



Digital Measures – Introduction and Navigation

Academic Personnel

What is Digital Measures?

Digital Measures is a customized web-based electronic reporting system that enables faculty to view, enter and track their Teaching, Research and Service activities.

Digital Measures generates Reports and bio-bibliographies for faculty merits and promotions.

What are the advantages of using Digital Measures?

- ❖ Faculty will be able to store all their scholarly works and some personal information in one database. Around 80% of faculty's Curriculum Vitae information is uploaded by the Academic Personnel Office , faculty will need to review it initially one time and update their information periodically.
- ❖ Faculty will be able to able to access Digital Measures anytime and generate various reports from it. e.g.: CV , Bio-Bibliography, NIH Biosketch, etc.
- ❖ Digital Measures is currently exploring ways to upload publications from other sources such as PubMed. Once this feature is functional publications will be conveniently upload into Digital Measures.

Digital Measures – Date Driven

- ❖ Any entry in Digital Measures will only save if it contains a DATE.
- ❖ An entry will only appear in reports properly if it contains the MONTH and YEAR.

Digital Measures - Login

- Step 1: Visit the Academic Personnel Website: <http://academicpersonnel.ucmerced.edu>
- Step 2: Hover over "Resources"> "Digital Measures">"Login to DigitalMeasures"
- Step 3: Click "Login to DigitalMeasures" and you will be prompted with Single sign on screen.



Digital Measures - Login (Cont'd...)

- At the single sign portal, enter your UC Merced Username and Password, to access your personalized profile in the UC Merced Online Reporting System.



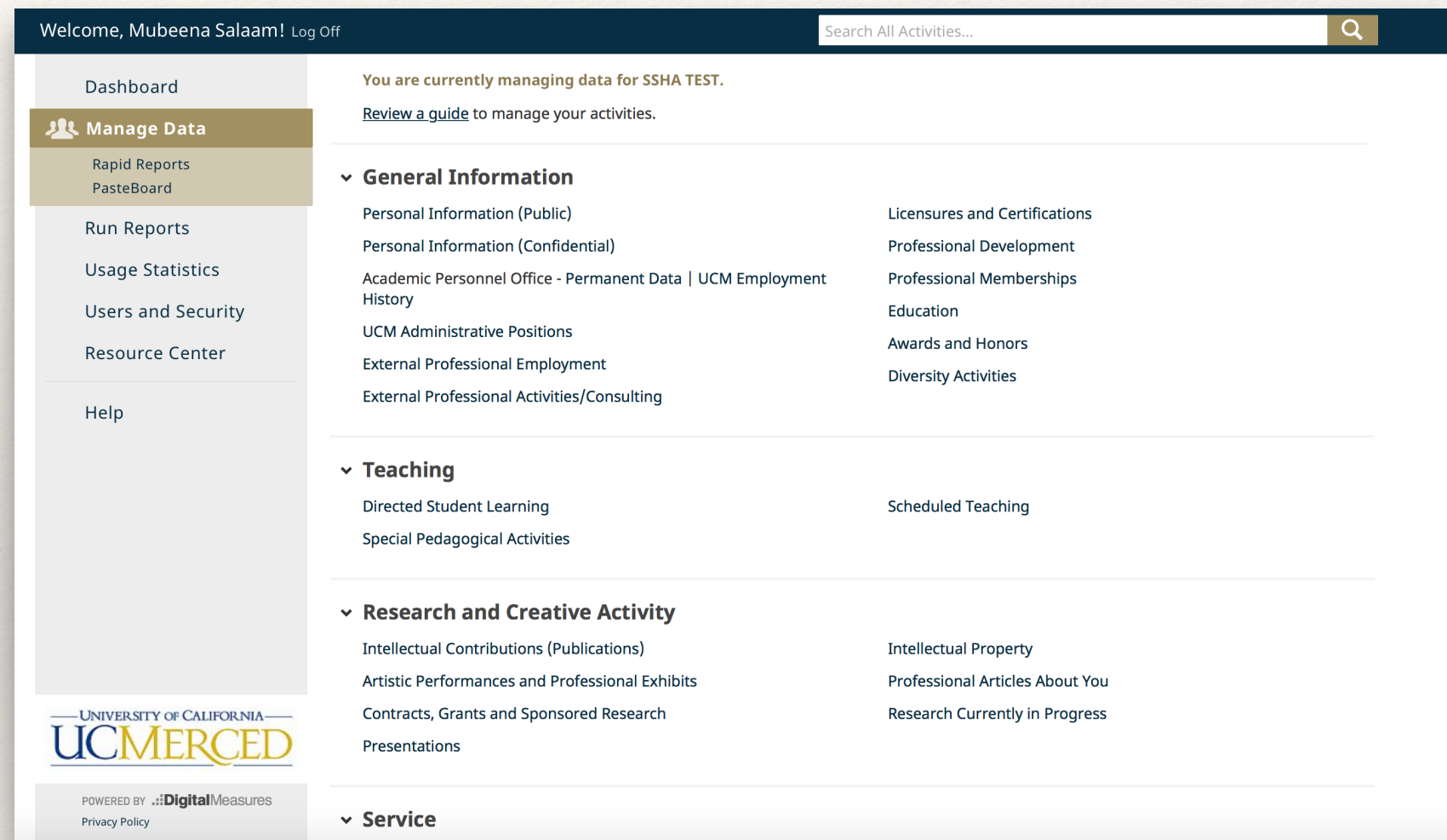
The image shows the UC Merced Single Sign On login portal. At the top, the text "UCMERCED" is displayed in large, stylized letters, with "Single Sign On" below it in a smaller font, accompanied by a padlock icon. The main login area is a white box with a blue border. It contains the following elements:

- Sign On** header
- UCMNETID:** followed by a text input field.
- PASSWORD:** followed by a text input field.
- A checkbox labeled "Warn me before logging me into other sites."
- Two buttons: "LOGIN" and "CLEAR".
- A link: "Forget Password? click [here](#)".
- A security notice: "For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!"
- A warning paragraph: "Be wary of any program or web page that asks you for your UCMNetID and password. UC Merced Web Pages that ask you for your UCMNet ID and password will generally have URLs that begin with 'https://www.ucmerced.edu'. In addition, your browser should visually indicate that you are accessing a secure page."

At the bottom of the page, it says "Powered by [JA-SIG Central Authentication Service 3.5.2](#)".

Digital Measures - Home Screen

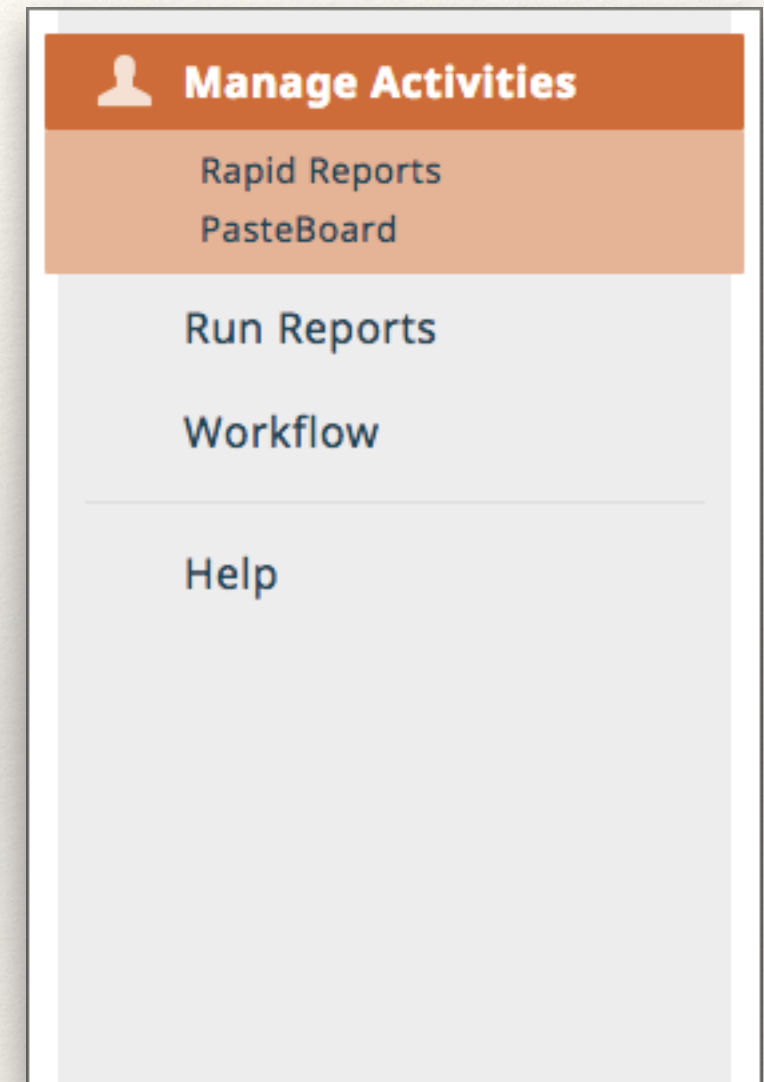
- ❖ This is how the Digital Measures home screen will look. Lets look at the components one by one.



Digital Measures: Left Hand Menu

The left-hand menu of the system displays at least two main utilities, Manage Activities and Run Reports. You may have other utilities if your Digital Measures Administrator has given you security access to them.

- **Manage Data/Activities:** Add or update information about the activities you accomplish.
- **Run Reports:** Run reports that have been custom-built for your campus.
- **Help:** Submit suggestions on how to improve the system, questions about use of the system, or report system errors.



Manage Data/Activities

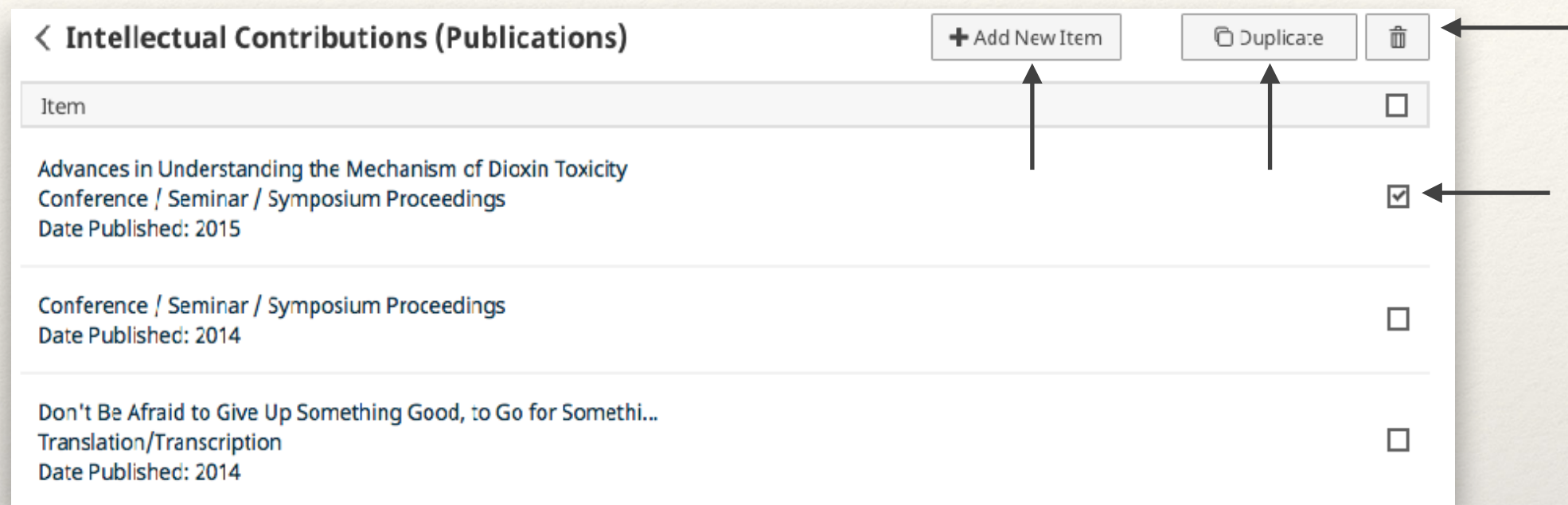
When first visiting this screen, it would be good to spend a few minutes looking through **four main categories** and each section.




To access a screen, click its name. The resulting summary screen displays records that are stored for that screen. There are **5 possible actions** you can take from the resulting screen, although *not all of these actions will always be available*.

Example showed in the next slide is for the screen “**Intellectual Contributions(Publications)**” under “**Research and Creative Activity**” section.


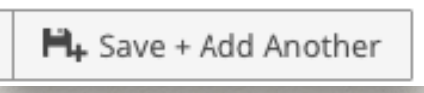
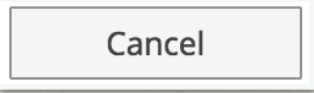
Review a guide to manage your activities.	
General Information	
Personal Information (Public)	Licensures and Certifications
Personal Information (Confidential)	Professional Development
Academic Personnel Office - Permanent Data UCM Employment History	Professional Memberships
UCM Administrative Positions	Education
External Professional Employment	Awards and Honors
External Professional Activities/Consulting	Diversity Activities
Teaching	
Directed Student Learning	Scheduled Teaching
Special Pedagogical Activities	
Research and Creative Activity	
Intellectual Contributions (Publications)	Intellectual Property
Artistic Performances and Professional Exhibits	Professional Articles About You
Contracts, Grants and Sponsored Research	Research Currently in Progress
Presentations	
Service	
Faculty Mentorship (Peer)	University
Faculty Engagement (Community)	Professional
Department	Public
School/College	

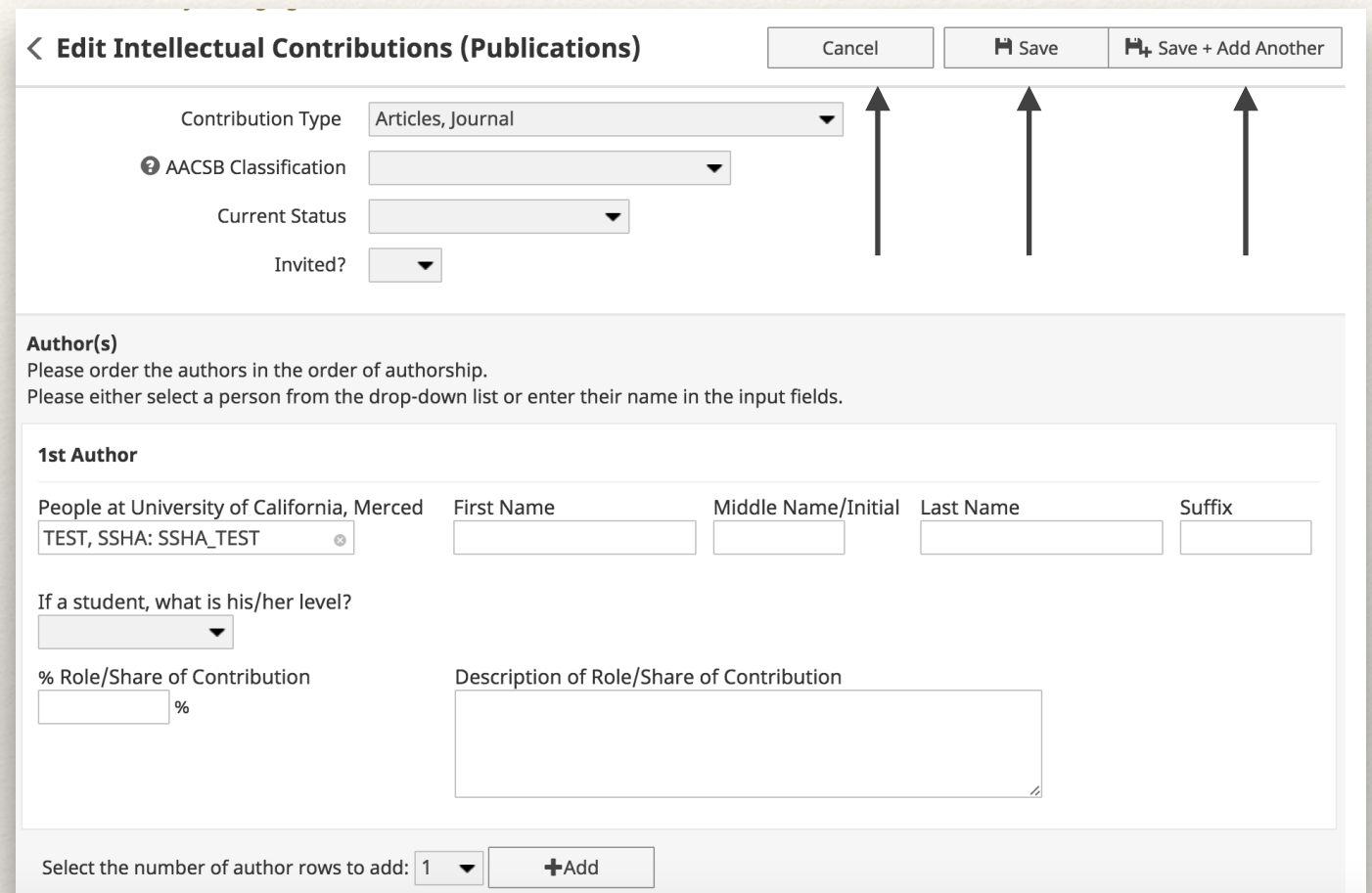
Manage Data/Activities: Screens






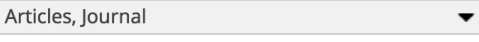
- This is the first screen you will see after clicking the “Intellectual Contributions” screen.
- To add a new record, select the  button
- To delete a record, select the appropriate check box, then select the  button.
- To copy a record, select the appropriate check box, then select the  button.
- **Note: Do not duplicate the records if the record has an a "administratively reviewed" field set to "Yes"**

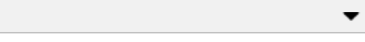
Manage Data/Activities: Operations on an entry

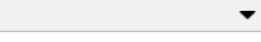
- To edit or view a record, click anywhere in the record row on the summary screen.
- When working in the system, it is important that you preserve modifications. To Save a record click on the  button. To Save and add another record click on  button.
- To cancel and return to the previous page click on  button.




< Edit Intellectual Contributions (Publications)   

Contribution Type  Articles, Journal


AACSB Classification 


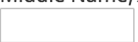
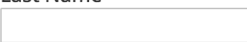

Current Status 


Invited? 


Author(s)
Please order the authors in the order of authorship.
Please either select a person from the drop-down list or enter their name in the input fields.


1st Author



People at University of California, Merced  TEST, SSHA: SSHA_TEST

First Name  Middle Name/Initial  Last Name  Suffix 

If a student, what is his/her level? 

% Role/Share of Contribution  %

Description of Role/Share of Contribution 

Select the number of author rows to add:  1 

Text Boxes and Paste Board

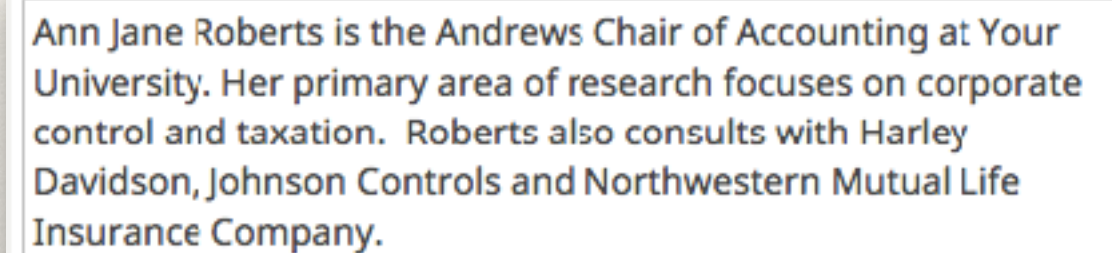
Expanding Text Boxes

- You may see two diagonal lines in the bottom right corner of text boxes in various screens like “Personal Information(Public)”, etc. Clicking this area and dragging allows you to resize the text box as needed.

Paste Board

- You will find the PasteBoard to be a time-saving feature. The PasteBoard allows you to copy text from another document, such as your vita in Microsoft Word, and paste it into the PasteBoard. After you have pasted text into the PasteBoard, you can then select text from it, click-and-hold on the text you selected, and drag the it into a field in the system to have it pasted into the field.
- To access the PasteBoard, click the text PasteBoard in the left-hand menu under Manage Data. The PasteBoard will appear in the bottom right-hand corner of your screen and can be dragged anywhere on the screen as needed. Any text in the PasteBoard upon logging out will remain in the PasteBoard for future sessions.

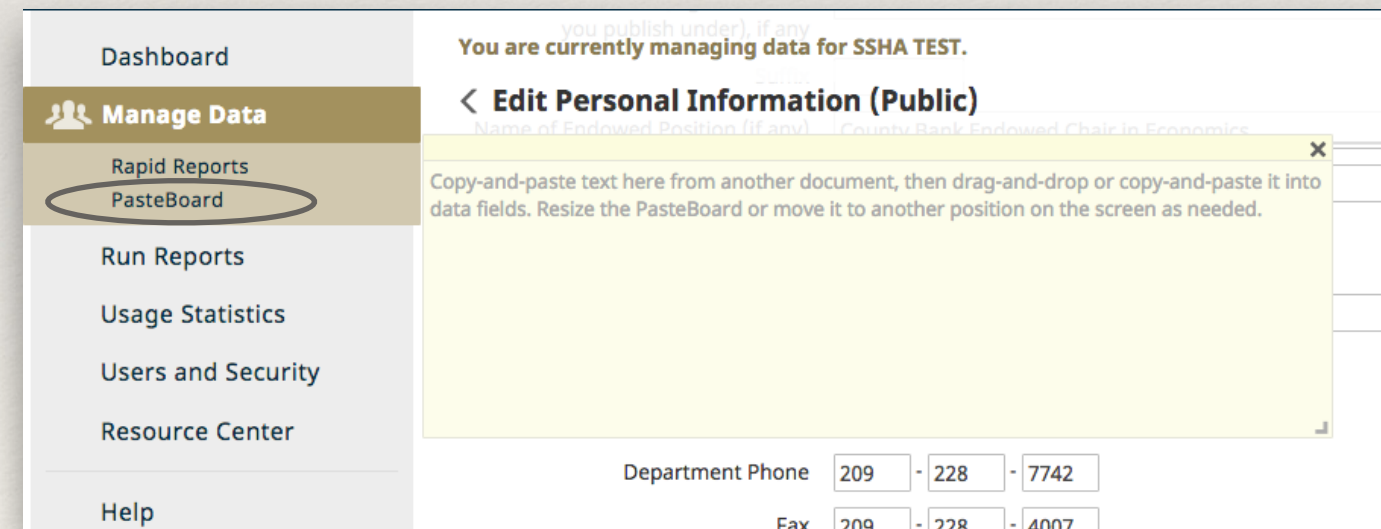
Expanding Text Boxes



Ann Jane Roberts is the Andrews Chair of Accounting at Your University. Her primary area of research focuses on corporate control and taxation. Roberts also consults with Harley Davidson, Johnson Controls and Northwestern Mutual Life Insurance Company.

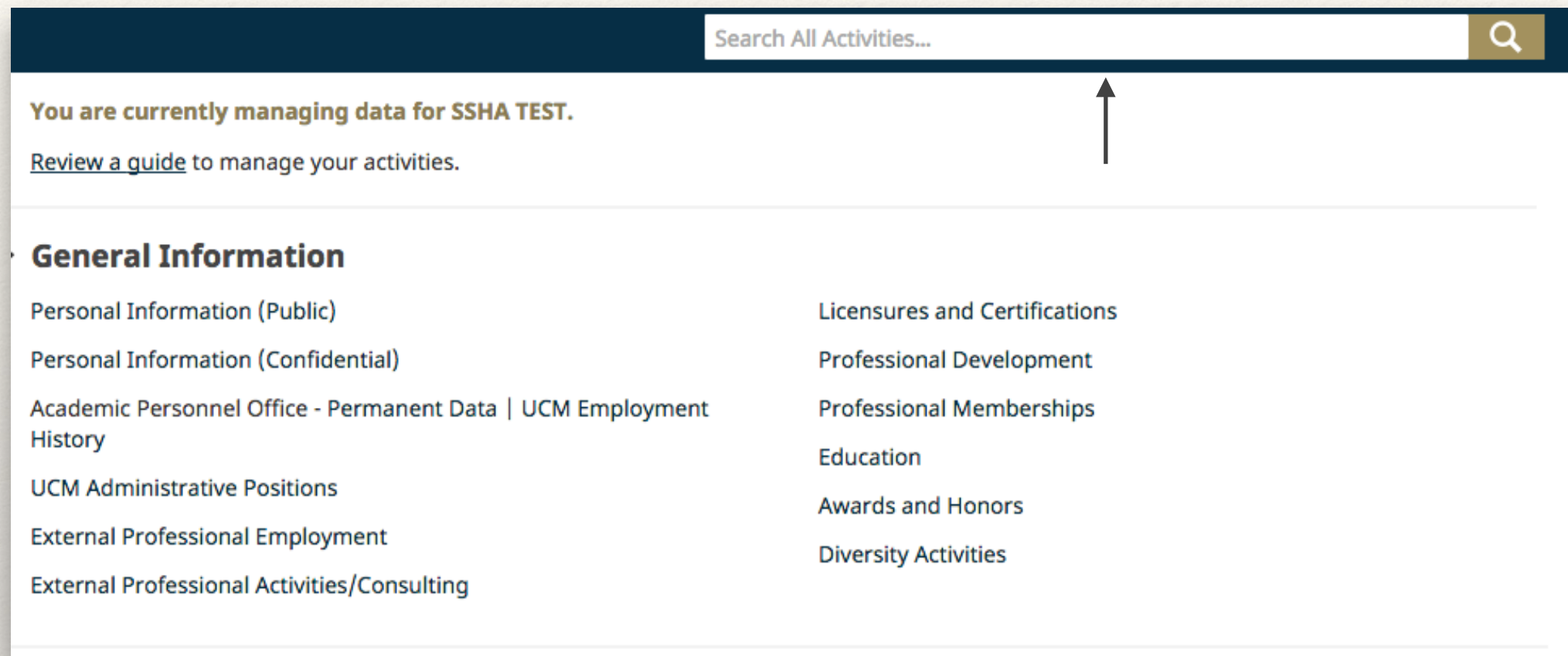
The image shows a rectangular text box with a thin border. In the bottom right corner, there are two small, parallel diagonal lines forming a square handle, which is used for resizing the text box.

Paste Board



The screenshot displays a web application interface. On the left is a vertical navigation menu with the following items: Dashboard, Manage Data (highlighted with a gold background), Rapid Reports, PasteBoard (circled with a black oval), Run Reports, Usage Statistics, Users and Security, Resource Center, and Help. The main content area shows a header with the text "You are currently managing data for SSHA TEST." followed by a sub-header "< Edit Personal Information (Public)". Below this is a large yellow rectangular area labeled "Copy-and-paste text here from another document, then drag-and-drop or copy-and-paste it into data fields. Resize the PasteBoard or move it to another position on the screen as needed." At the bottom of the screen, there are input fields for "Department Phone" (209 - 228 - 7742) and "Fax" (209 - 228 - 4007).

Manage Data/Activities: Search



New Feature: Search from the Main Menu enables you to quickly find records, even if you aren't sure where they are located. Just enter search criteria in the new input field in the upper right-hand corner of the Main Menu and you'll receive matching results from across all your screens.

Manage Data/Activities: Search Results

After typing the keywords in search box search results appear in the form of list with screen names.

NOTE: Search results may not include changes made in the last several minutes.

You are currently managing data for SSHA TEST.

< Search Results: All Activities Duplicate Trash

49 items found. Not what you are looking for? Change your search above and try again.
Search results may not include changes made in the last several minutes.

UCM Employment History 2 matches ☐

Item

2012-2013
Professor Full VI ☐

2011-2012
Professor Full VI ☐

Directed Student Learning 2 matches ☐

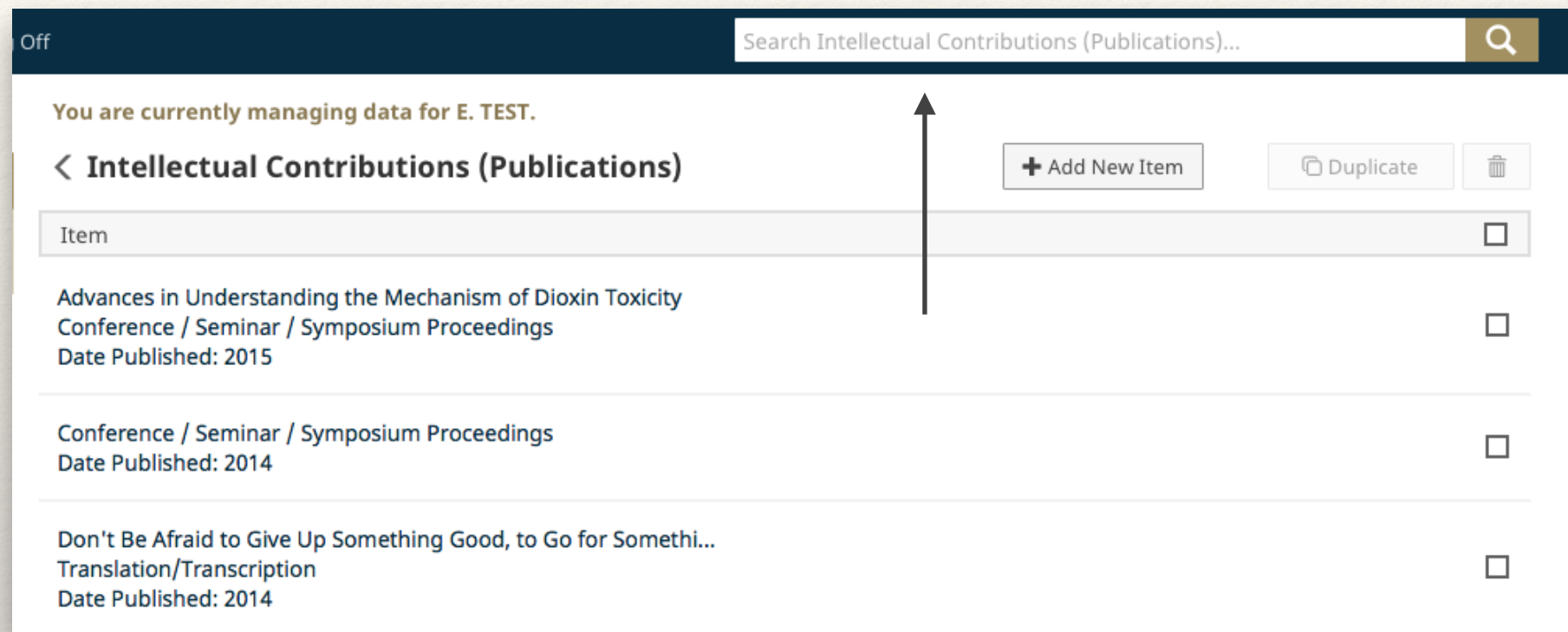
Item

Directed Individual/Independent Study
Kevin Duffy
May 2012 - Present ☐

Predissertation Committee
Joel Beutel
August 2012 - August 2013 ☐

Special Pedagogical Activities 1 match ☐

Manage Data/Activities: Search within screen



When editing any entries within the screen, you may notice a Search option as well located at the top of the screen. This feature allows you to quickly and easily find an item located in that specific section or screen. This feature is useful for sections with numerous entries or similar titles.

Run Reports

0

Run Reports

Dashboard
Manage Data
Run Reports
Usage Statistics
Users and Security
Resource Center
Help

Run Reports

1 **Report**
UCM Bio-Bibliography All
[Download this report's template](#)

2 **Date Range**
Start Date Jul 01 2014
End Date Jun 30 2015

3 **Whom to Include**
Users Selected All [Change selection...](#)
Include These Accounts Enabled Only

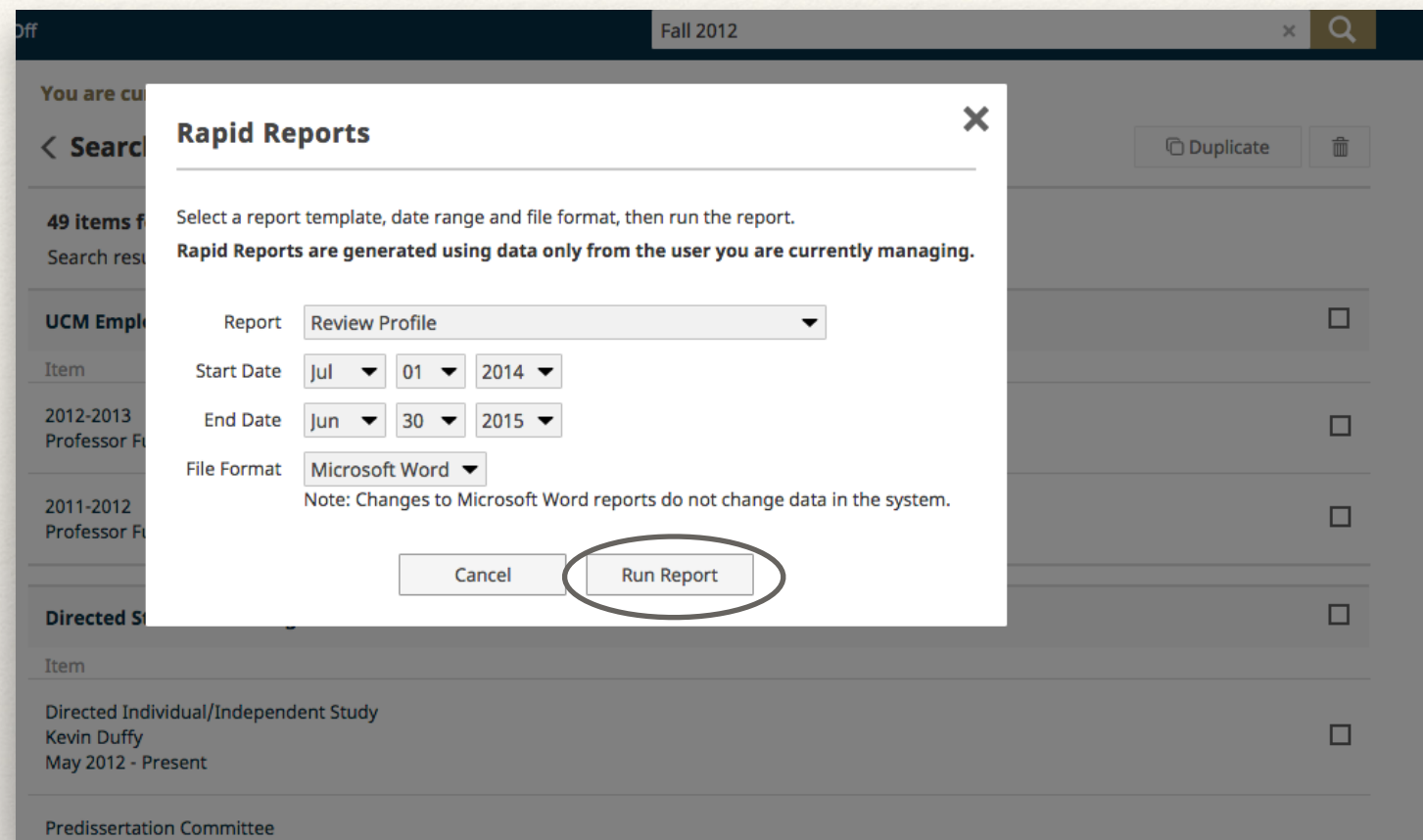
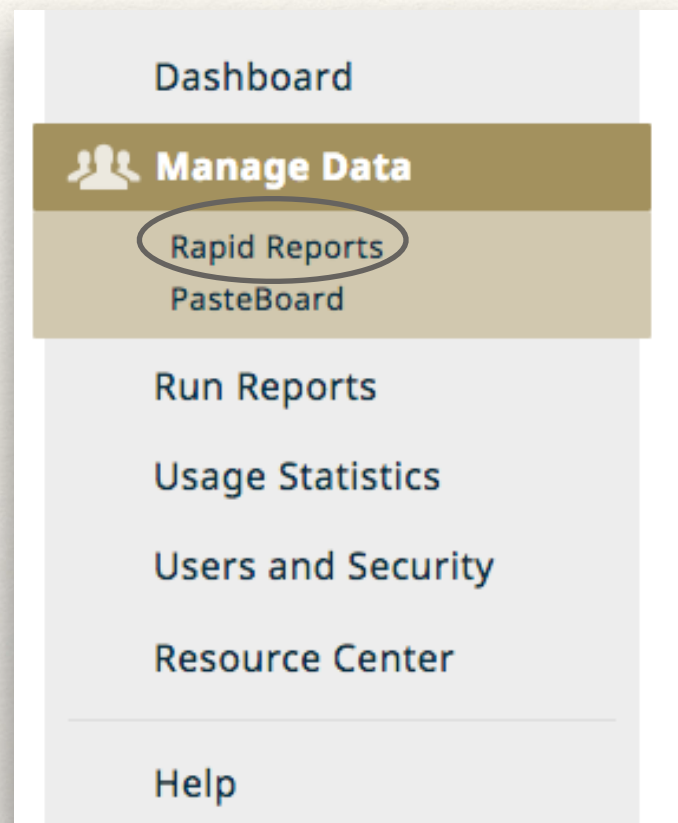
4 **File Format**
File Format Microsoft Word (.doc)
Changes made to the Microsoft Word document **will not** be reflected in the system.
Page Size Letter

5

Run Report

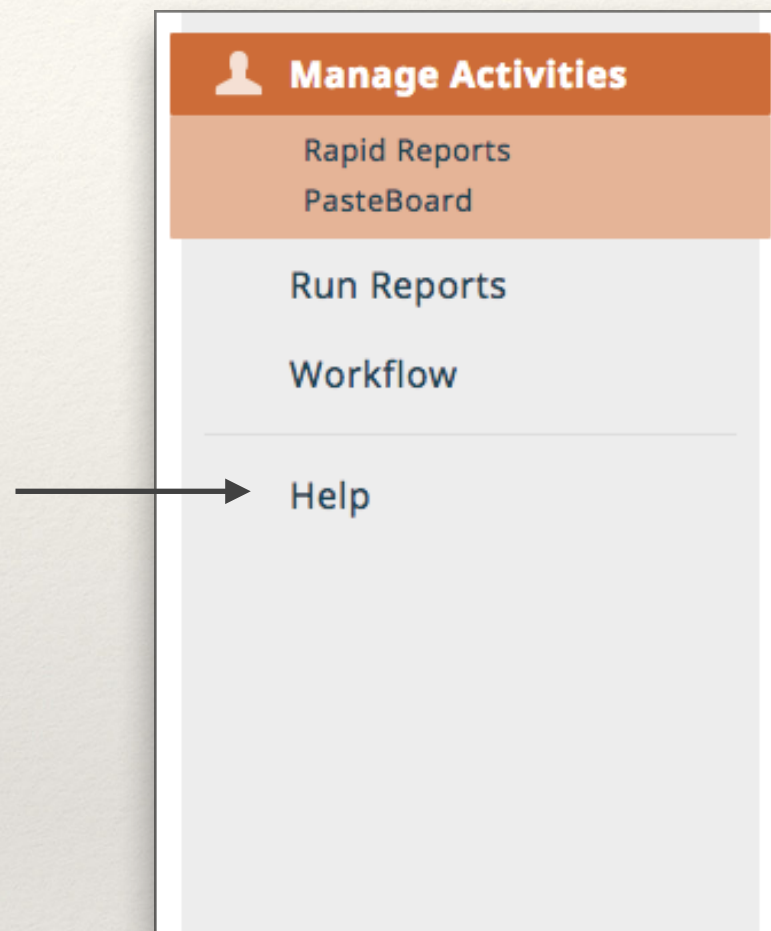
- This utility allows you to run reports that have been custom-built into the system for University of California, Merced. To run a report, simply select from the steps on the page and click on "Run Report".
- The reports that are available from step number 1 have been customized for your campus. If you have suggestions on additional reports that should be added, or changes that should be made to existing reports, please contact your Digital Measures Administrator using the Help link.

Rapid Reports



- Use Rapid Reports to see how a particular change looks like on a report. e.g.:
 - Review Profile,
 - Bio-Bibliography All,
 - CV All.
- To use Rapid Reports Click on it under “Manage Data” and select the report, dates and format. Then hit “Run Report”.

Help



The screens and fields available on the Manage Your Activities tab are specifically designed for our Campus at Merced. Like all universities we strive for continual improvement. To propose enhancements improving the system, contact your Administrator using the Help option.

Please go through the “ Digital Measures: Data Entry Manual” for more information on data entry specifics.

- ❖ Contact: UC Merced – APO Location: KL 323
- ❖ Direct: 209.228.2243
- ❖ Email: AcademicPersonnel@ucmerced.edu