Introduction

Digital Measures Guide

This manual is meant to serve as an introduction and guideline to the basic aspects of Digital Measures. This document will go over the following:

- Logging in
- Main Menu
- Fields
- How to add and delete items
- Summary & detail screens

For detailed, college-specific guides that help you to enter data, consult the Digital Measures Guides page at the Office of Institutional Research’s website at http://uca.edu/ir/digital-measures/guides.

Login Page: myUCA

Faculty can access Digital Measures from the myUCA portal. Log in to myUCA using the same password used to log in to your office computer and e-mail. Navigate to the Roles tab and select the Faculty page. The Digital Measures icon, as shown below, should be visible. Click on the icon and you will automatically log into Digital Measures.
Main Menu

After logging in, you will see the Main Menu, as shown below, where you can manage your activities. This menu contains several sections, each with a list of screens where activities/data can be viewed, entered, and modified. Clicking on one of the purple links will take you to that activity screen.
Fields
Clicking on a purple link in the main menu, directs you to the corresponding activity screen, in the case below, the Personal and Contact Information screen. Fields that cannot be changed are called “Locked” fields and are identified by the lock icon. Generally, fields with rectangular text 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 screens, called 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, create only one item with a two year length and not two items each with one year time spans. You only need to create a new item if data in the item other than the date changes. 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 the record, saving this edited record will permanently change the data it contained. (i.e. changing the status of a publication from “under review” to “accepted”). If you want to keep the old record but create a new one with only a few changes, use the “Duplicate” button (i.e. 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 type in information.

Click this to “Add a New Item”

Duplicate Icon: Copies the item and creates a duplicate record. Use this when changing critical parts of the data. To duplicate you must first select a record by clicking the record’s check box.

Clicking “Add A New Item”, “Duplicate”, or clicking the item to edit brings you to the detail screen on the next page.
Deleting Items

To delete an item, navigate to the summary screen containing the item. Shown below is the “University” summary screen, containing the item to be deleted. To delete the item, click the checkbox on the right hand side of the screen (highlighted in the below example) related to that item 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.

First click the checkbox to select the item you would like to delete.

Second click the trashcan icon to delete the item you have checked.

This prompt should appear, make sure you have the correct item checked then click the “delete” button to delete.
Detail Screen

Below is an example of a detail page 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.

Dates are essential to Digital Measures.

This button takes you back to the Activities Database Main Menu.

Return to the Summary Screen without saving

Save item and return to the Summary Screen

Save item and open a new Detail Screen

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

Click and drag here to expand this text box.