The University of Texas at San Antonio

Digital Measures

Documenting Your Career with Digital Measures

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UTSA Official Vita User’s Manual – Documenting Your Career with Digital Measures

In this manual you will find:

I. How to log in to Digital Measures.
II. How and where to add and/or edit items to document your career activities, accomplishments and achievements.
III. General information about using Digital Measures.
Table of Contents

Introduction ........................................................................................................................................ 1
Log in to Digital Measures.................................................................................................................. 1
Overview of Working in Digital Measures ....................................................................................... 1
Manage Your Activities .................................................................................................................... 1
General Guidance for Data Entry ..................................................................................................... 3
Time-Saving Tips and Information: .................................................................................................. 4
  • Search:........................................................................................................................................ 4
  • Import Citations ............................................................................................................................. 5
  • Updating Status ............................................................................................................................. 5
  • Enabled/Disabled Accounts .......................................................................................................... 5
  • Read Only ...................................................................................................................................... 5
  • Locked .......................................................................................................................................... 5
  • Other ........................................................................................................................................... 5
  • Dates ............................................................................................................................................ 5
  • Text Box Expansion ...................................................................................................................... 6
  • Punctuation: ................................................................................................................................. 6
  • Special Characters ....................................................................................................................... 6
  • Spell-Check ................................................................................................................................... 6
Location of Faculty Activities on the ‘Activities’ Screen ................................................................. 7
General Information Section........................................................................................................... 7
  Personal and Contact Information .................................................................................................. 7
  Administrative Data: ....................................................................................................................... 7
Academic, Government, Industry, Military and Professional Positions: ........................................ 8
  Administrative Assignments: .......................................................................................................... 8
Awards, Honors, Endowed Positions, and Biographical Listings: ................................................ 8
  Consulting: ...................................................................................................................................... 8
Consulting: ....................................................................................................................................... 8
Education and Faculty Credentialing: ............................................................................................. 9
External Connections and Partnerships: ........................................................................................... 9
Faculty Development Activities Attended: ....................................................................................... 9
Licensures and Certifications: ........................................................................................................ 9
Media Contributions: .................................................................................................................... 10
Professional Memberships: ............................................................................................................ 10
Teaching Section ............................................................................................................................ 10
Scheduled Teaching: ...................................................................................................................... 10
Directed Student Learning (e.g., theses, dissertations): ............................................................... 11
Other Instructional Activities: ....................................................................................................... 12
Academic Advising: ....................................................................................................................... 12
Student Evaluations of Teaching: ................................................................................................ 13
Workload Information: .................................................................................................................. 13
Scholarship/Research/Creative Works Section ............................................................................ 13
Guidance pertaining to all screens under the Scholarship/Research/Creative Works section ....... 13
  • For those who publish (or have published) under an alternate name ................................... 13
  • For those who have published with a collaborator whose DM account is now disabled ....... 14
Artistic and Professional Performances and Exhibits: ............................................................... 14
Contracts, Fellowships, Grants, Sponsored Research and Residencies: .................................. 15
Intellectual Contributions: .......................................................................................................... 16
Intellectual Property (e.g., copyrights, patents) ........................................................................ 17
Presentations ............................................................................................................................... 17
Service Section ............................................................................................................................. 19
GENERAL NOTE ........................................................................................................................ 19
Department .................................................................................................................................... 19
College .......................................................................................................................................... 19
University ..................................................................................................................................... 20
UT System ..................................................................................................................................... 20
Professional: .................................................................................................................................. 20
Public .............................................................................................................................................. 20
Faculty Reports and Evaluations Section .................................................................................... 20
Faculty Workload Distribution Agreement: ................................................................................. 21
Annual Report Summary .............................................................................................................. 21
Archived Reports .......................................................................................................................... 21
Faculty Acknowledgement of Evaluation/Comments ................................................................. 21
Other Screen Guidance ............................................................................................................ 22
Rapid Reports .......................................................................................................................... 24
PasteBoard ............................................................................................................................... 24
Manage Data ............................................................................................................................ 25
Reports .................................................................................................................................... 25
Create a New Report ............................................................................................................... 26
Logging Off and Automatic System Time Out ....................................................................... 26
UTSA OFFICIAL VITA USER’S MANUAL

Introduction

This UTSA Official Vita User’s Manual is organized to aid you in entering and editing your academic accomplishments, achievements, and activities in Digital Measures. While the data entered in DM is available to you for a variety of reports, this manual focuses on entering data that will populate your “UTSA Official Vita” (a DM report you can generate). General advice and instructions are provided on the first six pages of the manual. Starting on page seven, the manual provides instructions for each category and subcategory about which you can report, in the order they are listed on the DM home page (Manage Activities). Information about compiling your vita, other utilities, printing the vita, and logging off follows. For instructions on generating a copy of your UTSA Official Vita, see page 25.

Log in to Digital Measures

- In the address field of your preferred browser, type: http://my.utsa.edu.
- Locate and click on Digital Measures under Faculty/Staff Resources listings on my.utsa.edu.
- You will be taken to the Digital Measures landing page. (You may wish to save this landing page to your Favorites or Bookmarks in your preferred browser.)
- From the landing page, click on the orange UTSA Digital Measures button on the upper right side of the page to reach the Digital Measures log-in page.

- Log in using your myUTSA ID (abc123) and passphrase.

Overview of Working in Digital Measures

The menu bar across the top of the Digital Measures home page displays the utilities available to you, based on the type of access you have. Faculty, staff, and administrators have different types of access, so the menu bar may be slightly different in each case.

Manage Your Activities

This is the default page that Digital Measures will open when you sign in as a faculty member. For nonfaculty department and college administrative staff, DM will open to the Manage Data page. To
enter data for a faculty member, select the faculty member for whom you wish to manage data, using the “User” field. (Click on the down arrow to see your options.) Select the appropriate faculty member and click [Continue]. That faculty member’s ‘Manage Activities’ page will then display.

Activities are grouped logically from the viewpoint of the university faculty member. There are:

- 13 screens in the General Information section
- 6 screens in the Teaching section
- 6 screens in the Scholarship/Research/Creative Works section
- 6 screens in the Service section
- 4-6 screens in the Faculty Reports and Evaluations section (depending on permission level)

*(See the UTSA Annual Report User’s Manual under ‘Resources’ on the Digital Measures landing page for instructions on using screens in this section.)*

Depending on your DM role (Faculty, Department, Administrator, etc.), you may not have access to every screen in DM; therefore, your DM home page may display fewer (or more) screens than in the screen shot above. Also, the entire home page may not display on your device at one time, depending on your computer settings; you may need to scroll down to view the sections at the bottom of the screen. If you are faculty, when you are working in Digital Measures, you can always return to this page by clicking ‘Activities’ in the top menu bar.
General Guidance for Data Entry

The Manage Activities screen is the starting point for entering your activities and accomplishments. You will enter activities by creating new records under the appropriate screen. Links to each of the screens appear on the Manage Activities page (the first screen you see when you open Digital Measures). When you first visit this page, you should spend a few minutes familiarizing yourself with the links that will take you to the different screens where you will enter your activities.

- To access a screen, click on its name (for example: Awards, Honors, Endowed Positions, and Biographical Listings or Intellectual Contributions).
- The activity’s summary screen will open to display a list of the records that are already stored for that activity, if there are any. In the example shown in the screen below, two records are displayed on this user’s Intellectual Contributions summary screen.
- There are four potential actions you can take from an activity’s summary screen (as illustrated with color coding below).

  - To **add** a new record in a given activity, click the [+Add New Item] button at the top right side of the screen. A new unfilled screen will open where you can enter information. *In the Intellectual Contributions screen shot above, you can see that there is also an option for [+Import]. This option is only available on the Intellectual Contributions screen and is discussed in full on page 16.)*

  - To **view and/or edit** an existing record, click on the name of the record. The screen for the entry will open to allow changes.

  - To **copy** an existing record, click the box to the far right of the item and then click the [Duplicate] box at the top right side of the screen. This will create and open an exact duplicate of the selected record. You may then edit and change the duplicate entry before saving it. This feature may be helpful if you have similar records and don’t want to retype duplicate information. (For instance, if you publish two chapters in the same book, you could enter all information for one chapter, save the record, and then copy the record. When the duplicate record opens, make the changes necessary for the second chapter and save that record.)
To delete a record, click the box to the far right of the entry and then click the trashcan icon at the top right side of the page. A dialogue box will open asking if you are sure you want to delete the item. When you click on [Delete] the item will be deleted.

Once you have added, edited, or copied an item, you will save (or cancel) your actions, using one of the three buttons found in the top right portion of the entry screen.

To save the record, click the [Save] button. The record will be saved and you will return to the summary screen for the activity. If you then wish to enter information in a different screen, click the Activities in top menu bar and you will return to the DM home screen where you can select another activity.

If you need to add more of the SAME type of activity, click the [Save + Add Another] button. This will save your work and open a new blank data entry screen for the same type of activity.

If you are just browsing a screen or change your mind and do not want to save your work, click the [Cancel] button. This will cancel the screen without saving and return you to the activity’s summary screen. If you have entered any data, a dialog box will ask if you are sure you want to leave the page without saving your changes.

Time-Saving Tips and Information:

- **Search:** You can do a search from the DM home screen, as well as each summary screen in Digital Measures. (The Personal and Contact Information and Permanent Data screens are single records and therefore do not have summary screens.) The “Search” window is located to the left under the top menu bar and allows you to search using one or more words that appear in a record. You can search all of your DM records using the search feature from the DM home page (Activities page), or you can search the records for each specific activity (i.e., Intellectual Contributions). Click on the activity (i.e., Intellectual Contributions) and you will notice the search bar says “Search Intellectual Contributions...” This can be especially helpful when you have numerous publications and are looking for a specific article; you can search by any word(s) that might appear in the title, the abstract, the publisher, the dates or any other field for that record.

For instance, if you published a journal article in the 1980s and you wish to pull up that particular record on your Intellectual Contributions screen, but can’t remember the year or the title, you could search by your co-author’s name, or the name of the publisher, or a keyword or keywords that you remember from the title. (Please keep in mind, if you have multiple publications with a co-author and you search on his/her name, DM will return all of the publication records that contain the co-author’s name.) If you are uncertain which screen to search, you can search from the main Activities page. This will search the entire database.
• **Import Citations:** This feature allows you to import your publication citations directly from other online publication databases or reference managers. See page 17 for more information and instructions.

• **Updating Status:** It is important to update the current status of items in the Scholarship/Research/Creative Works section of DM as changes in status occur. If you originally entered an article with a status of “submitted”, once it is accepted you should edit the record for that article and change the status. You should do the same for each step of the article’s progress. Once it is published, you should change the status to reflect that, and update all the pertinent fields with publication information.

• **Enabled/Disabled Accounts:** When using DM (specifically, when running reports), you will notice there are times that you have the option of including accounts which are “Enabled Only,” “Disabled Only,” or “Enabled and Disabled.” Faculty who are active in Banner for the present term have enabled accounts. Faculty who are inactive in Banner for the present term, or who are no longer at the university, have disabled accounts.

Those whose accounts are disabled in Digital Measures will appear in drop-down lists and reports with a “zz” in front of their name. This can create a minor issue for faculty members who have collaborated with other faculty who are no longer active in DM; on the vita or annual report, citations that include the inactive faculty member will display with the “zz” in front of the name. There is a workaround for this situation, which can be found on page 14 of this manual.

• **Read Only:** Read-only items have a red superscript (R) next to the field title. Faculty may view these items, but not edit or delete them. If read-only items need revision, contact your department administration. Administrative staff within your college/department with the appropriate permissions may be able to make changes to these items directly in Digital Measures.

• **Locked:** Locked items (indicated by a gray lock icon) are similar to read-only items; users can view but cannot edit or delete them. The data in these fields has been uploaded from other UTSA databases, such as Banner or PeopleSoft. An example of a set of locked items is the information about your courses in the “Scheduled Teaching” screen. If a locked item needs revision, contact your department administration. Administrative staff within your college/department may be able make the revisions within the appropriate UTSA system, which will then be automatically updated after the next Digital Measures ‘refresh,’ or may need to contact the UTSA Digital Measures Administrator to discuss needed corrections.

• **Other:** Throughout DM, if you choose the “Other” option from a drop-down list, be sure to fill in the “Explanation of Other” field below it, or the information will be blank on the vita and other reports.

• **Dates:** Throughout DM, where there is a date range to choose and an activity is ongoing, leave the “End Date” field blank. Digital Measures will assume the activity is ongoing and insert the word “Present” on your vita and reports when no end date is indicated. If an activity took place on one day, one month, or one year, leave the “Start Date” field blank and complete only the appropriate “End Date” field(s). This date will display on your vita and/or annual report.

Most screens with date fields will require you to complete at least one date field to save the record. You may complete the year; the month and the year; or the month, day and year. If the screen requires a date to be entered, you will be prompted if you attempt to save the screen without doing so.
**Text Box Expansion**: When entering records in DM, you can expand some text boxes to make entering large amounts of text easier. To do so, click and drag the bottom right corner of the text box. (See screen shot below.) Some text boxes within DM note to use 30-50 words or fewer in the description. This is only a recommendation. The text boxes can be expanded to hold up to 20,000 characters.

**Punctuation**: When entering data into fields for titles of publications or presentations, do not include formatting-type punctuation in those fields, unless the punctuation occurs within the title. Do include commas, a colon, a dash, etc. in the title if such punctuation is part of the title, but do not enter quote marks around the title or periods/commas after the title. The vita is set up to format the information appropriately. Any additional punctuation that you include outside the title will result in duplicate punctuation marks on the vita.

**EXAMPLES:**

**Correct:**
- San Antonio: America’s Unique City
- San Antonio – America’s Unique City

**Incorrect:**
- All of the following (note punctuation outside the title itself):
  - “San Antonio: America’s Unique City”
  - San Antonio: America’s Unique City.
  - San Antonio: America’s Unique City,

**Special Characters**: When you need to use a special character in a text field, such as a Greek letter, a superscript, or a subscript, you must copy and paste the character or symbol from a separate Word document, following these steps:

1. **Open a Word document.**
2. Click on the Insert tab near the top left of the screen.
3. Click on the small down triangle to the right of the blue “Ω” icon above the word “Symbols” found on the far right side of the toolbar to see your choices. (You may have to click on it twice to open the pop-up box.)
4. If the symbol is not in the original pop-up box, click on “More Symbols” at the bottom of the pop-up box, then scroll until you find the symbol you need.
5. Click on the symbol you have chosen and it will be inserted into your open Word document.
6. Copy the symbol from the Word document and paste it either directly in the appropriate DM text field or in the PasteBoard (see below).

**Spell-Check**: Google Toolbar ([http://toolbar.google.com](http://toolbar.google.com)) and Yahoo Toolbar ([http://toolbar.yahoo.com](http://toolbar.yahoo.com)) are two applications that have spell-check. These applications work with
all of the websites you use, not just Digital Measures, allowing you to use the words you add to your custom dictionary with all sites you visit.

Location of Faculty Activities on the ‘Activities’ Screen

The following pages identify where specific activities should be entered in Digital Measures. The descriptions follow the order of the options found on the Activities screen. Familiarize yourself with the screens described below, including the different options available in drop-down lists, to make sure you are entering and/or selecting the correct elements.

General Information Section

Personal and Contact Information:

This is a self-explanatory screen and the information is useful for a variety of reporting purposes.

- Some of the text fields on this screen are editable, such as: Prefix, Suffix, Full Name for UTSA Vita Header (if different from above), etc. In the lower portion of the screen there are boxes for you to enter a “Brief Biography,” “Undergraduate Courses Taught,” and “Graduate Courses Taught,” along with teaching and research interests. If you wish for this information to appear on your vita, you will need to complete the fields on this page. (NOTE: Courses you have taught will not be included on your vita unless they are entered on this screen. Courses from ‘Scheduled Teaching’ that occur in the pertinent time period will appear on your faculty annual report, but not your vita.)
- If you want items in these text fields to appear as a list, be sure to type them as a list; they will display on your vita in the format in which you type them on the Personal and Contact Information screen.
- If desired, you can store your photograph by using the link at the bottom of the page to access a photo file.

Administrative Data:

Permanent Data: This has important benchmark dates in your career. Note that the items in this field are locked. This means that you cannot edit these items; however, administrative staff in your department should have access to make changes on the ‘Permanent Data’ screen. If any of the information on your ‘Permanent Data’ screen is incorrect or incomplete, please contact your department administration to discuss and make changes as appropriate and supportable.

Yearly Data: You will have a record for each academic term you are active faculty. The information in ‘Yearly Data’ is automatically loaded from your current year’s appointment, but there are additional fields on the screen that can be completed.

- If you are a member of the Graduate Faculty, check “Yes” in the drop-down list.
• The AACSB information in the lower half of the screen is only relevant to College of Business faculty. Note that all the AACSB information is marked read-only and can only be entered by the COB dean’s office rather than by the faculty member.

**Academic, Government, Industry, Military and Professional Positions:**

This screen should be used to enter UTSA and non-UTSA university teaching positions, as well as other professional positions you have held. It should also be used to enter P-12 teaching positions (useful for COEHD) and nonacademic positions held, [current and past].

• Faculty should use this screen to enter all experience information consistent with academic and nonacademic faculty credentialing information. Each job or experience should be entered separately.
• Remember that leaving the “End Date” field blank will display as “Present” on the vita and reports.
• Be sure to click the appropriate [Save] button.

**Administrative Assignments:**

If you have held or are holding an administrative assignment at UTSA or another institution, use this screen.

• Review the drop-down list for positions that fall into this category.
• Add each administrative position separately.
• Be sure to click the appropriate [Save] button.

**Awards, Honors, Endowed Positions, and Biographical Listings:**

Use this screen to provide details about your internal and external recognitions. This information is occasionally requested by government entities or UT System.

• Add each item separately.
• Be sure to click the appropriate [Save] button.

**Consulting:**

Use this screen to provide details about all of your consulting engagements (paid and pro-bono).

• Record each engagement separately.
Education and Faculty Credentialing:

This screen is used to collect faculty qualification information for reporting to UTSA’s official accrediting body, the Southern Association of Colleges and Schools Commission on Colleges. It also contains information about your completed degrees for your official UTSA vita.

You cannot modify this screen but can view the information. Degree information is entered by your department administration (based on official transcripts) and verified by your department chair and dean; if it is incorrect or incomplete, please notify your department administration.

External Connections and Partnerships:

This screen should be used to describe activities you have engaged in that build relationships between UTSA and other entities, and which are not appropriate for another area of the vita. Therefore, use this screen only when your accomplishment does not fit elsewhere.

It should NOT be used in lieu of Academic, Government, Industry, Military and Professional Positions (above), Faculty Development Activities Attended, Licensures and Certifications, Media Contributions, or Professional Memberships or for any of the Teaching, Scholarship/Research/Creative Work, or Service activities below.

- Record each instance separately.
- Be sure to click the appropriate [Save] button.

Faculty Development Activities Attended:

Use this screen to describe activities that have enhanced your skills as a UTSA faculty member, such as workshops, continuing education courses, etc.

- Record each activity separately.
- Be sure to click the appropriate [Save] button.

Licensures and Certifications:

Use this screen to record all formal licenses and certificates you hold or have held.

- Enter each certification or license separately.
- The date obtained will be the date you first received this license/certificate.
• The expiration date is self-explanatory. (Remember, leaving the “End Date” blank will display as “Present” on your vita and reports.)
• Add each item separately.
• Be sure to click the appropriate [Save] button.

**Media Contributions:**

Use this screen to provide details about all of your media activities (TV, radio, newspaper, magazine, internet, other).

• Select the type of medium in which your activity occurred from the drop-down list.
• Type the other information into the text fields.
• Record each activity separately.
• Be sure to click the appropriate [Save] button.

**Professional Memberships:**

Use this screen to identify memberships that do not fall under the Professional or Public Service screens. An example might be membership in an organization through which you might be able to obtain faculty or professional development, but which you are not otherwise involved. If you contribute to the activities of the organization, use one of the two service screens.

• Record each membership separately.
• Be sure to click the appropriate [Save] button.

**Teaching Section**

**Scheduled Teaching:**

The courses that you teach are automatically loaded from Banner/ASAP each semester, both organized classes (specific time, day, location) and other classes (such as an Independent Study). Each course is displayed separately by semester. To view the information for a course (and/or to do a limited amount of editing), click on the name of the course from the summary screen. The gray lock icon beside some items means that information is uploaded from another university source and cannot be edited. However, there are also selections and information that can be entered by you.

• Make the appropriate selection from each drop-down list in the editable fields, if you wish.
• There are three text fields where you can provide detailed information regarding your teaching of the course. **Important Note:** This information will display on your annual report, and is therefore a good place for highlighting your teaching accomplishments for specific courses.

  o Pedagogical innovations you introduced to the course that semester
  o New teaching material you developed for the course that semester
  o Activities in your course that enhanced student learning and/or contact with the community

**TIP:** Take advantage of these text fields. While the memory of your teaching experience for the course is fresh, provide a description in each of the text fields that applies. This information will not appear on the vita. However, it **will** display prominently in your annual report; it will serve as a reminder of special accomplishments for each course and will help you document your contribution to the mission of the department when you complete the UTSA Faculty Annual Report.

If desired, or if your department requires that you do so, you may attach a copy of your syllabus:

  o Click on the [Choose File...] button,
  o Browse until you find the syllabus, then
  o Click on the file you wish to upload.
  o It will be available for future reference.

• Be sure to click the appropriate [Save] button.

**Directed Student Learning (e.g., theses, dissertations):**

This screen is for entering information about dissertation or thesis committees on which you serve or which you chair, as well as any internships or research you oversee, and/or any publications by your students on which you were not an author. You should include this information for students you are working with now and those you have worked with in the past.

• Select “Involvement type” from the drop-down list;

• If you choose “Other” from the drop-down list, also complete the “Explanation of Other” field, or your role will be blank.

• Fill out the fields in which you can provide information about the student with whom you are working.

  o Student’s name
  o Home Department (This is the department for the degree, not the specific degree.)
  o Title of the student’s work
  o Course reference (select if you are the instructor of record only)
  o Stage of completion
  o Comments
  o Date started
Date completed

- The information you enter in the Description field will **not** appear on your vita but **will** appear on your annual report.

- If the student(s) with whom you worked or are working **did not** or will **not** earn academic credit use “Other Instructional Activities” below.

- Be sure to click the appropriate [Save] button.

**Other Instructional Activities:**

This screen is reserved for any other instruction-related activities in which you engaged that are not recorded in the previous two categories. This includes workshops you offered, guest lectures, etc. Make sure the activity in which you have engaged does not fall into either of the two Teaching screens above.

- Select the appropriate activity from the drop-down list. (If you choose “Other,” don’t forget to provide an explanation.)

- Provide other information related to the activity as appropriate, such as
  - Audience
  - Sponsoring organization
  - Number of participants
  - Academic or professional instruction

- The information you enter in the Description field will **not** appear on your vita, but **will** appear on your annual report.

- Be sure to click the appropriate [Save] button.

**Academic Advising:**

This screen should be used by faculty who are assigned as the undergraduate or graduate advisor of record.

- Enter information about the number of students you advised.

- The information you enter in the Description field will **not** appear on your vita, but **will** appear on your annual report.

- Be sure to click the appropriate [Save] button.
Student Evaluations of Teaching:

The summary evaluation of teaching information from each course found on this screen is automatically loaded from UTSA's official student evaluations of teaching reports.

You cannot modify the screen but you can view the information. If the information is not consistent with the report you received for a course, notify the Digital Measures Administrator at digitalmeasures@utsa.edu. This information will not appear on your vita, but will appear on your annual report.

Workload Information:

Workload credits and justifications for being below the minimum workload requirements by term (in compliance with Regents’ Rule 31006) are found on this screen.

The workload information on this screen is entered by your college/department administrative staff. You cannot modify the screen but can view the information. If the information is incorrect, please notify your department administration.

Scholarship/Research/Creative Works Section

Guidance pertaining to all screens under the Scholarship/Research/Creative Works section.

- For those who publish (or have published) under an alternate name:

When you enter a record into any of the screens under the Scholarship/Research/Creative Works section, by default you will be the first performer/investigator/author/presenter listed. Your name will display as the name by which you are officially known at UTSA (uploaded from PeopleSoft). In cases where you may publish (or have published) under a different name, you can alter the name that will display on DM reports (including your vita) for the record you are entering.

In the boxes to the right of where your name appears, type the name you wish to use for that citation. (Screen shot on next page) Your vita and reports will display that entry with the alternate name. (Note: This will only affect the record for which the information is entered. The information must be entered into each record for which you want this name to be displayed. You may edit existing records to make this adjustment.]
For those who have published with a collaborator whose DM account is now disabled:

You may have a record(s) on a Scholarship/Research/Creative Works screen(s) listing a collaborator whose DM account is disabled. (DM accounts are disabled when a faculty member is listed as inactive in Banner for the current term or has left the university.) Disabled accounts in DM are designated with a “zz” preceding the last name; therefore, on any reports on which the inactive faculty member may be listed as a collaborator, his/her name will display with a “zz” in front of it. You may notice this when you run your vita or annual report. If you don’t wish for the “zz” to appear, there is a way to correct it. You should locate the record(s) in DM where the collaborator appears. (You may wish to use the Search function to help you locate all the records.) Then you will edit the record(s) by removing his/her name from the box it is in (click the small gray ‘x’ to the right of the name) and manually entering the correct name in the boxes for First Name, Middle Name/Initial, and Last Name. Be sure to click the appropriate [Save] button when your edits on a record are complete.

Artistic and Professional Performances and Exhibits:

Use this screen to describe artistic activities/works (fine art, music, theatre, etc.).

- Be sure to complete all the fields related to each activity to fully describe your work. Some fields assist with appropriate placement of the item on the vita; others are reflected in your annual report.

- Select a “Current Status” or it will appear as on ‘orphan’ item by itself on the vita. As the work changes status (from “In Preparation” to “Submitted,” for example), be sure to edit the record to update the status.
• To identify others who worked with you on the performance/exhibit, click on the “Add another Performer/Exhibitor/Lecturer” link. If the co-contributor is at UTSA, you may select her or his name from the “Select or type a name” drop-down list on the left. (Start typing the first letter of the last name to move through the list more quickly.)

Alternatively, or if the co-contributor is not at UTSA, you may type the name in the blank fields below the “First Name”, “Middle Name/Initial” and “Last Name” captions to the right of the drop-down list. We strongly recommend entering co-contributors in this manner, because if the co-contributor leaves the university or becomes inactive, you will not have an issue with the ‘zz’ designation (for disabled DM accounts) displaying on your reports (explained on page 14).

You can reorder the names to designate a first contributor other than yourself by clicking on the up and down arrows on the far right side of the titles “1st Performer/Exhibitor/Lecturer”, “2nd Performer/Exhibitor/Lecturer”, etc. Click the up arrow to move a person’s name up or the down arrow to move a person’s name down. You must wait for the name to move before clicking it up or down to move it into a higher or lower position in the list. Names will appear on the vita in the order that you designate. You may also remove a contributor by clicking on the trashcan icon next to the up/down arrows.

• WARNING: Be sure to select if the entry is peer-reviewed, refereed, or juried from the drop-down list for that description. Otherwise it will display under a subheading as “non-refereed” on your vita.

• Identify any Areas of Collaborative Excellence into which the work falls.

• Be sure to click the appropriate [Save] button.

Contracts, Fellowships, Grants, Sponsored Research and Residencies:

Use this screen to describe your activities/works that are supported by outside funding.

• Be sure to complete all the fields related to each activity to fully describe your work. Some fields assist with appropriate placement of the item on the vita and/or are reflected in your annual report.

• Please identify others who worked with you on the proposal by clicking on the “Add another Investigator” link.
  
  o See detailed instructions for adding collaborators under “Artistic and Professional Performances and Exhibits” (first bullet, page 15); the process is the same for all screens under the Scholarship/Research/Creative Works section.

• When the status of the item changes, be sure to edit the item and select the new status from the drop-down list (for example, from “Submitted” to “Completed”), so that the item is appropriately identified on your vita and annual report.

• Be sure to click the appropriate [Save] button.
Intellectual Contributions:

Use this screen to describe nonartistic or nonmusical written works.

- Be sure to complete all the fields related to each activity to fully describe your work, with one exception – the AACSB classification field should be completed by faculty in the College of Business only. Some fields assist with appropriate placement of the item on the vita and/or are reflected in your annual report.

- Select a “Current Status” or it will appear as on ‘orphan’ item by itself on the vita. As the work changes status (from “In Preparation” to “Submitted,” for example), be sure to edit the record to update the status.

- Please identify any co-authors by clicking on the “Add another Author” link.
  - See detailed instructions for adding collaborators under “Artistic and Professional Performances and Exhibits” (first bullet, page 15); the process is the same for all screens under the Scholarship/Research/Creative Works section.

- WARNING: Be sure to select if the entry is peer-reviewed, refereed, or juried from the drop-down list for that description. Otherwise it will appear as “non-refereed” on your vita.

- Identify any Areas of Collaborative Excellence into which the work falls.

- Be sure to click the appropriate [Save] button.

Importing Citations:
Importing your citation information will populate the fields of the Intellectual Contributions screen automatically. With just a few quick clicks, you can import citations of your publications into Intellectual Contributions from online reference management systems such as EndNote, Mendeley, HeinOnline, Google Scholar, RefWorks, Zotero, Web of Science, Crossref or PubMed. You can choose to:

- Export the record as a BibTeX file, which can then be imported into Digital Measures, or

- Directly import items from Web of Science, Crossref or PubMed.

To use the import feature, click on the [Import] box at the top of the Intellectual Contributions summary screen. This will take you to a screen where you can choose Import from a BibTeX file or Import from a Third Party. (For more extensive directions on importing citations, click the question mark symbols next to Import from a BibTeX file or Import from a Third Party.) (Screen shot on following page.)
Important Note: Once you have imported a citation or citations, please review each record for accuracy. For peer-reviewed or –refereed items, insure that they are so indicated. Not all citation databases provide that information in the exported citations.

**Intellectual Property (e.g., copyrights, patents):**

Use this screen to describe intellectual property for which you hold a patent, copyright or similar protection. If the work is in progress and has not yet been submitted, you may use the “Scholarship/Research/Creative Works Currently in Progress” screen described on P. 19.

- Be sure to complete all the fields related to each activity to fully describe your work. Some fields assist with appropriate placement of the item on the vita and/or are reflected in your annual report.

- Please identify any additional inventors on the patent/copyright by clicking on the “Add another Inventor” link.
  
  - See detailed instructions for adding collaborators under “Artistic and Professional Performances and Exhibits” (first bullet, page 15); the process is the same for all screens under the Scholarship/Research/Creative Works section.

- Be sure to click the appropriate [Save] button.

**Presentations:**

Use this screen to describe your presentations.

- Be sure to complete all the fields related to each activity to fully describe your work. Some fields assist with appropriate placement of the item on the vita and/or are reflected in your annual report.

- Please identify any co-presenters/authors by clicking on the “Add another Presenter/Author” link.
o See detailed instructions for adding collaborators under “Artistic and Professional Performances and Exhibits” (first bullet, page 15); the process is the same for all screens under the Scholarship/Research/Creative Works section.

- When the status of the item changes, be sure to edit the item and select the new status from the drop-down list (for example, from “In Preparation” to “Submitted”), so that the item is appropriately identified on your vita and in your annual report.

- If your presentation results in publication in conference proceedings or elsewhere, please create a separate record for the publication under ‘Intellectual Contributions.’

- Be sure to click the appropriate [Save] button.

Scholarship/Research/Creative Works Currently in Progress:

You may choose to use this screen to describe works or research that have not yet been submitted for exhibit, performance, publication, protection or presentation. Alternatively, you may prefer to enter the works under the appropriate Scholarship/Research/Creative Works screen (i.e., Intellectual Contributions) with a Current Status of “In Preparation” or “In Progress.” It is probably more efficient to enter the work in that manner so that as the work is submitted, reviewed, accepted, etc., you need only update status and dates for that particular record. Please enter the information on one screen or the other, i.e., either ‘Scholarship/Research/Creative Works Currently in Progress’ or ‘Intellectual Contributions.’ You should not create a record for the same work on both screens.

- Be sure to complete all the fields related to each activity to fully describe your work. Some fields assist with appropriate placement of the item on the vita and/or are reflected in your annual report.

- Please identify any other collaborators by clicking on the “Add another Collaborator” link.

  o See detailed instructions for adding collaborators under “Artistic and Professional Performances and Exhibits” (first bullet, page 15); the process is the same for all screens under the Scholarship/Research/Creative Works section.

- Be sure to click on the appropriate [Save] button.

If you choose to use the Scholarship/Research/Creative Work in Progress screen to record unsubmitted works or research, once you submit, exhibit, perform, publish or present the item, it needs to be moved from the Scholarship/Research/Creative Work in Progress screen to the appropriate screen for the activity. You can use the PasteBoard tool to assist you in moving the data.

- From the Scholarship/Research/Creative Work in Progress summary screen, click on the item that has been submitted to open the record.

- Then click on [PasteBoard] on the right side under the top menu bar. A pale yellow box will open at the bottom right side of your screen. Copy/paste all the descriptions from the record
onto the PasteBoard. (Copy text from each field one at a time; drop-down information cannot be copied.)

- After you have copied everything you wish to move, click Activities in the menu bar, then click the appropriate screen in the Scholarship/Research/Creative Work section, and select [+Add New Item].
- Copy the information from the PasteBoard into the appropriate fields in that screen, using copy/paste or drag-and-drop.
- To avoid losing and having to retype information from scratch, do not delete the item from the Scholarship/Research/Creative Work in Progress summary screen until you are sure you have copied and saved all of the information in the new screen. Once you are sure everything has been moved, delete the original record by going back to the Scholarship/Research/Creative Work in Progress summary screen, checking the box to the far right of the item to be deleted, and clicking on the trashcan icon in the top right portion of the screen.

Service Section

GENERAL NOTE: For Service screens, you may enter the service once and identify the date fields that apply. However, during those periods when you have served in an official role(s) (chairperson, president, etc.), rather than only as a member of an organization, enter the service for that ‘official’ time period separately, to stress the higher level of service required.

Department:

Use this screen to describe the service you provide(d) to your academic department at UTSA and/or any other universities prior to joining UTSA.

Familiarize yourself with the screen, including the drop-down lists. Fill in all blank fields and select appropriate drop-down list descriptions. Be sure to click the appropriate [Save] button when finished.

College:

Use this screen to describe the service you provide(d) to your college at UTSA and/or any other universities prior to joining UTSA.

Familiarize yourself with the screen, including the drop-down lists. Fill in all blank fields and select appropriate drop-down list descriptions. Be sure to click the appropriate [Save] button when finished.
**University:**

Use this screen to describe the service you provide(d) to UTSA and/or any other universities prior to joining UTSA.

Familiarize yourself with the screen, including the drop-down lists. Fill in all blank fields and select appropriate drop-down list descriptions. Be sure to click the appropriate [Save] button when finished.

**UT System:**

Use this screen to describe the service you provide(d) to The University of Texas System and/or to any other university system prior to joining UTSA.

Familiarize yourself with the screen, including the drop-down lists. Fill in all blank fields and select appropriate drop-down list descriptions. Be sure to click the appropriate [Save] button when finished.

**Professional:**

Use this screen to describe the service you provide(d) outside of the University or the System related to your professional expertise. It should be used for service while employed by UTSA and for service prior to joining UTSA.

Familiarize yourself with the screen, including the drop-down lists. Fill in all blank fields and select appropriate drop-down list descriptions. Be sure to click the appropriate [Save] button when finished.

**Public:**

Use this screen to describe the service you provide(d) to organization/entities not related to your academic discipline or professional expertise. Examples might be president of the PTA, Little League Coach (assuming your discipline is not athletics), etc. It should be used for service while employed by UTSA and/or for service prior to your joining UTSA.

Familiarize yourself with the screen, including the drop-down lists. Fill in all blank fields and select appropriate drop-down list descriptions. Be sure to click the appropriate [Save] button when finished.

**Faculty Reports and Evaluations Section**

Depending on your type of access, 4-6 screens will display under this section of your Activities page. For faculty, the screens which display are:
Faculty Workload Distribution Agreement:

Department/college administrative staff should use this screen to upload a *signed* copy of the faculty member’s Faculty Workload Distribution Agreement (beginning with agreements for the year 2017). Faculty can then view, download, and/or print the uploaded document. Faculty Workload Distribution Agreement definitions and processes are outlined in the *UTSA Handbook of Operating Procedures, Section 2.11: Annual Faculty Performance Appraisal for Merit Consideration*. For complete directions on uploading Faculty Workload Distribution Agreements, please refer to the “Instructions for Uploading Faculty Workload Distribution Agreements to Digital Measures” on the UTSA Digital Measures web site under All DM User’s Manuals and Guides.

**Annual Report Summary**

Use this screen to complete your annual report every calendar year. Completion of a yearly record on this screen is a necessary component for submitting a complete faculty annual report. For instructions on completing your faculty annual report, please refer to the “UTSA Faculty Annual Report User’s Manual” on the UTSA Digital Measures web site under All DM User’s Manuals and Guides.

**Archived Reports**

Faculty may opt to store documents (such as the completed UTSA Faculty Annual Report or a copy of their CV) within Digital Measures. This screen allows storage of files for the faculty member’s convenience; however, it is not associated with the officially archived versions of faculty annual reports and other reporting documents. For instructions on archiving documents within Digital Measures, please refer to the “UTSA Faculty Annual Report User’s Manual” on the UTSA Digital Measures web site under All DM User’s Manuals and Guides.

**Faculty Acknowledgement of Evaluation/Comments**

Faculty may wish to electronically sign and/or comment on their annual evaluation. Some departments and/or colleges may require faculty to submit this acknowledgement. For instructions on completing the Faculty Acknowledgement of Evaluation/Comments, please refer to the “Instructions for Viewing and Acknowledging Your Annual Evaluation” on the UTSA Digital Measures web site under All DM User’s Manuals and Guides.

For department/college administrative staff and administrators, two additional screens (Annual Report – Chair/Dean Evaluations and Workload – Chair/Dean Verifications) are available in this section. For instructions on completing those screens, refer to the user’s manuals “Instructions for Creating Annual
Other Screen Guidance

When you log in to Digital Measures, several options (aside from the default option of Activities) are available to you, depending on your role and level of access. Screen shots of the two most common types of access (faculty and departmental administration) are displayed on the next two pages, followed by descriptions of the available functions that are located on the top menu bar.

SCREEN SHOT OF FACULTY ACCESS:
SCREEN SHOT OF DEPARTMENTAL/COLLEGE ADMINISTRATION ACCESS (NONFACULTY):

Manage Data
Manage Data enables you to manage data for other users or entities within your system. If you are entering a lot of data, it may be faster to load this from CSV files rather than by using this utility. All changes made using this utility are audited. Manage Data session opens in a new tab.

SCREEN SHOT OF DEPARTMENTAL/COLLEGE ADMINISTRATION ACCESS (FACULTY):

General Information
Personal and Contact Information
- Administrative Data - Permanent Data: Yearly Data
- Academic, Government, Industry, Military and Professional Positions
- Administrative Assignments
- Awards, Honors, Endowed Positions, and Biographical Listings
- Consulting

Education and Faculty Credentialing
- External Connections and Partnerships
- Faculty Development Activities Attended
- Licenses and Certifications
- Media Contributions
- Professional Memberships

Teaching
- Scheduled Teaching
- Directed Student Learning (e.g., theses, dissertations)
- Other Instructional Activities

Academic Advising
- Student Evaluations of Teaching
- Workload Information

Scholarship/Research/Creative Works
- Artistic and Professional Performances and Exhibits
- Contracts, Fellowships, Grants, Sponsored Research and Residencies
- Intellectual Contributions

Intellectual Property (e.g., copyrights, patents)
- Presentations
- Scholarship/Research/Creative Works Currently in Progress

Service
- Department
- College
- University

UT System
- Professional
- Public

Faculty Reports and Evaluations
- Faculty Workload Distribution Agreement
- Annual Report Summary
- Archived Reports

Annual Report: Chair/Dean Evaluations
- Faculty Acknowledgement of Evaluations/Comments
- Workload: Chair/Dean Verification
Rapid Reports:

The [Rapid Reports] function (located on the right side of screen under the top menu bar) provides a quick way to run reports that are available to you – for example, your vita.

- Click on [Rapid Reports]. A white dialog box will open.

![Rapid Reports Function](image)

- Use the down arrow on the far right side of the “Report” field to locate and select “UTSA Official Vita” from the drop-down list. (The drop-down list reflects the reports that are available to you.)
- Choose the Start Date and End Date range you want the vita to reflect.
- Choose the File Format you prefer from the drop-down list.
- Click the [Run Report] button.

Your vita will display in the file format you selected. You can then save it to your personal location to further edit, print or share. (Please remember that any edits that you make to this separate document will not be captured in Digital Measures.) Follow the same steps to run any of the reports available to you on the “Report” drop-down list.

PasteBoard:

The pasteboard can be a time-saving feature. To access the pasteboard, click [Pasteboard] on the right side of the screen under the top menu bar. This feature allows you to copy text from another document and paste it into the pasteboard. You can also copy/paste text from one screen in DM to another.

![Pasteboard Feature](image)

The pasteboard can be opened while in any screen in DM by clicking on [Pasteboard] in the box on right side of screen under the top menu bar. The pasteboard can be dragged to another location on the screen and enlarged by dragging the bottom right corner down and/or to the right. You can copy/paste or drag/drop text from one field/screen to another field/screen in DM. You can also copy/paste or drag/drop text from another document into DM using the pasteboard.

To hide the pasteboard, click the “x” in the top right corner of the pasteboard box or click the [Pasteboard] box under the top menu bar.
Manage Data:

This function will only be available if you have permission to manage data for others and is normally used by administrative personnel at the department/college level. If you have this option, when you log in to Digital Measures, this screen will open:

![Image of Digital Measures interface with Manage Data and Reports sections]

Click on the down-arrow or start typing a last name in the ‘User’ field to locate the faculty members in your department, college, or the university (depending on your level of access). Once the name is visible in the ‘User’ field, click on [Continue] to begin managing data for the faculty member.

Reports:

This utility allows you to run the prefabricated reports available to you, including your “UTSA Official Vita.” Not all users have access to all reports; the reports that are available to you will appear when you click on Reports in the top menu bar. To generate a report, click on the name of the desired report and follow the steps.

![Image of Digital Measures interface with list of reports]

Select the report you would like to view or edit, or select to create a new report.
For complete instructions on generating reports in DM, refer to the “Instructions for Generating a Report or Creating a New Report” on the UTSA Digital Measures web site under All DM User’s Manuals and Guides.

Create a New Report

For faculty users, [+Create a New Report] gives you the option to create your own customizable CV(s) using the data that is in DM. For department/administrative users, [+Create a New Report] gives you the option to select and export DM data (in an Excel file) in a format that may be useful to you. For complete instructions on generating reports in DM, refer to the “Instructions for Generating a Report or Creating a New Report” on the UTSA Digital Measures web site under All DM User’s Manuals and Guides.

Logging Off and Automatic System Time Out

When you are finished with your work session, click the figure icon next to the Digital Measures logo on the right side of the top menu bar and then click Log Out. Because you log in to Digital Measures using the same Shibboleth authentication (your MyUTSA ID and passphrase) that is used by other UTSA platforms such as Blackboard, it is best to close your browser entirely after logging out of DM.

If you are logged in but are not actively working, the Digital Measures system will time you out and log you out of the system after a period of time. It will give you a warning message before doing so, but be sure to save your work on a screen if you know you are going to have to interrupt your work.