



# Digital Measures: Using the System

#### Overview

The more faculty who use Digital Measures, and the more data they enter, the more complete, accurate, and useful all reports become. Faculty should enter their activities for the current academic year, and then maintain the data on an ongoing basis, entering historical data at any and data entry within Digital

Measures.

## Manage Activities

The Manage Your Activities menu includes five general categories of information:

> General Information Academic Advising and Directed Student Learning Teaching/Mentoring Scholarship/Research Service.

Various screens exist within each category. Information on how to enter information into these screens is below.



### Manual Data Entry

Though Digital Measures pulls some data from other CWRU systems of record to automatically populate certain fields, many screens will still require manual data entry. As you navigate through the various screens, you will find data fields with drop-down options, text fields, Y/N check boxes, and others. All faculty will manually enter some data into Digital Measures.

# Types of Data Fields

Text: Enter descriptive text into these fields. Certain text fields may require numbers (usually receive an error message should you attempt to save

text into these fields.

Drop-downs: These field types are denoted by a small downward facing arrow . Click on the arrow to view the options and choose the appropriate one. Dates: Date fields are a combination of drop-downs and text.

### Adding New Items

Click on the name of t-(t)-(hy)ET EMCBDCoETkgtFBTYaya EMSE(s)-(a EMGnT100645G(ew t)-(e)(d)-(srInC)(3VR)(t)

#### Document upload

Certain screens allow

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#### Crossref

The default search criteria is for Author and Publication Date.

#### PubMed

The default search criteria is for

by a space, and up to two the first two intials and suffix abbreviation, e.g. Soja, KR)

#### Dates