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Introduction to Digital Measures

Digital Measures is an online data management system that collects activities and accomplishments for staff and faculty. It was developed to collect information for annual reporting, vitæ and publications about university employees to evaluate courses and showcase faculty.

Digital Measures separates your information into four main sections: General Information, Teaching, Scholarship/Research and Service.

Note: Each college has the option to customize Digital Measures. Your screen may look different from the images in this document, and your college may require information in addition to the elements covered in this guide. Also check with your college to find out how many years of information to include.

Logging In to Digital Measures

1. Go to www.digitalmeasures.com/login/jmu/faculty

2. Enter your email address and digital measures password

   Note: Your password will be given to you by your college administrator. If you do not have a password, please contact your college administrator.

3. Click Login

When you have finished your work in Digital Measures or need to leave for a period of time, always log out of the system to ensure that unauthorized users cannot access the files. You can log out of Digital Measures from any page by selecting Logoff from the left-side navigation.
Main Menu

Once you are in the Digital Measures system, you will see a welcome message with your name. When you login, the system defaults to the *Manage Your Activities* screen. From this menu, you can access and edit all of your personal and professional information.
Navigation and Help

The left-side toolbar contains the main navigation options as well as some other helpful links.

If you have any questions or problems while using Digital Measures, you can click the Contact Our Helpdesk link. From this link you can write and submit an email detailing your problem or questions, which will be answered by your Digital Measures consultant and sent to your JMU email address.
Required Fields for JMU

For James Madison University Digital Measures reporting, you are required to complete the fields highlighted in green. Your college may require additional information.

Note: The “Scheduled Teaching” section will be pre-populated for you by your college administrator.

Note: If you have questions about the amount of information that is required for a particular section, consult with your college administrator.
Personal and Contact Information

Activities Database: Entering your Information

This section contains demographic, non-instruction, research and public service information.

Note: It is important to complete information in the Yearly Data section, with the relevant year for a report to be printed.

Personal and Contact Information

This is your personal demographic and directory information.

1. From the Manage Your Activities screen, click the Personal and Contact Information link.

2. Place your cursor in each field and enter your respective information. You can also use the tab key to move through the fields.

   Note: Do not skip a field unless it does not apply to you.

3. Click Save and Return at the top or bottom of the page, or if you are dissatisfied with your information, you can click Return (Cancel) to delete your content.
Academic, Government, Military and Professional Positions

This information should detail other experience and qualifications relevant to your current position in the categories of academia, government and military work.

1. From the Manage Your Activities screen, click the Academic, Government, Military and Professional Positions link.

2. Click Add A New Item

3. Complete the applicable fields for each academic, government, military and professional position you have held.

   Note: Do not skip a field unless it does not apply to you.

   Note: Use the drop-down menus where available.

   Note: Be sure to include all dates. For positions you currently hold, do not enter an end date.

4. Click Save And Add Another to add all previous employment that is relevant to your current position.

   If you are finished, you can click Save and Return at the top of bottom of the page, or if you are dissatisfied with your information, you can click Return (Cancel) to delete your content.
5. When you return to the Academic, Military and Professional Positions main page, your positions will appear in a list at the bottom of the section. Double-check that your information is correct.

Note: You may edit information after you have saved it, if necessary, by clicking the Edit or Delete icon.

6. When you have finished entering and double-checking your positions information, click Return to Main Menu to return to the Manage Your Activities screen.
Awards and Honors

This information should be a record of all of your awards and honors received; awards can range from the local to international level.

1. From the Manage Your Activities screen, click the Awards and Honors link.

2. Click Add A New Item

3. Complete the applicable fields for each award or honor you have received.
   
   Note: Do not skip a field unless it does not apply to you.
   
   Note: Use the drop-down menus where available.
   
   Note: Be sure to include all dates.

4. Click Save And Add Another to add any award or honors you have received.

   If you are finished, you can click Save and Return at the top of bottom of the page, or if you are dissatisfied with your information, you can click Return (Cancel) to delete your content.
Awards and Honors, continued

5. When you return to the Awards and Honors main page, your awards and honors will appear in a list at the bottom of the section.

Note: You may edit information after you have saved it, if necessary, by clicking the Edit or Delete icon.

6. When you have finished entering and double-checking your honors and awards information, click Return to Menu to return to the Manage Your Activities screen.
**Education**

This section is a record of your educational history. It is important as it will be used for faculty credential reviews. Please complete for all institutions and all degrees.

1. From the *Manage Your Activities* screen, click the **Education** link.

2. Click **Add A New Item**

3. Complete the applicable fields for each degree you have received.

   Note: Do not skip a field unless it does not apply to you.

   Note: Use the drop-down menus where available.

   Note: Be sure to include all dates.

4. Click **Save And Add Another** to add the additional education you have completed.

   If you are finished, you can click **Save and Return** at the top of bottom of the page, or if you are dissatisfied with your information, you can click **Return (Cancel)** to delete your content.
Education, continued

5. When you return to the Education main page, your degrees will appear in a list at the bottom of the section.

Note: You may edit information after you have saved it, if necessary, by clicking the Edit or Delete icon.

6. When you have finished entering and double-checking your education information, click Return to Menu to return to the Manage Your Activities screen.
Licensures and Certifications

This should be a record of the licensures and certifications you have received. Please complete this for all licensures and certifications.

1. From the Manage Your Activities screen, click the Licensures and Certifications link.

2. Click Add A New Item

3. Complete the applicable fields for each licensure and certification position you have earned.

   Note: Do not skip a field unless it does not apply to you.

   Note: Use the drop-down menus where available.

   Note: Be sure to include all dates.

4. Click Save And Add Another to add any additional licensures and certifications you have earned.

If you are finished, you can click Save and Return at the top of bottom of the page, or if you are dissatisfied with your information, you can click Return (Cancel) to delete your content.
Licensures and Certifications, continued

5. When you return to the Licensures and Certifications main page, your positions will appear in a list at the bottom of the section.

Note: You may edit information after you have saved it, if necessary, by clicking the Edit or Delete icon.

6. When you have finished entering and double-checking your licensures and certifications, click Return to Menu to return to the Manage Your Activities screen.
Media Contributions

This should be a collection of information about your contributions to media sources including TV, radio, newspapers, magazines and the internet. It does not include books or professional journals, which are entered as part of Intellectual Contributions.

1. From the Manage Your Activities screen, click the Media Contributions link.

2. Click Add A New Item

3. Complete the applicable fields for each contribution you have made.

   Note: Do not skip a field unless it does not apply to you.

   Note: Use the drop-down menus where available.

   Note: Be sure to include all dates.

4. Click Save And Add Another to add any additional contributions you have made.

   If you are finished, you can click Save and Return at the top of bottom of the page, or if you are dissatisfied with your information, you can click Return (Cancel) to delete your content.
Media Contributions, continued

5. When you return to the Media Contributions main page, your information will appear in a list at the bottom of the section.

   Note: You may edit information after you have saved it, if necessary, by clicking the Edit or Delete icon.

6. When you have finished entering and double-checking your information, click Return to Menu to return to the Manage Your Activities screen.
Professional Memberships

This information highlights your current and past involvement in organizations related to your profession. Be sure to include any offices you hold/held.

1. From the Manage Your Activities screen, click the Professional Memberships link.

2. Click Add A New Item

3. Complete the applicable fields for each organization to which you belong.
   
   Note: Do not skip a field unless it does not apply to you.

   Note: Use the drop-down menus where available.

   Note: Be sure to include all dates. For positions you currently hold, do not enter an end date.

4. Click Save And Add Another to add any additional memberships you have.

   If you are finished, you can click Save and Return at the top of bottom of the page, or if you are dissatisfied with your information, you can click Return (Cancel) to delete your content.
5. When you return to the *Professional Memberships* main page, your information will appear in a list at the bottom of the section.

Note: You may edit information after you have saved it, if necessary, by clicking the Edit or Delete icon.

6. When you have finished entering and double-checking your memberships, click Return to Menu to return to the Manage Your Activities screen.
Directed Student Learning

This should be a collection of information on instruction for non-classroom activities such as internships and courses such as independent studies, theses and dissertations. These courses will appear in the Scheduled Teaching section; you can add additional information about directed studies in this section.

1. From the Manage Your Activities screen, click the Directed Student Learning link.

2. Click Add A New Item

3. Complete the applicable fields for any advising you have done, committees you have served or positions you have held.

   Note: Do not skip a field unless it does not apply to you.

   Note: Use the drop-down menus where available.

   Note: Be sure to include all dates.

4. Click Save And Add Another to add any additional instances that fall under this category. Use the drop-down menu as guidance if you are unsure.

If you are finished, you can click Save and Return at the top of bottom of the page, or if you are dissatisfied with your information, you can click Return (Cancel) to delete your content.
Directed Student Learning, continued

5. When you return to the Directed Student Learning main page, your information will appear in a list at the bottom of the section.

Note: You may edit information after you have saved it, if necessary, by clicking the Edit or Delete icon.

6. When you have finished entering and double-checking your information, click Return to Menu to return to the Manage Your Activities screen.
**Contracts, Grants and Sponsored Research**

Enter any information on your activity related to contracts, grants and other sponsored or funded research that has been submitted or is currently being worked on for submission.

1. From the *Manage Your Activities* screen, click the **Contracts, Grants and Sponsored Research** link.

2. Click **Add A New Item**

3. Complete the applicable fields for any contracts, grants or sponsored research you have received.

   **Note:** Do not skip a field unless it does not apply to you.

   **Note:** Use the drop-down menus where available.

   **Note:** Be sure to include all dates. For any works in progress, do not enter an end date.

4. Click **Save And Add Another** to add any additional any contracts, grants, or sponsored research you have received.

If you are finished, you can click **Save and Return** at the top of bottom of the page, or if you are dissatisfied with your information, you can click **Return (Cancel)** to delete your content.
5. When you return to the Contracts, Grants and Sponsored Research main page, your information will appear in a list at the bottom of the section.

Note: You may edit information after you have saved it, if necessary, by clicking the Edit or Delete icon.

6. When you have finished entering and double-checking your contracts, grants and research click Return to Menu to return to the Manage Your Activities screen.
**Intellectual Contributions**

This section includes information on printed or electronic publications of all types. Enter all information on publications, articles, books, manuscripts, reviews or other activity related to your ongoing scholarship.

Contributions include (but are not limited to):

- Articles
- Books.Book Chapters
- Journals
- Reports
- Reviews
- Software

Check the *Contribution Type* drop-down menu to see if your work type is listed. If not, select **Other** and describe the contribution in the resulting field.

1. From the *Manage Your Activities* screen, click the **Intellectual Contributions** link.

2. Click **Add A New Item**

3. Complete the applicable fields for any contributions you have made.

*Note:* You do not have to enter all the information on this screen, such as ISBN. Include only the information included in a standard C.V. citation.

*Note:* Use the drop-down menus where available.

*Note:* Be sure to include all dates.
Intellectual Contributions, continued

4. Click **Save And Add Another** to add any additional contributions you have made.

   If you are finished, you can click **Save and Return** at the top of bottom of the page, or if you are dissatisfied with your information, you can click **Return (Cancel)** to delete your content.

5. When you return to the **Intellectual Contributions** main page, your information will appear in a list at the bottom of the section.

   Note: You may edit information after you have saved it, if necessary, by clicking the **Edit** or **Delete** icon.

6. When you have finished entering and double-checking your contributions click **Return to Menu** to return to the **Manage Your Activities** screen.
Presentations

Enter information on presentations you have given. This includes conferences, meetings and other venues.

1. From the Manage Your Activities screen, click the Presentations link.

2. Click Add A New Item

3. Complete the applicable fields for any additional presentations you have given.

   Note: You do not have to include an abstract of your presentation unless requested by your college.

   Note: Use the drop-down menus where available.

   Note: Be sure to include all dates.

4. Click Save And Add Another to add any additional presentations you have given.

If you are finished, you can click Save and Return at the top of bottom of the page, or if you are dissatisfied with your information, you can click Return (Cancel) to delete your content.
5. When you return to the Presentations main page, your information will appear in a list at the bottom of the section.

Note: You may edit information after you have saved it, if necessary, by clicking the Edit or Delete icon.

6. When you have finished entering and double-checking your presentations, click Return to Menu to return to the Manage Your Activities screen.
Professional (Service Category)

Enter any information on your contributions in the professional service industry through organizations, committees, clubs or other relevant affiliations.

Professional services include (but are not limited to):
- Board of Advisors
- Committee Chair
- Editor
- Guest Speaker

Check the Position/Role drop-down menu to see if your position-type is listed, if not and you believe your work qualifies as a professional service, select Other and explain in the following field.

1. From the Manage Your Activities screen, click the Professional link.

2. Click Add A New Item

3. Complete the applicable fields for any professional services professional service positions currently or previously held.

Note: You are only required to enter the organization name and your role; the remainder of the information is not mandatory unless required by your academic unit or college.

Note: Be sure to include all dates. For positions you currently hold, do not enter an end date.
4. Click Save And Add Another to add any additional professional service positions currently or previously held.

If you are finished, you can click Save and Return at the top of bottom of the page, or if you are dissatisfied with your information, you can click Return (Cancel) to delete your content.

5. When you return to the Professional main page, your information will appear in a list at the bottom of the section.

Note: You may edit information after you have saved it, if necessary, by clicking the Edit or Delete icon.

6. When you have finished entering and double-checking your contributions click Return to Menu to return to the Manage Your Activities screen.
Frequently Asked Questions

Q: How do I get access to Digital Measures?
A: Contact your college administrator for initial access.

Q: I forgot my password. How do I get a new one?
A: Contact your college administrator to reset your password.

Q: I’m a part-time faculty member. Do I use Digital Measures?
A: Entries in Digital Measures are only required for full-time faculty.

Q: For how many years do I have to enter information?
A: In most cases, five years is adequate. Check with your college for additional requirements.

Q: Where do I enter information on my publications?
A: Publication information is in the Intellectual Contributions section.

Q: Can I cut and paste the information from my C.V. into Digital Measures?
A: Information can be cut or copied from other sources, but it must be pasted into specific fields. For example, you can paste a publication title into the Title field, but no other information can be included in that field.

Q: How do I know what information is required within a section?
A: This guide provides an overview of information required for the university; check with your academic unit or college for additional specifications.