

DIGITAL MEASURES ACTIVITY INSIGHT TRAINING GUIDE

LOGGING ON

To access Digital Measures (DM) please go to:

URL: <https://www.digitalmeasures.com/login/southalabama/faculty>

Your username: Log in using your jagmail username (the part of your e-mail address that comes before @southalabama.edu). If you do not have a USA e-mail address, you will need to request one through <https://jagmail.southalabama.edu/default.aspx>

Click on “Need help?” in the bottom right and a window will pop up. Click on “Reset Your Password” and follow the instructions to set up your own password.

Your password: You will be emailed an encrypted URL rather than a default password. The encrypted URL will log you in and request that you set a new password.

GETTING HELP

Detailed instructions for entering data are available within the Digital Measures system. To access the instructions, click on Activities, and go to **Review a guide** at the top of the Digital Measures page.

ENTERING DATA

Generally, if a particular field does not apply, just leave it blank. Details are provided by area in Digital Measures.

Fill out your personal information: Under “Activities” click on “Personal and Contact Information” and make sure it is accurately filled out. Generally this information will not change unless you move your office.

Preferred First Name: Fill out only if you would like to be addressed by a different first name than your official first name. Do not change your first name – it needs to match your employment records.

Office Phone, Department Phone, and Fax: Three entry fields are provided. Please use them as follows:

Field 1: Area code

Field 2: Prefix

Field 3: Number

TIP: At the bottom of most data input screens, there are at least two buttons, including a Save button and a Cancel button. After making changes to your information anywhere in the system, be sure to press Save. Otherwise your edits will be lost.

ACTIVITY CATEGORIES

The Activities page contains highly customized categories used to report faculty activities, which are explained briefly below. If not sure, where to enter information contact your college administrator.

- The **General Information** category contains personal and contact information, including educational history, honors and awards, certifications, and professional memberships.
- The **Teaching** category contains scheduled teaching information, along with other activities that directly impact student learning.
- The **Scholarship/Research and Creative Activities** category contains information about grants, publications, presentations, and other scholarly and professional activities.
- The **Service** category contains information about administrative and consulting activities, including committee and organizational memberships.
- The **Annual Goals and Narratives** contains information to be used for tenure and promotion. The screens are Teaching Evaluation Statement, Self-Evaluation Statement and Professional Development Narrative.
- **Promotion and Tenure** screen is only used for promotion and/or tenure.

ENTERING YOUR ACTIVITIES

Before you begin entering your activities, it’s important to check the accuracy of the information in the sections that have been pre-populated, **Personal and Contact**

Information, Permanent Data, Administrative Data, Education and Scheduled Teaching.

SCHEDULED TEACHING

On a regular basis (at the end of each semester), information from Banner will be transferred to Activity Insight. There is no need to add courses yourself. However, it is recommended that you check to make sure that all the courses you taught are transferred and that there are no duplicates. If you find a discrepancy, please email your college administrator and specify which courses are not transferred correctly.

INTELLECTUAL CONTRIBUTIONS

Publication Type: Select from the drop-down box.

Status: Should not be left blank (the entry will not show up on your vita if it is), select from the drop-down box.

Co-Authors: If your co-author is not a USA faculty member, just leave the dropdown to “please select” and type the first name and last name in the provided boxes. If your co-author is a USA faculty member with an account, then select the person’s login name (=first part of USA e-mail address) from the dropdown list.

Only one USA author needs to enter the details of a contribution. The contribution will automatically show up in the other author’s vita (this works if the author information was entered using the drop-down list).

PRESENTATIONS

If a publication led to a presentation at a conference, or vice versa, the information should be duplicated between Presentations and Intellectual Contributions. (You get credit twice for the same work).

SAVING RECORDS

When working in the system, it is important that you preserve modifications by selecting one of the SAVE buttons at the top of the screen. If you attempt to navigate away from a screen containing unsaved changes, a warning message will display to determine whether you would like to return to the screen and save your

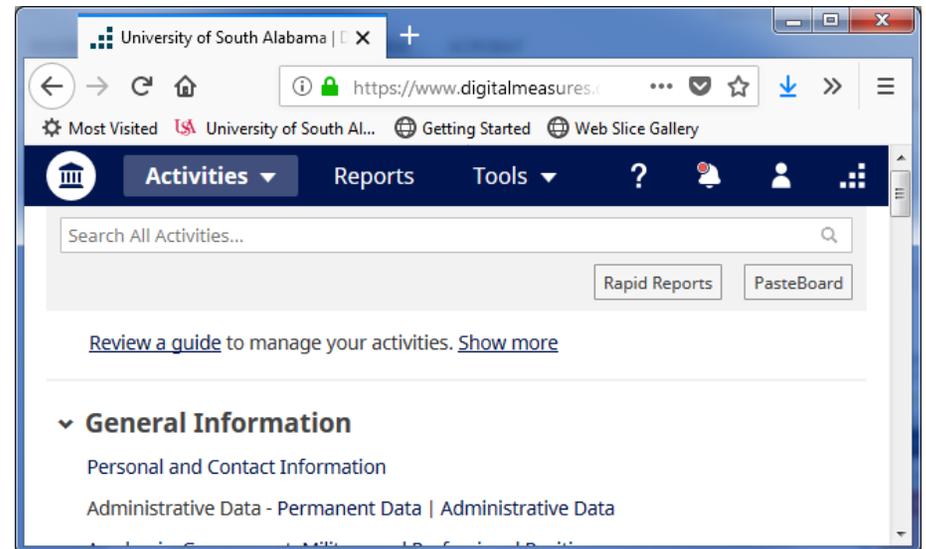
modifications before proceeding.

TIME SAVERS

Pasteboard:

The PasteBoard allows you to copy text from another document, such as your vita in Microsoft Word, and paste it into the PasteBoard. After you have pasted text in the PasteBoard, you can then select text from it, click-and-hold on the text you selected, and drag it into a field in the system to have it pasted into the field.

To access the PasteBoard, click the text PasteBoard in the left-hand menu under Manage Activities. The PasteBoard will appear in the bottom right-hand corner of your screen and can be dragged anywhere on the screen as needed. Any text in the PasteBoard upon logging out will remain in the PasteBoard for future sessions.



Changing Authoring Order:

For journal articles or publications with more than one author, you can easily change the authoring order using the three icons on the far right side of the authoring position of the activity page:

You can use the downward arrow icon (▼) to move an author down in the authoring order, or the upward arrow icon (▲) to move an author up in the order. If an arrow icon is grayed out as shown in the image above, the selected author cannot be moved up or downward any further.

Similarly, additional authors can always be deleted from publications by clicking the garbage can icon at the far right of the row, as shown on previous page.

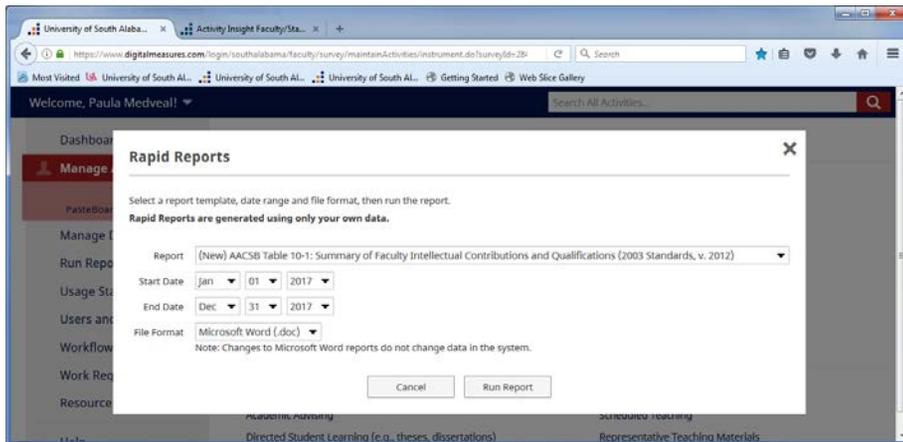
If you choose to delete an author, a popup window will appear to confirm your decision. Click the **OK** button to delete this author and return to the activity page.



Rapid Reports:

While you are managing your activities, you may want to see how a particular change looks on a report. Rapid Reports provides you with quick and easy access to the reports you can run from Activity Insight.

To access Rapid Reports, click the text Rapid Reports in the left-hand menu under Manage Activities.



Import Citations from Other Systems:

There are two ways for you to bring citations into Activity Insight from other databases.

First, you can load BibTeX files into Activity Insight. BibTeX Imports enable you to import citations from a wide variety of reference managers or databases – for example, EndNote, Google Scholar, Mendeley, RefWorks, Scopus, Web of Science

or Zotero. For more information on BibTeX Imports, please visit this page <http://www.digitalmeasures.com/activity-insight/docs/bibtex.html>

Second, you can import citations directly into Activity Insight from PubMed. You can connect to PubMed from Activity Insight to search for and import your citations, or those of the user for whom you are managing data. Visit <http://www.digitalmeasures.com/activity-insight/docs/pubmed.html> for details on this feature.