

# DigitalMeasures: ActivityInsight Faculty Reporting System Guide

## What is DigitalMeasures?

DigitalMeasures is a system that stores long-term and annual faculty information, such as contact information, affiliation data, research topics, educational history and research funding, and generates reports based on that information. Faculty members should review and update the information already in the system and add any new information in order to generate their yearly annual report.

Access DigitalMeasures online information and reporting system by logging in with your Andrew ID and password at: <http://www.digitalmeasures.com/login/cmu/faculty-engineering/> (see page 2 for more information about getting started in DigitalMeasures).

## Why DigitalMeasures?

Some of the benefits of using DigitalMeasures are:

- **Reduced Faculty Time Spent on Annual Reporting**

Pre-loaded data and ongoing updating by faculty will reduce faculty time spent on reporting (see the chart on page 5 to learn what data is loaded for you). Faculty can continue to update their data all year long.

- **Fewer Requests for Data**

DigitalMeasures allows us to reduce the number of requests for faculty data because data will be contained in one easily accessible and editable source. Not only can we produce annual reports, but this will facilitate ABET and other reporting in the future. Faculty can also use the system to generate promotion and tenure templates and biographical sketches for NIH and NSF (see page 15 for instructions on how to generate these reports).

- **Easier Use of Data**

Storing and editing data in a central place allows data to be viewed, used and updated more easily.

## Annual Report Process

Review and update your annual report data in DigitalMeasures. No report needs to be turned in to your department head. However, review your report (see page 10 for instructions) to ensure it is as you expect. Missing details, such as a date, can keep data from displaying on your report.

## Access

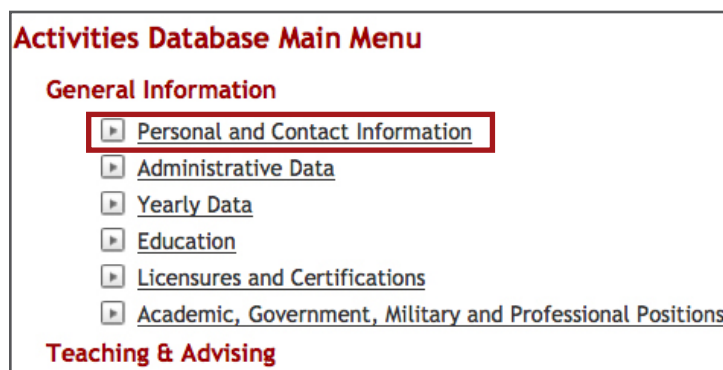
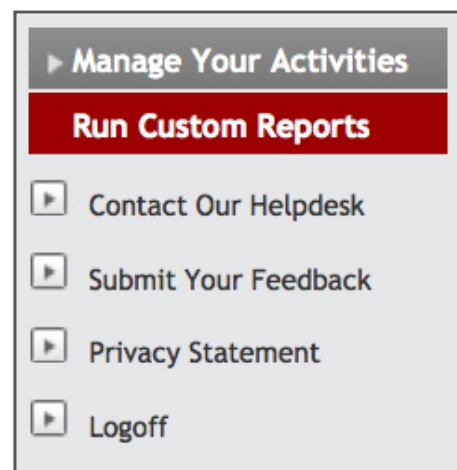
If you need access to DigitalMeasures or you would like a proxy to submit data on your behalf, please contact your DigitalMeasures system administrator, Adel Nero (anero33@andrew.cmu.edu), with the appropriate user name(s) and Andrew ID(s).

## Getting Help

If you need help with DigitalMeasures, click on “Contact Our Helpdesk” in the left-hand menu of the system.

## Getting Started

1. Access DigitalMeasures online reporting system at:  
<http://www.digitalmeasures.com/login/cmu/faculty-engineering/>.
2. Use your Andrew ID and password to login.
3. The left-hand menu of the system displays two main menu tabs:
  - **Manage Your Activities:**
    - Add or update information about your activities.
  - **Run Custom Reports:**
    - Run the CIT Faculty Annual Report based on information you have entered into DigitalMeasures.
    - Department heads and center directors can also run the CIT Individual Department Report and CIT Individual Center Report. If you are the director of a center and do not have access to your center’s report or to DigitalMeasures, please contact Adel Nero (anero33@andrew.cmu.edu).
4. When you log in, you should already be on the “Manage Your Activities” tab, and see the heading “Activities Database Main Menu.” If you do not, click on the “Manage Your Activities” tab located on the left-hand side of the screen.
5. You can now select which screen you would like to edit, such as Personal and Contact Information.









6. Once you have opened a screen, you can add or edit data. Some screens will have multiple entries.

### Activities Database - Engineering

#### Education

[RETURN TO MAIN MENU](#)

[ADD A NEW ITEM](#) [DELETE](#)


Items added to Education		EDIT	COPY
<input checked="" type="checkbox"/>	Ph D Carnegie Mellon University Civil and Environmental Engineering 1979		
<input type="checkbox"/>	MA University of California, San Diego Civil and Environmental Engineering 1971		
<input type="checkbox"/>	BA Penn State University Civil and Environmental Engineering 1969		

*Screen with Multiple Entries*


7. When adding or editing data, there are four possible actions you can take (see page 8 about Editing Features):

[ADD A NEW ITEM](#)

Click on to **add a new** record.



Click on to **edit** a record.



Click on to **copy** a record.

[DELETE](#)

Click on to **delete** a record.

**Please note:** For the “delete” icon to appear, you must check one the check boxes to the left of the record you wish to delete.

## Working in the “Manage Your Activities” Tab

### Saving

When adding or editing data, you must click the “Save” button at the top or bottom of the screen prior to leaving it.

### Customization

Screens and drop-down menus have been customized for CIT. If a screen or drop-down menu does not contain an option that you require, such as a department for an advisee, click on “Contact Our Helpdesk” in the left-hand menu of the system to send a message with the screen, menu and option information.

### Data Entry Cycle

The annual report cycle is based on the calendar year. However, you may enter data from before or after the current report year. Some screens do not typically change from year to year, such as the education screen.

### Shared Records

Some data in DigitalMeasures is shared by faculty within CIT. These include co-advisors, co-authors, co-inventors, co-investigators and co-presenters. For example, adding a co-advisor to a student advisee record will create a record in that co-advisor’s DigitalMeasures profile. This will be shared data that can be edited by all faculty sharing the data, but can only be deleted by the creator.

#### To add a fellow faculty member to a record:

1. Select him/her from the drop-down list. If he/she is in the list, you do not need to enter his/her name in the fields provided. The list includes faculty from CIT.
2. If he/she is not in the list, enter his/her name in the fields provided.

**Advisor**

People at Carnegie Mellon University  
Please select...

First Name      Middle Name/Initial      Last Name

Add another Advisor: 1      **ADD**

You can add as many fellow faculty members as necessary. Use the “add” button to add multiple people.

**Please Note:** Once a shared record is deleted, it will be deleted from all faculty who share the record. Please consult with your colleagues before deleting a record you share with them.

## Pre-loaded Data

Some of the records are pre-loaded for faculty in the system from central university sources. Some pre-loaded data is modifiable, and some is marked as “read-only,” meaning you cannot edit or delete it. If any read-only records need revision, click on “Contact Our Helpdesk” in the left-hand menu to request changes. This is to ensure that data is corrected at the original source.

Many screens with pre-loaded data also have fields that faculty must update. Please review all pre-loaded data, update modifiable pre-loaded data and add information to blank fields.

**Department**

Department Civil & Environmental Engineering	Type Primary Department
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→ Review (read-only)

**Center Affiliation**

Affiliation	Center Affiliation Bone Tissue Engineering Center
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→ Review and Update (modifiable)

Screens with Pre-loaded Data	Update Frequency	Actions for Faculty
Personal and Contact Information	Every year in January	<b>Review:</b> <ul style="list-style-type: none"> <li>All fields</li> </ul>
Administrative Data <b>(based on the academic year)</b> Faculty appointments are based on the academic year, so use the most recent year available.	Every year in January	<b>Review:</b> <ul style="list-style-type: none"> <li>All fields</li> </ul> <b>Review and Update:</b> <ul style="list-style-type: none"> <li>Center affiliations</li> <li>Directory title</li> </ul> <b>Add:</b> <ul style="list-style-type: none"> <li>Other centers</li> </ul>
Yearly Data <b>(based on the calendar year)</b>	Every year in January	<b>Review and Update:</b> <ul style="list-style-type: none"> <li>Salary source data</li> </ul> <b>Add:</b> <ul style="list-style-type: none"> <li>Upload a current CV</li> <li>Highlights of the year</li> <li>Current research topics</li> <li>Workload information</li> </ul>

Screens with Pre-loaded Data	Update Frequency	Actions for Faculty
Education	One time	<b>Review and Update:</b> <ul style="list-style-type: none"> <li>Pre-loaded educational history</li> </ul> <b>Add:</b> <ul style="list-style-type: none"> <li>Any additional educational history that has been omitted</li> </ul>
Licensures and Certifications	One time	<b>Review and Update:</b> <ul style="list-style-type: none"> <li>Pre-loaded licensures and certifications</li> </ul> <b>Add:</b> <ul style="list-style-type: none"> <li>Any additional licensures and certifications that have been omitted</li> </ul>
Academic, Government, Military and Professional Positions	One time	<b>Review and Update:</b> <ul style="list-style-type: none"> <li>Pre-loaded academic, government, military and professional positions</li> </ul> <b>Add:</b> <ul style="list-style-type: none"> <li>Any additional academic, government, military and professional positions that have been omitted</li> </ul>
Scheduled Teaching (FCE and course data is fully loaded <b>only</b> for CIT courses)	Once a year in January (for CIT courses only)	<b>Review and Update:</b> <ul style="list-style-type: none"> <li>FCE and course data for CIT courses</li> </ul> <b>Add:</b> <ul style="list-style-type: none"> <li>Units (if field is empty)</li> <li>TA hours/week</li> <li>Non-CIT FCE and course data</li> </ul>
Research Funding	Every year in January and July for the previous six months (sponsored research contracts only)	<b>Review and Update:</b> <ul style="list-style-type: none"> <li>All fields</li> </ul> <b>Add:</b> <ul style="list-style-type: none"> <li>Role for each investigator</li> <li>Center affiliation(s) (if applicable)</li> </ul>

## Specific Screens in the “Manage Your Activities” Tab

### Yearly Data: How to Include a Current CV

1. Click on “Yearly Data,” which is the third item under “General Information,” to get to the Yearly Data screen.
2. Click on the “Edit” icon on the most recent year available.
3. Click on “Store File,” which is the link directly to the right of “Curriculum Vitae.”

**Please note:** The system will NOT populate any of the data in the system from the information in your CV (see page 5 to learn more about pre-loaded data).

**Activities Database**

**Yearly Data**

RETURN TO MAIN MENU

SAVE AND RETURN    SAVE AND ADD ANOTHER    RETURN (CANCEL)

Calendar Year

Curriculum Vitae [Store file](#)

My data is complete for this calendar year ☐

### Scheduled Teaching: Co-Instructors

If you co-taught a course, the co-instructor(s) will appear. You will also appear in their records. Unlike other shared records (see page 4 for more information about shared records), scheduled teaching records are individual to capture FCE data accurately. This is the only part of the system where such fields are not shared between faculty.

### Publications

In order for publications to correctly show up on reports, such as faculty annual reports, you must be sure to select “Contribution Type,” “Current Status” and the appropriate dates corresponding with “Current Status.”

### Biographical Sketch (optional)

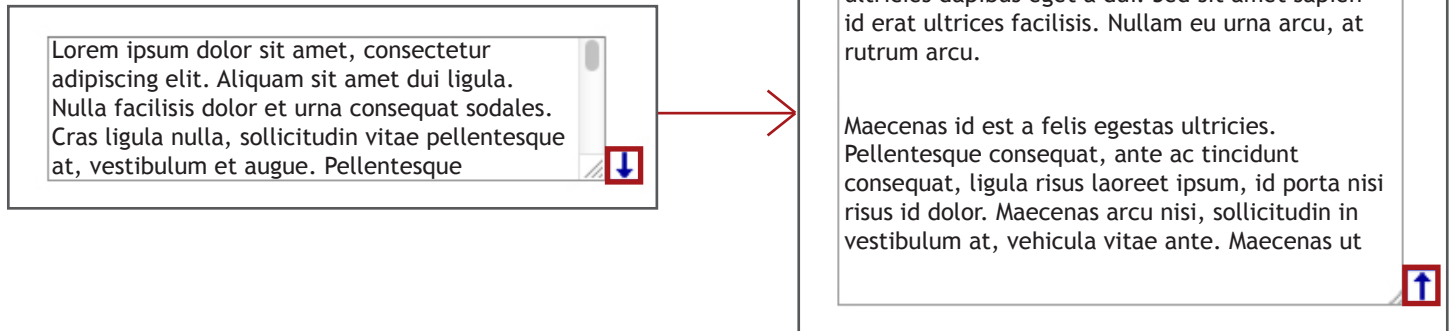
The Biographical Sketch screen allows faculty to add information that they can then use to create a biographical sketch for NIH and NSF grant proposals (see page 15 for how to generate a biographical sketch from the information entered in the Biographical Sketch screen). This includes both a place for a biographical sketch and the ability to select the most important publications you have entered in DigitalMeasures. To include a shared publication (see page 4 for more information about shared records), check the box next to “Linked Records,” which is directly above the Synergistic Activities subheading on the Biographical Sketch screen. Up to four different biographical sketches can be stored.

**Please note:** These do not need to be updated for annual report purposes.

## Editing Features

### Expand Text Boxes

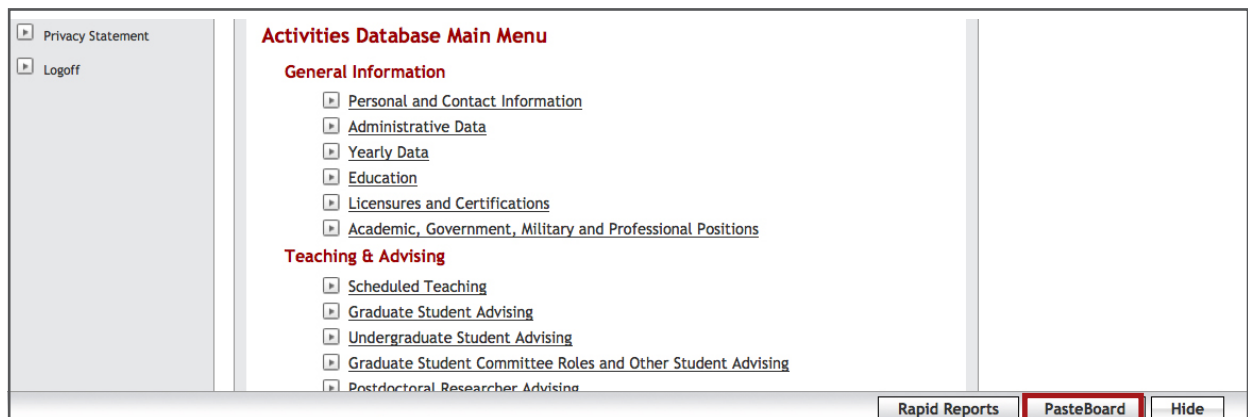
To expand your space for editing, click on the blue arrow that is next to certain text boxes. After a box is expanded, you can use the blue arrow to retract it.



### The PasteBoard

The PasteBoard allows users to easily copy/paste into DigitalMeasures fields without having to switch between applications.

1. Click on the “PasteBoard” icon in the bottom right-hand side of the screen.



2. Copy the text from another document and paste it into the PasteBoard.
3. Select the text from the PasteBoard and drag it into the system, or copy it from the PasteBoard and paste it into the system.





### *Important Notes About the PasteBoard*

- The PasteBoard will hold up to 4K worth of data. If you are copying and pasting from a larger document, you may need to do this in chunks.
- The content copied in the PasteBoard will travel with you from screen to screen. It will also remain in the PasteBoard after you have logged off.
- The PasteBoard feature works differently depending on which browser you are using:
  - In Firefox, dragging and dropping items from the PasteBoard will copy them to other fields; the data will remain in the PasteBoard.
  - In Internet Explorer, Safari and Chrome, dragging and dropping items from the PasteBoard will move them to other fields; the data will be cut from the PasteBoard.

### **Special Characters**

DigitalMeasures will support unicode characters and fonts such as Greek or Latin characters, accent marks or other diacritical marks.

### **Spell Check**

DigitalMeasures does not have a system spell checker. We recommend you use Google Toolbar (<http://toolbar.google.com>) or Yahoo Toolbar (<http://toolbar.yahoo.com>). These applications have spell check and work with all of the websites you use, not just DigitalMeasures, allowing you to use the words you add to your custom dictionary with all sites you visit.

## Reviewing Your CIT Faculty Annual Report

### Faculty Annual Reports

Though you **do not** need to turn in a copy of your annual report to your department head, **you do need to make sure your data is in place by the deadline.**

It is recommended that you run the CIT Faculty Annual Report to make sure everything is as you expect. Missing details, such as a date, can keep data from displaying on your report.

To view your report:

1. Click on the “Run Custom Reports” tab in the left-hand menu of the system.
2. In Step 1, select “CIT Faculty Annual Report.”
3. Click on the “Select Report” button on the right-hand side of the screen.

The screenshot displays a multi-step configuration interface for generating a report. It is organized into five numbered steps, each with a dashed border and a light blue background.

- Step 1:** Titled "Select the report to run." It features a dropdown menu with "CIT Faculty Annual Report" selected and a red-outlined button labeled "SELECT REPORT". A link "Details of how this report is built..." is also present.
- Step 2:** Titled "Select the date range to use." It includes fields for "Start Date" (Jan 01 2012) and "End Date" (Dec 31 2012), each with month, day, and year dropdowns. A "More Information >>" link is on the right.
- Step 3:** Titled "Select report options." It shows "a) Citation Style: \*" with a dropdown set to "IEEE". Below is a "Legend: \* Required" section.
- Step 4:** Titled "Select the file format." It has a dropdown menu set to "Microsoft Word" and a "More Information >>" link.
- Step 5:** Titled "Select the page size." It has a dropdown menu set to "Letter" and a "More Information >>" link.

A "BUILD REPORT" button is located at the bottom right of the interface.

4. In Step 2, set the start date as January 1 of the calendar year for the report. Set the end date as December 31 of the calendar year for the report.

**Please note:** Make sure to select the correct calendar year, as the system defaults to the current year.

5. In Step 3, select a citation style from the drop down menu.

6. The final two steps can remain as the default choices.
7. Click on “Build Report.” Depending on your browser settings, the report will open or download.
8. After running the report, check for any missing or incorrect data and return to the “Manage Your Activities” tab to edit as necessary. The most common reason for missing data is that it has no date assigned.

## Department Annual Reports

Department reports need to be run after all faculty data is entered.

1. Click on the “Run Custom Reports” tab in the left-hand menu of the system.
2. In Step 1, select “CIT Individual Department Annual Report.”
3. Click on the “Select Report” button on the right-hand side of the screen.

**1** Select the report to run. SELECT REPORT  
 CIT Individual Department Annual Report  
[Details of how this report is built...](#)

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**2** Select the date range to use. More Information >>  
 Start Date Jan 01 2012  
 End Date Dec 31 2012

---

**3** Select who to include. More Information >>  
[Click here to select whose data to include.](#)  
 Data selected: All  
 Include these accounts: Enabled Accounts Only

---

**4** Select the file format. More Information >>  
 Microsoft Word

---

**5** Select the page size. More Information >>  
 Letter

**BUILD REPORT**

4. In Step 2, set the start date as January 1 of the calendar year for the report. Set the end date as December 31 of the calendar year for the report.

**Please note:** Make sure to select the correct calendar year, as the system defaults to the current year.

5. In Step 3, click on “Click here” to select whose data to include.

6. In the pop-up window that opens, click on “Department.”

Select who to include by clicking a heading below.

Center Affiliation

Department

Individual

SAVE CANCEL

7. Select the appropriate department from the department list.

Select who to include by clicking a heading below.

Center Affiliation

Department select all | none

- ☐ Biomedical Engineering
- ☐ Chemical Engineering
- ☐ Chemistry
- ☐ CIT Dean's Office
- ☐ Civil & Environmental Engineering
- ☐ Electrical & Computer Engineering
- ☐ Engineering & Public Policy
- ☐ Materials Science & Engineering
- ☐ Mechanical Engineering
- ☐ Physics

Individual

SAVE CANCEL

8. Click on “Save.”

9. For the drop-down menu next to “Include these accounts” in Step 3, leave the default option of “Enabled Accounts Only” selected.

10. The final two steps can remain as the default choices.

11. Click on “Build Report.” Depending on your browser settings, the report will open or download.

12. Fill in the appropriate parts of the resulting Word document.

**Please note:** Not all sections of the department report are filled out by DigitalMeasures. The rest must be added.

13. Save the document.
14. Turn in your complete annual report to the Dean's Office by emailing it to Sarah Abdullah at sarah@cit.cmu.edu.

## Center Annual Reports

1. Click on the "Run Custom Reports" tab in the left-hand menu of the system.
2. Select "CIT Individual Center Annual Report" in Step 1.
3. Click on the "Select Report" button on the right-hand side of the screen.

**1** Select the report to run.  
CIT Individual Center Report  
[Details of how this report is built...](#) **SELECT REPORT**

**2** Select the date range to use. [More Information >>](#)  
Start Date Jan 01 2012  
End Date Dec 31 2012

**3** Select who to include. [More Information >>](#)  
[Click here to select whose data to include.](#)  
Data selected: All  
Include these accounts: Enabled Accounts Only

**4** Select the file format. [More Information >>](#)  
Microsoft Word

**5** Select the page size. [More Information >>](#)  
Letter

**BUILD REPORT**

4. In Step 2, set the start date as January 1 of the calendar year for the report. Set the end date as December 31 of the calendar year for the report.

**Please note:** Make sure to select the correct calendar year, as the system defaults to the current year.

5. In Step 3, click on "click here" to select whose data to include.

6. In the pop-up window that opens, click on “Center Affiliation.”

Select who to include by clicking a heading below.

Center Affiliation

Department

Individual

SAVE CANCEL

7. Select the appropriate center from the center list.

Select who to include by clicking a heading below.

Center Affiliation select all | none

- ☐ [No Center Affiliation]
- ☐ Center for Advanced Process Decision-Making
- ☐ Center for Atmospheric Particle Studies
- ☐ Center for Complex Fluids Engineering
- ☐ Center for Multiscale Modeling for Engineering Materials
- ☐ Center for Nano-Enabled Device and Energy Technologies
- ☐ Center for the Environmental Implications of Nanotechnology
- ☐ Data Storage Systems Center
- ☐ Institute for Complex Engineered Systems
- ☐ Steinbrenner Institute for Environmental Education and Research

Department

Individual

SAVE CANCEL

8. Click on “Save.”

9. For the drop-down menu next to “Include these accounts” in Step 3, leave the default option of “Enabled Accounts Only” selected.

10. The final two steps can remain as the default choices.

11. Click on “Build Report.” Depending on your browser settings, the report will open or download.

12. Fill in the appropriate parts of the resulting Word document.

**Please note:** Not all sections of the center report are filled out by DigitalMeasures. The rest must be added.

13. Save the document.
14. Turn in your complete annual report to the Dean's Office by emailing it to Sarah Abdullah at sarah@cit.cmu.edu.

## NIH/NSF Biographical Sketch and CIT Promotion and Tenure Template

**Please note:** Before you can run a biographical sketch, you must fill out the Biographical Sketch Screen under the "Manage Your Activities" tab (see page 7 to learn more about the Biographical Sketch Screen).

1. Click on the "Run Custom Reports" tab in the left-hand menu of the system.
2. Select either "NIH Biographical Sketch," "NSF Biographical Sketch" or "CIT Promotion and Tenure Template" in Step 1.
3. Click on the "Select Report" button on the right-hand side of the screen.

**1** Select the report to run. SELECT REPORT  
NIH Biographical Sketch  
*Details of how this report is built...*

**2** Select the date range to use. [More Information >>](#)  
Start Date Jan 01 2012  
End Date Dec 31 2012

**3** Select report options.  
a) Biographical Sketch reference number 1

**4** Select the file format. [More Information >>](#)  
Microsoft Word

**5** Select the page size. [More Information >>](#)  
Letter

BUILD REPORT

4. In Step 2, set the dates for which you want to run the report.
5. If you are generating a CIT Promotion and Tenure Template, move on to the next step. If you are creating a Biographical Sketch Report, select the reference number of the biographical sketch that you wish to create.
6. The final two steps can remain as the default choices.
7. Click on "Build Report." Depending on your browser settings, the report will open or download.