Five-step introduction to Digital Measures

1. What is Digital Measures?

Digital Measures is an online application available for faculty to record in- and out-of-classroom activities for the purposes of university reporting, including annual reviews, accreditation needs and personal vitas. Faculty are asked to keep various research and service activities up-to-date, including publications, presentations, college/university committee work and other endeavors.

2. How do you login?

Go to www.digitalmeasures.appstate.edu. There is a login link at the top left of the page. It should direct you to the Shibboleth Single Sign-On, in which you enter your university username and password. Once logged in, you will see the Dashboard to Digital Measures, with options to "Manage Your Activities" and "Run Reports".

3. On your first login, what should you review?

Click the “Manage Your Activities” link in the left-hand menu. Here you can review all the screens available within Digital Measures. Three screens should be prepopulated with information from Banner - “Personal and Contact Information,” “Permanent Data” and “Yearly Data.” Please review them for accuracy.

The “Personal and Contact Information” screen includes an option to enter teaching and research interests, as well as teaching philosophy. There is also an option to upload a vita. The “Current and Past Positions Held” screen allows you to record work history, including the position you now hold.

4. What are your options to backfill historical data?

If you previously worked at a university at which you maintained a Digital Measure account, please contact the university Digital Measures administrator Rob Robertson (robertsonrw@appstate.edu) with the name of your former institution and request your information be migrated.

Within the Publications screen, you can conduct an automated search of the PubMed database to find articles of which you may be the author. It will search its database for publication records which include your name, then offer you the option of verifying search results and adding them to your record within DM.

With regard to how much information to enter, it is to the discretion of your department chair as to the time span relevant for historical activities. There is also an option - with approval from the department chair - to give someone affiliated with the department, such as a graduate assistant, read/write access to enter faculty data. Contact robertsonrw@appstate.edu for more information.

5. How often should you update Digital Measures?

It is recommended that you review and update information at the end of the fall and spring semesters. For departments/colleges using DM for annual reviews, your profile should be as current as possible prior to the end of the fall semester.

If you have any questions or would like a demo, please contact the university administrator Rob Robertson (robertsonrw@appstate.edu; 8997). He can meet with individual faculty at their convenience or with a department.