Digital Measures Instructions: The Scholarship and Creative Activity Report

Note:

- You can access Digital Measures via the direct link below or through Lehman One Access.
- We recommend you bookmark the links for easy access. You will use your Lehman credentials (same username and password used to access webmail) to login.

Direct Link:  www.digitalmeasures.com/login/lehman-cuny/faculty/
Lehman One Access:  Lehman One Access
This will bring you to Digital Measures/Activities Insight Welcome Screen.

**Digital Measures Welcome Screen:**
Please note: Chairs, Department P&B members and administrators will see a slightly different screen (Manage Data and the ability to Run Reports, various customized for Lehman College, in the left-hand navigation toolbar) as they have additional functionality.

To learn more about the platform, click on “Review a guide” to manage your activities.
HELP SCREENS & SUPPORT:

- On Digital Measures Welcome page: Click on Review a guide on how to manage your activities.” You will be taken to the following pages with links on various topics.
- If you are familiar with Digital Measures, continue to page 4 to enter your scholarly activities.

ACTIVITY INSIGHT OVERVIEW

Activity Insight organizes and builds reports on teaching, research and service activities. It enables you to keep track of your activity information just once so that many outputs can be prepared, such as annual activity reports, promotion and tenure documents, accreditation reports, your CV, your profile on your campus website and more. It also assists your administration in responding to requests for faculty-related data, rather than needing to continually ask you for the information. This enables your campus to communicate more effectively about your accomplishments.

Activity Insight is designed to be easy to navigate. To help you get started, though, here is a quick overview of the utilities you will work with most often.

Left-Hand Menu

The left-hand menu of the system displays at least two main utilities, Manage Activities and Run Reports. You may have other utilities if your Digital Measures Administrator has given you security access to them.
INSTRUCTIONS FOR ENTERING SCHOLARSHIP, RESEARCH AND CREATIVE ACTIVITY

1. In Digital Measures, under Scholarship/Research click on the applicable category:

   a. “No Works to Report.”

      Note: If you have No Works to Report for the Calendar Year, you must click on the “No Works” screen and complete the data entry – see page 5 or the “Instructions for “No Activity to Report” Screen in Digital Measures.

   b. “Artistic and Professional Performances and Exhibits” for creative contributions of these types

   c. “Intellectual Contributions” for scholarly publications

   d. “Intellectual Property” for copyrights, patents, etc.

   e. “Presentations” for scholarly and/or professional papers etc. at conferences or meetings

   f. “Research Currently in Progress”

NOTE: Editorial and Review Activities- can be found and entered under the “Service” heading below “Scholarship/Research” see page 14.
2. **Instructions for “No Works (Activity) to Report”**

   a. On the Welcome Screen click on “No Works to Report for Calendar Year.”

   ![Scholarship/Research](image)

   ![No Works to Report for Calendar Year](image)

   b. On the No Works to Report for the Calendar Year screen, click on **Add New Item** and the EDIT screen will appear.

   ![Edit No Works to Report for Calendar Year](image)

   c. Type **2017** in the Calendar Year and place a check mark in the box “to verify that you have no works to report for the above Calendar Year.” **Remember: Click SAVE.**

   ![Verified there are no works for 2017](image)

   d. After you click save, your **No Works to Report for Calendar Year** submission will be confirmed. You may then log out or return to MANAGE ACTIVITIES by clicking on the `.`
3. **Run Reports - Faculty Digital Box Checklist (FDBC) Report:**

- To see what you have entered into DM please use the Faculty Digital Box Checklist (FDBC) Report. The FDBC will list the items you have uploaded to your Tenure/Promotion/CCE/Reappointment Material file and any Scholarship/Research and Service you have entered into DM.

**Note:** If you need instructions for the Tenure/Promotion/CCE/Reappointment screen, contact [Provost.Office@lehman.cuny.edu](mailto:Provost.Office@lehman.cuny.edu) or [Academic.Personnel@lehman.cuny.edu](mailto:Academic.Personnel@lehman.cuny.edu).

- Faculty can run the “Faculty Digital Box Checklist” report or “Vita”. **Please Note:** The Vita is a standard DM template (not the Lehman format).
- Click on Run Reports in the left-hand navigation panel under Manage Activities.
- Select Faculty Digital Box Checklist; enter the date range; select the Citation Style; select the file format (word, pdf, html) and page size.
- Click Run Report in upper right-hand corner. The report will download to your desktop or downloads folder.
- The FDBC will list the items you have uploaded to your Tenure/Promotion/CCE/Reappointment Material file and any Scholarship/Research and Service you have entered into DM.

**Note:** If the header titled “Unknown Status” appears on the FDBC report, this indicates you did not identify the status of your contribution, for example as peer-reviewed, invited, etc. Please return to the activity screen and update your entry.
4. **Artistic and Professional Performances and Exhibit**

a. Under Scholarship/Research click on Artistic and Professional Performances and Exhibits and the +Add New Item Screen will appear. Click on +Add New Item.

b. The EDIT screen will appear (below is a partial screen shot, there are additional fields).
Artistic and Professional Performances and Exhibit (continued)

c. Select the “Type of Work” or “Contribution Type” from the drop-down menu and the other information requested.

d. Fill in the appropriate information, **including:**
   - Was this peer-reviewed/refereed?
   - Invited or Accepted?
   - By audition, commission, competition or invitation?
   - **For Date,** please enter at least the end date (just the year i.e. 2017 is acceptable if you don’t have the specific date). **A date is needed or your record will not be selected.**

![Start Date and End Date](image)

- Blank fields are OK, if there is nothing to add.

- When completed, click on **SAVE.** If you have additional works click on **SAVE +ADD ANOTHER.**

- After you hit **Save,** you will see you submission on the specific activity screen.

h. Click on Manage Activities (left-hand navigation panel) or **<** (to the right of) Artistic and Professional Performances and Exhibits to go to the Next Category/Screen.
5. **For Contracts, Grants and Sponsored Research** click on **ADD A NEW ITEM** and enter your activity. **Note:** You must enter **at least one** date in order to save. Just the year with no month/date is ok.

a. The EDIT screen will appear (below is a partial screen shot, there are additional fields).

b. When completed, click on **SAVE**, or **SAVE + ADD ANOTHER**
6. **Intellectual Contributions**: Includes published research and writing, broadcasts, instructional materials, citations, manuscripts, abstracts, new course circular material, blogs and columns, software, study guides, technical reports, translations, workshop papers, and written case material.

   a. In the category “Intellectual Contributions”, a list of contributions can be uploaded from a BibTeX file. Click on “Import Items” and use Import from a BibTeX file.

   **If you use**: EndNote, Google Scholar, Mendeley, RefWorks, Web of Science or Zotero, you can pick up your records and then export them into a BibTeX file for direct upload to Digital Measures. Click on the BibTeX radio button on the Import Publications Screen. Click on Import from a BibTeX file for instructions.

   b. If you have items in Scopus, Crossref or PubMed, DM can find and import these entries under **Import from Third Party**.

6. **Intellectual Contributions (con’t)**

c. To enter Intellectual Contributions manually, click **+Add New Item** and the Intellectual Contributions screen and the EDIT screen will appear.

d. Select the “Contribution Type” from the drop-down menu, use the scroll bar to see all the options.
6. Intellectual Contributions (con’t)

e. Fill in the appropriate information, **including**:
   - Current Status
   - “Was this peer-reviewed/refereed”?

f. When completed, click on **SAVE**. If you have additional works click on **SAVE +ADD ANOTHER**.
SPECIALIZED HELP:

- To add co-authors, co-presenters, etc., including Lehman colleagues: each of the category input screens has an option to +Add another Author [Author/Presenter/Exhibitor...]” field.

**Note:** Once you add authors, there are up/down arrows to the far right of each author entry, which allow you to move authors up and down (order them) as needed.

To copy and paste or drag using the Pasteboard feature: open Pasteboard in the top section of the left-hand navigation, copy text from your vita or listing, then drag and drop text into the form fields. See the instructions in the Guide on the opening page (or Click here).
Following are the Scholarship/Research screens for:

- Intellectual Property,
- Presentations
- Research Currently in Progress.
- **Editorial and Review Activities** can be found and entered under the “Service” heading below Scholarship/Research.
- **For each of these screens:** A date is needed or your record will not be selected.

<table>
<thead>
<tr>
<th>Scholarship/Research</th>
<th>Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please enter your scholarship, research, and creative activities via the links below. Note that &quot;Intellectual Contributions&quot; include the full range of scholarly work. &quot;Presentations&quot; include scholarly and/or professional papers etc. at conferences or meetings. Select &quot;No Works to Report for Calendar Year&quot; if you have no activities to submit, then continue to verification screen.</td>
<td>Editorial and Review Activities</td>
</tr>
<tr>
<td>Artistic and Professional Performances and Exhibits</td>
<td>University</td>
</tr>
<tr>
<td>Contracts, Grants and Sponsored Research</td>
<td>Professional</td>
</tr>
<tr>
<td>Intellectual Contributions</td>
<td>Public</td>
</tr>
<tr>
<td>Intellectual Property (e.g., copyrights, patents)</td>
<td></td>
</tr>
<tr>
<td>Presentations</td>
<td></td>
</tr>
<tr>
<td>Research Currently in Progress</td>
<td></td>
</tr>
</tbody>
</table>
7. **Intellectual Property**

Edit Intellectual Property (e.g., copyrights, patents)

- **Patent or Copyright**
- **Patent Title**
- **Patent/Copyright Number/JD**
- **Patent Type**
- **Patent Nationality**
- **If Patent Cooperation Treaty, List Nations**

Inventors

Please either select a person from the drop-down list or enter their name in the input fields.

<table>
<thead>
<tr>
<th>People at Lehman College - CUNY</th>
<th>First Name</th>
<th>Middle Name/Initial</th>
<th>Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rhem-Jackson, Deborah (deborah.rhemJackson)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Select the number of inventor rows to add: 1

- **If patent has been licensed, to whom?**
- **If patent has been assigned, to whom?**
- **Supporting Material** No File Stored
- **Date Submitted to University**
- **Date of Patent Application**
- **Date Patent Approved**
- **Date Licensed**
- **Renewal Date**
8. **Presentations:**
Please complete fields for Presentation type, conference name, sponsoring organization, and indicate:

- Was this peer-reviewed/refereed?
- Published in Proceedings?
- Invited or Accepted?
- **For Date:** A date is needed or your record will not be selected.

[Image of a form for adding presentations]

9. **Research Currently in Progress**

- **Title**
- **Description**

**Collaborators**

Please either select a person from the drop-down list or enter their name in the input fields.

- **Name**
- **Institution/Company**
- **If a student, what is his/her level?**

Select the number of collaborator rows to add: 1

- **Status**
- **Research Type**

10. **Editorial and Review Activities**

- **Title of Publication Reviewed/Edited**
- **Organization/Committee**
  - **Position/Role**
  - **Audience**
  - **Nature of Reviews**
  - **Elected/Appointed**
  - **Number of Items Edited or Reviewed**
  - **Approx. Number of Hours Spent per Year**
  - **Academic or Professional?**
  - **Responsibilities/Brief Description (30 Words or Less)**

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.

- **Start Date**
- **End Date**