ability, with as much as you need to document the publication. Select the Publication/Contribution **Type**, its **Status** and enter the **Title**.



13. Enter information for the people who contributed to the publication, in order. By default, you will be listed as the first author. To add more than one contributor, click the **Add** button. To re-order the list of authors, click the up or down arrow on the left side of the box.

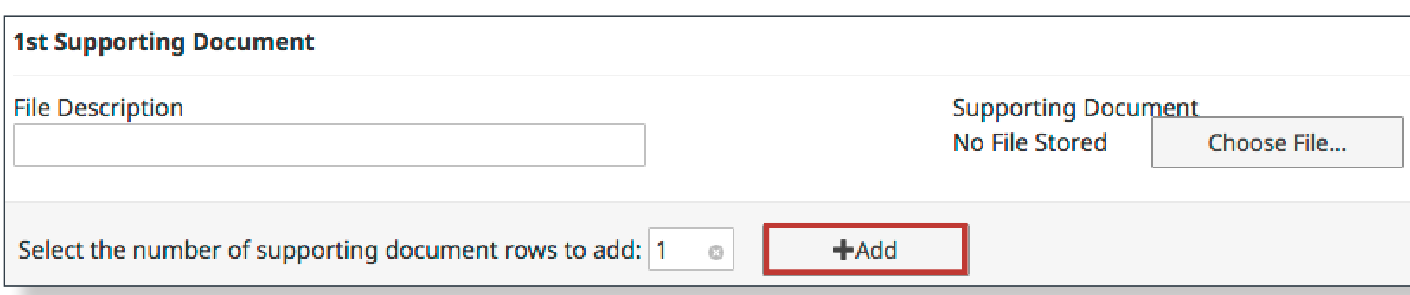


14. Enter as much information as necessary to identify your publication. Please check with your department chair or faculty evaluation committee if you have any questions as to what information is required.



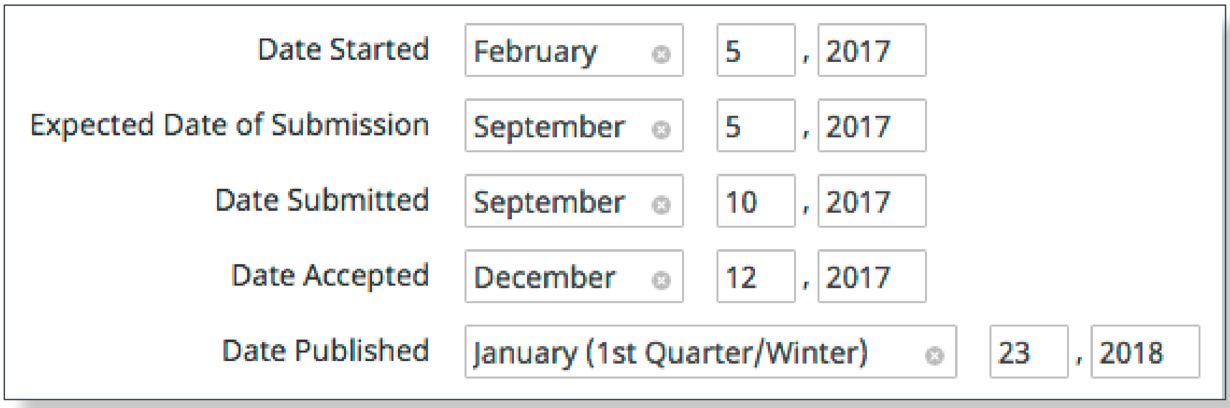
15. Upload supporting documentation to the entry. If you'd like to upload more than one document, click the **Add** button.

Note: Consider uploading a reprint of an article, or the original report you created that was used in the creation of an online article. Try not to skip this step unless absolutely necessary.

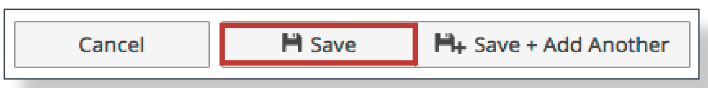


16. Enter the **Dates** for the publication.

Note: If you do not provide a date for a given publication, the system will not be able to include it in your faculty productivity report. You should not create an entry for each stage of a publication's life. Instead, you should create one entry and update the dates as significant events (creation, submission, acceptance, publication) occur.



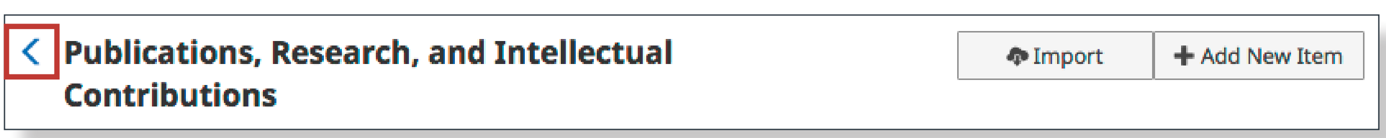
17. When you are finished, click **Save** at the top of the page.



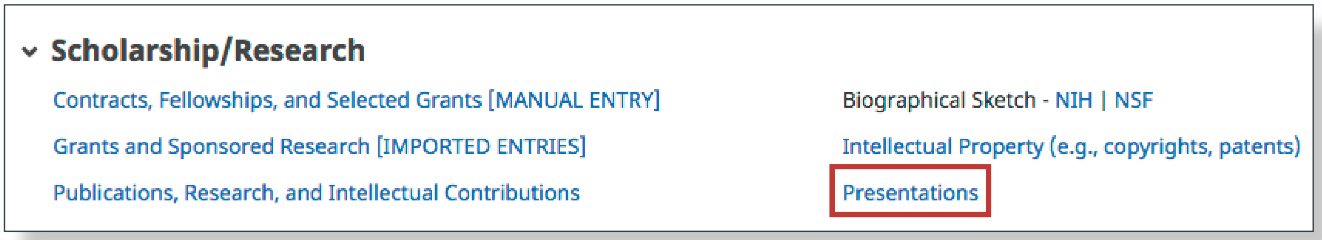
18. When you return to the *Publications, Research and Intellectual Contributions* main page, you will see an **Import** button at the top of the page (next to the *Add New Item* button).

This option will walk you through the process of importing all publications found in your name through one of the built-in search providers, or from a service such as Google Scholar. This is useful for filling out your entire publication history, if you choose to do so. Additional built-in search providers will be added throughout the coming year.

19. If you are finished adding/importing publication entries, click on the **back arrow** next to *Publications, Research, and Intellectual Contributions* to return to the Scholarship/Research section.

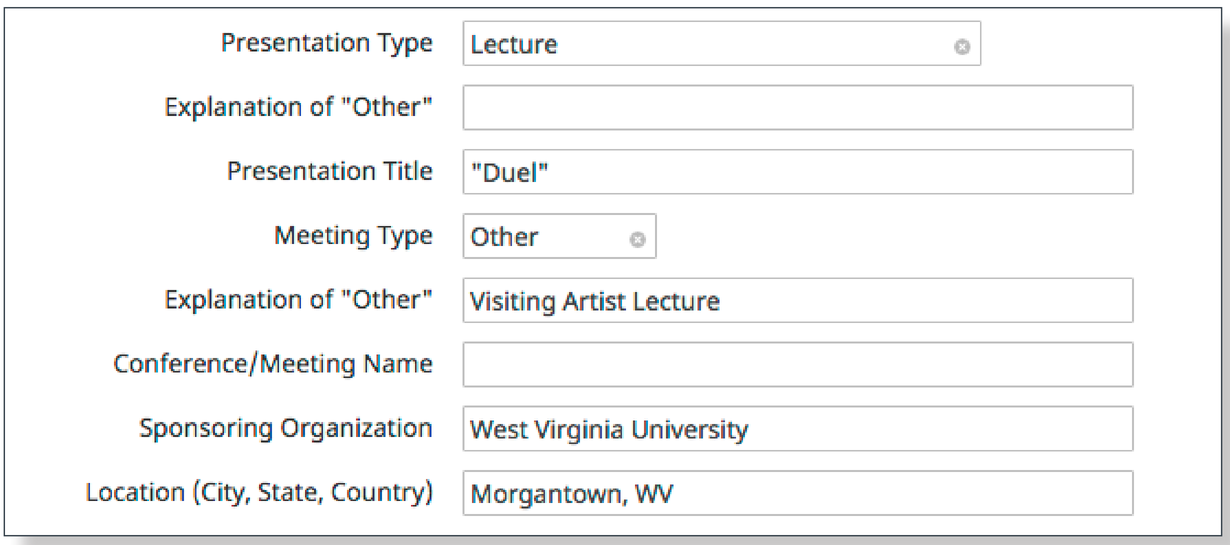


20. Select **Presentations**.

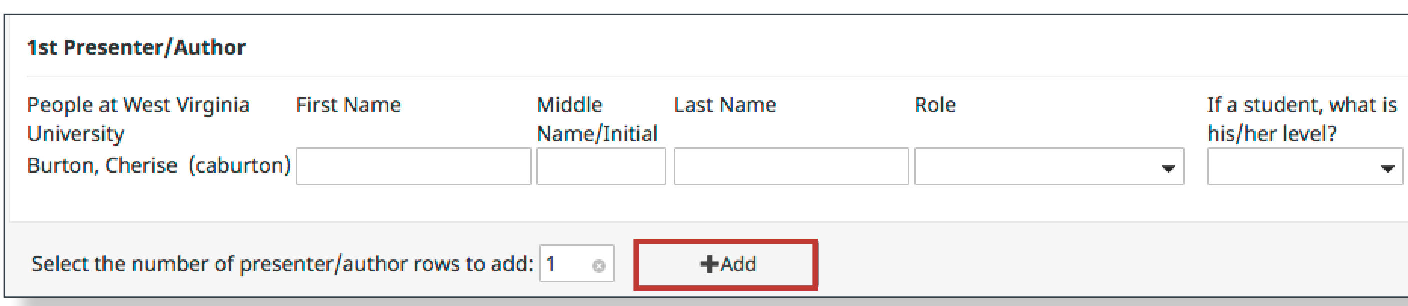


21. Click the **Add New Item** button to add a presentation entry.

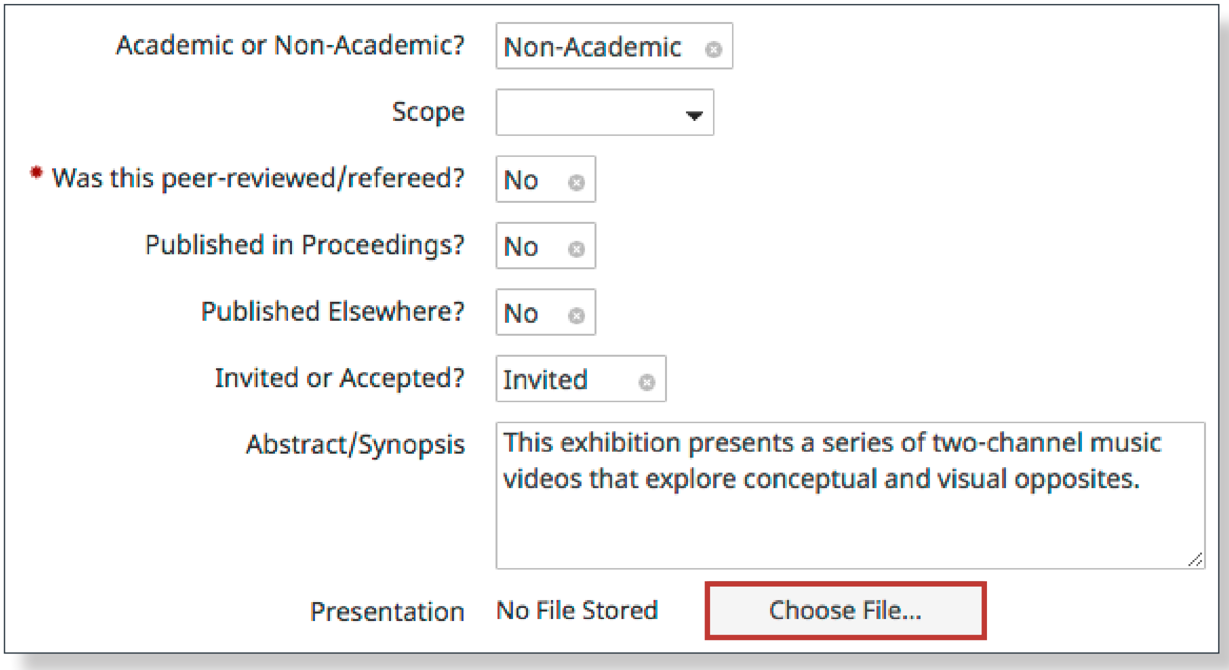
22. Select the **Presentation Type**, enter the **Title**, **Sponsoring Organization** and other applicable information.



23. Enter information for the people who contributed to the presentation, in order. By default, you will be listed as the first presenter. To add more than one presenter/author, click the **Add** button.

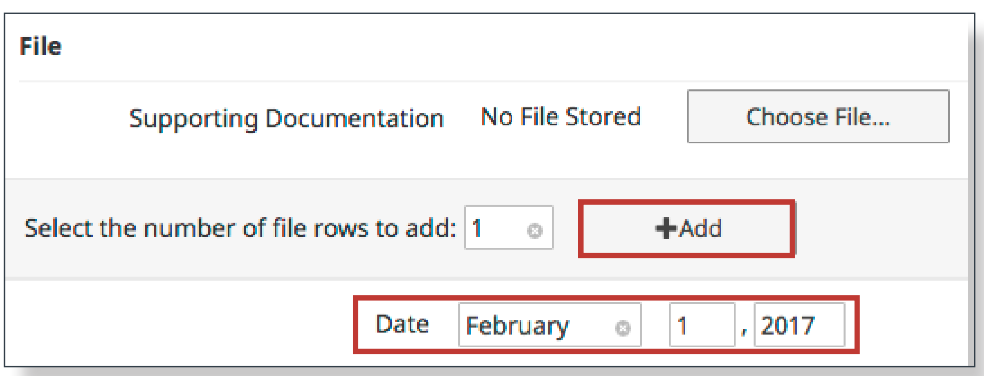


24. Enter more information about the presentation, including an **Abstract/Synopsis**. Upload your presentation, if applicable.

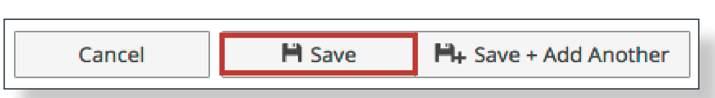


25. Upload additional documentation that supports your presentation. If you need to upload more than one document, click the **Add** button. Then, enter the **Date** you completed the presentation.

Note: If you do not provide a date for a presentation, the system will not be able to include it in your faculty productivity report.



26. When finished, click the **Save** button at the top of the page. Then, click on the **back arrow** next to *Presentations* to return to the Scholarship/Research section.

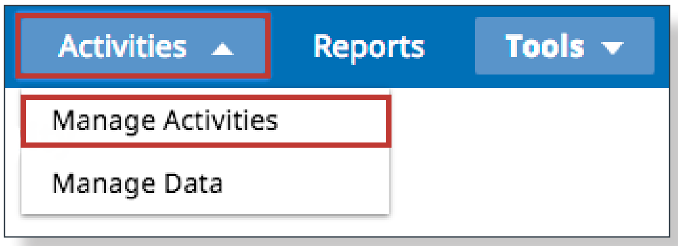


ADD SERVICE INFORMATION

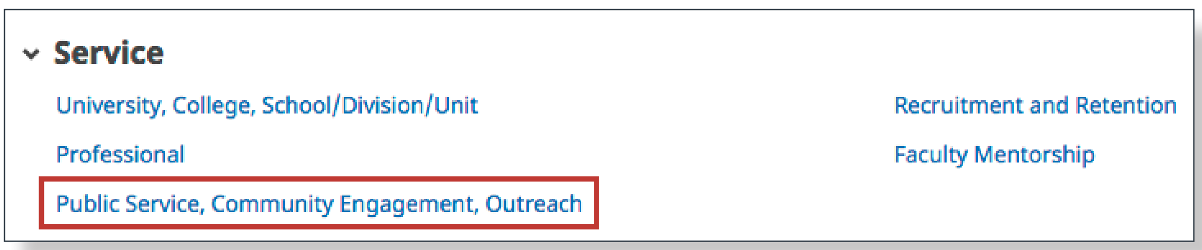
This is where you document your service for the period under review.

Please consult with your Department Chair or Faculty Evaluation Committee for department-specific requirements. You may not need to add information for each activity.

1. Select **Manage Activities** from the Activities drop-down menu.



2. Select **Public Service**, **Community Engagement**, **Outreach**. This section allows you to report on any service you've done for the public at large.



3. Click the **Add New Item** button to add a service entry.

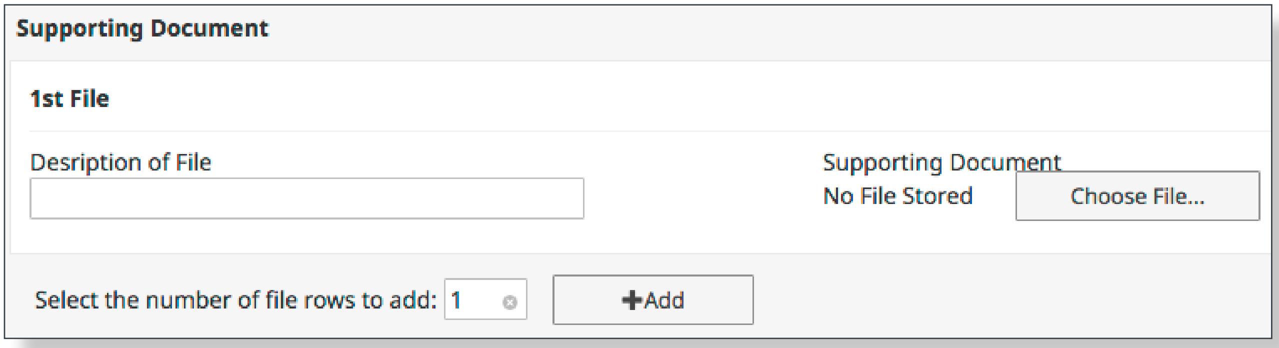
4. Enter information about your service, where applicable.

Organization/Committee/Club	WVU - Falling Run Trail Construction
Organization/Committee/Club URL	https://iserve.wvu.edu/agency/detail/?agency_id=57993
Position/Role	Volunteer
Explanation of "Other"	
City	Morgantown
State	WV
Country	United States
County	☐ Mingo ☑ Monongalia ☐ Monroe

5. Enter additional information about your service, including descriptions of your responsibilites and accomplishments.

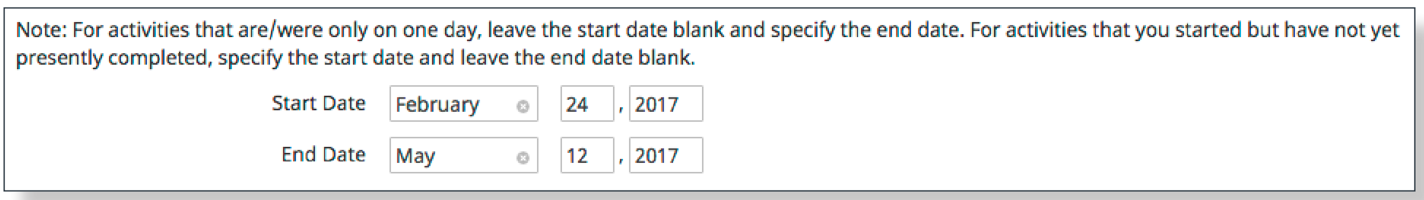
Approx. Number of Hours Spent Per Year	20
Were you elected or appointed?	
Was this compensated or pro bono?	Pro Bono
Audience	Local
Served Ex-Officio?	
Number of Adult Contacts	
Number of Youth Contacts	
Responsibilities/Brief Description	
Brief Description of Committee's Key Accomplishments	Working in small groups, volunteers helped build hiking trails in the pristine greenspace close to WVU's downtown campus.

6. Upload supporting documentation that outlines your service accomplishments. If uploading more than one document, click the **Add** button.

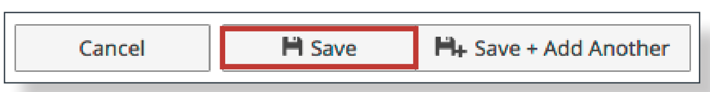


7. Enter a **Start** and **End Date** for the service entry. If you only served for one day, leave the Start Date blank. If you have started but not completed service, leave the End Date blank.

Note: If you do not provide a date for your service, the system will not be able to include it in your faculty productivity report.



8. When finished, click the **Save** button at the top of the page. Then, click on the **back arrow** next to *Public Service, Community Engagement, Outreach* to return to the Service section.

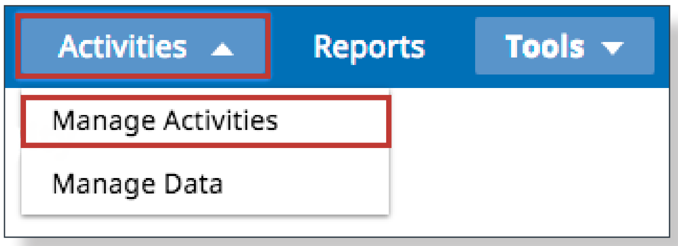


Add additional service entries under the Service activity section, if applicable. Consult with your Department Chair or Faculty Evaluation Committee for department-specific requirements.

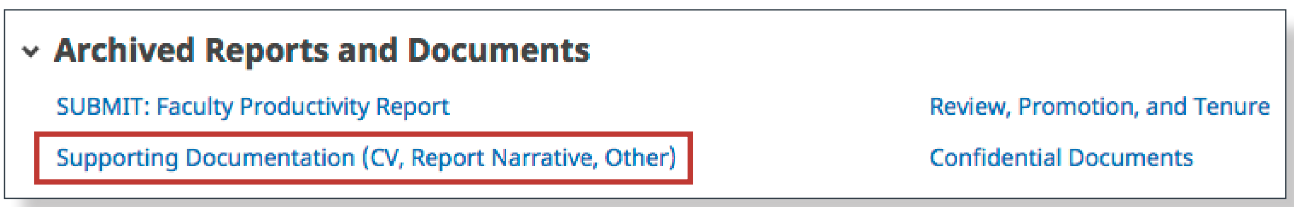
ADD SUPPORTING DOCUMENTATION AND SUBMIT FACULTY PRODUCTIVITY REPORT

You will use this section to review uploaded information, upload a current copy of your CV and any narrative(s) or other documentation required by your department.

1. Select **Manage Activities** from the Activities drop-down menu.

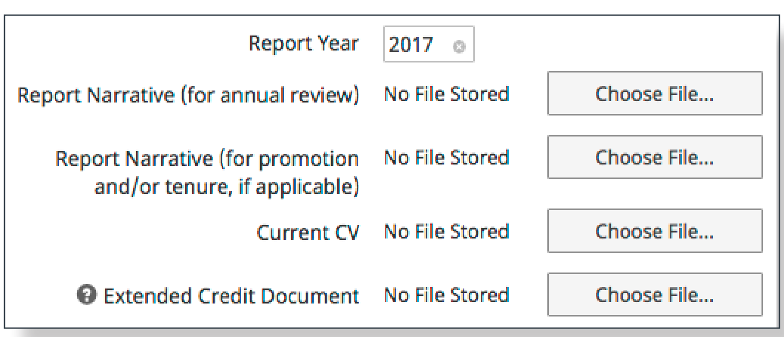


2. Select **Supporting Documentation**. You will use this section to upload a current copy of your CV and any additional documents you wish to be considered in your review.



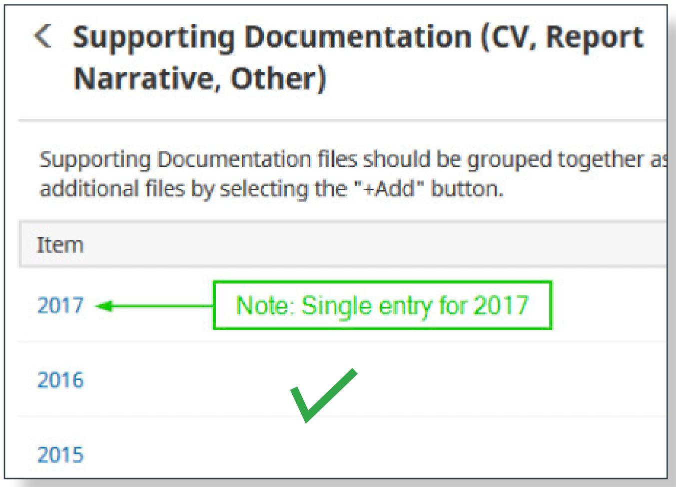
3. Click the **Add New Item** button to add an entry.

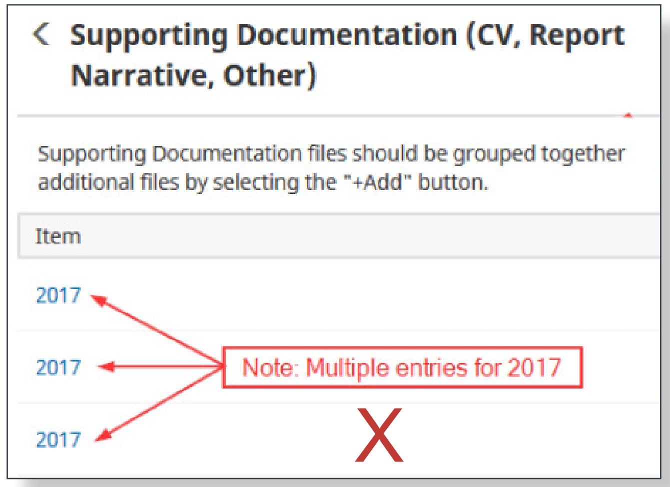
4. Upload all applicable files, according to your department's requirements. Click **Save** at the top when finished.



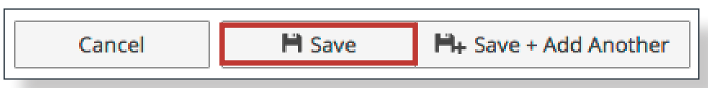
Note: Certain colleges/units may have more fields to choose from (e.g. the *Extended Credit Document* field is not shown to every college/unit).

Note: Create only one entry per reporting year, with the year field chosen by the year in which you are submitting your report, not the year(s) under review. You can add as many documents as necessary in each entry.

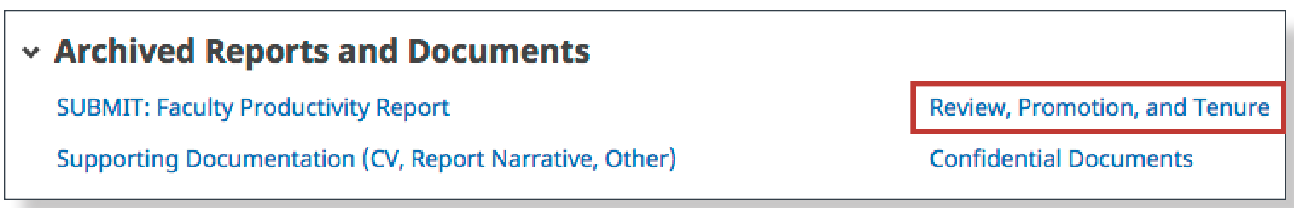




5. When finished, click the **Save** button at the top of the page. Then, click on the **back arrow** next to *Supporting Documentation* to return to the Archived Reports and Documents section.



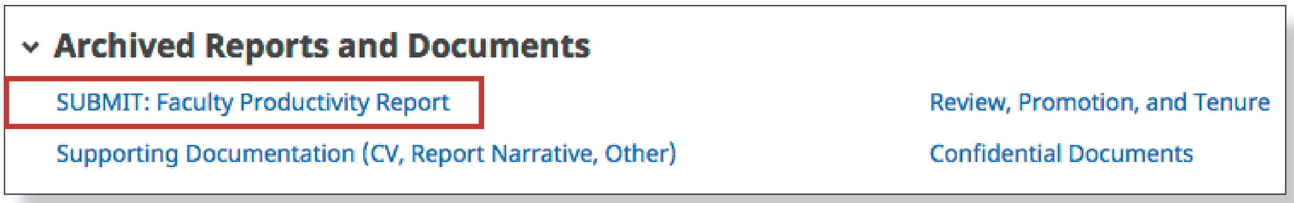
6. Select **Review, Promotion and Tenure**. In this section, review the uploaded information for accuracy. This section is read-only for faculty. When you are finished reviewing the information, click **Save** at the top and return to the Archived Reports and Documents section.



If you find an error or omission, please contact your Digital Measures college administrator.

Faculty Productivity Report: Things to Keep in Mind

In this section, you will find all past productivity or annual reports you have submitted. This is where you will also submit your current faculty productivity report for review, the very last step in the annual reporting process. Please see the separate faculty guide *Running and Submitting Faculty Productivity Reports* for details on this process.



• You need to run the Faculty Productivity report under the *Rapid Reports* section AND submit the Faculty Productivity report under the *Archived Reports and Documents* section from the Manage Activities menu.

• Ensure that all supporting documentation is uploaded *prior* to running and submitting the report. If you upload a document that was previously missing in the report, you will need to run the report again for the newly-added document to appear in the submitted report.

• Don't create a narrative file that contains links. If you feel the need to specifically call attention to an uploaded document in a narrative, it's better to point to a specific page in the faculty productivity report that the narrative will be linked from.

• If you run the report as a Word document and convert it to a PDF, don't use the 'Print to PDF' function. It will break the links in the report. Similarly, don't print and then scan the report. Overall, you should always test the links in your report prior to submitting it under the *SUBMIT: Faculty Productivity Report* section.

• After you run and submit your final Faculty Productivity Report, you can't modify or remove any files you have included in your report for that reporting period. This is equivalent to taking a document out of your physical file, will result in a broken link in the faculty productivity report, and alert the reviewer that the file has been modified or removed. However, you can immediately continue to add, modify or delete data for the *next* reporting period.

• Failure to submit a Faculty Productivity Report in Digital Measures for the current evaluation cycle is equivalent to not submitting a paper report and will result in an unsatisfactory rating.