

## Digital Measures Activity Insight Rollout: User's Guide

### Instructions for Entering Data

#### Introduction:

Welcome to the Widener University School of Law User's Guide for the Digital Measures Activity Insight program. The database is available for you to start tracking your information now.

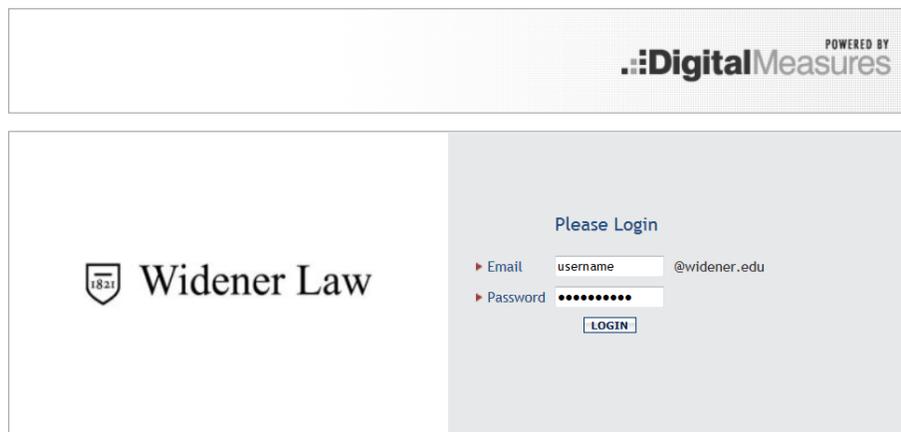
Where possible, we have entered information that was available to us. Please verify and supplement any information that is not correct or complete. Follow the directions below for accessing, verifying and entering your data.

These instructions are available from the faculty educational training website at <http://blogs.law.widener.edu/etc/>, from the **What's New** and **Documentation** pages, available to you at any time.

#### Directions:

##### 1) Login to Digital Measures:

- a) From any browser, go to [www.digitalmeasures.com/login/widener/faculty-law](http://www.digitalmeasures.com/login/widener/faculty-law)
- b) At the Login prompt, enter your current Widener username and password.



The screenshot shows the login interface for Digital Measures. At the top right, it says "POWERED BY DigitalMeasures". On the left is the Widener Law logo. On the right, under the heading "Please Login", there are two input fields: "Email" with the placeholder "username @widener.edu" and "Password" with a masked field of dots. A "LOGIN" button is positioned below the password field.

## 2) Main Menu:

- a) Once you are in the system, you will see the main navigation/menu items at the top left of the screen. At this left navigation bar, select **Manage Your Activities**. This is where you will enter information about your activities.

The screenshot shows the Widener Law Digital Measures interface. The left navigation bar is highlighted with a red circle, showing the following options: Manage Your Activities (selected), Manage Data, Run Ad Hoc Reports, Run Custom Reports, Contact Our Helpdesk, Privacy Statement, and Logoff. The main content area displays the 'Activities Database Main Menu' with the following categories and sub-items:

- General Information**
  - Personal and Contact Information
  - Administrative Data - [Permanent Data](#) | [Yearly Data](#)
  - Concurrent Academic (Non-Widener), Government, Military and Professional Positions including Uncompensated Consulting
  - Non-Teaching Administrative Assignments
  - Awards and Honors
  - Compensated Consulting and other External Business Activities
  - Other Contemporaneous Legal Practice
  - Education
  - Bar Admission and other Licensures and Certifications - [Bar Admission](#) | [Other Licensures](#)
  - Professional Memberships
- Faculty Activities**
  - Faculty Development Activities
  - Widener Service and Committees
  - External Professional and Public Service
  - Presentations
  - Media Contributions
- Teaching**
  - Directed Student Learning and Advising
  - Non-Credit Instruction Taught
  - Courses Taught
- Scholarship/Research**
  - Widener/Non-Widener Grants and Sponsored Research
  - Contracts and Fellowships
  - Publications and other Intellectual Contributions including Research Currently in Progress
- Annual Activity Report**
  - Future Planning
  - Note on Colleagues

- b) To begin entering data, click on the links in the main screen, e.g. *Personal and Contact Information*. This will bring up another screen that will request detailed information. As you go through the screens, please make sure you verify preloaded information for accuracy and make corrections as needed. Please also verify that the entries properly reflect all your activities.
- c) Please make sure you complete entries starting with the most recent year first. Once you complete this, you can go back and fill in data for additional years.
- d) In the **Courses Taught** section under **Teaching**, we have entered data for the last three years. Some of the blank items in this section will be filled in from administrative data so you will not be required to enter those details (e.g. enrollment numbers and credit hours). If you have information for the final five questions in this section, please fill them out.
- e) Prior Work Experience: A question has been raised as to where to enter prior work information. While we work with Digital Measures to make this more obvious, please enter your prior work experience in the General Information Section under Compensated Consulting.

- f) When you are finished with each screen, **make sure you save your work** by clicking on the save and return button at either the top or bottom of your screen.
- g) As you complete each screen, you can return to the Main Menu to choose another screen to complete.
- h) Entering Dates:
  - Please note that if no date is entered, the activity will not show up on the reports. Please specify a date for every item where requested.

### 3) Run Reports:

There are a number of reports available to you with this database, and you can create a customized report for any field if you like. To access the custom reports, click on ***Run Custom Reports*** in the left navigation area. From here you can select from 12 different custom reports. By running the CV report, you can verify that your information has been properly entered. You can also check the presentations report and the Intellectual Contributions (Publications) report to make sure that all of your activities have been entered and correct the information as needed. Once your data is correctly entered, you will be able with very few clicks to print out a fully updated CV, as all the pertinent data will have already been captured in the database. The Faculty Activity Form report will also pull the relevant data from your entries for purposes of reporting that information.

Please send any suggestions, comments or questions to [blmindell@widener.edu](mailto:blmindell@widener.edu).