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.
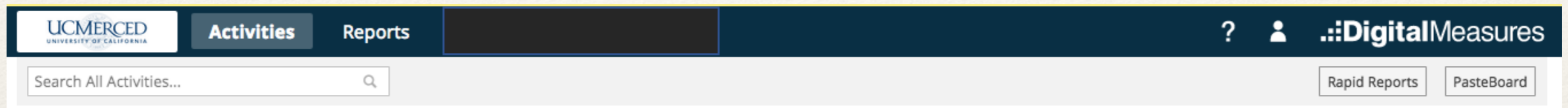
Digital Measures - Home Screen

❖ This is how the Digital Measures home screen will look. Lets look at the components one by one.
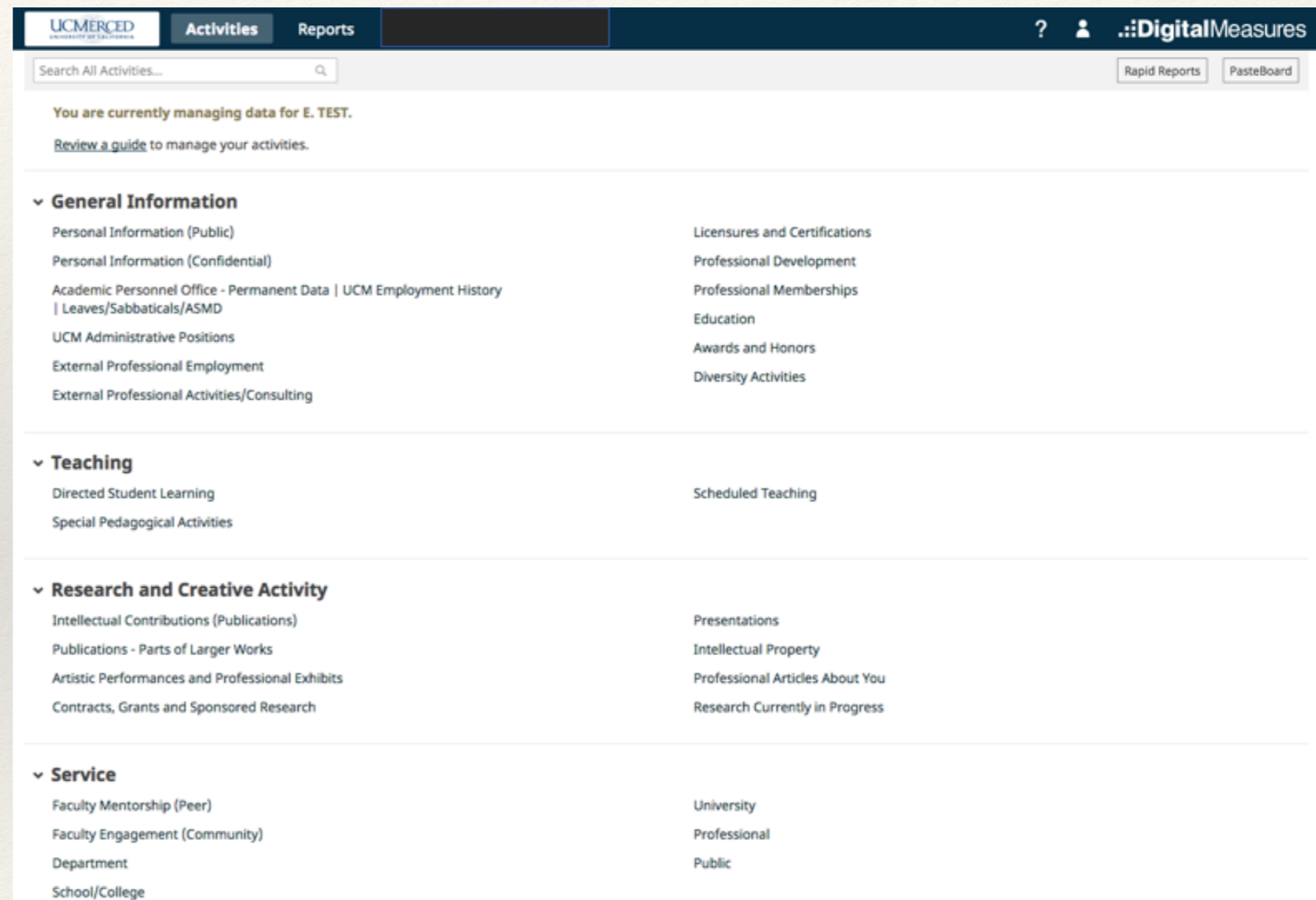
Digital Measures: Top Nav Menu

The top navigation menu of the system displays the following utilities

- **Activities:** Add or update information about the activities you accomplish.

- **Reports**: Run reports that have been custom-built for your campus.

- **?** : Submit suggestions on how to improve the system, questions about use of the system, or report system errors.

- **Rapid Reports**: A shortcut to run reports that have been custom-built for your campus.

- **Search Bar**: Search all activities. You may use quotes for an exact match of the item.

- **Paste Board**: A helper tool like clip board

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.**

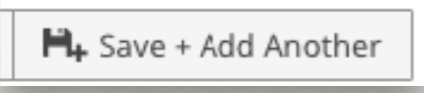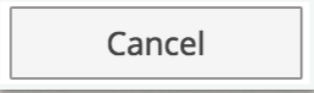Review a guide to manage your activities.

∨ General Information

Personal Information (Public)	Licensures and Certifications
Personal Information (Confidential)	Professional Development
Academic Personnel Office - Permanent Data | UCM Employment History	Professional Memberships
	Education
UCM Administrative Positions	Awards and Honors
External Professional Employment	Diversity Activities
External Professional Activities/Consulting	

∨ 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

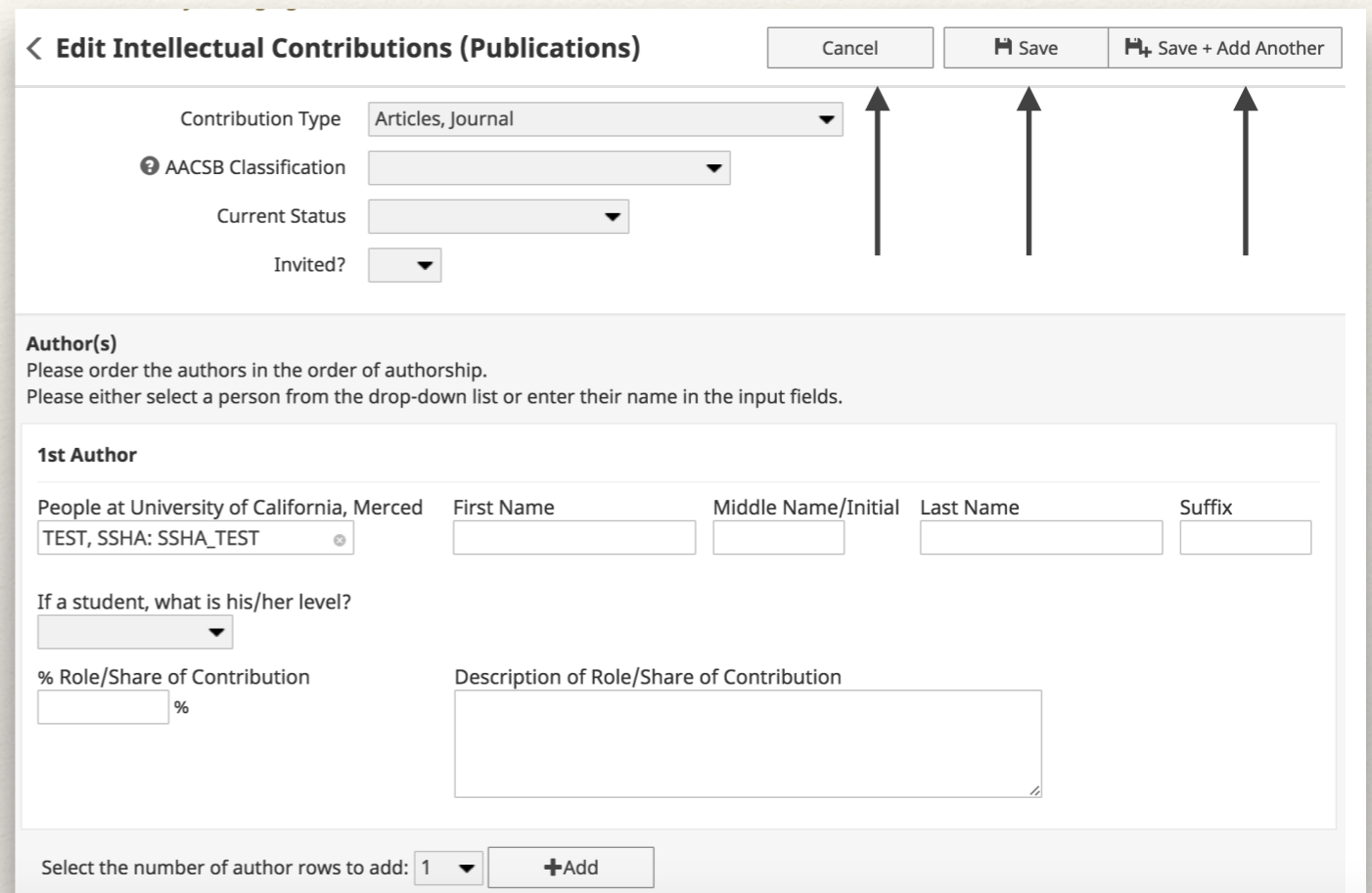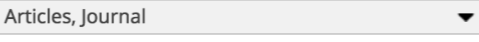|	
Faculty Mentorship (Peer)	University
Faculty Engagement (Community)	Professional
Department	Public
School/College	

Manage Data/Activities: Screens
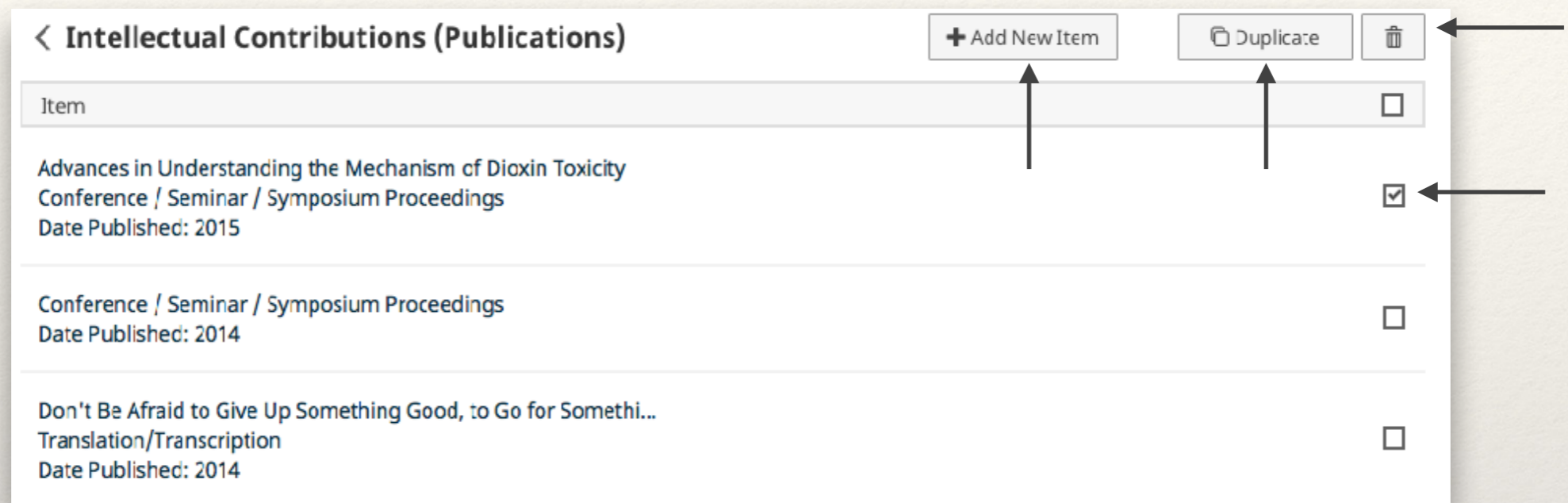
- This is the first screen you will see after clicking the "Intellectual Contributions" screen.

- To add a new record, select the [+ Add New Item] 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 [Duplicate] button.

- Note: Do not duplicate the records if the record has an a "administratively reviewed" field set to "Yes"
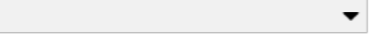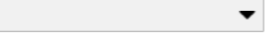
Manage Data/Activities: Operations on an entry

- 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 [Save] button. To Save and add another record click on [Save + Add Another] button.

- To cancel and return to the previous page click on [Cancel] button.

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.
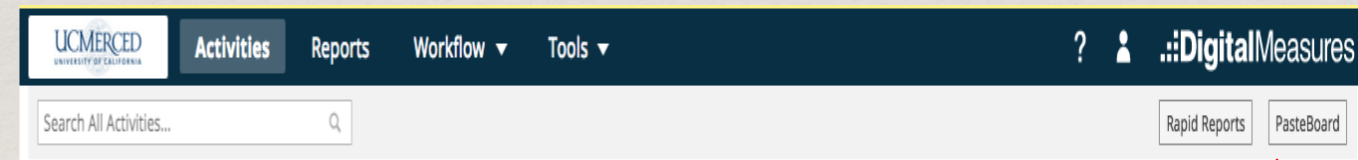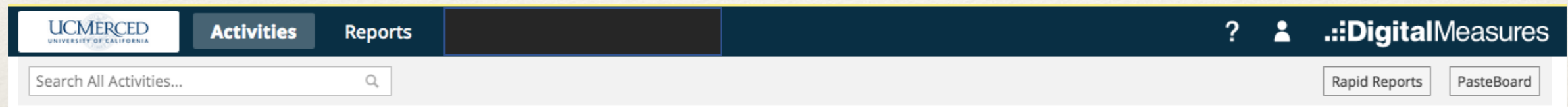
Expanding Text Boxes

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.

Paste Board

UCMERCED **Activities** Reports Workflow ▾ Tools ▾   ? 👤 .::Digital Measures

Search All Activities...   Rapid Reports   PasteBoard

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.

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.

Reports

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 click on " Reports", then click on the repotrt name you want to run.

The reports that are available 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
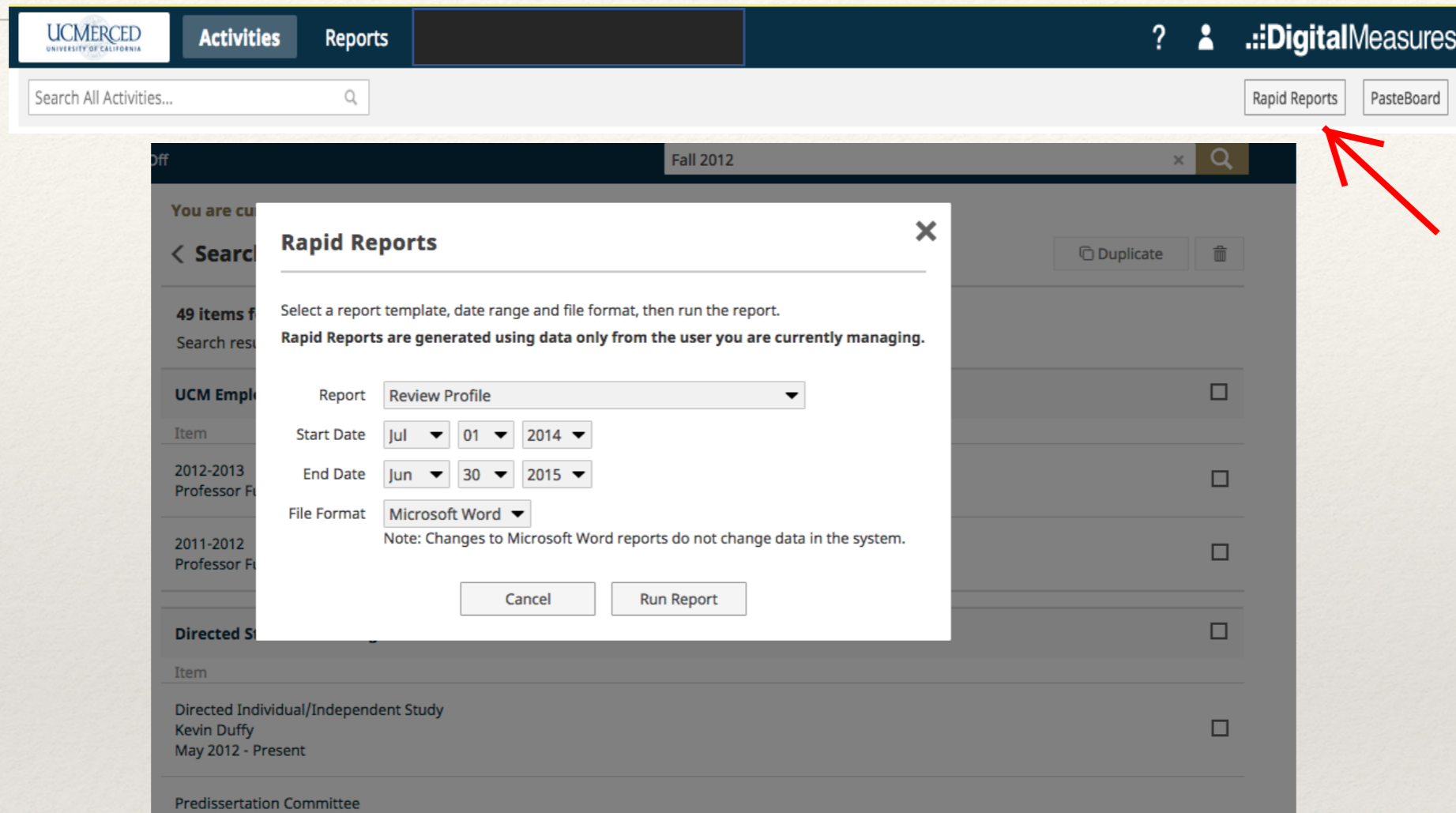
- Use Rapid Reports to see how a particular change looks like on a report. e.g.:

  - UCM Bio-Bibliography All,

  - UCM Curriculum Vitae All.

- To use Rapid Reports Click on it and select the report, dates and format. Then hit "Run Report".

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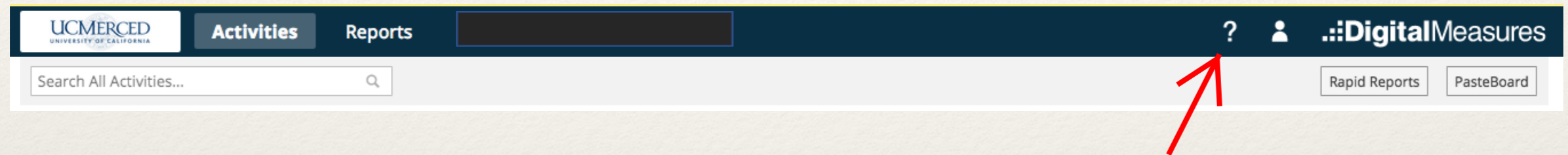
The screens and fields available on the Manage Your Activities tab are specifically designed for our Campus at Merced. Like all universities we strive for continual improvement. To propose enhancements improving the system, contact your Administrator using the Help option.

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