# Accessing Digital Measures

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Accessing Digital Measures

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Getting Started In Digital Measures

Digital Measures is accessible through the Personal Profile section of the Faculty Center in myUMBC.

1. Open Digital Measures by clicking on the link in the drop down option under Topics. Choose Faculty Center or the Staff Center.
2. In your Personal Profile section click the link to Digital Measures (New FAR).
3. On the main page of the ACTIVITIES DATABASE under each of the five headings you will need to open and provide information for each tab in that section.
4. Enter the required information.
5. Click the SAVE AND RETURN button at the bottom of each page before continuing to the next tab or section.
6. Once you have completed all tabs under each section, you must print your report.
7. Sign the report and return to your department chair by the due date. (A guide on “How to print your FAR using Digital Measures”, can be found under Digital Measures FAQs on your Personal Profile page OR go to page 36).
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If pre-populated information is inaccurate or if you have any questions or concerns, please contact your Digital Measures Administrators through the Help link.

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<th>General Information</th>
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<tbody>
<tr>
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- **Administrative Data** - College/Affiliate Information

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- **Scheduled Teaching** is pre-populated from Student Administration System (SA) 10th day numbers.

<table>
<thead>
<tr>
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<tbody>
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<td>Artistic and Professional Performances and Exhibits</td>
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<td>Creative Publications</td>
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- **Contracts, Fellowships, Grants and Sponsored Research**

<table>
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The feedback will be routed through the RT system for resolution by your UMBC Digital Measures Administrators.

Get Help

Please complete the form below, providing as much detail as possible.

Your Contact Information

- Name: Arnold Foelster and Nora Bye
- Email: faculty-annual-report@rt.umbc.edu

You must enter your name. (Do not remain anonymous).

In this section:
- Ask your question.
- State the location of the issue.
- Specify, with details, what is incorrect.

Be sure to click on Send so that your feedback will be received.
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Click **Manage Activities** to return to the Main Page at any time.

Click **Contact Our Helpdesk** to report data errors or technical issues.

*(Optional)* items are additional information but are not required.

*(Mandatory)* items are used for official reporting of the Faculty Annual Report (FAR). A void of these data results as a "Non-Completer" in the FAR.
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<table>
<thead>
<tr>
<th>Item</th>
<th>2015</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item</td>
<td></td>
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Click directly on any activity to review and verify that the existing information is correct.

Click to add a New Item

Add New Item

Duplicate

Select items to delete

If you have activities that are similar, instead of re-entering data year after year, you can copy an existing activity and make changes to that activity.

Click to Return to last page OR hold for more options.
Accessing Digital Measures

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You have the option to choose to have Personal and Contact Information page to populate your Faculty Profile page. Remember, the more information you supply, the more complete your page will be.

The required fields in “Personal and Contact” Information are:

- First Name
- Last Name
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The required fields in YEARY DATA are:
- Calendar Year
- College
- Center (if applicable)
- Department
- Faculty Rank
- Tenure Status

Click to Return to last page OR hold for more options.
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Click to Return to last page OR hold for more options.

All fields are required in Awards and Honors.
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Click to Return to last page OR hold for more options.

Degree is the only required field in Education.
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Faculty Development Activities Attended is an optional tab. If you choose to fill in this data the required fields are:

- Activity Type
- Start Date
- End Date

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.
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Licensures and Certification is an optional tab. If you choose to fill in this data the required fields are:
- Title of Licensure/Certification
- Date Obtained
- Expiration Date
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Click to Return to last page OR hold for more options.

Media Contributions is an optional tab. If you choose to fill in this data the required field are:

- Media type
- Date
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Professional Membership is an optional tab. If you choose to fill in this data the required field are:

- Name of Organization
- Start Date
- End Date

Note: For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Click to Return to last page OR hold for more options.
If you are 100% grant funded then you must enter 100% for the Research.

Select Calendar Year, then determine by percentage, how much time you spend on the following activities during the year.

All five Activities/Service areas have to equal 100%.
- All fields are required
The required fields in Academic Advising are:

- Calendar Year
- All fields relevant Number of Undergraduate Students Advised
- All fields relevant Number of Graduate Students Advised
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![Edit Non-Credit Instruction Taught](image)

For non-credit instruction taught the required field are:

- Instruction Type
- Audience
- Academic or Professional
- Start Date
- End Date

**Note:** For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.
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### Scheduled Teaching

Scheduled Teaching is managed by the Student Administration System and will be pre-populated for you based on 10th day enrollment numbers.

Your role is to:
- **Review** the information
- **Verify** that it is accurate
- **Report** any incorrect data
- **Add** any missing data

Click to Return to last page OR hold for more options.
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The required fields in Student Grants/Awards are:
- Year
- Student Name
- Student Level

Click to Return to last page OR hold for more options.
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Click to Return to last page OR hold for more options.

The required fields in Student Publications are:
- Calendar Year
- Student Name
- Type of Product
- Title
- Location
When entering information for Thesis Committees be aware of the dates entered.

Dates entered reflect information for that years report.

The required fields in Thesis Committees are:
- Committee Type
- Position/Role
- Student Name
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Information in the Artistic and Professional Performance and Exhibits page populates your department- ACADEMIC PROGRAM REVIEW (APR) report.

The three required fields are:
- Type of work
- Start Date
- End Date
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Click to Return to last page OR hold for more options.

Data is in FISCAL YEAR format.
This is the only section reported in FISCAL YEAR format.

The information on this page Contracts, Fellowships, Grants and Sponsored Research is pre-populated for you based on information in the PeopleSoft Finance System.

Required fields are:
- Type
- Title
- Sponsoring Organization
- Awarding Organization
- Amount
- Current Status
- Start Date

If the current status field equals FUNDED, you must complete:
- Starting Date and
- End Date
There is a good chance that citations of your publications are already stored in another software system such as a reference manager (e.g., EndNote, Mendeley, RefWorks, Zotero) or a database (e.g., Google Scholar, PubMed, Scopus, Web of Science).

Instead of rekeying those citations into this system you can simply import them by clicking on the IMPORT ITEMS button.
You can simply import them using two options:

- Import a file that you exported from another system.
- Connect to another system.

Use this link to get more details on how to export publication information from a few common software systems into a BibTeX file.
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Required fields Intellectual Contributions are:
- Contribution Type
- Current Status
- Relevant Dates

Only the first author can edit existing data for a contribution.
When the first author edits the information, it will automatically update that entry for other coauthors.

Default is always set to NO. You will need to review and make changes as needed.

Dates determine in which reporting year the contribution is reported.
Required fields **Creative Publications** are:
- Type of Work
- Current Status
- Relevant Dates

Only the first author can edit existing data for a contribution.

When the first author edits the information, it will automatically update that entry for other coauthors.

Dates determine in which reporting year the Creative Publication is reported.
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Click to Return to last page OR hold for more options.

All fields that are relevant to your Intellectual Property should be populated.

Only the first Inventors can edit existing data.

When the first Inventor edits the information, it will automatically update that entry for other Inventors.

Dates determine in which reporting year the Creative Publication is reported.
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Click to Return to last page OR hold for more options.

Required fields
Presentations are:
- Presentation Type
- Date

Only the first Presenters/Authors can edit existing data.
When the first Presenters/Authors edits the information, it will automatically update that entry for other Inventors.

Date determines which reporting year the Presentation is reported.
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Click to Return to last page OR hold for more options.

Research in Progress is an option. Data is not required at this time.

Only the first Collaborator can edit existing data.

When the first Collaborator edits the information, it will automatically update that entry for other Inventors.

DATE is the only required field, if you are entering data.
The required fields in the University, College or Department Service are:

- Service Type
- Position/Role
- Start Date
- End Date

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet properly completed, specify the start date and leave the end date blank.
The required fields in the Professional, Public Service page are:
• Service Type
• Position/Role
• Start Date
• End Date

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.
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The required fields in the USM Collaborations page are:
- USM Institution
- Position/Role
- Start Date
- End Date

Click to Return to last page OR hold for more options.
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If you wish, please expand upon any topic not sufficiently covered in other sections or to allow you the opportunity to expand upon any topic unique to you.

General Comments is used to bring items to the attention of your Department Chair that were either not covered sufficiently in other sections or to allow you the opportunity to expand upon any topic unique to you.

In General Comments, YEAR is the only required field.
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From the main Digital Measures page, click Run Custom Reports.
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Select Annual Faculty Activity Report from the drop down menu.

Select the date range. The date range is Calendar Year (January 1, 20__ to December 31, 20__).

Select your file format.

Select your paper size.

Select BUILD REPORT.
- Once the report is finished, it will prompt you to OPEN OR SAVE report in the file format selected.
- Open report
- Print the report, sign it and return a copy to your department chair. You are able to save a copy of your report to desired location.

Select your file format.