

**Welcome to**

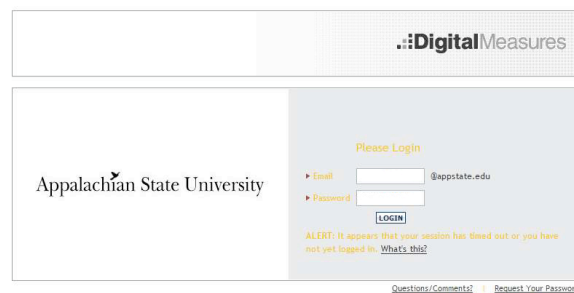
The logo for Digital Measures is centered within a rectangular area with a light gray halftone background. It features a stylized icon of three vertical bars of increasing height to the left of the text. The word "Digital" is in a bold, black, sans-serif font, and "Measures" is in a lighter gray, sans-serif font.

**Digital Measures**

The database for entering and managing annual report data  
at  
Appalachian State University

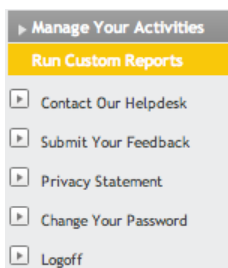
# 1. Access to Digital Measures

1. To access Digital Measures, visit the College of Fine and Applied Arts Web site (<http://faa.appstate.edu>) and click on the link on the left, under the RESOURCES list.
2. Click on the link, which will take you to further instructions and a link to the login screen (see below). All faculty are registered in Digital Measures, but you will have to request a temporary password when you first visit the site.

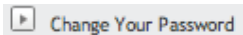


3. To get your temporary password, click the “Request your password” link at the bottom right of the screen. You will be asked to provide your user name, which is the first part of your ASU e-mail address. Upon submitting your ASU e-mail address, a password will be sent to your inbox.
4. Use your temporary password to log into Digital Measures.

# 2. Navigating the Digital Measures web site



1. After you login to Digital Measures with your temporary password, you will be taken to a welcome screen.
2. The left part of your screen displays the basic navigation menu, which will remain visible and active for as long as you are logged in.
3. It is recommended that you change your temporary password to a permanent one by clicking on the appropriate link



- The two highlighted links at the top of the menu allow you to keep track of all your activities and personal data, and to create two types of reports based on the data that have been entered and stored in Digital Measures.

### 3. Entering data and managing your activities

- Click on the top link in the navigation menu to access the main menu of the activities database.

#### Activities Database Main Menu

- The database is divided into five sections, which cover all possible faculty activities.


##### General Information

- [Personal and Contact Information](#)
- [Administrative Data - Permanent Data | Yearly Data](#)
- [Workload Information](#)
- [Administrative Assignments](#)
- [Education](#)
- [Licensures and Certifications](#)
- [Positions Held](#)
- [Consulting](#)
- [Professional Memberships](#)
- [Professional Development Activities Attended](#)

- Some of the fields in the “General Information” section have been pre-filled with data from the University’s Banner system. All other information needs to be entered.

##### Awards

- [Awards and Honors](#)
- [Contracts, Grants and Sponsored Research](#)

- Items that have been pre-filled, e.g. under the heading “Yearly Data,” are marked by a  icon; they can be viewed, but they cannot be modified.


##### Teaching

- [Scheduled Teaching](#)
- [Student Advising & Engagement](#)
- [Directed Student Learning \(for credit\)](#)
- [Non-Credit Instruction Taught](#)

- Whenever possible, the database uses pull-down menus which allow you to **select** information rather than having to enter it.

##### Scholarship/Research

- [Artistic and Professional Performances and Exhibits](#)
- [Publications](#)
- [Intellectual Property](#)
- [Presentations](#)
- [Research in Progress](#)


- When new information is required, click on the  icon to open an entry screen.

##### Service

- [Department](#)
- [College](#)
- [University](#)
- [Professional](#)
- [Professionally Related Community Service](#)
- [Workshops and Guest Lecturing](#)

- After entering each item, be sure to save the entry, either by clicking

 or 


- Text boxes can be enlarged by clicking on the blue arrow  next to the box.

9. Once an item has been entered and saved, it is listed in the category to which it belongs. Each item listed can be managed, i.e. edited, copied, or deleted, by


EDIT COPY DELETE

clicking on one of the following icons:   


10. All data fields can be filled with text from other sources, either by copying and pasting information directly from a word-processing document, or by using the “PasteBoard” function at the bottom of each screen. Clicking on the

 icon will open a box that accepts text from other sources.

Highlighted text can be cut-and-pasted or dragged-and-dropped into the fields above. Clicking the “Hide” icon will hide the pasteboard.

11. Some categories allow you to upload and store electronic files from your computer. Clicking on [Store file](#) will allow you to browse and select a file.
12. In order for any reports to be accurate, it is necessary to provide the date of each activity. Not entering a date will result in an inaccurate list of activities for the annual report period.
13. The [Rapid Reports](#) function allows you to generate a report of all activities in the database while you are entering information. Click on the link, select the type of report, the start and end dates, and the desired format, and click . The document that is generated contains all the information that is currently stored in the database for the period that was selected.

### 3. Running Custom Reports

1. In order to run two types of custom reports, click on the second link in the navigation menu.
2. From the pull-down menu select either the “Annual Faculty Report – Senate Approved” format, or the “Vita” format. Each of these options uses specialized formatting and presents data in a different way.
3. Select the date range—Start Date and End Date—for your custom report, select the desired file format and page size, and click .

4. The program will build the desired report in the desired format. The resulting report can be viewed, saved, edited, or printed.