DIGITAL MEASURES

GUIDE TO RUNNING AND SUBMITTING FACULTY PRODUCTIVITY REPORTS

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" 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.

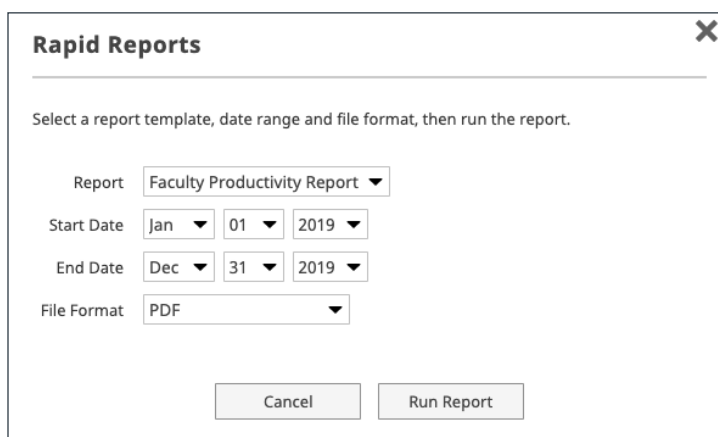**4.** Select **PDF** from the *File Format* menu.

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 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.

Rapid Reports ✕

Select a report template, date range and file format, then run the report.

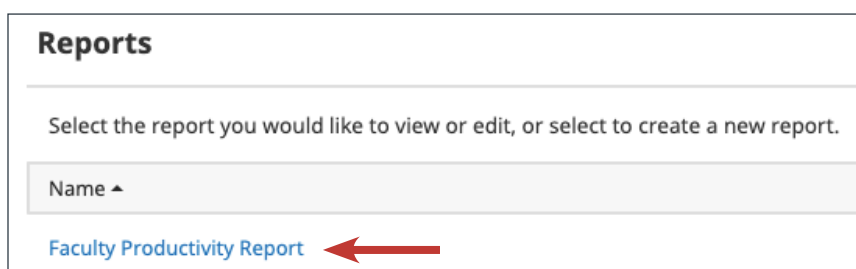|	
Report	Faculty Productivity Report ▾
Start Date	Jan ▾ 01 ▾ 2019 ▾
End Date	Dec ▾ 31 ▾ 2019 ▾
File Format	PDF ▾

Cancel   Run Report

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.

West Virginia University   **Activities**   **Reports**   **Workflow**

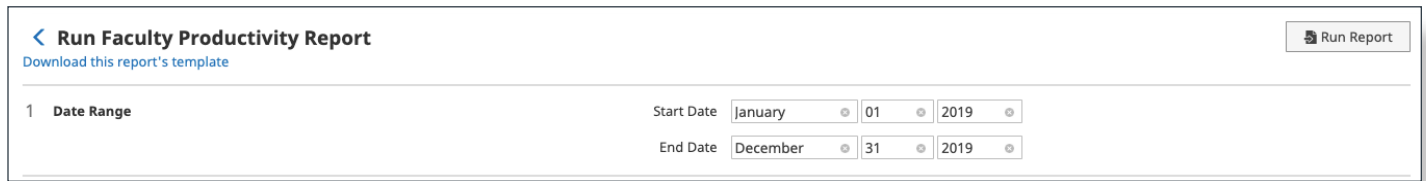**2.** Select **Faculty Productivity Report**.

Reports

Select the report you would like to view or edit, or select to create a new report.

Name ▲

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.
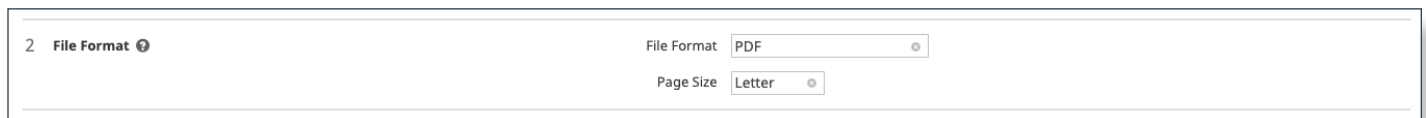
< **Run Faculty Productivity Report**
Download this report's template

⊞ Run Report

1   **Date Range**

Start Date   January ⊙ 01 ⊙ 2019 ⊙
End Date   December ⊙ 31 ⊙ 2019 ⊙

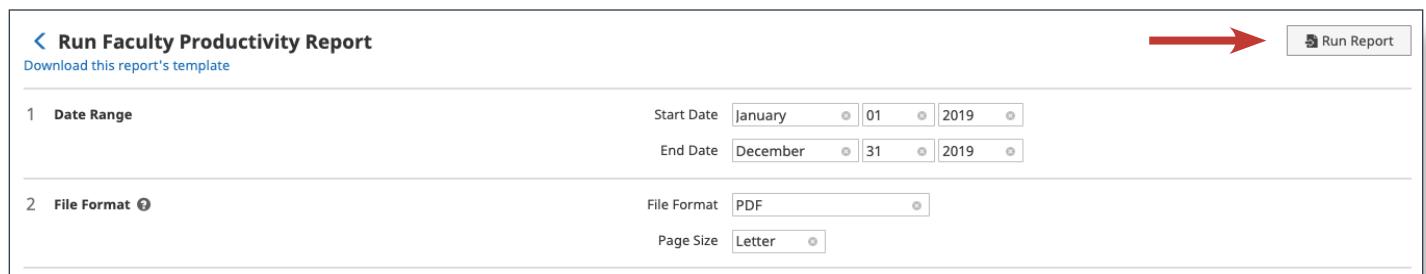**4.** Select **PDF** from the *File Format* menu.

2   **File Format** ❓

File Format   PDF ⊙
Page Size   Letter ⊙

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**
Download this report's template

⊞ Run Report

1   **Date Range**

Start Date   January ⊙ 01 ⊙ 2019 ⊙
End Date   December ⊙ 31 ⊙ 2019 ⊙

2   **File Format** ❓

File Format   PDF ⊙
Page Size   Letter ⊙
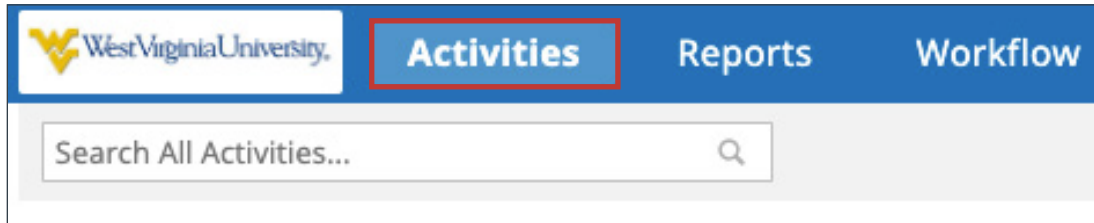
6. Save the downloaded report to a location on your computer that you'll remember. You'll need to upload this file in a later step.
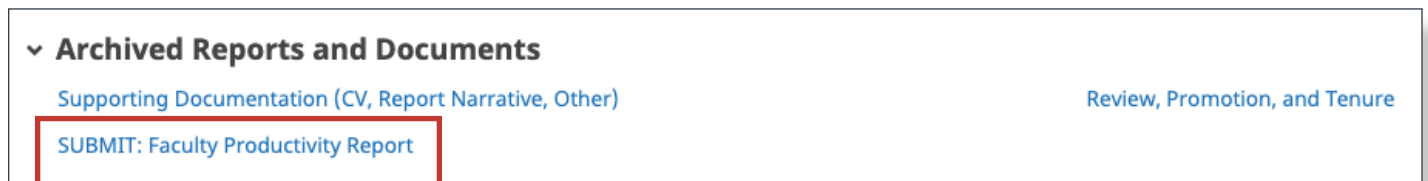
If you are unable to generate the correct data in the report, you've most likely set the wrong reporting period. Make sure you select the correct dates.

SUBMIT FACULTY PRODUCTIVITY REPORT

1. Click the **Activities** 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.
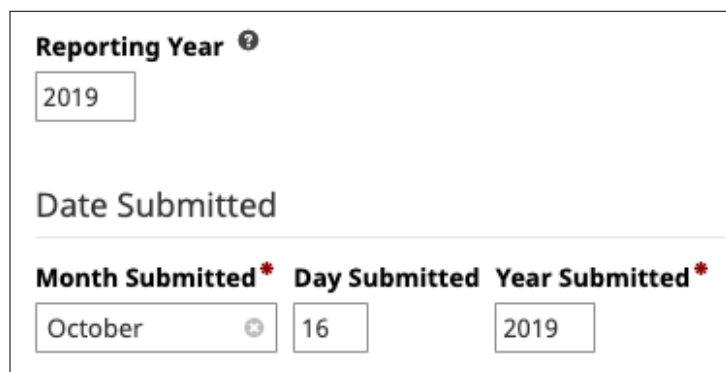

3. Click **Add New Item** at the top.

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.

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 instructions on this screen and check **both boxes** when you have completed each item and are ready to submit the report.

All faculty are required to generate and submit an FPR to complete your annual or promotion and tenure review.

The FPR must be submitted by midnight on December 31, at which time this screen will be locked.

☐ Check here to indicate that you have verified the report you are submitting below has functioning links. This verification is critical if you have chosen to generate this report as a Word document and have converted to PDF format prior to submitting. *

☐ Check here in indicate that you have reviewed the report you are submitting below for completeness. If you have added new documentation to your account after initially reviewing your FPR, ensure that you have generated a new report to capture those additions and are submitting the most recent version. *

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.