

Digital Measures: Using the System

Overview

The more faculty who use Digital Measures, and the more data they enter, the more complete, accurate, and useful all reports become. Faculty should enter their activities for the current academic year, and then maintain the data on an ongoing basis, entering historical data at any time, at one's own pace. The following highlights navigation and data entry within Digital Measures.

Manage Activities

The Manage Your Activities menu includes five general categories of information:

- General Information
- Academic Advising and Directed Student Learning
- Teaching/Mentoring
- Scholarship/Research
- Service.

Various screens exist within each category. Information on how to enter information into these screens is below.

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

▼ General Information

Personal and Contact Information	Licensures and Certifications
Biography and Expertise	Media Appearances and Interviews
Administrative Data - Permanent Data Yearly Data	Professional Memberships
Administrative Assignments at Case Western Reserve University	References
Awards and Honors	Work History
Consulting, Technical Assistance, and Training Provided	Workload Information
Degrees	Objectives
Additional Post Graduate Education or Training	Dean's Evaluation
Faculty Development Activities Attended	

▼ Academic Advising and Directed Student Learning

Academic Advising	PhD Dissertation Committee Involvement
Post-Doctoral Supervision	Other Student-Oriented Activities (Undergr

▼ Teaching/Mentoring

Mentoring/Mentors - Mentoring Mentors	Curriculum Activities
Non-Credit Instruction Taught	Lead Instruction
Courses Taught	

▼ Scholarship/Research

External Funding	Publications
Intellectual Property (e.g., copyrights, patents)	Research Student Support
Presentations	

▼ Service


University and School	Public Service
Professional Service	

Manual Data Entry

Though Digital Measures pulls some data from other CWRU systems of record to automatically populate certain fields, many screens will still require manual data entry. As you navigate through the various screens, you will find data fields with drop-down options, text fields, Y/N check boxes, and others. All faculty will manually enter some data into Digital Measures.

Types of Data Fields



Text: Enter descriptive text into these fields. Certain text fields may require numbers (usually those followed by a “%” sign); you will receive an error message should you attempt to save text into these fields.

Drop-downs: These field types are denoted by a small downward facing arrow . Click on the arrow to view the options and choose the appropriate one.

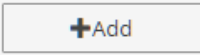
Dates: Date fields are a combination of drop-downs and text.

Adding New Items

Click on the name of the screen for which you would like to enter data. Screens in Digital Measures are either forms that contain information, or a listing of records. When entering your data, you may notice that most of the screens are a listing of records, and will have an option to

“Add a New Item”  in the top right of the screen. Choose this button to enter your data (see also COPY section below). To edit or view an item that appears in the current screen, click anywhere in the record row on the summary screen. If you would like to delete an item, select the appropriate check box, then select the  button. If you choose to delete a record, you will be prompted about your decision.

Adding additional line items within a record

Choose the “Add”  button to add record rows for additional items within a record. You may choose the number of rows to add if adding multiple rows.

< Edit Administrative Assignments at Case Western Reserve University 

Position/Role

Scope

Name of College/Department

Document upload

Certain screens allow document uploads to individual records. These fields provide a “Choose File” button, which allow you to search for a file and upload it.

Copying Data


To reduce data entry time, use the COPY button to duplicate entries that require only a few changes. For example, if you enter a Journal Article on the “Publications” screen and later publish a similar article, you can copy your original entry and simply adjust dates/type as needed. This eliminates the need to re-key all data elements to create the second, and subsequent, journal entries.

Pre-populated Data

Pre-populated data in screens/fields has either been auto-filled from campus data bases, or pulled from the most recent CV provided to the Dean’s Office. It is important for faculty to review any pre-populated data to ensure accuracy and completeness. If something is missing, the faculty member should update the record, manually add an additional record, or contact MSASSDMSupport@case.edu for assistance.

Data Import

Publication data may be imported from Google Scholar via BibTeX file. For instructions on how to perform BibTeX Imports, [please visit this page](#). You can also directly import publication data from Crossref and PubMed (Digital Measures is continually working to provide this direct import service from other third parties). Once in the Publication screen, choose the import

button at the top of the screen: . Here, you will either upload your BibTeX file, or import from a Third Party. To import from a Third Party, select the service and the search criteria. Once a list of records is generated, select the appropriate check boxes (select the check box in the shaded row at the top for all). Click the Continue button to process the import. If the system recognizes the entry as a duplicate, a message will appear, asking if you would like to skip the entry or to proceed with the import.

Crossref

The default search criteria is for Author and Publication Date.

Import from Third Party ?

Select third party service:

Crossref PubMed

Search criteria:

Author

Publication Date 2012/04/12 to 2017/04/12

[Add search criteria](#)

Search Crossref >

PubMed

The default search criteria is for Author (Author's last name, followed by a space, and up to two the first two initials and suffix abbreviation, e.g. Soja, KR)

Import from Third Party ?

Select third party service:

Crossref PubMed

Search criteria:

Name: Author

[Add search criteria](#)

Search PubMed >

Dates


Make sure you enter dates (at least the year field) for ALL activities. Undated records will, by default, appear in a report, regardless of the report date range requested; undated activities will appear ahead of any dated activities.

- One Day Activities: Leave the start date blank and specify the end date.
- Activities in Progress: specify the start date and leave the end date blank.
- Multi-day Completed Activities: Complete start and end date.

Saving Your Work

When you have completed a form or record, you have two options to save your data. If you click on the "Save" button, your data will be saved and you will be returned to the primary screen or the Manage Your Activities menu. If you click on the "Save and Add Another" button, your information will be saved, and the form will clear to allow input of another record. "Cancel" will take you to the primary screen if you are entering a record or the Manage Your Activities menu if you are filling out a form.

Help Text

When navigating in Digital Measures, you will see help icons  along the way. Click on these icons to learn more about certain fields