



General Information and Data Entry Guide for Digital Measures

College of Agriculture, Food and Environment
Office of the Assistant Dean for Academic Administration
Contact: 859-257-7249, or megan.lucy@uky.edu

Edition Date: September 1, 2017

GENERAL INFORMATION ABOUT DIGITAL MEASURES

Digital Measures is the software system used by CAFE to prepare faculty CVs for Annual Performance Reviews. It also allows the College and Departments to report on faculty activities for other purposes such as program reviews, accreditation, and Provost's Office reports throughout the year.

This data entry guide will help you understand how to enter data into Digital Measures, and what data you should be entering.

Click on the buttons below to learn more about using Digital Measures:

Watch a video on how to log-in to Digital Measures

View written instructions on how to log-in to Digital Measures

Watch a video on how to enter information into Digital Measures, in general

View written instructions on how to enter information into Digital Measures, in general

Proceed to
Data Entry
Guide

HOW TO USE THIS DATA ENTRY GUIDE

- There are many available fields in Digital Measures into which you may input data about your activities, but not all of these fields are required by CAFE.
- On the next page there is a list of possible activities you may need to enter into Digital Measures. If you click on the activity type, you will be directed to a page that includes the name of the screen into which you should enter information about that activity type, what if any data will be already imported to Digital Measures for you, and a list of the data fields into which you should enter data.
- If you enter data into a field that is not listed as required by CAFE in this guide, the data you enter into that field will not appear on your CV for your Annual Performance Review. So- don't do extra work!
- On some of the pages of the guide, there will also be buttons that link to additional training materials, such as tutorial videos or written tutorials.
- At the bottom right corner of each page is a button that will return you to the Activities list page.
- You can also scroll up and down to navigate through the guide, like in a regular PDF.
- You could also print the guide if you prefer to work with paper.

Proceed

WHAT DO YOU WANT TO ENTER?

Select the type of activity you want to enter for instructions on how to enter that activity.

Extension

County Agent In-service Trainings

Extension Presentations

Extension Media Contributions

Extension Publications

Farm Visits/ Consultations

Kentucky Extension Leader Lessons

Teaching

Advising

Courses Taught

Curriculum Development

Guest Lectures

Other Teaching Activities

Theses and Dissertations

Directed Student Learning, i.e. Undergraduate Research

Research

Artistic & Creative Work

Federal Funding

Intellectual Property

Non-OSPA Grants

OSPA Grants

Other Funding

Presentations

Publications

Service

Clinical Service

College Service

Consulting

Department Service

Media Contributions

Professional Service

Public Service

University Service

Other

Administrative Activities

Awards

Professional Development

Professional Memberships

Licensures and Certifications

EXTENSION PUBLICATIONS

Digital Measures Screen: Intellectual Contributions (under Scholarship/Research)

Automatically Imported Data:

- Contribution type
- Current status
- Title
- Faculty authors
- Number
- Web address
- Date published
- Extension- yes/no

Fields that need to be hand-entered:

- Non-faculty authors
- Student author level
- Peer-reviewed- yes/no
- Date accepted if not yet published

Notes:

- Information for Extension Publications is only imported if the publications are published through Ag Communications. For publications that did not go through Ag Communications, or are accepted, but not yet published, you will need to hand enter all information.

[Return to Activity List](#)

COUNTY AGENT IN-SERVICE TRAININGS

Digital Measures Screen: Other Credit or Non-Credit Instructional Activities (under Teaching heading)

Required Data Fields:

- Instruction Type
- Sponsoring Organizations (if relevant)
- Course Title (Presentation Title)
- Description/Topic
- Start Date (only for multi-day events)
- End Date
- Participant Type
- Number of Participants
- Extension- Yes/No (mark yes!)

Notes:

- All of the “Extension” instruction types are grouped together with the word “Extension” in front of them in the drop down menu.
- For the “Description/Topic” provide a 1-2 sentence description of the training.
- For events that only occurred on one day, only enter an “End Date.”

[Return to Activity List](#)

KENTUCKY EXTENSION LEADER LESSONS

Digital Measures Screen: Other Credit or Non-Credit Instructional Activities (under Teaching heading)

Required Data Fields:

- Instruction Type
- Sponsoring Organizations (if relevant)
- Course Title (Presentation Title)
- Description/Topic
- Start Date (only for multi-day events)
- End Date
- Participant Type
- Number of Participants
- Extension- Yes/No (mark yes!)

Notes:

- All of the “Extension” instruction types are grouped together with the word “Extension” in front of them in the drop down menu.
- For the “Description/Topic” provide a 1-2 sentence description of the training.
- For events that only occurred on one day, only enter an “End Date.”

[Return to Activity List](#)

FARM VISITS/CONSULTATIONS

Digital Measures Screen: Other Credit or Non-Credit Instructional Activities (under Teaching heading)

Required Data Fields:

- Instruction Type
- Sponsoring Organizations (if relevant)
- Course Title (Presentation Title)
- Description/Topic
- Start Date (only for multi-day events)
- End Date
- Participant Type
- Number of Participants
- Extension- Yes/No (mark yes!)

Notes:

- All of the “Extension” instruction types are grouped together with the word “Extension” in front of them in the drop down menu.
- For the “Description/Topic” provide a 1-2 sentence description of the farm visit.
- For events that only occurred on one day, only enter an “End Date.”

[Return to Activity List](#)

EXTENSION PRESENTATIONS

Digital Measures Screen: Presentations and Extension Presentations Summary (under Scholarship/Research heading)

Important note on reporting Extension presentations:

So that faculty members do not have to report the full details of all Extension presentations, we have created an Extension Presentations Summary screen. On this screen you will summarize all of the extension presentation you give in a year using the parameters described on the Extension Presentations Summary slide. However, we still need to see full information on a select few of your Extension Presentations. You should choose 3-5 presentations that you want to highlight and enter the full data for these presentation into the “Presentation” screen using the parameters described on the Select Extension Presentations slide. To advance either to instructions for the Extension Presentations Summary, or Select Extension Presentations screen, use the buttons below.

[Extension Presentations Summary](#)

[Select Extension Presentations](#)

[Video on Extension Presentations](#)

[Return to
Activity List](#)

EXTENSION PRESENTATIONS SUMMARY

Digital Measures Screen: Extension Presentations Summary (under Scholarship/Research heading)

Required Data Fields:

- Start Date (should be January 1)
- End Date (should be December 31 of the same year as the start date)
- Presentation Type (see notes)
- Number of presentations
- Total Attendance (add attendance of all of the presentation of this year and type together)
- Description
- Extension yes/no (should be marked yes)

Notes:

- Presentations should be summarized in 1 calendar year increments, so the start and end dates should be January 1-December 31.
- You should break out presentations by type. The type options are:
 - County Office Presentations
 - Multi-County Presentations
 - Field Day Presentations
 - Other Presentations
- Faculty members should select 3-5 Extension Presentations to enter full data in the Presentations screen using the required data list on this slide. Other presentations will be accounted for in the Extension Presentation Summary.

[Select Extension Presentations](#)

[Return to
Activity List](#)

SELECT EXTENSION PRESENTATIONS

Digital Measures Screen: Presentations (under Scholarship/Research heading)

Required Data Fields:

- Conference/Meeting name (if applicable)
- County of Meeting Location
- Presentation Title
- Presenters/authors
- Student contributors' level
- Date
- Presentation Type
- Extension- yes/no (select yes!)

Notes:

- Faculty members should select 3-5 Extension Presentations to enter full data in the Presentations screen using the required data list on this slide. Other presentations will be accounted for in the Extension Presentation Summary.
- If more than one UK faculty member presented the same presentation, this will be a shared data screen, and the data will be the same for both faculty members. It is important to decide who the “lead” will be, so that they are the primary person to update the data.

[Extension Presentation Summary](#)

[Return to Activity List](#)

EXTENSION RELATED MEDIA CONTRIBUTIONS

Digital Measures Screen: Media Contributions (under General Information heading)

Required Data Fields:

- Media Type
- Media Name
- Country, State, County, City (choose most relevant)
- Extension- yes/no (select yes!)
- Description
- Date (date published)

Notes:

- Keep descriptions as brief as possible.

[Return to Activity List](#)

REGULAR COURSES TAUGHT

Digital Measures Screen: Scheduled Teaching (under Teaching heading)

Automatically Imported Data:

- Term and year
- Course number
- Course title
- Section number
- Teacher Course Evaluation scores when available (may not be available for low enrollment sections).

Notes:

- You do not have to enter any data about the regular UK courses you teach. This information is all imported from SLCM and the TCE system.

[Return to Activity List](#)

THESES AND DISSERTATIONS

Digital Measures Screen: Theses and Dissertations (under Teaching heading)

Required Data Fields:

- Involvement type
- Student's first and last name
- Student's program of study
- Title of student's work (if available)
- Stage of completion
- Date started
- Date completed (if completed)

Notes:

[Return to
Activity List](#)

ACADEMIC ADVISING

Digital Measures Screen: Academic Advising (under Teaching heading)

Required Data Fields:

- Academic year
- Term
- Number of undergraduate, graduate, professional students, and interns advised (as relevant)

Notes:

[Return to Activity List](#)

PROGRAM AND CURRICULUM DEVELOPMENT

Digital Measures Screen: Program and Curriculum Development (under Teaching heading)

Required Data Fields:

- Year
- Program/Curriculum name
- Description

Notes:

- This screen is meant to represent contributions to developing new courses or programs.
- In the “Description” box, use 2-3 sentences to describe not only the program or course, but specifically your contribution to developing it.

[Return to Activity List](#)

DIRECTED STUDENT LEARNING (I.E. UNDERGRADUATE RESEARCH)

Digital Measures Screen: Directed Student Learning, excluding Theses and Dissertations, (under Teaching heading)

Required Data Fields:

- Involvement type, (explanation of other, if needed)
- Description
- Student First Name
- Student Last Name
- Title of Student's Work (or the name of the project, class, etc.)
- Stage of Completion
- Date Started
- Date Ended

Notes:

- This screen may be used to record undergraduate research advising, undergraduate capstone projects, internship coordination, independent study coordination, and other types of mentorship of students excluding master's theses and doctoral dissertations.

[Return to
Activity List](#)

GUEST LECTURES

Digital Measures Screen: Other Credit and Non-Credit Instructional Activities (under Teaching heading)

Required Data Fields:

- Instruction type (Guest Lecture)
- Sponsoring Organization (if applicable)
- Course Title
- Description/topic
- Start date
- End date
- Participant type
- Number of Participants

Notes:

- Keep the description/topic as brief as possible.
- For events that only occurred on one day, only enter an “End Date.”

[Return to Activity List](#)

OTHER TEACHING ACTIVITIES

Digital Measures Screen: Other Credit and Non-Credit Instructional Activities (under Teaching heading)

Required Data Fields:

- Instruction type (Guest Lecture)
- Sponsoring Organization (if applicable)
- Course Title
- Description/topic
- Start date
- End date
- Participant type
- Number of Participants

Notes:

- Keep the description/topic as brief as possible.
- For events that only occurred on one day, only enter an “End Date.”

[Return to Activity List](#)

PUBLICATIONS

Digital Measures Screen: Intellectual Contributions

Information about publications may be imported into Digital Measures from EndNote or any academic database that exports data in a BibTex file format. We recommend using Web of Science to import publication information. Use the buttons on the right to learn more about importing publication information.

This data can be imported:

- Contribution Type
- Current Status
- Title
- Title of Larger Work
- Authors
- Journal Title
- Publisher location
- Volume and Issue Number
- Page Numbers
- DOI or ISBN
- Date Published

This data has to be hand entered:

- Student authors
- Impact Factor
- Publication Scope
- Peer-Reviewed (yes/no)
- Date accepted (if not yet published)

Note: You don't have to import your publication data, you could enter it all by hand instead, but why would you?

Watch a Video on How to Import Publication Data

Written Instructions for Importing from Web of Science

Watch a Video on How to Look up Impact Factors

Written Instructions for Looking up Impact Factors

[Return to Activity List](#)

OSPA GRANTS

Digital Measures Screen: Research (OSPA) (under Scholarship/Research heading)

Automatically Imported Data:

- Research Title
- Funding Organization
- Internal/External funding
- Investigators and roles
- Student investigators
- Current status
- Start date of funding
- End date of funding
- Scope
- Country of focus (if international)

Notes:

- For funding that is run through OSPA, all data is imported directly from OSPA. You do not have access to edit this data. If you find that something is incorrect, contact the Office of the Assistant Dean for Academic Administration.

[Return to Activity List](#)

NON-OSPA GRANTS

Digital Measures Screen: Research (Non-OSPA) (under Scholarship/Research heading)

Required Data Fields:

- Research Title
- Funding Organization
- Funding- Internal/External
- Investigators and Roles
- Student Investigators' levels
- Funding Amount
- Current Status
- Start Date of Funding
- End Date of Funding
- Scope
- Country of Focus (If International)

Notes:

- Non-OSPA Grants are grants that do not flow through OSPA, for example, the Barnhart Fund for Excellence

[Return to Activity List](#)

FEDERAL FUNDING

Digital Measures Screen: Research (Non-OSPA) (under Scholarship/Research heading)

Automatically Imported Data:

- Faculty PI name
- Research Title
- Account Number
- Start Date
- End Date
- Status
- Funding Source (Hatch, Hatch Multi-State, etc.)
- Internal/External Funding
- Funding Type
- Refereed- yes/no

Data the must be hand-entered:

- Co-PI names
- PI and Co-PI roles
- Student investigators' levels
- Description of funding

Notes:

- Some data on the following funding types will be automatically imported:
 - Hatch
 - Hatch Multi-State
 - McIntire-Stennis
 - Animal Health and Disease
 - State Experiment Station
 - Renewable Resources Extension
- Descriptions should be brief- 1-2 sentences and describe the faculty member or members roles in the project.

[Return to Activity List](#)

OTHER FUNDING

Digital Measures Screen: Research (Non-OSPA) (under Scholarship/Research heading)

Required Data Fields:

- Research Title
- Funding Organization
- Funding Internal/External
- Funding Type
- Investigators and Roles
- Student Investigators
- Funding Amount
- Current Status
- Description of Funding
- Start Date of Funding
- End Date of Funding
- Scope

Notes:

- This screen is where you would enter information on gifts, contracts, and other funding sources that are not grants or federal funding.
- Descriptions should be 1-2 sentences and describe the faculty member's role in the project.

[Return to Activity List](#)

INTELLECTUAL PROPERTY

Digital Measures Screen: Intellectual Property (under Scholarship/Research heading)

Required Data Fields:

- Patent/Copyright title
- Patent/Copyright Number/ID
- Inventor
- Patent Nationality
- Date approved

Notes:

[Return to
Activity List](#)

PRESENTATIONS

Digital Measures Screen: Presentations (under Scholarship/Research Heading)

Required Data Fields:

- Conference/Meeting Name
- Sponsoring Organization
- County, City, State, Country, as best applicable
- Presentation Title
- Presenters/Authors
- Student Contributors' levels
- Scope
- Invited or Accepted
- Date
- Type of Presentation

Notes:

- Activities should not be reported in more than one place, so if for instance, you presented at a poster session, you should not report both a presentation and a publication (the poster). Likewise, you should not report presentation abstracts or conference proceedings as publications.

[Return to Activity List](#)

ARTISTIC & CREATIVE WORK

Digital Measures Screen: Artistic and Professional Performances and Exhibits (Under Scholarship/Research heading)

Required Data Fields:

- Type of work
- Work/Exhibit Title
- Sponsor
- Venue
- Location of Venue, country state and city
- Performer/Exhibitor/Lecturer
- Student exhibitor levels
- Peer-reviewed/refereed, yes/no
- Invited or Accepted
- Description
- Start Date
- End Date

Notes:

- Activities should not be reported in more than one place, so you should not report something as both a publication and an artistic or creative work.
- For events that only occurred on one day, only enter an “End Date.”

[Return to Activity List](#)

DEPARTMENT SERVICE

Digital Measures Screen: Department (under Service heading)

Required Data Fields:

- Committee Name/Activity
- Position role
- Start date
- End date

Notes:

- For events that only occurred on one day, only enter an “End Date.”

[Return to
Activity List](#)

COLLEGE SERVICE

Digital Measures Screen: College (under Service heading)

Required Data Fields:

- Committee
Name/Activity
- Position role
- Start date
- End date

Notes:

- For events that only occurred on one day, only enter an “End Date.”

[Return to
Activity List](#)

UNIVERSITY SERVICE

Digital Measures Screen: University (under Service heading)

Required Data Fields:

- Committee Name/Activity
- Position role
- Start date
- End date

Notes:

- For events that only occurred on one day, only enter an “End Date.”

[Return to Activity List](#)

PROFESSIONAL SERVICE

Digital Measures Screen: Professional (under Service Heading)

Required Data Fields:

- Committee Name/Activity
- Position role
- Start date
- End date

Notes:

- It can be difficult to distinguish between public and professional service, so it is up to the faculty member's discretion where they record their service activities, but please note that activities may not be recorded in more than one place. Some examples of professional service include:
 - Expert witness testimony
 - Governmental hearings
 - Journal editorship or reviewer service
 - Grant funding panelist
- For events that only occurred on one day, only enter an "End Date."

[Return to Activity List](#)

PUBLIC SERVICE

Digital Measures Screen: Public (Under Service heading)

Required Data Fields:

- Committee Name/Activity
- Position role
- Start date
- End date

Notes:

- It can be difficult to distinguish between public and professional service, so it is up to the faculty member's discretion where they record their service activities, but please note that activities may not be recorded in more than one place. Some examples of public service include:
 - Judging competitions, such as for 4-H
 - Presentations to K-12 students
 - Presentations to community groups
 - Service on community boards

[Return to Activity List](#)

CLINICAL SERVICE

Digital Measures Screen: Clinical (Under the Service heading)

Required Data Fields:

- Activity Description
- Type of Service
- Start Date
- End Date

Notes:

- From the “Type of Service” drop down menu, choose from the available types prefaced with “Veterinary.”
- In the dates fields, choose the start and end of the 2-year review period for the start and end dates (i.e. January 1, 2016 and December 31, 2017)
- In the “Description” field list the number of cases performed within the review period for that service type.

[Return to Activity List](#)

CONSULTING

Digital Measures Screen: Consulting (under Service heading)

Required Data Fields:

- Consulting type
- Explanation of Other (if other was chosen as consulting type)
- Client/Organization
- City, State, County, Country (only most relevant)
- Description of Activities
- Start Date
- End Date

Notes:

- For events that only occurred on one day, only enter an “End Date.”
- Description of activities is only necessary for unusual or not self-explanatory consulting activities.

[Return to Activity List](#)

MEDIA CONTRIBUTIONS

Digital Measures Screen: Media Contributions (under General Information heading)

Required Data Fields:

- Media Type
- Media Name
- Country, State, County, City
(choose most relevant)
- Description
- Date (date published)

Notes:

- Extension Faculty- remember to select “yes” in the Extension yes/no box if you want a given media contribution to be listed in the Extension rather than Service portion of your CV

[Return to
Activity List](#)

ADMINISTRATIVE ACTIVITIES

Digital Measures Screen: Administrative Assignments

Required Data Fields:

- Title
- Responsibilities
- Start Date
- End Date (leave blank if you still hold the position)

Notes:

- In the “Responsibilities” box, you should type a very brief (2-3 sentences) summary of what you do for your administrative assignment.

[Return to Activity List](#)

AWARDS

Digital Measures Screen: Awards and Honors (under General Information heading)

Required Data Fields:

- Award or Honor Name
- Organization/Sponsor
- Explanation of “Other”
- Purpose
- Award Type
- Scope
- End Date

Notes:

- Use the “End Date” fields to record the data on which you received the award.
- To list awards for which you were nominated but did not receive, add the word “Nomination” after the name in the “Award or Honor Name” field, as in “Nobel Prize (Nomination).”

[Return to
Activity List](#)

PROFESSIONAL DEVELOPMENT

Digital Measures Screen: Faculty Development Activities Attended (under General Information heading)

Required Data Fields:

- Activity Type
- Title
- Sponsoring organization
- Scope
- City, State, Country (as relevant)
- Description
- Start date
- End date

Notes:

- This is the screen on which you would record sabbatical information.
- For events that only occurred on one day, only enter an “End Date.”

[Return to Activity List](#)

PROFESSIONAL MEMBERSHIPS

Digital Measures Screen: Professional Memberships (under General Information heading)

Required Data Fields:

- Name of organization
- Scope of organization
- Start date
- End date

Notes:

- This screen is only for noting professional organizations in which you are a member, not an officer, or hold a committee position. You should report officer positions and committee membership under “Professional Service”

[Return to Activity List](#)

LICENSURES AND CERTIFICATIONS

Digital Measures Screen: Licensures and Certifications (under General Information heading)

Required Data Fields:

- Title of Licensure/Certification
- License/Certification number (if applicable)
- Type of Credential
- Sponsoring Organization
- Scope
- Date obtained
- Expiration Date

Notes:

- For the purposes of annual performance reviews, you only need to enter data for licenses newly obtained or renewed during the 2-year review period.

[Return to Activity List](#)