

Instructions for Entering Faculty Data into Digital Measures (DM) (Beginning Spring 2011)

1. Faculty productivity data should be entered into the Digital Measures (DM) system on a periodic basis. It is recommended that data be entered into the system soon after events take place (e.g., after a conference presentation or once an article has been published).
2. Faculty members are encouraged to enter their own data into the system to ensure that details regarding productivity are entered correctly. All needed information is not always evident from viewing a faculty CV.
3. For those faculty members who need assistance with Digital Measures, several CHS staff members have been trained to use the system. Below is the list of staff members trained in DM, along with the unit for which they are responsible.
 - Kristi Bruner - Athletic Training
 - Cynthia Byars and Nan Rice – Research Office
 - Theresa Cook – Rehabilitation Sciences Department
 - Meredith Houlihan – Communication Sciences and Disorders
 - Renee King – Physician Assistant Studies
 - Anna Moore – Clinical Sciences Department
 - Kathy Schuler-Ringo – Physical Therapy
 - Rena Murphy and Keturah Taylor – Entire College
4. A variety of instructional materials are available on the CHS Academic Affairs website (<http://www.mc.uky.edu/healthsciences/academic/about.html>) to assist you with data entry. Click the gray Digital Measures bar under Faculty/Staff Information to review the documents.
 - I. Navigation Manual
 - a. Reminds users of how to log-in to the DM system.
 - b. Outlines each of the four main information categories (General Information, Teaching, Scholarship/Research and Service).
 - c. Provides examples of both summary and detail data screens
 - d. Reviews the three types of detail data screens; data fields only, data import with modifiable data fields, and data import only).
 - e. Summarizes the purpose of major buttons and icons within the system.
 - II. Shared Data
 - a. Explains how the shared data feature within DM works by entering data into one faculty member's record and having it populate (share with) other UK faculty who are associated with the same activity.
 - b. Outlines the entry protocol (under which faculty member's account data should be entered).
 - c. Reviews how to add other UK faculty and faculty outside of UK to an activity.
 - III. Digital Measures Data Entry Guide – CHS
 - a. Identifies the correct screen for entering a particular type of activity.
 - b. Reminds users of the data fields on each screen that must have data entered into them (to ensure that data will actually appear on reports listed in the "reporting purpose" category when generated).
 - c. Includes the frequency of updates to DM from external data sources.
5. Additional questions regarding the Digital Measures system should be directed to Rena Murphy at rena.murphy@uky.edu.