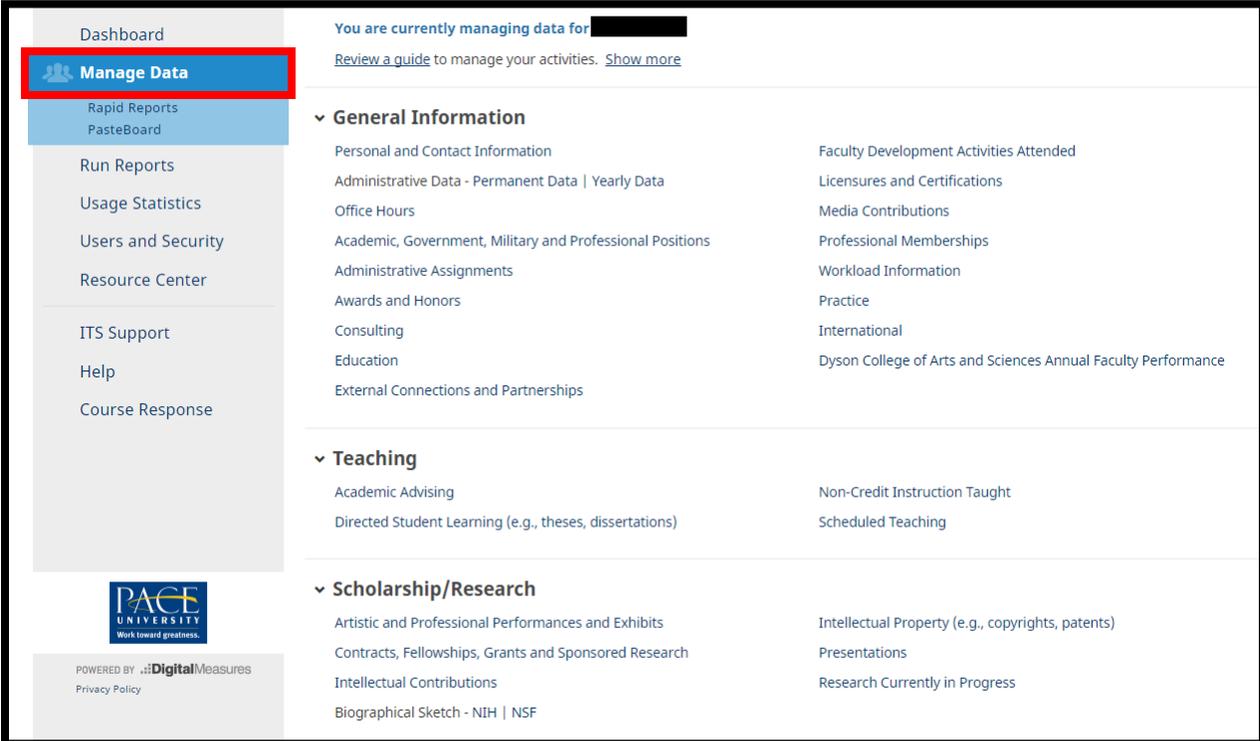


TUTORIAL

A BEGINNER'S GUIDE

This tutorial gives a step-by-step introduction to operating Digital Measures. It includes how to login, navigate the interface, add information, and update your Faculty Activity Report. For further assistance, please contact the Office of Academic Technologies.

1. Login to portal.pace.edu.
2. In the **Faculty tab**, under **Faculty Resources**, select **Digital Measures**.
 - You can also login through the Digital Measures page of Academic Technologies' Digital Toolkit: <http://www.pace.edu/digitaltoolkit> and login with your pace portal credentials.
3. Click on the **Manage Data** option in the left hand navigation bar. You will then see a list of headings that you would be working on to complete your profile.



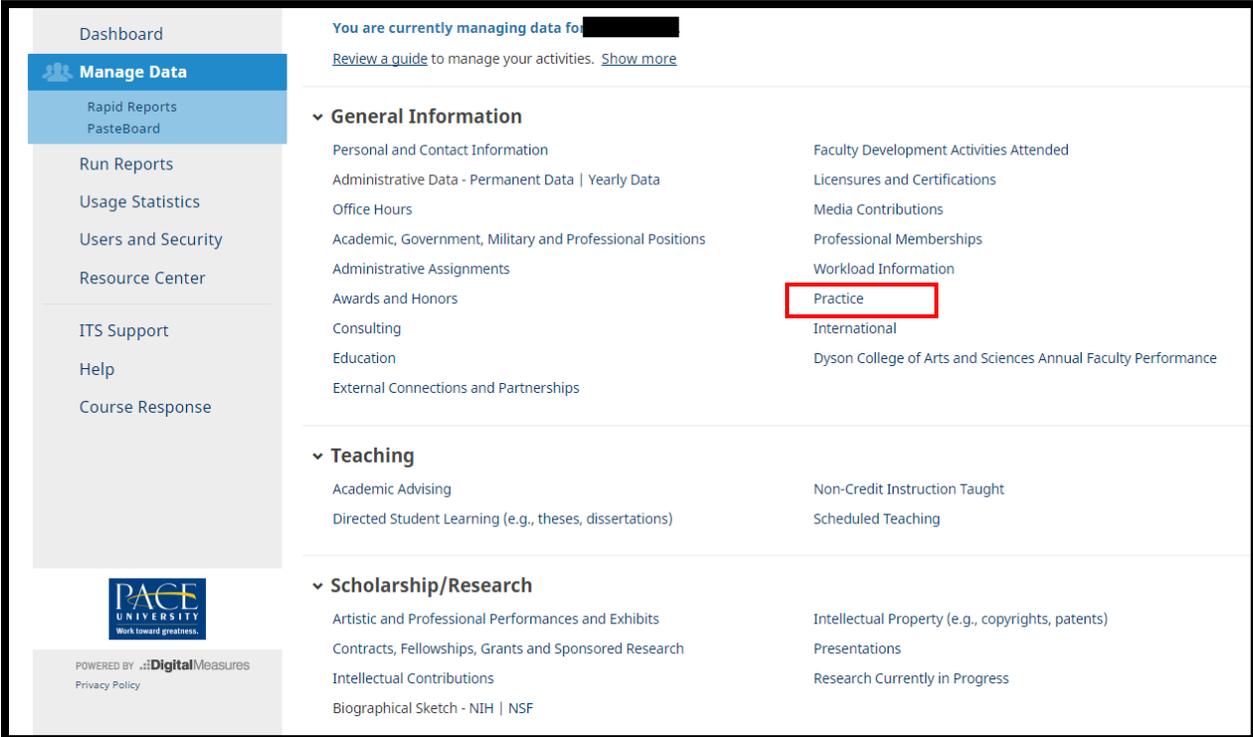
The screenshot displays the Digital Measures user interface. On the left is a navigation sidebar with the following items: Dashboard, **Manage Data** (highlighted with a red box), Rapid Reports, PasteBoard, Run Reports, Usage Statistics, Users and Security, Resource Center, ITS Support, Help, and Course Response. The main content area shows the user is managing data for a specific profile. It includes a link to 'Review a guide to manage your activities' and a 'Show more' link. The main content is organized into three expandable sections:

- General Information**: Personal and Contact Information, Administrative Data - Permanent Data | Yearly Data, Office Hours, Academic, Government, Military and Professional Positions, Administrative Assignments, Awards and Honors, Consulting, Education, External Connections and Partnerships, Faculty Development Activities Attended, Licensures and Certifications, Media Contributions, Professional Memberships, Workload Information, Practice, International, Dyson College of Arts and Sciences Annual Faculty Performance.
- Teaching**: Academic Advising, Directed Student Learning (e.g., theses, dissertations), Non-Credit Instruction Taught, Scheduled Teaching.
- Scholarship/Research**: Artistic and Professional Performances and Exhibits, Contracts, Fellowships, Grants and Sponsored Research, Intellectual Contributions, Biographical Sketch - NIH | NSF, Intellectual Property (e.g., copyrights, patents), Presentations, Research Currently in Progress.

At the bottom left of the interface, there is a PACE UNIVERSITY logo and text indicating it is powered by DigitalMeasures, with a link to the Privacy Policy.

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- Under each heading, you will add fields. This content will be details about your projects, research, awards, etc. To **add fields**, click on the blue headings you would like to add data to, for example Practice.



Dashboard

Manage Data

- Rapid Reports
- PasteBoard
- Run Reports
- Usage Statistics
- Users and Security
- Resource Center
- ITS Support
- Help
- Course Response

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Privacy Policy

You are currently managing data for [redacted]

[Review a guide](#) to manage your activities. [Show more](#)

- General Information**
 - Personal and Contact Information
 - Administrative Data - Permanent Data | Yearly Data
 - Office Hours
 - Academic, Government, Military and Professional Positions
 - Administrative Assignments
 - Awards and Honors
 - Consulting
 - Education
 - External Connections and Partnerships
 - Faculty Development Activities Attended
 - Licensures and Certifications
 - Media Contributions
 - Professional Memberships
 - Workload Information
 - Practice**
 - International
 - Dyson College of Arts and Sciences Annual Faculty Performance
- Teaching**
 - Academic Advising
 - Directed Student Learning (e.g., theses, dissertations)
 - Non-Credit Instruction Taught
 - Scheduled Teaching
- Scholarship/Research**
 - Artistic and Professional Performances and Exhibits
 - Contracts, Fellowships, Grants and Sponsored Research
 - Intellectual Contributions
 - Biographical Sketch - NIH | NSF
 - Intellectual Property (e.g., copyrights, patents)
 - Presentations
 - Research Currently in Progress

- Then click on Add a New Item.



< Practice

[+ Add New Item](#) [Duplicate](#) [Delete](#)

Item

No items have been added

- Complete the blank fields, and then click on Save and Return to save your changes.



Cancel **Save** Save + Add Another

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7. If you are adding multiple items in the same category, choose Save and Add Another.

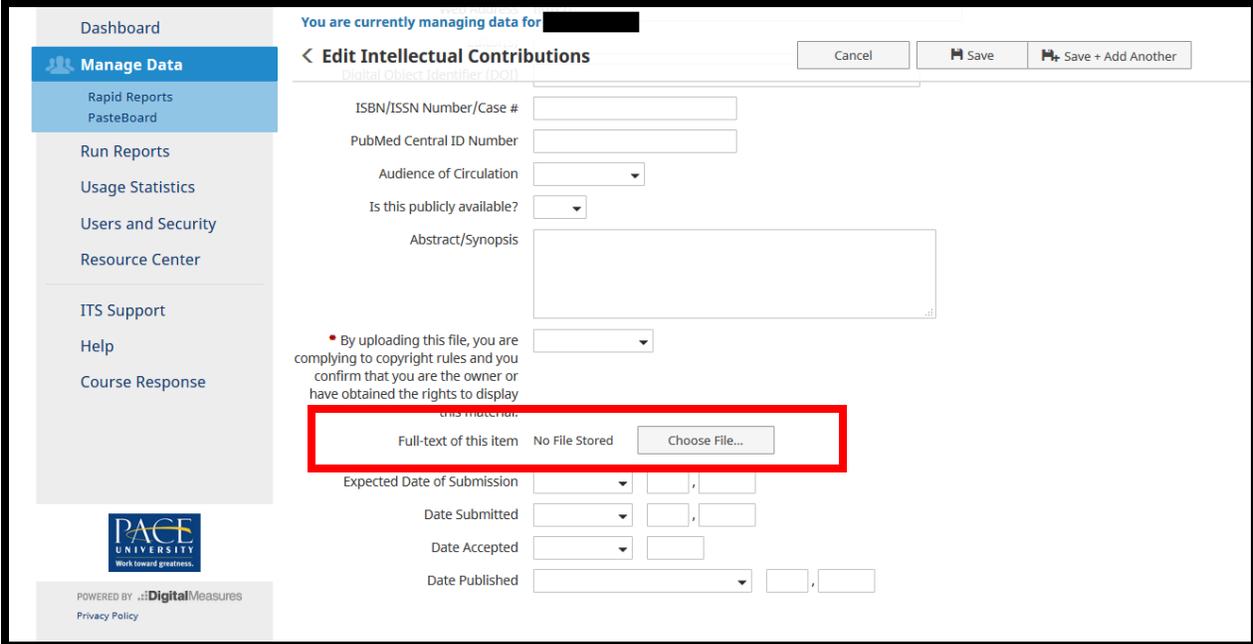


8. To **upload full text articles**, first, click on **Intellectual Contributions**. Scroll down to the bottom, and click on Choose File.

The screenshot shows a dashboard with a left sidebar containing navigation links: Dashboard, Manage Data (selected), Rapid Reports, PasteBoard, Run Reports, Usage Statistics, Users and Security, Resource Center, ITS Support, Help, and Course Response. The main content area is titled 'You are currently managing data for [redacted]' and includes a link to 'Review a guide to manage your activities. Show more'. Below this are three expandable sections: 'General Information', 'Teaching', and 'Scholarship/Research'. Under 'Scholarship/Research', the 'Intellectual Contributions' link is highlighted with a red box. Other links in this section include 'Artistic and Professional Performances and Exhibits', 'Contracts, Fellowships, Grants and Sponsored Research', 'Biographical Sketch - NIH | NSF', 'Intellectual Property (e.g., copyrights, patents)', 'Presentations', and 'Research Currently in Progress'. The footer of the dashboard includes the Pace University logo and 'POWERED BY DigitalMeasures Privacy Policy'.



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Dashboard

You are currently managing data for [redacted]

Manage Data

- Rapid Reports
- PasteBoard
- Run Reports
- Usage Statistics
- Users and Security
- Resource Center
- ITS Support
- Help
- Course Response

EDIT Intellectual Contributions [Cancel] [Save] [Save + Add Another]

Digital Object Identifier (DOI)

ISBN/ISSN Number/Case #

PubMed Central ID Number

Audience of Circulation

Is this publicly available?

Abstract/Synopsis

By uploading this file, you are complying to copyright rules and you confirm that you are the owner or have obtained the rights to display this material.

Full-text of this item No File Stored Choose File...

Expected Date of Submission

Date Submitted

Date Accepted

Date Published

POWERED BY DigitalMeasures
Privacy Policy

- The following steps **details how to update your Faculty Activity Report (FAR) information.**

NOTE: This is only required of Lubin faculty.

- Under the General Information tab, click Faculty Activity Report – Narrative Questions.

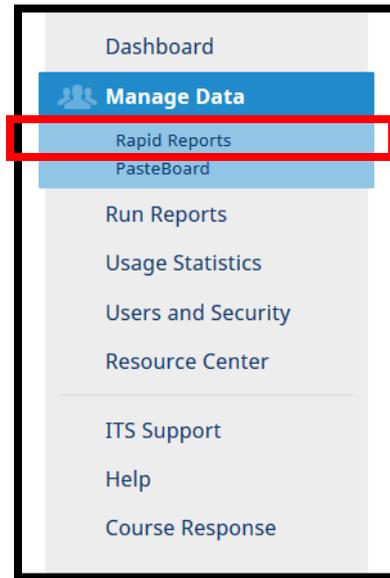


▼ **General Information**

- Personal and Contact Information
- Administrative Data - Permanent Data | Yearly Data
- Office Hours
- Academic, Government, Military and Professional Positions
- Administrative Assignments
- Awards and Honors
- Consulting
- Education
- External Connections and Partnerships
- Faculty Development Activities Attended
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- Workload Information
- Practice
- International
- Lubin Faculty Activity Report – Narrative Questions**
- Lubin Faculty Activity Report - Submitted Version

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- Then, click **Add a New Item** followed by answering the questions. We suggest typing your answers in Microsoft Word first, and then pasting them in to the Digital Measures form. Next, click **Save and Return**.
- On the left side of the screen click **Rapid Reports**.



- Use the dropdown menu to choose **Faculty Activity Report**. Pick a date range and click **Run Report**.

A screenshot of a web form titled "Rapid Reports". The form has a close button (X) in the top right corner. Below the title, there is a line of text: "Select a report template, date range and file format, then run the report." Below that, a note says: "Rapid Reports are generated using data only from the user you are currently managing." The form contains three dropdown menus: "Report" (set to "Faculty Activity Report"), "Start Date" (set to "Jan 01 2016"), and "End Date" (set to "Dec 31 2016"). Below these is a "File Format" dropdown set to "Microsoft Word (.doc)". A note below the dropdowns reads: "Note: Changes to Microsoft Word reports do not change data in the system." At the bottom of the form are two buttons: "Cancel" and "Run Report" (highlighted with a red rectangle).

- The report will download as a Word document on your computer.