

Digital Measures: Quick Start Guide

Overview

Digital Measures (aka Activity Insight) organizes and builds reports on teaching, research and service activities. It enables you to keep track of your activity information just once so that many outputs can be prepared, such as annual activity reports, promotion and tenure documents, accreditation reports, your CV, your profile on your campus website and more. It also assists your administration in responding to requests for faculty-related data, rather than needing to continually ask you for the information. Digital Measures is a powerful tool to help build a professional portfolio and can serve each faculty member beyond the requirements for faculty activity reporting and administrative maintenance; explore how this system can work for you.

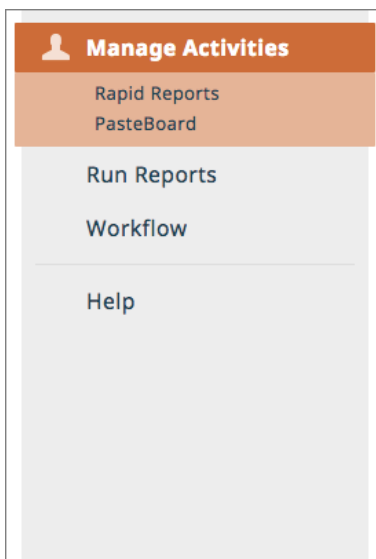
Logging In

Follow this link to log into Digital Measures: <http://msasswww.case.edu/digital-measures-login/>, or navigate to the faculty resources page, and click on [Digital Measures](#).

Your CWRU ID is your username. Your password will be the same as that for your CWRU log-in credentials.

Navigation

Left-Hand Menu



The left-hand menu of the system displays at least two main utilities, **Manage Activities** and **Run Reports**.




- **Manage Activities:** Add or update information about the activities you accomplish.
- **Rapid Reports:** Run reports with your own data, such as Faculty Activity Reports and CVs.
- **Pasteboard:** copy text and paste it into the PasteBoard.


- **Run Reports:** A more robust version of Rapid Reports.
- **Help:** Submit suggestions on how to improve the system, questions about use of the system, or report system errors.

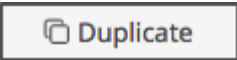
Manage Activities

Data in these screens may be pre-populated by data imports or the administration.

When you first visit this page, it would be good to spend a few minutes looking through the screens accessible from it. To access a screen, click its name. The resulting summary screen displays records that are stored for that screen. There are six possible actions you can take from the resulting screen, although not all of these actions will always be available:

- To add a new record, select the  button.
- To import items in bulk, select the  button (available only for the Intellectual Contributions screen).
- To delete a record, select the appropriate check box, then select the  button.
- To edit or view a record, click anywhere in the record row on the summary screen. Please note, records may have been added to the system for you.

Note: *If the record cannot be edited or deleted, a  icon will appear. If revisions are needed to the records which have been entered on your behalf, contact your Digital Measures Administrator using the **Help** link.*

- To copy a record, select the appropriate check box, then select the  button.

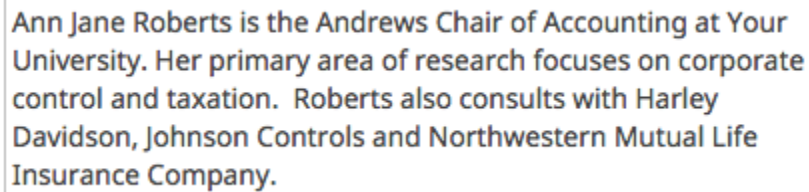
Saving Records

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.

Tips and Features

Expanding Text Boxes

You may see two diagonal lines in the bottom right corner of text boxes. Clicking this area and dragging allows you to resize the text box as needed.



Ann Jane Roberts is the Andrews Chair of Accounting at Your University. Her primary area of research focuses on corporate control and taxation. Roberts also consults with Harley Davidson, Johnson Controls and Northwestern Mutual Life Insurance Company.

Importing 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](#).

Second, you can import citations directly into Activity Insight from PubMed. You can connect to PubMed from within Activity Insight to search for and import your citations, or those of the user for whom you are managing data. Visit [this page](#) for details on this feature.

PasteBoard

You will find the PasteBoard to be a time-saving feature. 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 into 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.

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.

Rapid Reports

Select a report template, date range and file format, then run the report.

Rapid Reports are generated using only your own data.

Report

Start Date

End Date

File Format

Note: Changes to Microsoft Word reports do not change data in the system.