Frequently Asked Questions

Who is responsible for entering faculty data?
Faculty are responsible for entering their own data and confirmation that any imported data (from CSU systems and/or citation systems) is correct. While Deans and Chairs may manage that data from time to time, and administration will assist in data entry and upkeep, ultimately the faculty will handle their own accounts.

Who has access to my information?
Currently, you, your department chair, the dean of your college (as well as any of the dean's designees) and the Provost have access to your data. The Office of Institutional Research and Analysis oversees the system's administration on campus and thus also has access to your data.

How secure is Digital Measures?
With over 2,000 colleges and schools using Digital Measures' activity reporting software, Digital Measures is committed to maintaining a safe environment for all of your information. For a full list of security measures, please visit the Security and Privacy page on the Digital Measures website.

How do I log in to digital measures?
Log into digital measures using your Columbus State email address and password. There is also a button on the MyCSU Faculty/Staff tab that will automatically sign you in.

I am coming up for Promotion/Tenure, and I want to make sure that my information will be displayed correctly to the review committee. How do I do this?
You can run reports on yourself under the reports tab, or rapid reports button. For more information on this, take a look at our Reports Guide

Why can't I add fields in the "Scheduled Teaching in Banner" section?
This field, along with any screens under the Administrative heading can only be edited by your Digital Measures Administrator. The information is meant to be pulled directly from Banner, so doesn't allow faculty to edit it themselves.

Can I prepare CVs with Digital Measures?
Yes. Digital Measures provides an "out-of-the-box" vita template. You can also define (and save) a custom CV template, if the default Digital Measures one does not meet your needs. To do this, click on the reports link in the blue header bar. Then from the Reports page, click the "+ Create a New Report" link in the upper right corner of the window. In the pop-up window, select the Vita icon. You can add, delete, and move data elements around from there. Additional, more detailed information is available at https://www.digitalmeasures.com/activity-insight/docs/reporting.html.

How do I get special characters to show up in my Activity Insight output?
Some/many unicode characters, e.g. letters with accent aigu/grave, etc., can be entered into Activity Insight data fields using "ALT+####" key codes. Additional information and common symbol character codes can be found at https://support.office.com/en-us/article/insert-ascii-or-unicode-latin-based-symbols-and-characters-d13f58d3-7bcb-44a7-a4d5-972ee12e50e0

For superscript and subscript, you will need to enter html tags in the data entry fields, but will render correctly on reports and faculty web profiles. To display text as superscript, place it between the [and] tags. For subscript, place the characters/ text between the [and] tags

What documents can be attached in Digital Measures Activity Insight?
The Digital Measures Activity Insight system will store any type and number of file(s) in the same secure manner as the rest of the system. The files can be accessed online while using the system and through links on reports when the user is logged into DM.

The Digital Measures Activity Insight system accepts attachments wherever you see the button **Choose File**

How do I record study abroad work in Digital Measures?
Since a taught Study Abroad course is through Banner, it will show up in the "Scheduled Teaching in Banner" section of Activities. Under "Delivery Mode" there is a drop down menu with a Study Abroad option. We also recommend uploading any relevant itineraries, documents, photographs, etc., under the Additional Documentation section.

How can I suggest an additional drop-down category/anything else?
To suggest screen/field revisions, please contact your DM University Administrator.