

# Digital Measures Overview

## Navigation Menu



*Note: the Navigation bar seen here is from an admin page, so may vary slightly*

The Navigation Menu is a permanent fixture at the top of all Digital Measures screens. The main buttons/links provide the following functionality, described briefly in the following pages in more detail in the remainder of this guide:

- **Activities:** Enter or manage your own biographical information, teaching, research/creative activity, service, and supplemental activities.
- **CV Imports:** A feature that allows users to import activities to their DM profile from an uploaded CV
- **Reports:** Utilize the full reporting module to run customized reports, or create new reports, generated from the data in Digital Measures
- **Help (?):**
  - **Research Center:** This will bring you to the Digital Measures resource site. While the majority of these articles are meant for administrative roles, we will link Faculty directed resources later in this guide.
  - **Contact us:** You may send a support request using this sub-menu option. These requests are sent to the AI support Queue and a systems admin will be in touch shortly. By default, your contact information is populated based on your MyCSU login, so please do not change this option to anonymous.
- **Tools**
  - **Rapid Reports tool:** generate an Annual Report, VITA, or other reports simply using start and end dates and format selection
  - **PasteBoard tool:** used to bring in text from a word processing application and “standardize” for Digital Measures

# Manage Activities

The **Activities** tab is organized into categories, which may change between universities:

- a. **General Information:** This category contains personal and contact information, permanent and yearly data, education, awards and honors, professional memberships, licensures and certifications, and other sections that do not fit into any of the three subsequent categories.
- b. **Teaching:** This category contains information related to teaching, such as scheduled teaching, academic advising, non-credit instruction, and directed student learning (i.e. theses, dissertations)
- c. **Research, Scholarly, and Creative Endeavors:** This category contains information such as intellectual contributions (publications, conference proceedings, etc.), presentations, grants, and intellectual property (patents, copyrights)
- d. **Service:** This category contains information about service activities at the department, college, university, professional, and public levels.
- e. **Administrative Information:** *Faculty will not have access to edit this information.*

The Manage Activities module allows faculty to capture and manage teaching, research/creative activities, and service accomplishments.

The first line of text at the top of the Manage Activities page - *Review a guide to manage your activities* - provides a link to a universal [Faculty Guide](#) that is provided by the vendor, Watermark. The Manage Activities page includes links to each of the data collection screens in your system, as can be seen below.

When you first visit this screen, it would be good to spend a few minutes looking through the screens accessible from it. To access an activity, click its name. The resulting screen displays records that are stored for that screen.

**Important Note:** When you enter an activity screen from the Manage Activities, each activity will have a description/ explanation in the subheading. To review a full list of the Description of Activities, visit the [screen descriptions sheet](#)

▼ **General Information**

Education	Administrative Appointments
Personal and Contact Information	Special Awards, Fellowships and Other Honors
Professional Development Plan (PDP)	Consulting
Evaluations (Annual, Peer-Teaching, etc.)	Faculty Development Activities Attended
Employment Letters (Offer, Contract, Pre or Post, Support, etc)	Licensures and Certifications
Academic, Military, and Professional Experience	Professional Memberships

▼ **Teaching**

Teaching Narrative	Scheduled Teaching in Banner
Directed Student Learning (Dissertation, Thesis, Supervised Research, etc.)	Scheduled Teaching not in Banner
Non-Credit Instruction Taught	Teaching Grants

▼ **Research, Scholarly, and Creative Endeavors**

Research Narrative	Presentations
Media Contributions	Exhibits and Performances
Biographical Sketch - NIH   NSF	Research Currently in Progress
Contracts, Grants and Sponsored Research	Professional Contributions
Publications and Intellectual Contributions	

▼ **Service**

Service Narrative	Academic Advising
Editorial and Review Activities	Recruitment
Campus, Professional, and Community Service	Mentoring

▼ **Administrative Information**

Permanent Data	Workload Information
Yearly Data	Teaching Qualifications

**Note:** If any changes need to be made to the **Schedule Teaching in Banner** screen, or anything under Administrative Information, please make a request to your [DM Administrator](#).

## Adding an Item

Items represent any activity, entry, service, or record that is added to one of the various sections within Activity Insight. For example, when you enter the “Education” section under General Information, there will be an **Add New Item** button near the top of the screen. Click on this button to add a degree. Fill out the resulting forms.



### **Important note:**

- Remember to Save. Click on Save button after completing all the fields



- When adding an item, the only required field is date. For date, you must enter, at minimum, a year in order to save the item. The date format in DM is *[Month Name] DD, YYYY*

## Duplicating an Item

In some cases where there are two items that are almost identical, you may find it necessary to duplicate one and then slightly modify it. You can do this when viewing the items list for a particular section. First, click on the checkmark box for the item you wish to duplicate, then click on the **Duplicate** button.



## Removing an Item

Click on the checkmark box for the item you wish to remove, and then click on the “Trash” button.



## Adding/Updating Other Members/Faculty of an Activity

Faculty can add or update other members of an activity within certain sections of the **Research, Scholarly, and Creative Endeavors** category. Other members may be added/updated to activity in one of the following ways:

1. As an **Investigator** to Contracts, Grants, and Sponsored Research
2. As an **Author** to Publications and Intellectual Contributions
3. As a **Presenter** to Presentations
4. As a **Performer/Exhibitor** to Exhibits and Performances
5. As a **Collaborator** to Research Currently in Progress

To add/update another member of an activity, click on the type of **Contracts, Grants, and Sponsored Research**. Then, click on the Add New Item or Edit Item button to drill down into the item detail.

When manually adding an activity, the first member will always be **you** and displays as your CSU username and first and last name. You have the option to “override” or use a pen name by entering a different first/last name in the data fields of your row.

If the **Investigators** is collapsed, be sure to click the carrot to expand the section (see screenshot below).

### Edit Contracts, Grants and Sponsored Research

Contract/Grant/Research Type

Contract/Grant/Research Title

Sponsoring Organization

Awarding Organization Is

The AACSB Classification field is for Turner College of Business users only.

AACSB Classification ⓘ

➤ Investigators (1)

If there are additional authors or editors, skip down below and select the number of “Other Member” rows you wish to add and click on the **+Add Row** button.

**+ Add Row**

The “Other Member” will be labeled as the “2<sup>nd</sup>” contributor/author. Their information can be inputted in one of two ways:

1. If the other member is CSU faculty, you will be able to find them in the first drop down text box by entering their username, first name, or last name:

**OR**

2. If the other member is not associated with CSU or if their username is not listed in the dropdown, enter their information in the text boxes (First Name, Middle Name/Initial, Last Name, Institution/Company, Role) as outlined in the screenshot below:

1st Investigator				Actions
People at Columbus State University	First Name	Middle Name/Initial	Last Name	
⋮ Bhatti, Ismael (bhatti_ismael)	Ismael		Bhatti	
Institution/Company	Role			


2nd Investigator				Actions
People at Columbus State University	First Name	Middle Name/Initial	Last Name	
⋮				
Abegaz, Samuel M (abegaz_samuel)				
Abercrombie, Jean (abercrombie_jean)				
Abramov, Boris (abramov_boris)				
Acharya, Parul (acharya_parul)				
Adah, Leslie (adah_leslie)				
Adams, Aisha P (adams_aisha)				
Ahmed, Touhid (ahmed_touhid)				
Aiken, Charles (aiken_charles)				
Aiken, Patrick (aiken_john)				
Alexander, Janet (alexander_janet)				
Alexander, Valerie (alexander_valerie)				
Alford, Cathy (alford_cathy)				
Almada, Carlos J (almada_carlos)				
Anafi, Patricia (anafi_patricia)				
Anderson, Peter (anderson_peter2)				
Angelopoulou, Anastasia (angelopoulou_anastasia)				
Anselm, Michael (anselm_michael)				
Avila, John A (avila_john)				
				+ Add Row

## Quick Tips

Take a look at the following useful features to streamline your Activity Insight experience!

### Author Reordering

Publications/Scholarship of Discovery items default the faculty member as the 1<sup>st</sup> Author/Editor. There are two ways to change the ordering of the authors:

1. Drag and Drop: click and hold the  icon on the left hand side of the author's info and move up or down as desired.

**OR**

2. Use the Actions menu: click on the Actions dropdown menu in the right corner of the author's row and select **Move Row**. Then enter a new position for the author and click **Move**.



Add Row Above

Add Row Below

**Move Row**

Delete Row

**Move 3rd Author/Editor** X

Enter a new position between 1 and 7.

\* New position

Cancel Move

### Author Deletion

Remove an author/editor by clicking on the **Actions** menu in the right corner of the author's row and select **Delete Row** from the dropdown.

**Edit Publications/Scholarship of Discovery** Cancel Save Save + Add Another

2nd Author/Editor Actions ▼

**People at Indiana University**

Williams, Chivas (chicwill) ⊗

**First Name**

**Middle Name/Initial**

**Last Name**

**Institution/Company** ⊗

**Role**

Author ⊗

**If a student, what is his/her level?**

Add Row Above

Add Row Below

Move Row

Delete Row

## Expanding Text Boxes

INSERT CSU SPECIFIC SCREEN SHOT

You may see two diagonal lines in the bottom right corner of text boxes. Clicking this area and dragging allows you to resize the text box as needed. Once expanded, it can be minimized by double clicking the arrow again.

## Keyword Search

**COLUMBUS STATE UNIVERSITY** Activities CV Imports

Q

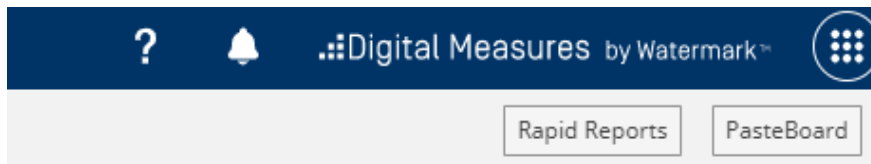
The Search function is always available at the top of all Activity Insight screens. This is a Keyword Search, which means it will find all activities/items that contain that word in any field and/or file attachments. You can use the search to quickly find items when unsure of which section they may be in.



## PasteBoard

The PasteBoard provides a handy place to deposit and organize “working” content as you’re entering activities. For example, you can paste an entire bibliographic entry from your vita into the PasteBoard and drag-and-drop each piece of information into the correct field on the page. Learning to use this feature effectively can greatly reduce the amount of time you spend entering your activities.

Click the PasteBoard link on the gray tab under the Digital Measures logo



After the PasteBoard text box expands, you can copy and paste text from any application

