Instructions for Entering Activity Data in Digital Measures

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SECTION I. Using Digital Measures

Logging into Digital Measures

Link to the NDSU Digital Measures site is: https://www.digitalmeasures.com/login/ndsu/faculty

When you sign in just enter the first part of your NDSU email address and your password:

Left-Hand Navigation Bar. The left hand-menu of the system displays mainly utilities for entering activity data and running reports. Specifically,

- **Manage Activities** will take you to the screens where you will enter your data (*and review data which has been already entered from institutional data sources*).
- **Run Reports (ad hoc/custom)** will take you to the screens where you can create and print reports (annual activity report, Vita in various formats, PTE Portfolio, etc.).
- **Help** can be used to submit suggestions on how to improve the system, questions about use of the system, or report system errors either directly to Digital Measures or NDSU.
- **Resource Center** provides a link to resource center site maintained by Digital Measures.
- **Privacy Policy** provides a link to detailed information regarding how Digital Measures secures your information.

Manage Activities Main Menu

From DM Guide –accessible from link on the top of the main screen:

The Manage Activities Menu is broken into several screens. To access a screen, click its name. The resulting 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 [+ Add New Item] button.
- To import items in bulk, select the [Import Items] button (only for the Published Work screen).
- To delete a record, select the appropriate check box, and then select the Delete [🗑] button.
- To view or edit a record, click on the record.
- To copy a record, select the [Duplicate] button.

Note: *For records that you can view but not edit or delete, these have been added to the system for you and have been set as uneditable. If such records need revision, contact DM Administrator using the* ***Help*** *link.*

Saving Records
When working in the system, it is important that you preserve modifications by selecting one of the Save buttons at the top or bottom 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.

Customizations
The screens available from the Manage Your Activities tab and all of the fields on them have been customized for NDSU. These can still be changed in any way needed. To propose changes that you would like to see made, contact DM Administrator using the Help link.

NDSU Specific Instructions
There are four Sections within the Main Menu: 1) General Information, 2) Teaching/Extension, 3) Research and Creative Activities, and 4) Service. We have pre-loaded as much data as possible from existing NDSU data sources. Specifically,

- Personal and Contact Information – part of the data were uploaded from PeopleSoft
- Administrative Data – part of the data were uploaded from PeopleSoft
- Awards and Honors – University awards have been uploaded; college level data will also be centrally uploaded
- Teaching – data were uploaded from PeopleSoft
- Research and Creative Activities –data were entered by NDSU staff using faculty vita
- Service – University level service uploaded; college PTE committee service uploaded and other college service data will be uploaded

Where data are pre-loaded from university sources, corrections may only be made in the source data, not directly by the user in DM. This allows us to fix the underlying data if it is incorrect. If users were able to correct the data in DM, the incorrect data would still exist in PeopleSoft (or other data source). If you see omissions or errors with those items, please contact your college DM administrator.

We expect that all NDSU faculty will be using the same screens to enter their data, regardless of their college. If you see screens or fields that do not apply to you individually or your unit, you may skip those screens or fields. While the data entry screens are common to all faculty, the reports generated from their screens will vary by college.

Side Toolbar- Rapid Reports
The toolbars under Manage Activities provides two helpful options to make data entry quicker and easier.

- **Rapid Reports.** The Rapid Reports tab provides a quick and easy way to run reports on your data stored in the system. Since you can use the Rapid Reports tool from the data entry screens, it allows you to quickly see how the data you enter will be presented in the reports you can run.
- **PasteBoard.** The PasteBoard is a helpful tool that allows you to copy-and-paste content from other sources, such as a MS Word, and then drag-and-drop the content into the data entry fields. Detailed instructions are on the following page.

Using the PasteBoard
PasteBoard is a tool that allows you to copy-and-paste data from other sources (i.e. MS Word, Excel, HTML or text files) into the DM data entry boxes. You can copy approximately 2,000 words at one time. To use the PasteBoard:

- Click on the PasteBoard tab on the toolbar in the bottom-right corner of DM screen.
- Copy and paste the content from your original document into the PasteBoard window.
- Once your data has been put in the PasteBoard window, you can cut-and-paste it into DM data boxes.

If you navigate to other screens (or hide the Pasteboard window) within DM, the content will stay in the PasteBoard. The PasteBoard window is resizable and can be moved to another positon on the screen.

Entering Data
Screens/fields not pre-populated have to be entered by faculty. Information from other sources can be copy and pasted to appropriate fields. It is also possible to import citations.

- **Copy and pasting data from other sources:** You can copy and paste data from other sources such as your CV. The best way to do this is to use PasteBoard. See above for instructions on how to use PasteBoard.
- **Importing data from other sources:** The Published Work screen allows you to import citations of your work that are stored in other places. Citation data must be first converted to a BibTex file.

Activity Dates
Date ranges drive most reports, so please enter at least the year for each activity. However, if you cannot remember the exact date(s) of an activity, do not spend significant time trying to track it down.

- The year of the activity is of primary importance. If you remember the month, please add that from the drop down too.
- Ongoing activities should include a start date with no end date.
- One day activities should include an end date with no start date.

Multi Author Works/Multi Investigator Grants

- You can wait for an NDSU coauthor to enter the citation.
- Digital Measures is a relational database. If multiple NDSU users authored an article, there will (should) be only one record of the citation data in DM, but it will be associated with all of the authors. The first author to enter a citation will create the citation record for the other NDSU authors. If you see a record in your list of Published Work that says, "Entered By: Faculty Name", then a coauthor has already created the record. Please do not create a duplicate record. If any of the information entered by your coauthor is incorrect, please work with that individual to correct it.
- The first (or closest to the first) NDSU author should be the record owner. Similarly, for multi investigator grants, the PI should other investigators and indicate their role.

NDSU Data Entry Screens
(Screens for which some fields are centrally uploaded indicated with **R***).* See Section II for list of DM entry locations for types of faculty activities.

General Information

Personal and Contact Information. This is just your basic information. **R**

Administrative Data.

Permanent Data – This is for tracking your status in terms of starting appointment, rank, promotion, and tenure. **R**

Yearly Data - This is for tracking annual status in terms of rank, tenure, and other factors that could change each year (salary, FTE, leave status, etc.). Use the [+ Add New Item] button to enter one of these items for 2014-15: Enter the year at the top. Select your college/department – if appointment is in multiple units "add another college/department." Select your rank, tenure status, etc. **R**

Academic, Government, Military and Professional Positions *(Prior Academic and Professional Positions).* This would be the "experience" part of your vita – all positions (jobs) you have held.

Administrative Assignments (at NDSU).
Use the [+ Add New Item] button to enter information for each position held (chair, associate dean, etc.)

Awards and Honors. Use the [+ Add New Item] button for each award you have received. These would be teaching, research and service awards: Indicate the Name of the award and the Organization/Sponsor of the award (NDSU or external award). Purpose is where you indicate if the award was related to leadership, teaching, research, service or something else. **R**

Consulting. Same approach – Use Add New Item to add one to the list.

Education. Use the [+ Add New Item] button to enter each degree – so Bachelors, Masters and PhD separately. Enter title of thesis/dissertation and for the highest degree indicate with a Yes under the Highest Degree Earned item (this information will eventually be pulled from PeopleSoft). Add names of your Advisor/Mentor. This is also where postdoctoral education would be listed.

Faculty Development Activities Attended *(Completed not planning to attend)***.** Use Add new item to enter each development item.

Licensures and Certifications. Again, add an item for each certification.

Professional Memberships. Add an item for each membership.

Workload Information. Use the [+ Add New Item] button enter year. Indicate % teaching, research, service, administrative appointment.

Promotion and Tenure. Use this to prepare PTE portfolio. Information stored in DM is used to populate parts of the portfolio. Screens in this item is used to add "comments" for each section/sub-section of the portfolio; upload appointment letter, annual reviews, and recommendation letters. Use Add a New Item to create "2015-2016 portfolio."

Teaching/Extension

Academic Advising. Use the [+ Add New Item] button to enter advising activities not listed. Enter number of graduate and undergraduate advisees. You can list multiple activities for any year (if applicable). **R**

Directed Student Learning (e.g., theses, dissertations). Use the [+ Add New Item] button to enter activities not listed. List independent study courses, thesis/dissertation committee, etc. **R**

Non-Credit Instruction Taught. Use the [+ Add New Item] button to enter activities not listed. For each academic year add an item for each activity. This would be guest lectures, workshops, and other training sessions you have done.

Scheduled Teaching. Use the [+ Add New Item] button activities not listed. For each class you taught – add a new item. This does not include independent studies – they go under Directed Student Learning (see above). **R**

- The **Store file** item for Syllabi are optional for past courses, but please begin to upload these items for current curses.
- The fields asking for descriptions of pedagogical innovations, activities, etc. are optional, but note that the reports built for Tenure and Promotion and Faculty Activity Reports will draw on these fields.

Research and Creative Activities

Artistic and Professional Performances and Exhibits. Add an item to enter activities not listed.

Biographical Sketch - NIH | NSF. Use the [+ Add New Item] button to create "bio-sketch." Information stored in DM is used to populate parts of the "bio-sketch." Screens in this item is used for additional information asked by NSF or NIH. Check intellectual contributions and synergistic activities (free text option) to include in the bio.

Contracts, Fellowships, Grants and Sponsored Research. For each grant, add a new item. This is for both submitted/not funded and successfully funded grants. For multiple PI projects, you can add investigators in the middle and specify a role for each person. Under status you can indicate if the grant was funded. So this page can be used to track both grant submissions and funded grants. **R**

Published Work *(Publications).*Add an item for each publication not listed. Type is used to indicate what the publication is – chapter, journal article, case, etc. Note that there is a distinction for academic versus non-academic. Status lets you track the status – submission, acceptance, publication. Multiple authors can be indicated in the middle. It is simpler to upload a BibTex file of your publications. Google Scholar can be used to create a BixTex file. See below for instructions for creating and uploading a BibTex file.

Intellectual Property (e.g., copyrights, patents). Add an item for each activity in this category.

Presentations. Use the [+ Add New Item] button for each presentation at a conference or professional meeting. In the center, you can add a list for multiple presenters. You can indicate if it is published in a proceeding – the actual proceeding publication citation will go under the "Published Work" page.

Research Currently in Progress. Use the [+ Add New Item] button to add one to the list.

Media Contributions. Use the [+ Add New Item] button for each media contribution. Indicate type and purpose of the media contribution.

Service

Department Service. Use the [+ Add New Item] button for each activity.

College Service. Use the [+ Add New Item] button for each activity. **R**

University Service. Use the [+ Add New Item] button for each activity. **R**

Professional Service. Use the [+ Add New Item] button for each activity – this covers professional organization roles and committee service. The type of service – editor, officer, committee chair, member, conference panelist, track chair etc. are under Position/Role. Editorial and review activities are listed here.

Run Reports

- The **Run Custom Reports** link on Left-Hand Navigation Bar is where you will find annual review reporting capability; create a vita, NSF or NIH Biographical sketches, PTE portfolio; list presentations, graduate students, etc.
- After selecting the report you would like to run, follow the steps and select the appropriate options.
- You can create reports as MS Word, pdf, or html. They are editable in related software package.
- Most of the reports are start/end date defined. By default, if there is no date associated with an activity (presentation, media contribution, intellectual contribution, etc.), those items are automatically pulled into reports regardless of the time frame specified (the activity could have happened several years before or after the specified time frame, but the system has no way of knowing that). Of course this reduces the validity of the reporting. If you run a report and see undated items, please go back to the record (or if it is someone else's record, ask them to) and add a date to it.
- If you do not see a report you want and think you will run more than once, please e-mail us through the Help link on the left.
- Department heads, directors, and deans can run reports on the faculty activity within their departments, schools, or colleges.
- You can also use "Rapid Reports" to create report.

Create PTE Portfolio

Candidates for promotion and/or tenure can use DM to create their PTE portfolio. Before creating the PTE portfolio/report make sure to enter your data to the "Promotion and Tenure" screen under the Main Menu. Instructions for running a Promotion and Tenure Portfolio are:

- In Digital Measures, click on "Run Reports" (*can also use "Rapid Reports")*
    1. Select "Promotion and Tenure Portfolio" from the drop-down list.
    2. Select the date range to use for the portfolio.
    3. Select the file format as Microsoft Word.
    4. Select the page size as Letter.

- Click on “Build Report.”
- DM will create an MS Word file that you can edit.

Import a BibTex file of Publications
The Intellectual Contributions screen allows you to import citations of your work as a BibTex file. You can use Google Scholar to create a BibTex file of your citations. There are other online citation sources that you can be uses to create a BibTex file. Once you have a BibTex file of your citations, go to “Intellectual Contributions” screen and click on “Import Items.” Follow the instructions under Option A to import your citations to Digital Measures.

Create a BibTex file from Google Scholar
BibTeX is a reference file management format. Digital Measures gives step-by-step instructions for converting citations from a source like Google Scholar into a BibTeX file. Instructions to create a BibTex file (meaning “export your citations to a BibTex file”) from Google Scholar are:

1. Navigate to Google Scholar.
2. Select My Citations. *See below if you don’t yet have a Google Scholar Profile.*
3. If you are not yet logged in, enter your credentials to sign in. Upon signing in you should land on your profile page where you will see a list of your "articles."
4. If you would like to export only select articles to your BibTeX file, choose these from your profile. If you would like to export all of your articles, simply leave things as they are.
5. In the Actions drop-down list choose to Export your articles.
6. On the Export Articles page, ensure that the File Format selected is BibTeX. Then select to export either the selected articles or all articles, depending on your need.
7. Save the export file.

For instructions on creating a BibTex file from other online citation sources see: http://info.digitalmeasures.com/bibtex.html.

Create a Google Scholar Citations Profile

1. Sign in to google.com using an existing Google account or create a new one.
2. Confirm your name and enter your affiliation, email address, and research interests.
3. The next page will display articles written by you or by people with similar names to yours. Add articles that belong to you or click “search articles” to search Google Scholar content for your work.
4. You will now be asked if you would like updates applied to your profile automatically or if you would prefer to review them first. *Note: You can always make changes manually regardless of the option you choose here.*
5. You will now arrive at your profile. You may make changes to your information.
6. When you are satisfied with your profile, make it public by selecting “make my profile public” at the top of your profile page.

SECTION II. Digital Measures Entry Locations for Faculty Activities

General Information

Personal and Contact Information *Biographical Data populated by NDSU*

Permanent Data | Yearly Data *Populated by NDSU*

Academic, Government, Military and Professional Positions– non NDSU position

• Academic – Post Secondary	• Professional	• Government
• Academic – P-12	• Military	

Administrative Assignments - *Indicate Scope:* Department, College, or University Administration

• Assistant Dean	• Dean	• Director
• Associate Dean	• Department chairperson	• **…**

Awards and Honors

Indicate Purpose:

• Leadership	• Scholarship / Research	• Professional Service
• Teaching/Extension	• Community Service	• University Service

Indicate Recognition Level:

• *International*	• *Regional*	• *Local*
• *National*	• *State*	• *Department*
• *University-populated by NDSU*	• *College-populated by NDSU*	

Consulting

• Academic Consulting	• Government Consulting	• Non-Profit Organization
• Business/Industry	• Litigation Consulting	• Other

Education

Faculty Development Activities Attended - *First indicate "Purpose" extension, leadership,* teaching, research. Indicate Activity Type:

• Conference Attendance	• Faculty Fellowship	• Tutorial
• Continuing Education Program	• Self-Study Program	• Workshop
• Faculty Internship	• Seminar	

Licensures and Certifications - Current Licensures and Certifications Held

Professional Memberships - Name of Organization, Office Held, Date Range for Membership
Indicate Scope: International, national,…

Workload Information – *from College;* Percentage of Teaching, Research, Service, and Administrative Work

Promotion and Tenure – pulls fields from other fields; text boxes for additional info

Teaching

Academic Advising - *populated by NDSU* (Includes Year and Number of Students Advised)

Directed Student Learning - *populated by NDSU.* Indicate Stage of completion (completed, in-process, proposal) and Involvement Type:

• Directed Individual / Independent Study	• Supervised Teaching Activity
• Dissertation Committee Chair/Member	• Undergraduate Honor's Teaching
• Master's Thesis Committee Chair/Member	• Internship Advisor
• Postdoc Supervision	• Student Organization Advisor
• Supervised Research	• K-12 Mentor
• Undergraduate Research Advisor	

Non-Credit Instruction Taught

• Certification	• Guest Lecture	• Seminar
• Continuing Education	• Review Course	• Workshop
• Faculty Internship	• Management / Executive Development	

Scheduled Teaching – *populated by NDSU (Including grade distribution and SROIs)*
Text boxes for faculty to describe pedagogy, activities, etc.

Research and Creative Activities

Artistic and Professional Performances and Exhibits – *multiple options under most types*

• Art	• Drama	• Music Performance
• Dance	• Music Composition	• Theater

Biographical Sketch – NIH | NSF - ***Select publications, list synergetic activities***

Contracts, Fellowships, Grants and Sponsored Research

• Contract	• Fellowship	• Grant	• Subaward

Published Work

• Book	• Instructor's Manual	• Newsletter	• Technical Report
• Book Chapter	• Journal Article	• Newspaper	• Study Guide
• Book Review	• Lab Review	• Research Report	• Short Fiction Anthology/Book/ Online & Print Journals
• Broadcast Media	• Magazine/Trade publication	• Software	
• Cited Research	• Manuscript	• Study Guide	

Intellectual Property

• Patent	• Copyright

Presentations

• Demonstration	• Lecture	• Poster
• Exhibit	• Oral presentation	• Reading creative work/performance
• Keynote/Plenary Address	• Paper	• Other

Media Contributions - Indicate Purpose: ***extension, leadership,*** **teaching, research,…**

• Film	• Internet	• Magazine	• Newspaper	• Radio	• TV

Research Currently in Progress Title, Description, Status and Type of Current Research

<u>Service</u>

Department

• Committee Chair	• Committee Member	• Faculty Advisor

College *populated by NDSU*

• Committee Chair	• Committee Member	• Faculty Advisor

University *populated by NDSU*

• Committee Chair	• Senator	• Faculty Mentor
• Committee Member	• Task Force Chair/Member	• University Senate Service

Professional Service

• Board of Advisors	• Editor, Senior Editor	• Program Coordinator
• Board of Directors	• Editor, Textbook	• Program Organizer
• Committee Chair / Member	• Chairperson	• Reviewer, Ad Hoc Reviewer
• Conference Related	• Member	• Reviewer, Book
• Editor, Associate Editor	• Officer, Other Officer	• Reviewer, Conference Paper
• Editor, Book	• Officer, Secretary	• Reviewer, Grant Proposal
• Editor, Conference Proceedings	• Officer, Treasurer	• Reviewer, Journal Article
• Editor, Journal Editor	• Officer, Vice President	• Reviewer, Textbook
• Editorial Review Board Member	• Task Force Chair	• Session Chair
• Officer, President / Elect / Past	• Task Force Member	• Workshop Organizer
• Prepare/Grade Certification Exams	• Track Organizer	• Discussant
• Interaction with Industry		

Public Service

• Board Member	• Officer, Secretary	• Program Coordinator
• Chairperson	• Officer, Treasurer	• Program Organizer
• Committee Chair/ Member	• Guest Speaker	• Workshop Organizer
• Officer, Other Officer	• Session Chair	• Task Force Chair
• Officer, President/Elect/ Past	• Discussant	• Task Force Member
• Officer, Vice President	• Panelist	

SECTION III. About Digital Measures and Frequently Asked Questions

(Compiled from DM related sources)

What is Digital Measures? What is ActivityInsight?

ActivityInsight (AI) is a highly customizable web-based activity reporting system provided by Digital Measures (DM)**.** We will use DM to collect and report information about teaching, research, and service accomplishments of faculty in an easy to use digital format.

Who initiated and sponsored implementation of DM at NDSU?

- The Provost initiated implementation of DM with the goal of facilitating electronic submission and review of documents for the faculty promotion and tenure process.
- ActivityInsight (AI) from Digital Measures was chosen in consultation with academic deans. Several colleges were either using or were in the process of purchasing DM for faculty activity reporting.
- The Office of the Provost provided funding for five year contract for campus wide implementation ($165,831, five year total).

  The Office of the Provost, ITS, OIRA, Academic Colleges, and a number of other offices have provided staff support for data entry and validation.

Who has access to the DM data?

- Faculty have read/write privileges to their own data.
- Deans office have read/write privileges to their college data.
- Office of the Provost and OIRA have read/write privileges to all data in DM.

Is there any sensitive personally-identifiable data in DM?

- Apart from data pulled from existing databases, the only data in DM will be the information that faculty members choose to enter. If you do not want to share the details of a project, you may enter it under a general title or choose to leave it out of your activity reporting altogether.

What types of reports can be generated using DM?

- PTE portfolios
- CVs, including NSF and NIH formats
- Annual Faculty Activity Reports
- Unit Annual Reports
- Annual university awards, committee work
- Public engagement outreach and international activities
- Campus website faculty profiles *(will be created)*
- Program Review Reports *(will be created)*
- Assessment Reports *(will be created)*
- Institutional and disciplinary accreditation reports (ABET, AACSB, HLC, etc.) *(will be created)*
- NSF ADVANCE 12 Indicators *(will be created)*

Why use DM for faculty activity reporting?

- DM is expected to make faculty reporting requirements more efficient and eliminate requests for the same information needed for multiple uses in different formats.

- DM is expected to make existing data collection or reporting requirements more efficient or effective as well as allow access to more complete and accurate information on faculty activities. Specifically, DM will
  - Assist in the assembly of some of the information required for unit annual reports, assessment reports, and program review documents
  - Make more efficient and complete the preparation of both institutional and disciplinary accreditation reports
  - Allow for more efficient collection of course syllabi and CVs for accreditation reports
  - Enable collection of faculty engagement activities and service contributions
  - Help match faculty research focus areas with external funding opportunities
  - Provide a mechanism for better publicizing of faculty accomplishments
  - Maintain an archival history of faculty accomplishments

What is the security level of the DM system?
"Used by over 1,500 colleges worldwide, DM has made a fundamental commitment to the security of all data within their system, with:

- All data collected over secure, 128-bit SSL-encrypted connections
- Firewall-protected servers and an intrusion detection system
- Fully redundant servers in a Sun-owned and managed data center
- Five nightly backups to geographically-dispersed locations
- Full Family Education Rights and Privacy Act (FERPA) compliance

For a full list of security measures, you can visit the Security and Privacy page on the Digital Measures site at http://www.digitalmeasures.com/ActivityInsight/secure.htm."

How many years of data must faculty enter?

- For the 2016 annual report, faculty members should enter their activities from 2016.

Can I upload my CV and have the information entered automatically?

- Faculty activities must be manually entered: 1) to ensure adherence to DM formatting guidelines; 2) for NDSU to realize the full potential of DM's reporting functionality.

Is it possible to view a CV through DM from an external source such as a Web address?

- Activity Insight supports HTML and one can use the Web for both import and export.

Does DM allow sharing of data?

- Yes. Usually the first or closest NDSU author enters the citation.

Does DM have a pre-defined CV format?

- The format of the vita is completely flexible down to the college level. DM does not impose any sort of format restriction.
- An individual can always maintain a separate vita, of course, but formats are customized for departments, for accreditation reporting, for grant applications, etc., with no limit on the number of formats.

Can DM input fields handle special symbols and special formatting?

- Yes, special symbols, diacritical marks, foreign alphabets and mathematical symbols can be entered. DM uses UTF-8 (specified by ISO 10646), which supersedes ISO 8859. UTF-8 encompasses all of the character sets supported by the older specification and more (mostly Asian) languages.
- Special formatting such as boldface is supported at departmental and higher level reports by custom design, but not at the individual CV level.

Are there limits to the character length of input fields?

- No, not unless NDSU specifies that there should be a limit.

Is formatting preserved as Microsoft Word documents are imported and exported?

- Microsoft Word documents can be copied onto a clipboard for cutting and pasting into fields on the input screens, but formatting is not preserved for that purpose.

How many institutions use Activity Insight campus-wide?

- Close to 50 institutions use it campus-wide, and many more use it in some subset annual activities first; then each department learns, customizes, makes changes, and adds reports.

What is the cost of updates, customization, and adding new features?

- There are no additional or hidden costs. Customization, updating, changing or adding features to DM were all part of the contract.

What are the most common problems universities have with DM?

- The most common general problems are associated with faculty buy-in.

Is DM ADA compliant?

- Yes.

What are indicators of success for campus wide implementation of DM?

- Faculty can use information in DM to create their PTE dossier.
- Administrators and evaluation committees use DM for electronic processing of PTE reviews.
- Faculty/staff can manage their CVs, including output options for NIH and NSF bio sketches.
- Information in DM is used to automatically update faculty, department/college web pages.
- Faculty use information in DM for their annual activity reports.
- DM is used to integrate data from other campus systems and thus reducing redundancy in data entry.
- Accurate data is available for institutional analysis.
- Academic units can generate reports for assessment and program review.
- Academic units are able to generate customized reports for accreditation.
- Information in DM is used to identify research interests and expertise to foster collaborations.
- Reduced need to build, maintain and support duplicative systems.
- Reduced number errors and out-of-date information in our campus systems, reports, and websites.

Why an Implementation Steering Committee?

- Implementation Steering Committee is composed of faculty and staff from Colleges, Registration and Records, Institutional Research, ITS, and Office of the Provost.

- Implementation steering committee is charged with identifying the required data elements, data entry screens/fields, reports, access, and processes that will enable implementation of DM for NDSU.
- The implementation steering committee will conduct workshops as needed, gather input from stakeholders, develop a Web FAQ, custom screen testing, and completing other preliminary preparations in advance of campus-wide implementation.

Does DM Support Special Characters?

- To use a special character in a text field, such as a Greek letter, a superscript, or a subscript, copy and paste the character or symbol from a separate Word document, following these steps: Open a Word document. Click on the Insert tab near the top left of the screen. Click on the small down triangle to the right of the blue "Ω" icon above the word "Symbols" found on the far right side of the toolbar to see your choices. (You may have to click on it twice to open the pop-up box.) If the symbol is not in the original pop-up box, click on "More Symbols" at the bottom of the pop-up box, then scroll until you find the symbol you need. Click on the symbol you have chosen and it will be inserted into your open Word document. Copy the symbol from the Word document and paste it either directly in the appropriate DM text field or in the PasteBoard.
- Another option for subscripts and superscripts is to use HTML tags within your DM entry:
  Subscript: _{(without spaces) and}(without spaces) to open and close the HTML tags for subscripts. Example: _{Type in Subscript Text}, then normal text
  Resulting text look like $_{\text{Subscript Text}}$, compared to normal text.
  Superscript: ^{and} to open and close the HTML tags for superscripts.
  Example: ^{Type Superscript Text}, then type normal text
  Resulting text looks like $^{\text{Superscript Text}}$, compared to normal text

Need Help?

- Visit the Activity Insight User Guide: http://info.digitalmeasures.com/guide
- Watch a brief video on how to enter data and run reports: http://www.digitalmeasures.com/aifdemo/
- Click on blue question marks next to individual items for definitions in DM.
- In DM, use the link on the left-hand navigation bar called "Contact our Helpdesk"
- Send your questions to ndsu-DM@ndsu.edu.