# DIGITAL MEASURES

## Table of Contents

<table>
<thead>
<tr>
<th>Part</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Account Access &amp; Login</td>
<td>3</td>
</tr>
<tr>
<td>2</td>
<td>General Information</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>HLC Requirements</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>Updating Education</td>
<td>10</td>
</tr>
<tr>
<td>3</td>
<td>Teaching</td>
<td>11</td>
</tr>
<tr>
<td></td>
<td>Adding a Syllabus</td>
<td>13</td>
</tr>
<tr>
<td></td>
<td>Adding a Student Evaluations</td>
<td>14</td>
</tr>
<tr>
<td>4</td>
<td>Research, Scholarship, &amp; Creative Works</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>Uploading Documentation</td>
<td>17</td>
</tr>
<tr>
<td>5</td>
<td>Service</td>
<td>19</td>
</tr>
<tr>
<td></td>
<td>Generating Reports</td>
<td>21</td>
</tr>
</tbody>
</table>

**University of Northern Colorado**
PART 1

Account Access & Login

2018-19
Part One: Login

Direct Login

digitalmeasures.unco.edu

URSA Login

You can also find a link to Digital Measures under the EMPLOYEE IMPORTANT LINKS in your Ursa account.
Once you are on the ACTIVITIES page, you will complete each section in Digital Measures.

- When you arrive on the landing page, you may see a welcome dashboard.
- Go to the ACTIVITIES page.
PART 2

General Information

2018-19
Part Two: General Information

Update All
- Personal & Contact Info
- Academic
- Administrative Assignments
- Awards & Honors
- Consulting
- External Connections...
- Faculty Development...
- Licensures & Certificates
- Media Contributions
- Professional Memberships

External Updates
The DM Administrator will update administrative sections.
- Administrative Data
- Permanent Data
- Yearly Data
- Workload Information

Education Section
This section supports HLC Accreditation. More instructions on PAGE 10.
Part Two: General Information

Sample Sections
- Personal & Contact Info
- Awards & Honors

Edit Personal Information
Enter relevant information to your position.

Note: not every field needs data.

Click SAVE at the top of the page before exiting.

Awards & Honors
If awards are missing, you can add a section by clicking on ADD NEW ITEM.

Fill in the relevant information and click SAVE or SAVE + ADD ANOTHER.

Note: many sections in the General Information follow the same work flow as the Awards & Honors Section.
Overview of HLC Requirements

In order to maintain HLC accreditation, an institution must document that faculty are qualified to teach classes in a specific discipline in one or more of the following ways:

- Qualification through degree
- Qualification through credit hours from discipline
- Qualification through tested experience

Faculty are required to document completed degrees, licenses, and certifications. If a faculty member is deemed qualified through credit hours or tested experience, an administrator for each school, department, or program will need to document qualifications for each faculty member within Digital Measures.

For the university and for each college, school, department and/or program, an administrator will run the UNC HLC report through Digital Measures to verify all faculty profiles are complete and accurate.

Note

*If faculty do not have the qualifying degree for a specific discipline, but have 18 graduate-level credits in the discipline OR have tested experience, the respective administrator will need to manage data on behalf of the faculty member.*
General Information: Education

Updating Education

When you go to the EDUCATION section, you should see a list of degrees already submitted to UNC.

*If you do not see listed degrees (or you need to add a newly confer degree), click on the ADD NEW ITEM tab.

Special Note
If adding a newly conferred degree, official transcripts must be submitted to the Dean’s office for changes to be considered official.

Edit Education
You must fill in required content, indicated by an asterisk.

Then, fill in as much additional information as you can for each degree, including date completed. If degree is in progress, provide estimated date of completion.

When complete, click SAVE + ADD ANOTHER to add additional degrees.

The EDUCATION section in Digital Measures satisfies the HLC accreditation requirements for faculty qualified via degree.
PART 3
Teaching

2018-19
Part Three: Teaching

Update as Needed
- Direct Student Learning
- Theses
- Dissertations
- Directed Studies
- Non-Scheduled Courses
- Non-Credit Instruction Taught
- Program & Curriculum Development
- Non-UNC Teaching

Scheduled Teaching
The Scheduled Teaching section will update automatically from Banner after the census date.

Note: the most recent courses will appear at the top of the list.
Teaching: Course Syllabus

Scheduled Teaching
To upload a course syllabus, you will need to go to the Scheduled Teaching section.

Course Schedule
The section will list the term’s current schedule of classes.
To upload a course syllabus, select a section from the list of classes displayed.

Upload Syllabus
1. Scroll to the bottom of the displayed screen.
2. Under DOCUMENT TYPE, select SYLLABUS.
3. Under FILE, click CHOOSE FILE. Find the file you’d like to submit.
4. Don’t forget to SAVE.
Teaching: Student Evaluations

Scheduled Teaching
To upload student evaluations, go to the Scheduled Teaching section.

Special Note
Before uploading Student Evaluations in Digital Measures, you must login to EvalKit and download student evaluations in a raw Excel or PDF format.

Course Schedule
Once again, go the schedule of classes and choose the course to which you would like to attach your student evaluations.

Upload Evaluations
1. Scroll to the bottom of the displayed screen.
2. Under DOCUMENT TYPE, select STUDENT EVALUATIONS.
3. Under FILE, click CHOOSE FILE. Find the file you'd like to submit.
4. Don’t forget to SAVE.
PART 4

Research Scholarship & Creative Works

2018-19
Part Four: Research...

Update as Needed

• Artistic & Professional Performances
• Contracts, Fellowships, Grants...
• Publications
• Intellectual Property
• Presentations
• Research Currently in Progress

Contracts, Fellowships, Grants, & Sponsored Research

*Please post an ‘End Date of Funding’ when appropriate.*

Publications

• Please add the dates for ‘Accepted’ and ‘Published’ for each publication.
• For online publications, please add the url/link for the publication.
Uploading Documents

• Start by going to the section you’d like to add documentation.

• Sample: Presentations

Upload Documents

• Once in the section, you will see a list of items currently added.

• Click on ADD NEW ITEM.

Upload Documents

1. Scroll to the bottom of the displayed screen.
2. Under DOCUMENT TYPE, select the appropriate file type.
3. Under FILE, click CHOOSE FILE. Find the file you’d like to submit.
4. Wait: there is more to add before saving.
Upload Documentation

- On the previous page, you clicked on ADD NEW ITEM.
- Then, you uploaded a document.

Documentation Information

1. Now, it’s time to add information about the uploaded presentation.

2. You must give the presentation a Title.

   **Note:** not all fields require data.

3. Fill in pertinent information.

Successful Upload

- If you’ve successfully uploaded your document, you will see a link at the bottom of the page.
- To replace the file, click REPLACE FILE.
- To delete the file, click the trash can icon.
Part Five: Service

Update as Needed

- University
- Professional
- Public
- Academic Advising

Example: University

- List the committees and service to the university you've served.
- Click ADD NEW ITEM to add additional entries.

University Service

- Items with an asterisk (*) are required.
- Fill in pertinent information.
- Click SAVE once information is complete.
DIGITAL MEASURES
Informational Guide

REPORTS

Curriculum & Interactive Vitae

2018-19
Reports: Landing Page

- When you arrive on the landing page, you may see a welcome dashboard.
- This time, go to the REPORTS page.

Once on the REPORTS page, you will see a list of all reports available. Two reports will be used frequently.
- Curriculum Vitae
- Interactive Vitae
Reports: Interactive Vitae

Before uploading documents for evaluations, an Interactive Vitae Report will need to be processed.

Interactive Vitae
1. Select Dates
2. Choose Citation Style
3. Choose File Format
4. Run Report

Save Report
- The report will load in the format you've selected.
- You will have the opportunity to SAVE the file to your computer.