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.

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.

Entering data is straightforward. 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!
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: 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.

![Activities Database](image1)

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

![Activities Database](image2)
Faculty Development Activities

Activities Database

Faculty Development Activities

Activity Type
- Attended Non-Academic Conference
- Continuing Education for CPE Credit
- Faculty Internship
- Fellowship
- Self-Study Program
- Seminar
- Tutorial
- Workshop
- Other

Title

Description

City, State

Sponsoring Organization

Notes: For activities that are multi-day or multi-month, enter the start date 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

Activities Database

Academic and Professional Memberships

Membership Type

Organization

Notes: 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:

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.

To protect your information do not forget to log off.