Digital Measures

General Training
Expectations, Questions, & Concerns

• What previous experiences have you had with Digital Measures?
• What questions or concerns you have going into the training.
• What expectations do you have for the training today? What key points would you like to cover today?
Rationale

• In the past...
• Why use Digital Measures...
• Vision for the future...
LET’S GET STARTED
Account Access

http://ursa.unco.edu

http://digitalmeasures.unco.edu
Landing Page

When you first login, you may see a welcome dashboard.
Go to the ACTIVITES 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
# General Information

<table>
<thead>
<tr>
<th>Category</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal and Contact Information</td>
<td>Administrative Data - Permanent Data</td>
</tr>
<tr>
<td>Academic, Government, Military and Professional Positions</td>
<td>Administrative Assignments</td>
</tr>
<tr>
<td>Awards and Honors</td>
<td>Consulting</td>
</tr>
<tr>
<td>Education</td>
<td></td>
</tr>
<tr>
<td>Teaching</td>
<td>Directed Student Learning (e.g., theses, dissertations)</td>
</tr>
<tr>
<td>Non-Credit Instruction Taught</td>
<td>Scheduled Teaching</td>
</tr>
<tr>
<td>Program and Curriculum Development</td>
<td>Non-UNC Teaching</td>
</tr>
<tr>
<td>Research/Scholarship/Creative Works</td>
<td>Artistic and Professional Performances and Exhibits</td>
</tr>
<tr>
<td>Contracts, Fellowships, Grants and Sponsored Research</td>
<td>Presentations</td>
</tr>
<tr>
<td>Publications</td>
<td>Research Currently in Progress</td>
</tr>
<tr>
<td>Service</td>
<td>University</td>
</tr>
<tr>
<td>Professional</td>
<td>Public</td>
</tr>
<tr>
<td></td>
<td>Academic Advising</td>
</tr>
</tbody>
</table>
The DM Administrator will populate some information for you.

- Administrative Data: Permanent & Yearly
- Workload Information
General Information

Personal Information

- 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

Check for accuracy, make changes, and save...
General Information

Awards and Honors

- **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

If awards are missing, you can add a section by clicking ADD NEW ITEM.
General Information

Awards and Honors

• Enter the relevant information.
• Click SAVE if finished.
• Click SAVE + ADD ANOTHER if you’d like to continue adding awards.
General Information

Education

If education is missing, you can add a section by clicking ADD NEW ITEM.

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

Education

• Required information (*)
• Please enter as much additional information as possible, including date completed.
• If degree is in progress, provide estimated date of completion.

☐ SAVE when finished.
☐ SAVE + ADD ANOTHER to continue adding educational records.
Teaching

- 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

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

- Research/Scholarship/Creative Works
  - Artistic and Professional Performances and Exhibits
  - Contracts, Fellowships, Grants and Sponsored Research
  - Publications

- Service
  - University
  - Professional

- Evaluation
  - Evaluations
Teaching

What to update?

- Direct Student Learning
- Non-Credit Instruction
- Program & Curriculum Development
- Non-UNC Teaching

Update as needed:
- Direct Student Learning
- Non-Credit Instruction
- Program & Curriculum Development
- Non-UNC Teaching

Scheduled Teaching:
- Will update automatically from Banner after the census date.
- Will include all regularly scheduled courses.
- Most recent courses will appear at the top of the list.
Teaching

Course Syllabus

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

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

Select a section from the list of classes displayed.
Uploading a Course Syllabus

- Scroll to the bottom of the displayed screen.
- Under DOCUMENT TYPE, select SYLLABUS.
- Under FILE, select CHOOSE FILE. Find the file you’d like to submit.
- Don’t forget to save.
Teaching

Student Evaluations

To upload a student evaluations, you will need to go to the Scheduled Teaching section.

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

Select a section from the list of classes displayed.

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

- Scroll to the bottom of the displayed screen.
- Under DOCUMENT TYPE, select STUDENT EVALUATIONS.
- Under FILE, select CHOOSE FILE. Find the file you’d like to submit.
- Don’t forget to save.
Research, Scholarship, & Creative Works

What to update?

- **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

Update all sections as needed.

**Contracts, Fellowships, Grants, and Sponsored Research:**
- Please post an ‘End Date of Funding’ when appropriate.

**Publications**
- Please add dates for ‘Accepted’ and ‘Published’ for each publication.
- For online publications please add the url/link for the publication.
Research, Scholarship, & Creative Works

Adding a Presentation

- Research/Scholarship/Creative Works
  - Artistic and Professional Performances and Exhibits
  - Contracts, Fellowships, Grants and Sponsored Research
  - Publications

If you would like to add a presentation, you can add a section by clicking ADD NEW ITEM.
Uploading a Presentation

• Start by adding information about the presentation.
• You must give the presentation a TITLE.
• Enter relevant data; however, not all fields require information.
Uploading a Presentation

• Scroll to the bottom of the screen.
• Under DOCUMENT TYPE, select the appropriate file type.
• Under FILE, click CHOOSE FILE. Find the file you’d like to submit.
• Don’t forget to SAVE.
Service

What to update?

Update as needed:
• University
• Professional
• Public
• Academic Advising
Service

Adding a Record

If you would like to add a record of service, you can add a section by clicking ADD NEW ITEM.

- Items with an asterisk are required.
- Enter relevant information.
- Click SAVE once information is complete.
Landing Page

When you first login, you may see a welcome dashboard. Go to the REPORTS page.

Dashboard

Digital Measures Support

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Reports

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Created By</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCNE Standard II - D</td>
<td>Digital Measures</td>
<td></td>
</tr>
<tr>
<td>Contracts, Grants and Sponsored Research by Faculty</td>
<td>Digital Measures</td>
<td></td>
</tr>
<tr>
<td>Creative Works by Faculty</td>
<td>Digital Measures</td>
<td></td>
</tr>
<tr>
<td>Curriculum Vitae</td>
<td>Digital Measures</td>
<td></td>
</tr>
<tr>
<td>Editorial and Review Activities by Faculty</td>
<td>Digital Measures</td>
<td></td>
</tr>
<tr>
<td>Faculty Review</td>
<td>Digital Measures</td>
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</tr>
<tr>
<td>Faculty/Staff Directory</td>
<td>Digital Measures</td>
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<tr>
<td>General Service by Faculty</td>
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<tr>
<td>Intellectual Contributions by Faculty</td>
<td>Digital Measures</td>
<td></td>
</tr>
<tr>
<td>Interactive Vita</td>
<td>Digital Measures</td>
<td></td>
</tr>
<tr>
<td>My Review Submissions</td>
<td>Digital Measures</td>
<td></td>
</tr>
</tbody>
</table>
Run Interactive Vita

To generate an Interactive Vita report, you have options to select.

1. Select Dates
2. Choose Citation Style
3. Choose File Format
Reports

The report will load in the format you’ve selected, and you’ll have the opportunity to save the file to your computer.
Questions?
THANK YOU!