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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](mailto:brian.meredith@mail.wvu.edu).

Refrain from using the built-in “Help” feature 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. Faculty can use Digital Measures to update their activity at any time. The information entered can be used for annual faculty evaluations, creating reports for accreditation and more. As a college administrator or support staff member, you can manage a user’s data, run personnel review reports and edit promotion and tenure data.

LOG IN TO DIGITAL MEASURES

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

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

2. Click Login. You will be directed to the Digital Measures system.

3. Enter your WVU Login credentials and click Log In.
ADD A USER

The creation of Digital Measures accounts is the responsibility of college administrators, until integration with MAP is complete.

1. Select the **Users and Security** tab at the top. You will be presented with a list of all users in your college or department, both enabled and disabled.

2. To verify that the person doesn’t already have an account, enter their first and last name into the corresponding fields and click the **Search** button.

3. After you have verified that they don’t have an account, click **Add a New User**.
4. Enter the user’s information in the required fields (marked with an asterisk). Enter their Last Name, followed by their First Name.

When you enter an email address, the Username field automatically populates based on the email address you entered. Make sure to change the Username field for faculty, by entering their WVU Login username. They log in to Digital Measures using their WVU Login information.

5. If the account you are creating is for a faculty member (including Chairs), you must select their initial assignment and ensure that the ‘track activities’ Yes box is checked.

Note: If the account you are creating is for an administrative staff member, uncheck the box and continue on to selecting a security role.

6. Select the user’s College and Unit (department).
7. Select appropriate security roles for the user. The following table outlines common users and their associated roles. You can, and should under certain circumstances, assign more than one security role to a user.

**Note:** The default role for all faculty members should only be Faculty.

<table>
<thead>
<tr>
<th>User Type</th>
<th>DM Security Role(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty</td>
<td>Faculty</td>
</tr>
<tr>
<td>Department Chair (has direct access to faculty files)</td>
<td>Department, Faculty</td>
</tr>
<tr>
<td>Administrative Staff</td>
<td>Department</td>
</tr>
<tr>
<td>Administrative Staff (can add, remove and change users)</td>
<td>Departmental Administrator</td>
</tr>
</tbody>
</table>

8. Click **Save** when finished.
DISABLE A USER

As a general rule, you should NOT delete faculty accounts. According to WVU policy, electronic faculty records must be kept for a period of five (5) years after date of termination or separation. Therefore, you should DISABLE accounts for faculty that are no longer with the University. Disabling an account retains all data for the account, allowing accurate historical reports to be prepared.

1. Select the Users and Security tab at the top. You will be presented with a list of all users in your college or department, both enabled and disabled.

2. Search for the user by entering their Last Name and First Name and clicking Search.

3. Once you find their account, click the pencil icon next to their username.

4. At the top of the account, click Disable User.
CHANGE USER SECURITY ROLES

1. Select the Users and Security tab at the top. You will be presented with a list of all users in your college or department, both enabled and disabled.

2. Search for the user by entering their Last Name and First Name and clicking Search.

3. Once your find their account, click the pencil icon next to their username.

4. If the Activities Database - University section isn’t already expanded, click on the plus sign to expand it.

Please select an option below.

Activities Database - University
This user’s teaching, research, and service activities are tracked with these screens.
5. Select the box next to the security role category you would like to grant to the user. Click on the plus sign next to a role category to view role sub-categories. Select the box next to the role sub-category they should be given. To view the permissions associated with a role, click on the \ Details link next to it. Click Save when making changes.

Note: Most faculty should only have the Faculty box selected. Those serving on a unit or college evaluation committee should also have the Department Personnel Review or College Personnel Review box selected. Make sure to update security roles as committee assignments change. It’s critical that administrators update security roles at the end of every cycle.

<table>
<thead>
<tr>
<th>Faculty Activity/Assignment</th>
<th>DM Security Role(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Chair (has direct access to faculty files)</td>
<td>Faculty, Department</td>
</tr>
<tr>
<td>Department Review Committee (P&amp;T/annual)</td>
<td>Faculty, Department Personnel Review</td>
</tr>
<tr>
<td>College Review Committee (P&amp;T/annual)</td>
<td>Faculty, College Personnel Review</td>
</tr>
</tbody>
</table>
SECURITY ROLE AUDITS

Although central administration periodically audits high level account permissions, you should also periodically audit the security roles in your department to ensure that users do not have permissions they are not entitled to. Regular auditing will preserve the integrity of the system.

1. Select the Users and Security tab at the top. You will be presented with a list of all users in your college or department, both enabled and disabled.

2. Click the View Security Roles link.

3. Scroll through the list of security roles and expand the Users link under each category to see all users with that security role designation.

Note: To change a user’s security role, refer to the Change User Security Roles section above.
MANAGE USER DATA

Accessing a user’s file allows you to directly manage and edit their data as though they were managing it themselves. There are two different ways you can manage user data.

Manage Data

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

2. Type in the name of the user for whom you want to manage data. When you find their name, select it and click the Continue button.

Note: You must click the Show drop-down menu and select All Accounts to view user accounts that have been disabled.

3. You will be taken to the Manage Activities screen for that particular user. To ensure you are managing data for the correct user, look at the message at the top of the page appearing in gold.

You are currently managing data for Robert River. Review a guide to manage your activities.
Users and Security

1. Select the Users and Security tab at the top.

2. Search for the user by entering their Last Name and First Name and clicking Search.

3. Click on the people icon next to their username. A new window will open.

4. You will be taken to the Manage Activities screen for that particular user. To ensure you are managing data for the correct user, look at the message at the top of the page appearing in gold.

5. When you are done managing data for that user, ensure all changes are saved, and close out of that window.
REVIEW PERMANENT DATA

Permanent Data MUST be reviewed for accuracy by administrators or supervisors. A superscript R will appear on the left side of data fields, meaning those fields are read only for Faculty. Faculty can view this data, but not change it.

1. After completing the steps to access a user profile to manage data, select **Permanent Data** under the General Information category.

   You are currently managing data for Robert River.
   
   Review a guide to manage your activities.

   General Information

   Permissions
   
   Personal and Contact Information
   
   Administrative Data: **Permanent Data** | Yearly Data | Restricted-Access Documents
   
   Professional Positions Prior/Outside of WVU

2. Enter or confirm that the **Starting Rank Prefix, Position, Track and Date** are all correct. Make changes if necessary.

   Edit Permanent Data

   Starting Rank Prefix $^R$
   
   Teaching
   
   Starting Position/Rank $^R$
   
   Instructor
   
   Starting Track $^R$
   
   Term
   
   Start Date at West Virginia University $^R$
   
   Start Month at West Virginia University
   
   January
   
   Start Day at West Virginia University
   
   2
   
   Start Year at West Virginia University $^R$
   
   2016
3. Click to upload a supporting document that proves the validity of the permanent data. If you want to upload additional supporting documents, click **Add Row** to add another file.

4. Set the **Rank Prefix**, **Rank Attained**, **Track** and **Date Attained** fields under the Rank Promotion section. To add another rank promotion, click **Add Row**. To delete a promotion, click on the **trash can icon** in the top-right (this won’t show until the promotion has been added).
5. Enter or confirm the **Critical Year, Tenure Effective Date, First Salary Enhancement, Second Salary Enhancement** and **Separation Date** fields.

### Critical Year

- **2016-2017**

### End date of current term appointment

- **Month of Next Renewal**: [Dropdown]
- **Day of Next Renewal**: [Field]
- **Year of Next Renewal**: [Field]

### Tenure Effective Date

- **Tenure Decision Month**: [Dropdown]  January
- **Tenure Decision Day**: 1
- **Tenure Decision Year**: 2017

### Date of First Full Professor Salary Enhancement

- **Month of First Full Professor Salary Enhancement**: January
- **Day of First Full Professor Salary Enhancement**: 1
- **Year of First Full Professor Salary Enhancement**: 2014

### Date of Second Full Professor Salary Enhancement

- **Month of Second Full Professor Salary Enhancement**: January
- **Day of Second Full Professor Salary Enhancement**: 1
- **Year of Second Full Professor Salary Enhancement**: 2017

### Separation Date

- **Separation Month**: [Dropdown]
- **Separation Day**: [Field]
- **Separation Year**: [Field]

**Note:** These fields allow you to run reports to discover pertinent information, such as who has an upcoming critical year and if a professor is due to apply for a salary enhancement. The **Separation Date** field is important for filtering accounts per WVU’s data retention guidance.

6. When you are finished entering and editing the information, click the **Save** button at the top of the page.
REVIEW YEARLY DATA

Yearly Data is how the system knows to include a faculty member in a given department. Everything in Digital Measures is built around yearly data, therefore it needs to be correct and up-to-date. Editing Yearly Data will also allow administrators to carry forward joint appointments to another academic year.

**Note:** If you have two units assigned to you in a given year (joint appointment), carry the joint appointment forward to new entries and do not remove it from any existing entries.

1. *After* completing the steps to access a user profile to manage data, select **Yearly Data** under the General Information category.

   You are currently managing data for Robert River.

   **Review a guide** to manage your activities.

   **General Information**

   - Permissions
   - Personal and Contact Information
   - Administrative Data - Permanent Data | Yearly Data | Restricted-Access Documents
   - Professional Positions Prior/Outside of WVU

2. From here, you can complete three actions:

   1) Select an Item **term** if you would like to add or edit data for that term.
   2) Click the **Add New Item** button to add information for a different term.
   3) Select a term and click the **Duplicate** button to carry that term’s data forward to another academic year.
3. Ensure that you are looking at the data for the correct academic year, and confirm or edit the information under the Unit section. If the user has a joint appointment, click **Add Row** to add another Unit.

4. Enter or confirm the remaining fields of information.

5. When you are finished making changes to a term’s data, click **Save** or **Save + Add Another** at the top of the page.
UPLOAD REVIEW, PROMOTION AND TENURE DATA

Under the Review, Promotion and Tenure section, an administrator can upload review-related data (e.g. department committee review, provost review, etc.).

1. When you need to add a review, promotion or tenure document on behalf of a faculty member, you must manage their data, and select **Review, Promotion and Tenure** under the Archived Reports and Documents section in the **Activities** menu.

2. Click on the **item** you want to edit or review, or click **Add New Item** to add an item on behalf of the individual for a different academic year.

3. Enter the starting year listed on the faculty evaluation cover sheet in the Calendar Year field (e.g. If the cover sheet says “2015-16” write “2015”).

The West Virginia University Faculty Evaluation cover sheet lists the academic year during which the evaluation was conducted. In the “Calendar Year” field below, enter the start of the academic year listed on the cover sheet. For example, if the cover sheet lists the academic year as 2015-16, then enter “2015” in the “Calendar Year” field.

**Calendar Year**

2016
4. Add a review document to the item by uploading or dropping a file into the designated box. To add another document, click **Add Row**. To delete a document, click the trash can icon.

5. Select the **Type of Rating**, and select the correct responses for the **Teaching, Research, Service, Administrative** and **Clinical** fields. Then, select your recommendations and enter the committee’s votes for promotion and tenure. Click **Save** when finished, or **Save + Add Another** to add another item on behalf of the user. Doing so allows a table of reviews to be generated by the system to assist in the review process. The information must be accurate, as it is crucial to a faculty’s promotion and tenure outcome.