Digital Measures for Faculty

Contents

Logging In

https://www.digitalmeasures.com/login/ilstu/faculty

1. To log in, please follow the link above and enter your ULID and password.
2. When you log in, your home page will look like the picture on the right. The four main categories are **General Information, Teaching, Scholarship/Research** and **Service.** Under these categories are subcategories, which go into further detail about faculty information.
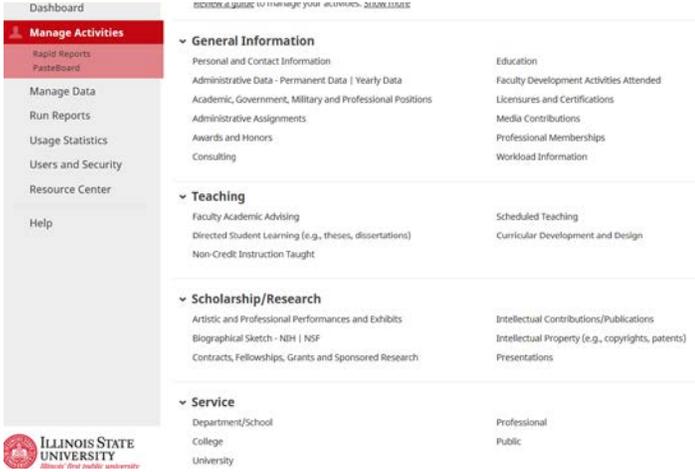
All Categories

- **General Information –** You can update information on things such as office hours, previous and/or current education, memberships and much more.

- **Teaching –** Under this category, you can enter information on your academic advising, thesis, dissertations and more.

- **Scholarship/Research –** Enter your publications, presentations, and other professional performances.

- **Service –** Any activities that you engage in or supervise both in and outside the University will be located in this section.

Adding & Editing Information

Website Citation

Entries on the Contacts, Fellowships, Grants and Sponsored Research, Intellectual Contributions/Publications, or Presentations screens can be displayed on department and college websites. To create or edit these citations follow these steps:

1. Edit the entry by clicking on the text under the **Item** list.
2. Type your citation, as you would like it to appear on the website, into the citation box. Pasting text into this field is not recommended. Please use the citation generator (below) if you wish to copy and paste.
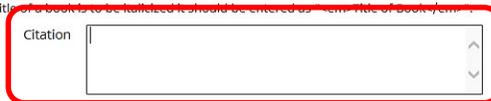
3. When you are done, click **Save** at the top of your screen**.**

Alternatively, you may use a citation generator to assist you:

1. Browse to http://cas.illinoisstate.edu/editor/.
2. Type or copy and paste your citation.
3. Use the font-style buttons provided to format as necessary.

4. Once you are finished formatting, click the **Source** button; bold, italicize, and underline should now be unavailable. Copy the citation.
5. Return to Digital Measures and paste your newly formatted citation into the citation box.
6. When you are done click **Save** at the top of your screen.

Education & Other General Information

1. To add or edit information to your faculty profile, click on the category you wish to edit. For example, if you want to add something about

    General Information

Personal and Contact Information	Education
Administrative Data - Permanent Data | Yearly Data	Faculty Development Activities Attended
Academic, Government, Military and Professional Positions	Licensures and Certifications

    your education, click **Education** located under the **General Information** category.

2. To add a new item click **Add New Item** and fill out the required fields.

    ‹ Education   + Add New Item

    Item

    BA
    Illinois State University
    English Studies

3. To edit an item, click on the text under the **Item** list.

4. To delete an item, click on the box to the right of the item you wish to delete and click the trash icon. 🗑   Click **Delete** when the pop-up window appears.

5. When you have finished filling out all the required fields, you may choose **Save** to go to the main menu or **Save + Add Another**.

Courses

1. Under the **Teaching** category, click **Scheduled Teaching**. ***Note:** Courses are automatically added at the beginning of each semester, but you can manually upload another course by clicking **Add New Item** at the top of the screen. The basic information on this screen is automatically populated and is not editable.

2. Click on the course title that you wish to make edits to and fill out the required fields.

3. When you are completely finished, click **Save**.

Curricular Development and Design

1. This is a new screen.
2. Click on **Edit Curricular Development and Design.**
3. Utilize the drop down boxes for 'Course Name' and 'Department Code'.

    * Course Name [   ]

    * Department Code [▼]

4. Complete the dialogue boxes to note any innovations made to the class.

Upload a Syllabus

1. Under the Teaching category, click **Scheduled Teaching**.
2. Click on the course title that you wish to upload a syllabus for.
3. Scroll to the bottom and find **Syllabus for this course.**
4. Click on **Choose File.** Locate your syllabus, and then click Open.
5. When you are completely finished, click **Save**.

Office Hours

1. Under the **General Information** category, click on **Personal and Contact Information.**
2. Scroll to the bottom of the page and in the text box named **Office Hours** and update your office hours.

Photo

The photo you are uploading will be used as your faculty profile picture.

1. Under the **General Information** category, click on **Personal and Contact Information**.
2. Scroll to the bottom of the page and look for **Photograph** located last on the list.
3. Click **Choose File**, locate the picture you wish to use as your profile picture, and then click Open.
4. In order to save the picture, click **Save.** This will bring you back to the main page.

    Note: Images should have a resolution of about **160x200px**. An image should not be smaller than 160x200px, although they can be a little bigger (but no larger than 500px on either side).

    For help resizing images, follow the tutorials below:

    Microsoft Paint: http://windows.microsoft.com/en-US/windows7/Resize-a-picture-using-Paint **Mac OS Tools**: https://support.apple.com/kb/PH5936?locale=en_US

My website information didn't change after I updated it in Digital Measures

If you just made updates to your profile, such as changing your photo, it can take up to 6 hours to reflect on the website that you have made a change.

PasteBoard

You can use the PasteBoard function to avoid incorrect formatting when copying and pasting from another source. In addition, the PasteBoard can serve as a "working copy" that allows you to remain on the Digital Measures site without switching between multiple applications while entering your data.

1. Open PasteBoard by clicking **PasteBoard** located at the right hand corner under the **Manage Activities** heading. A yellow pop-up window will appear.
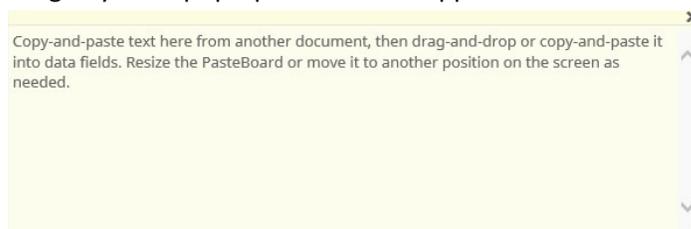
a. To close PasteBoard, click the "**X**" located in the upper right hand corner of the **PasteBoard.**

2. Select the text you wish to move from the outside source and copy and paste it into the PasteBoard. You may edit the information within the PasteBoard before dragging the text to a field.

3. Drag and drop: You can use the drag and drop function to move text from the PasteBoard to a field. Begin by highlighting the text you want to enter, and then click and hold down the mouse. You can then drag the selected text to its appropriate box.

4. If you want to expand or decrease the PasteBoard, click the arrow on the lower right hand corner of the text box.