Using the UC Merced Online Reporting System

**Login**

Digital Measures is a versatile system that can operate on Safari, Mozilla Firefox, or Internet Explorer. Please ensure your browser is current and updated by downloading the latest version. Also, periodically clear ALL browser history to make sure it functions properly.

Go to [http://academicpersonnel.ucmerced.edu/index.asp](http://academicpersonnel.ucmerced.edu/index.asp) and select **Login To Digital Measures**. This will require your UC Merced username and password to complete. For detailed instructions on completing this process, please see the Introduction included with your Faculty Guide. These materials are intended to be used in conjunction with your DM profile. We recommend logging into your profile while reading these materials.

**General**

- Focus on inputting DATES. If a date is not entered along with an activity, it will not appear on a report.

- Before inputting information, it may be useful to spend 10 minutes exploring the main menu and categories to get a sense of where to include various activities (some tips on this below).

- The most important information to enter (listed in order shown on menu):
  - Diversity Activities (under General Information)
  - Grants (under Research and Creative Activity)
  - Publications (under Intellectual Contributions)
  - Presentations (under Research and Creative Activity)
  - Public Outreach, Community Engagement and Professional Development (under Service)

- Information can be categorized in multiple ways. Use language and categories that reflect your School or Department terminology. If the data screen asks for information that is unavailable or confusing, skip this field and leave it blank.

- If information is stored in electronic format, it can be copied and placed into the Digital Measures *Paste Board* (lower right-hand corner of screen). Then drag, copy or paste items into the appropriated fields. (Remember to delete any hard returns first, and select **Clear The Pasteboard** after).
The navigation buttons within the Digital Measures screens are useful:
- **Add New Item** creates a new entry in that specific section of your profile.
- **Return (Cancel)** takes you back to the previous screen without saving anything.
- To **Save**, select one of the two options located at either the top or bottom of the screen.
- **Return To Main Menu** takes you back to the first activity summary screen.

If you have questions or need advice contact your Department, Solutions Specialist or Systems Analyst. The best way to do this is by selecting the **Contact Our Helpdesk** option in Digital Measures. It is located on the upper left-hand corner of the screen above the Privacy Statement.

Some fields have a drop down menu indicating whether **CAP reviewed** and activity or publication. This is very important and should only be edited by your Department Personnel Team. In addition, it should always have a date entered along with it. If these records need revision please contact your Digital Measures Administrator by selecting the **Contact Our Helpdesk** tab.

**Specific**

To ensure proper academic year reporting, be sure to include information about the **Month** and **Year** of the activity.

**General Information**

- You are encouraged to **Review and Update** your profile weekly. We suggest devoting 30 minutes per week to this process, as it will help make reviews easy and painless.

- Complete the Personal, Public and Contact Information in addition to entering new activities at the end of each Semester. More recent the activity is easier to remember and enter.

- The Academic Personnel Office maintains the categories for Administrative Data, Permanent Data and UCM Employment History. Please contact APO via the **Contact Our Helpdesk** option if information is inaccurate.

- Avoid entering quotation marks, periods and commas around publication titles as this may skew preset reporting formats.
Teaching

- **Scheduled Teaching:** The Academic Personnel Office uploads course schedules at the end of each Semester. Faculty are encouraged to describe coursework, new contributions, materials and innovations across all sections taught after entries are loaded into your profile by APO.

- **Student Evaluations:** Each School maintains Faculty evaluations, which are uploaded to Digital Measures. For questions please consult with your Department Personnel Team.

- **Syllabus:** Faculty members should upload an electronic copy of the syllabus for each course taught at the end of each Semester.

Research and Creative Activity

- Enter Publications, Contracts, Grants, and Sponsored Research at the **beginning** of each submission. DM is designed to catalogue the progress of individual projects from beginning to end.

- For publications, grants, fellowships and presentations use the drop-down-list to select the type and sponsoring organization. Remember to include co-authors, editors and principle investigators. This will help avoid duplicate entries in your profile. (Type the first couple of letters of the last name to jump down the list)

- Selecting the **Copy** symbol to the right of an entry can duplicate presentations given on multiple occasions. It will automatically create an identical entry to edit and save in a profile.

Publications

- Under Intellectual Contributions, there is an extensive list of Publication **Contributions Types**. Some Suggestions:
  - Web pages, e-copies, interviews and broadcast media contributions can be entered and stored here.
  - Unpublished works, conference papers and notes that are **not** cited in any Working Papers may be entered and stored here.

- The Abstract / Synopsis box is useful for keywords or descriptions not contained in the title. This is critical for additional reporting, accreditations and faculty mentorships.

- Again, to ensure proper academic reporting include every stage and milestone in addition to information about the month and year of the particular activity.
**Service**

- International Awards, Licenses and Community Engagement can be entered under Diversity, Department, School, University, Professional or Public Category depending on the type of activity. Choose the section and language that most closely reflects your School or Department terminology.
- When activities occur for **only one day**, leave the start date **blank** and specify the end date.
- With **ongoing** activities, specify the start date (month, day, year) and leave the **end date blank**.

**Reporting**

- Reports are viewable in a number of formats including Word and PDF.
- To review information entered in Digital Measures, select either the **Run Ad Hoc Reports** or **Run Custom Reports** (located at the top left-hand corner of the screen).
  - To **review profile information** entered from the CV included with your appointment case, select the **Run Custom Reports** tab and **Review Profile** from the drop-down-list in Step 1.
  - Selecting **Run Ad Hoc Reports** lets you review specific profile sections or generate special purpose reports.
    - To **review specific sections** of your profile, select the **Run Ad Hoc Reports tab and the specific sections from the pop up window in Step 3**.
  - Selecting **Run Custom Reports** lets you generate a number of UC Merced reports including Curriculum Vitae’ and Bio-Bibliographies.
    - To **review Bio-Bib information**, select the **Run Custom Reports tab and UCM Bio-Bibliography All** from the drop-down-list in Step 1.
  - Remember, Works In Progress as well as Submitted Works can be included and addressed in the Self Statement.