



Faculty Annual Reporting using Digital Measures/Activity Insight

Information at-a-glance:

- Email box for questions = DigitalMeasures@newpaltz.edu
- Additional instructions for data entry:
on the Academic Affairs web page: www.newpaltz.edu/acadaff
Under Faculty Personnel Procedures/Annual Reports
- Annual Report Completion Deadline: February 1, 2018

Instructions:

Getting Started:

The sign-in for Digital Measures/Activity Insight is through my.newpaltz.edu:

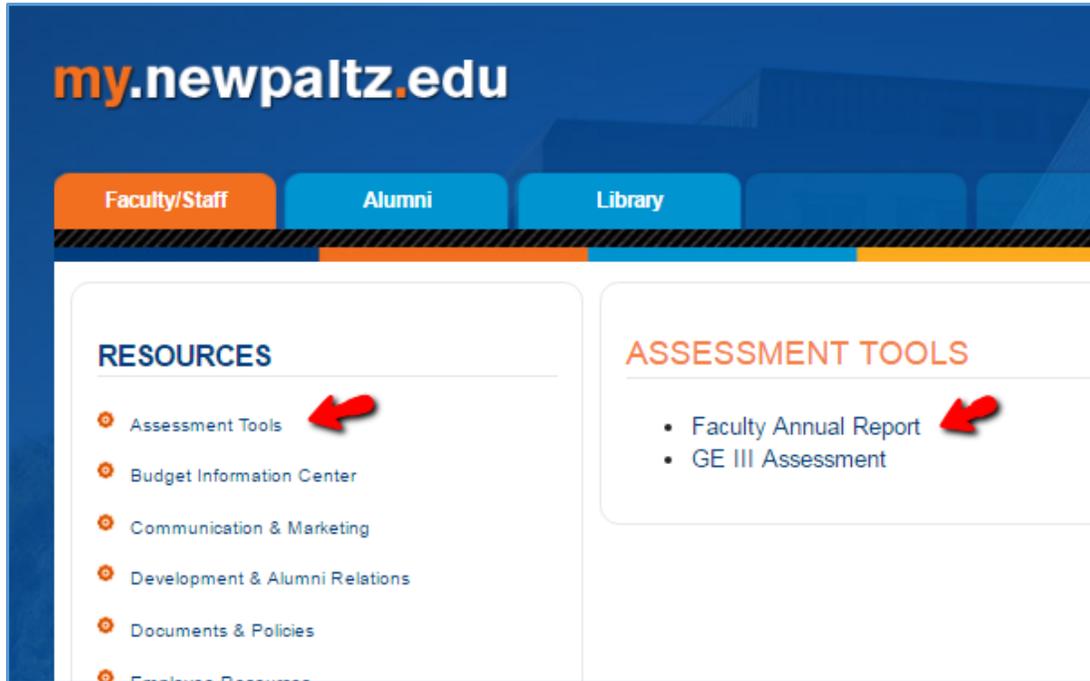
The link to the sign-in screen is:

<https://login.newpaltz.edu/cas/login?service=https%3A%2F%2Fmy.newpaltz.edu%2F>

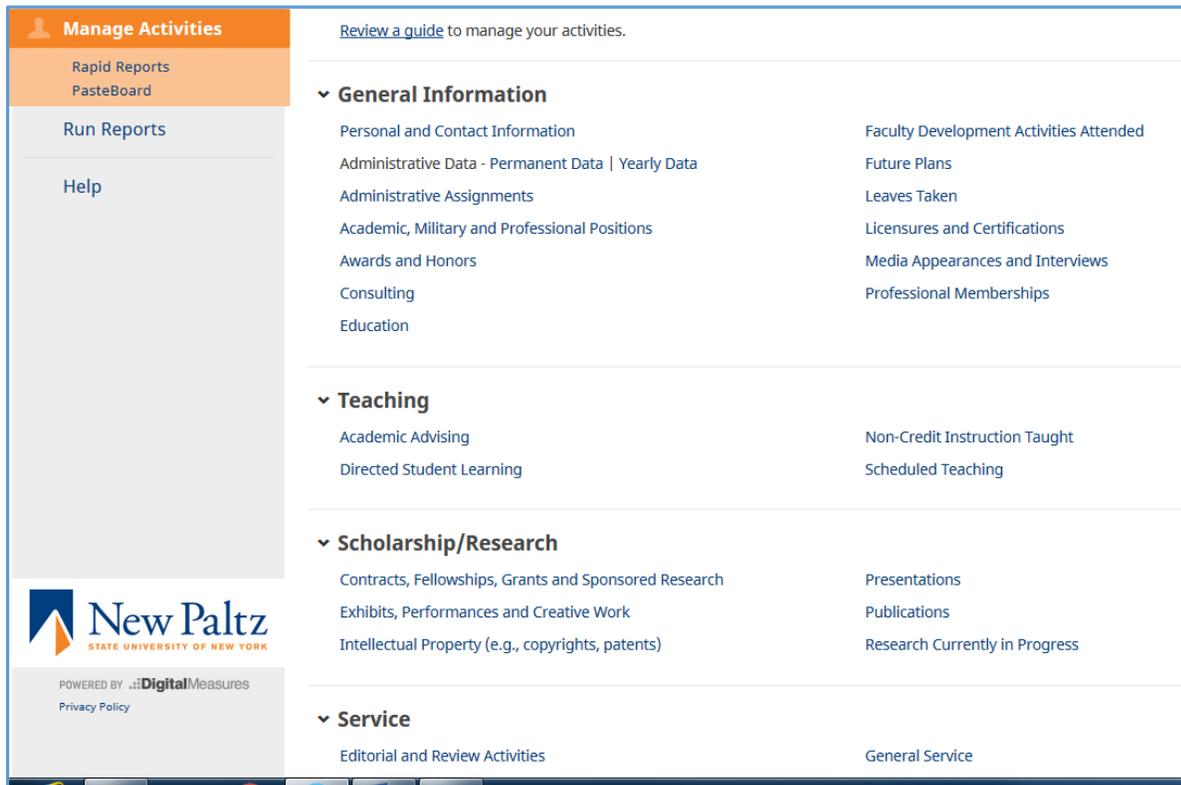
OR use the drop-down menus on the Faculty/Staff/Students link in the upper right corner of the New Paltz home page (www.newpaltz.edu).

Log-in to my.newpaltz using your regular username and password, click Assessment Tools in the Resources List and then Faculty Annual Report to arrive at the Digital Measures/Activity Insight faculty home screen, as shown below:

Where to find Digital Measures/Activity Insight in my.newpaltz.edu:



The Digital Measures/Activity Insight home screen:



A general Faculty Guide to Digital Measures/Activity Insights is available once you log-in to the system: <http://info.digitalmeasures.com/guide2> (or click the link at the top of the home screen).

Generally, to begin entering your information, click on a category and begin entering your data in the fields indicated.

- Some of the fields will already contain information uploaded into the system;
- Many fields have drop-down menus for ease of data entry.
- Initially, on some screens, you'll find the Add New Item button at the top:



Clicking on it will reveal the fields in which to enter your data.

- Once a field contains data, it is listed by title or semester on the screen. Click on it to reveal the fields in which to enter/update data.

To copy and paste text from a Word document:

Click on the Pasteboard function in the Manage Activities section, upper left of the main screen



to open a window that will allow you to drag/drop or copy/paste into data fields.

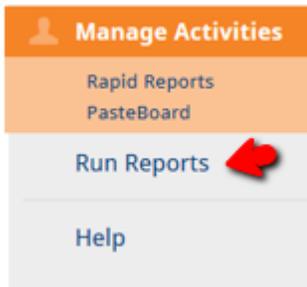
What information to enter:

While there is the opportunity to enter more data in Activity Insight than is used in the Annual Report (to produce a CV, for example), much of it is the same as it was in the former annual report form.

Two crosswalks between our former annual report form and Digital Measures/Activity Insight are included in the instructions. One is a section-by-section indication of where the categories from the former report form may be found in each screen, and the other is a list of the categories of scholarly/creative work and where they fit best in the new screens. These will help you identify the areas in which to enter data for your Annual Report. If you don't enter any information, the section will not be included when you produce your Annual Report.

Running a Report:

Once your data entry is complete and you are ready to produce your Annual Report, click on Run Reports in the Manage Activities section



Click on the triangle to expand the drop-down selection and choose **Faculty Annual Report**

A screenshot of the 'Run Reports' interface. The title 'Run Reports' is at the top left. Below it is a dropdown menu labeled '1 Report' with the text 'Select...' and a downward arrow. There is a small icon in the top right corner of the interface.

Select the date range that will produce a report for the current reporting year, in this case **2017**.

A screenshot of the 'Date Range' selection interface. It has a title 'Date Range' on the left. On the right, there are two rows of date pickers. The first row is for the 'Start Date' and is set to 'January 01 2017'. The second row is for the 'End Date' and is set to 'December 31 2017'. Each date picker consists of a month dropdown, a day dropdown, and a year dropdown.

Choose the file format and run the report.

Save the report in your files and use the **Submissions** screen at the bottom of your Manage Data screen to indicate that this is the final version of your report. Your chair will then be able to log in and see and review the annual reports for faculty in your department.