



DIGITAL MEASURES

**GUIDE TO RUNNING AND SUBMITTING
FACULTY PRODUCTIVITY REPORTS**

TABLE OF CONTENTS

OVERVIEW	1
LOG IN TO DIGITAL MEASURES	1
RUN FACULTY PRODUCTIVITY REPORT USING RAPID REPORTS	1-2
RUN FACULTY PRODUCTIVITY REPORT USING OTHER REPORT FEATURE	2-3
SUBMIT FACULTY PRODUCTIVITY REPORT	4-6
REMINDERS	7

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” feature in Digital Measures. It is not an efficient way to receive assistance.

OVERVIEW

After you've entered all of the activities you wish to report on under the Activities page in Digital Measures, you must run AND submit a Faculty Productivity Report to complete your evaluation.

LOG IN TO DIGITAL MEASURES

1. Navigate to faculty.wvu.edu/policies-and-procedures/digital-measures.
2. Click **Login**. You will be directed to the Digital Measures system.
3. Enter your WVU Login credentials and click **Log In**.

RUN FACULTY PRODUCTIVITY REPORT USING RAPID REPORTS

You have the option of running your Faculty Productivity Report two different ways. You can either use the rapid report feature, which allows you to skip a few steps, or use the overall reporting feature.

1. To use the rapid report feature, click the **Rapid Reports** button on the top-right of the Digital Measures homepage.



2. Keep *Faculty Productivity Report* selected as the report type.
3. Select the applicable reporting period Start and End Dates. Direct all questions about reporting period dates to your department's administration.
4. Select **PDF** from the *File Format* menu.

Note: If you must make modifications to the resulting report and can't make the changes under the Manage Activities section (such as adding a syllabus to Scheduled Teaching, or a publication to Publications, Research, and Intellectual Contributions), choose Microsoft Word as the File Format instead.

If you make modifications in a Word document, please use one of the following options to convert the file to a PDF.

- **Windows:** In Word, click the File menu and select Save as, PDF.
- **Mac:** In Word, click the File menu and select Save As, PDF. Then, select Best for electronic distribution and accessibility.

If you use the print function to create a PDF, the links within your report will not work, and reviewers will not be able to access files you have uploaded. Please ensure that all links work prior to completing the final step of submission by testing a link within the report you plan to submit.

5. After selecting the fields, click **Run Report**. Your report will automatically download.

Save the downloaded report to a location on your computer that you'll remember. You'll need to upload this file in a later step.

RUN FACULTY PRODUCTIVITY REPORT USING OTHER REPORT FEATURE

1. Click the **Reports** button at the top of the page.



2. Select **Faculty Productivity Report**.

3. Select the applicable reporting period **Start** and **End Dates**. Direct all questions about reporting period dates to your department's administration.

[< Run Faculty Productivity Report](#) Run Report

[Download this report's template](#)

1 **Date Range**

Start Date

End Date

4. Select **PDF** from the *File Format* menu.

2 **File Format**

File Format

Page Size

Note: Or select Microsoft Word if you intend on modifying the report because you can't make changes from the Activities page (e.g. adding a syllabus to *Scheduled Teaching* or a publication to *Intellectual Contributions*). Then convert to PDF when you are finished.

5. Click **Run Report**. It will automatically download.

[< Run Faculty Productivity Report](#) Run Report

[Download this report's template](#)

1 **Date Range**

Start Date

End Date

2 **File Format**

File Format

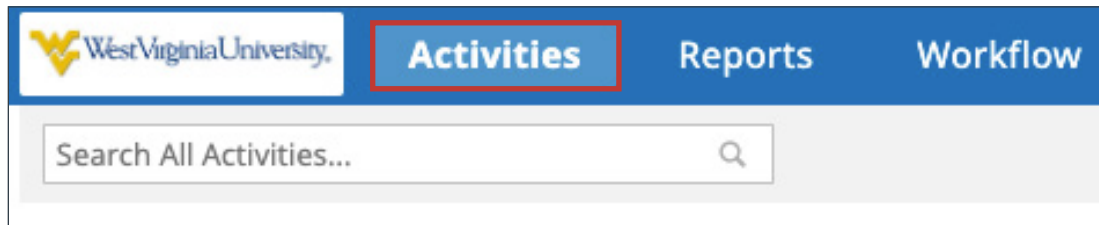
Page Size

6. Save the downloaded report to a location on your computer that you'll remember. You'll need to upload this file in a later step.

If you are unable to generate the correct data in the report, you've most likely set the wrong reporting period. Make sure you select the correct dates.

SUBMIT FACULTY PRODUCTIVITY REPORT

1. Click the **Reports** button at the top of the page.



2. Scroll towards the bottom of the page and select **SUBMIT: Faculty Productivity Report** under the *Archived Reports and Documents* section.



3. Click **Add New Item** at the top.



4. Enter the **Reporting Year** for your submission (e.g. if you're submitting the report in 2019, enter 2019).

5. Set the submission date.

Reporting Year ⓘ		
<input type="text" value="2019"/>		
Date Submitted		
Month Submitted *	Day Submitted	Year Submitted *
<input type="text" value="October"/> ⓘ	<input type="text" value="16"/>	<input type="text" value="2019"/>

6. Click the **Annual** box (unless you are submitting a report for promotion and tenure consideration).

7. Click to upload the Faculty Productivity Report you previously ran and saved to your computer. If you've made any changes to the report, make sure you've saved the edited report appropriately.



Reporting Period

Annual

Promotion/Tenure

Using the "Run Reports" feature in Digital Measures, create a PDF copy of your Productivity Report and upload the document here using the "store file" feature. During the annual FEPT process, this PDF will be used as the basis for evaluation.

Replace file here or click to upload

 20191016-093454-CDT-1.pdf (77.55 KB) 

8. Review the Annual Review Completion Checklist and check **all four boxes** when you have completed each item and are ready to submit the report.

This submission should be your final reporting step. If any supporting documentation files within this reporting period are changed after this submission, the links included in your productivity report will no longer work.

Annual Review Completion Checklist

- Enter all of your activities for the reporting cycle in the appropriate profile screens (See: General Information, Teaching, Scholarship/Research, Service) ***

Enter all of your activities for the reporting cycle in the appropriate profile screens (See: General Information, Teaching, Scholarship/Research, Service)

- Upload your Current CV and Report Narrative to the Supporting Documentation screen. ***

Upload your Current CV and Report Narrative to the Supporting Documentation screen.

- Run the Faculty Productivity Report within the correct reporting dates, ensure that the document is accurate, and**

Run the Faculty Productivity Report within the correct reporting dates, ensure that the document is accurate, and upload it to this screen.

- Complete this screen and finalize your annual review submission. ***

Complete this screen and finalize your annual review submission.

9. Click **Save** at the top of the page when finished.

Cancel

Save

Save + Add Another

REMINDERS

- You must run the Faculty Productivity report from the *Reports* page AND submit it from the *SUBMIT: Faculty Productive Report* page.
- 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' feature. 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.