SKIDMORE
COLLEGE

Digital Measures
Faculty User Guide

2018-2019

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I. Frequently Asked Questions

What is Digital Measures?

Digital Measures is a web-based database program that makes it easy for faculty to keep track of and report their activities and accomplishments in teaching, scholarship, and service. In 2017, as part of an initiative of the Office of the Dean of the Faculty, Skidmore College will begin using Digital Measures to complete the Individual Faculty Annual Summary of Activities Report. Through this customized solution, the College plans to collect information about the teaching, scholarship/research, and service accomplishments of faculty members in an accessible, easy-to-use digital format.

Why use a web-based activity reporting system?

Once this data is collected, it will be possible to efficiently and accurately generate real-time reports with the click of a button. Digital Measures has the following benefits:

- **24/7 Access.** Update your activities from any computer with an internet connection, eliminating the last-minute stress of compiling an annual summary report; if you update your activities regularly, your Individual Faculty Annual Summary of Activities Report is just a few clicks away.
- **Saves time.** Enter your activities once and easily generate your Individual Faculty Annual Summary of Activities Report.
- **Eliminates "status updates."** When up-to-date faculty accomplishments are always available, department chairs, program directors, and the Office of the DOF can compile updated reports without repeatedly contacting you for your most recent activities.
- **Central repository.** Allows you to maintain all your Curriculum Vita information in one convenient place. You can store digital copies of publications and presentations (including text, PowerPoint, audio, photo and video files). It also keeps track of your scheduled teaching and directed student learning activities.
- **Facilitates collaboration.** Unifying faculty data from across the College can identify possible cross-disciplinary partnerships and appropriately direct funding opportunities.
- **Flexibility.** Screens can be edited, data fields can be added or removed, and new custom reports can be created as the need arises.

Who should use Digital Measures?

All Skidmore faculty are expected to report on their annual activities using Digital Measures.

How many years of data must be entered?

At a minimum, faculty members should enter their activities from June 1, 2018 through May 31, 2019, and then maintain that data on a going-forward basis. This will allow an Individual Faculty Annual Summary of Activities Report to be generated for the 2018-2019 academic year, as well as for subsequent years. Of course, the more complete (breadth and depth) your profile, the more useful it will be for reporting purposes.

What are the deadlines?

Faculty must enter their data from the previous academic year by June 30th.

What if my activity doesn't fit in any existing categories?

In the short term, find the most appropriate category and make use of the "Other" and "Explanation of Other" categories to document this activity. Though Digital Measures has been extensively customized to include most common activities, it's impossible to encompass the full range of faculty activities within the College. To ensure your activities are properly categorized in the future, please e-mail dmhelp@skidmore.edu with your activity and we will work with Digital Measures staff and revise the categories to fully reflect your contribution.

Who has access to the data?

Faculty members have read/write privileges to their own individual data and the ability to generate a Curriculum Vita and the Individual Faculty Annual Summary of Activities Report.

Department chairs have read-only privileges to their faculty members' data and the ability to generate custom and ad hoc reports pertaining to their faculty members' data.

The Office of the Dean of the Faculty has read-only privileges to all faculty members' and department level data and the ability to generate custom and ad hoc reports pertaining to all faculty members' and department level data.

Note: The Digital Measures College Administrator, who is responsible for uploading Scheduled Teaching data, Directed Student Learning data, and other limited faculty data (start date, phone number, department), also has read/write privileges. This is required in order to pre-populate certain fields in Digital Measures and/or correct fields that may have been pre-populated incorrectly (but are flagged as "Read Only" in the system such that faculty are unable to edit the fields themselves).

How will this data be used?

Data entered can be used by the faculty member to generate an Individual Faculty Annual Summary of Activities Report and a Curriculum Vita. Faculty members can also use Digital Measures to facilitate the preparation of materials for Promotion and ATC reviews.

Department chairs and program directors can use the system to facilitate the drafting of self-studies or to generate reports about various activities of their faculty as part of departmental assessments. Digital Measures will allow department chairs and program directors to compile the information more quickly, without having to query each faculty member.

The Office of the Dean of the Faculty can use Digital Measures to collect group information critical for accrediting bodies or to demonstrate institutional capacity in grant applications. It can also be used as part of the College's publicity and advancement efforts.

The data will be for individual or for aggregate purposes only; it will not be used to draw comparisons between individual faculty or between departments.

Is there any sensitive personally-identifiable data in the system?

Apart from the data that has already been pre-populated under the Personal and Contact Information, Administrative Data – Permanent Data, Scheduled Teaching and Directed Student Learning screens, the only data in Digital Measures will be the information that faculty members choose to enter. If you feel uncomfortable sharing certain information, such as demographic data or the details of a sensitive or proprietary project, you may choose to leave it out of the system.

What is the security level of the Digital Measures system?

Digital Measures provides superior security to ensure your information is safe and secure:

- All Digital Measures servers are AWS EC2 servers that have the capability of being started in any of the AWS data centers in the contiguous United States
- Third party monitoring of all core applications, with call-outs to critical staff in the event of an outage or performance degradation
- All data encrypted both at rest and in transit and protected with firewalls, hardened server environments and more
- IT staff automatically notified of any problem
- Secure SSL-encrypted connection for all data channels
- Session timeouts to prevent unauthorized users
- Full technology insurance coverage in the event of a data breach

For a full list of security measures, you can visit the Security page on the Digital Measures site at http://www.digitalmeasures.com/activity-insight/features/serious-security.html.

Whom should I contact to ask questions or suggest revisions?

The College has established an email account for all Digital Measures-related inquiries at dmhelp@skidmore.edu.

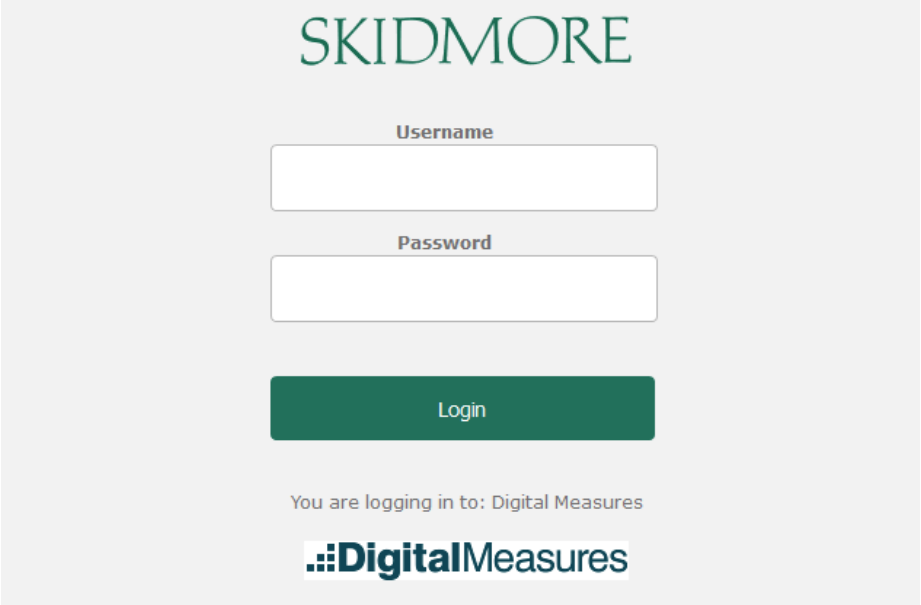
II. Using Digital Measures

Logging into Digital Measures

You can access the Digital Measures system by going to:

https://www.digitalmeasures.com/login/skidmore/faculty/authentication/authenticateShibboleth.do

This brings up the page shown below:



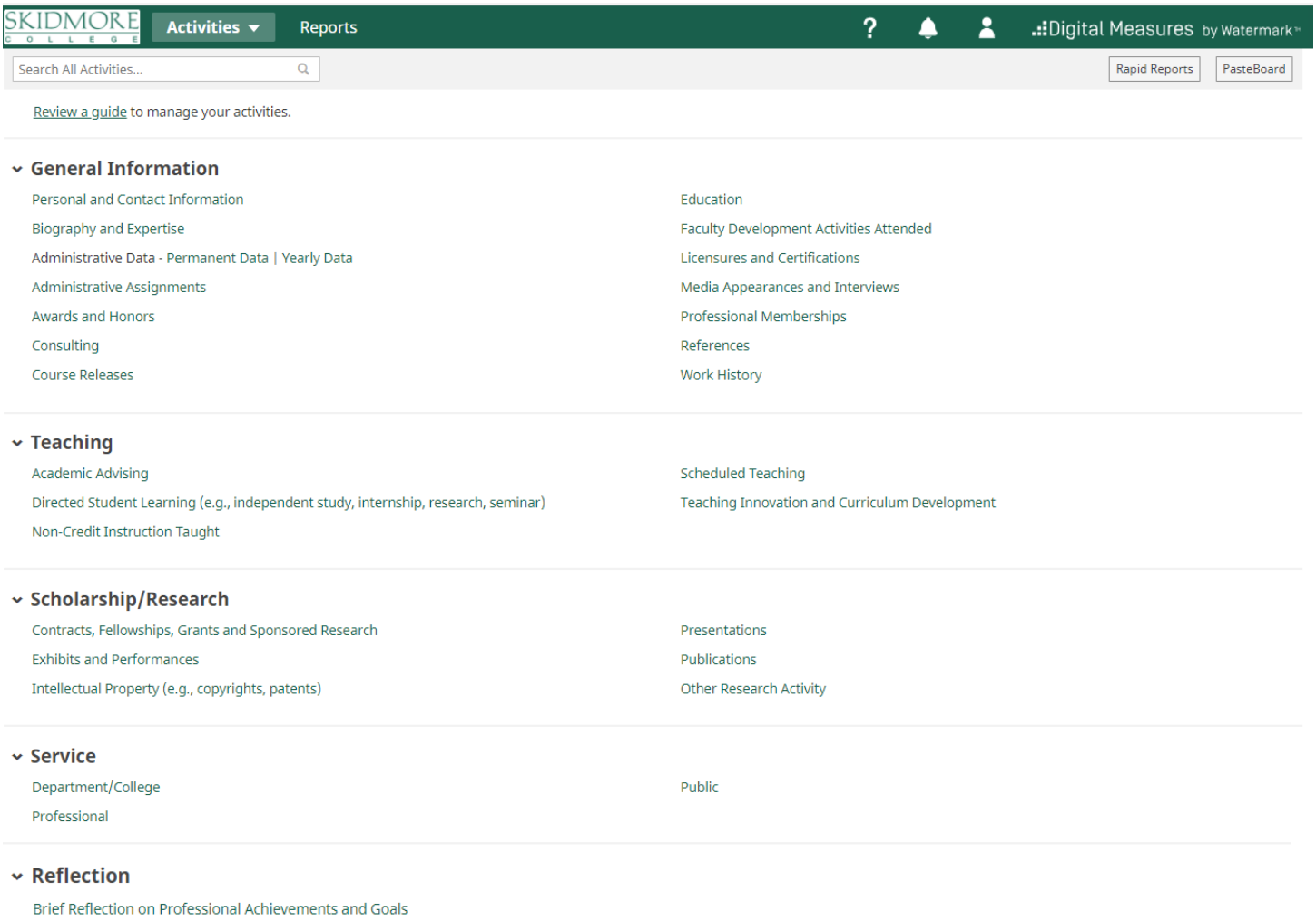
Log in with your Skidmore College User ID and password. You do not need a separate password to access Digital Measures.

Invalid or forgotten password issues should be reported to Skidmore's IT HelpDesk at helpdesk@skidmore.edu.

Errors regarding "no account found" should be reported to dmhelp@skidmore.edu.

Working in Digital Measures

The *Manage Activities* screen (below) is the first screen that appears after logging into Digital Measures. All screens in which data are entered may be accessed from here, as well as screens from which reports may be run. These screens have been customized to meet the specific reporting needs of Skidmore College.



The *Manage Activities* utility enables faculty to keep track of teaching, scholarship/research, and service activities.

The link at the top of the *Manage Activities* page: Review a guide to manage your activities. will always contain a link to Digital Measures' Faculty/Staff Guide.

When you first visit the *Manage Activities* page, it's recommended that you spend a few minutes looking through the screens accessible from it. To access a screen, click its name. The resulting summary screen displays records that are stored for that screen.

Managing Data

There are several actions you can take from a summary screen, although not all of these actions will always be available on every screen.

To add a new record, select the + Add New Item button.

To import items in bulk, select the Import button (available only for the Publications screen).

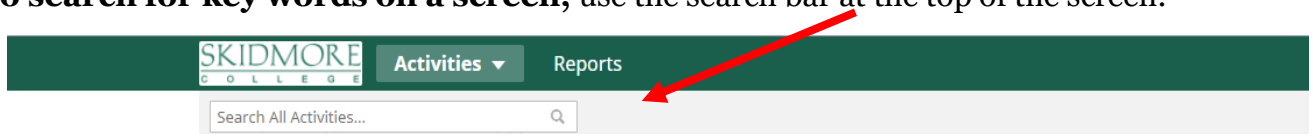
To edit or view a record, click anywhere in the record row on the summary screen.

> **Note:** *Your Digital Measures Administrator has added certain records to the system for you. Some of these records can be viewed, but cannot be edited or deleted. An icon identifies these records. If revisions are needed to the records which have been entered on your behalf, please contact dmhelp@skidmore.edu.*

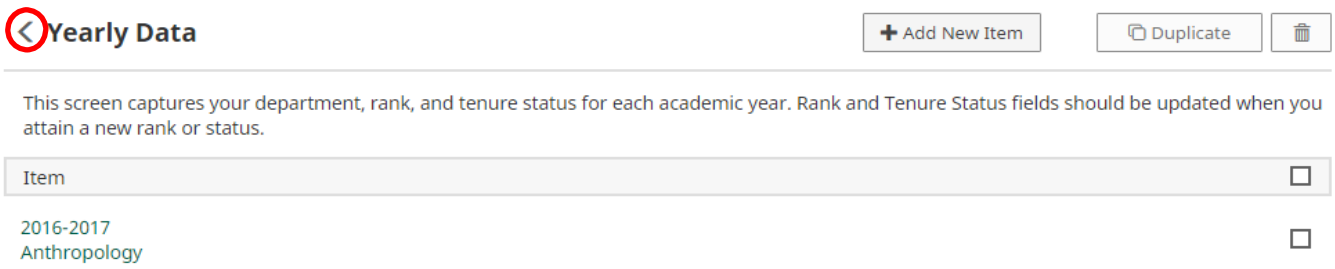
To delete a record, select the checkbox next to the item and then select the button located at the top right of the screen.

To copy a record, select the checkbox next to the item and then select the Duplicate button located at the top right of the screen.

To search for key words on a screen, use the search bar at the top of the screen:



To go back to the previous screen, click on the chevron button next to the page title:



Note: Digital Measures runs reports based on date ranges. **Therefore, it is very important that the data you enter into each screen has a date associated with it** (in most cases at least a Month and Year). Otherwise the data will not be picked up by Digital Measures when running your report.

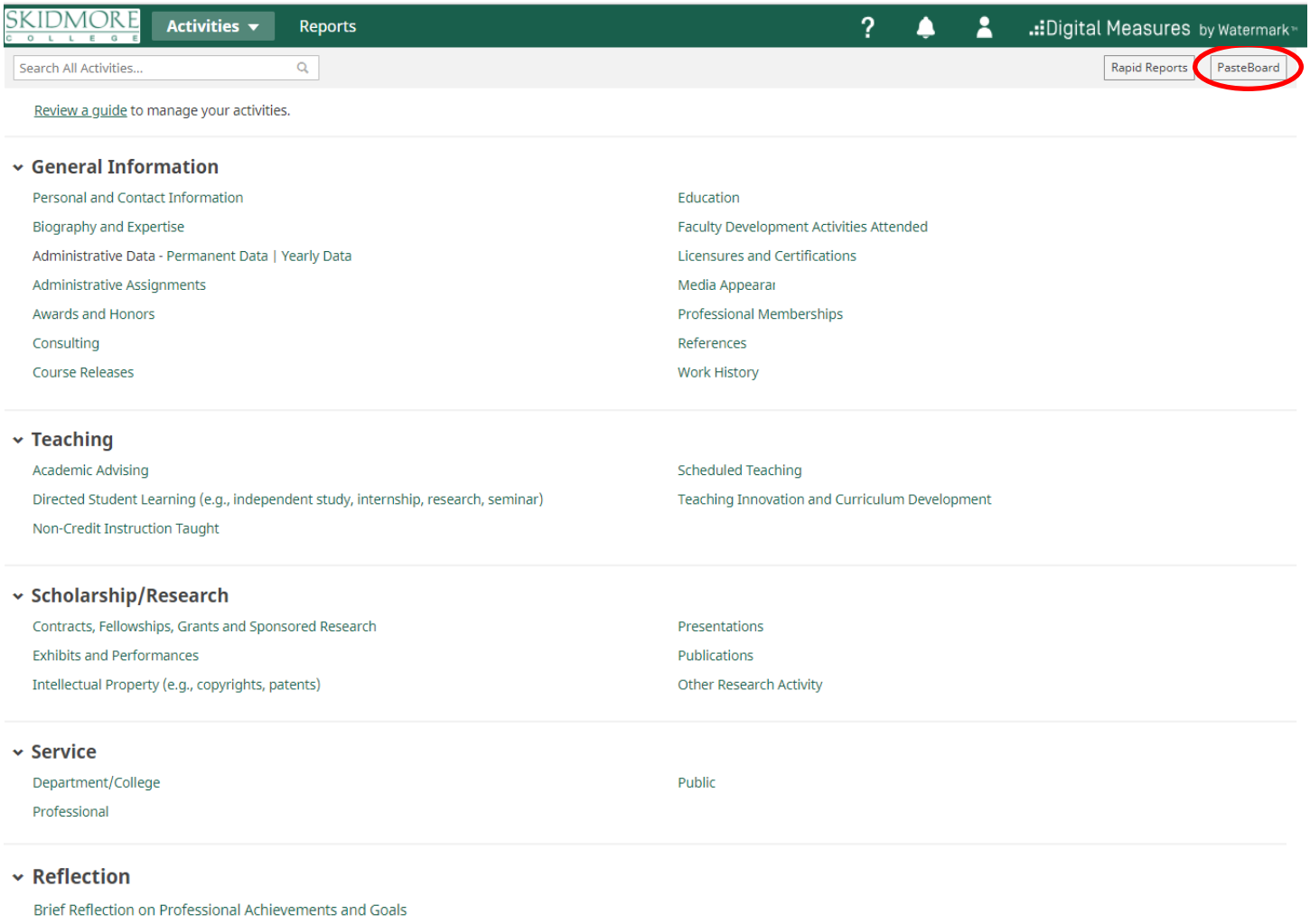
III. Helpful Features and Tips

This section provides an introduction to some of Digital Measures's advanced features which can greatly expedite the process of entering your activities.

The PasteBoard

The PasteBoard is a timesaving feature. The PasteBoard allows you to copy text from another document, such as your Curriculum Vita in Microsoft Word, and paste it into the PasteBoard. After you have pasted text into the PasteBoard, you can select text from it, click-and-hold on the text you selected, and drag the text into any field in the system to add that information.

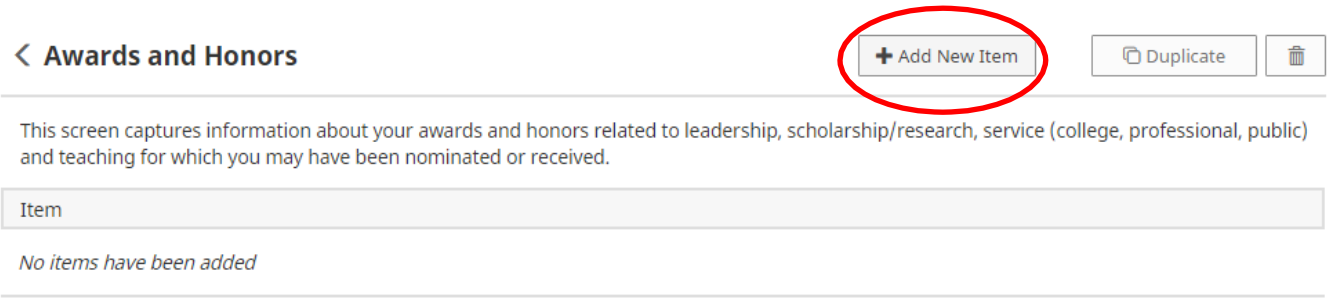
To access the PasteBoard, click on PasteBoard on the upper right corner of the navigation bar:



The Pasteboard will appear in the bottom right-hand corner of your screen and can be dragged anywhere on the screen as needed. Any text in the PasteBoard upon logging out will remain in the PasteBoard for future sessions.

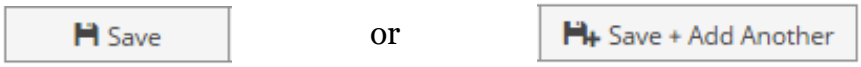
Adding a New Record

In each screen you will need to add records separately. For example, in the Awards and Honors screen below, you will have to select the *Add New Item* button to enter each award and honor:



Save

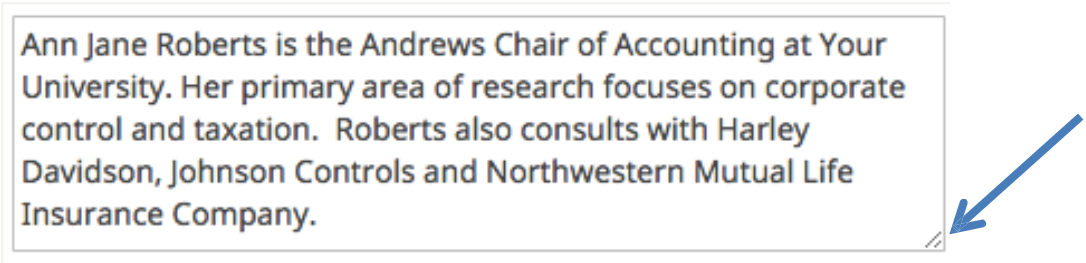
When you are finished entering your data, please remember to always select



The *Save* button will save the data you entered and return you to the previous screen. The *Save + Add Another* button will save the data you entered and will give you a new page to add another record.

Expanding Text Boxes

You may see two diagonal lines in the bottom right corner of text boxes:



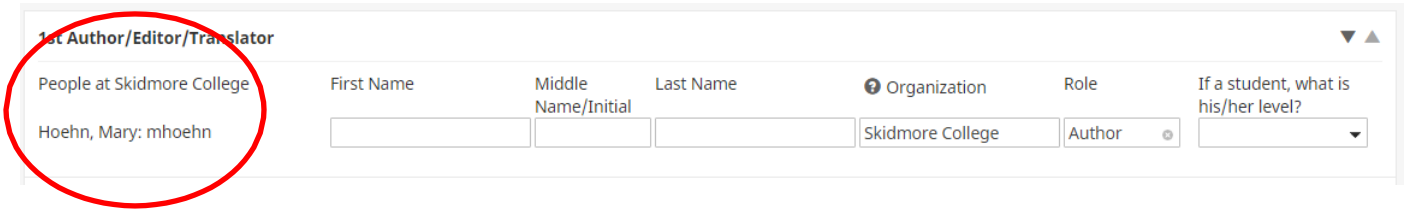
Clicking this area and dragging allows you to resize the text box as needed.

Entering Authors, Investigators, Presenters, Performers, etc.

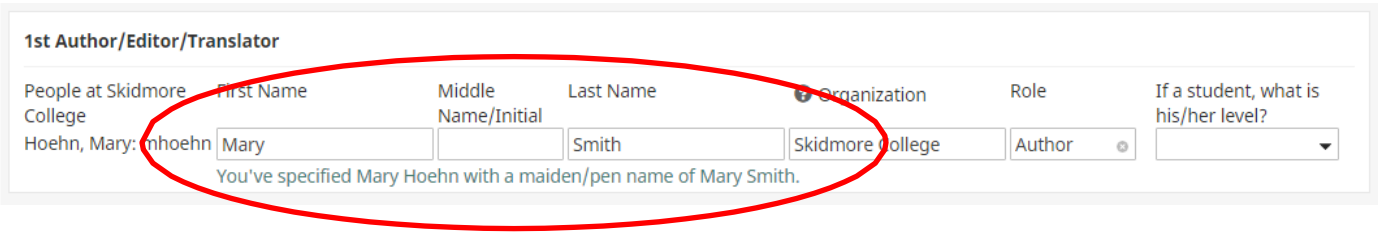
When you enter a record into any of the 6 screens under the Scholarship/Research category:

- Contracts, Fellowships, Grants and Sponsored Research
- Exhibits and Performances
- Intellectual Property
- Presentations
- Publications
- Other Research Activity

by default, you will appear as the first author, investigator, presenter, performer, inventor, etc. Your last name, first name and username will be displayed at the far left under "People at Skidmore College." You do not need to enter your name in the blank fields to the right of your username unless you want the record to reflect a different name:

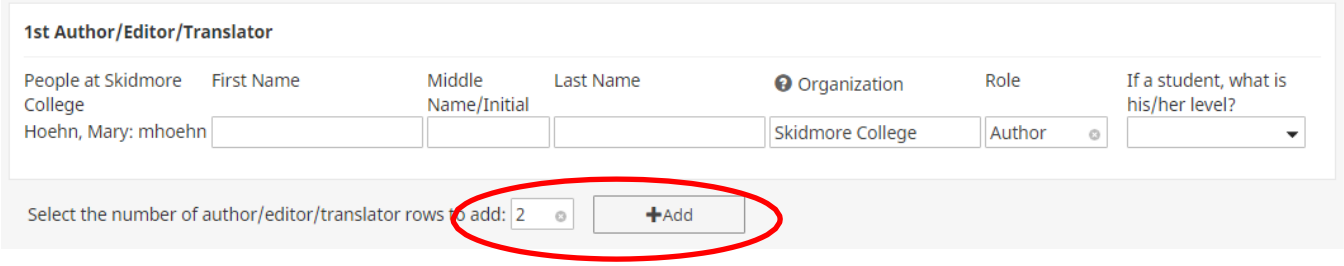


In cases where you wish to use a <u>different name</u>, you can alter the name that will be displayed in Digital Measures reports for the record you are entering. In the blank fields to the right of where your username appears, type the alternate name you wish to use for that record. Your reports will display that entry with the alternate name:

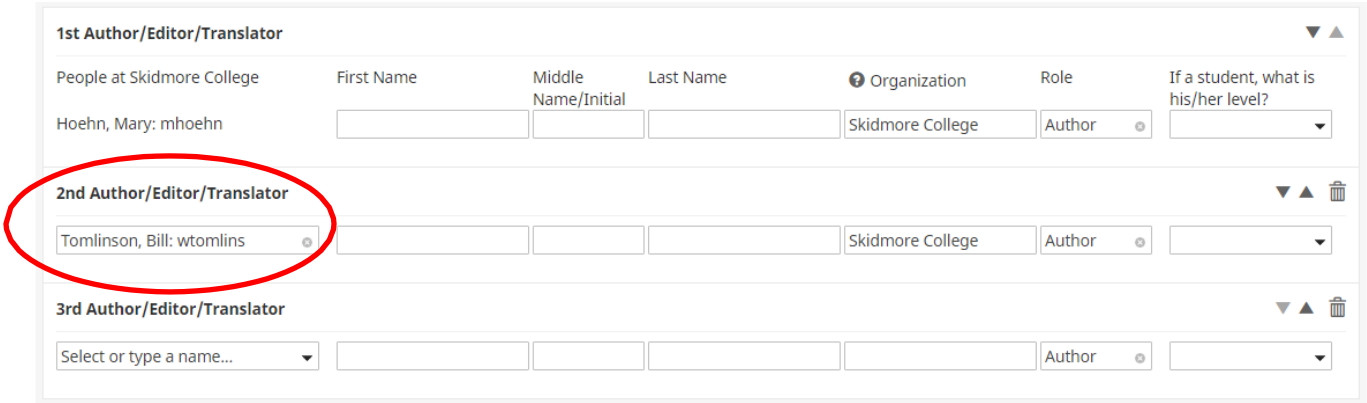


Note: This will only affect the record for which the information is entered. The information must be entered into each record for which you want an alternative name to be displayed.

To add additional contributors, select the appropriate number of contributors to add in the box to the right of 'Select the number of author/editor/translator rows to add' and then click on the *+Add* button:

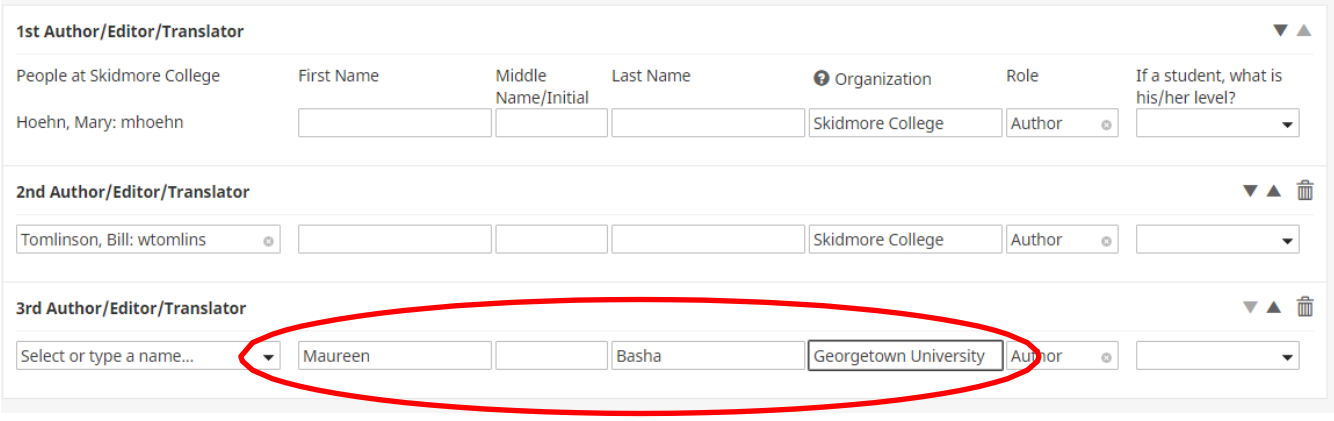


If the co-contributor is a faculty member at Skidmore, you may select his/her name from the "Select or type a name" drop-down list on the left:



Once you have selected the contributor's name from the drop-down list, you do not need to enter his/her name in the blank fields to the right of where his/her username appears unless you want the record to reflect a different name.

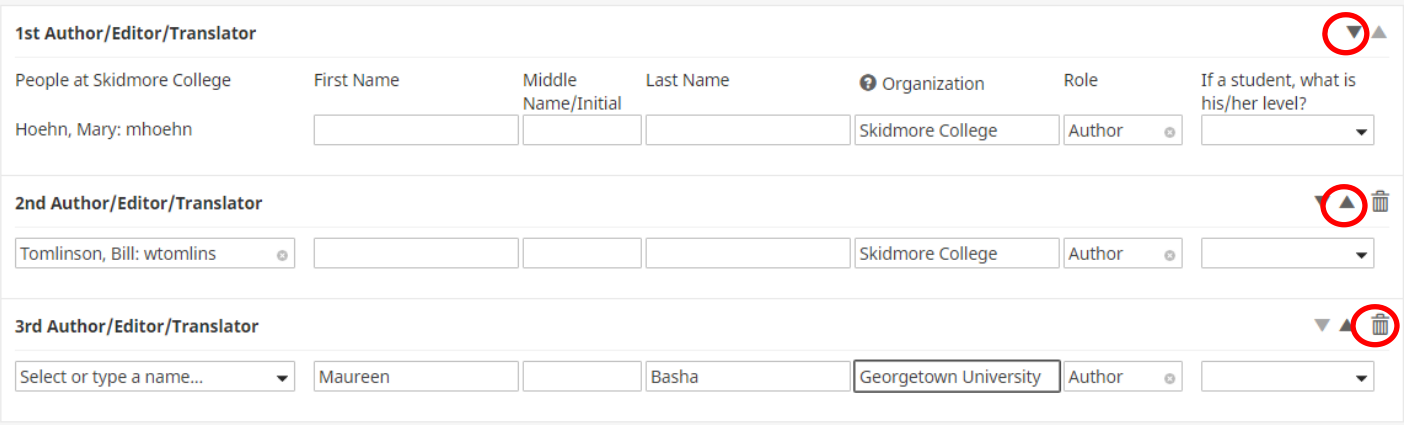
Skidmore students and non-Skidmore faculty will not appear in the drop-down list. If the co-contributor is a student or is <u>not</u> a faculty member at Skidmore, type the name of the individual and his/her organization in the fields to the right of the drop-down list:



Note: Digital Measures is a relational database. For example, if multiple Skidmore users authored an article, the first user to enter the citation is considered the "owner" of the record. When a user enters the citation, the record will be associated with ALL of the collaborating authors. If you see a record that says, "Entered By: Faculty Name," then a co-contributor has already created the record. **Please do not create a duplicate record.** If any of the information entered by your co-contributor is incorrect, please work with that individual to correct it.

Changing Contributor Order

For records with more than one contributor, you can easily change the contributing order using the three icons on the far right side of the page:



You can use the downward arrow icon (▼) to move a contributor down in the order, or the upward arrow icon (▲)to move a contributor up in the order.

If an arrow icon is grayed out as shown in the image above, the selected contributor cannot be moved up or downward any further.

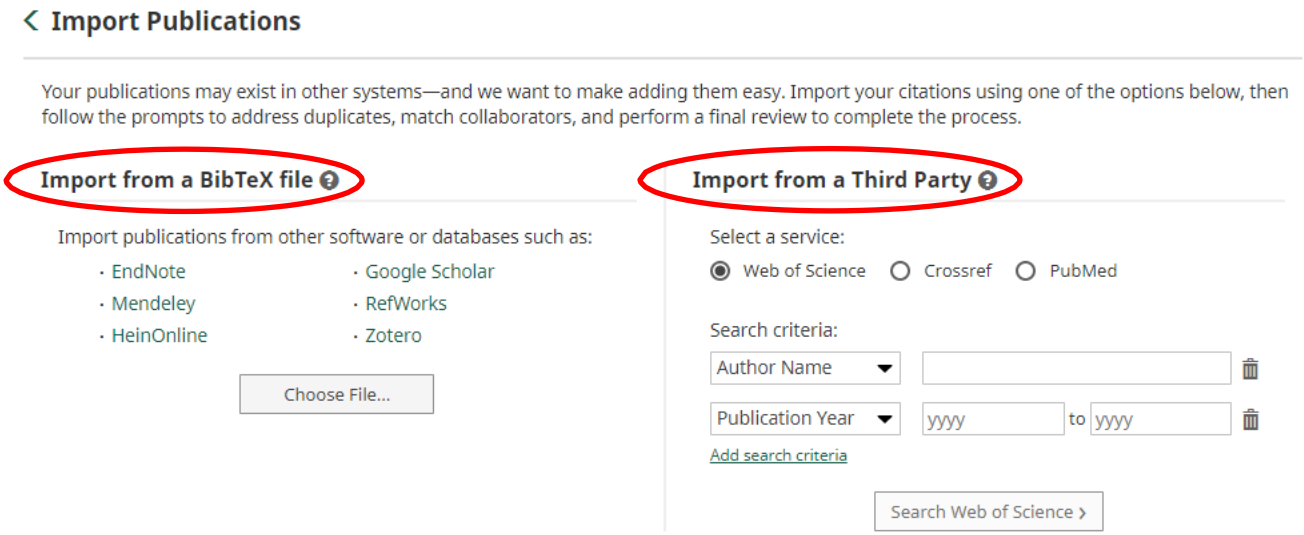
Similarly, additional contributors can always be deleted from records by clicking the delete icon (🗑) at the far right of the row, as shown above.

If you choose to delete a contributor, a popup window will appear to confirm your decision. Click the **OK** button to delete this author and return to the activity page.

Importing Publications

There are two ways for you to import your publications from other databases. From *Manage Activities*, click on *Publications* under the Scholarship/Research category. From there, click on the *Import* button:

You will then be given two different options for importing items:



Option A: Import from a BibTeX file

Using the BibTeX Import feature within Digital Measures, you can import citations that are already stored in another software system such as a reference manager or database (e.g., EndNote, Google Scholar, Mendeley, RefWorks, Scopus, Web of Science, and Zotero). Click here for a step-by-step guide: http://www.digitalmeasures.com/activity-insight/docs/bibtex.html

Option B: Import from Third Party

Using the Import from Third Party feature, you can pull your citations into Digital Measures directly from PubMed, Crossref or Web of Science without first saving them into a BibTeX file. Click one of the below links for a step-by-step guide:

PubMed: https://www.digitalmeasures.com/activity-insight/docs/pubmed.html
CrossRef: https://www.digitalmeasures.com/activity-insight/docs/crossref.html
Web of Science: https://www.digitalmeasures.com/activity-insight/docs/wos.html

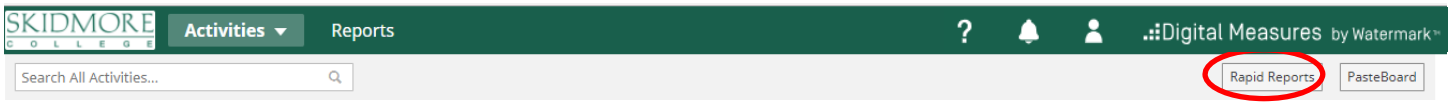
Note: When importing from PubMed, Crossref, or Web of Science, the automatic search may return items that are from similarly named researchers in addition to your own. To resolve this, make sure to click the checkboxes next to **only** the scholarly works that you have produced.

Rapid Reports

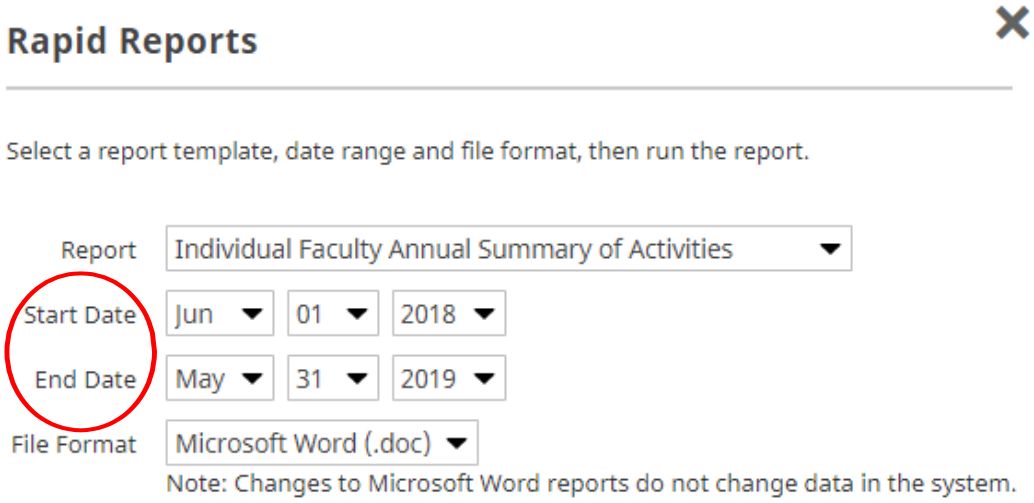
While you are managing your activities, you may want to see how a particular change looks on a report. The *Rapid Reports* feature provides a way to quickly and easily run simple reports on the data in the system, including your Individual Faculty Annual Summary of Activities report.

To run a report using *Rapid Reports*:

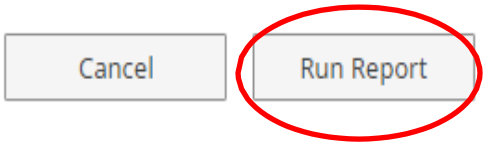
1. Click on *Rapid Reports* on the upper right corner of the navigation bar:



2. Select the report you want to run, and add the start and end date for the report.



3. Click on the *Run Report* button.



When you receive the message to open or save, click on the *Open* button. The report will then open in a Word document. When it opens in Word you will have to click on the *Enable Editing* button at the top of the page to be able to make any revisions or save the document. Save the document to your computer.

Activity Categories

Manage Activities contains four categories used to report faculty activities, which are explained briefly below. For your convenience, a more detailed table of **Common Activities and Entry Locations** is appended to this guide.

- The **General Information** category is where you can enter your personal and contact information, leave status, course releases, educational and work history, administrative assignments, honors and awards, certifications, and professional memberships.
- The **Teaching** category contains information about scheduled teaching, academic advising, teaching innovation and curriculum development, and other activities that directly impact student learning.
- The **Scholarship/Research** category is where you can enter information about grants, publications, exhibits, presentations, and other scholarly and professional activities.
- The **Service** category is where you can enter information about your service at Skidmore, both at the department and college level, service for professional organizations and committees outside Skidmore, and service to the community.

A fifth category, **Reflection**, contains information regarding your most important achievement for the academic year, as well as two or three professional goals you have for the upcoming academic year and how Skidmore might support these efforts.

Things to Remember When Working in Digital Measures

- Digital Measures runs reports based on date ranges. **Therefore, it is very important that the data you enter into each screen has a date associated with it** (in most cases at least a Month and Year**).** Otherwise the data will not be picked up by Digital Measures when running your report.
- Digital Measures works best when using Google Chrome or Mozilla Firefox.
- Digital Measures does not automatically save your entries. **You must click "Save" to ensure all of the information you entered is retained.**
- Data fields in the various screens should be completed if they are applicable to you and you want them included in your report. If you are not comfortable sharing certain information, you are not required to include it.
- While most information must be entered by you, some data has already been pre-populated, such as some of the information shown under the *Scheduled Teaching* and *Directed Student Learning* screens as well as some personal and administrative information. If you find that some of this information is incorrect, please contact dmhelp@skidmore.edu and we will work with you to correct it.

IV. Appendix

Common Activities and Entry Locations

The following information provides a list of major faculty activities and corresponding entry locations in Digital Measures.

Name of Screen	Category	Description
Personal and Contact Information	General Information	This screen captures your personal and contact information such as your name, email address, phone number, office location, and other optional fields. Some fields have been pre-populated.
Biography and Expertise	General Information	This screen captures your brief biography, areas of specialization, professional interests, other interests, notable courses taught, and languages.
Administrative Data – Permanent Data	General Information	This screen captures your starting rank and start date at Skidmore, dates of subsequent rank(s) attained, and tenure decision date. Start date at Skidmore has been pre-populated and is read only. Fields on this screen should be updated when you attain a new rank.
Administrative Data – Yearly Data	General Information	This screen captures your department, rank, tenure status and leave status for each academic year. Rank and tenure status should be updated when you attain a new rank or status.
Administrative Assignments	General Information	This screen captures information about your administrative assignments at Skidmore (i.e., Acting Chair, Assistant Dean, Assistant Director, Associate Chair, Associate Dean, Associate Director, Chair, Dean, Director, or Endowed Chair), both at the College and Department level.
Awards and Honors	General Information	This screen captures information about your awards and honors related to leadership, scholarship/research, service (college, professional, public) and teaching for which you may have been nominated or received.
Consulting	General Information	This screen captures information about consulting work performed for an organization, either compensated or pro bono, that was contracted between you and the client organization and did not go through Skidmore. If you served as a consultant on a grant, you may also wish to enter this information under the "Contracts, Fellowships, Grants and Sponsored Research" screen.
Course Releases	General Information	This screen captures information about course releases taken each academic year.

Name of Screen	Category	Description
Education	General Information	This screen captures information about your education such as degree, institution, major, thesis, year completed, advisor information, and associated coursework.
Faculty Development Activities Attended	General Information	This screen captures information about your development activities attended that serve to develop your knowledge and skills, such as conference attendances, continuing education programs, faculty internship/fellowships, self-study programs, seminars, tutorials, or workshops.
Licensures and Certifications	General Information	This screen captures any licenses/certifications held.
Media Appearances and Interviews	General Information	This screen captures media appearances and interviews (TV, radio, newspaper, magazine, internet, etc.) where you were invited to share your professional expertise.
Professional Memberships	General Information	This screen captures information about your memberships within professional organizations, associations and societies external to Skidmore. Leadership positions held or other unique activities performed for an organization outside of Skidmore should be entered in the Professional screen under the Service category.
References	General Information	This screen captures your references' contact information.
Work History	General Information	This screen captures both Skidmore and non-Skidmore related work experience.
Academic Advising	Teaching	This screen captures information about students you advised each term. Numbers entered should be based on the number of advisees you had at the end of each given semester. Only include advisees for which you are the advisor of record.
Directed Student Learning	Teaching	This screen captures information about your activities working one-on-one with individual students, including term and year; course name, prefix and number; involvement type; student's first and last name; title of the student's work, stage of completion, and any comments. Some records have already been created for you based on courses designated in Banner as independent study, internship, research, or seminar and cannot be edited. However, you may add additional records to capture additional student mentorship activities.
Non-Credit Instruction Taught	Teaching	This screen captures non-credit instruction taught, such as certification classes, continuing education, serving as a guest lecture, leading a workshop, etc.

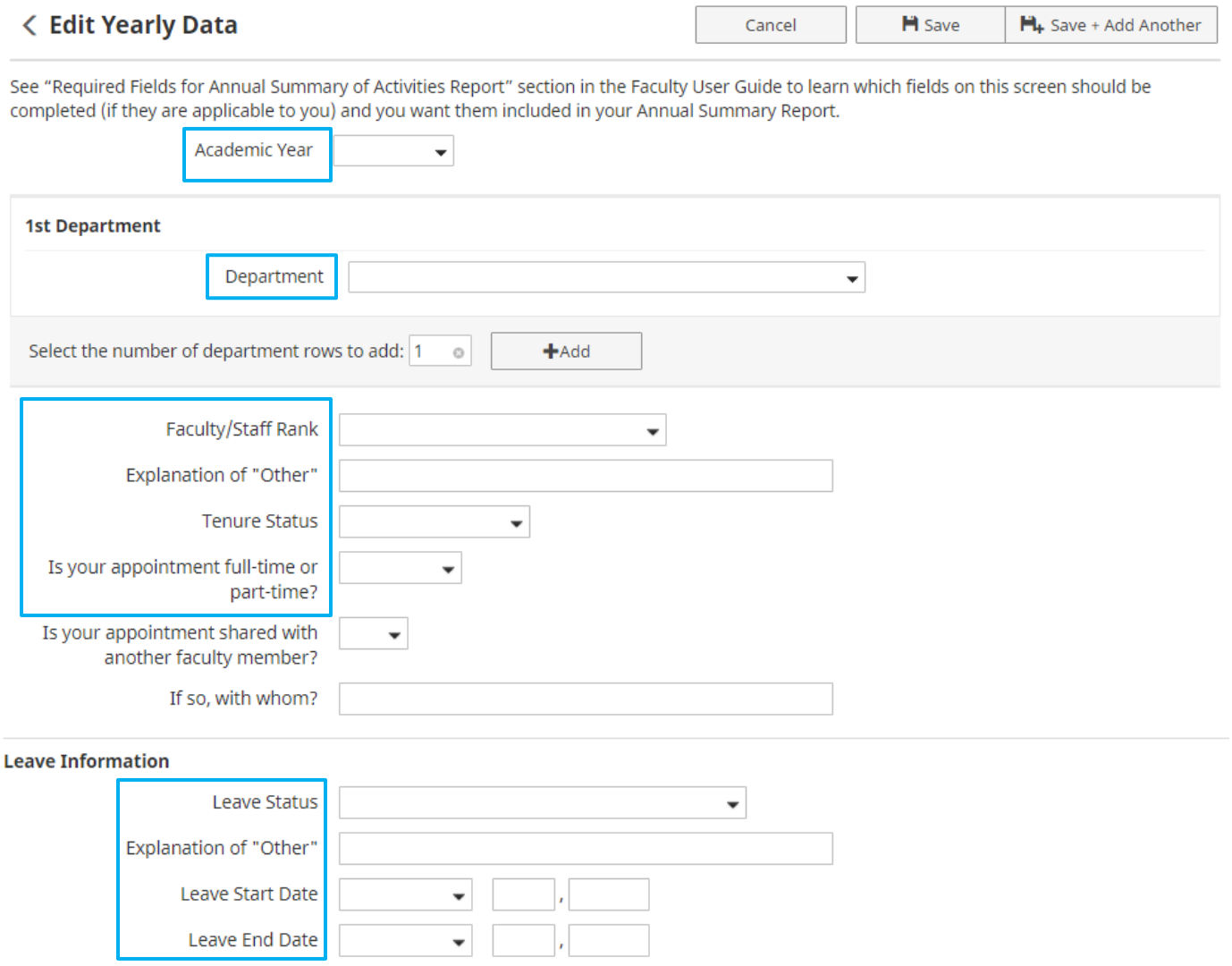
Name of Screen	Category	Description
Scheduled Teaching	Teaching	This screen captures information about each course taught. Most fields are pulled from Banner and are read only. However, you may enter details, such as whether the course was a new course preparation or new format for an existing course, and any comments.
Teaching Innovation and Curriculum Development	Teaching	This screen captures activities related to curricular development, the preparation of new courses or degree programs, revisions to existing courses or degree programs, and other strategies for improvement before they are actually implemented. For example, you may enter information related to your preparation or development of specific teaching innovations such as new classroom techniques; new teaching material such as course modules; or activities that will enhance student learning such as guest speakers, outside projects, field trips, etc.
Contracts, Fellowships, Grants and Sponsored Research	Scholarship/Research	This screen captures details about grants, contracts and fellowships, both internal or external to Skidmore, and whether planned, pending, funded or not funded. You may also enter details about any additional investigators (both Skidmore and external, including students), collaborating institutions or subcontractors. If you received a pedagogy grant to develop a course, you may wish to enter this information under the Teaching Innovation and Curriculum Development screen as well.
Exhibits and Performances	Scholarship/Research	This screen captures details about exhibits and performances, such as artist-in-residences, dance performances, exhibitions, films, film screenings, music and theater performances, etc. You may also enter details about any additional performers or exhibitors (both Skidmore and external, including students).
Intellectual Property	Scholarship/Research	This screen captures information about patents and copyrights. You may also enter details about any additional inventors (both Skidmore and external).
Presentations	Scholarship/Research	This screen captures information about presentations given to an audience of your professional peers, such as a lecture, poster presentation, etc. You may also enter details about any additional presenters (both Skidmore and external, including students).

Name of Screen	Category	Description
Publications	Scholarship/Research	This screen captures all scholarly work written, edited or translated, such as books, book chapters, book reviews, journal articles, textbooks, etc. You may enter details about whether publications are in preparation, submitted, accepted, not accepted, in press, under revision/resubmitted, or published. You may also enter details about any additional authors, editors and translators (both Skidmore and external, including students).
Other Research Activity	Scholarship/Research	This screen captures information about research activities that are not internally or externally supported by grant funds, whether planned, ongoing, or complete. You may also enter details about any additional collaborators (both Skidmore and external, including students).
Department/College	Service	This screen captures service at Skidmore, at both the College and Department level. Service activities include admissions, fundraising, or institutional grant writing activities; serving on an advisory board, task force, or working group; campus event organizing; serving as a student club advisor or faculty mentor; or serving on a compliance committee, department curriculum committee, department self-study committee, governance committee, personnel review committee, search committee, steering committee, or student scholarship committee.
Professional	Service	This screen captures service activities and leadership positions for professional organizations, committees and clubs outside of Skidmore that contribute to your profession or discipline, such as serving as a reviewer/referee for a professional journal or on the board of advisors for a professional association. Membership within these organizations may also need to be entered under Professional Memberships in the General Information category.
Public	Service	This screen captures service to the community where your expertise is still utilized. Examples include serving on the board of a local non-profit, guest speaking at a civic organization, etc.
Brief Reflection on Professional Achievements and Goals	Reflection	This screen should be updated on an annual basis as part of your Annual Summary Report.

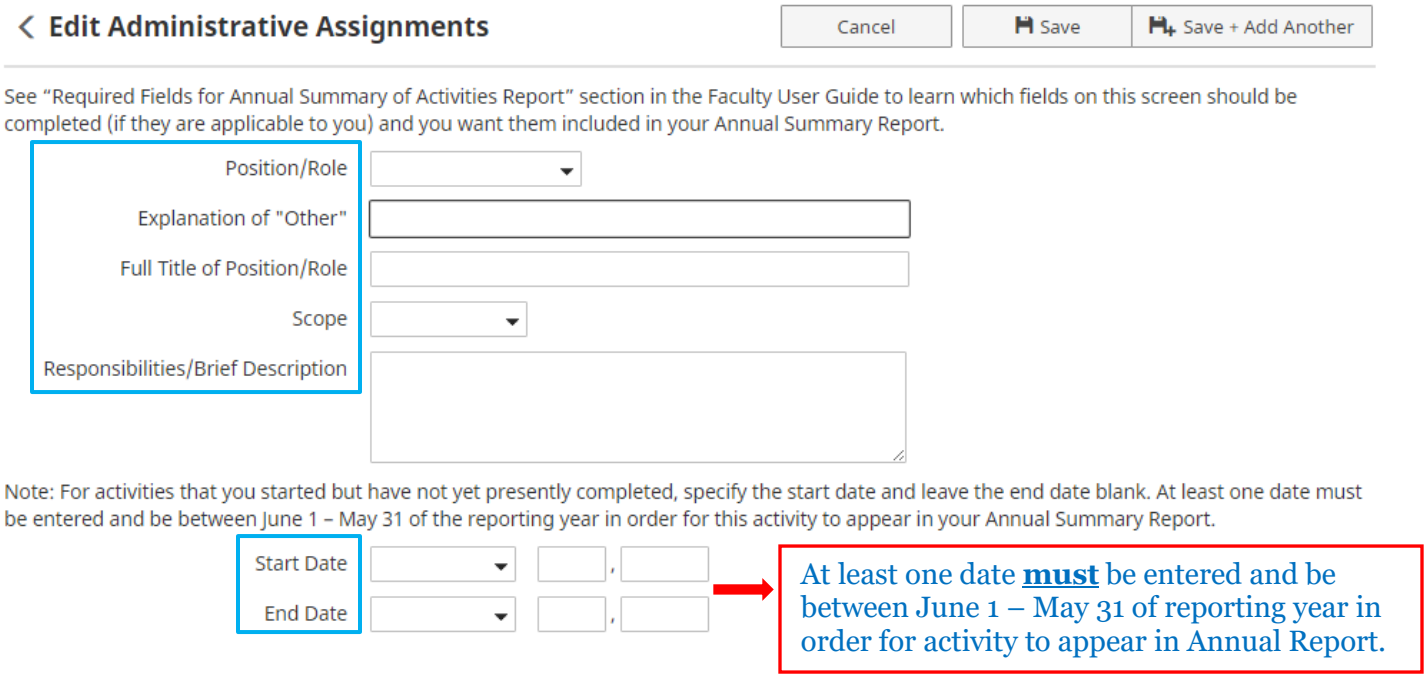
Required Fields for Annual Summary of Activities Report

Data fields **circled in blue** indicate what information will be automatically pulled from certain Digital Measures screens to populate your Annual Summary Report. These fields should be completed if they are applicable to you and you want them included in your Annual Summary Report.

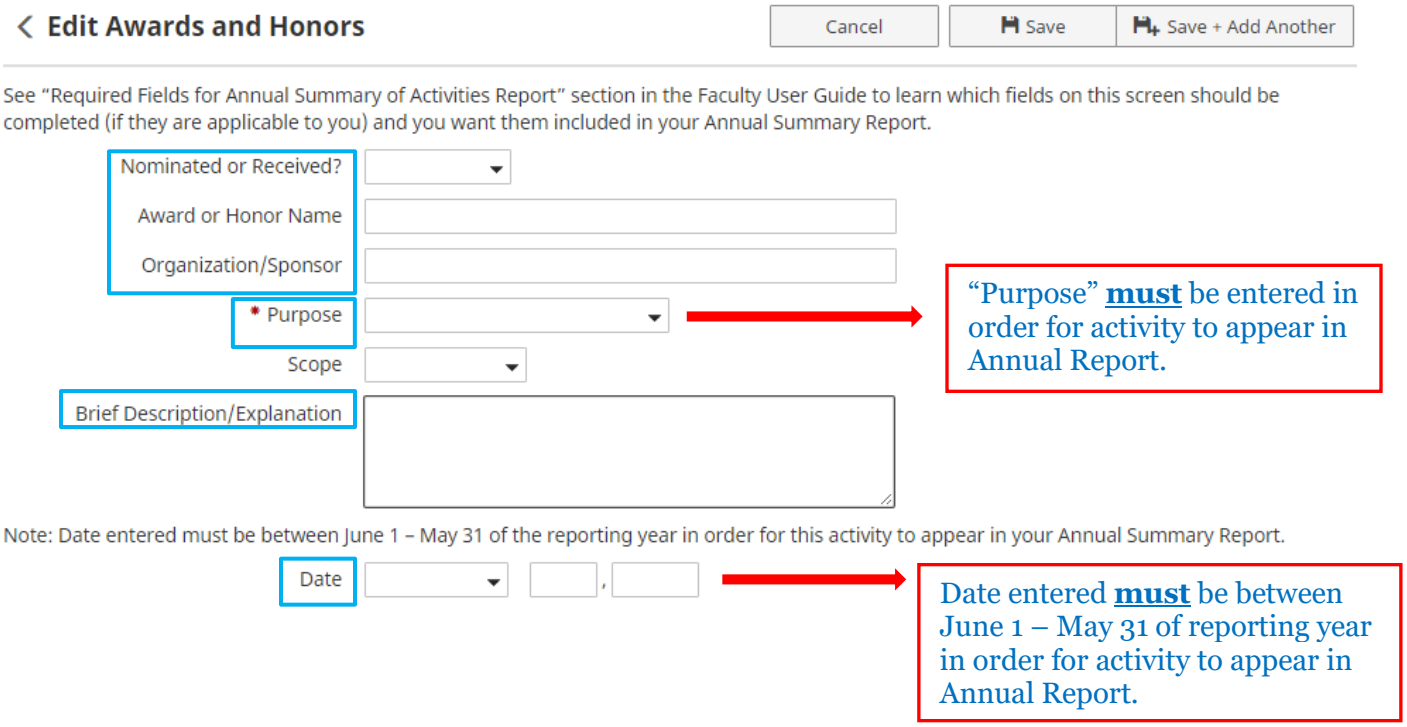
Administrative Data – Yearly Data Screen



Administrative Assignments Screen



Awards and Honors Screen



Consulting Screen

Edit Consulting

Cancel | Save | Save + Add Another

See "Required Fields for Annual Summary of Activities Report" section in the Faculty User Guide to learn which fields on this screen should be completed (if they are applicable to you) and you want them included in your Annual Summary Report.

Consulting Type

Explanation of "Other"

Client/Organization

City, State and Country

* Compensated or Pro Bono?

Brief Description

"Compensated or Pro Bono" **must** be entered in order for activity to appear in Annual Report.

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank. At least one date must be entered and be between June 1 – May 31 of the reporting year in order for this activity to appear in your Annual Summary Report.

Start Date

End Date

At least one date **must** be entered and be between June 1 – May 31 of reporting year in order for activity to appear in Annual Report.

Course Releases Screen

Edit Course Releases

Cancel | Save | Save + Add Another

See "Required Fields for Annual Summary of Activities Report" section in the Faculty User Guide to learn which fields on this screen should be completed (if they are applicable to you) and you want them included in your Annual Summary Report.

Term and Year Course Release Was Taken

Number of Workload Credits Associated with Course Release

Type of Course Release

* Based on Your Selection Above, Please Provide Additional Details Surrounding the Granting of Course Release

"Term and Year" **must** be entered in order for activity to appear in Annual Report.

Term and Year must be between June 1 – May 31 of reporting year in order for activity to appear in Annual Report.

Faculty Development Activities Attended Screen

Edit Faculty Development Activities Attended

Cancel | Save | Save + Add Another

See "Required Fields for Annual Summary of Activities Report" section in the Faculty User Guide to learn which fields on this screen should be completed (if they are applicable to you) and you want them included in your Annual Summary Report.

Activity Type

Explanation of "Other"

Title

Sponsoring Organization

City, State and Country

Number of Credit Hours

Brief Description

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank. At least one date must be entered and be between June 1 – May 31 of the reporting year in order for this activity to appear in your Annual Summary Report.

Start Date

End Date

At least one date **must** be entered and be between June 1 – May 31 of reporting year in order for activity to appear in Annual Report.

Licensures and Certifications Screen

Edit Licensures and Certifications

Cancel | Save | Save + Add Another

See "Required Fields for Annual Summary of Activities Report" section in the Faculty User Guide to learn which fields on this screen should be completed (if they are applicable to you) and you want them included in your Annual Summary Report.

Title of Licensure/Certification

Sponsoring Organization

Scope

Description

Note: At least one date must be entered and be between June 1 – May 31 of the reporting year in order for this activity to appear in your Annual Summary Report.

Date Obtained

Expiration Date

At least one date **must** be entered and be between June 1 – May 31 of reporting year in order for activity to appear in Annual Report.

Media Appearances and Interviews Screen

Edit Media Appearances and Interviews

Cancel | Save | Save + Add Another

See "Required Fields for Annual Summary of Activities Report" section in the Faculty User Guide to learn which fields on this screen should be completed (if they are applicable to you) and you want them included in your Annual Summary Report.

Media Type

Explanation of "Other"

Article/Segment Title

Program/Media Outlet Name

Web Address

Description

Note: Date entered must be between June 1 – May 31 of the reporting year in order for this activity to appear in your Annual Summary Report.

Publication/Air Date

Date entered **must** be between June 1 – May 31 of reporting year in order for activity to appear in Annual Report.

Academic Advising Screen

Edit Academic Advising

Cancel | Save | Save + Add Another

See "Required Fields for Annual Summary of Activities Report" section in the Faculty User Guide to learn which fields on this screen should be completed (if they are applicable to you) and you want them included in your Annual Summary Report.

Note: Date entered must be between June 1 – May 31 of the reporting year in order for this activity to appear in your Annual Summary Report

Term and Year

Date entered **must** be between June 1 – May 31 of reporting year in order for activity to appear in Annual Report.

Number of Students Advised as Primary Advisor

Number of Students Advised as Secondary Advisor

Comments

Directed Student Learning Screen

Edit Directed Student Learning (e.g., independent study, internship, research, seminar)

Cancel | Save | Save + Add Another

See "Required Fields for Annual Summary of Activities Report" section in the Faculty User Guide to learn which fields on this screen should be completed (if they are applicable to you) and you want them included in your Annual Summary Report.

- * Term and Year
- Course Name
- Course Prefix and Number
- Section Number
- Involvement Type
- Student First Name
- Student Last Name
- Title of Student's Work
- Stage of Completion
- Comments

Note: Some records have already been created for you. In those cases, these fields will be read-only.

"Term and Year" **must** be entered in order for activity to appear in Annual Report.

Term and Year must be between June 1 – May 31 of reporting year in order for activity to appear in Annual Report.

Non-Credit Instruction Taught Screen

Edit Non-Credit Instruction Taught

Cancel | Save | Save + Add Another

See "Required Fields for Annual Summary of Activities Report" section in the Faculty User Guide to learn which fields on this screen should be completed (if they are applicable to you) and you want them included in your Annual Summary Report.

- Instruction Type
- Explanation of "Other"
- Audience
- Sponsoring Organization
- Number of Participants
- Academic or Professional?
- Description

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank. At least one date must be entered and be between June 1 – May 31 of the reporting year in order for this activity to appear in your Annual Summary Report.

- Start Date
- End Date

At least one date **must** be entered and be between June 1 – May 31 of reporting year in order for activity to appear in Annual Report.

Scheduled Teaching Screen

Edit Scheduled Teaching

Cancel | Save

You do not have access to modify some of the fields on this screen. If changes are needed, contact your Digital Measures Administrator, Mary Hoehn.

Term and Year
Course Name
Course Prefix and Course Number
Section Number
Official Enrollment Number
Student Credit Hours
Faculty Workload Hours
Course Level
Delivery Mode
Helios?

Fields are pre-populated and read-only.

New course preparation?

New format for existing course?

Syllabus for this course — No File Stored — Choose File...

Comments

Teaching Innovation and Curriculum Development Screen

Edit Teaching Innovation and Curriculum Development

Cancel | Save | Save + Add Another

See "Required Fields for Annual Summary of Activities Report" section in the Faculty User Guide to learn which fields on this screen should be completed (if they are applicable to you) and you want them included in your Annual Summary Report.

Activity Type

Explanation of "Other"

Course or Program Name

Description of Activity

Dates are intended to capture the time spent working on curriculum development or teaching innovation that will be delivered at a future date; the delivery of the course itself will be captured under the Scheduled Teaching Screen, where you can indicate if this was a new course preparation or a new format for an existing course. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank. At least one date must be entered and be between June 1 – May 31 of the reporting year in order for this activity to appear in your Annual Summary Report.

Start Date

End Date

At least one date **must** be entered and be between June 1 – May 31 of reporting year in order for activity to appear in Annual Report.

Contracts, Fellowships, Grants and Sponsored Research Screen

Edit Contracts, Fellowships, Grants and Sponsored Research

Cancel | Save | Save + Add Another

See "Required Fields for Annual Summary of Activities Report" section in the Faculty User Guide to learn which fields on this screen should be completed (if they are applicable to you) and you want them included in your Annual Summary Report.

Type

Explanation of "Other"

Title

Agency/Sponsor

* Current Status

Amount $

Abstract

"Current Status" **must** be entered in order for activity to appear in Annual Report.

Lead or Prime Applicant / Collaborating Institution / Subcontractors
Please list the Lead or Prime Applicant as the first entry in this list.

1st Applicant

Applicant

Explanation of "Other Institution"

Applicant Type

Select the number of applicant rows to add: 1 +Add

Investigators
Please select a person from the drop-down list and/or enter their name in the input fields.
By default, your name will appear as the first investigator. You do not need to enter your name in the blank fields unless you submitted under a different name. You can add additional investigators by selecting the appropriate number of investigator rows to add, and then change the order using the up/down arrows. Please note that Skidmore students and non-Skidmore faculty will not appear in the drop-down list and you will have to enter their names in the fields provided.

1st Investigator

People at Skidmore College | First Name | Middle Name/Initial | Last Name | If a student, what is his/her level?
Hoehn, Mary: mhoehn

Role | Explanation of "Other" | Institution | Explanation of "Other Institution"

Select the number of investigator rows to add: 1 +Add

Award Letter No File Stored Choose File...

Note: At least one date must be entered and be between June 1 – May 31 of the reporting year in order for this activity to appear in your Annual Summary Report.

Submission Deadline

Start Date

End Date

At least one date **must** be entered and be between June 1 – May 31 of reporting year in order for activity to appear in Annual Report.

Exhibits and Performances Screen

Edit Exhibits and Performances

Cancel | Save | Save + Add Another

See "Required Fields for Annual Summary of Activities Report" section in the Faculty User Guide to learn which fields on this screen should be completed (if they are applicable to you) and you want them included in your Annual Summary Report.

Type of Work
Explanation of "Other"
Work/Exhibit Title
Name of Performing Group
Sponsoring Organization
Venue
City, State and Country
Brief Description

Performers/Exhibitors
Please select a person from the drop-down list and/or enter their name in the input fields.
By default, your name will appear as the first performer/exhibitor. You do not need to enter your name in the blank fields unless you performed/exhibited under a different name. You can add additional performers/exhibitors by selecting the appropriate number of performer/exhibitor rows to add, and then change the order using the up/down arrows. Please note that Skidmore students and non-Skidmore faculty will not appear in the drop-down list and you will have to enter their names in the fields provided.

1st Performer/Exhibitor

People at Skidmore College	First Name	Middle Name/Initial	Last Name	Role	If a student, what is his/her level?	Organization
Hoehn, Mary: mhoehn						

Select the number of performer/exhibitor rows to add: 1 | +Add

Was this peer-reviewed/refereed?
Web Address
Scope

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank. At least one date must be entered and be between June 1 – May 31 of the reporting year in order for this activity to appear in your Annual Summary Report.

Start Date
End Date

At least one date **must** be entered and be between June 1 – May 31 of reporting year in order for activity to appear in Annual Report.

Intellectual Property Screen

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

Cancel | Save | Save + Add Another

See "Required Fields for Annual Summary of Activities Report" section in the Faculty User Guide to learn which fields on this screen should be completed (if they are applicable to you) and you want them included in your Annual Summary Report.

Patent or Copyright

Patent Title

Patent/Copyright Number/ID

Patent Type

Patent Nationality

If Patent Cooperation Treaty, List Nations

Inventors

Please select a person from the drop-down list and/or enter their name in the input fields.
By default, your name will appear as the first inventor. You do not need to enter your name in the blank fields unless you invented under a different name. You can add additional inventors by selecting the appropriate number of inventor rows to add, and then change the order using the up/down arrows. Please note that Skidmore students and non-Skidmore faculty will not appear in the drop-down list and you will have to enter their names in the fields provided.

1st Inventor

People at Skidmore College	First Name	Middle Name/Initial	Last Name	Organization
Hoehn, Mary: mhoehn				

Select the number of inventor rows to add: 1 | +Add

If patent has been licensed, to whom?

If patent has been assigned, to whom?

Note: At least one date must be entered and be between June 1 – May 31 of the reporting year in order for this activity to appear in your Annual Summary Report.

Date Submitted to College

Date of Patent Application

Date Patent Approved

Date Licensed

Renewal Date

At least one date **must** be entered and be between June 1 – May 31 of reporting year in order for activity to appear in Annual Report.

Presentations Screen

Edit Presentations

Cancel | Save | Save + Add Another

See "Required Fields for Annual Summary of Activities Report" section in the Faculty User Guide to learn which fields on this screen should be completed (if they are applicable to you) and you want them included in your Annual Summary Report.

Presentation Title

Presentation Type

Explanation of "Other"

Conference/Meeting Name

Sponsoring Organization

City, State and Country

Meeting Type

Explanation of "Other"

Presenters/Authors

Please select a person from the drop-down list and/or enter their name in the input fields.
By default, your name will appear as the first presenter/author. You do not need to enter your name in the blank fields unless you presented under a different name. You can add additional presenters/authors by selecting the appropriate number of presenter/author rows to add, and then change the order using the up/down arrows. Please note that Skidmore students and non-Skidmore faculty will not appear in the drop-down list and you will have to enter their names in the fields provided.

1st Presenter/Author

People at Skidmore College | First Name | Middle Name/Initial | Last Name | If a student, what is his/her level?

Hoehn, Mary: mhoehn

Role | Organization

Select the number of presenter/author rows to add: 1 | +Add

Scope

Invited or Accepted?

Was this peer-reviewed/refereed?

Published in Proceedings?

Published Elsewhere?

Abstract/Synopsis

Presentation | No File Stored | Choose File...

Note: Date entered must be between June 1 – May 31 of the reporting year in order for this activity to appear in your Annual Summary Report.

Date

Date entered **must** be between June 1 – May 31 of reporting year in order for activity to appear in Annual Report.

Publications Screen

Edit Publications

Cancel | Save | Save + Add Another

See "Required Fields for Annual Summary of Activities Report" section in the Faculty User Guide to learn which fields on this screen should be completed (if they are applicable to you) and you want them included in your Annual Summary Report.

Contribution Type

Explanation of "Other"

* Current Status

"Current Status" **must** be entered in order for activity to appear in Annual Report.

Title of Contribution

If this is part of a larger work (e.g., a chapter in a book), Title of Larger Work

Journal Name

Publisher/Proceedings Publisher

City and State of Journal/Publisher

Country of Journal/Publisher

Volume

Issue Number/Edition

Page Numbers

Number of Pages

* Was this peer-reviewed/refereed?

"Was This Peer-Reviewed" **must** be entered in order for activity to appear in correct location of Annual Report.

Authors/Editors/Translators

Please select a person from the drop-down list and/or enter their name in the input fields. By default, your name will appear as the first author/editor/translator. You do not need to enter your name in the blank fields unless you authored/edited under a different name. You can add additional authors/editors/translators by selecting the appropriate number of authors/editor/translator rows to add, and then change the order using the up/down arrows, ordering them by order of contribution. Please note that Skidmore students and non-Skidmore faculty will not appear in the drop-down list and you will have to enter their names in the fields provided.

1st Author/Editor/Translator

People at Skidmore College	First Name	Middle Name/Initial	Last Name	Organization	Role	If a student, what is his/her level?
Hoehn, Mary: mhoehn					Author	

Select the number of author/editor/translator rows to add: 1 | +Add

ISBN/ISSN Number/Case #

Digital Object Identifier (DOI)

Audience of Circulation

Is this publicly available?

If publicly available, is this an open access citation?

Abstract/Synopsis

Web Address

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

Note: At least one date must be entered, and this record must overlap with the period of June 1 - May 31 of the reporting year in order for it to be included in your Annual Summary Report. This is determined based on the earliest and latest dates entered for this record.

Date Preparation Began

Expected Date of Submission

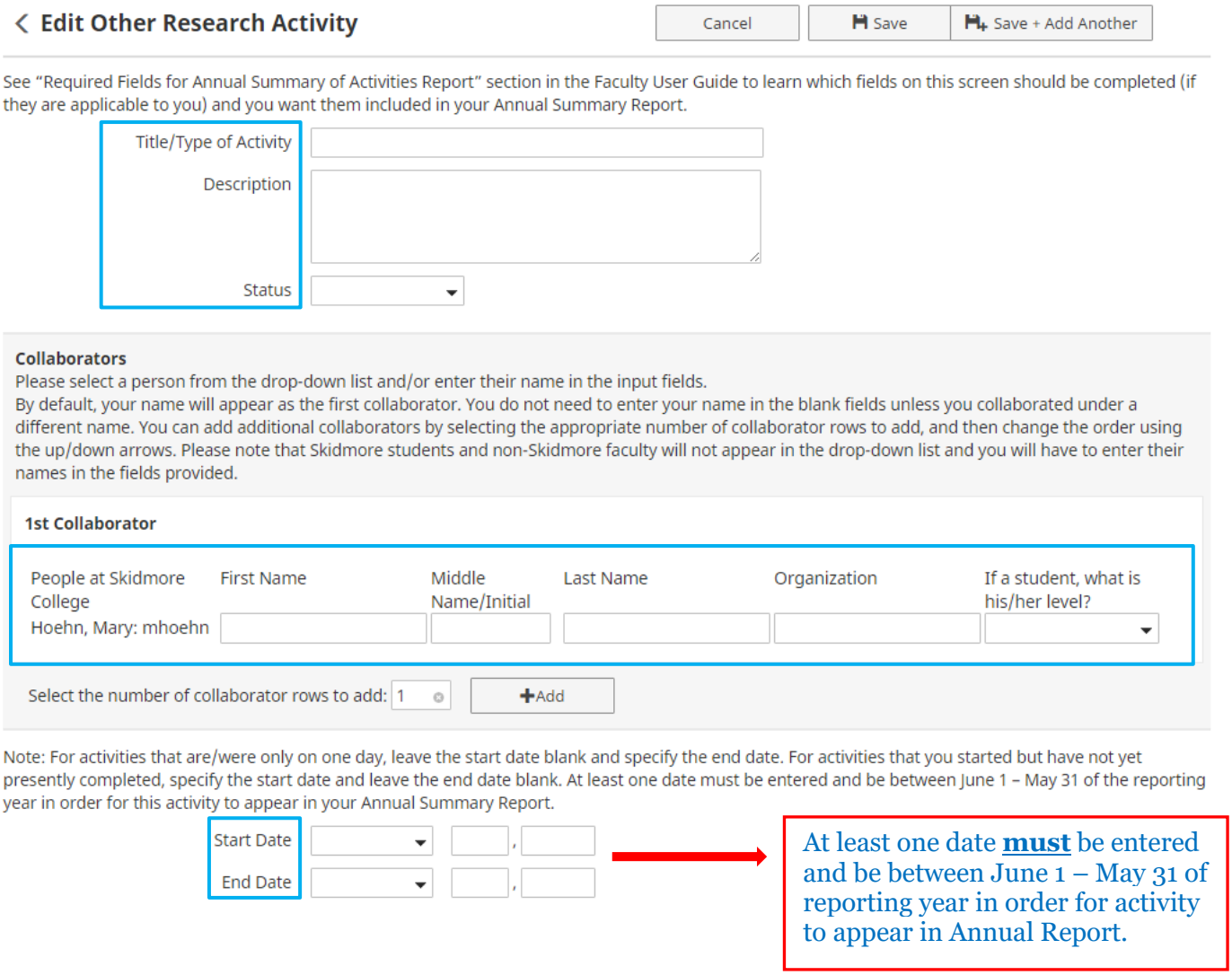
Date Submitted

Date Accepted

Date Published

At least one date **must** be entered and overlap with the period of June 1 – May 31 of reporting year in order for activity to appear in Annual Report.

Other Research Activity Screen



At least one date **must** be entered and be between June 1 – May 31 of reporting year in order for activity to appear in Annual Report.

Department / College Service Screen

Edit Department/College

Cancel | Save | Save + Add Another

See "Required Fields for Annual Summary of Activities Report" section in the Faculty User Guide to learn which fields on this screen should be completed (if they are applicable to you) and you want them included in your Annual Summary Report.

* Scope of Service

Type of Service

Explanation of "Other"

Position/Role

Name of Organization/Committee

Responsibilities/Brief Description

"Scope of Service" **must** be entered in order for activity to appear in Annual Report.

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank. At least one date must be entered and be between June 1 – May 31 of the reporting year in order for this activity to appear in your Annual Summary Report.

Start Date

End Date

At least one date **must** be entered and be between June 1 – May 31 of reporting year in order for activity to appear in Annual Report.

Professional Service Screen

Edit Professional

Cancel | Save | Save + Add Another

See "Required Fields for Annual Summary of Activities Report" section in the Faculty User Guide to learn which fields on this screen should be completed (if they are applicable to you) and you want them included in your Annual Summary Report.

Position/Role

Explanation of "Other"

Organization/Committee/Journal

City, State and Country

Responsibilities/Brief Description

Were you elected or appointed?

Audience

Served Ex-Officio?

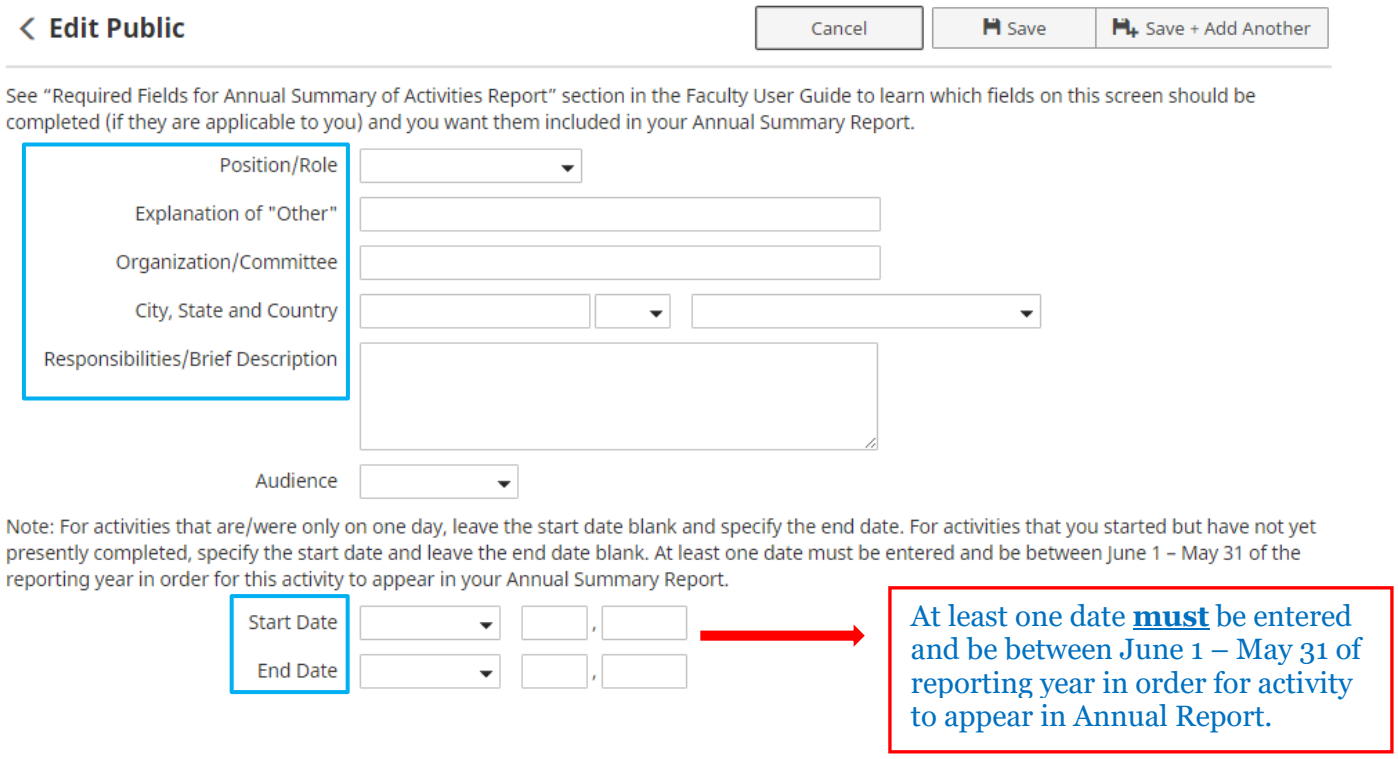
Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank. At least one date must be entered and be between June 1 – May 31 of the reporting year in order for this activity to appear in your Annual Summary Report.

Start Date

End Date

At least one date **must** be entered and be between June 1 – May 31 of reporting year in order for activity to appear in Annual Report.

Public Service Screen



Brief Reflection on Professional Achievement and Goals Screen