DIGITAL MEASURES Faculty FAQ
Last updated April 2018

Where do I log in?
https://www.las.uic.edu/faculty-staff/faculty-resources/annual-report-digital-measures

Use your campus NetID and password.
Before beginning to enter any data, please review this “step---by---step” guide further down in this FAQ document.

What is Digital Measures?
LAS uses Activity Insight, a hosted software product by Digital Measures, to collect all scholarly and professional activities of LAS faculty and its departments in one location.

How will my department and the College use this data?
Digital Measures is a tool that allows Executive Officer and the College to capture all faculty scholarly achievements. The data in the system is used both for internal administrative purposes and to highlight the achievements of the departments and faculty for the University and external stakeholders.

What sort of data will I be required to enter?
The core data of interest to the College concerns scholarly activity—publications, grants, awards, and presentations. Other data is used primarily by the Departments as part of their annual reporting and evaluation cycle. Only fields marked with * are required!

When should I enter my activities? When do I need to complete my entries and what is the reporting cycle? Faculty members 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.
However, since some departments may select different reporting cycles (for...
example in cases where the advisory committee reviews individual activity reports), your departmental Executive Officer will inform you of your department’s deadline and will let the College know as well. The final College deadline is May 31.

**Does this help me in my P&T process?**
While at the present time the database is not able to populate the Promotion and Tenure papers used by the campus, it contains all the same components and fields as the P&T papers and having all relevant information stored in one place should help when preparing your case.

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**First Steps and Overview:**

--- Log in with your NetID and Bluestem password at [https://www.digitalmeasures.com/login/uic/faculty-arts](https://www.digitalmeasures.com/login/uic/faculty-arts)

--- The first screen (Manage Activities) shows the links to the various sections of the database that will be used to enter all scholarly activities. You can always get back to this main menu by selecting “Manage Activities” on the left hand menu (see screen shot below).

Once you have successfully logged in, use the links on the main menu page to access the subsections of the report and begin entering your activities for the year.
How do I start entering my activities?
From the main menu screen, select the various sections to enter your activities.

To begin entering information within a section, click on the “add new item” text box.

The next screen allows you to enter your data:
The information you need to provide should be clear from the on-screen instructions. **Note that only some fields are required. These fields are marked with a red asterisk (*)**. For example, on the Scholarly Activities form, “Contribution Type,” “Current Status” and “Was this peer-reviewed/refereed?” are required fields.

**How much information do I need to enter into Digital Measures?**

You are only requested to submit your activities for the current academic year. Only fields marked with a red asterisk (*) need to be filled in. The other fields are optional.

You only need to fill out screens that are relevant to you and your work during the academic year. For example, if you had administrative assignments, please open and complete “Administrative Assignments.” If you did not have any administrative assignments, there is no need for you to complete this screen.

**What information is required under the “Scholarly Activities” section?**

The only publications are required to enter are those that were published during the current academic year. If you are interested in also entering information on forthcoming publications, these entries can now be marked as such and can then simply be switched to “published” after publication.

**How should I enter ongoing activities (e.g. administrative assignments, professional memberships, etc.)?** Many fields will ask for start and end dates of activities. If an activity is still ongoing you can leave the end date blank. If the date, month, and year are requested, it is sufficient to only enter the year, or the month and year if an exact date is unknown.

**I have a joint appointment. How do I record that information?**

All of your faculty appointments will have been preloaded and they are listed under “Administrative Data — Position Data”. As a faculty member with a joint appointment you only enter your data once. Your Executive Officers will be able to view your activities.

**What is the role of my Executive Officer and / or the staff in my department?**

Your Executive Officer and a designated staff person in your department are able to assist you with entering on your behalf. Additionally, they can see data
entered by all faculty and can run reports. EO’s / staff can only ever see data of faculty members within their department.
Executive Officers also enter departmental information about such things as alumni news, graduate student placements, curriculum changes, etc.

What do I do when I’m done? How can I see my entries?
Faculty members can review their own data by running a report entitled “My Activity Report” in the “Run Reports” section (highlighted in red in the menu). All faculty are asked to run this report reports before filling out the “Data Complete” screen to make sure that all entries appear the way they intended hem to. It is important to check that nothing is marked as ongoing that should have an end date.

How do I indicate that I am done?
When you are done entering your activities for the year and have run “My Activities Report”, please fill out the “Completion Status” screen (last link from the main screen). This lets your Executive Officer know that you are done. Even after you have indicated that you are done, the system does not lock you out, but you can always go back and make changes.

Where do I turn for help?
Your designated departmental staff member is able to enter data on your behalf and may be able to answer some initial questions. You may also contact Agnes Herget at aherget@uic.edu for assistance or suggestions.