

DIGITAL MEASURES “ACTIVITY INSIGHT” INSTRUCTIONS

1. Go To <http://www.digitalmeasures.com/login/gvsu/faculty>. (There is also a university webpage for DM, <http://www.gvsu.edu/digitalmeasures/>, which has useful information about DM and a link to the login page.)

You will then see this login page:

Initial Login Page:

The screenshot shows a Windows Internet Explorer browser window titled "Grand Valley State University | Digital Measures - Windows Internet Explorer". The address bar displays the URL <https://www.digitalmeasures.com/login/gvsu/faculty/authentication/showLogin.do>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The Favorites bar shows "Grand Valley State University" and "View favorites, feeds, and history (Alt+C)". The main content area features the "Digital Measures" logo at the top. Below it, the "Please Login" section contains the Grand Valley State University logo on the left and a login form on the right. The form has fields for "Email" (with a placeholder "@gvsu.edu") and "Password", followed by a "LOGIN" button. At the bottom of the login section, there are links for "Questions/Comments?" and "Request Your Password". The Windows taskbar at the bottom shows the "start" button, several open applications including "Novell GroupWi...", "Mail From: Jill...", "Mail From: Tod...", and "Grand Valley St...", and a system clock showing "2:27 PM".

Grand Valley State University | Digital Measures - Windows Internet Explorer

<https://www.digitalmeasures.com/login/gvsu/faculty/authentication/showLogin.do>

File Edit View Favorites Tools Help

Favorites Suggested Sites Free Hotmail Web Slice Gallery

Grand Valley State University View favorites, feeds, and history (Alt+C)

Page Safety Tools

..:Digital Measures

Please Login

► Email @gvsu.edu

► Password

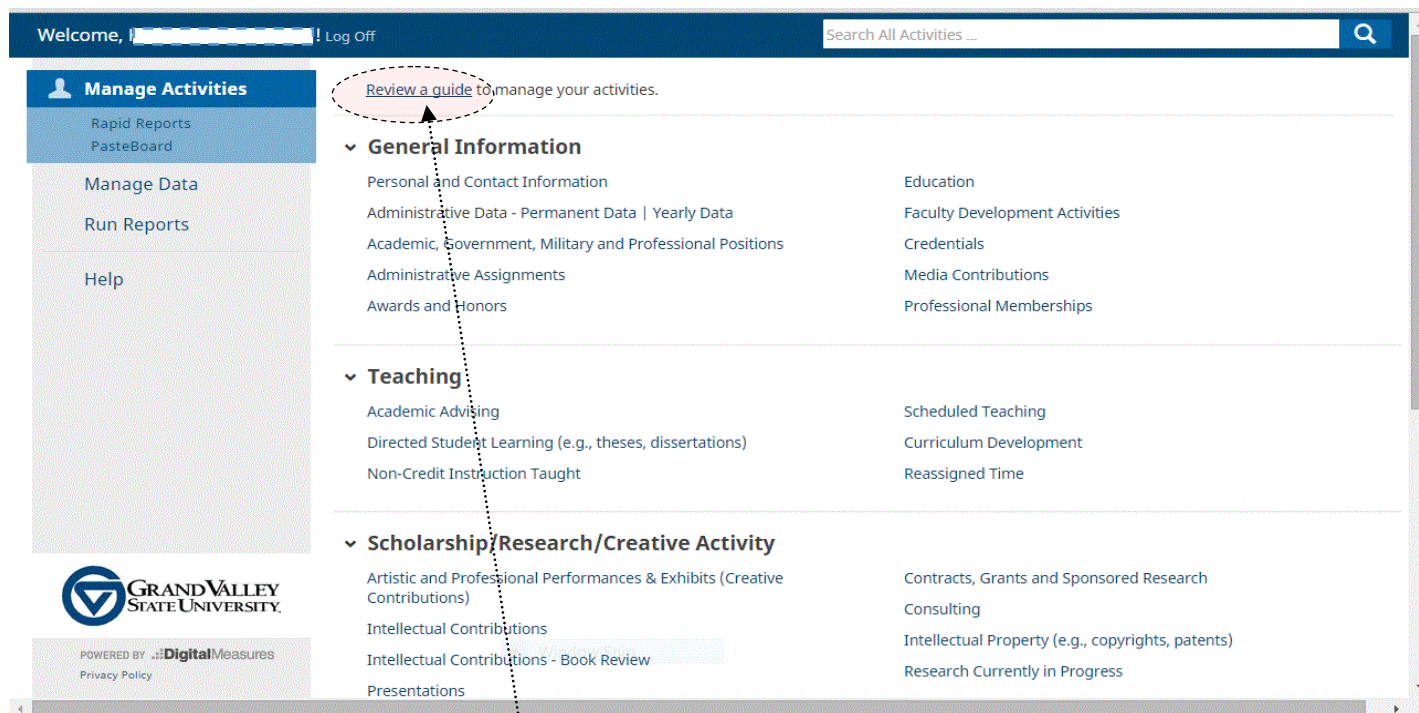
LOGIN

[Questions/Comments?](#) | [Request Your Password](#)

Done

start Novell GroupWi... Mail From: Jill... Mail From: Tod... Grand Valley St... Grand Valley St... Internet 100% 2:27 PM

2. Log in using your GVSU username (the part of your e-mail address that comes before @gvsu.edu) and your network password, the same way you log into your network-connected computer each day.
3. You will see a “Manage Your Activities” screen that looks similar to this (although since colleges have customized their screens, the items in each general category may be slightly different):



Manage Activities Screen

At the top of the screen, clicking on **[Review a guide to manage your activities](#)** will bring up a helpful introduction to using DM. A longer, 16-minute demonstration video is also available at: <http://www.digitalmeasures.com/aifdemo/>.

Note: Some basic information (e.g. your name, degrees, e-mail address, building, office number and phone number, gender, ethnicity, citizenship, start date at GVSU, tenure date, your college, department, rank, tenure status, and graduate faculty status) and the courses you have taught in prior semesters and are teaching in the current semester has already been uploaded into DM from Banner and Human Resources. It is wise to double-check this pre-loaded data and to correct any errors.

To begin entering data, click on one of the links on the main screen, for example “Personal and Contact Information”. This will bring up a screen that allows you to enter various information,

like the “Personal and Contact Information” screen below. Wherever there is a box with a down arrow (▼) on the right (e.g “Prefix” or “Building Where Your Office is Located” on the following screen), clicking on the down arrow will bring up a set of choices for you to select from. Otherwise, you type your information into the appropriate box. (As noted above, on this particular screen some of the information, such as your name, office, phone, etc. will already have been loaded.) Skip any item that does not apply or that you wish to leave blank. **It is not necessary to enter all the information asked for on every screen; skip any that don’t seem relevant, or that you wish not to answer.**

Personal and Contact Information Screen

< Edit Personal and Contact Information

Cancel Save

Prefix Dr. ▼

First Name

Preferred First Name

Middle Name

Last Name

Suffix

Alternative Name You Publish Under
(e.g., an anglicized name), if any

Name of Endowed Position (if any)

E-Mail Address

Building Where Your Office is Located
Located MAK ▼

Office Room Number

Office Phone - -

Department Phone - -

Fax - -

After you are finished with each screen, make sure you save your work by clicking the SAVE button in the upper right hand corner on the screen. If you do not SAVE your work on each screen, it won’t be saved in the database and you will need to re-do it.

When you return to the Main Menu, choose another screen to complete.

If you click on the “PasteBoard” link under the “Manage Activities” menu in the left, it will bring up a pale yellow PasteBoard box toward the bottom of the screen. Using the PasteBoard will greatly expedite your data entry. The PasteBoard interface provides a convenient place to store "working content", typically copy-and-pasted from another document or file (such as your vita). Placing your "working content" in the PasteBoard reduces the need to switch between multiple applications during data entry. Once text is in the PasteBoard, pieces of that text may be

selected, then copied-and-pasted or dragged-and-dropped into the appropriate data field on a screen. You can resize the PasteBoard or move it to another position on your screen, as needed.

You can paste sections of your vita (or the entire vita) onto the PasteBoard, for example, then highlight a particular selection (for example, the title of one of your publications or the name of a journal) and paste it directly into the data box, rather than retyping all this information.

Unfortunately, it is not possible to upload an entire vita into DM; because it is a database, different data must be entered into different fields.

Hide the PasteBoard again by clicking on the “X” in the upper right-hand corner

Pasteboard

[Review a guide](#) to manage your activities.

▼ **General Information**

- Personal and Contact Information
- Administrative Data - Permanent Data | Yearly Data
- Academic, Government, Military and Professional Positions
- Administrative Assignments
- Awards and Honors

Education
Faculty Development Activities
Credentials
Media Contributions
Professional Memberships

▼ **Teaching**

- Academic Advising
- Directed Student Learning (e.g., theses, dissertations)
- Non-Credit Instruction Taught

Scheduled Teaching
Curriculum Development
Reassigned Time

▼ **Scholarship/Research/Creative Activities**

- Artistic and Professional Performances & Exhibits (Creative Contributions)
- Intellectual Contributions - Rectangular Snip
- Intellectual Contributions - Book Review
- Presentations

Copy-and-paste text here from another document, then drag-and-drop or copy-and-paste it into data fields. Resize the PasteBoard or move it to another position on the screen as needed.

ENTERING DATA INTO DIGITAL MEASURES:

Where does it go?

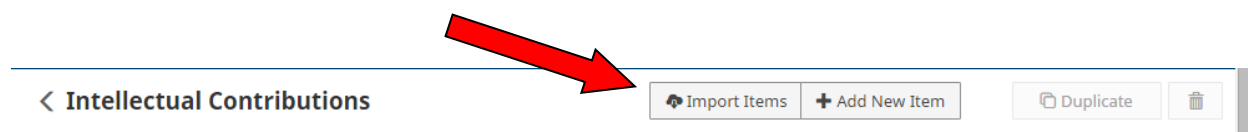
On the “Manage Your Activities” screen that appears when you log in, there are four general categories of information: **General Information**; **Teaching**; **Scholarship/Research/Creative Activity**; and **Service**. Under each is a list of screens; clicking one of these will bring up a screen for you to enter data. Many of these screens have names that are self-evident; others are less so. If you are wondering just where to list one of your activities (i.e. what category it is in and which screen you would use), this will help you decide where it goes.

(Remember, not all colleges will have each of these screens, and your college may have special screens not listed here)

For many screens (e.g. Awards and Honors), when you want to add something you must first click on the “**Add New Item**” button at the top of the screen:



For publications, however, it is often possible to **import** the citation directly:



You can import citations from various software systems (EndNote, Mendeley, RefWorks, or Zotero), from certain databases (Google Scholar, Scopus, or Web of Science), or from PubMed.

If you click on Import Items, you will see the following:

Import Items

[Cancel Import](#)
[Continue >](#)

The citations of your publications may exist in another software system. Instead of rekeying those citations, import them using one of these options:

☐ **Option A: Import a file exported from another system**

Import records from [software systems](#) such as reference managers:

- EndNote
- Mendeley
- RefWorks
- Zotero

or other databases:

- Google Scholar
- Scopus
- Web of Science

☐ **Option B: Import by connecting to PubMed**

Search [PubMed](#) for your records.

Click the appropriate option, and follow the prompts that appear.

In deciding which screen is appropriate for what type of activity, you may use the following guide.

Various kinds of activities are listed in the left hand column, grouped into General Information, Teaching, and Scholarship/Research/Creative Activity. (Service is clearer and more self-evident, so these activities are not listed here. Deciding whether service is departmental, college, university, professional, or public is often a judgment call, and varies between colleges).

If you find the activity in the left hand column, the right-hand column lists the appropriate screen where you would enter that activity. While an enormous variety of activities is listed, the list is not exhaustive. Notice that if none of the listed activities exactly corresponds to what you want to record, there is always the option of “Other”, and you may explain that more fully on the screen

<i>Type of activity you want to enter:</i>	<i>The screen in which to enter it:</i>
GENERAL INFORMATION	
<i>Professional Development Activities:</i> Conference Attendance Continuing Education Program Coursework Faculty Fellowship Faculty Internship Progress Toward Terminal Degree Self-Study Program Seminar Tutorial Workshop Other	General Information: Faculty Development Activities
<i>Interviews, editorials, etc.</i> TV Radio Newspaper Magazine Internet Other	General Information: Media Contributions

TEACHING	
<i>Individualized Instruction:</i> Directed Individual/Independent Study Dissertation Committee Chair Dissertation Committee Member Dissertation Defense Committee Chair Dissertation Defense Committee Member Doctoral Advisory Committee Chair Doctoral Advisory Committee Member Internship Advisor Master's Thesis Committee Chair Master's Thesis Committee Member Senior Thesis Student Scholars Day Mentor Supervised Research Supervised Teaching Activity Undergraduate Honors Thesis Other	Teaching: Directed Student Learning (e.g. theses, dissertations)

<i>Special, non-credit teaching activities:</i> Certification Continuing Education Faculty Internship Guest Lecture Review Course Seminar Workshop Other	Teaching: Non-Credit Instruction Taught
<i>All regularly scheduled courses you taught</i> <i>(Your courses for each semester for the past few years should have already been loaded in from Banner.)</i>	Teaching: Scheduled Teaching

SCHOLARSHIP/RESEARCH/CREATIVE ACTIVITY	
<i>Activities in the Creative Arts:</i> Type of Work: Dance - Adjudicating Dance - Choreograph multiple pieces Dance - Choreograph piece Dance - Choreography AND Performance Dance - Coaching Dance - Costuming Dance - Create marketing/PR Dance - Dance on Camera Films Dance - Interdisciplinary work(s) Dance - Lecture Demonstration Dance - Lighting Dance - Musical Score creation/preparation Dance - Perform multiple pieces Dance - Perform piece Dance - Publishing Dance - Reconstruction/Rehearsal Dance - Residency Dance - Site-Specific Choreography Dance - Technique Masterclass Music - Adjudicator, Clinician, or Consultant Music - Lecture/Recital Music - Master Class Music Composition - Major Work, Performance Music Composition - Major Work, Performance, Prof Ensemble Music Composition - Major Work, Publication Music Composition - Other Work, Performance Music Composition - Other Work, Publication Music Conducting - Non-Prof Ensemble, Regular Music Conducting - Professional Ensemble, Regular Music Conducting - Regional, All-State, or Prof Ensemble Music Conducting - University or Other Ensemble Music Conducting - University or Other Ensemble, Regular Music Performance - Accompanist/Church Organist Music Performance - Compact Disk recording Music Performance - Free-lance Music Performance - Full Chamber Recital Music Performance - Full Solo Recital Music Performance - Major Participant Oratorio Music Performance - Major Participant, Opera/Musical Music Performance - Minor Participant, Opera/Musical Music Performance - Partial Chamber Recital	Scholarship/Research/ Creative Activity: Artistic and Professional Performances & Exhibits (Creative Contributions)

<p> Music Performance - Participation Music Performance - Symphony Orchestra Member, Other Music Performance - Symphony Orchestra Member, Principal Theatre - Adjudicating Theatre - Build costumes Theatre - Build scenery Theatre - Compose play's musical score Theatre - Create marketing/PR Theatre - Design (all elements) Theatre - Design costumes/make-up/wigs Theatre - Design lights Theatre - Design scenery Theatre - Design sound Theatre - Design special effects Theatre - Direct play Theatre - House Manage play Theatre - Interdisciplinary work(s) Theatre - Manage Box Office/Ticket Sales Theatre - Musical staging Theatre - Perform Theatre - Prepare lighting (hang/circuit/focus) Theatre - Prepare sound (effects/equipment) Theatre - Prepare special effects Theatre - Produce play Theatre - Stage Manage play Theatre - Tour coordination Theatre - Write play Theatre- Choreography (movement, dance, combat) Theatre- Dramaturgy Theatre- Prepare educational materials/study guides Theatre- Storytelling Visual Arts - Collaborative Project Visual Arts - Commission Visual Arts - Curating Visual Arts - Exhibition Visual Arts - Gallery Representation/Affiliation Visual Arts - Installation Visual Arts - Performance Visual Arts - Placement of work in collections Visual Arts - Placement of work in publications Visual Arts - Screening Other </p>	
<p><i>Publications and writing of various kinds:</i></p> <p> Abstract Assessment Tool Book, Chapter in Non-Scholarly Book-New Book, Chapter in Non-Scholarly Book-Revised Book, Chapter in Scholarly Book-New Book, Chapter in Scholarly Book-Revised Book, Chapter in Textbook-New Book, Chapter in Textbook-Revised Book, Non-Scholarly-New Book, Non-Scholarly-Revised Book, Scholarly-New Book, Scholarly-Revised Book, Textbook-New Book, Textbook-Revised Broadcast Media Cited Research Conference Proceeding Conference Proceedings Course or Subject Guide Curriculum - Program Curriculum - Revised Course Drama/Play - Anthology Drama/Play - Book or Collection of Plays Drama/Play - Online Journal </p>	<p> Scholarship/Research/ Creative Activity: Intellectual Contributions </p>

<p> Drama/Play - Print Journal Encyclopedia Entry Handbook Entry Instructor's Manual Journal Article, Academic Journal Journal Article, In-House Journal Journal Article, Professional Journal Journal Article, Public or Trade Journal Magazine/Trade Publication Manuscript Material Regarding New Courses/Curricula Monograph Music Composition - Major Work, Publication Music Composition - Other Work, Publication Newsletter Newspaper Nonfiction - Anthology Nonfiction - Book Nonfiction - Online Journal Nonfiction - Print Journal Novel Online Tutorial Poetry - Anthology Poetry - Book Poetry - Online Journal Poetry - Print Journal Poster Presentation Regular Column in Journal or Newspaper Research Report Short Fiction - Anthology Short Fiction - Book Short Fiction - Online Journal Short Fiction - Print Journal Software Software, Instructional Study Guide Technical Report Test Bank Translation or Transcription Working Paper Written Case with Instructional Material Other </p>	
Book Reviews	Scholarship/Research/ Creative Activity: Intellectual Contributions – Book Review
Conference or Meeting Presentations Role: Demonstration Exhibit Featured Speaker Keynote/Plenary Address Lecture Oral Presentation Paper Poster Reading of Creative Work/Performance Other	Scholarship/Research/ Creative Activity: Presentations

<p>Editorial and Peer-Review Activities:</p> <p>Editing Type:</p> <p>Senior Editor Editor/Associate Editor, Scholarly Journal Editor/Associate, Non-Scholarly Journal Editorial Review Board Member, Scholarly Journal Editorial Review Board Member, Non-Scholarly Journal Book Review Editor, Scholarly Journal Book Review Editor; Non-Scholarly Journal Editor/Co-Editor For Individual Issue Of Scholarly Journal Editor/Co-Editor For Individual Issue Of Non-Scholarly Journal Editor/Co-Editor, Scholarly Book Editor/Co-Editor, Textbook Editor/Co-Editor, Non-Scholarly Book Editor/Co-Editor, Book Series Editor/Co-Editor, Encyclopedia Or Handbook Editor/Co-Editor, Anthology Editor/Co-Editor, Technical Report Editor/Co-Editor, Conference Proceedings</p> <p>Type of work you reviewed/refereed:</p> <p>Grant Proposal Journal Article Submission Journal Article Peer Reviewer Book Submission Textbook Conference Paper (Commentator) Conference Program (Conference Paper Submissions) Program Evaluator Other</p>	<p>Scholarship/Research/ Creative Activity: Editing and Scholarly Evaluation (Referee/Reviewer)</p>
<p>Contract/Grant/Research Type:</p> <p>Contract Grant Sponsored Research</p> <p>Current Status:</p> <p>Currently Under Review Funded Not Funded</p>	<p>Scholarship/Research/ Creative Activity: Contracts, Grants and Sponsored Research</p>
<p>Consulting Type:</p> <p>K-12 School or School System Other Academic Organization Government Agency Non-Profit Organization For-Profit Business Other</p>	<p>Scholarship/Research/ Creative Activity: Consulting</p>

Entering dates (Start date, End date):

- If no date is entered, the activity will not show up on any reports. It is important to enter a date for each item. **Most screens will not let you save unless you enter at least one date.**

- One may enter *only* the year; *or* the month and year; *or* the month, day, and year.
- If one specifies only a start date, the activity will be considered an ongoing activity (and will report, for example, as *June 2006 – Present*)

Entering a book chapter:

Only one title is requested for “Title of Contribution”. If you would like the report to indicate the title of the book and also the title of your chapter, both can be entered here, with the chapter title (perhaps in parenthesis) following the book title. For example :

A History of Scholarly Discourse (Chapter 7: The Modern Era)

HELP!!!

If you are having difficulty at any time, click on “Help” in the left-hand menu bar and send an e-mail to the college DM liaison with your question or problem.