

# Digital Measures User Guide

English Department—2017

**Manage Activities**

- Rapid Reports
- PasteBoard
- Run Reports
- View Respondents
- Help

Review a [guide](#) to manage your activities.

### General Information

- Personal and Contact Information
- Administrative Data - Permanent Data | Yearly Data
- Academic, Government, Military and Professional Positions
- Administrative Assignments
- Performance Evaluations for Your Faculty Activity Report
- Licensures and Certifications
- Media Contributions
- Professional Memberships
- Workload Information
- Teaching Philosophy/Reflective Teaching Narrative
- Narratives for Your Annual Review Document
- Goals for Your Faculty Performance Agreement
- Narratives for Your Faculty Performance Agreement
- Documents for Portfolio Review
- Third Year Review Letters

### Teaching

- Academic Advising
- Directed Student Learning (e.g., theses, dissertations)
- Non-Credit Instruction Taught
- Scheduled Teaching
- Other Teaching/Supervision/Mentoring

Powered by Digital Measures

Privacy Policy

<https://www.digitalmeasures.com/login/kennesaw/faculty/survey/trainings/activities/list.do>

When you first log-in to Digital Measures, you should see this page. If you're new to the system, spend some time clicking links and looking around.

When you're ready to enter your ARD information, **scroll down.**

**Tip:** consider composing your goals and reflections in Word first. Then copy and paste them into Digital Measures. You'll want to be able to save them so that if there is some kind of outage/confusion on DM, you won't lose them.

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**Scholarship/Research**

- Artistic and Professional Performances and Exhibits
- Biographical Sketch
- Contracts, Fellowships, Grants and Sponsored Research
- Intellectual Contributions
- Intellectual Property (e.g., copyrights, patents)
- Presentations
- Research/Creative Activity Currently in Progress
- Other Scholarship/Research

**Service**

- Service Department
- Service College
- Service University
- Service Professional
- Service Public
- Service Other

**Administration and Leadership**

- Development
- Program/Faculty Direction/Coordination

**If you have evidence related to your 2016 FPA goals, input your achievements in the appropriate sections here first.**

For example, let's say you served on a committee for our department this year. You'd select the "Service Department" link.



**< Service Department**

Item

Advisory Council, Committee Member  
August 2015 - December 2015

Committee of Online Learning, Committee Chair

+ Add New Item Duplicate

**In this section, you should see a list of previous service, as well as a link to "Add New Item." To add any new service, click there.**

**\*If any of the items on the list are ongoing, you can simply click on those items and change the end date to include 2016.**

**< Edit Service Department**

Cancel Save Save + Add Another

Committee Name

Position/Role

Explanation of "Other"

Approx. Number of Hours Spent Per Year

Were you elected or appointed?

Was this compensated or pro bono?

Responsibilities/Brief Description (30 Words or Fewer)

Brief Description of Committee's Key Accomplishments

Supplemental File(s)

File

In "Add New Item," you should see this page. Enter the appropriate information. In some cases, the system will allow you to leave it blank. (For instance, who knows how many hours *per year* they spend on any service?) It will let you know if you've left something necessary blank.

You can upload any supplemental files here, if you scroll down.

You're also required to include **either** a start date or an end date. You can include both (for example, January 2016—December 2016), but you have to include one.

Once you've finished, go to the top of the page and click "Save."

After entering all the "items" for your service, teaching, research, etc., go back to the "General Information" section, and select "Goals for your Faculty Performance Agreement."

- Professional Memberships
- Workload Information
- Teaching Philosophy/Reflective Teaching Narrative
- Narratives for Your Annual Review Document
- Goals for Your Faculty Performance Agreement**
- Narratives for Your Faculty Performance Agreement
- Documents for Portfolio Review
- Third Year Review Letters

**If you don't have "evidence" to support your goals**, such as an abandoned goal or one that is hard to measure, you can add a narrative to your ARD or FPA with these links.

Any info entered here will show up on the final report.

Activities < Goals for Your Faculty Performance Agreement

+ Add New Item Duplicate

Item	
2016	<input type="checkbox"/>
Professional Service: New English Department Website	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

Tip: this is also where you can “Add New Item” for your 2017 FPA.

Here you should find a list of last year’s FPA goals. They’re listed by year, so you may need to scroll down.

When you find the one(s) you want, click the name.

< Edit Goals for Your Faculty Performance Agreement

Cancel Save Save + Add And

Calendar Year: 2015

Goal Type: Research and Creative Activity

Goal Short Name: Novel

Goal Description: With a completed manuscript, I will focus much of 2015 on submitting it for publication.

Other Comments on this Goal: I am thrilled to say that my manuscript won the Nilsen Literary Prize for a First Novel in June of 2015. It is forthcoming from Southeast Missouri State University Press.

Goal Status: Completed

Evidence of my having accomplished this goal:

At the top, you should find your description of the goal, as well as a “Goal Status” drop-down option. Select that drop-down menu to change the status, as appropriate. (Note: the “Other Comments on this Goal” box will **not** show up in the final report.)

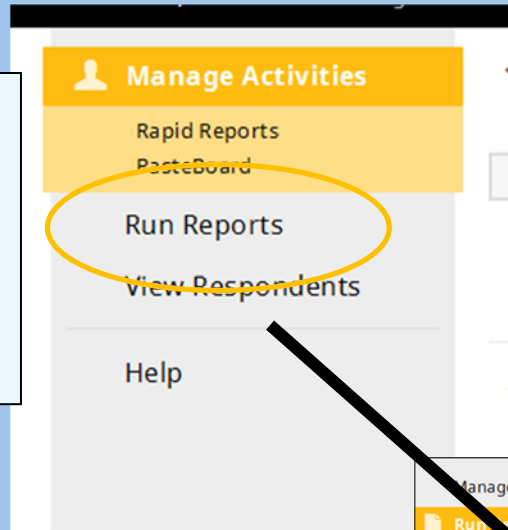
Then scroll down to the section below. You should find drop-down menus under the same categories we saw on the home page. Find the appropriate category for the activities you entered earlier (such as “Service Department”), and choose the corresponding item.

**Tip:** if you have more than one activity to support this goal, you can add more rows at the bottom of the page. Be warned, though: it will duplicate *all* the rows, so it can get a bit overwhelming to scroll through the page afterward.

Scholarship/Research:

- Artistic and Professional Performances and Exhibits: Please select...
- Contracts, Fellowships, Grants and Sponsored Research: Please select...
- Intellectual Contributions: Please select...
- Intellectual Property: Please select...
- Presentations: Please select...
- Research/Creative Activity Currently in Progress: Please select...
- Other Scholarship/Research: Please select...
- Service Department: Please select... (circled)
- Service College: Please select...
- Service University: Please select...

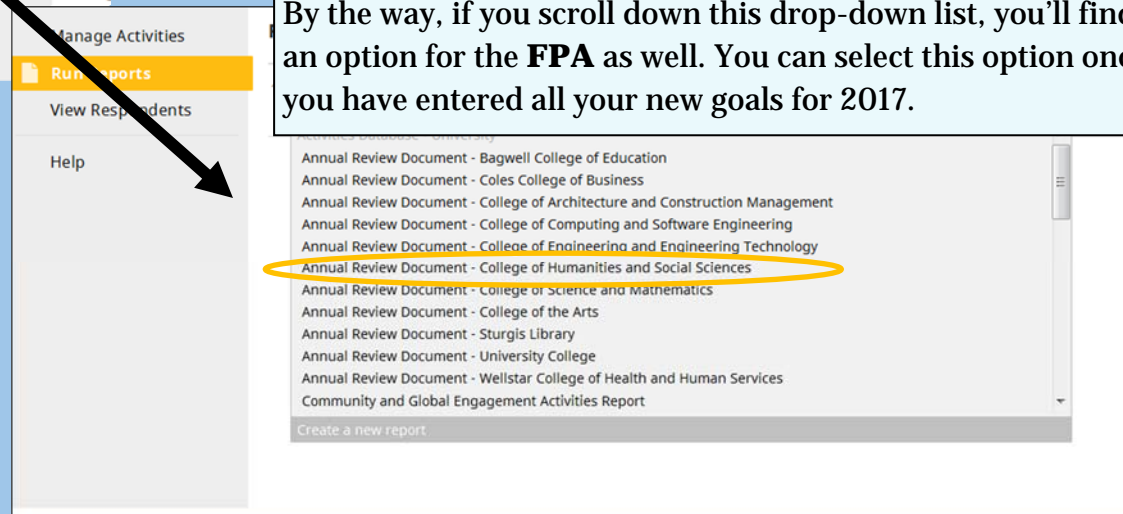
Once you've "linked" all your activities to the appropriate goals (and hit "save"), you are ready to "Run Reports."



Select "Annual Review Document" for CHSS.

You'll get some options for this report, but the only one to really worry about is the date. Make sure the report is covering the appropriate time (it defaults to 2017, so you'll need to change it to 2016 for the ARD).

By the way, if you scroll down this drop-down list, you'll find an option for the **FPA** as well. You can select this option once you have entered all your new goals for 2017.



The result should be a Word document including all the information you entered. You can save that document to your computer and attach it in an email to Dr. Smith McKoy. Just remember: making changes to the Word doc doesn't change what's on DM.

For anyone with **course releases**, DM is not currently set up for you to enter that information, so for the time being, you'll need to add it manually to the Word doc.