

# Digital Measures Faculty Guide

An Introduction to the L&S Faculty Activity Reporting System

**Please note:** Clicking on any underlined text will take you to the corresponding location in the guide.

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## I. Frequently Asked Questions

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### What is Digital Measures?

As of 2010, the College of Letters and Science is using a web-based activity reporting system called **Activity Insight** provided by Digital Measures (DM) to complete the annual summary exercise. Through this customized solution, the College plans to collect information about the teaching, research, and service accomplishments of faculty members in an accessible, easy-to-use digital format.

### Why use a web-based activity reporting system?

Once this data is collected, it will be possible to efficiently and accurately generate real-time reports with the click of a button. For L&S faculty, this transition from paper-based reporting will prove just as beneficial:

- **24/7 Access.** Update your activities from any computer with an Internet connection, eliminating the last-minute stress of compiling an annual summary; if you update your activities regularly, your annual summary is just a click away.
- **Save time.** Enter your activities once and easily generate custom deliverables for your CV and tenure or promotion reviews using DM's powerful reporting tools.
- **Eliminate "status updates."** When up-to-date faculty accomplishments are always available, administrators can compile updated reports without the need to contact you for your most recent activities.
- **Facilitate collaboration.** Unifying faculty data from across the College can identify possible cross-disciplinary partnerships and appropriately direct funding opportunities.

### Who has access to the data?

You and the L&S deans have read/write privileges to your data. Department chairs have read access only.

### How will this data be used?

The impact of the Digital Measures system should go far beyond annual summaries. For example, it is our belief that departments will be able to use this system to facilitate the drafting of their self-studies or to collect group information that might be critical for accrediting bodies. The College sees this as a unique opportunity to quantify scholarly activity in new and innovative ways to promote and support the wide range of L&S faculty activities.

### Is there any sensitive personally-identifiable data in the system?

Apart from the pre-populated teaching and permanent data sections, the only data in DM will be the information that faculty members choose to enter. If you feel uncomfortable sharing the details of a sensitive or proprietary project, you may enter it under a general title or choose to leave it out of the system altogether.

## What is the security level of the DM system?

Used by over 1,500 colleges worldwide, DM has made a fundamental commitment to the security of all data within their system, with:

- All data collected over secure, 128-bit SSL-encrypted connections
- Firewall-protected servers and an intrusion detection system
- Fully redundant servers in a Sun-owned and managed data center
- Five nightly backups to geographically-dispersed locations
- Full Family Education Rights and Privacy Act (FERPA) compliance

For a full list of security measures, you can visit the Security and Privacy page on the Digital Measures site at <http://www.digitalmeasures.com/ActivityInsight/secure.htm>.

## How many years of data must be entered?

For the 2010 annual summary exercise, faculty members should enter their activities from 2009.

## Can I upload my CV and have the information entered automatically?

We've raised this issue with DM, and unfortunately faculty activities must be manually entered to ensure adherence to formatting guidelines which allow the College to realize the full potential of DM's reporting functionality. However, the College continues to explore options for reducing the amount of time and effort that it takes to enter faculty activities into the DM system.

## What if my activity doesn't fit in any existing categories?

In the short term, find the most appropriate category and make use of the "Other" and "Explanation of Other" categories to document this activity. Though DM has been extensively customized to include most common activities, it's impossible to encompass the full range of faculty activities within the College. To ensure that your activities are properly categorized in the future, please e-mail [ls-dm@uwm.edu](mailto:ls-dm@uwm.edu) with your activity and we will work with DM staff and revise the categories to fully reflect your contribution.

## Has the new form been approved by any faculty governance body?

No. The College has always had an annual summary requirement; this is simply a change in the method of reporting. In May 2004, the UWM Faculty Senate supported the concept of electronic reporting for annual summary exercises and authorized the formation of a working group to develop a campus solution.

## Whom should I contact to ask questions or suggest revisions?

The College has established an e-mail reflector for all DM-related inquiries at [ls-dm@uwm.edu](mailto:ls-dm@uwm.edu).

## II. Using Digital Measures

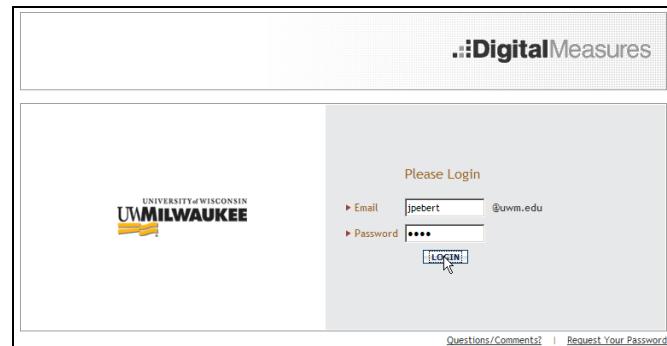
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### Logging into Digital Measures

You can access the Digital Measures system by visiting <http://www.digitalmeasures.com/uwm/login> or by going to <http://digitalmeasures.uwm.edu> and clicking the **Digital Measures** link beneath the ‘Quick Links’ heading on the right-hand side of the page, bringing up the page shown below:

If you’ve previously logged into the Digital Measures (DM) system, simply enter your ePantherID and DM password and click the **Login** button to log in.

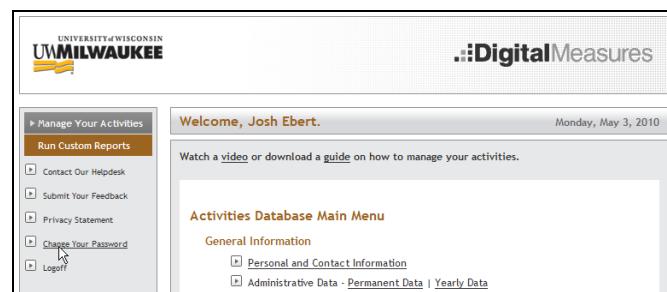
First-time DM users will need to click the **Request Your Password** link at the bottom right of the page:

On the next page, you’ll need to enter your ePantherID and click the **Submit** button to generate an e-mail with your temporary DM password. After logging in, the **Manage Your Activities** page appears:

If you’re using this temporary DM password, it’s highly recommended that you change your password using the **Change Your Password** link on the left-hand side of the page.

Afterward, a message notifies you that the password change was successful. Clicking the **Click here to continue** link at the bottom of this page returns you to the **Manage Your Activities** page shown to the right.



### Additional Reference Materials

Near the top of the **Manage Your Activities** page, you’ll notice a pair of helpful links designed to introduce users to the DM system, shown to the right.



The video is a 7-minute tutorial covering the process of entering activities and generating a report, along with most of the topics covered later in the **Helpful Features and Tips** section of this guide. The guide is a brief 2-page PDF document covering the basics of navigating the DM system and entering activities.

If you’re confused with any aspect of the activity entering or reporting processes after reading this guide, you may wish to consult these reference materials. For questions or concerns about the transition to DM or the system itself, please e-mail the L&S DM e-mail reflector, [ls-dm@uwm.edu](mailto:ls-dm@uwm.edu).

## Activity Categories

The **Manage Your Activities** page contains four highly-customized categories used to report faculty activities, which are explained briefly below. For your convenience, a more detailed table of [Common Activities and Entry Locations](#) is appended to this guide.

- The **General Information** category contains personal and contact information, including educational history, honors and awards, certifications, and professional memberships.
- The **Teaching** category contains scheduled teaching information, along with other activities that directly impact student learning.
- The **Scholarship / Research** category contains information about grants, publications, presentations, and other scholarly and professional activities.
- The **Service** category contains information about administrative and consulting activities, including committee and organizational memberships.

In the letter introducing the DM system to L&S faculty, we asked that faculty enter the activities in the last three categories which most closely adhere to the old paper version of the annual summaries. The information under **General Information** is voluntary, but you may want to complete those sections which may be used by your individual department for merit considerations (e.g., "Awards and Honors").

## Entering Your Activities

Before you begin entering your activities, it's important to check the accuracy of the information in the two sections that have been pre-populated, **Permanent Data** and **Credit Courses Taught**. Any necessary revisions to these two sections should be e-mailed to [ls-dm@uwm.edu](mailto:ls-dm@uwm.edu) for correction.

To begin entering your activities, click on your desired section to bring up a list of previously-entered activities as shown below. Remember that a helpful table of [Common Activities and Entry Locations](#) is appended to this guide.

<b>Scholarship/Research</b>
<input type="checkbox"/> Contracts, Grants and Sponsored Research <input checked="" type="checkbox"/> Scholarly and Creative Publications

Activities Database

Contracts, Grants and Sponsored Research

[RETURN TO MAIN MENU](#)

Click below to ADD a new item to Contracts, Grants and Sponsored Research:

[ADD A NEW ITEM](#)

---

Items added to Contracts, Grants and Sponsored Research

No items have been added

You'll notice that no activities have been added under this section yet. As shown above, click the **Add a New Item** button to begin adding your activity.

Enter the information about your activity into the fields provided, making use of the dropdown menus shown to the right. You may also wish to consult the **Helpful Features and Tips** section of this guide.

When you've finished, click one of the two **Save** buttons shown below at the bottom of the page to add this activity:



Activities Database	
Contracts, Grants and Sponsored Research	
Contract/Grant/Research Type	<input type="button" value="▼"/>
Contract/Grant/Research Title	<input type="button" value="Contract"/> <input checked="" type="button" value="Grant"/> <input type="button" value="Sponsored Research"/> <input type="button" value="Subcontract"/>
Sponsoring Organization	

**Please note:** Clicking the **Return (Cancel)** or **Return to Main Menu** button on any page will discard the information you've entered or modified without saving it to your account.

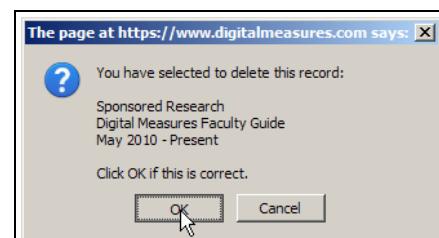
If you have another activity that belongs in the same section, click the **Save and Add Another** button to save and begin entering information about your second activity. The **Save and Return** button saves the current activity and returns you to the list of your previously-entered activities:

Activities Database	
Contracts, Grants and Sponsored Research	
<input type="button" value="RETURN TO MAIN MENU"/>	
Click below to ADD a new item to Contracts, Grants and Sponsored Research:	
<input type="button" value="ADD A NEW ITEM"/>	
Click on any of the entries below to EDIT, COPY or DELETE an item in Contracts, Grants and Sponsored Research:	
Items added to Contracts, Grants and Sponsored Research	<input type="button" value="EDIT"/> <input type="button" value="COPY"/> <input type="button" value="DELETE"/>
Sponsored Research Digital Measures Faculty Guide May 2010 - Present	  

To change any of the information about an existing activity, click the **Edit** icon as shown above. To create a new activity using the existing information from a previously-entered activity, click the **Copy** icon. For more information about the Copy feature, please read the **Copy Feature** section on the next page. To delete an activity from your account, click the **Delete** icon.

A popup window similar to the one shown to the right will appear with a summary of your activity to confirm the deletion.

To remove this activity from your account, click the **OK** button.

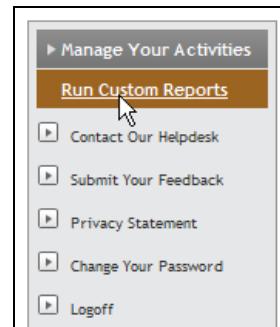
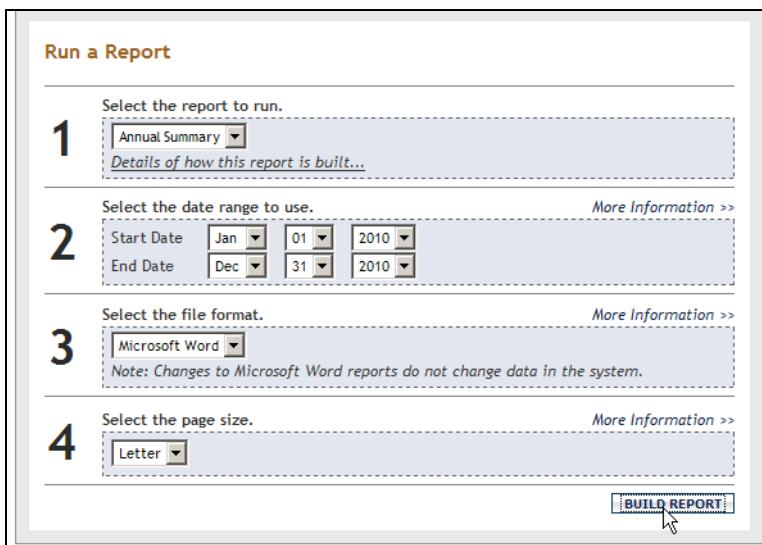


## Generating Reports

One of the most compelling features of the paperless DM system is the ability to create and generate custom reports in real-time using up-to-date faculty information.

It's likely that this feature will prove most useful for administrators, but all L&S units are encouraged to explore the DM system and devise additional methods to use this wealth of information.

To begin generating your report, click the **Run Custom Reports** link on the left-hand navigation of the page as shown to the right. The report options and a brief overview of each option are shown below:

**Run a Report**

Select the report to run.

**1** Annual Summary  
*Details of how this report is built...*

Select the date range to use.

**2** Start Date Jan 01 2010  
 End Date Dec 31 2010

Select the file format.

**3** Microsoft Word  
*Note: Changes to Microsoft Word reports do not change data in the system.*

Select the page size.

**4** Letter

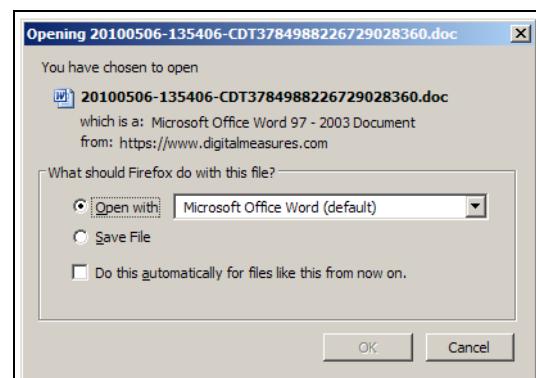
**BUILD REPORT**

1. For the moment, the Annual Summary is the only available report, but DM will design custom reports to meet any College need. Recommendations for additional reports can be sent to [ls-dm@uwm.edu](mailto:ls-dm@uwm.edu).
2. Document your productivity during specific years, months, or even day-to-day activities if necessary.
3. Generate your report in Microsoft Word, PDF, or HTML formats for a variety of uses.
4. Choose from the default Letter size or the international A4 standard for the page size.

When you've selected your desired options, click the **Build Report** button at the bottom of the page to bring up the Open/Save window shown to the right.

Choose whether to Open or Save your report, and then click the **OK** button.

A quicker, more accessible reporting alternative is the **Rapid Reports** feature described in the **Helpful Features and Tips** section on the next page.



### III. Helpful Features and Tips

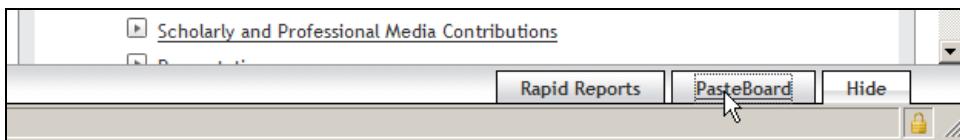
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This section provides an introduction to some of DM's advanced features which can greatly expedite the process of entering your activities.

#### The PasteBoard

The PasteBoard provides a handy place to deposit and organize “working” content as you’re entering activities. For example, you can paste an entire bibliographic entry from your vita into the PasteBoard and drag-and-drop each piece of information into the correct field on the page. Learning to use this feature effectively can greatly reduce the amount of time you spend entering your activities.

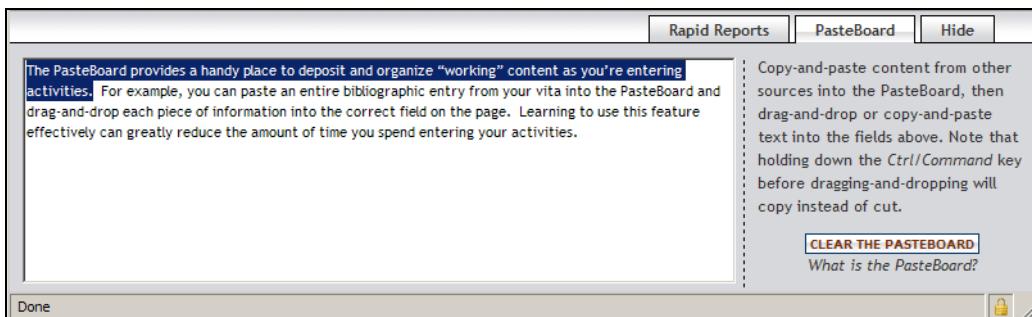
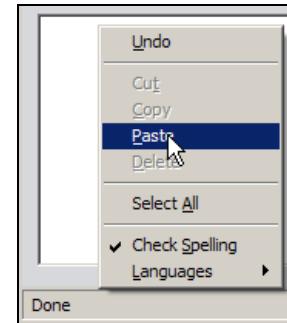
To expand the PasteBoard, click the **PasteBoard** link on the silver bar at the bottom of any DM page:



After the PasteBoard text box expands, you can copy and paste text from any application using either the keyboard or mouse after selecting the desired text:

- Press **Ctrl+C** to copy the text you’ve selected, and then click inside the PasteBoard text box and press **Ctrl+V** to paste.
- Right-click on your selected text, then select **Copy**. Then, right-click in the PasteBoard text box and select **Paste** as shown to the right.

Your text should appear in the PasteBoard as shown below:

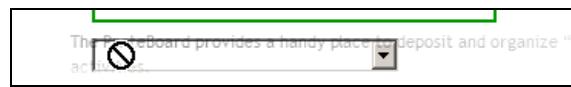


Now, simply select the portion of the text you’d like to enter into your desired activity, then click and drag it on top of the appropriate field on the page.



When you begin to drag your text from the PasteBoard, you’ll notice that the borders of some fields turn green as shown in the screenshot above, indicating that text can be dragged there.

If a field doesn’t have a green border, your cursor will change as shown to the right, signifying that the field isn’t drag-and-drop compatible.



## The Copy Feature

This feature is mentioned in the **Entering Your Activities** section later in this guide, but it warrants a full mention here for its time-saving potential. Essentially, this feature allows you to create a new activity using the information you've already entered for an existing activity in that section. For faculty members with multiple presentations or publications of the same article in different journals, this method can save time and eliminate duplication that could result in errors.

To use the copy feature, start on the **Manage Your Activities** page and click on the section with the activity you'd like to copy.

Your previously-entered activities are shown:

Click on any of the entries below to EDIT, COPY or DELETE an item in Contracts, Grants and Sponsored Research:

Items added to Contracts, Grants and Sponsored Research	EDIT	COPY	DELETE
Sponsored Research Digital Measures Faculty Guide May 2010 - Present			

Locate the activity you'd like to copy, and then click the **Copy** icon as shown above. A new activity screen appears with a copy of the information from your previously-entered activity:

**Activities Database**

Contracts, Grants and Sponsored Research

Contract/Grant/Research Type: Sponsored Research

Contract/Grant/Research Title: Digital Measures Faculty Guide

RETURN (CANCEL)    RETURN TO MAIN MENU

Edit this activity as necessary and choose one of the **Save** buttons at the bottom of the page to save the activity to your account and return to your previously-entered activities, where your new activity appears:

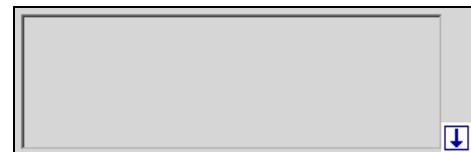
Click on any of the entries below to EDIT, COPY or DELETE an item in Contracts, Grants and Sponsored Research:

Items added to Contracts, Grants and Sponsored Research	EDIT	COPY	DELETE
Sponsored Research Digital Measures Faculty Guide May 2010 - Present			
Sponsored Research Digital Measures Faculty Guide (2) May 2010 - Present			

## Expanding Text Boxes

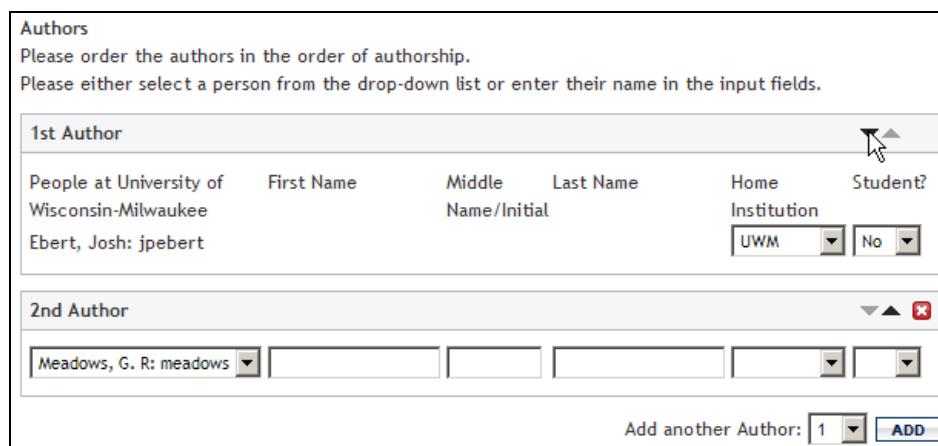
In the process of entering your activities, you may notice the blue arrow icon shown to the right near certain text boxes.

Clicking on this icon will expand the height of the text box, allowing more space and better readability for lengthier entries.



## Changing Authoring Order

For journal articles or publications with more than one author, you can easily change the authoring order using the three icons on the far right side of the authoring portion of the activity page:



**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	First Name	Middle Name/Initial	Last Name	Home Institution	Student?
People at University of Wisconsin-Milwaukee Ebert, Josh: jpebert				UWM	No

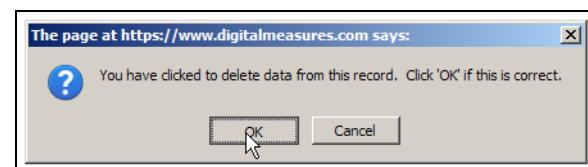
2nd Author
Meadows, G. R: meadows

Add another Author: 1 **ADD**

You can use the downward arrow icon (▼) to move an author down in the authoring order, or the upward arrow icon (▲) to move an author up in the order. If an arrow icon is grayed out as shown in the image above, the selected author cannot be moved up or downward any further.

Similarly, additional authors can always be deleted from publications by clicking the delete icon (✖) at the far right of the row, as shown above.

If you choose to delete an author, a popup window will appear to confirm your decision. Click the **OK** button to delete this author and return to the activity page.



## Rapid Reports

The Rapid Reports feature gives you the ability to generate a sample report from any page of the DM system, allowing you to instantly see the effect of adding or modifying your activities.

To open Rapid Reports, click the **Rapid Reports** link on the silver bar at the bottom of any DM page:



The bar expands upward, giving you access to the same reporting functionality described earlier in the [Generating Reports](#) section of this guide.

## Common Activities and Entry Locations

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A complete list of faculty activities and the corresponding entry locations in the Digital Measures activity database are provided below. For most activities, the proper categorization should be self-explanatory, but any questions or comments about entry locations or requests for additional activity types should be directed to the College's DM reflector, [ls-dm@uwm.edu](mailto:ls-dm@uwm.edu).

### General Information

#### AWARDS AND HONORS

- Leadership
- Community Service
- Teaching
- Professional Service
- University Service
- Scholarship / Research

#### CONSULTING

- Academic Consulting
- Litigation Consulting
- For-Profit Consulting
- Non-Governmental Organization (NGO) Consulting
- Government Consulting
- Non-Profit Consulting
- Industry Consulting
- Other

#### FACULTY DEVELOPMENT ACTIVITIES ATTENDED

**Note:** The first question allows you to select Teaching, Research, or Professionally-Related development

- Conference Attendance
- Self-Study Program
- Continuing Education Program
- Seminar
- Faculty Internship
- Tutorial
- Freshman Seminar Retreat
- Workshop

#### MEDIA CONTRIBUTIONS

- Film
- Radio
- TV
- Newspaper
- Magazine
- Internet

### Teaching

#### UNDERGRADUATE ADVISING

- Assigned Advising
- Directed Research

#### DIRECTED STUDENT LEARNING (E.G., THESES, DISSERTATIONS)

- Directed Individual / Independent Study
- Master's Thesis Committee Chair / Member
- Dissertation Committee Chair / Member
- Postdoctoral Research Supervision
- Dissertation Defense Committee Chair / Member
- Supervised Research
- Doctoral Advisory Committee Chair / Member
- Supervised Teaching Activity
- Internship Advisor

## NON-CREDIT INSTRUCTION TAUGHT

- Certification
- Continuing Education
- Faculty Internship
- Guest Lecture
- Management / Executive Development
- Review Course
- Seminar
- Workshop

## CONTRACTS, GRANTS AND SPONSORED RESEARCH – TEACHING RELATED

- Contract
- Grant
- Sponsored Research
- Subcontract

## Scholarship / Research

### CONTRACTS, GRANTS, AND SPONSORED RESEARCH

- Contract
- Grant
- Sponsored Research
- Subcontract

### INTELLECTUAL CONTRIBUTIONS

- Book Review
- Book Chapter, Scholarly Book (New or Revised)
- Book Chapter, Textbook (New or Revised)
- Scholarly Book / Textbook (New or Revised)
- Conference Proceeding
- Encyclopedia Entry
- Instructional Software
- Instructor's Manual
- Journal Article, Academic / Professional / In-House
- Monograph
- Nonfiction Anthology / Book / Online & Print Journals
- Novel
- Poetry Anthology / Book / Online & Print Journals
- Research Report
- Scholarly Translations by
- Short Fiction Anthology / Book / Online & Print Journals
- Study Guide
- Technical Report
- Working Paper
- Written Case with Instructional Material

### INTELLECTUAL PROPERTY (E.G., COPYRIGHTS, PATENTS)

- Patent
- Copyright

### PRESENTATIONS

- Colloquium / Symposium
- Conference
- Lecture
- Seminar
- Workshop

## Service

### DEPARTMENT / PROGRAM ADMINISTRATION

- Chairperson
- Associate Chairperson
- Assistant Chairperson
- Graduate Program Director
- Undergraduate Program Director
- Director
- Co-Director
- Assistant Director
- Coordinator

## COLLEGE ADMINISTRATION

- Dean
- Associate Dean
- Assistant Dean

## UNIVERSITY ADMINISTRATION

- Chancellor
- Vice Chancellor
- Associate Vice Chancellor
- Assistant Vice Chancellor
- Provost

## DEPARTMENT

- Committee Chair
- Committee Member

## COLLEGE

- Committee Chair
- Committee Member

## UNIVERSITY

- Committee Chair
- Senator
- University Senate Service
- Committee Member
- Special Institutional Assignment
- Faculty Mentor
- Task Force Chair

## PROFESSIONAL

- |                                  |                                     |                             |
|----------------------------------|-------------------------------------|-----------------------------|
| • Board of Advisors              | • Guest Speaker                     | • Reviewer, Ad Hoc          |
| • Board of Directors             | • Interaction with Industry         | Reviewer                    |
| • Chairperson                    | • Invited Lecture                   | • Reviewer, Book            |
| • Committee Chair / Member       | • Invited Participant               | • Reviewer, Conference      |
| • Conference Organizer           | • Keynote Address                   | Paper                       |
| • Discussant                     | • Letters                           | • Reviewer, Grant Proposal  |
| • Editor, Associate Editor       | • Member                            | • Reviewer, Journal Article |
| • Editor, Book                   | • Officer, Other Officer            | • Reviewer, Textbook        |
| • Editor, Book Series            | • Officer, President / Elect / Past | • Session Chair             |
| • Editor, Conference Proceedings | • Officer, Secretary                | • Site Visit                |
| • Editor, Journal Editor         | • Officer, Treasurer                | • Task Force Chair          |
| • Editor, Senior Editor          | • Officer, Vice President           | • Task Force Member         |
| • Editor, Textbook               | • Panelist                          | • Workshop Organizer        |
| • Editorial Review Board Member  | • Program Coordinator               |                             |
|                                  | • Program Organizer                 |                             |