



TARLETON  
STATE UNIVERSITY  
Member of The Texas A&M University System

**.:DigitalMeasures**

## Table of Contents

Overview .....	3
Logging into Digital Measures .....	4
Main Menu .....	5
Data Entry .....	6
General Information.....	8
Teaching .....	10
Scholarship/Research .....	14
Service .....	15
Reports.....	16
FAQ.....	17

## Overview

Tarleton State University uses the Digital Measures (DM) software package to demonstrate compliance with proper faculty credentials on a course by course basis. In addition, DM is utilized to allow each faculty member to keep a current curriculum vita on file for administration reference, compliance with statutory guidelines and laws (Texas HB2504, course teaching justifications, etc.), promotion/tenure and post-tenure review packets, and as needed with regional and national accreditation bodies.

The Digital Measures Driver's Manual was created to help Tarleton faculty get familiarized with the system. This guide is not fully comprehensive and does not address each and every screen within the system. However, it is intended to provide a starting point for how to access the system, overview of commonly used screens, how to input data and which fields are completed administratively, running reports, and providing resources should you have additional questions. Please feel free to explore the system and input as much applicable data as possible.

For assistance with access or general use of Digital Measures, please contact Betty Pack at 254.968.9598 or [bpack@tarleton.edu](mailto:bpack@tarleton.edu).

For assistance with AACSB questions, please contact Pam Hecox at 254.968.9622 or [hecox@tarleton.edu](mailto:hecox@tarleton.edu).

Additional DM resource: <https://www.digitalmeasures.com/activity-insight/docs/guide.html>

## Logging into Digital Measures

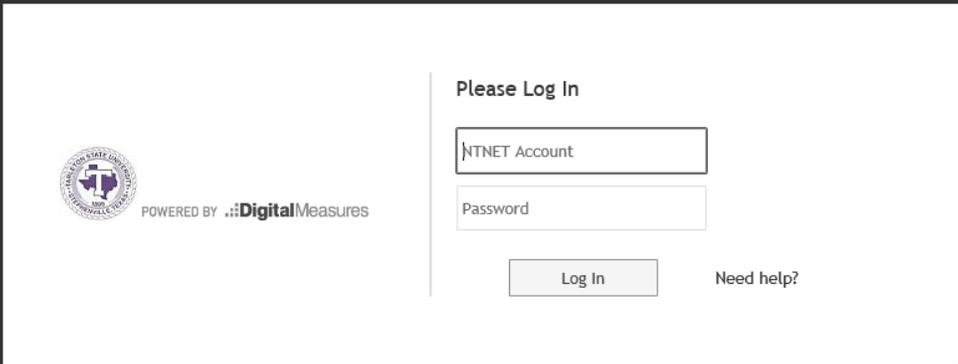
There are many supported browsers for DM. The following link shows those supported and the version number: <https://www.digitalmeasures.com/activity-insight/docs/browsers.html>. If you are not sure which browser to use, most people prefer Google Chrome or Mozilla Firefox.

To access DM, please go to the following link:

<https://www.digitalmeasures.com/login/tarleton/faculty/authentication/showLogin.do>

You can bookmark this for easier access the next time you login.

From here you will use your NTNET credentials to login to the system. These are the same credentials used to login to the computer. If you receive an error trying to login you might not have an account created. In this case, please contact Betty Pack for assistance.



The screenshot shows a login interface for Digital Measures. On the left side, there is the Tarleton State University logo and the text "POWERED BY DigitalMeasures". On the right side, under the heading "Please Log In", there are two input fields: "NTNET Account" and "Password". Below these fields is a "Log In" button and a "Need help?" link.

# Main Menu

The main menu is divided into four main sections:

- General Information
- Teaching
- Scholarship/Research
- Service

Each of these main sections has several “screens” where the data will be entered. All of the screens might not be applicable, but this is where you can explore the system and enter relevant information. If you are not sure where to place something, please consult with a colleague, department head, or your dean.

The ‘Manage Activities’ link found in the purple area on the left side of the screen will take you back to the main menu from any screen. The other navigation links will be covered later in the manual.

The screenshot displays a web interface for 'Manage Activities'. At the top, a dark header contains the text 'Welcome, John Tarleton!' on the left and a search bar 'Search All Activities...' on the right. Below the header is a purple sidebar with a 'Manage Activities' button and a list of links: 'Rapid Reports', 'PasteBoard', 'Run Reports', 'Tarleton DM Resources', and 'Help'. The main content area is divided into four sections: 'General Information', 'Teaching', 'Scholarship/Research', and 'Service'. Each section lists various activity types. A footer at the bottom left features the university logo and the text 'POWERED BY DigitalMeasures Privacy Policy'.

Welcome, John Tarleton!

**Manage Activities**

- Rapid Reports
- PasteBoard
- Run Reports
- Tarleton DM Resources
- Help

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

**General Information**

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

**Teaching**

- Academic Advising
- Directed Student Learning (e.g., theses, dissertations)
- Non-Credit Instruction Taught
- Scheduled Teaching
- Curriculum Development
- Teaching Innovation

**Scholarship/Research**

- Artistic and Professional Performances and Exhibits
- Contracts, Grants and Sponsored Research
- Intellectual Contributions
- Intellectual Property (e.g., copyrights, patents)
- Presentations
- Research Currently in Progress

**Service**

- Department
- Division: College
- University
- Professional
- Public

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## Data Entry

To begin, we will briefly go over the 'Personal and Contact Information' screen. The name and email address will be prefilled. Enter as much data as possible. Then click the 'Save' button in the upper right corner. Most screens allow partial data to be entered and saved for completion at a later date. Once data entry is complete, click the < left arrow next to 'Edit Personal and Contact Information' to go back to the Main Menu. This is the general flow of the system. If you get lost on a screen, always remember to click the 'Manage Activities' link found in the purple area to go back to the Main Menu.

Welcome, John Tarleton! 🔍

**Manage Activities**

- Rapid Reports
- PasteBoard

Run Reports

Tarleton DM Resources

Help

---

### < Edit Personal and Contact Information Cancel Save

Prefix

First Name

Preferred First Name

Middle Name

Last Name

Suffix

Alternative Name You Publish Under (e.g., an anglicized name), if any

Name of Endowed Position (if any)

E-Mail Address

Building Where Your Office is Located

Office Room Number

Office Phone  -  -

Department Phone  -  -

Fax  -  -

Personal Website

Date of Birth  /  /

Gender

Ethnicity

U.S. Citizen or Permanent Resident?

Brief Biography (30 Words or Less)

Teaching Interest(s)

Research Interest(s)

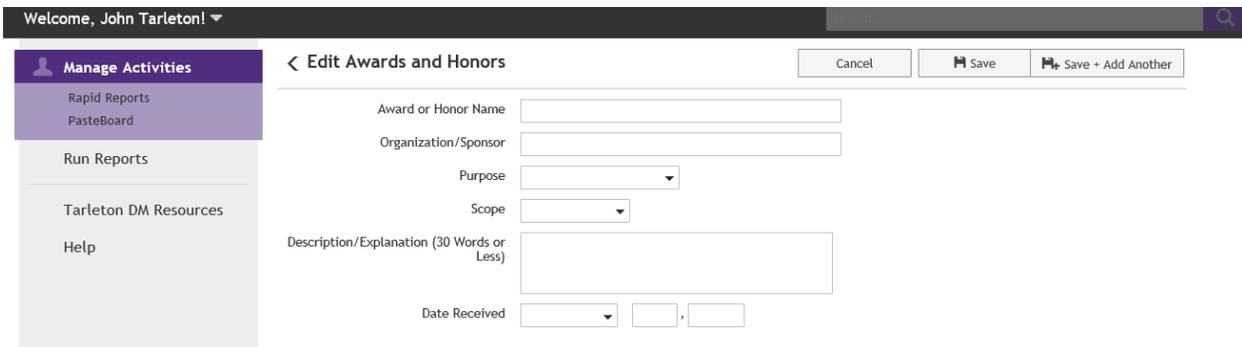
Photograph

POWERED BY DigitalMeasures  
Privacy Policy

Most screens in DM require you to '+ Add New Item' as seen below on the 'Awards and Honors' screen. This can be done by clicking the button in the upper right corner to add a new entry.



The following screen appears where information can be entered. Upon completion choose either 'Save' or 'Save + Add Another'. Some fields are required and will prompt you to enter information before saving. If all the information is unavailable at the time of entry, save and come back later to complete.



If an item needs deleted, check the box and then click on the trash icon.



## General Information

### ▼ General Information

Personal and Contact Information

Administrative Data - Permanent Data | Yearly Data

Academic, Government, Military and Professional Positions

Administrative Assignments

Awards and Honors

Consulting

Education

External Connections and Partnerships

Professional Development Activities Attended

Licensures and Certifications

Media Contributions

Professional Memberships

Workload Information

As previously mentioned, the manual does not address each of these screens. Please click on each link, view what data is already populated administratively and proceed to fill in the gaps. The more information entered the better prepared when preparing the P&T packet. It is best practice to update DM regularly rather than at the conclusion of each semester or academic year.

The 'Administrative Data – Permanent Data | Yearly Data' and 'Education' screens are populated administratively once the information has been received (education transcripts, faculty rank, tenure, etc.) Although access is available to edit those screens, it is best to work with Betty Pack to make sure the information is accurate. There are a couple of fields prepopulated on the 'Personal and Contact Information' screen when the account is created. If something is missing or needs updating, please contact Betty for assistance with these administrative screens.

Welcome, John Tarleton! ▾

**Manage Activities**

- Rapid Reports
- PasteBoard
- Run Reports
- Tarleton DM Resources
- Help

**Edit Permanent Data** [Cancel] [Save]

Start Date at Tarleton State University [dropdown] [ ] , [ ]

**Rank History**

**1st Rank**

Faculty/Staff Rank [dropdown]

Date Attained [dropdown] [ ] , [ ]

Select the number of rank rows to add: 1 [ ] [Add]

Tenure Decision Year [dropdown] [ ] , [ ]

If currently a Ph.D student, date of most recently completed graduate comprehensive examination [dropdown] [ ] , [ ]

Separation Date [dropdown] [ ] , [ ]



- Manage Activities**
- Rapid Reports
- PasteBoard
- Run Reports
- Tarleton DM Resources
- Help

### < Edit Education

Cancel

Save

Save + Add Another

You do not have access to modify some of the fields on this screen. If changes are needed, contact your Digital Measures Administrator, [Tarleton State University-DM Working Group](#).

Degree

Explanation of "Other"

Institution

Location of Institution

Emphasis/Major

Supporting Areas of Emphasis

Dissertation/Thesis Title

Honor/Distinction

• Highest Degree You Have Earned?

Year Completed

Doctoral Degree with no Masters

Transcript No File Stored

# Teaching

## ▼ Teaching

Academic Advising

Directed Student Learning (e.g., theses, dissertations)

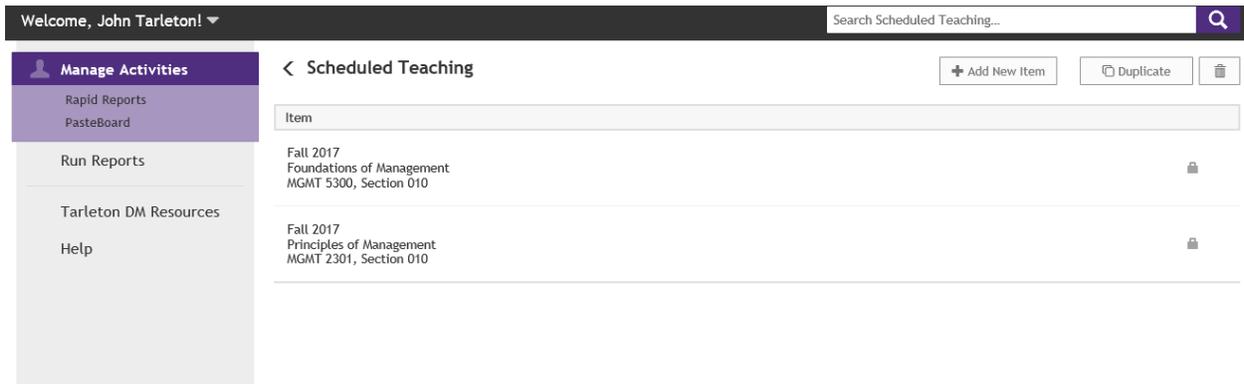
Non-Credit Instruction Taught

Scheduled Teaching

Curriculum Development

Teaching Innovation

‘Scheduled Teaching’ is the only screen entered administratively under the Teaching category, though faculty members are required to justify the reason for teaching the course and also attach the syllabus. As you can see from the screenshot below, there is a lock symbol next to the course prohibiting additions or deletions of a course. These are loaded administratively each semester when courses are certified with the THECB (usually mid-October for fall, mid-March for spring, and mid-August for summer). In addition, once grades have been certified at the end of the semester they will be loaded into DM along with any student evaluation data for the course.



Click on a course to see the details and to enter justification and attach syllabus.

The fields on the upper half of the screen have the lock symbol and are read-only. If discrepancies are found with any of the scheduled teaching data, please contact Morgan Carter in Institutional Research & Effectiveness.

Welcome, John Tarleton! 🔍

**Manage Activities**

- Rapid Reports
- PasteBoard
- Run Reports
- Tarleton DM Resources
- Help



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**< Edit Scheduled Teaching** Cancel Save

You do not have access to modify some of the fields on this screen. If changes are needed, contact your Digital Measures Administrator, [Tarleton State University-DM Working Group](#).

- 🔒 Term and Year Fall 2017
- 🔒 Course Name Foundations of Management
- 🔒 Course Prefix and Course Number MGMT 5300
- 🔒 Section Number 010
- 🔒 Official Enrollment Number 10
- 🔒 Number of Credit Hours 3.0
- 🔒 Lower Division or Upper Division Upper Division
- 🔒 Course Level Graduate
- 🔒 Developmental
- 🔒 Degree Program MBA
- 🔒 Delivery Mode Classroom
- 🔒 Course Campus Stephenville
- 🔒 Final Number of Students Earning an A 9
- 🔒 Final Number of Students Earning a B 1
- 🔒 Final Number of Students Earning a C
- 🔒 Final Number of Students Earning a D
- 🔒 Final Number of Students Earning an F
- 🔒 Final Number of Students Earning an FO
- 🔒 Final Number of Students Earning an FX
- 🔒 Final Number of Students Earning an I
- 🔒 Final Number of Students Earning a K
- 🔒 Final Number of Students Earning a P

The bottom half of the screen is where you enter the justification, and if applicable, give an explanation if you choose “Other”. Proceed to attach the syllabus for this course.

A note on justifications: Once a course is justified it will not have to be justified again unless circumstances change (ex: awarded a higher degree).

Lastly, at the bottom of the page, the ‘[Click here for Student Evaluation Data](#)’ will show a window of student evaluation data if students have completed course evaluations. Cross-listed classes (different section numbers) will be combined.

## Student Evaluation Data



You do not have access to modify the fields on this screen. If changes are needed, contact your Digital Measures Administrator, [Tarleton State University-DM Working Group](#).

1 Strongly Disagree - 5 Strongly Agree

Number of Student Evaluations

Overall Score

Course expectations/learning outcomes were clearly communicated at the beginning of the course.

My instructor created a classroom atmosphere that was productive/conducive to learning.

My instructor seemed to present the course material in an organized manner.

Whenever possible, my instructor utilized a student-centered approach in teaching the course.

My instructor encouraged all students to take advantage of additional assistance outside the classroom (office hours, email, etc.).

By providing helpful feedback on assignments/tests, my instructor encouraged me to actively participate in the learning process.

The course examinations were aligned with the content of the course.

I would take another course with this instructor, if possible, or recommend this instructor to other students.

### Student Evaluation Comments

Comment on aspects of the course or teaching style that have been most valuable to your overall learning experience.

Suggest how the instructor might improve this course or teaching procedure.

Use the additional space to clarify any of your responses or to discuss issues not covered by the rating system.

Cancel

## Scholarship/Research

### ▼ Scholarship/Research

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

Intellectual Property (e.g., copyrights, patents)  
Presentations  
Research Currently in Progress

None of these screens are entered administratively.

The 'Intellectual Contributions' screen has a feature to import your work from outside sources. It can either be imported as a BibTeX file or search from a Third Party. The option to add manually remains.

The screenshot shows the 'Intellectual Contributions' screen. At the top, there is a navigation bar with 'Welcome, John Tarleton!' and a search bar labeled 'Search Intellectual Contributions...'. Below the navigation bar is a sidebar with 'Manage Activities' (Rapid Reports, PasteBoard, Run Reports, Tarleton DM Resources, Help) and a main content area. The main content area has a title 'Intellectual Contributions' and buttons for 'Import', '+ Add New Item', 'Duplicate', and a trash icon. Below these buttons is a text input field labeled 'Item' and a message: 'No items have been added'.

The screenshot shows the 'Import Publications' screen. At the top, there is a navigation bar with 'Welcome, John Tarleton!' and a search bar. Below the navigation bar is a sidebar with 'Manage Activities' (Run Reports, Tarleton DM Resources, Help) and a main content area. The main content area has a title 'Import Publications' and a paragraph: 'Your publications may exist in other systems—and we want to make adding them easy. Import your citations using one of the options below, then follow the prompts to address duplicates, match collaborators, and perform a final review to complete the process.' Below this paragraph are two sections: 'Import from a BibTeX file' and 'Import from a Third Party'. The 'Import from a BibTeX file' section lists software/databases (EndNote, Mendeley, HeinOnline, Google Scholar, RefWorks, Zotero) and a 'Choose File...' button. The 'Import from a Third Party' section has a 'Select a service:' section with radio buttons for 'Web of Science', 'Crossref', and 'PubMed'. Below this is a 'Search criteria:' section with dropdowns for 'Author Name' (Tarleton, John) and 'Publication Year' (2013 to 2018), and a 'Search Web of Science >' button.

# Service

## ▼ Service

Department

Professional

Division:College

Public

University

None of these screens are entered administratively.

The screenshot shows a user interface with a dark header bar. On the left, a navigation menu is visible with the following items: 'Manage Activities' (highlighted), 'Rapid Reports', 'PasteBoard', 'Run Reports', 'Tarleton DM Resources', and 'Help'. The main content area is titled '< Public' and contains a table with one row of data. The table has a header row with the text 'Item' and a checkbox. The data row contains the text 'Rotary Club, Officer, President/Elect/Past January 2000 - January 2002' and a checkbox. Above the table, there are three buttons: '+ Add New Item', 'Duplicate', and a trash icon. The top right of the header bar shows a search bar with the text 'Search Public...' and a magnifying glass icon. The top left of the header bar shows the text 'Welcome, John Tarleton!' with a dropdown arrow.

Item	<input type="checkbox"/>
Rotary Club, Officer, President/Elect/Past January 2000 - January 2002	<input type="checkbox"/>

## Reports

A theme with the DM software is “Capture data once, use it infinitely”. By entering the data one time you can run many reports for various needs (also administrative needs to satisfy state/federal reporting requirements). From the main menu choose ‘Run Reports’ and be taken to the screen below.

Welcome, John Tarleton! ▾

Manage Activities

**Run Reports**

Tarleton DM Resources

Help

### Run Reports

+ Create a New Report

Select the report you would like to view or edit, or select to create a new report.

Report Name ▾	Actions
Download All Data (Caution: This could take a while to download!)	🔒
Post Tenure Review	🔒
Promotion and Tenure Data Package	🔒
Vita	🔒

There are four default reports, though a custom report can be created by clicking the ‘+ Create a New Report’ button at top. You also have the option to ‘Download All Data’ with a caution message “this could take a while to download”. This typically takes less than a minute and is a good way to see everything entered in DM.

All reports have the option to choose a date range and the file format. Certain screens will populate the report regardless of date range (education, general information, etc.). The date range will include/exclude things like scheduled teaching, service activities, and most data that involves adding a date. Feel free to explore how the date range works and what data will be included/excluded. Please consult with your department head and/or dean about date ranges for promotion and tenure packets.

Welcome, John Tarleton! ▾

Manage Activities

**Run Reports**

Tarleton DM Resources

Help

### < Run Promotion and Tenure Data Package

Download this report's template

Run Report

1 Date Range

Start Date: January 01 2018

End Date: December 31 2018

2 File Format

File Format: Microsoft Word (.doc)

Changes made to the Microsoft Word document will not be reflected in the system.

Page Size: Letter

## FAQs

**Who do I contact if I don't know where to place an item?** The best answer is contact your department head and/or dean. If they are unsure, please consult with a colleague. If there is not a "best place" to enter the data, please contact Betty Pack and the DM Advisory Group will convene to discuss a possible resolution.

**Where can I access additional information regarding DM?** There are numerous resources to get additional information. The best answer is to ask a DM administrator, which is Betty Pack, Morgan Carter, or Pam Hecox (for COBA Faculty). There is a 'Tarleton DM Resources' link found on the left side under Manage Activities. Lastly, DM provides resources by clicking on the 'Review a guide' link at the top of the Main Menu or the 'Help' link found under the Manage Activities area. The 'Help' link will submit a ticket to the DM administrators who will answer as quickly as possible.

The screenshot shows the top navigation bar with the user name "Welcome, John Tarleton!" and a search bar labeled "Search All Activities...". Below the navigation bar, there are two main sections. On the left, under "Manage Activities", there are links for "Rapid Reports", "PasteBoard", "Run Reports", "Tarleton DM Resources", and "Help". On the right, under "General Information", there are several categories: "Personal and Contact Information", "Administrative Data - Permanent Data | Yearly Data", "Academic, Government, Military and Professional Positions", "Administrative Assignments", "Awards and Honors", "Consulting", "Education", "External Connections and Partnerships", "Professional Development Activities Attended", "Licensures and Certifications", "Media Contributions", "Professional Memberships", and "Workload Information".

**What screens do the information from a report come from?** A link called 'Download this report's template' can be found under that report. It will show where and what screen the information is being pulled from.

The screenshot shows the "Run Post Tenure Review" configuration screen. At the top, there is a navigation bar with the user name "Welcome, John Tarleton!" and a search bar. Below the navigation bar, there are two main sections. On the left, under "Run Reports", there are links for "Manage Activities", "Run Reports", "Tarleton DM Resources", and "Help". On the right, under "Run Post Tenure Review", there is a "Run Report" button and a "Download this report's template" link. Below these, there are two main sections: "1 Date Range" and "2 File Format". The "Date Range" section has "Start Date" (January 01 2018) and "End Date" (December 31 2018). The "File Format" section has "File Format" (Microsoft Word (.doc)) and "Page Size" (Letter). A note below the "File Format" section states: "Changes made to the Microsoft Word document will not be reflected in the system."