

## Tips For Entering Data Into Digital Measures Database

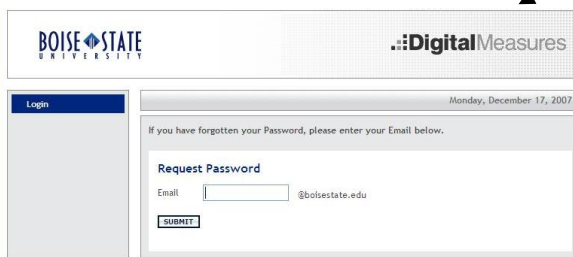
Access Digital Measures: <https://www.digitalmeasures.com/login/boisestate/faculty>



**To login:** Type in your BSU user name and the DM password provided by your department chair.

Click “login”

**Note:** If you ever forget your password, click on “Request Your Password” and Digital Measures will send you an email message containing your password.



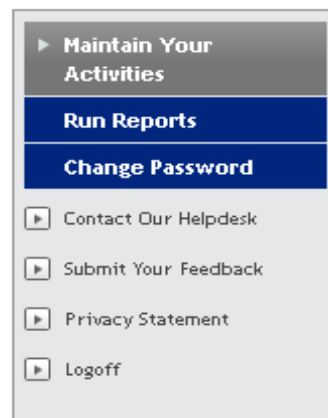
On the left hand navigation bar you will see several buttons.

**Maintain Your Activities** will take you to the screens into which you will enter your data.

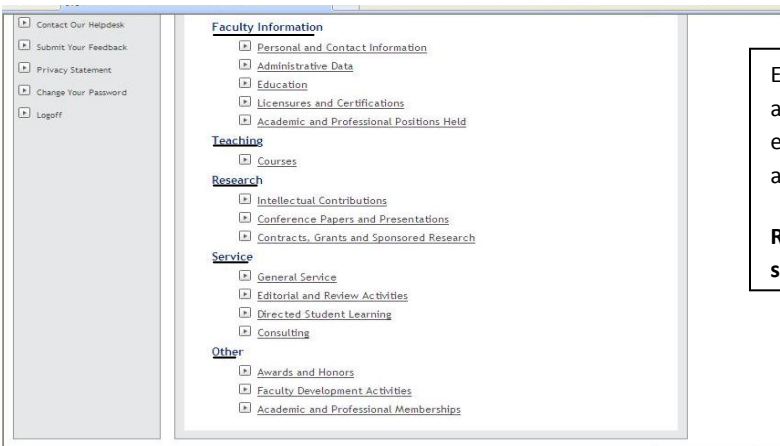
**Run Reports** will take you to where you can print your Annual Report and Vita.

**Change Password** is a utility that allows for you to change your password.

The Data Collection Instruments are explained next, while instructions for printing reports can be found near the end of this document



The Faculty Activities Database Main Menu is broken into Faculty Information, Teaching, Research, Service, and Other.



Entering data is straight-forward. You can always go back and edit your entries. You may not have information to enter into every form. Some information will not apply to all faculty members.

**Remember to click "SAVE" before moving on to another screen!**

Many items, such as Gender, are required at the aggregate level for AACSB-International reports or university reports. Please be sure to fill out each field as these are critical for accurate reporting.

**Faculty Information:** Enter the information requested into all five categories, except the second category, **Administrative Data**. Your department chair will complete that form.

Include all positions for the category, Academic and Professionals positions held. For example, even if you are a full professor, include your positions as assistant professor and associate professor even if you held these positions at Boise State. You need not enter positions in chronological order.

**Teaching:** Data on the courses you taught are pre-loaded from the 10-day report by mid-semester. For each course, click “edit” and you will go to a screen where you can enter information about assessment, pedagogical innovations, new teaching material, and other activities in that particular course.

**Research:**

**Intellectual Contributions:** Select the appropriate Type of Contribution. The definitions of AACSB’s three categories are provided on the page to assist in your selection

**Research:** When entering contributions for the reporting year, please include the month when you submitted and article or when it was accepted. If it has been published, please include that as well. If it has not been published, leave that blank and complete it when you have the information.

For articles prior to the reporting year, indicate Date Published only. You need not put in Date Accepted and Date Submitted.

**Conference Papers and Presentations:** Providing an abstract here is optional. Scope (International, National, Regional, Local) is something that the university requests. Answer as best you can.

**Contracts, Grant and Sponsored Research** applies to only those who submitted or received a grant during the reporting year.

**Service:** Please complete the following information.

The screenshot shows a web application interface for managing data. On the left is a navigation menu with options like 'Manage Users', 'Run Ad Hoc Reports', and 'Usage Statistics'. The main content area is titled 'Activities Database' and shows a form for 'General Service'. The form includes fields for 'Service Type' (with a dropdown menu open showing options like College, Department, Professional, etc.), 'Explanation of "Other"', 'Organization/Committee/Club', 'Position/Role', 'Title/Office Held', 'Responsibilities', and 'Audience'. There are buttons for 'RETURN (CANCEL)' and 'RETURN TO MAIN MENU'.

**Other:** Please complete the following information.

### Awards and Honors

The screenshot shows the 'Awards and Honors' form in the 'Activities Database'. The form includes fields for 'Award or Honor Name', 'Organization/Sponsor', 'Scope' (with a dropdown menu open showing options like Teaching, Research, Service, etc.), and 'Date'. There is a text area for 'Description/Explanation (30 Words or Less)'. At the bottom, there are buttons for 'SAVE AND RETURN', 'SAVE AND ADD ANOTHER', and 'RETURN (CANCEL)'. The navigation menu on the left is also visible.

## Faculty Development Activities

**Run Ad Hoc Reports**  
**Run Reports**  
**Task Requests**  
**Usage Statistics**

Contact Our Helpdesk  
Submit Your Feedback  
Privacy Statement  
Change Your Password  
Logoff

### Activities Database

#### Faculty Development Activities

Activity Type   
Explanation of "Other"   
Title   
Description   
City, State   
Sponsoring Organization

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Start Date    
End Date

## Academic and Professional Memberships

**Manage Users**  
**Run Ad Hoc Reports**  
**Run Reports**  
**Task Requests**  
**Usage Statistics**

Contact Our Helpdesk  
Submit Your Feedback  
Privacy Statement  
Change Your Password  
Logoff

### Activities Database

#### Academic and Professional Memberships

Membership Type   
Organization

Note: For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Start Date   
End Date

## Printing Reports:

BOISE STATE UNIVERSITY

..:DigitalMeasures

Welcome, Denise English. Tuesday, November 28, 2006

Run Reports allows you to obtain reports that use specialized formatting and other custom data manipulations.

**Run a Report**

1 Select the report to build.  
Note: You must click **SELECT REPORT** if you change the report to build.  
Annual Report

2 Select the date range to use. *More Information >>*  
Start Date Jan 01 2006  
End Date Dec 31 2006

3 Select the file format. *More Information >>*  
Microsoft Word

To protect your information do not forget to log off.

Use the drop down menu to select either the “Annual Report” or “Vita”. **Annual Report** is the report of faculty research, teaching, and service activities over a particular time period. **Vita** is an outline of your academic activities and accomplishments.

Select the **date range** to use to build the report. For purposes of an annual report to provide to your department chair for annual review, Start Date is Jan 01, current year and End Date is Dec 31, current year.

Click **“Build Report”** button, and your report will appear within a few seconds. You can print and/or save the report for future reference.

To Print an Activity Report or Vita, click **“Pre-Defined Reports”** from the left-hand menu on the Main Screen