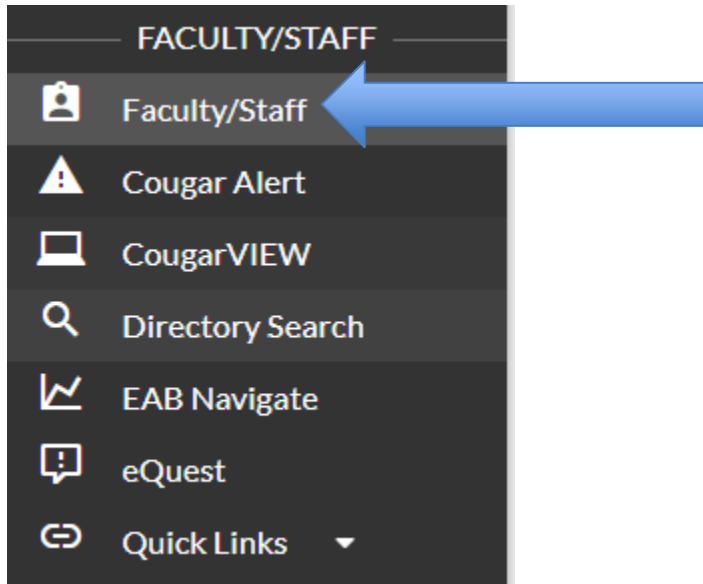
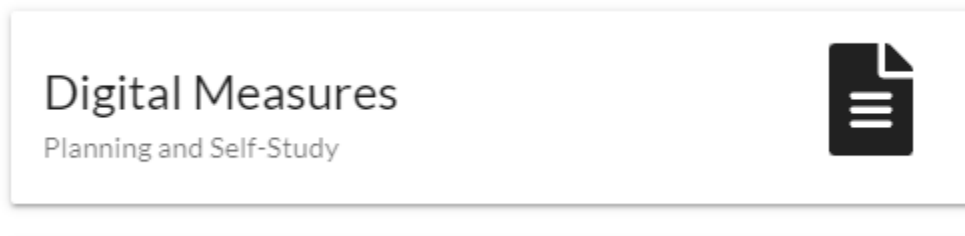


Digital Measures Guide for Chairs: Running Report for Graduate Faculty Renewal

1. Start by logging into your [MyCSU page](#) and selecting the Faculty tab in the left hand navigation menu



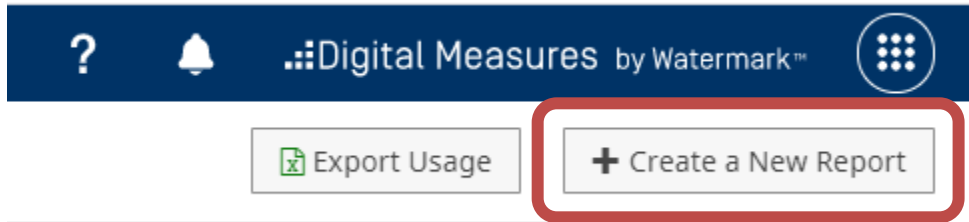
2. Find and click the Digital Measures selection under **CSU Applications**



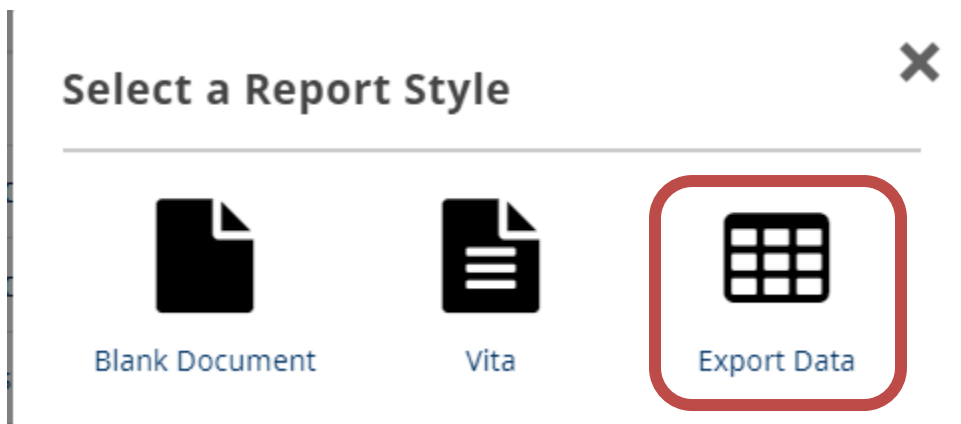
3. This is the Digital Measures home page. Select **Report** from the top navigation bar



4. In the Reports Menu, in the top right hand corner, select **Create New Report**



5. The Report Style Menu will pop up, select **Export Data**



6. Here, we will build the parameters of our report. Begin by checking the box next to **All Dates**

1 Date Range


☒ All Dates


Start Date January 01 2022

End Date December 31 2022

7. The next parameter is which faculty will be brought into your report. Select **Change Selection**


2 Whom to Include

Users Selected by **College (1); Department (1)**
 **Change Selection**

Include These Accounts **Enabled Only** 

8. Next, click the carrot(▼) to expand **Department**. Check the box for the appropriate department and click **Save**.

▼ ☐ **Department**

- ☐ Accounting and Finance
- ☐ Administrative Approvers
- ☐ Command College
- ☐ Communications
- ☐ Computer Science
- ☐ Criminal Justice & Sociology
- ☐ Dean's Office
- ☐ Dept Of Art
- ☒ Dept Of Biology 
- ☐ Dept Of Chemistry
- ☐ Dept of History and Geography
- ☐ Dept Of Psychology
- ☐ Earth & Space Science

9. Now we will select which fields in Digital Measures we want to bring into our report.
Select **Change Selection**

3 Data to Include

Fields Selected from **All**

 **Change Selection**

10. Expand **System Details** and check the box next to **User First, Middle, Last Name and Email**

- ▼ ☐ **System Details**
 - ▶ ☐ **User Identifiers**
 - ☒ **User First, Middle, Last Name and Email**
 - ☐ Record and DSA IDs
 - ☐ Record Start and End Dates
 - ☐ Record Created and Modified Dates
 - ☐ Record Original and Last Modified Source



11. Expand **Common Items** and then expand **Yearly Data**. Check only the boxes indicated below and **Save**

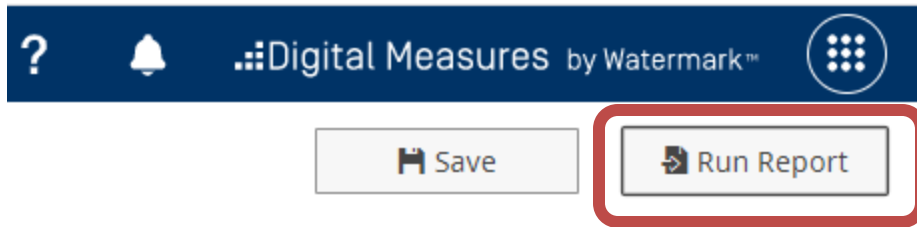
Data to Include

- ☐ Include All
- ▶ ☐ Most Recent
- ▶ ☐ System Details
- ▶ ☐ **Common Items**
- ▶ ☐ Turner College of Business

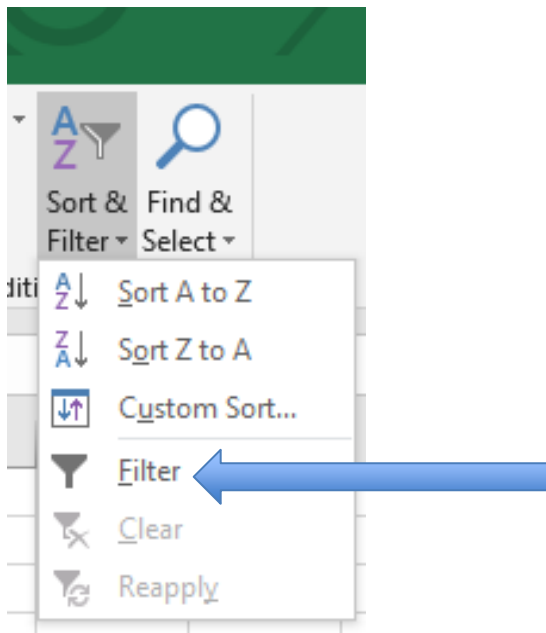


- ▼ ☐ **Yearly Data**
 - ☒ Academic Year
 - ▼ ☒ **College and Department**
 - ☒ College
 - ☒ Department
 - ☒ Faculty/Staff Rank
 - ☐ Tenure Status
 - ☒ Employment Status
 - ☒ Graduate Faculty
 - ☒ Graduate Faculty Status
 - ▼ ☒ **Graduate Status Renewal Date**
 - ☒ Month
 - ☒ Day
 - ☒ Year
 - ☐ On Sabbatical?

12. All other parameters (4-6) can remain as is, we can now **Run Report**



13. After running the report, open the .csv file in Excel. We now need to filter down the data. From the **Home** tab at the top navigation, select the **Sort & Filter** button on the far right indicated and select **Filter**



14. Finally, select the small down arrow in **Column O** (this may be labeled DTY_GRAD_EXPDATE, it will contain the year), uncheck **Select All**, and **Only Select the Year desired.** The resulting list will be your faculty coming up for renewal.

