College Of Business Administration
University of Nevada, Reno

Guide to
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About the Digital Measures Training Guide

The Digital Measures Training Guide was created to help COBA Faculty get familiarized with the Digital Measures System. This guide DOES NOT go over all of the screens and information that needs to be input. It describes and explains the most common information that the average COBA Faculty member would input. Each faculty member will want to explore the entire system to see if there is additional information that they should input.

If you find errors or have suggestions for improvement please email those comments to Larry Woods (low@unr.edu).
Introduction to Digital Measures

Digital Measures is a great tool used to store and organize data for your annual merit evaluations. Some data will be required (such as Administrative Data and Scheduled Teaching) but most data is optional. Over 150 institutions in over 15 countries have implemented digital Measures. Digital Measures makes it easy for you to store your information and print reports. You can access Digital Measures from any internet-connected computer. The web address for Digital Measures is [https://www.cis.unr.edu/digitalmeasures](https://www.cis.unr.edu/digitalmeasures). Below is the screen you will see when you go to the website mentioned above.

Your UNR NetID and NetID password are required to login. Once you have logged in to Digital measures, you will see the main screen. From this screen, you may access many features of the Activities Database. Note that at any time, you may return to the main screen by choosing the option to “Maintain Your Activities”. You can see what the main screen looks like on the next page.
Left Navigation Bar - The “Maintain Your Activities” option is located in the upper left hand corner of the main screen. If you are entering information and return to the main screen without saving your data, the changes you made will be discarded. The option located beneath “Maintain Your Activities” is “Run Reports”. You may also complete this task by using the “Rapid Reports” tab on the lower tool bar. The other options you may choose from the left menu are “Contact Our Helpdesk”, “Submit Your Feedback”, “Privacy Statement”, and “Logoff”.

Bottom Toolbar - “Rapid Reports” is the first option present on the lower tool bar. Please note that once the lower tool bar is opened, you may choose the “Hide” option to close it. Also useful on the lower tool bar is the “PasteBoard”. If you would like to cut and paste some of
you information into Digital Measures, you may “cut” from the document and “paste” into the “PasteBoard” which is discussed further in Appendix B: PasteBoard on page 22. This eliminates the need to have two windows open as the “PasteBoard” will occupy the lower part of your screen unless you select to “Hide” it, or to use the “Rapid Reports” function. If you “Hide” the “PasteBoard”, your information will not be lost. You can only clear the information from the “PasteBoard” by selecting the “Clear The “PasteBoard”” option present in the “PasteBoard” itself.

If you are accessing Digital Measures for the first time, you need to complete all the steps listed below. If you have accessed Digital Measures before, you only need to complete steps 1 and 2 when your data changes (However, you should review this yearly for accuracy).

1. Enter your Personal and Contact Information. (Review Only After First Year)
2. Enter your Administrative Data, Permanent (Review Only After First Year)
3. Enter your Administrative Data, Yearly
4. Enter your Education information (Review Only After First Year)
5. Enter your Faculty Development Activities Attended
6. Enter your Narratives for the Annual Evaluation & Merit Review Form
7. Enter your Role Statement
8. Enter your Scheduled Teaching
9. Enter your Academic Advising
10. Enter your Conference/Seminar Presentations
11. Enter your Publications
12. Enter your Research or Creative Activities Currently in Progress
13. Enter your General Service

You should input all your information before running a report as incomplete information will cause the reports from Digital Measures to not print properly.
**Using the Digital Measures System**

**“Add New Item Button”**

When entering your data, you may notice that most of the screens will have an option that says “Add A New Item”. You must choose that option to enter your data. To edit an old item that appears in the “Add A New Item” screen, click on the pencil icon. If you would like to delete an item, click on the trash can icon. If you choose to delete a record, you will be prompted about your decision. Digital Measures allows you to save partial records and data, for this you the save option in the forms. You have two save options when adding a record, you may save the current record and add another, or you may save the current record and return to the “Add A New Item” screen.

**“Return to Main Menu”**

You will note that you have two Return options when you are using Digital Measures. One option says, “Return To Main Menu”, and the other says, “Return (Cancel)”. Both options will cancel your data entry process and neither will save your data. The difference between the two options is that “Return To Main Menu” will send you back to the main menu listing all the different activities. The “Return (Cancel)” button is described below.
“Save and Return, Save and Add Another, Return (Cancel) Buttons”

When you have completed a form, you have two options to save your data. If you click on the “Save and Return” button, your data will be saved and you will be returned to the “Add Item” screen. If you click on the “Save and Add Another” button, your information will be saved and the form will clear for input of another item. “Return (Cancel)” will take you to the “Add A New Item” screen if you are entering a record, or the Main Menu if you are filling out a form.

“Data Validation”

Please note that there is no type of data validation incorporated into Digital Measures and it is important that you double-check your data. The text boxes for input and for descriptions will allow you to input as many characters as you would like.
“Text Boxes”

The “Personal and Contact Information” form presents you with many data entry fields that you will use throughout the system. For example, to enter your Prefix, you select the correct option from the drop down list. If you would like to leave your Prefix blank, you can select the top of the drop down list. Note that your U.S. Citizen or Permanent Resident answer is also a drop down list. Your Preferred First Name data entry field is a text box. Note that nearly every text box you will encounter in Digital Measures does not have a set character limit, and does not have data validation of any kind. Your Brief Biography is a description text box.

Description text boxes allow you to expand the box so that you may see more of your input. To illustrate this, there is an example below.

The text box at left is the normal view.

This view of the description text box is the expanded view.

To expand or return the box to the normal size, click on the blue arrow.
Faculty Information

Personal and Contact Information

While viewing your “Personal and Contact Information” in Digital Measures, you may notice that some information such as your first name, last name, and e-mail address are not accessible. This is because those items are entered when your account is created. If any discrepancies occur with the information that you do not have access to, you should contact the Digital Measures Point Person, Larry Woods, via email. In the “Personal and Contact Information” area of Digital Measures, you can add or change your:
Administrative Data

This data provides a basic overview of your teaching history.

Permanent Data

This data includes your starting rank, start date, and information about your current rank. Any time you obtain a new rank, you must update this data.

Yearly Data

This data will provide a break down of your teaching history. You must add a new item for each calendar year. This process uses the Add New Item screen discussed in the “Using The Digital Measures System” section. For “Yearly Data”, you have the option to add another Department if you were assigned to multiple departments for a semester.

If you need to use this feature, just click on the drop down menu to see the following:
Select the department to add. If you need to add another, click on the Add Another Department button. If you need to delete an added department, just click on the trash can.

See “FAQ’s” on page 21 for more information on Sufficiency and Percent of Time Dedicated to the School’s Mission, and Instructional Full Time Equivalency (referred to as Equivalency in the FAQ’s)
Education

This data will provide a history of your education by the school attended. You will only need to input this data once unless you obtain another degree.
**Role Statement**

This data is your role statement for the calendar year you enter. You will need to enter a new Role Statement for each calendar year.
Teaching

Scheduled Teaching

All courses taught will be automatically entered into the Scheduled Teaching section. If you have taught a course that has not shown up here, you will need to contact Larry Woods to find out why your course has not shown up. Please DO NOT ADD courses yourself. If you do we might not be able to upload your Teaching Evaluation Data.

For each course the only field that you should modify is the “Describe:” field shown below where you can add any comments about the course that you would like included with your Merit Evaluation.

Your teaching evaluation information will be automatically input into the system. You should verify this information. If it is not correct, please contact Larry Woods to explore the reason it is incorrect.
Conference / Seminar Presentations

Creates a store of your Conference/ Seminar presentations. You only need to fill out the boxes that apply to your activity, you do not have to fill in every box.

The process to Add Another Presenter/Author is illustrated below.

See FAQ’s for more information regarding Abstract / Synopsis.
When you are adding a record to “Conference/Seminar Presentations”, you may want to add another author or presenter. If so, click on the “Add Another Presenter/Author” button and you will be presented with the fields shown on the following page.

**Presenter/Authors**

Please either select a person from the drop-down list or enter their name in the input fields.

<table>
<thead>
<tr>
<th>Name</th>
<th>First Name</th>
<th>Middle</th>
<th>Last Name</th>
<th>Presenter/Author</th>
<th>Is a Student?</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your last name, Your first</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

To add another author or presenter, type their name in the spaces provided. For illustration purposes, the spaces are highlighted in the image above. Note that they will not be highlighted on your screen. Do not select the name from the drop down list as doing so will create some problems. For example, if you add someone using the drop down list, the record will show up on their report, and they will not be able to change or delete it.

To order the author, click on the up/ down arrows next to the author you want to move. In the illustration above, the arrows are colored to show their location. In Digital Measures, the arrows will appear black if the name can be moved in the given direction and grey if it cannot. Using the example above, the green arrows would appear black while the red would appear grey.

If you need to delete a name, click on the trash can icon located to the right of the entry.
Publications

You MUST fill in the “Year Publication is Applied to Merit” for it to show up properly on your Merit Application. You will put the four-digit year ex: 2006

See FAQ’s for more information regarding Abstract/Synopsis

The process to Add Another Author, and order the authors is illustrated below.
To add another author, type their name in the spaces provided. For illustration purposes, the spaces are highlighted in the image above. Note that they will not be highlighted on your screen. Do not select the name from the drop-down list as doing so will create some problems. For example, if you add someone using the drop-down list, the record will show up on their report, and they will not be able to change or delete it.

To order the author, click on the up/down arrows next to the author you want to move. In the illustration above, the arrows are colored to show their location. In Digital Measures, the arrows will appear black if the name can be moved in the given direction and grey if it cannot. Using the example above, the green arrows would appear black while the red would appear grey.

If you need to delete a name, click on the trash can icon located to the right of the entry.
Service

General Service

For General Service please input all your Service activities for each calendar year that you wish to have applied to your Merit Application.
Reports

To generate a report, click on “Run Reports” in the left menu. First, choose which report (Vita or Evaluation) from the drop down list and click the “Select Report” button. Next, enter the starting date and ending date for the report. Note: When selected, the “More Information” link opens a description of what information is required in the date input boxes. Now that you have entered the report type and reporting dates, you need to select the file format that you would like the report created with. The options are Microsoft Word, Adobe PDF, or HTML. Note: When selected, the “More Information” link opens a description of the File Formats. You should submit your Evaluation Form report via hard copy using the same procedures that you used prior to the implementation of Digital Measures.

You can also create these reports by using the “Rapid Reports” tab from the lower tool bar. See Appendix A: Rapid Reports on page 21.
FAQ’S
For the most recent list of FAQ’s, please visit the FAQ’s on the COBA Website: http://www.coba.unr.edu/resources/digitalmeasures.asp

Q: What is meant by % of time dedication to the Schools Mission.
   A: All COBA Faculty will normally put 100 %.

Q: When you enter a Publication or Conference/Seminar Presentation, is it required to fill out the “Abstract/Synopsis” in the text box?
   A: It is not required; you may if you would like to include an Abstract/Synopsis. You will want to fill out anything that you would like the Personnel Committee’s to be able to assess your performance on. If you do not feel this is important to your merit, you do not have to include the information.

Q: In previous years I submitted physical copies of my journal publications and other supporting documentation, do we still do this?
   A: Yes, you will print out a copy of your Merit Application out of the Digital Measures System and attach it to any physical supporting documentation you would normally have provided.

Q: Under Administrative Data (yearly data) what is meant by sufficiency.
   A: Sufficiency is to differentiate between full time and part time faculty. In the Sufficiency box, it provides two options: Participating and Supporting. Participating is used if the person is a full-time faculty and supporting is used if the person is a part-time instructor (LOA).

Q: What is meant by % of time dedication to the Schools Mission.
   A: It is at 100% for a full-time faculty if the combined percentage of time spent by the person on teaching, research and service is all related to COBA. It is less than 100% if the faculty has a joint appointment between various colleges. We don't have joint appointments for the regular (full-time) COBA faculty.

Q: What is instructional full-time equivalency.
   A: It is the percentage out of 100% to determine if a faculty's employment with a unit is full time or not. It is at 100% if a faculty's appointment with a unit is full-time. For all COBA participating faculty, the full-time equivalency (FTE) is at 100%.
Appendix A: Rapid Reports

Rapid Reports gives you a way to quickly and easily run reports on your data in the system. By allowing you to run reports from the same screen into which you enter your data, Rapid Reports allows you to easily see the effect the data you enter have on your reports.

For more information, please access the Contact Our Helpdesk menu item in the system.
Appendix B: PasteBoard

Copy-and-paste content from other sources into the “PasteBoard”, the drag-and-drop or copy-and-paste text into the fields above.

To clear the “PasteBoard”, click on the Clear the “PasteBoard” button.