Introduction
Digital Measures Guide

Overview
This manual is meant to serve as a guideline and introduction to the basic aspects of Digital Measures (DM). This document will go over the following:

- Logging in
- An introduction to the menus and screens
  - Items and how to add and delete them

Login Page: myUCA
Faculty can access Digital Measures from the myUCA portal. After logging in to myUCA, which uses the same password faculty use to login to their office computer and e-mail, navigate to the My Work tab. From the My Work tab, you should see a Digital Measures icon as shown below. After clicking on the icon, you will be logged into Digital Measures.
Introduction to the Manage Data Screens
Main Menu and Summary Screen

After logging on users will be directed to the Activities Database Main Menu, as shown below, where the user can manage their activities. This menu is a list of screens where activities / data can be viewed, entered, and modified. Clicking a link takes you to a Summary Screen.

When clicking on a link in the main menu you are directed to a summary screen, in the case below the Personal and Contact Information screen. Some fields are not modifiable and can’t be changed and are called “Locked”. Generally, fields with rectangular boxes can be edited.

Note: If you believe the “Locked” information is incorrect, please contact Amber Hall, Director of Institutional Research and UCA’s Digital Measures University Administrator, at amberh@uca.edu or 501-450-3663.
Adding Items

Some summary screens show individual items which are activity entries for a given category in the main menu. In the summary screen of a category, such as University, items can be seen. Some items can be added by the user and some like those in Scheduled Teaching are imported by the Office of Institutional Research. When adding, editing or viewing an item individually you are directed to the detail screen. The below is an example of items in the summary screen of the University category.

When creating items be very careful with dates.

Dates are used in reporting and should be accurate to when the items contents took place. Also dates should encompass the entire length of the item, an item should NOT be created for each year. For example, if you are on a committee as a member for two years just create one item with a two year length and not two items each with one year time spans. If data in the item other than the date changes then you should create a new item. For example if your role changes from member to chair of the committee then a new item should be created for this change with the start date as the date of the role change.

Clicking the item allows you to edit a record, saving this edited record will permanently change the data it contained. (e.g. changing the status of a publication to “under review” to “accepted”). If you want to keep the old record but create a new one with a couple changes use the “Duplicate” button (e.g. changing the role on a committee from “Member” to “Chair”). After clicking to add, edit or duplicate an item you’ll be directed to the detail screen for that item where you can add in the information.
Deleting Items

To delete an item navigate to the summary screen of the section where the item is. Shown below is the “University” summary screen, in which is the item which we want to delete. To delete the item click the highlighted checkbox and then click the “Delete” button. This will trigger a prompt that will ask if you are sure, review the checked item to ensure it is the one you want deleted, if it is click OK.
Detail Screen

The below is an example of a detail screen for an item in the University screen. Remember that dates should be inclusive of the entire item and new items should not be created if only the date changes.

If “Other” is ever selected it should be accompanied by a description.

Dates are essential to Digital Measures. Note how this example reflects two years as a member.