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LOGGING INTO DIGITAL MEASURES

Navigate to the University of Arkansas Digital Measures login page at https://its.uark.edu/dm/. Click the “Log in” button. Enter your University of Arkansas username and password to log in.

Once you are logged in to the system, you will see the Dashboard.

If you click on the “Manage Activities” link, you will see the ‘Activities Database Main Menu’ page.

The input screens are divided into six sections: Credentials/Experience, Teaching/Mentoring, Scholarship/Research, Service, Administrative Data, and Annual Review.
DIGITAL MEASURES MENU OVERVIEW
Below is an overview of the available menu options.

<table>
<thead>
<tr>
<th>Menu</th>
<th>Options</th>
</tr>
</thead>
</table>
| **Credentials/Expertise** | Consulting  
Biography and Expertise  
Degrees  
Graduate/Post-Graduate Training  
Licensures and Certifications  
Awards and Honors  
Media Appearances and Interviews  
Faculty Development Activities Attended  
Professional Memberships |
| **Teaching/Mentoring** | Academic Advising Summary  
Scheduled Teaching  
Directed Student Learning (e.g., theses, dissertations)  
Non-Credit Instruction Taught  
Mentoring  
Teaching Innovation and Curriculum Development |
| **Scholarship/Research** | Intellectual Property (e.g., copyrights, patents)  
Publications  
Presentations  
Contracts, Fellowships, Grants and Sponsored Research  
Editorial and Review Activities  
Exhibits and Performances  
Research Activity |
| **Service** | Public  
University  
Professional |
| **Administrative Data** | Appointments at University of Arkansas  
Personal and Contact Information  
Unit and Accreditation Data by Term  
Business Faculty Workload Assignment  
Work History |
| **Annual Review** | Peer Evaluation  
Teaching, Research, and Service Narratives for Annual Report  
AACSB Narratives  
Department Chair’s Evaluation |
What does a typical data entry page look like?

A typical data entry page has three important buttons and fields for data entry. After entering the proper information in the provided fields, please select the appropriate button…it will save you time. The buttons’ names are fairly self-explanatory but full descriptions can be found below:

- takes you to the “Activities Database Main Menu” page **without** saving any information entered

- saves the information you have entered and takes you back to the previous page

- saves the information entered and opens a new blank data entry page which allows you to add another page of the same form
## CREDENTIALS / EXPERTISE

<table>
<thead>
<tr>
<th>Credentials/Expertise</th>
<th>Degress</th>
<th>Graduate/Post-Graduate Training</th>
<th>Licensures and Certifications</th>
<th>Awards and Honors</th>
<th>Consulting</th>
<th>Media Appearances and Interviews</th>
<th>Faculty Development Activities Attended</th>
<th>Professional Memberships</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biography and Expertise</td>
<td>Initial data entered by the Office for Strategic Information and Effectiveness. Faculty can fill in additional information such as dissertation/thesis titles, honors, advisors, and details about coursework.</td>
<td>Faculty are responsible for updating. Allows faculty to track graduate and post-graduate training (examples. Clerkships, Internships, Fellowships).</td>
<td>Faculty are responsible for updating.</td>
<td>Faculty are responsible for updating.</td>
<td>Faculty are responsible for updating.</td>
<td>Faculty are responsible for updating.</td>
<td>Faculty are responsible for updating.</td>
<td>Faculty are responsible for updating.</td>
</tr>
</tbody>
</table>

### How do you enter Biographical, Teaching, and Research Summaries?

On the 'Activities Database Main Menu' page click on the ‘Biography and Expertise’ link as shown below.

Enter your brief biography along with areas of specialization, research interests, and teaching interests. To add additional research or teaching interests, click the “+Add” button and indicate the number of interests you wish to add.
How do you enter Licensures and Certifications?

On the ‘Activities Database Main Menu’ page, click “Licensures and Certifications” and you will see the page below.

As above, you can edit or delete existing records, or add a new one by clicking which brings up the screen below.
Fill out the page and click the  button or  if you wish to add more records.

**How do you enter Educational Progress (Degrees)?**

On the ‘Activities Database Main Menu’ page, click the “Degrees” link and you will see the page below.

To add a new record, click on  and you will see the following page.
Fill out the page and click the **Save** button or **Save + Add Another** if you wish to add more records.

**How do you enter your professional development activities?**

On the ‘Activities Database Main Menu’ page, click the “Faculty Development Activities Attended” link and you will see the following page.

To add a new record, click on **Add New Item** and you will see the following page.
Fill out the page and click the **Save** button or **Save + Add Another** if you wish to add more records.
TEACHING / MENTORING

- **Scheduled Teaching**: Class data is imported from UAConnect at the beginning and end of each semester. General class details including subject/number, section, title, number of students enrolled, grade distributions, and course evaluations will be imported from UAConnect and CoursEval. Faculty are responsible for additional details about the class.
- **Directed Student Learning (e.g., theses, dissertations)**: Faculty are responsible for updating.
- **Non-Credit Instruction Taught**: Faculty are responsible for updating.
- **Academic Advising Summary**: Faculty are responsible for updating.
- **Mentoring**: Faculty are responsible for updating.
- **Teaching Innovation and Curriculum Development**: Faculty are responsible for updating.

How do you enter Courses Taught?

For every course you teach, we will be creating the record for you from the 11th day record in the student information system database. We will enter all information about the course at the beginning of the semester and will update it with grades and teaching evaluations at the end of the semester. You will just need to update the ‘course content form’ part of this record.

On the ‘Activities Database Main Menu’ page, click “Scheduled Teaching” and you will see the following page - with a list of the courses you have taught or which you are currently teaching.

![Scheduled Teaching](image)

Click on the course you want to update. Then, you can go ahead and fill out the ‘course content form’, or you can generate a ‘course content form’ report for a previously taught course with the same course content form, and copy & paste it. How to do this is described on the next page.

Once you have filled out the fields (course content form fields) for the course, upload the ‘syllabus’ by clicking the ‘Choose File link at the bottom of the screen. This will let you browse to your computer and upload your syllabus file. You can also upload a copy of your full course evaluation if you wish. Please remember to **save** to retain the uploaded file in the system.
How do you copy and paste ‘Course Content Form’ from an existing record (previously entered course).

Click on the Rapid Reports link (shown in red on the left side of your screen) and you will see the page where you select the ‘Report’ from the drop down list and date (give any date in the range in which the semester falls, e.g. for fall 2015 – you can use start date: Sept 1, 2015 and end date: Dec 31, 2015). Choose file format of ‘Microsoft Word’ so that you can copy it. Then, click Run Report.

This will generate a Word document of your Course Content Forms for the semester selected. From this Word document, copy the Course Content Form of the course you wanted to reproduce. click the PasteBoard link on the lefthand side of your screen and paste it.

Now, it is easy to copy-and-paste or drag-and-drop from the PasteBoard to the fields on the screen, without having to flip from one page to another.
How do you enter Academic Advising?

On the ‘Activities Database Main Menu’ page, click the “Academic Advising” link and you will see the following page.

To add a new record, click on and you will see the following page.

Fill out the page and click the button or if you wish to add more records.
SCHOLARSHIP / RESEARCH

- **Publications**: Faculty are responsible for updating.
- **Presentations**: Faculty are responsible for updating.
- **Contracts, Fellowships, Grants and Sponsored Research**: Faculty are responsible for updating.
- **Exhibits and Performances**: Faculty are responsible for updating.
- **Intellectual Property (e.g., copyrights, patents)**: Faculty are responsible for updating.
- **Research Activity**: Faculty are responsible for updating.
- **Editorial and Review Activities**: Faculty are responsible for updating.

How do you enter Publications?

On the ‘Activities Database Main Menu’ page, navigate to the “Scholarship/Research” section and click on the “Publications” link.

To edit an existing record, simply click on the record and a new screen will open to perform necessary edits. To delete an existing record, select the checkbox on the right of the screen and then select the icon. To add a new record, click on and you will see the following page.

**Note**: The Office for Strategic Information and Effectiveness will manually input publication data for new faculty that is listed on the CV prior to the faculty member’s date of hire.
Fill out the page and click the button or if you wish to add more records.

How do you update the records when the status changes - Publications?

For example - you have a publication in ‘paper under review’ status you already entered into the system and the paper gets accepted in January 2016. In this case, you don’t need to enter the paper information again; you just need to login and edit it. Here is how to proceed.

On the ‘Activities Database Main Menu’ page, click on the “Publications” link and you will see the page.

![Publications Page]

To edit an existing record, click on the record to open it for editing.

![Edit Publications]

Update to the proper status (here, the example is “Published”) and …

…at the bottom of the screen, enter the ‘Date Published’ (or ‘Date Accepted’ if the status is changed to “Accepted”) field.

Remember to save by clicking the Save button.
How do you enter Presentations?

On the ‘Activities Database Main Menu’ page, click on “Presentations” and you will see the page below.

In all cases, to edit the existing record, click on the record name; to add a new item click the button and you will see the page below.
Fill out the page and click the **Save** button or **Save + Add Another** if you wish to add more records.
SERVICE

• University: Faculty are responsible for updating.
• Professional: Faculty are responsible for updating.
• Public: Faculty are responsible for updating.
ADMINISTRATIVE DATA

- **Personal and Contact Information**: Basic data added from University HR systems. Faculty can add supplemental information like Google Scholar URL, Twitter URL, LinkedIn URL, Personal Website, and a Curriculum Vitae (CV).
- **Unit and Accreditation Data by Term**: Deans Office is responsible for updating.
- **Business Faculty Workload Assignment**: Faculty and Department Chairs are responsible for updating during the annual evaluation period.
- **Appointments at University of Arkansas**: Data added from University of Arkansas HR systems.
- **Work History**: Basic data will be added from the faculty member’s CV at the time of hire. Faculty are responsible for subsequent updates.

How do you enter Work History?

On the ‘Activities Database Main Menu’ page, click on the “Work History” link and you will see the page below.

To edit an existing record, simply click on the record and a new screen will open to perform necessary edits. To delete an existing record, select the checkbox on the right of the screen and then select the icon. To add a new record, click on and you will see the following page.
Fill out the page and click the Save button or Save + Add Another if you wish to add more records.
ANNUAL REVIEW

Annual Review

Teaching, Research, and Service Narratives for Annual Report
AACSB Narratives
Peer Evaluation
Department Chair’s Evaluation

- **Teaching, Research, and Service Narratives for Annual Report**: Faculty are responsible for updating.
- **AACSB Narratives**: Department Chairs are responsible for updating.
- **Peer Evaluation**: Academic Departments and Deans Office are responsible for updating.
- **Department Chair’s Evaluation**: Department Chairs are responsible for updating.

How do you enter Teaching, Research, and Service Narratives and Peer Review Report for AFPR?

On the ‘Activities Database Main Menu’, click on the “Teaching, Research, and Service Narratives for Annual Report”. As in all cases, click the ‘Add a new item’ button to add a new record and the edit icon to edit an existing record. After you have filled in all the fields in the data entry page, there is a link (near the bottom of the screen) to upload your ‘Peer Review Report’. Please have a look at the screen shot below. Once you click the ‘Choose File’ link, it will allow you to browse to your computer and upload your ‘Peer Review Report’ file. Remember to **save** to retain the uploaded file in the system.
How do you enter all other components in the Activities Database Main Menu?

All of the components on the ‘Activities Database Main Menu’ have the same page layout. Once you are in the Main Menu, click on the component you wish to use; either to add a new record or edit an existing one. As in all cases, click on the edit icon to edit an existing record and the ‘Add a new item’ button to add a new record. After you have filled out all the appropriate fields, remember to save your work by clicking the ‘SAVE’ or ‘SAVE AND ADD ANOTHER’ if you would like to add more records. Please have a look at the ‘What does a typical data entry page look like?’ example on page 4 above for more information on this procedure.
RUNNING REPORTS

HOW DO YOU GENERATE YOUR ANNUAL PERFORMANCE REPORT (AFPR)?

To generate your report, go to the Activities Database Main Menu and click on the Run Reports button on the left side of the screen.

On this page, select the report “AFPR: Annual Faculty Performance Report”, date range, and format of the report and click on the “Run Report” button. This will generate your AFPR.