First Steps and Overview:

- Log in with your NetID and Bluestem password at: https://www.las.uic.edu/faculty-staff/faculty-resources/annual-report-digital-measures

- The first screen (Activities Database – Liberal Arts and Sciences Main Menu) shows the links to the various sections of the database that will be used by you and your faculty to enter all scholarly activities. You can always get back to this main menu by selecting “Manage Your Activities” on the left hand menu (in grey on the screen shot below).
To enter Departmental Data, select “Manage Data” from the left hand menu. A drop down menu under “Manage Data for Departments” lets you choose your department.

FAQs:

What are the main differences between a faculty member’s log-in access and that of the EO or departmental staff?
The main difference is that EOs / departmental staff see the “Manage Data” option on the left-hand menu. This is the section of Digital Measures where departmental data is entered. Users with EO/Staff permissions can also enter data on someone’s behalf, see the data entered by their faculty and they can run additional reports. EO’s / staff can only see data of faculty members within their department. If a staff member works in multiple departments or units, they should be able to manage data for faculty data in all of those units.

How do I enter my own activities as a faculty member?
From the main menu screen, select the various sections to enter your activities. Some of your data (such as your appointments) will already be pre-loaded in the “Administrative Data – Position Data” screen. The activities that did not have an end date will automatically have been carried forward.

What is important to remember when entering my activities?
The system asks for a lot of information. Keep in mind that only fields marked with * are required fields. Check the date entries carefully. Whenever possible enter at
least a month and a year for all activities to avoid duplication in reports. Check that activities have an end date. Otherwise they will be reported as ongoing.

**How do I enter department data?**
Both the EO and the designated staff member have the “manage data” function on the left-hand menu. Select your department and a new menu screen with entry fields will pop up.

**How can I enter data on behalf of a faculty member?**
Go to “Manage Data” and from the dropdown list select the individual for whom you wish to enter data. You will only be able to see faculty members within your department.

**What kind of reports can I run?**
On the left-hand menu, select “Run Reports”. Here you will find a drop-down selection of most commonly used reports:

1) Faculty Activity Reporting by Activity Category: This is most likely the most useful report.
   You can either select your entire department and the report will show the activity of all faculty members broken down by activity category (rather than by individual), or you can select an individual faculty member whose report you would like to run.

2) My Activity report: This report will let you run a report on your own entries OR on the entries of any individual faculty member within your department. All reporting categories will be included in the report. This is the only report your faculty is also able to run.
3) Faculty Completion Status Report:
   This report allows you to see who in your department has finished entering their activities for the current reporting period and who has not.

4) Department Data Completion Report:
   This report will only be used by the Dean’s Office to see which departments have completed their data entry for the current reporting cycle.

5) Department Data Report:
   This report lets you see all the information you entered for your department data.

What is “create new report”?
These reports allow you to further customize the information you are interested in. You can query a certain section of the report (e.g. presentations, awards, etc.) and you can select whether you want this particular information for everyone in the department or only for certain individuals.

How can I tell whether faculty members have finished their data entry for the year?
Under Reports, select the “Faculty Completion Status Report”. You will see who has and who hasn’t completed the activities report.

How can faculty see their data?
Faculty are encouraged to review their own report entitled “My Activity Report” or by running a “Rapid Report” in the “Manage Activities” section.

What about faculty members with joint appointments? How does the secondary EO access the information?
The faculty member with a joint appointment enters their data only once. Both EO’s will be able to view the data for any faculty member with a joint appointment. In all reports, the home department and any secondary departments will be listed at the top of the report.

When do faculty have to complete their reports, and what is the reporting cycle?
Faculty are encouraged to enter their activities into Digital Measures year-round. The College generally uses the June 1 to May 31 reporting cycle and the deadline to complete all entries is May 31.
Since some departments may select different reporting cycles (for example in cases where the advisory committee reviews individual activity reports), we have included a field where the departmental reporting cycle can be entered. This will allow the College to be aware of the cycle when reading a department’s report. The reporting cycle can be entered on the “General Department / Program Data” screen in the “manage data for departments” section.
What is the deadline for Executive Officers?
Executive Officers have until June 15 to make sure all of their faculty members have completed their individual reports and that all reported activities are complete and accurate (use above mentioned reports). Also by June 15, Executive Officers are required to fill out the departmental section of Digital Measures. Under “manage data”, select the “manage data for departments” section (see also question above).

To indicate that the faculty in your department have finished entering data and you have finished entering the departmental data, click the “confirmation” link in your “Department Activities Database” and click on “Add a New Item.” A new form will open. Check the box, make sure the Academic Year drop-down is showing the current academic year, and click on “Save and Return.” This will let the College know that your data is ready to be reviewed.

Why do some fields have an “H” next to them?
These are the fields that only the EO and their designated staff are able to see. These fields are hidden from the faculty in your department.

Where do I turn for help?
You can click on “Help” in the left-hand menu or send an e-mail to aherget@uic.edu.