Digital Measures: Tips and Best Practices

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 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 Help option if information is inaccurate.

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

Dates

- Be sure to review such items on a regular basis, and enter additional details often.

- For example a publication submitted in 2006, published in 2008 and reviewed by CAP in 2013 will appear in multiple Academic Years. Similarly, this could pertain to grants applied for in 2010, but whose funding starts in 2012. This may also apply to contracts that span multiple academic years, or Directed Student that occurred over a four-year timeframe.

Entering Data Manually: Best Practice

- Be sure to take advantage of Paste Board under "Manage Data" on the left Hand menu of the screen.

- PasteBoard is a surprisingly dynamic tool for importing CV information stored in other files. You can edit your entire CV in the PasteBoard then copy, drag or drop various pieces into the appropriate fields. The CV will remain in the PasteBoard until you Clear The PasteBoard, even if you switch screens, logoff or log into your profile again.

- This function is computer specific, so if you login on a different PC the PasteBoard data will not be there. This ensures your personal information is kept confidential and secure. There is a limit to the amount of information the PasteBoard can hold. We recommend working with sections of your CV if you are losing PasteBoard data during a session. You can hide the pasteboard by clicking on the x mark on top right corner of the pasteboard.

Publication : Tips

Role and/or Share of Contribution- Enter the percent of your contribution to a publication by selecting Intellectual Contributions listed under Research and Creative Activity. The Role and/or Share of Contribution box can be located in the Author section in the middle of the Publication screen.Only percentages entered under your profile will appear in reports. Co-Authors will need to list their contribution percentage under their profile for it to appear on reports. Data entered on others behalf will not appear on reports unless it was entered while currently logged into their faculty profile.

Permanent Chronological Number- By default, Digital Measures lists publications in chronological order (date). For publications to appear in numerical order a valid number has to be entered into the publication numbering system under the Permanent Chronological Number field. The numbers will appear on the reports in descending order for each publication. The PCN ordering system is organized and maintained by each School. This process and system is unique for each School. Please consult your Department Personnel Team for advice and to answer questions.

Title Format- When creating or editing entries remove quotation marks and periods from titles,descriptions or summaries. When information is copied or pasted into records, the source may include a quote or period that will be redundant when it is displayed on a formatted report.

Scheduled Teaching: Tips

- **Scheduled Teaching-** Activities captured in Scheduled Teaching are courses taught while working at UC Merced. Staff in the Academic Personnel Office uploads the course data at the end of each semester.

- Faculty is responsible to upload the Course Syllabi at the end of each semester.

Directed Student Learning : Tips

- **Directed Student Learning-** This section allows faculty to record the progression of students they supervised or trained. It includes students at all academic levels, both attending UC Merced and students visiting the university for external scholarship.

- The Start and End date selected determines what academic year a specific entry appears. Make sure the appropriate academic year is reflected in the dates to ensure it appears in the proper review period.

- Listing the advancement Date, Stage of completion or Candidacy Date will not hinder or impact reporting.

Research and Creative Activity: Tips

- 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)

- Please refrain from using the Duplicate button to duplicate Publication

Reporting: Tips

- Reports are viewable in a number of formats including Word and PDF.

- To review information entered in Digital Measures, select Rapid Reports (located at the top lefthand corner of the screen under "Manage Data").

- To review Bio-Bib information, select "Rapid Reports" and "UCM Bio-Bibliography All" from the drop-down-list. the time frame you want to create report for and hit "Run Report".

Thank You!

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