

DIGITAL MEASURES

Informational Guide

UNC

**UNIVERSITY OF
NORTHERN
COLORADO**

2018-19

DIGITAL MEASURES

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DIGITAL MEASURES

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PART 1

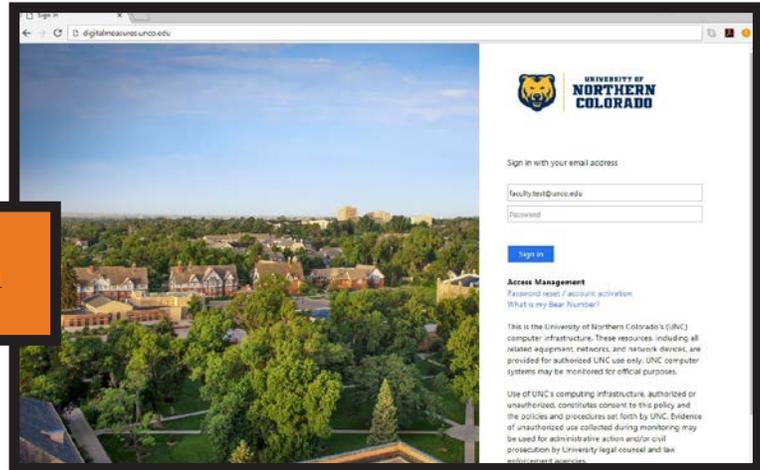
Account Access & Login

2018-19

Part One: Login

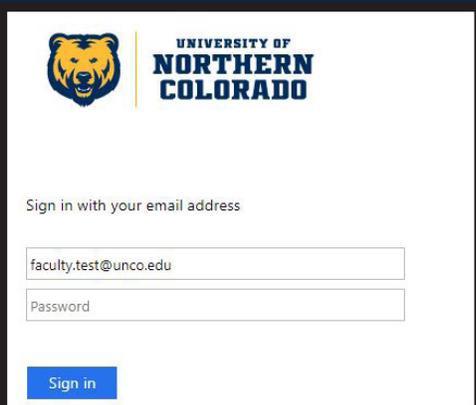
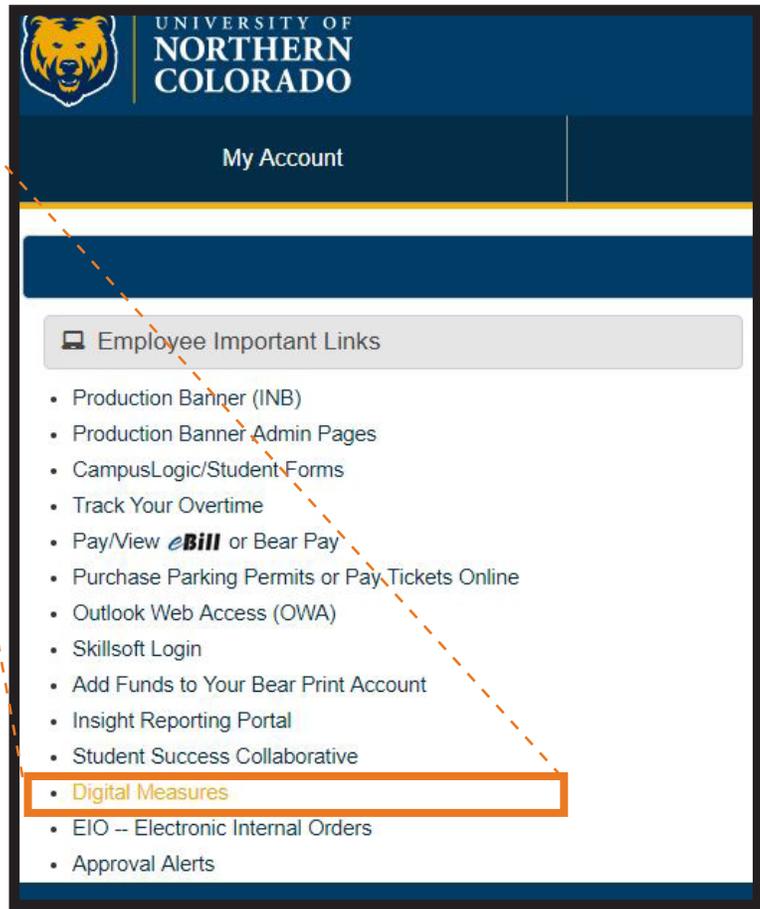
Direct Login

digitalmeasures.unco.edu



URSA Login

You can also find a link to Digital Measures under the **EMPLOYEE IMPORTANT LINKS** in your Ursa account.



Landing Page

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

Dashboard

Digital Measures Support

- Have your Administrator, [University of Northern Colorado Working Group](#), submit work requests for work you need completed.
- Contact **Stacy Becker** for technical and non-technical discussions and training.
- **Stacy Becker**
Email: sbecker@digitalmeasures.com
Toll-Free: (866) 348-5677, x724
Direct: (414) 935-4921

Once you are on the **ACTIVITIES** page, you will complete each section in Digital Measures.

Activities

Search All Activities...

Rapid Reports PasteBoard

2

General Information

- Personal and Contact Information
- Administrative Data - Permanent Data | Yearly Data
- Academic, Government, Military and Professional Positions
- Administrative Assignments
- Awards and Honors
- Consulting
- Education
- External Connections and Partnerships
- Faculty Development Activities Attended
- Licensures and Certifications
- Media Contributions
- Professional Memberships
- Workload Information

3

Teaching

- Directed Student Learning (e.g., theses, dissertations)
- Non-Credit Instruction Taught
- Program and Curriculum Development
- Scheduled Teaching
- Non-UNC Teaching

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Research/Scholarship/Creative Works

- Artistic and Professional Performances and Exhibits
- Contracts, Fellowships, Grants and Sponsored Research
- Publications
- Intellectual Property (e.g., copyrights, patents)
- Presentations
- Research Currently in Progress

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Service

- University
- Professional
- Public
- Academic Advising

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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

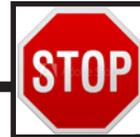
The DM Administrator will update administrative sections.

- Administrative Data
 - Permanent Data
 - Yearly Data
- Workload Information

Education Section

This section supports HLC Accreditation. More instructions on PAGE 10.

▼ General Information	
Personal and Contact Information	External Connections and Partnerships
Administrative Data - Permanent Data Yearly Data	Faculty Development Activities Attended
Academic, Government, Military and Professional Positions	Licensures and Certifications
Administrative Assignments	Media Contributions
Awards and Honors	Professional Memberships
Consulting	Workload Information
Education	



▼ General Information	
Personal and Contact Information	External Connections and Partnerships
Administrative Data - Permanent Data Yearly Data	Faculty Development Activities Attended
Academic, Government, Military and Professional Positions	Licensures and Certifications
Administrative Assignments	Media Contributions
Awards and Honors	Professional Memberships
Consulting	Workload Information
Education	

▼ General Information	
Personal and Contact Information	External Connections and Partnerships
Administrative Data - Permanent Data Yearly Data	Faculty Development Activities Attended
Academic, Government, Military and Professional Positions	Licensures and Certifications
Administrative Assignments	Media Contributions
Awards and Honors	Professional Memberships
Consulting	Workload Information
Education	

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.

General Information

- Personal and Contact Information
- Administrative Data - Permanent Data
- Academic, Government, Military and Professional Positions
- Administrative Assignments
- Awards and Honors
- Consulting
- Education
- External Connections and Partnerships
- Faculty Development Activities Attended
- Licensures and Certifications
- Media Contributions
- Professional Memberships
- Workload Information

← Edit Personal and Contact Information

Cancel Save

Prof: Professor

First Name: Faculty

Preferred First Name: Faculty

Middle Name:

Last Name: Tend

Suffix:

Alternative Name You Publish Under (e.g., an anglicized name), if any: Faculty Demo

Name of Endowed Position (if any):

E-Mail Address: (madmin@uncc.edu)

Building Where Your Office is Located: Regnier

Office Room Number: 0000

Office Phone: (000) (000) (0000)

Unit Phone: (000) (000) (0000)

Fax: (000) (000) (0000)

Personal Website: facultydemo.com

← Awards and Honors

+ Add New Item Duplicate

Item

← Edit Awards and Honors

Cancel Save Save + Add Another

Type:

Nominated or Received?:

Award or Honor Name:

Organization/Sponsor:

Purpose:

Scope:

Description/Explanation (30 Words or Fewer):

Date Received:

HLC Requirements

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 asterisks. *

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.

A screenshot of the 'General Information' menu. The 'Education' option is highlighted with an orange box. Other options include Personal and Contact Information, Administrative Data - Permanent Data | Yearly Data, Academic, Government, Military and Professional Positions, Administrative Assignments, Awards and Honors, Consulting, External Connections and Partnerships, Faculty Development Activities Attended, Licensures and Certifications, Media Contributions, Professional Memberships, and Workload Information.

A screenshot of the 'Education' list view. The '+ Add New Item' button is highlighted with an orange box. Other elements include a search bar, 'Rapid Reports', 'PasteBoard', and 'Duplicate' buttons.

A screenshot of the 'Edit Education' form. The 'Save + Add Another' button is highlighted with an orange box. The form contains various fields for degree information, including Degree, Terminal Degree?, Institution, Location of Institution, Emphasis/Major, Accredited?, Supporting Areas of Emphasis, Dissertation/Thesis Title, Honor/Distinction, Highest Degree You Have Earned?, Transcript, Transcript with HR, and Date Completed. A warning message at the top states: 'You do not have access to modify some of the fields on this screen. If changes are needed, contact your Digital Measures Administrator, University of Northern Colorado Working Group.'

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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

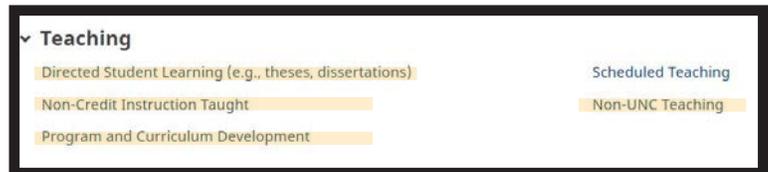
Scheduled Teaching

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

Scheduled Teaching

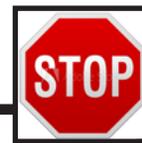
The section will include all regularly scheduled courses.

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



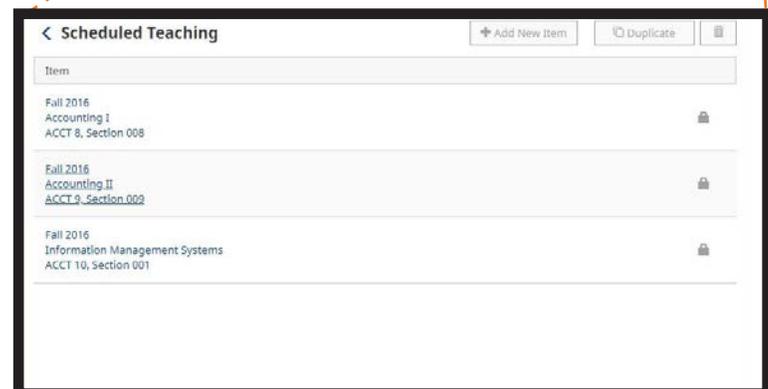
Teaching

- Directed Student Learning (e.g., theses, dissertations)
- Non-Credit Instruction Taught
- Program and Curriculum Development
- Scheduled Teaching
- Non-UNC Teaching



Teaching

- Directed Student Learning (e.g., theses, dissertations)
- Non-Credit Instruction Taught
- Program and Curriculum Development
- Scheduled Teaching
- Non-UNC Teaching



< Scheduled Teaching

+ Add New Item Duplicate

Item	
Fall 2016 Accounting I ACCT 8, Section 008	🔒
Fall 2016 Accounting II ACCT 9, Section 002	🔒
Fall 2016 Information Management Systems ACCT 10, Section 001	🔒

Teaching: Course Syllabus

Scheduled Teaching

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

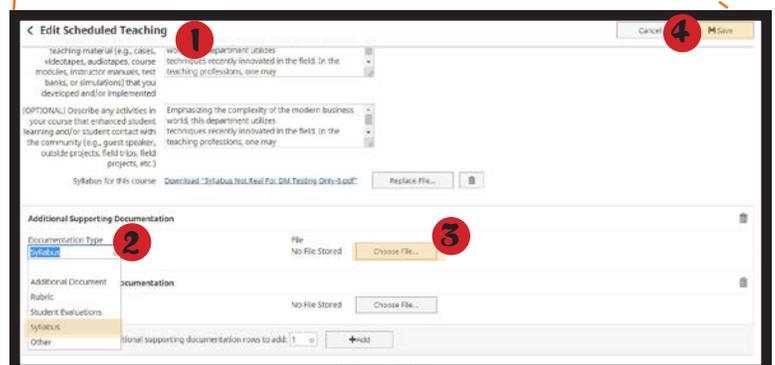
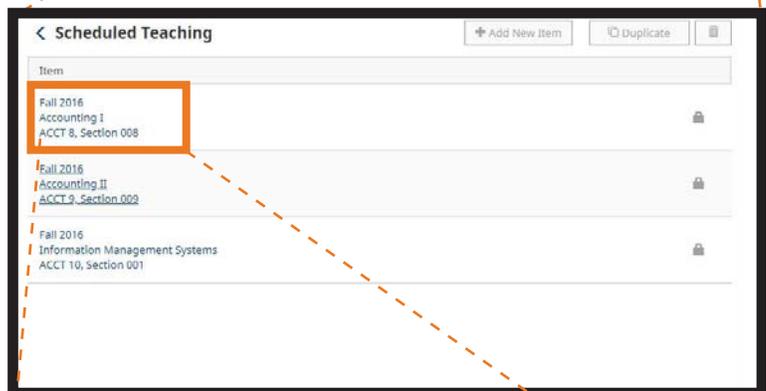
Course Schedule

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

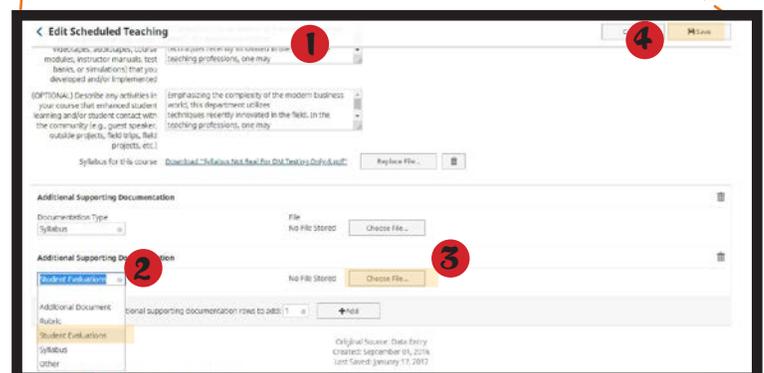
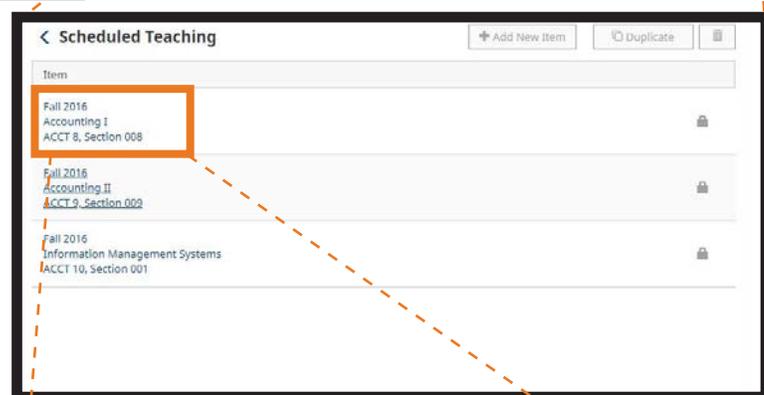
Before uploading Student Evaluations in Digital Measures, you must login to EvalKit and download student evaluations in a raw Excel or PDF format.

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**.



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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.

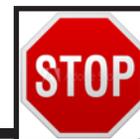
Publications

- Please add the dates for 'Accepted' and 'Published' for each publication.
- For online publications, please add the url/link for the publication.

▼ Research/Scholarship/Creative Works	
Artistic and Professional Performances and Exhibits	Intellectual Property (e.g., copyrights, patents)
Contracts, Fellowships, Grants and Sponsored Research	Presentations
Publications	Research Currently in Progress



▼ Research/Scholarship/Creative Works	
Artistic and Professional Performances and Exhibits	Intellectual Property (e.g., copyrights, patents)
Contracts, Fellowships, Grants and Sponsored Research	Presentations
Publications	Research Currently in Progress



▼ Research/Scholarship/Creative Works	
Artistic and Professional Performances and Exhibits	Intellectual Property (e.g., copyrights, patents)
Contracts, Fellowships, Grants and Sponsored Research	Presentations
Publications	Research Currently in Progress

Uploading Documentation

Uploading Documents

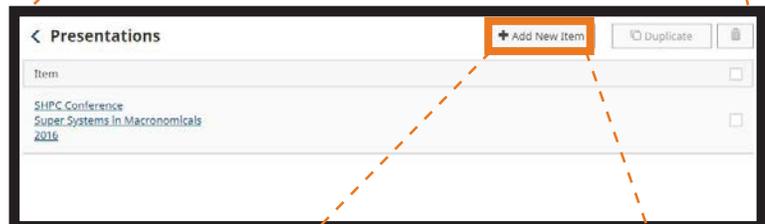
- Start by going to the section you'd like to add documentation.
- Sample: Presentations

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.

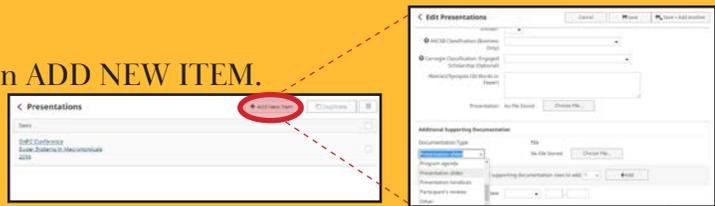


A screenshot of the "Edit Presentations" form. The form has several sections and fields. A red circle with the number "1" is placed over the "Cancel" button. A red octagonal "STOP" sign is placed over the "Save" button. A red circle with the number "2" is placed over the "Documentation Type" dropdown menu, which is currently set to "Presentation slides". A red circle with the number "3" is placed over the "Choose File..." button in the "File" section. The "Additional Supporting Documentation" section includes a "Documentation Type" dropdown, a "File" section with a "Choose File..." button, and a "supporting documentation rows to add:" field with a "+Add" button.

Uploading Documentation

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.

Edit Presentations

Cancel Save Save + Add Another

Presentation Type: Keynote/Plenary Address

Explanation of "Other":

Conference/Meeting Name: SHPC Conference

Sponsoring Organization:

Location: Denver

• Presentation Title: Super Systems in Macroeconomics

Presenters/Authors
Please either select a person from the drop-down list or enter their name in the input fields.

1st Presenter/Author:

People at University of Northern Colorado: First Name Middle Name/Initial Last Name Role If a student, what is his/her level?
Test, Faculty (faculty.test)

Select the number of presenter/author rows to add: 1 +Add

Meeting Type: Conference

Explanation of "Other":

Academic or Non-Academic?: Academic

Scope: International

Was this peer-reviewed/refereed?: Yes

Invited?:

AACSB Classification (Business Only): Applied or Integration/Application Scholarship

Carnegie Classification: Engaged Scholarship (Optional):

Abstract/Synopsis (30 Words or Fewer): We model macroeconomic instability as the outcome of the dynamic interaction between debt accumulation and the emergence of confidence in a small open economy with a super-fixed exchange rate.

Presentation: Download "Historical Curriculum Vita-1.pdf" Replace File... [trash icon]

Additional Supporting Documentation

Documentation Type: Acceptance letter File: No File Scored Choose File...

Select the number of additional supporting documentation rows to add: 1 +Add

Date: [dropdown] [dropdown] 2016

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.

DIGITAL MEASURES

Informational Guide

PART 5

Service

2018-19

Part Five: Service

Update as Needed

- University
- Professional
- Public
- Academic Advising

Example: University

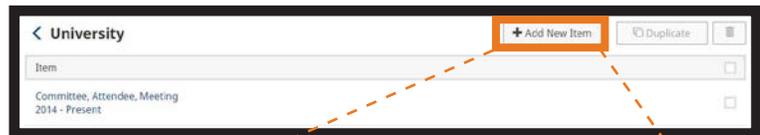
- List the committees and service to the university you've served.
- Click ADD NEW ITEM to add additional entries.

University Service

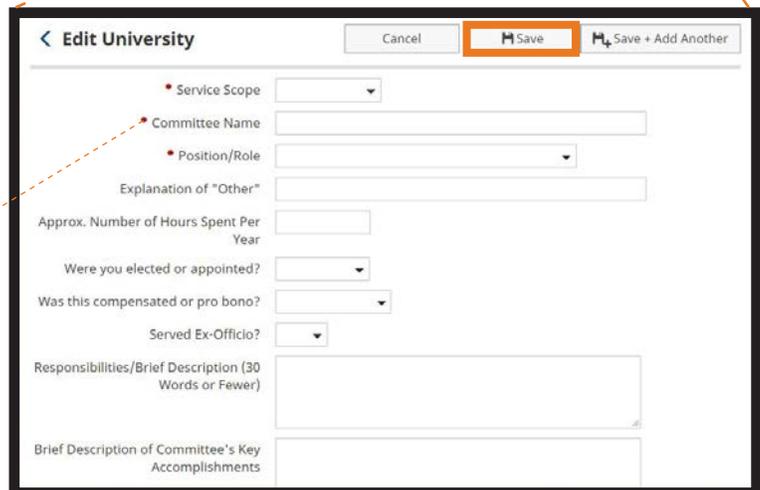
- Items with an asterisk (*) are required.
- Fill in pertinent information.
- Click SAVE once information is complete.



A screenshot of a web interface showing a dropdown menu for 'Service'. The menu is open, displaying four options: 'University', 'Professional', 'Public', and 'Academic Advising'. Each option is highlighted with a yellow background.



A screenshot of a web interface showing a list of 'University' items. The list has a header 'University' and a table with columns for 'Item' and 'Date'. The first row contains 'Committee, Attendee, Meeting 2014 - Present'. A red dashed box highlights the '+ Add New Item' button in the top right corner.



A screenshot of a web interface showing the 'Edit University' form. The form has a title 'Edit University' and a 'Save' button highlighted with a red dashed box. The form contains several fields: 'Service Scope' (dropdown), 'Committee Name' (text input), 'Position/Role' (dropdown), 'Explanation of "Other"' (text input), 'Approx. Number of Hours Spent Per Year' (text input), 'Were you elected or appointed?' (dropdown), 'Was this compensated or pro bono?' (dropdown), 'Served Ex-Officio?' (dropdown), 'Responsibilities/Brief Description (30 Words or Fewer)' (text area), and 'Brief Description of Committee's Key Accomplishments' (text area). The 'Save' button is highlighted with a red dashed box.

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.

Activities Reports More

Dashboard

Digital Measures Support

• Have your Administrator, [University of Northern Colorado Working Group](#), submit work requests for work you need completed.

• Contact **Stacy Becker** for technical and non-technical discussions and training.

• **Stacy Becker**
Email: sbecker@digitalmeasures.com
Toll-Free: (866) 348-5677, x724
Direct: (414) 935-4921

Once on the **REPORTS** page, you will see a list of all reports available. Two reports will be used frequently.

- Curriculum Vitae
- Interactive Vitae

Name ▲	Created By	Actions
CCNE Standard II - D	Digital Measures	
Contracts, Grants and Sponsored Research by Faculty	Digital Measures	
Creative Works by Faculty	Digital Measures	
Curriculum Vitae	Digital Measures	
Editorial and Review Activities by Faculty	Digital Measures	
Faculty Review	Digital Measures	
Faculty/Staff Directory	Digital Measures	
General Service by Faculty	Digital Measures	
Intellectual Contributions by Faculty	Digital Measures	
Interactive Vita	Digital Measures	
My Review Submissions	Digital Measures	

Reports: Interactive Vitae

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

< Run Interactive Vita
Download this report's template

1 **Date Range**
Start Date: January 01 2018
End Date: December 31 2018

2 **Whom to Include**
Users Selected by: All
Change Selection
Include These Accounts: Enabled Only

3 **Report Options**
* a) Citation Style: APA

4 **File Format**
File Format: PDF
Page Size: Letter

Run Report

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.

File name: Interactive-Vita-20180820-145632-CDT
Save as type: Adobe Acrobat Document

Save Cancel

Run Report

01 2018
31 2018

* a) Citation Style: APA

File Format: PDF
Page Size: Letter