

DigitalMeasures: ActivityInsight Faculty Reporting System Guide

Deadlines and Annual Report Process

- Access DigitalMeasures online reporting system at:
<http://www.digitalmeasures.com/login/cmu/faculty-engineering/>.
- Data should be entered for the **calendar year**.
- Include a current CV by uploading it at the top of the Yearly Data Screen.
- No report needs to be turned in to you department head. However, we recommend that you review your report (see page five for instructions).
- **Proxies:** If there is someone who should submit data on your behalf, please contact your DigitalMeasures system administrator, Bridget Decker (bobrien@cit.cmu.edu), with that person's name and Andrew ID.

Why DigitalMeasures?

- **Easier Use of Data**
Previously, faculty entered data into Word documents. It was difficult to obtain and use data from these documents in a meaningful way. The new system will allow data to be viewed and used more easily.
- **Fewer Requests for Data**
It allows us to reduce the number of requests for faculty data because data will be contained in one easily accessible and editable source.
- **Reduced Faculty Time Spent on Reporting**
Pre-loaded data and ongoing updating by faculty will reduce faculty time spent on reporting. Faculty can continue to update their data all year long.

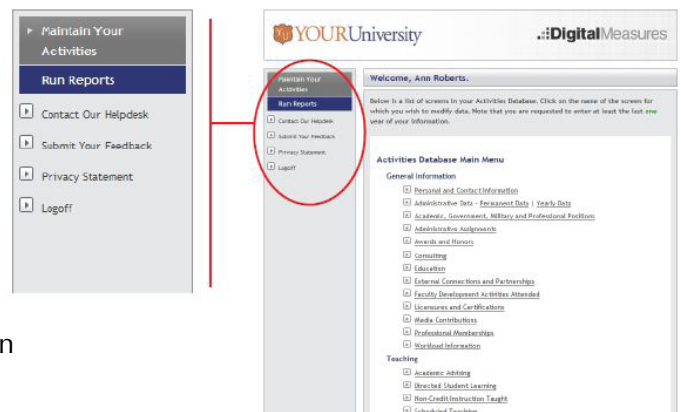
Navigating Activity Insight

The left-hand menu of the system displays two main menu tabs:

- **Maintain Your Activities:**
Add or update information about your activities
- **Run Custom Reports**
Run the CIT Faculty Annual Report based on information you have entered into DigitalMeasures.

Department heads and center directors can also run the CIT Individual Department Report and CIT Individual Center Report.


If you are the director of a center and do not have access to your center's report, please contact Bridget Decker (bobrien@cit.cmu.edu).



Getting Started

- Log in at <http://www.digitalmeasures.com/login/cmu/faculty-engineering/> using your Andrew ID and Password.
- Click on the Manage Your Activities tab.
- Some Screens will have multiple entries. Check the list for current (especially pre-loaded) entries.
- Add or edit data.

When adding or editing data there are four possible actions you can take:

To add a new record, click the  button.

To edit a record, click the  button.

To delete a record, click the  button.

To view a record, click the  button.

Important notes about working on the Maintain Your Activities Tab:

- **Saving:** When adding or editing data you must click the **Save** button at the bottom of the screen prior to leaving it.
- **Pre-loaded Data:** Some of the records are pre-loaded and are marked as “read-only,” meaning you cannot edit or delete them. If any pre-loaded records need revision, contact Bridget Decker (bobrien@cit.cmu.edu). This is to make sure that data is corrected at the original source.

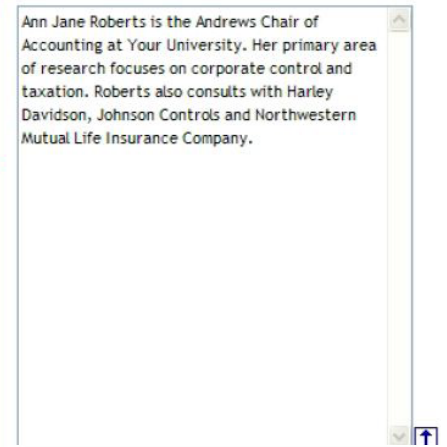
The following data has been pre-loaded for faculty in the system from central university sources:

- Research Proposals
- Course/FCE Data (from the calendar year)
- Salary Source Data (from the calendar year)
- Contact Data (building, room number and phone number)
- Affiliation Data in the Yearly Data Screen (department appointments, HR title, faculty track)
- **Customization:** Screens and drop-down menus have been customized for CIT. If a screen or drop down menu does not contain an option that you require, such as a department for an advisee, please contact Bridget Decker (bobrien@cit.cmu.edu).
- **Shared Records:** Some data in DigitalMeasures is shared by faculty within CIT. These include co-advisors, co-authors, co-inventors, co-investigators and co-presenters. For example, adding a co-advisor to a student advisee record will create a record in that co-advisor’s DigitalMeasures profile. This will be shared data that can be edited by all faculty sharing the data. To add a fellow faculty member to a record:
 - Select him/her from the drop down list. If he/she is in the list you do not need to enter his/her name in the fields provided.
 - If he/she is not in the list, enter his/her name in the fields provided.
 - You can add as many fellow faculty members as necessary.
- * **Please Note:** Once a shared record is deleted it will be deleted from all faculty who share the record. Please consult with your colleagues before deleting a shared record.

Editing Features

Expanding Text Boxes

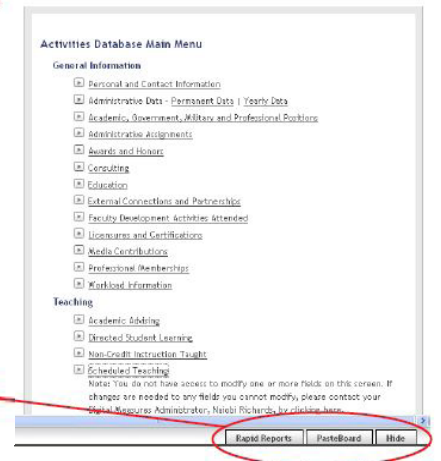
You may see a blue arrow next to certain text boxes. Clicking the blue arrow makes the text box larger to give you more space for editing.



The PasteBoard

The PasteBoard is a time-saving feature. It allows you to copy text from another document, such as your CV, and paste it into the PasteBoard. You can then select text from the PasteBoard and drag it into a field in the system.

To access the PasteBoard, click the PasteBoard icon in the bottom right-hand side of the screen.



Important notes about PasteBoard

- PasteBoard will hold up to 4K worth of data. If you are copying and pasting from a larger document, you may need to do this in chunks.
- The content copied in PasteBoard will travel with you from screen to screen. It will also remain in the PasteBoard after you have logged off.
- The PasteBoard feature works best in a **Firefox** browser.
 - In Firefox, dragging and dropping items from the PasteBoard will copy them to other fields; the data will remain in the PasteBoard.
 - In Internet Explorer, dragging and dropping items from PasteBoard will move them to other fields; the data will be cut from PasteBoard.
 - Chrome and Safari do not support widgets, so PasteBoard is not available in these browsers.

Special Characters

DigitalMeasures will support unicode characters and fonts such as Greek or Latin characters, accent marks or other diacritical marks. These may be copied and pasted into the system from another source as long as they are Unicode-compliant.

Examples of fonts that are Unicode-compliant include Arial and Times New Roman. Symbol and Wingdings **are not** Unicode-compliant. For more information about Unicode, please see http://www.unicode.org/faq_q.html.

Spell-check

DigitalMeasures does not have a system spell-checker.

We recommend you use Google Toolbar (<http://toolbar.google.com>), or Yahoo Toolbar (<http://toolbar.yahoo.com>). These applications have spell check and work with all of the websites you use, not just DigitalMeasures, allowing you to use the words you add to your custom dictionary with all sites you visit.

Screens

Personal and Contact Information

All fields in this screen are read-only. Please review and contact Bridget Decker (bobrien@cit.cmu.edu) if any information is incorrect.

Yearly Data

This screen is partially read-only.

Review the pre-populated read-only data.

Enter Data for the following fields:

- Center affiliation(s) (more than one affiliation is possible)
- Highlights of the Year
- Current Research Topics
- Salary Source Data - **For research faculty only**

Scheduled Teaching

Scheduled Teaching data for CIT courses is loaded once a year in January.

Note that not all courses have FCE Data.

Enter the following data:

- Units (if field is empty)
- TA Hours/Week

***Co-instructors:** If you co-taught a course, the co-instructor(s) will appear. You will also appear in their records. Unlike other shared records, scheduled teaching records are individual to capture FCE data accurately. This is the only part of the system where such fields are not shared between faculty.

Publications

In order for publications to correctly show up on annual reports, you must be sure to select "Contribution Type," "Current Status," and the appropriate dates corresponding with "Current Status."

Research Funding

Research data is loaded in January and July for the previous six months.

Please enter the following data for grants:

- Role for each investigator
- Center affiliation(s) (if applicable)

Reviewing Your CIT Faculty Annual Report

Though you **do not** need to turn in a copy of your annual report to your department head, **you do need to make sure your data is in place by the deadline.**

It is recommended that you run the CIT Faculty Annual Report to make sure everything is as you expect.

To view your report:

- Click on the Run Custom Reports tab in the left-hand menu.
- In Step 1 select “CIT Faculty Annual Report.” Then click “Select Report.”
- In Step 2 select the dates for the report. Faculty Annual Reports are run for the calendar year.
- **If you are a department head or proxy** you will have an extra step at Step 3. You will need to select yourself or the faculty member from the list of individuals.
- In Step 3, select a citation style from the drop down menu. This will be Step 4 for department heads or proxies.
- The final two steps can remain as the default choices.
- After running the report, check for any missing or incorrect data and return to the Maintain Your Activities tab to edit as necessary.

The screenshot shows a web interface titled "Run a Report" with the following steps highlighted by a red circle and numbered 1 through 5:

- 1** Select the report to run. (Dropdown menu: CIT Faculty Annual Report, button: SELECT REPORT)
- 2** Select the date range to use. (Start Date: Jan 01 2011, End Date: Dec 31 2011, button: More Information >>)
- 3** Select report options. (a) Citation Style: IEEE, Legend: Required)
- 4** Select the file format. (Dropdown menu: Microsoft Word, Note: Changes to Microsoft Word reports do not change data in the system., button: More Information >>)
- 5** Select the page size. (Dropdown menu: Letter, button: More Information >>)

A "BUILD REPORT" button is located at the bottom right of the form.

Department Reports (for Department Heads)

- These need to be run after all faculty data is entered.
- Select the CIT Individual Department Annual Report in Step 1 above.
- You will need to fill in some of the resulting Word document. Please note that data entered into the Word document does not appear in Digital Measures. You must save and turn in the completed Word document to the Dean’s Office.

Center Reports (for Center Directors)

- Choose the CIT Individual Center Annual Report in Step 1 above.
- If you are the director of more than one center, select CIT Center Annual Report.
- You will need to fill in most of the resulting Word document. As noted with Department Reports, data entered into the Word document does not appear in Digital Measures. You must save and turn in the completed Word document to the Dean’s Office.
- If you would like to add a proxy to help you run your center report, please contact Bridget Decker (bobrien@cit.cmu.edu).