



Digital Measures

General Training

Fall 2018

UNC



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...



..:DigitalMeasures

LET'S GET STARTED



Account Access

<http://ursa.unco.edu>



<http://digitalmeasures.unco.edu>

The screenshot shows the 'My Account' page on the ursa.unco.edu website. The header includes the University of Northern Colorado logo and name. Below the header, there is a section titled 'Employee Important Links' with a list of links. The link 'Digital Measures' is highlighted with a red box.

- Production Banner (INB)
- Production Banner Admin Pages
- CampusLogic/Student Forms
- Track Your Overtime
- Pay/View *eBill* or Bear Pay
- Purchase Parking Permits or Pay Tickets Online
- Outlook Web Access (OWA)
- Skillsoft Login
- Add Funds to Your Bear Print Account
- Insight Reporting Portal
- Student Success Collaborative
- **Digital Measures**
- EIO -- Electronic Internal Orders
- Approval Alerts

The screenshot shows the login page for digitalmeasures.unco.edu. The page features a large background image of the university campus. On the right side, there is a sign-in form with fields for email address and password, and a 'Sign in' button. Below the form, there is a section for 'Access Management' with links for password reset and account activation. The University of Northern Colorado logo is visible in the top right corner.

Sign in with your email address

faculty.test@unco.edu

Password

Sign in

Access Management
[Password reset / account activation](#)
[What is my Bear Number?](#)

This is the University of Northern Colorado's (UNC) computer infrastructure. These resources, including all related equipment, networks, and network devices, are provided for authorized UNC use only. UNC computer systems may be monitored for official purposes.

Use of UNC's computing infrastructure, authorized or unauthorized, constitutes consent to this policy and the policies and procedures set forth by UNC. Evidence of unauthorized use collected during monitoring may be used for administrative action and/or civil prosecution by University legal counsel and law enforcement agencies.



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

UNIVERSITY OF NORTHERN COLORADO **Activities** ? **DigitalMeasures**

Search All Activities...

- 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
- Teaching**
 - Directed Student Learning (e.g., theses, dissertations)
 - Non-Credit Instruction Taught
 - Program and Curriculum Development
 - Scheduled Teaching
 - Non-UNC Teaching
- 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
- Service**
 - University
 - Professional
 - Public
 - Academic Advising



General Information

What to update?

▼ 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

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...

< Edit Personal and Contact Information Cancel Save

Prefix: Professor

First Name: Faculty

Preferred First Name: Faculty

Middle Name:

Last Name: Test

Suffix:

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

Name of Endowed Position (if any):

E-Mail Address: dmadmins@unco.edu

Building Where Your Office is Located: Kepner

Office Room Number: 0000

Office Phone: 000 - 000 - 0000

Unit Phone: 000 - 000 - 0000

Fax: 000 - 000 - 0000

Personal Website: facultydemo.dot.com



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.

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 ,



General Information

Education

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

Search Education...

< Education

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.

< Edit Education Cancel **Save** **Save + Add Another**

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](#).

• Degree

Explanation of "Other"

• Terminal Degree?

• Institution

Location of Institution

• Emphasis/Major

• Accredited?

Supporting Areas of Emphasis

Dissertation/Thesis Title

Honor/Distinction

Highest Degree You Have Earned?

Transcript No File Stored

Transcript with HR

Date Completed

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



Teaching



UNIVERSITY OF
NORTHERN
COLORADO

Activities ▾



..:DigitalMeasures

Search All Activities...



Rapid Reports

PasteBoard

▾ 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

▾ Teaching

Directed Student Learning (e.g., theses, dissertations)

Non-Credit Instruction Taught

Program and Curriculum Development

Scheduled Teaching

Non-UNC Teaching

▾ 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

▾ Service

University

Professional

Public

Academic Advising

▾ Evaluation

Evaluations



Teaching

What to update?

✓ Teaching

Directed Student Learning (e.g., theses, dissertations)

Non-Credit Instruction Taught

Program and Curriculum Development

Scheduled Teaching 

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.

Teaching

Directed Student Learning (e.g., theses, dissertations)

Non-Credit Instruction Taught

Program and Curriculum Development

Scheduled Teaching

Non-UNC Teaching

Select a section from the list of classes displayed.



< Scheduled Teaching + Add New Item ☰ Duplicate 🗑️

Item	
Fall 2016 Accounting I ACCT 8, Section 008	🔒
Fall 2016 Accounting II ACCT 9, Section 009	🔒
Fall 2016 Information Management Systems ACCT 10, Section 001	🔒



Uploading a Course Syllabus

The screenshot shows the 'Edit Scheduled Teaching' interface. At the top right, there are 'Cancel' and 'Save' buttons. The main content area has two text input fields. Below them, there is a 'Syllabus for this course' section with a download link and a 'Replace File...' button. The 'Additional Supporting Documentation' section is at the bottom, featuring a table with columns for 'Documentation Type', 'File', and 'Action'. A dropdown menu is open for the first row, showing 'Syllabus' selected. The 'Choose File...' button for this row is highlighted with a red box.

Documentation Type	File	Action
Syllabus	No File Stored	Choose File...
Additional Document	No File Stored	Choose File...

- 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

Scheduled Teaching

Non-UNC Teaching

Select a section from the list of classes displayed.



< Scheduled Teaching + Add New Item ☰ Duplicate 🗑️

Item	
Fall 2016 Accounting I ACCT 8, Section 008	🔒
Fall 2016 Accounting II ACCT 9, Section 009	🔒
	🔒

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

< Edit Scheduled Teaching Cancel Save

videotapes, audiotapes, course modules, instructor manuals, test banks, or simulations) that you developed and/or implemented

(OPTIONAL) Describe any activities in your course that enhanced student learning and/or student contact with the community (e.g., guest speaker, outside projects, field trips, field projects, etc.)

Syllabus for this course: [Download "Syllabus Not Real For DM Testing Only-6.pdf"](#) Replace File... 🗑️

Additional Supporting Documentation 🗑️

Documentation Type: Syllabus | File: No File Stored | Choose File...

Additional Supporting Documentation 🗑️

Student Evaluations | No File Stored | Choose File...

Additional supporting documentation rows to add: 1 | +Add

Original Source: Data Entry
Created: September 01, 2016
Last Saved: January 17, 2017

- 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

Intellectual Property (e.g., copyrights, patents)

Presentations

Research Currently in Progress

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



< Presentations + Add New Item Duplicate

Item	<input type="checkbox"/>
SHPC Conference Super Systems in Macronomicals 2016	<input type="checkbox"/>



Uploading a Presentation

< Edit Presentations Cancel Save Save + Add Another

Presentation Type:

Explanation of "Other":

Conference/Meeting Name:

Sponsoring Organization:

Location:

* Presentation Title:

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)	<input type="text"/>				

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

Meeting Type:

Explanation of "Other":

Academic or Non-Academic?:

Scope:

Was this peer-reviewed/refereed?:

Published in Proceedings?:

- 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

The screenshot shows the 'Edit Presentations' form. At the top, there are buttons for 'Cancel', 'Save', and 'Save + Add Another'. Below these are several dropdown menus for 'Invited:', 'AACSB Classification (Business Only)', and 'Carnegie Classification: Engaged Scholarship (Optional)'. There is also a text area for 'Abstract/Synopsis (30 Words or Fewer)'. Under the 'Presentation' section, it says 'No File Stored' and has a 'Choose File...' button. The 'Additional Supporting Documentation' section has a table with columns 'Documentation Type' and 'File'. The 'Documentation Type' dropdown is open, showing options like 'Presentation slides', 'Program agenda', 'Presentation slides', 'Presentation handouts', 'Participant's reviews', and 'Other'. The 'File' column shows 'No File Stored' and a 'Choose File...' button. Below the table, there is a 'Number of supporting documentation rows to add: 1' and a '+Add' button. At the bottom, there is a 'Date' field.

- 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?

▼ Service

University

Professional

Public

Academic Advising

Update as needed:

- University
- Professional
- Public
- Academic Advising



Service

Adding a Record

Service



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



< Edit University Cancel Save Save + Add Another

* Service Scope

* Committee Name

* Position/Role

Explanation of "Other"

Approx. Number of Hours Spent Per Year

Were you elected or appointed?

Was this compensated or pro bono?

Served Ex-Officio?

Responsibilities/Brief Description (30 Words or Fewer)

Brief Description of Committee's Key Accomplishments

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



..:DigitalMeasures Reports

COMMON REPORTS



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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 - 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
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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.

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	



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
4. Run Report.

The screenshot shows the 'Run Interactive Vita' interface. It includes a back arrow, the title 'Run Interactive Vita', and a link to 'Download this report's template'. A 'Run Report' button is in the top right. The interface is divided into four sections, each with a numbered red arrow pointing to it:

- 1 Date Range:** Start Date (January 01 2018) and End Date (December 31 2018).
- 2 Whom to Include:** Users Selected by All, Change Selection, and Include These Accounts (Enabled Only).
- 3 Report Options:** * a) Citation Style: APA.
- 4 File Format:** File Format (PDF) and Page Size (Letter).



Reports

The report will load in the format you've selected, and you'll have the opportunity to save the file to your computer.

The image shows a composite screenshot illustrating the process of saving a report. On the left, a Windows File Explorer window is open to the 'DM' folder in 'Documents'. The 'File name' field contains 'Interactive+ Vita-20180820-145632-CDT' and the 'Save as type' is set to 'Adobe Acrobat Document'. The 'Save' button is highlighted with a red box. On the right, a web browser window displays the 'DigitalMeasures' interface. A 'Run Report' button is highlighted with a red box. A dotted line connects the 'Run Report' button to the 'Save' button in the File Explorer, indicating the flow of the report generation and saving process. Below the 'Run Report' button, the interface shows a table with two rows of data:

01	2018
31	2018

Below the table, there are sections for 'Report Options' and 'File Format':

- 3 Report Options**
 - * a) Citation Style: APA
- 4 File Format**
 - File Format: PDF
 - Page Size: Letter



Questions?

UNC



THANK YOU!

UNC