Digital Measures Information

https://www.digitalmeasures.com/login/clayton/faculty/authentication/showLogin.do

Digital Measures Entry Screen

Manage Activities

Rapid Reports
PasteBoard

Run Reports

Help

Review a guide to manage your activities.

General Information

Personal and Contact Information	External Connections and Partnerships
Administrative Data - Permanent Data | Yearly Data	Professional Development Activities Attended
Academic, Government, Military and Professional Positions	Licensures and Certifications
Administrative Assignments	Media Contributions
Awards and Honors	Workload Information
Consulting	Other Professional Growth and Development Activities
Education	

Teaching

Directed Student Learning	Special Recognitions for Teaching Accomplishments
Non-Credit Instruction Taught	Program or Curriculum Development
Scheduled Teaching	Courses Developed and/or Major Course Revisions
Non-CSU Courses	Applications of Technology to Teaching
Other Instruction of Student Activites	Other Planning, Development, and Evaluation of Programs, Courses, and Materials Activities

Scholarship/Research

Artistic and Professional Performances and Exhibits	Intellectual Property
Contracts, Grants and Sponsored Research	Presentations
Intellectual Contributions	

Service

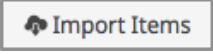|	
Academic Advising and Mentoring	Management of Department, School, or University-Wide Budgets
Committee Service	Other Service Within the University Community
Mentoring of Faculty	Professional
Support to Student Organizations and/or Campus Activities	Public
Administration of Department, School, or University-wide Programs	

CLAYTON STATE UNIVERSITY

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Privacy Policy

Overview

When you first visit this page, you may wish to review the list of accessible screens.

To access a screen, click its name. The resulting summary screen displays records that are stored for that screen. There are six possible actions you can take from the resulting screen, although not all of these actions will always be available:

- To add a new record, select the **+ Add New Item** button.
- To import items in bulk, select the **↟ Import Items** button (available only for the Intellectual Contributions screen).

- To delete a record, select the appropriate check box, and then select the 🗑 button.
- To edit or view a record, click anywhere in the record row on the summary screen.
- *Note: Your Digital Measures Administrator may have added records to the system for you. These records can be viewed, but cannot be edited or deleted. A 🔒 icon identifies these records. If revisions are needed to the records that have been entered on your behalf, contact your Digital Measures Administrator using the* **Help** *link.*

- To copy a record, select the appropriate check box, and then select the **⧉ Duplicate** button.

Saving Records
When working in the system, it is important that you preserve modifications by selecting one of the Save buttons at the top of the screen. If you attempt to navigate away from a screen containing unsaved changes, a warning message will display to determine whether you would like to return to the screen and save your modifications before proceeding.

Digital Measures Reporting Screens

There are 4 main reporting areas/screens:
- General Information
- Teaching
- Scholarship/Research
- Service

The following pages outline the information contained within each screen.

Highlighted areas within each section below are contained within Clayton State's Summary of Professional Activities (SPA) report.

Please note some information is automatically imported.

*Administrative Controlled Areas: Administrative Data – Permanent Data | Yearly Data

General Information Screen

Each area requires the following items or information:

Personal and Contact Information – Prefix and first name

Administrative Data – Permanent Data | Yearly Data*

Administrative Assignments – Position/Role

Awards and Honors - Indicate name of award, dates and sponsor

Consulting (*or other applications of professional expertise*) – Organization/Client name, description of activity and dates

Professional Development Activities Attended – Training title, location, dates

Licensures and Certifications – Title and description of professional licenses or certifications

Media Contributions – Media type, media name, description, date

Other Professional Growth and Development Activities – Description of the activities, start & end date/term

Teaching Information Screen

Teaching

Directed Student Learning	Special Recognitions for Teaching Accomplishments
Non-Credit Instruction Taught	Program or Curriculum Development
Scheduled Teaching	Courses Developed and/or Major Course Revisions
Non-CSU Courses	Applications of Technology to Teaching
Other Instruction of Student Activites	Other Planning, Development, and Evaluation of Programs, Courses, and Materials Activities

Directed Student Learning (direction of individual student research or internship – Course number, student name, term, title of student's research project or internship experience

Non-Credit Instruction Taught – Instruction type, course prefix and course number, course instructor, topic/title of lecture, dates, explanation of other

Scheduled Teaching* – Course prefix, number and section, course name, semester and year taught, number of credit hours, contact hours, official enrollment numbers and course web address (This record information is uploaded from Banner after each semester)

Other Instruction of Student Activities – Description of activity or effort, dates/calendar year

Special Recognitions for Teaching Accomplishments – Name of the award, dates (month, day, year), presented by

Program or Curriculum Development – Program name/title, description of activities or effort, year (calendar year)

Courses Developed and/or Major Course Revisions – Course prefix, course number, course title, description of effort, development or revision, date

Application of Technology to Teaching - Course prefix, course number, course title, term (start term & year, end term & year), description

Other Planning, Development, and Evaluation of Programs, Courses, and Materials Activities – Description of activities, dates (beginning and end)

Scholarship/Research

∨ Scholarship/Research

Artistic and Professional Performances and Exhibits   Intellectual Property

Contracts, Grants and Sponsored Research   Presentations

Intellectual Contributions

Artistic and Professional Performances and Exhibits – Name of performing group, location, role, and type of work (information to include scope, peer-reviewed/referred information, invitation or accepted status, audition, commissions, competition or invited performance or exhibit)

Contracts, Grants and Sponsored Research – Sponsoring or awarding organization, contract/grant/research title, type, current status, dollar amount, role, start and end month, day, year; For new grants, fellowships or contracts (not yet funded) - Sponsoring or awarding organization, contract/grant/research title, type, current status, dollar amount

Intellectual Contributions – Author(s), title of contribution, citation, page numbers of number of pages, date submitted, date accepted, date published

Intellectual Property – Patent or copyright title, abstract, patent/copyright number/ID, patent type, patent nationality, date of patent application, date patent approved, date licensed, renewal date

Presentations – Sponsoring organization/conference meeting name, dates (month, day, year), presentation title

Service

Service

Academic Advising and Mentoring

Committee Service

Mentoring of Faculty

Support to Student Organizations and/or Campus Activities

Administration of Department, School, or University-wide Programs

Management of Department, School, or University-Wide Budgets

Other Service Within the University Community

Professional

Public

Academic Advising and Mentoring – Discipline, number of assigned students (undergraduate and graduate), number of plans developed

Committee Service – Committee name, scope, position/role, service appointment (i.e., elected, appointed, ex-officio), responsibilities, brief description of committee's key accomplishments, period of service (start and end month, day, year), frequency and length of service

Mentoring of Faculty – Name of faculty, full-time or part time status of mentee, dates (start date/term and end date/term)

Support to Student Organizations and/or Campus Activities – Name of the organization, type of participation, period of support (start and end month, day and year), frequency and length of support

Administration of Department, School or University-wide Programs – Name of organization or program administered, role, term(s) start and end dates

Management of Department, School or University-Wide Budgets – Budget name, management role, term(s) start and end dates

Other Service within the University Community – Description, term(s) start and end dates

Professional – Organization/committee/club name, position/role, brief description, location (city, state, country), approximate number of hours per year, status (elected or appointed), term(s) start and end dates

Public - Organization/committee/club name, position/role, brief description, explanation of other, location (city, state, country), approximate number of hours per year, status (elected or appointed), term(s) start and end dates