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Login to the Walton Intranet using your UARK username and password (http://intranet.waltoncollege.uark.edu). Click on the link “INFORMATION / TUTORIALS / PORTAL LOGIN” near the top of the intranet main page.

Click the big DIGITAL MEASURES PORTAL button and it will directly log you in to the system. When your session times out, you will need to go back to the Walton intranet and log back in (repeat previous step).
Once you are logged in to the system, you will see the Dashboard.

If you click on the “Manage Activities” link, you will see the ‘Activities Database Main Menu’ page.

Just like the AFPR document, the input screens here are divided into four sections (I - IV). It also has a section for General Information of faculty (like contact info, workload, education, experience, etc). On the left of the screen, there are buttons for generating reports and request help.
**What does a typical data entry page look like?**

A typical data entry page has three important buttons and fields for data entry. After entering the proper information in the provided fields, please select the appropriate button…it will save you time. The buttons’ names are fairly self explanatory but full descriptions can be found below:

- Takes you to the “Activities Database Main Menu” page **without** saving any information entered.
- Saves the information you have entered and takes you back to the previous page.
- Saves the information entered and opens a new blank data entry page which allows you to add another page of the same form.
**GENERAL INFORMATION**

- **Personal and Contact Information**: Initial data added by Digital Measures staff. Faculty may update some fields including biography, teaching interests, research interests, and social media links.
- **Administrative Data**: Updated every semester by Digital Measures staff.
- **AACSB Narratives**: Updated annually by Department Chair.
- **Academic, Military and Professional Positions**: Initial data added by Digital Measures staff from CV provided at the time of faculty hire. Faculty are responsible for updating.
- **Education**: Maintained by Digital Measures staff.
- **Licensures and Certifications**: Faculty are responsible for updating.
- **Teaching, Research, and Service Awards and Honors**: Faculty are responsible for updating. This is used in the Annual Report.
- **Department Chair’s Evaluation**: Updated annually by the Department Chair.
- **Peer Evaluation**: Updated annually by peer evaluators.
- **Faculty Workload Assignment**: Updated annually by the Department Chair.
- **Teaching, Research, and Service Narratives for Annual Report**: Faculty are responsible for updating. This is used in the Annual Report.

_How do you enter Biographical, Teaching, and Research Summaries?_

On the ‘Activities Database Main Menu’ page click on the ‘Personal and Contact Information’ link as shown below.

Near the bottom of the screen you will see three text boxes. Enter the text as you would like it to appear on the Walton College Directory website and then select the ‘Save and Return’ button. You may add up to 10 separate research and teaching interests. To add a new interest select the “Add Another Interest” option.
**How do you enter Academic, Military and Professional Positions?**

On the ‘Activities Database Main Menu’ page, click on the “Academic, Military and Professional Positions” link and you will see the page below.

To edit an existing record, simply click on the record and a new screen will open to perform necessary edits. To delete an existing record, select the checkbox on the right of the screen and then select the bin icon. To add a new record, click on and you will see the following page.
Fill out the page and click the [Save] button or [Save + Add Another] if you wish to add more records.

**How do you enter Licensures and Certifications?**

On the ‘Activities Database Main Menu’ page, click “Licensures and Certifications” and you will see the page below.

As above, you can edit or delete existing records, or add a new one by clicking which brings up the screen below.
Fill out the page and click the button or if you wish to add more records.

I. EDUCATIONAL PROGRESS AND PROFESSIONAL DEVELOPMENT

Faculty to enter any degrees earned since being hired by the Walton College

Faculty to enter any professional activities attended, e.g. Workshops, seminars, faculty internships, etc

How do you enter Educational Progress?

On the ‘Activities Database Main Menu’ page, click the “Educational Progress” link and you will see the page below.

To add a new record, click on and you will see the following page.

Fill out the page and click the button or if you wish to add more records.
How do you enter your professional development activities?

On the ‘Activities Database Main Menu’ page, click the “Faculty Development Activities” link and you will see the following page.

To add a new record, click on and you will see the following page.

Fill out the page and click the button or if you wish to add more records.
II. TEACHING

How do you enter Academic Advising?

On the ‘Activities Database Main Menu’ page, click the “Academic Advising” link and you will see the following page.

![Academic Advising](image1)

To add a new record, click on the “Add New Item” button and you will see the following page.

![Edit Academic Advising](image2)

Fill out the page and click the “Save” button or the “Save + Add Another” button if you wish to add more records.

How do you enter Accepted and Submitted Publications?

On the ‘Activities Database Main Menu’ page, navigate to the “Research” section and click on the “Accepted and Submitted Publications” link.
To edit an existing record, simply click on the record and a new screen will open to perform necessary edits. To delete an existing record, select the checkbox on the right of the screen and then select the icon. To add a new record, click on and you will see the following page.

**Note:** we have already loaded ALL of your Peer Reviewed Journals (PRJs), from your vitae, and 2001-2005 Other Intellectual Contributions (OICs) which include books, book chapters, book reviews, conference proceedings, presentations, working papers, etc.
Fill out the page and click the **Save** button or **Save + Add Another** if you wish to add more records.
**How do you update the records when the status changes - Accepted and Submitted Publs?**

For example - you have a publication in ‘paper under review’ status you already entered into the system and the paper gets accepted in January 2006. In this case, you don’t need to enter the paper information again; you just need to login and edit it. Here is how to proceed.

On the ‘Activities Database Main Menu’ page, click on the “Accepted and Submitted Publications” link and you will see the page.

![Accepted and Submitted Publications](image)

To edit an existing record, click on the record to open it for editing.

![Edit Accepted and Submitted Publications](image)

Update to the proper status (here, the example is “Published”) and …

…at the bottom of the screen, enter the ‘Date Published’ (or ‘Date Accepted’ if the status is changed to “Accepted”) field.

Remember to save by clicking the Save button.

**How do you enter Courses Taught During Calendar Year?**

For every course you teach, we will be creating the record for you from the 11th day record (ISIS). We will enter all information about the course at the beginning of the semester and will
update it with grades and teaching evaluations at the end of the semester. You will just need to update the ‘course content form’ part of this record.

On the ‘Activities Database Main Menu’ page, click “Courses Taught During Calendar Year” and you will see the following page - with a list of the courses you have taught or which you are currently teaching.

![Courses Taught During Calendar Year](image)

Click on the course you want to update. Then, you can go ahead and fill out the ‘course content form’, or you can generate a ‘course content form’ report for a previously taught course with the same course content form, and copy & paste it. How to do this is described on the next page.

Once you have filled out the fields (course content form fields) for the course, upload the ‘syllabus’ by clicking the ‘Choose File link at the bottom of the screen (Figure 16). This will let you browse to your computer and upload your syllabus file. You can also upload a copy of your full course evaluation if you wish. Please remember to save to retain the uploaded file in the system.

![Choose File](image)
How do you copy and paste ‘Course Content Form’ from an existing record (previously entered course).

Click on the link (shown in red on the left side of your screen) and you will see the page where you select the ‘Report’ from the drop down list and date (give any date in the range in which the semester falls, e.g. for fall 2015 – you can use start date: Sept 1, 2015 and end date: Dec 31, 2015). Choose file format of ‘Microsoft Word’ so that you can copy it. Then, click run report.

This will generate a Word document of your Course Content Forms for the semester selected. From this Word document, copy the Course Content Form of the course you wanted to reproduce. click the link on the lefthand side of your screen and paste it.

Now, it is easy to copy-and-paste or drag-and-drop from the PasteBoard to the fields on the screen, without having to flip from one page to another.
**How do you enter Presentations/Workshops?**

On the ‘Activities Database Main Menu’ page, click on “Teaching-Related Presentations/Workshops” to enter teaching related (as the name indicates) or “Research-Related Presentations/Workshops” for research related presentations/workshops, and you will see the page below.

![Research - Related Presentations/Workshops](image)

In all cases, to edit the existing record, click on the record name; to add a new item click the `Add New Item` button and you will see the page below.
Fill out the page and click the **Save** button or **Save + Add Another** if you wish to add more records.
**How do you enter Teaching, Research, and Service Narratives and Peer Review Report for AFPR?**

On the ‘Activities Database Main Menu’, click on the “Teaching, Research, and Service Narratives for Annual Report” under “General Information”. As in all cases, click the ‘Add a new item’ button to add a new record and the edit icon to edit an existing record. After you have filled in all the fields in the data entry page, there is a link (near the bottom of the screen) to upload your ‘Peer Review Report’. Please have a look at the screen shot below. Once you click the ‘Choose File’ link, it will allow you to browse to your computer and upload your ‘Peer Review Report’ file. Remember to save to retain the uploaded file in the system.

![Data Entry Screen](image)

**How do you enter all other components in the Activities Database Main Menu?**

All of the components on the ‘Activities Database Main Menu’ have the same page layout. Once you are in the Main Menu, click on the component you wish to use; either to add a new record or edit an existing one. As in all cases, click on the edit icon to edit an existing record and the ‘Add a new item’ button to add a new record. After you have filled out all the appropriate fields, remember to save your work by clicking the ‘SAVE’ or ‘SAVE AND ADD ANOTHER’ if you would like to add more records. Please have a look at the ‘What does a typical data entry page look like?’ example on page 4 above for more information on this procedure.
HOW DO YOU GENERATE YOUR ANNUAL PERFORMANCE REPORT (AFPR)?

To generate your report, go to the Activities Database Main Menu and click on the Run Reports button on the left side of the screen.

On this page, select the report “AFPR: Annual Faculty Performance Report”, date range, and format of the report and click on the “Run Report” button. This will generate your AFPR.