Welcome to the 2019-2020 academic year! I hope your time away provided you the opportunity to recharge. Beginning this academic year, each month I will be sending out a monthly email that will highlight screens that are found within Digital Measures by Watermark. I hope this training series will help you familiarize with the system, as well as remind you to input/verify data to assist you, Academic Unit Heads and the Dean’s Office.

This month we will focus on making sure your information is correct within the highlighted screens shown below.

### General Information
- **Personal and Contact Information**
  - Administrative Data: Permanent Data | Yearly Data
  - Academic, Military and Professional Positions
  - Annual Faculty Report
  - Awards and Honors
  - Dean Impact Awards

### Teaching
- **Scheduled Teaching**
- Directed Student Learning

### Logging In
1. Click [here](#) to log in to Digital Measures by Watermark (DM) (Link can be found on the Faculty-Staff Resources page on the CoB website).
2. First time logging in? Check your email to see if you have missed an email from Digital Measures by Watermark to get your credentials.
3. Forgot password and/or need assistance, please contact Erica Kann, kannes@jmu.edu, the DM Administrator.

### Already have Digital Measures (Activity Insight) account

New to JMU, and used DM (Activity Insight) at a previous employment, email the DM Administrator to request to get your files transferred.

### Read Only Fields
Read Only fields are marked with a lock beside the field. To change the information, please contact the DM Administrator.

### Required Fields
Required fields will be marked with a red asterisk.

### How to enter/verify data
1. Select **Activities** and **Manage Activities** from the upper left corner.
2. Select **Personal and Contact Information** directly under the **General Information** heading.
   a. Enter or update all known data on the screen and select **SAVE** in the upper right corner.

3. Select **Permanent Data** under the **General Information** heading and review the data.
   a. This screen is “read only” so if any information needs to be modified, contact the DM Administrator.
   b. To return to the previous screen, select **Save** or the ← arrow next to the header.

4. Select **Yearly Data** under the **General Information** heading to see if current academic year is listed.
   a. If yes, review and update information.
   b. If no, select last year listed and select duplicate. Update academic year to current year and enter and/or update all known data on the screen and select **SAVE** in the upper right corner.
   c. If nothing is listed, select **Add New Item** and enter all known data on the screen and select **SAVE** in the upper right corner.

5. Select **Education** under the **General Information** heading and review the data. If no new data is needed, refer to step 3b. To add information or modify information, follow the steps below.
   a. Select **Add New Item** to add a new degree.
   b. To edit, select the degree name listed under the Item Header.
   c. To duplicate or delete, select the box on the right side of the screen and then select **Duplicate** or **Delete**.
   d. After you have completed a, b or c, make sure you select **Save** in the upper right corner.

6. Select **Licensures and Certificates** under the **General Information** heading and review the data. If no new data is needed, refer to step 3b. To add information or modify information, follow steps 5a through 5d.

7. Select **Current Professional Memberships** under the **General Information** heading and review the data, if no new data is needed, refer to step 3b. To add information or modify information, follow steps 5a through 5d.

8. Select **Scheduled Teaching** directly under the **Teaching** heading.
   a. In order to review the data in full, select each current course that you are teaching.
   b. Review the “read only” sections so if any information needs to be modified, contact the DM Administrator.
   c. For every section taught in the previous semester complete the fields to your departments standards.
   d. To return to the previous screen, select **Save** or the ← arrow next to the header.

**Next Month’s Topics** – Intellectual Contributions/Presentations.

**Helpful Hints**
- **A. Faculty Guide to Activity Insight.**
- **B.** You are encouraged to enter all known data.
- **C.** Print out reports to see how the information is shown. Make modifications to the text and copy/paste back in to the appropriate text field.
- **D.** Update information as you perform the activity, schedule the presentation, etc. You can go back and edit the information, but at least it serves as a reminder of what you have done.
- **E.** If you don’t feel that reports are running properly, make sure that date fields within your data have been entered.
F. Utilize PacteBoard when submitting information that could pertain to two screens (Example – Faculty Activity Plan/Annual Faculty Report).

G. You may upload attachments for reference, but remember that this system is built for data, so if you want your information to be included within reports, you need to complete the text fields.

H. You are encouraged to check information that is uploaded from another source. (Example - Check the information within this screen to make sure the section, credit hours, degree program, AACSB class, delivery mode, etc. have been uploaded).

I. Want to schedule a 1:1 meeting or get assistance with inputting data, contact your DM administrator.

Did you know?
Did you know you can run 15 different preloaded reports and enter a date range? To access these reports go to the Select Activities and Manage Activities from the upper left corner and then select Rapid Reports on the Manage Activities page. Pull down and select the report you would like to run, select start date and end date and hit Run Report.

---

### Rapid Reports

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

Rapid Reports are generated using data only from the user you are currently managing.

<table>
<thead>
<tr>
<th>Report</th>
<th>General Service by Faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date</td>
<td>Jan 01 2016</td>
</tr>
<tr>
<td>End Date</td>
<td>Dec 31 2016</td>
</tr>
<tr>
<td>File Format</td>
<td>Microsoft Word (.doc)</td>
</tr>
</tbody>
</table>

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