

Digital Measures Quick Reference

This quick reference guide will provide basic instructions for updating your faculty data in the Digital Measures database for ACP review, AACSB related updates, sabbatical, and outside employment forms.

Log in to [myUSF](#) and select All APPS under the Top Apps option.



The following snapshot shows the areas of interest for ACP and AACSB. These sections should be reviewed for omissions or errors, with particular attention paid to the past academic year.

- Awards and Honors
- Publications & Intellectual Contributions
- Presentations and Appearances
- Editorial and Review Activities.

Feel free to move around and review the other areas. Some professors will have activity that belongs in these other sections (like Research Funding or Service). Some items, like Scheduled Teaching and SOM Administrative Roles, are updated by Academic Affairs. This quick reference will focus on the four items highlighted below.

Manage Activities

- Rapid Reports
- PasteBoard
- Manage Data
- Run Reports
- Help

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

General Information

- Personal and Contact Information
- Administrative Data - Permanent Data | Yearly Data
- Professional Experience Outside USF/SOM
- Awards and Honors
- Consulting
- Education
- Faculty Development Activities Attended
- Licensures and Certifications
- Professional Memberships

Scholarship/Research

- Publications & Intellectual Contributions
- Presentations and Appearances
- Research Keywords and Media Expertise
- Research Funding

Teaching

- Scheduled Teaching

Service

- Editorial and Review Activities
- SOM Administrative Roles
- Service

Administrative Submissions

- ACP Narrative Form
- FDC Application
- Application for Sabbatical Leave
- Outside Employment Report Form

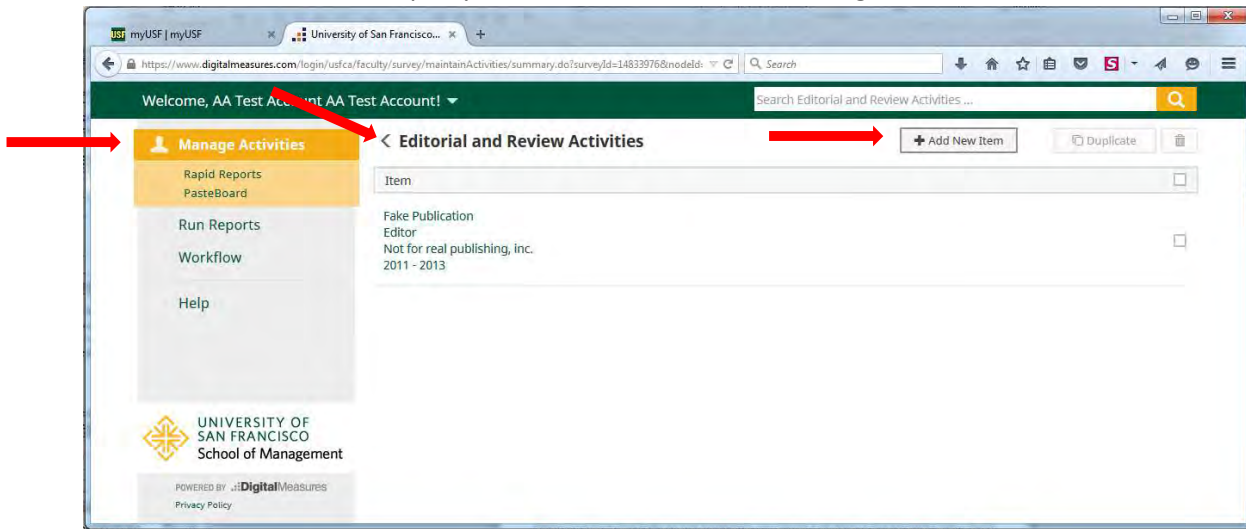
UNIVERSITY OF SAN FRANCISCO School of Management

POWERED BY DigitalMeasures

Making Updates

Basic Navigation

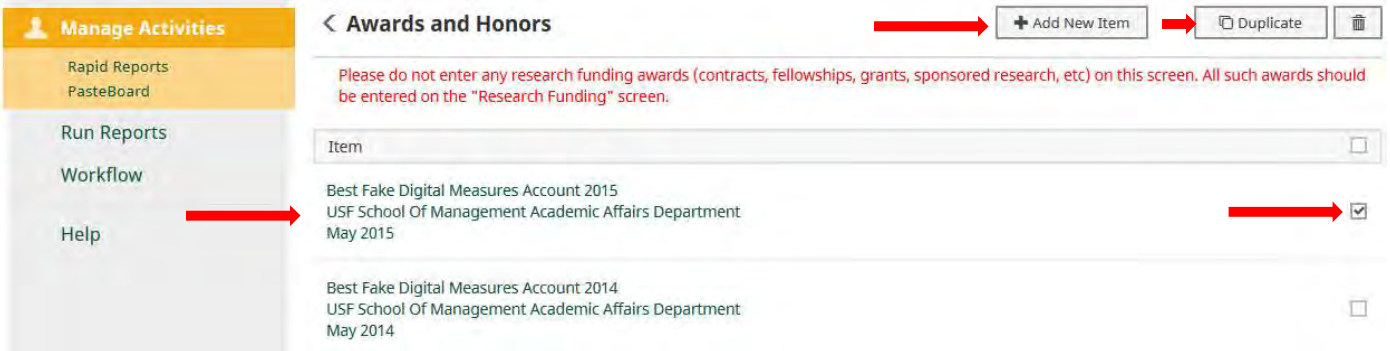
- You can always return to the “Home” screen by selecting “Manage Activities” from the main menu on the left.
- Use “<” to return to a previous screen. If you use the back button on your browser, you could lose information you intended to save.
- Most action buttons like Save, + Add New Item, and Cancel will appear in the upper right corner of the screen. Make sure to open your browser window wide enough to see them.



Updating Content

The basic process for adding and reviewing content is consistent throughout Digital Measures. This reference uses Awards and Honors as the example, but the functionality for the other sections is essentially the same.

When you open a section like Awards and Honors, you will see a list of items already in the system. Select an item to review it. If you want to add a new item select the “+Add New Item” button in the top right corner. If your new item is similar to one already on the list, select the check box on the right and “Duplicate.” A new entry will be created where you can update the fields that are different. The check boxes can also be used to select items to delete.

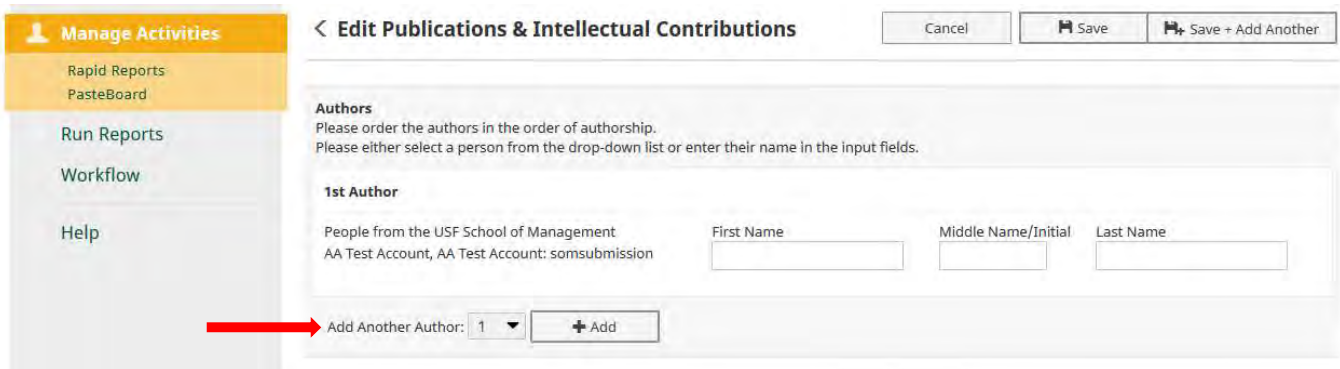


Multiple Authors/Presenters

In some sections, such as Publishing & Intellectual Contributions, there will be opportunities to identify co-authors, co-presenters, or other collaborators.

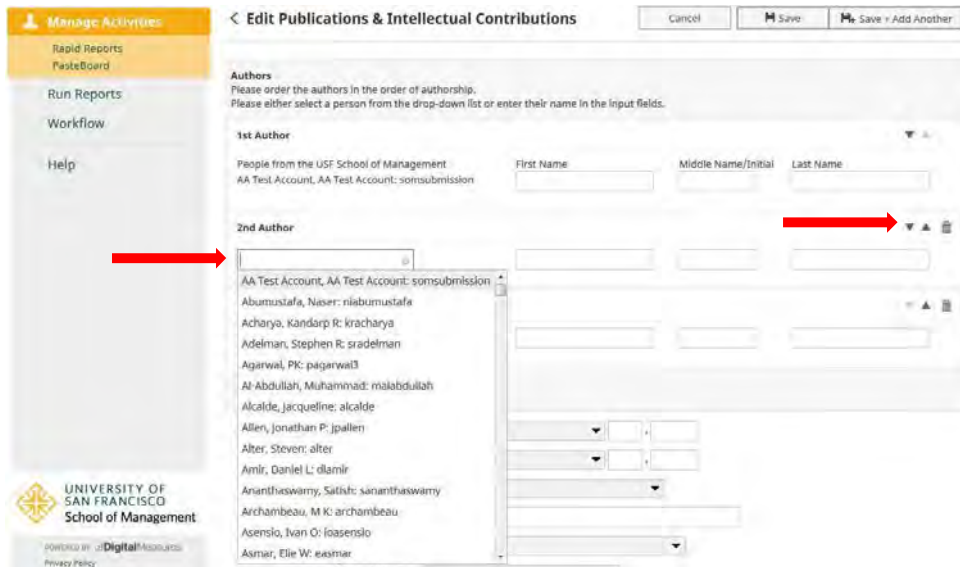
When you hit the “+ Add New Item” button in these sections you will see yourself populated as the 1st Author. In the example below the AA Test Account is identified as the 1st Author. I could add a pen name if I wanted, by typing my name in the fields, but that is rare. It’s best to just leave those blank.

You can add additional authors using the “Add Another Author” function (highlighted below).



The screenshot shows the 'Edit Publications & Intellectual Contributions' interface. On the left is a sidebar with 'Manage Activities' (Rapid Reports, PasteBoard, Run Reports, Workflow, Help). The main area has a title bar with 'Cancel', 'Save', and 'Save + Add Another' buttons. Below is the 'Authors' section with instructions: 'Please order the authors in the order of authorship. Please either select a person from the drop-down list or enter their name in the input fields.' The '1st Author' section shows a dropdown menu with 'AA Test Account, AA Test Account: somsubmission' selected, and three input fields for 'First Name', 'Middle Name/Initial', and 'Last Name'. At the bottom, a red arrow points to the 'Add Another Author: 1' dropdown and the '+ Add' button.

If your additional author is a USF professor, they will already have an account in Digital Measures. Select their name by placing your cursor in the “2nd Author” field. If they do not appear in the dropdown, add them manually by using the First/Middle/Last name fields. It is important to check the dropdown first before adding an author. That way we avoid duplicate publications in the database.



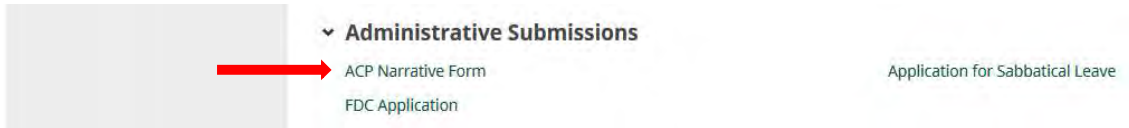
This screenshot shows the '2nd Author' section of the form. A red arrow points to the dropdown menu, which is open and displays a list of names from the USF School of Management. The list includes: 'AA Test Account, AA Test Account: somsubmission', 'Abumustafa, Naser: niabumustafa', 'Acharya, Kandarp R: kracharya', 'Adelman, Stephen R: sradelman', 'Agarwal, PK: pagarwal3', 'Al-Abdullah, Muhammad: malabdullah', 'Alcalde, Jacqueline: alcalde', 'Allen, Jonathan P: jpallen', 'Alter, Steven: alter', 'Amir, Daniel L: dlamir', 'Ananthaswamy, Satish: sananthaswamy', 'Archambeau, M K: archambeau', 'Asensio, Ivan O: foasensio', and 'Asmar, Ellie W: easmar'. Another red arrow points to the up and down arrow icons on the right side of the dropdown menu.

Once you have added all your collaborators you can change the order of Authors by using the up and down arrows on the right.

ACP Application and Report

File your ACP Narrative Form:

1. Select ACP Narrative Form from the “Manage Activities” menu.



2. Select “+ Add New Item” from the next screen

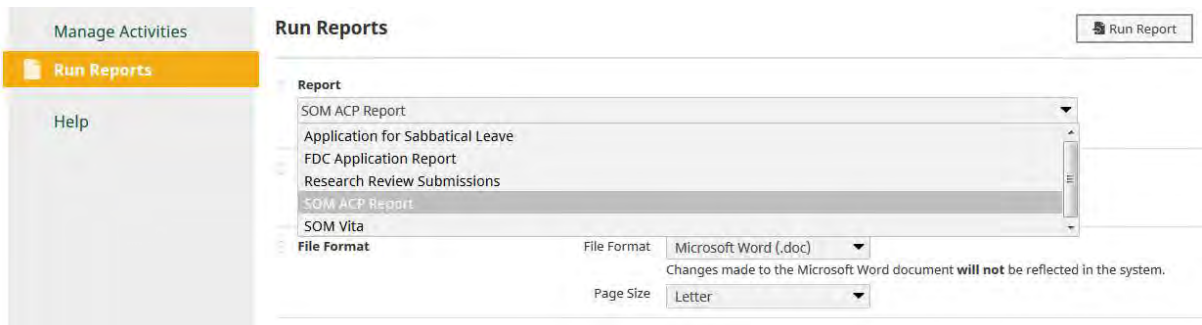


Notes on filling out the ACP form.

- Select the current academic year at the top of the form.
- The form contains 4 text boxes with detailed instructions on the content for each. You can paste text in to the form, but the formatting options are very limited. Try to keep formatting to a minimum.
- When you are done, hit the Save button in the **top right corner** of the page. . You can come back any time to edit and update the content.
- If you want to see how your ACP form will look, you can use the Run Reports menu to view a copy

Run your ACP Report:

1. Select “Run Reports” from the main menu.
2. Select “SOM ACP Report” from the Report dropdown list
3. Hit “Run Report”



Application for Sabbatical Leave

Submit your Application:

1. Select Application for Sabbatical Leave Form from the “Manage Activities” menu.



2. Select “+ Add New Item” from the next screen

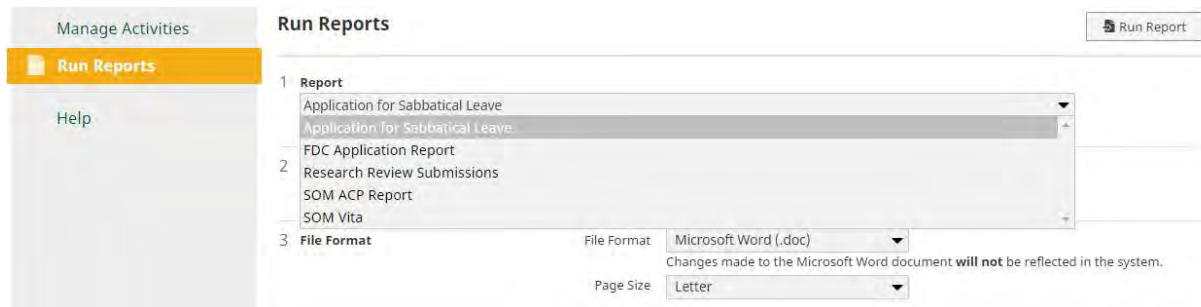


Notes on filling out the Sabbatical Application Form.

- The form contains text boxes. You can paste text in to the form, but the formatting options are very limited. Try to keep formatting to a minimum.
- When you are done, hit the Save button in the **top right corner** of the page. You can come back any time before the due date to edit and update the content.
- If you want to see how your sabbatical application will look, you can use the Run Reports menu to view a copy

Review your Sabbatical Leave Application:

1. Select “Run Reports” from the main menu.
2. Select “Application for Sabbatical Leave” from the Report dropdown list
3. Hit “Run Report”



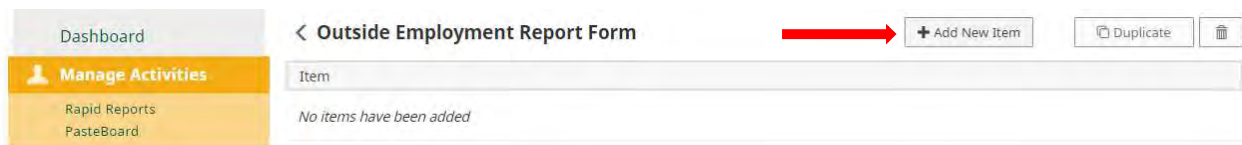
Outside Employment Report Form

Submit your Report:

1. Select Outside Employment Report Form from the “Manage Activities” menu.



2. Select “+ Add New Item” from the next screen



Notes on filling out the Outside Employment Form.

- The form contains text boxes. You can paste text in to the form, but the formatting options are very limited. Try to keep formatting to a minimum.
- When you are done, hit the Save button in the **top right corner** of the page. You can come back any time before the due date to edit and update the content.
- If you want to see how your report will look, you can use the Run Reports menu to view a copy

Review your Outside Employment Report:

1. Select “Run Reports” from the main menu.
2. Select “Outside Employment Report” from the Report dropdown list.
3. Hit “Run Report”

