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What is Digital Measures?

Georgia State University utilizes Digital Measures to collect, organize, and report on teaching, research, and service activities, as well as faculty credentials. Primarily, this platform generates the GSU Annual Report, but the activity information you provide here can be leveraged well beyond that report. For instance, we can generate reports in the service of **maintaining our SACS-COC accreditation, highlighting the accomplishments** of faculty to both internal and external audiences, and **connecting faculty to grant opportunities** based on their areas of research and expertise.

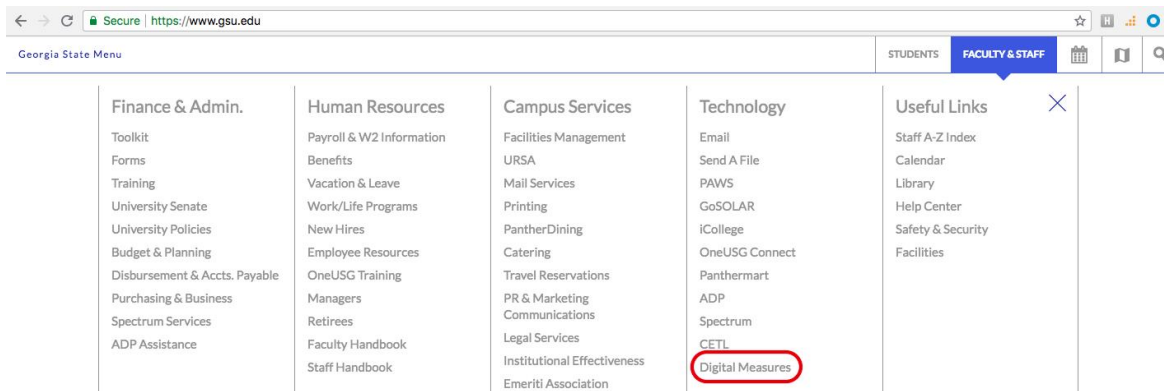
At GSU, the following areas and offices use the information in Digital Measures:

- Academic colleges, schools, and departments
- Office of the Provost
- Office of the President
- Office of Institutional Effectiveness
- Office of Institutional Research

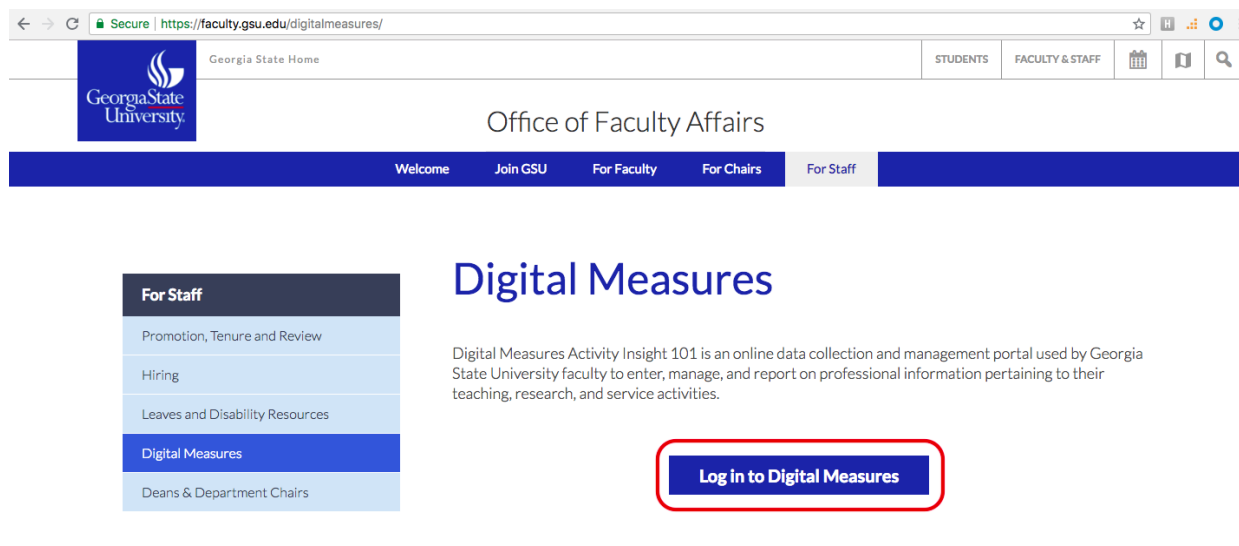
So rather than being asked for the same information from different offices independently of each other, Digital Measures allows you to record your activities only once, and those different areas can draw upon them as needed.

Logging into Digital Measures

To access the system, locate the “Digital Measures” link under the “Faculty/Staff” menu on the www.gsu.edu website. You can also access the link, along with other faculty policy, guides, and resources at faculty.gsu.edu.



This will take you to the [gsu.edu](https://gsu.edu/digitalmeasures/) informational page regarding Digital Measures. Here, you can find additional information about the system, a link to login, access to training materials, and a list of college-level Digital Measures administrators to contact if you need further assistance:



Features

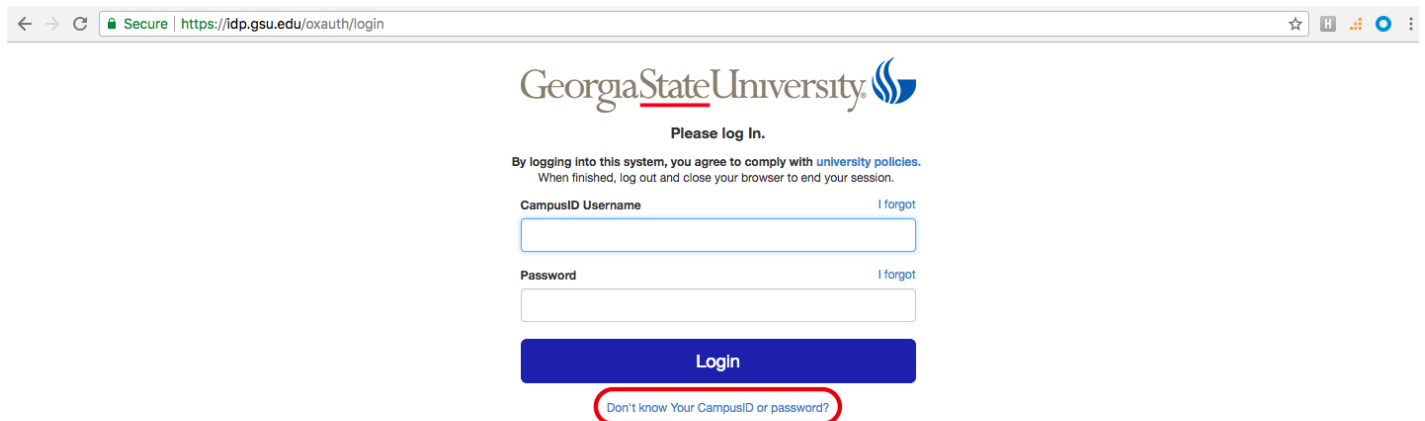
Some of the features of Digital Measures Activity Insight include:

- Provides a single place for you to keep current information about all of your professional accomplishments.
- Enables you to record your annual activity throughout the year, reducing the need for chairs and the college to make solicitations for reports for accrediting agencies, the University System, news media,

You may bookmark [this page](https://faculty.gsu.edu/digitalmeasures/) in your browser for easier access to the Digital Measures login link.

Digital Measures is integrated into the centralized login service that you use to access other campus systems and services, such as your @gsu.edu email account. That means you can use your CampusID Username and

Password to access Digital Measures. If you can't remember your username and password, please click the link (as noted in the image below) and follow the instructions to recover or reset that information.



Note that you will be logged out of Digital Measures after 90 minutes of inactivity. When there are five minutes remaining, you will receive a prompt that allows you to extend your session if you are still working in Digital Measures. (Remember to save your activities once you've entered the appropriate information. If your session expires, any unsaved fields will be lost.)

Managing Your Activities

When you login to Digital Measures, you will be brought to the Activities area. Here, Digital Measures helps you organize your teaching, research, and service activities, as well as your general information and credentials.

This area is broken up into four major categories: (1) General Information, (2) Teaching, (3) Scholarship/Research, and (4) Service. Within each category, there are several links to specific types of activities.

Activities

Reports

?

DigitalMeasures

Search All Activities...

Rapid Reports

PasteBoard

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

General Information

Personal and Contact Information

Administrative Data - Permanent Data | Yearly Data

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

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 / Publications

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

Presentations

Research Currently in Progress

NIH Biographical Sketch

Service

Department

College

University

University System

Professional

Public

The “Activities” area in Digital Measures

Entering a new activity

When you click the link for a particular activity type, you are brought to the “Summary Screen”, where you can add new activities or view, edit, delete, or duplicate existing activities. (You will rarely need to delete or duplicate records, but those options are available. You should **not** delete activities that you entered for previous Annual Reporting cycles.)

Activities

Reports

?

DigitalMeasures

Search Awards and Honors...

Rapid Reports

PasteBoard

Awards and Honors

+ Add New Item

Duplicate

Item

Distinguished Award for Excellence in Annual Reporting

Digital Measures

2018

The “Summary Screen” for Awards and Honors

When you click “Add New Item”, you will be brought to the record entry screen, which includes the available fields for that particular type of activity. In the image below, you will see the fields available when entering a record in Awards and Honors.

The screenshot shows the 'Edit Awards and Honors' form within the Digital Measures interface. The top navigation bar includes the Georgia State University logo, 'Activities' and 'Reports' tabs, and a user profile icon. The form itself has a title bar with a back arrow, the text 'Edit Awards and Honors', and three buttons: 'Cancel', 'Save', and 'Save + Add Another'. The form fields include: 'Award or Honor Name' (text input), 'Organization/Sponsor' (text input), 'Location of organization / sponsor (City)' (text input), 'Location of organization / sponsor (State)' (dropdown menu), 'Location of organization / sponsor (Country)' (dropdown menu), 'Purpose' (dropdown menu), 'Scope' (dropdown menu), 'Description/Explanation (30 Words or Fewer)' (large text area), and 'Date Received' (a dropdown menu followed by separate boxes for month, day, and year).

The Record Entry screen for Awards and Honors

Now, you can fill out the available fields to the best of your knowledge. Some fields, such as “Award or Honor Name” and “Organization/Sponsor” in the example above, are open text fields. Others, such as “Purpose” and “Scope”, are drop-down lists, meaning that you must select from a predefined list of values.

Before saving the record, you must add a date to the activity. If you don’t know the exact month, day, and year the Award or Honor was received, you can simply enter a month and year, or just a year. At the very least, you must specify a year.

When you’re finished, simply select “Save” at the top-right of the screen. If you want to add another record, you can select “Save + Add Another” to save the existing activity and create an additional activity in the same category.

Guidelines for entering activity dates

Do I need to enter all parts of the date?

Many date fields in Digital Measures are broken out by Month, Day, and Year to allow as much specificity as possible. But note that not all parts of the date are required. For example, if you don't know the exact **Day** of publication, you can simply enter the Month and Year. Or if the Month is not relevant, you can enter only the Year.

In order to save an activity record, you will need to enter **at least the Year** for at least one date field on the screen.

Completing Start Date / End Date fields

In some cases, you will see a Start Date and End Date field for an activity that only spanned a single day, such as a service event in which you participated. In those cases, you may leave the Start Date field blank, and enter only the End Date as the exact day of the event.

In other cases, you may have **ongoing** activities. For instance, suppose you sit on the board of directors for a professional organization, a position you've held since 2010 and continue to hold today. When entering that record, you would enter 2010 as the Start Year, and you would leave the End Year blank.

Note that these "ongoing" activities will continue to appear on your GSU Annual Report in future years. If the activity concludes and should no longer appear on your GSU Annual Report, you should edit the activity and add the appropriate End Date.

Examples of valid and invalid date entry

<div>Start Date <input type="text"/> , <input type="text"/></div> <div>End Date <input type="text"/> , <input type="text"/></div>	Invalid Date Every activity must have at least one year.
<div>Start Date <input type="text" value="January"/> , <input type="text" value="2013"/></div> <div>End Date <input type="text"/> , <input type="text"/></div>	Valid Date This denotes that an activity began in January 2013 and continues through the present. This activity would appear in Annual Reports beginning in 2013 and in all future years, until the End Date is entered.

<p>Start Date <input type="text"/> , <input type="text"/></p> <p>End Date <input type="text"/> 1 , 2017</p>	<p>Valid Date</p> <p>This denotes that an activity occurred only on June 1, 2017.</p> <p>This activity would appear in the Annual Report for 2017.</p>
<p>Draft Complete Date <input type="text"/> , <input type="text"/></p> <p>Expected Date of Submission <input type="text"/> , <input type="text"/></p> <p>Date Submitted <input type="text"/> , <input type="text"/></p> <p>Date Accepted February 2017</p> <p>Date Published June 1 , 2016</p>	<p>Invalid Date</p> <p>Dates must be entered in chronological order.</p>
<p>Draft Complete Date <input type="text"/> , <input type="text"/></p> <p>Expected Date of Submission <input type="text"/> , <input type="text"/></p> <p>Date Submitted January 1 , 2015</p> <p>Date Accepted July 2015</p> <p>Date Published <input type="text"/> , 2016</p>	<p>Valid Date</p> <p>This denotes that a publication was submitted on January 1, 2015, accepted in July 2015, and published sometime in the calendar year 2016.</p> <p>Based on the dates entered, this activity would appear in the Annual Reports for both 2015 and 2016.</p>

Using the PasteBoard for quicker activity entry

When entering activities in Digital Measures, you may have a list of citations stored elsewhere. Rather than manually keying in those activities, the PasteBoard allows you to drag-and-drop individual pieces of information into the correct field.

For instance, you may have a list of Publications that reside in your CV, which you maintain in a Microsoft Word document. You can copy and paste that list onto the PasteBoard, and then drag-and-drop portions of that information into the appropriate fields.

For instance, you may have a list of Publications that reside in your CV, which you maintain in a Microsoft Word document. You can copy and paste that list onto the PasteBoard, and then drag-and-drop portions of that information into the appropriate fields.

How do I know where to enter an activity?

Each activity type (e.g., Scheduled Teaching, Consulting, Professional Service, Presentations) carries a label designed to be as concise and intuitive as possible in conveying the subcategories of activities that reside there. If you find yourself unsure about any of these labels, drilling down to the record entry screen (“Add a new item”) and doing a brief review of the Types or other drop-down lists within that area will clarify the information meant to be captured there.

For further guidance and context, you may also refer to the [Glossary of Activity Types](#) found at the end of this guide.

Which activities are maintained on my behalf?

GSU administratively maintains the information housed within [Permanent Data](#), [Yearly Data](#), and the majority of fields on [Scheduled Teaching](#). You can view, but not edit, these fields. If you notice any inconsistencies in this information, please notify your respective [college administrator](#).

Connecting activities to Strategic Plan Goals

Georgia State University

Activities Reports

? User Icon ::DigitalMeasures

< Edit Intellectual Contributions / Publications

Cancel Save Save + Add Another

Date Submitted

Date Accepted

Date Published

Keywords

Does this activity support any of the University's Strategic Plan Goals?

Goal 1: to become a national model for undergraduate education by demonstrating that students from all backgrounds can achieve academic and career success at high rates.

If yes, please provide a brief description

Goal 2: to significantly strengthen and grow the base of distinctive graduate programs that assure development of the next generation of researchers and societal leaders.

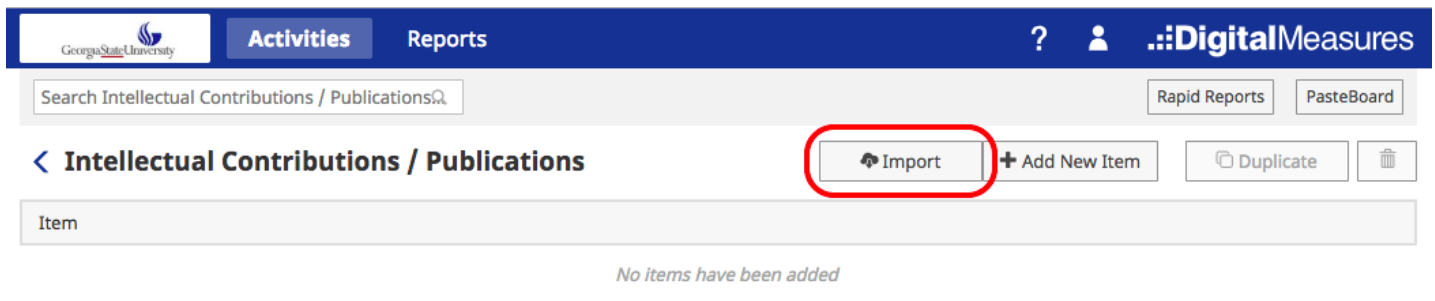
If yes, please provide a brief description

At the bottom of many activity entry screens, we have designed additional fields to connect your activities to [specific Goals in GSU's Strategic Plan](#). Wherever applicable, please take a moment to consider whether your activities have clear connection to any of the five goals, denoting this by selecting “Yes” or “No” from the drop-down list next to each goal. If you answered “Yes” for any of them, you may also provide a brief

description or justification. This will assist the university in tracking progress toward our Strategic Goals and provide stories we can tell about how your work directly contributes to the strategic vision for GSU.

Importing Publication Citations

Since Intellectual Contributions / Publications represents a significant portion of research/scholarship across many disciplines, and publication citations are available in numerous repositories, Digital Measures includes a Publication Import option that feeds these citations into the system to save time that you would otherwise spend manually keying in those activities.



Depending on the source from which you import the citations, this can be done either through direct integrations, where you directly query sources such as ORCID, Web of Science, or PubMed from within Digital Measures, or through importing a BibTeX file, a standardized format that you can generate from sources such as Google Scholar, EndNote, and RefWorks.

INSERT LINK HERE -- TRAINING VIDEO FOR IMPORT PUBLICATIONS

Direct Imports

ORCID

The screenshot shows the 'Import Publications' page in the Digital Measures system. The top navigation bar includes the Georgia State University logo, 'Activities', 'Reports', a help icon, a user icon, and the 'Digital Measures' logo. The main heading is '< Import Publications'. Below this, a paragraph explains that publications from other systems can be imported using the options below. There are two main sections: 'Import from a BibTeX file' and 'Import from a Third Party'. The 'Import from a Third Party' section is highlighted with a red border. It contains a dropdown menu labeled 'Select a service' with 'ORCID' selected, and a button labeled 'Create or Connect your ORCID iD'.

[ORCID](#) is a non-profit organization supported by a global community of organizational members, including research organizations, publishers, funders, professional associations, and other stakeholders in the research ecosystem. The organization provides a persistent digital identifier (ORCID iD) that distinguishes you from every other researcher and supports automated linkages between you and your professional activities, ensuring that your work is recognized.

[Visit the GSU Library Blog to learn more about creating an ORCID iD](#)

The first time you import publications from ORCID to Digital Measures, you will need to connect your ORCID iD to your Digital Measures account. This is a one-time process.

Next, Digital Measures will import your records from ORCID. Note that Digital Measures will only import records marked as "public" or "trusted-party" in ORCID. Any records marked as "only me" in ORCID cannot be imported to Digital Measures.

Once you make your selections, the Digital Measures import tool will guide you through the remaining steps of the import process:

1. Review potential duplicates
2. Verify linked co-authors or collaborators at GSU
3. Review and import the selected publications

[Please refer to this page for a complete, step-by-step guide to importing publications from ORCID.](#)

Web of Science, PubMed, Crossref

Aside from ORCID, the other direct integrations available in Digital Measures are with [Web of Science](#), [PubMed](#), and [Crossref](#). These repositories can be directly queried through Digital Measures using various search criteria.

The screenshot shows the 'Import Publications' page in Digital Measures. The top navigation bar includes the Georgia State University logo, 'Activities', 'Reports', and the 'Digital Measures' logo. The main heading is '< Import Publications'. Below this, a message states: 'Your publications may exist in other systems—and we want to make adding them easy. Import your citations using one of the options below, then follow the prompts to address duplicates, match collaborators, and perform a final review to complete the process.'

There are two main import options:

- Import from a BibTeX file**: Includes a list of software/databases (EndNote, Mendeley, HeinOnline, Google Scholar, RefWorks, Zotero) and a 'Choose File...' button.
- Import from a Third Party**: This section is highlighted with a red box. It features a 'Select a service' dropdown menu with 'Web of Science' selected. Below this are search criteria fields: 'Author Name' (with a dropdown arrow), 'Publication Year' (with a dropdown arrow), and 'ResearcherID' (with a dropdown arrow). Each field has a trash icon to its right. The 'Publication Year' field shows '2013' and '2018' with a 'to' separator. There is an 'Add search criteria' link and a 'Search Web of Science' button at the bottom of this section.

While each of PubMed, Crossref, and Web of Science has a different set of search criteria, you will find some basic search criteria that are common across all three, such as Author Name, Publication Date/Year, ISBN/ISSN, et cetera.

Once you make your selections, the Digital Measures import tool will guide you through the remaining steps of the import process:

1. Review potential duplicates
2. Verify linked co-authors or collaborators at GSU
3. Review and import the selected publications

Please refer to the following pages for complete, step-by-step guides to importing from each of these repositories:

- [PubMed](#)
- [Crossref](#)
- [Web of Science](#)

Importing from other repositories (BibTeX)

Among publication repositories that do not integrate directly with Digital Measures, many include a BibTeX Export option. [BibTeX is a common standard for formatting publication citations](#) that allows this information to be easily transferred between different tools and databases.

The screenshot shows the 'Import Publications' page in the Digital Measures system. The top navigation bar includes the Georgia State University logo, 'Activities', 'Reports', a help icon, a user icon, and the 'DigitalMeasures' logo. The main heading is '< Import Publications'. Below this, a paragraph explains that publications from other systems can be imported. There are two main sections: 'Import from a BibTeX file' (highlighted with a red box) and 'Import from a Third Party'. The 'BibTeX' section lists databases like EndNote, Mendeley, HeinOnline, Google Scholar, RefWorks, and Zotero, with a 'Choose File...' button. The 'Third Party' section has a 'Select a service' dropdown set to 'ORCID' and a button to 'Create or Connect your ORCID iD'.

Databases that support this export option include Google Scholar, EndNote, RefWorks, Zotero, HeinOnline, and Mendeley. The BibTeX exports from these sources can be easily consumed by Digital Measures to create Intellectual Contributions / Publications records.

[You may visit the Digital Measures BibTeX guide for step-by-step instructions on exporting BibTeX files from various databases.](#)

Once you obtain a BibTeX file from another data source and upload in Digital Measures (as pictured above), the Digital Measures import tool will guide you through the remaining steps of the import process:

1. Review potential duplicates
2. Verify linked co-authors or collaborators at GSU
3. Review and import the selected publications

Running Standard Reports

Once you have entered information in the Activities area, Digital Measures reports draw upon that information to present your activities in a formatted, standardized way. GSU's two standard reports – the

GSU Annual Report and the **Vita** – have been preconfigured to ensure consistent formatting across all colleges.

Georgia State University

Activities

Reports

?

..:DigitalMeasures

Reports

+ Create a New Report

Select the report you would like to view or edit, or select to create a new report.

Name ^	Created By	Actions
GSU Annual Report	Digital Measures	
Vita	Digital Measures	

While these reports ensure a certain level of consistency in formatting, they are also designed to be very flexible to account for differences between academic disciplines. For instance, a faculty member in the department of Music will likely record much of their Scholarship/Research activities under Artistic and Professional Performances and Exhibits, but that faculty member will likely not utilize the Intellectual Property (e.g., copyrights, patents) category. The GSU Annual Report will account for this by disregarding the categories where no activities were entered. So while these reports are standardized for consistent formatting across all colleges, the final outputs may look different based on the types of activities entered by a particular faculty member.

INSERT LINK TO GSU VIDEO ON RUNNING FULL-SERVICE REPORTS

Running the GSU Annual Report

To generate your annual report, navigate to the Reports area and select “GSU Annual Report”.

Georgia State University

Activities

Reports

?

..:DigitalMeasures


Reports

+ Create a New Report

Select the report you would like to view or edit, or select to create a new report.

Name ^	Created By	Actions
GSU Annual Report	Digital Measures	
Vita	Digital Measures	

Next, you can select a Date Range and File Format for your report output. By default, the Date Range will be set to January 1 through December 31 of the current reporting year. This will capture all of your activities that occurred in that calendar year, based on the [dates you entered for each activity](#).



Activities

Reports

?

..DigitalMeasures

< Run GSU Annual Report

Download this report's template

Run Report

1 Date Range

Start Date

January

01

2018

End Date

December

31

2018

2 File Format

File Format

Microsoft Word (.doc)


Changes made to the Microsoft Word document **will not** be reflected in the system.

Page Size

Letter

You also have a few options for the File Format of the report output. You may select Microsoft Word (.doc), PDF, or HTML as the format, and Letter or A4 as the page size. Keep in mind that if you generate a Microsoft Word document, and then make edits or additions to the Word document, those changes will not be reflected in the Activities area of Digital Measures, so that information will not be available for [other reporting purposes](#). Upon review of your report output, if you notice changes or additions that need to be made, you should navigate back to the Activities area, make those adjustments there, and run a fresh copy of the report.

Once you have made your selections, select “Run Report” in the top-right corner of the screen to generate your report.



Activities

Reports

?

..DigitalMeasures

< Run GSU Annual Report

Download this report's template

Run Report

1 Date Range

Start Date

January

01

2018

End Date

December

31

2018

2 File Format

File Format

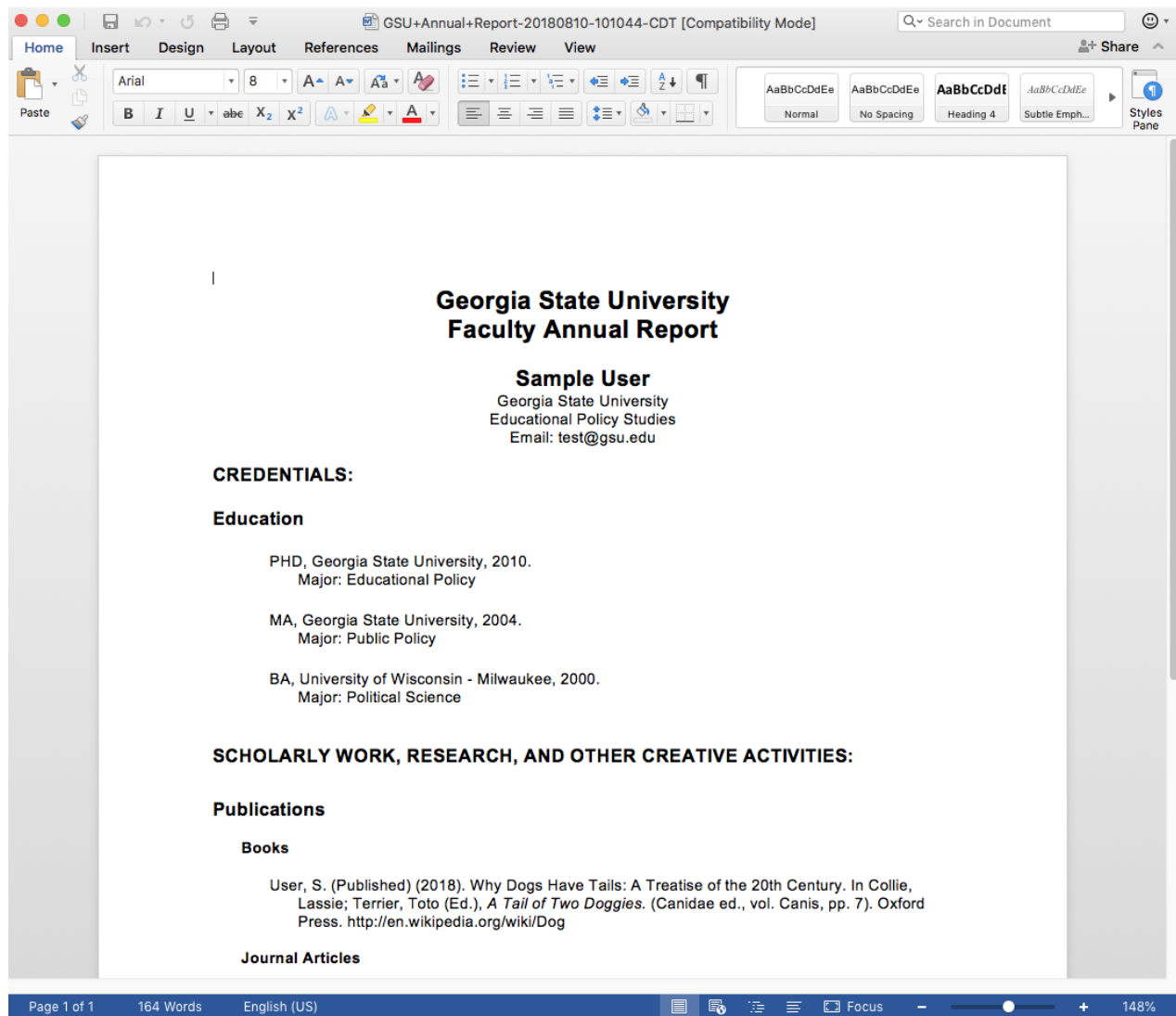
Microsoft Word (.doc)

Changes made to the Microsoft Word document **will not** be reflected in the system.

Page Size

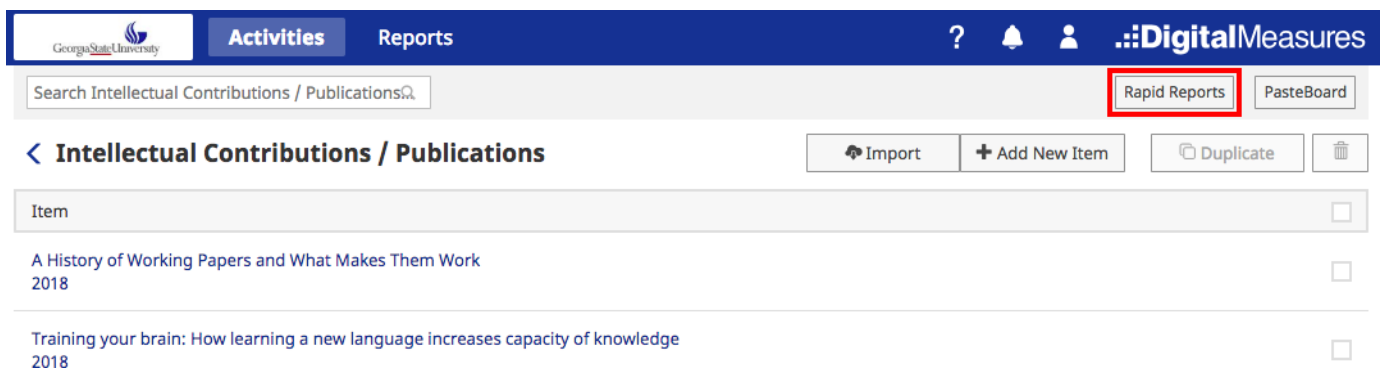
Letter

Here's an example of what your Annual Report output might look like.

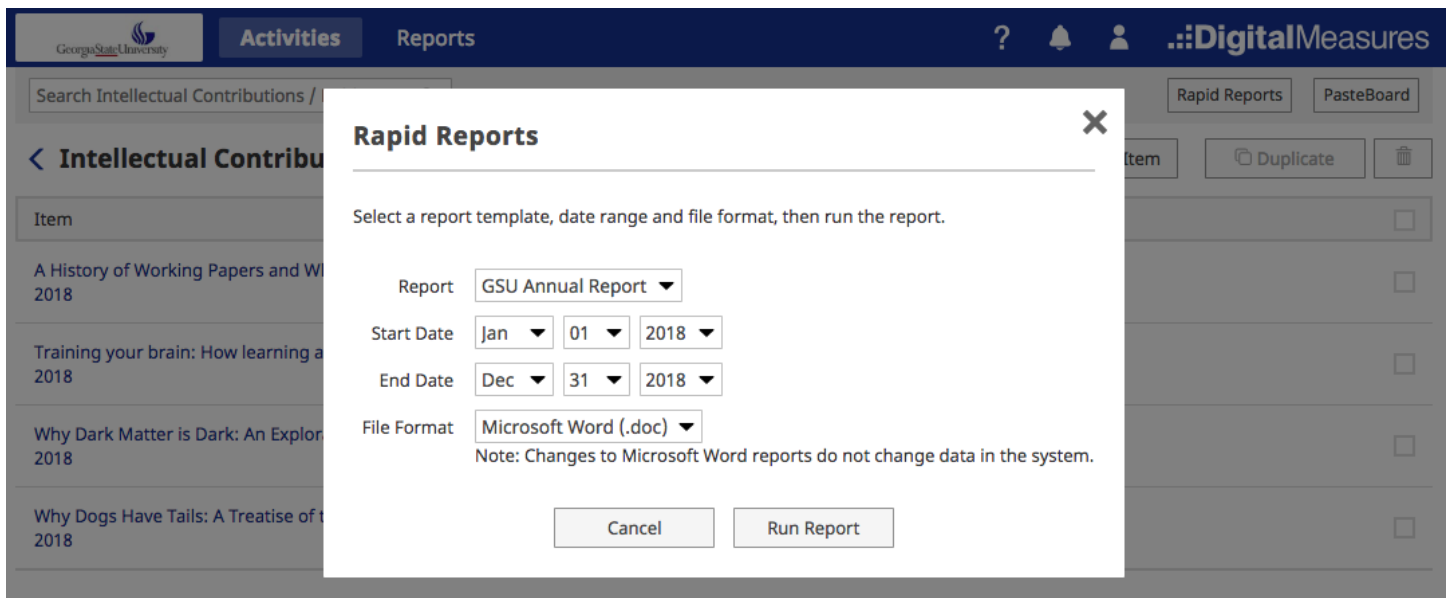


How to “preview” a report from the Activities area (Rapid Reports)

While you’re entering your activities, you may want to run a report “on the fly” to see how an activity will appear in the final report output. Rather than jumping back and forth between the Activities and Reports areas of Digital Measures, the Activities area includes a “Rapid Reports” function, allowing you to run a report from within the Activities area.



In the scenario pictured above, suppose you just finished [importing some new publication records](#) from another database, and you want to get a preview of how they'll appear on your GSU Annual Report. Selecting the Rapid Reports button in the top-right corner of the screen will open up a window that allows you to make a quick selection of the desired report, date range, and file format, and then generate a copy of that report, all from within the [Intellectual Contributions / Publications](#) summary screen.



Troubleshooting the GSU Annual Report

A certain activity isn't appearing in the report

If you entered an activity that isn't appearing in your annual report, it's likely that the date(s) you entered for that activity do not intersect with the Start Date and End Date you selected when entering that activity. [Please refer here for guidelines on entering activity dates in Digital Measures.](#)

A certain activity is appearing in the wrong section of the report

It's important to keep in mind that there is not always a one-to-one relationship between activity entry screens and sections of the GSU Annual Report. For instance, activities entered on [Awards and Honors](#) are interspersed throughout the report based on your classification of the Award or Honor's "Purpose".

There are a few instances of activity types that correspond to multiple sections of the report:

- Activities entered on [Intellectual Contributions / Publications](#), depending on the "Contribution Type", can appear under the following GSU Annual Report sections:
 - INSTRUCTION: Instructional Publications
 - SCHOLARLY WORK, RESEARCH, AND OTHER CREATIVE ACTIVITIES: Publications

- SCHOLARLY WORK, RESEARCH, AND OTHER CREATIVE ACTIVITIES: Recognition of Scholarly/Creative Activity
- Activities entered on Awards and Honors, depending on the “Purpose”, can appear under the following GSU Annual Report sections:
 - INSTRUCTION: Teaching Recognition
 - SCHOLARLY WORK, RESEARCH, AND OTHER CREATIVE ACTIVITIES: Awards and Honors
 - SERVICE: Awards and Honors
 - MANAGERIAL: Awards and Honors
- Activities entered on Professional Service, depending on the “Role Category”, can appear under the following GSU Annual Report sections:
 - SCHOLARLY WORK, RESEARCH, AND OTHER CREATIVE ACTIVITIES: Professional Development-related Service
 - SERVICE: Professional Service

If you would like to review the exact criteria used when generating the GSU Annual report, select “Download this report’s template” before running the report, as pictured below.

Georgia State University Activities Reports ? 🔔 👤 Digital Measures

< Run GSU Annual Report Run Report

Download this report's template

1 Date Range Start Date: January 01 2018 End Date: December 31 2018

2 File Format ? File Format: Microsoft Word (.doc) Changes made to the Microsoft Word document will not be reflected in the system. Page Size: Letter

A previous year's activity is incorrectly appearing in the report

You may run your GSU Annual Report and find that records entered for last year's reporting cycle are appearing on this year's report. In most cases, that is due to “ongoing” records. [Many activity screens have a Start Date and End Date field.](#) When you enter only a Start Date and leave the End Date blank, Digital Measures considers these activities to be “ongoing”. In other words, **until you add an End Date**, these activities will continue to appear on your GSU Annual Report in future reporting cycles.

Some fields aren't appearing in the report

The GSU Annual Report is meant to summarize your activities in a consistent and concise way. In order to make the report easy to digest at-a-glance, we have configured it to only display a subset of fields that are most important for this particular report. For instance, wherever Awards and Honors appear in the report, the only fields included are “Award or Honor Name”, “Organization/Sponsor”, and “Date Received”, even though there are several more fields on Awards and Honors

This does not mean that the other fields should be ignored when you're entering activities. You should always enter activities as completely as possible, because those other fields are likely used in other reports. For instance, the provost's office could run a report to generate a list of all recently received Awards and Honors. That report may include additional details and context, such as the location of the awarding organization, the scope of the award, and the description you provide when entering the details in Awards and Honors. Just because a field isn't used in the GSU Annual Report, it may still be used elsewhere.

My report includes publications that I didn't co-author

Some activity types in Digital Measures allow you to attribute co-authored, co-presented, or co-investigated work to other faculty at GSU who have accounts in Digital Measures. This is done by selecting from a list of all users at the institution:

Authors
Please order the authors in the order of authorship.
Please either select a person from the drop-down list or enter their name in the input fields.

1st Author

People at Georgia State University	First Name	Middle Name/Initial	Last Name	Institution/Company	If a student, what is his/her level?
Tyson, Neil (test)					

2nd Author

Lester King, Adrienne (alester4)
Abate, Yohannes (yabate)
Abbott, Laura A (labbott64)
Abdullah, Nida (nabdullah)
Abdus-Saboor, Kinda (kabdussaboor)
Acheson-Clair, Kris (kclair)
Acosta, Katie (kacosta)
Adams, Ellis (eadams23)

+ Add

It's not uncommon in Digital Measures for faculty to be incorrectly attributed to a publication by the faculty member who originally created the record. To correct this, locate the record among your other Publications, edit the record, delete the Authors row where you were selected, and Save the record.

Authors
Please order the authors in the order of authorship.
Please either select a person from the drop-down list or enter their name in the input fields.

1st Author ▼ ▲

People at Georgia State University
Tyson, Neil (test)


First Name:


Middle Name/Initial:

Last Name:

Institution/Company:

If a student, what is his/her level?:

2nd Author ▼ ▲ 

Tankersley, Philip R (tankersley) 


First Name:


Middle Name/Initial:

Last Name:

Institution/Company:

If a student, what is his/her level?:

3rd Author ▼ ▲ 

Select or type a name... 


First Name:

Middle Name/Initial:

Last Name:


Institution/Company:

If a student, what is his/her level?:



Select the number of author rows to add: 

Creating Your Own Report


Aside from the standard, preconfigured reports available to you, Digital Measures allows you to create additional reports for your own professional or personal uses.





Activities
Reports

?


DigitalMeasures

Reports

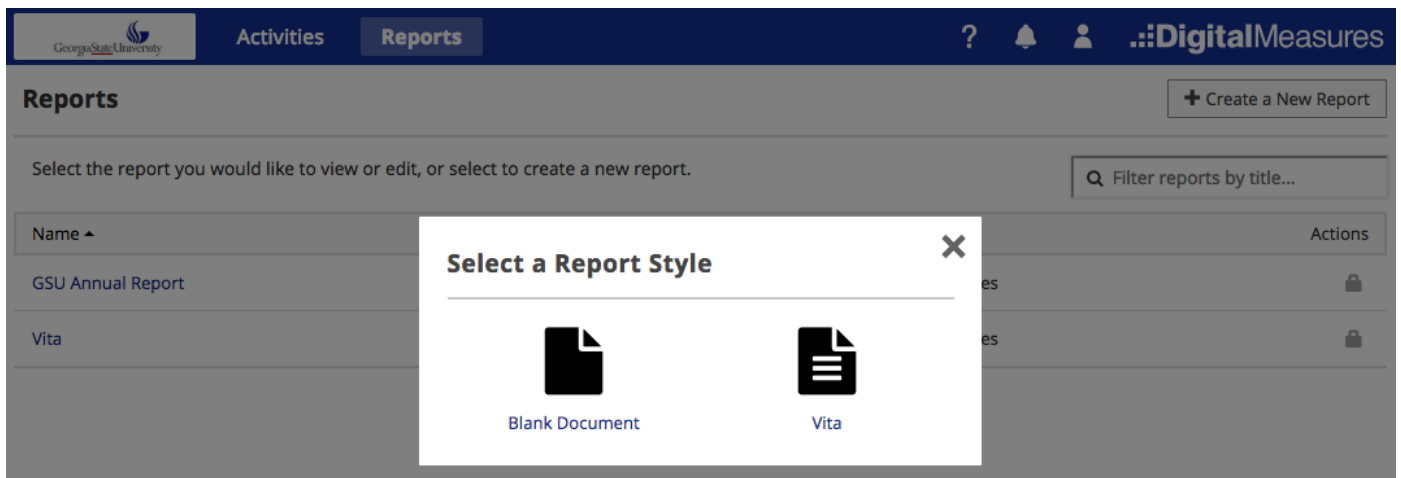
 Create a New Report

Select the report you would like to view or edit, or select to create a new report.

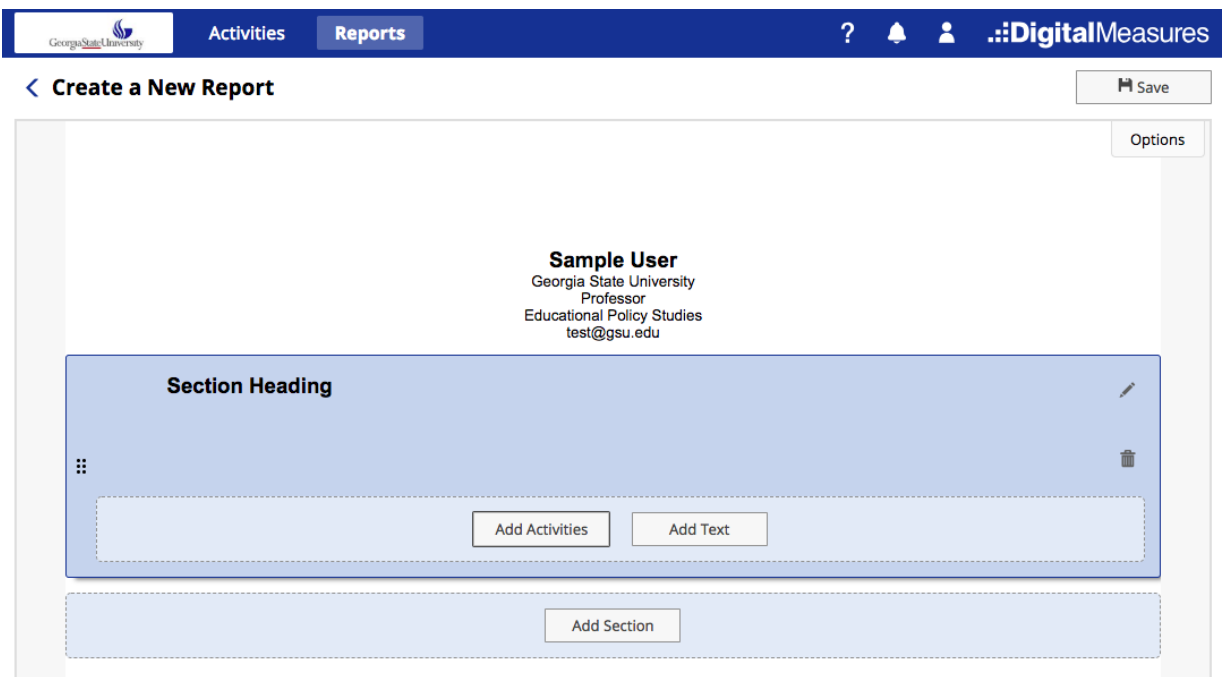
Name ▲	Created By	Actions
GSU Annual Report	Digital Measures	
Vita	Digital Measures	

While you have the standard Vita report, you may want to maintain a five-year or ten-year CV report with your own specifications for ordering, grouping, and filtering. You might also want a simple report that shows your Peer-Reviewed Publications, grouped by Contribution Type, for the last 15 years. The “Create a New Report” function in Digital Measures allows you to do all of those things.

When creating a new report, you can begin with the system-default Vita template, or you can start building your own report from scratch.



When starting with a blank document, you can add sections, add activities to those sections, and adjust the ordering of those sections and activities and text within sections.



You can also adjust the formatting, grouping, and filtering for each section.

Once you've configured your report structure, you can define the date range, export a copy of the report to a Word or PDF document, and then Save the report for future use.

Activities

Reports

< Create a New Report

Save

Help

Format

Text

Filter

Date Range

Export

Exclude

Blank Sections

PDF

Word

Options

Sample User

Georgia State University
 Professor
 Educational Policy Studies
 test@gsu.edu

Publications by Type

Book, Scholarly-New

User, S. (2018). Why Dogs Have Tails: A Treatise of the 20th Century. In T. Collie Lassie Terrier (Ed.), *A Tail of Two Doggies* (Canidae, Vol. Canis, p. 7). Oxford Press. Retrieved from <http://en.wikipedia.org/wiki/Dog>

Journal Article

Draper, D. (2018). A History of Working Papers and What Makes Them Work. *Paper Mill Gazette*, 0(One Stack), 12–24. Retrieved from http://en.wikipedia.org/wiki/Working_paper
 Zeoris, S., & Lopez, M. (2018). Training your brain: How learning a new language increases capacity of knowledge. *Psychological Science*, 45–57.
 User, S. (2018). Why Dark Matter is Dark: An Exploration of the Cosmos. *Dark Matter Times*, Presumably(About 85%), -1. Retrieved from http://en.wikipedia.org/wiki/Dark_matter

Once saved, these reports will be automatically updated when you add new information in the Activities area, as long as the activities meet the criteria you’ve defined in the report. They also appear among your preconfigured reports, such as the GSU Annual Report and the standard Vita report.

Activities

Reports

Reports

+ Create a New Report

Select the report you would like to view or edit, or select to create a new report.

Filter reports by title...

Name ▲	Created By	Actions
GSU Annual Report	Digital Measures	
My Publications, By Type	Me	
Vita	Digital Measures	

INSERT LINK TO GSU TRAINING VIDEO FOR SELF-SERVICE REPORTS

Glossary of Activity Types

General Information

Personal and Contact Information – Includes basic contact information, as well as demographic, biographical, and language proficiency information.

Administrative Data - Permanent Data – Includes history and timeline of ranks attained during employment at GSU. *This information is maintained administratively, but it is available for you to view. If you notice any inconsistencies in this data, please notify your respective [college administrator](#).*

Administrative Data - Yearly Data – Includes administrative data that may change from year to year, such as College and Department appointments, secondary appointments at other institutions, rank, and tenure status. *This information is maintained administratively, but it is available for you to view. If you notice any inconsistencies in this data, please notify your respective [college administrator](#).*

Academic, Government, Military, and Professional Positions – Captures professional work history throughout your entire career.

Administrative Assignments – Captures responsibilities at GSU above and beyond your faculty appointment, such as Dean or Department Chair positions.

Awards and Honors – Captures awards, honors, or any other recognitions or accolades in the areas of Leadership, Teaching, Research, Scholarship, and Service.

Consulting – Captures consulting work, either compensated or pro bono, for academic, governmental, for-profit or non-governmental organizations.

Education – Captures the degrees you have earned, along with information about the institution attended, area of emphasis or specialization, and whether you earned a distinction.

External Connections and Partnerships – Captures external organizations/institutions with which you have established relationships or programs around research agreements, exchanges, study abroad, funding sources, etc.

Faculty Development Activities Attended – Captures activities attended with professional development in mind, such as conferences, workshops, seminars, etc.

Licensures and Certifications – Captures any licenses or certifications held.

Media Contributions – Captures any media in which you appeared or for which you were recognized or interviewed. (Note that this does not include works in broadcast or print media which you yourself authored or produced. Those works would be captured under Intellectual Contributions / Publications.)

Professional Memberships – Lists any professional organizations or associations of which you are a member.

Workload Information – Captures percentages to represent your distribution of time across Teaching, Research, Service, and Administrative activities over a given Academic Year.

Teaching

Academic Advising – Captures number of advisees, approximate hours spent on advising activities, and a general description of advising activities for a given Academic Year.

Directed Student Learning (e.g., theses, dissertations) – Captures all direction, oversight, and supervision of student learning and research activities, such as advising a student internship or serving as committee chair or member for theses and dissertations.

Non-Credit Instruction Taught – Captures any instructional activities that were not offered for credit, such as seminars, workshops, and continuing education courses.

Scheduled Teaching – Lists your courses taught for each term. Most of these fields are maintained administratively and not editable in Digital Measures. Here you may upload your syllabus for the course, as well as explain any pedagogical innovations, teaching materials developed, and additional activities that enhanced student learning. *If you notice any inconsistencies in the read-only data, please notify your respective [college administrator](#).*

Scholarship/Research

Artistic and Professional Performances and Exhibits – Captures artistic scholarly works, covering art, dance, film, music compositions and performances, creative writing, and theatre.

Contracts, Fellowships, Grants and Sponsored Research – Captures research and scholarly activity that includes a funding component from an awarding organization.

Intellectual Contributions / Publications – Captures all published scholarly work, such as journal articles, books, mass media publications, proceedings, etc. Here you will find an “Import” option that is unique to this activity type. [Read more about importing publications from other repositories here.](#)

Intellectual Property (e.g., copyrights, patents) – Captures any copyrights and patents held.

Presentations – Captures scholarly presentations such as paper and poster presentations, panels, keynote addresses, etc.

Research Currently in Progress – Captures general research activities that do not yet have an associated output or deliverable, such as a publication or presentation. This could include conducting polls or surveys, experimentation in a lab, theorizing, or other information gathering activities specific to your field. (Note that this screen is **not** meant to capture working papers, which should be entered directly on Intellectual Contributions / Publications.)

Service

Department – Captures service to the academic department, such as serving on a department committee or mentoring/advising faculty other faculty.

College – Captures service to the academic college, such as serving on a college committee or mentoring/advising other faculty.

University – Captures service to Georgia State University, such as serving on a university committee, advising student organizations, sitting on a task force or the university senate, coordinating/organizing programs, etc.

University System – Captures service to the University System of Georgia, such as serving on a system-wide committee or task force, organizing a system-wide workshop, etc.

Professional – Captures service to the profession, such as editorships, reviewerships, leadership roles within professional organizations, membership on an accrediting or certifying body, providing expert witness testimony, etc.

Public – Captures service to the public/community, such as serving as a board member, committee member, coordinator, or organizer for community or non-governmental organizations. These activities may not necessarily have a direct professional connection.