

Digital Measures Training Manual

-Navigation-

Navigation

The Navigation module of the Digital Measures Training Manual contains basic information for navigating by providing: 1. navigation terms and definitions, 2. screen-shots with text bubble explanations demonstrating certain features.

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Login Page: myUK

Users will access Digital Measures from the myUK portal. If your myUK screen does not have the "Faculty Services" tab, please contact the UK Digital Measures administrator.

The screenshot shows the myUK portal interface. At the top left is the myUK logo. A navigation bar contains tabs for Launch Pad, Student Services, Student Administration, Enterprise Services, Employee Self-Service, and Faculty Services. The Faculty Services tab is selected. Below this is a sub-navigation bar with Faculty Service Overview, Blackboard, and Digital Measures. The Digital Measures tab is selected. A callout box points to the Faculty Services tab with the text "1st: Click 'Faculty Services' tab". Below the sub-navigation bar is a browser window titled "Digital Measures" with a menu open showing options: Open in New Window, Refresh, Personalize, Details, and Add to Browser Favorites. A callout box points to the "Open in New Window" option with the text "3rd: Click 'Open in New Window'". Another callout box points to the Digital Measures sub-tab with the text "2nd: Click 'Digital Measures' tab". The main content area features the University of Kentucky logo on the left and a "Please Login" form on the right. The form includes fields for Email (with a placeholder @uky.edu) and Password, and a LOGIN button. Below the form is an alert message: "ALERT: The Email and Password combination you have entered is not valid." At the bottom right, there are links for "Questions/Comments?" and "Request Your Password".

Manage Data

After logging on, users will select a faculty name from the “Manage Data for Users” drop-down menu and click “Continue.”

UNIVERSITY OF KENTUCKY®

...DigitalMeasures

Manage Data

Run Ad Hoc Reports

Run Custom Reports

Contact Our Helpdesk

Submit Your Feedback

Privacy Statement

Change Your Password

Logoff

Welcome, MEDTRAIN MEDTRAIN. Wednesday, September 15, 2010

You are not currently managing data for others.

Manage Data enables you to manage data for other users. If you are entering a lot of data, it may be faster to load data from .csv files rather than by using this utility. All changes made using this utility are audited.

Manage Data

Manage Data for Users

Select a user...

CONTINUE

Click for drop-down list and select faculty name to access their file

...and to end managing data for a particular faculty member, click “End.” This must be done before selecting another faculty name.

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Welcome, MEDTRAIN MEDTRAIN. Wednesday, September 15, 2010

You are currently managing data for C. Darrell Jennings. End

Watch a [video](#) or download a [guide](#) on how to manage your activities.

Activities Database Main Menu

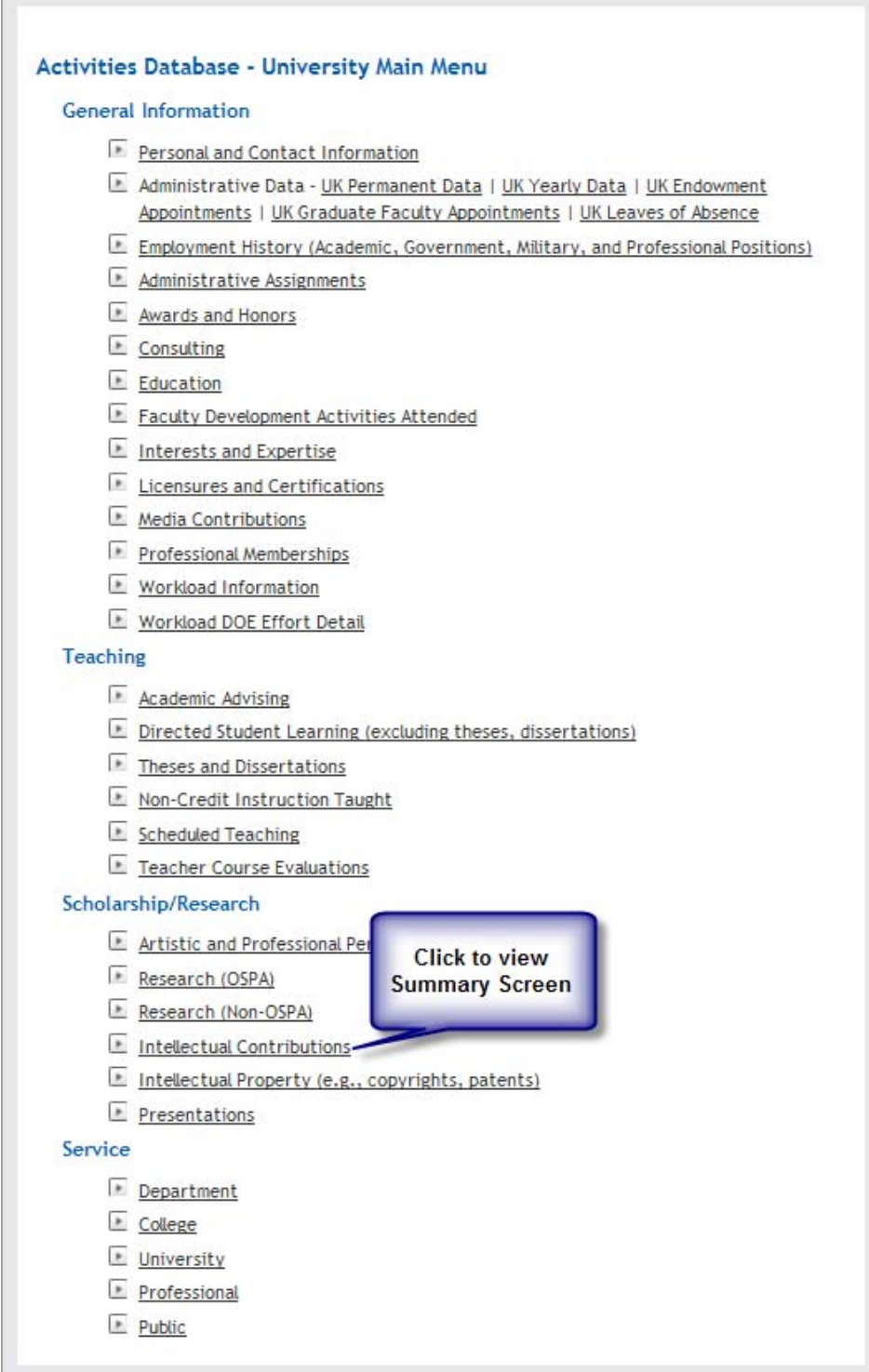
General Information

- Personal and Contact Information
- Administrative Data - [UK Permanent Data](#) | [UK Yearly Data](#) | [UK Endowment Appointments](#) | [UK Graduate Faculty Appointments](#) | [UK Leaves of Absence](#)
- Employment History (Academic, Government, Military, and Professional Positions)
- Administrative Assignments
- Awards and Honors

Click "End" to return to the Manage Data screen

Activities Database Main Menu

The Activities Database Main Menu is a list of links to each screen where activities/data can be viewed, entered or modified. These links are listed in four categories: “General Information,” Teaching,” Scholarship/Research,” and “Service.”



Activities Database - University Main Menu

General Information

- ▢ [Personal and Contact Information](#)
- ▢ [Administrative Data - UK Permanent Data | UK Yearly Data | UK Endowment Appointments | UK Graduate Faculty Appointments | UK Leaves of Absence](#)
- ▢ [Employment History \(Academic, Government, Military, and Professional Positions\)](#)
- ▢ [Administrative Assignments](#)
- ▢ [Awards and Honors](#)
- ▢ [Consulting](#)
- ▢ [Education](#)
- ▢ [Faculty Development Activities Attended](#)
- ▢ [Interests and Expertise](#)
- ▢ [Licensures and Certifications](#)
- ▢ [Media Contributions](#)
- ▢ [Professional Memberships](#)
- ▢ [Workload Information](#)
- ▢ [Workload DOE Effort Detail](#)

Teaching

- ▢ [Academic Advising](#)
- ▢ [Directed Student Learning \(excluding theses, dissertations\)](#)
- ▢ [Theses and Dissertations](#)
- ▢ [Non-Credit Instruction Taught](#)
- ▢ [Scheduled Teaching](#)
- ▢ [Teacher Course Evaluations](#)

Scholarship/Research

- ▢ [Artistic and Professional Per](#)
- ▢ [Research \(OSPA\)](#)
- ▢ [Research \(Non-OSPA\)](#)
- ▢ [Intellectual Contributions](#)
- ▢ [Intellectual Property \(e.g., copyrights, patents\)](#)
- ▢ [Presentations](#)

Service

- ▢ [Department](#)
- ▢ [College](#)
- ▢ [University](#)
- ▢ [Professional](#)
- ▢ [Public](#)

Click to view Summary Screen

Summary Screen

Summary Screens list each individual activity entry for a given category: this example shows five publications.

Activities Database

Intellectual Contributions [RETURN TO MAIN MENU](#)

Click below to ADD a new item to Intellectual Contributions:

[ADD A NEW ITEM](#)

Click on any of the entries below to EDIT, COPY or DELETE an item in Intellectual Contributions:

| Items added to Intellectual Contributions | EDIT | COPY | DELETE |
|--|------|------|--------|
| Accumulation of CD4+ T cells in the colon of CsA-treated mice American Journal of Physiology-Gastrointestinal and Cellular Physiology | | | |
| Accumulation of CD4+ T cells in the colon of CsA-treated mice BMT Tandem Meeting | | | |
| Allogeneic immunotherapy: An effective treatment for lung cancer BMT Tandem Meeting | | | |
| Antioxidant therapy decreases the intestinal pathology observed in mice BMT Tandem Meeting | | | |
| CD4+T cells accumulate in the colon of CsS-treated mice following BMT Leukocyte Biology | | | |

Click Pencil icon for Details Screen

Details Screen

The Details Screen is the where the details of an activity can be viewed. There are two ways a new activity can be entered into DM:

- *Manually* – new activity entries can be manually entered and modified once entered. The majority of these screens are of this category.
- *Data Import**- new activity entries are entered only from other sources. (e.g. Faculty Database)

And there are three types of detail screens:

1. **Data fields only** - new activity entries can be manually entered and modified once entered. The majority of these screens are of this category. Screens include: “Intellectual Contributions”, “Consulting”, “Presentations.”
2. **Data import with modifiable data fields** - new activity entries are entered only from other sources, but the screen includes modifiable data fields. Screens include: “Personal and Contact Information”, “Research (OSPA)”, “Scheduled Teaching”
3. **Data import only (no modifiable fields)** – new activity entries are entered only from other sources, cannot be manually entered and cannot be modified once loaded. Screen names include: “Workload Information”, “Workload DOE Effort Detail”, “UK Graduate Faculty Appointments.”

***Screens with External Data Sources** – This is a list of screens that have data loaded into them, the data source and how often the data is loaded.

| Screen Name | External Data Source | Frequency |
|----------------------------------|--------------------------------------|--|
| Personal and Contact Information | Human Resource (IRIS) | Monthly, to be daily |
| UK Permanent Data | Human Resource (IRIS) | Monthly |
| UK Yearly Data | Faculty Database | Monthly |
| UK Endowment Appointments | Faculty Database | Monthly |
| UK Graduate Faculty Appointments | Faculty Database | Monthly |
| UK Leaves of Absence | Human Resource component of IRIS | Monthly, not yet implemented |
| Workload Information | Faculty Effort System (IRIS) | Monthly |
| Workload DOE Effort Detail | Faculty Effort System (IRIS) | Monthly |
| Scheduled Teaching | Student Life-Cycle Management (IRIS) | 3 times per term |
| Teacher Course Evaluations | Teacher Course Evaluation in IR | After each term |
| Research OSPA | OSPA | 6 times per year Mid-Month Feb, April, June, August, October, December. |
| | | |

1. **Data Fields Only** – The “Intellectual Contributions” screen is an example of a “data fields only” details screen. Rectangular boxes signify “data fields.”

Activities Database - University

Intellectual Contributions

Contribution Type:

Explanation of "Other":

Current Status:

AACSB Classification (for the College of Business and Economics only):

Title of Contribution:

Authors
 Please order the authors in the order of authorship.
 Please either select a person from the drop-down list or enter their name in the input fields.

1st Author

| People at University of Kentucky | First Name | Middle Name/Initial | Last Name | If a student, what is his/her level? | Priority Rank |
|-------------------------------------|----------------------|----------------------|----------------------|--------------------------------------|----------------------|
| El-Mallakh, Peggy: peggy.el-mallakh | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

2nd Author

Howard, Patricia B: pbhowa00

3rd Author

Please select... Inman

Add another Author:

[Add a list of names](#)

Journal/Publisher/Proceedings Publisher:

City and State of Journal/Publisher:

Country of Journal/Publisher:

Volume:

Issue Number /Edition:

Page Numbers or Number of Pages:

Note: A callout box points to the Title of Contribution field with the text: "A 'Data Field,' signified by a rectangular box, is where data can be manually entered/edited"

2. **Data Import with Modifiable Data Fields** – The “Research OSPA” screen is an example of a “data import with modifiable data fields” details screen. Rectangular boxes signify editable “data fields,” whereas the data without a rectangular box cannot be modified.

Activities Database - University
Research (OSPA)

OSPA ID: 200911251134
 Account Number: 3048107240
 Original Account Number: 3048105798
 Responsible Department: 7E100 - Nursing Instruction
 Clinical Trial:
 Contract/Grant/Research Title: Advanced Education Nursing Traineeship
 Short Title: []

Buttons: RETURN (CANCEL), RETURN TO MAIN MENU

Callout 1: Data loaded via "Data Import" without a rectangular box is not editable.

Callout 2: Data loaded via "Data Import" in a rectangular box is editable.

3. **Data Import Only** – The “Workload Information” screen is an example of a “data import only” details screen. There are no editable “data fields,” as there are no rectangular boxes.

Activities Database - University
Workload Information

Academic Year: 2010-2011
 Teaching: 41.80 %
 Research: 25.00 %
 Service: 5.00 %
 Administration: 25.00 %
 Professional Development: 3.20 %
 Clinical Service (subset of Service): 0 %

Buttons: RETURN (CANCEL), RETURN TO MAIN MENU

Callout: This details screen has no modifiable data fields. This data cannot be manually modified.

Navigation- Icons & Buttons

Buttons at bottom of detail screen

Engagement Yes

Scope National

Description/Explanation (30 Words or Less) Recognition of service as a outstanding physician.

Note: The End Date field must be completed for all awards. For awards that are/were only received on a particular day, leave the start date blank and specify the end date. For awards that are in effect for a period of time, such as fellowships, specify the start and end dates.

Start Date

End Date , 2010

Saves data and returns to Summary Screen **Saves data and clears data fields for new entry** **Returns to Summary Screen without saving data**

Buttons/icons on Summary screen

Activities Database

Awards and Honors

Click below to ADD a new item to Awards and Honors:

Click on a to EDIT, COPY or DELETE an item in Awards and Honors:

| Items added | EDIT | COPY | DELETE |
|---|------|------|--------|
| Guide to America's Top Physicians Guides to Best/Top Doctors | | | |
| Guide to America's Top Physicians Guides to Best/Top Doctors | | | |
| Alpha Omega Alpha Honorary Society Other | | | |
| Guide to America's Top Physicians Guides to Best/Top Doctors | | | |

Returns to Activities Database Main Menu

Opens a new Details Screen for data entry

Pencil Icon: Opens Details Screen for this item

Paper Icon: Duplicates entire item

Trash Can Icon: Deletes entire item

Editing Author Order

The order of authors can be easily changed in all author populated detail screens: “Intellectual Contributions,” “Presentations,” “Research OSPA”

The screenshot shows a web interface for managing authors. At the top, it says "Authors" and provides instructions: "Please order the authors in the order of authorship. Please either select a person from the drop-down list or enter their name i".

There are three author entries, each with a header bar and a form below it:

- 1st Author:** Header "1st Author" with a dropdown arrow, an up arrow, and a delete icon. The form includes a dropdown menu (selected "Please select..."), a "First Name" field with "J.", a "Middle Name/Initial" field, a "Last Name" field with "Perez", a "If a student, what is his/her level?" dropdown (selected "Graduate"), and a "Priority Rank" dropdown.
- 2nd Author:** Header "2nd Author" with a dropdown arrow, an up arrow, and a delete icon. The form includes a dropdown menu (selected "Please select..."), a "First Name" field with "J.", a "Middle Name/Initial" field with "A.", a "Last Name" field with "Bran", and two dropdown menus.
- 3rd Author:** Header "3rd Author" with a dropdown arrow, a down arrow, and a delete icon. The form includes a dropdown menu (selected "Please select..."), a "First Name" field with "D.", a "Middle Name/Initial" field, a "Last Name" field with "Cohen", and two dropdown menus.

Two callout boxes provide instructions:

- A blue callout box labeled "Deletes author" points to the red delete icon in the top right of the 1st Author header.
- A blue callout box labeled "Click on either triangle to move author up or down in the list" points to the up and down arrow icons in the top right of the 2nd Author header.

PasteBoard Feature

The pasteboard interface provides a convenient place to store "working content", typically copy-and-pasted from another document or file. Placing your "working content" in the pasteboard reduces the need to switch between multiple applications during data entry. Once text is in the pasteboard, pieces of that text may be selected, then copied-and-pasted or dragged-and-dropped into the appropriate field above. The pasteboard enables you to copy up to 4K (4,000 bytes) worth of text.

If users report difficulties using the pasteboard, there are a couple of common tips we have for troubleshooting. Instruct the user to

- clear their browser cookies and restart their browser;
- ensure that nothing is blocking the storage of cookies for the browser they are using;
- ensure that too much data is not being pasted into the pasteboard (remembering the 4K size limit).

You may copy and paste special characters—such as Greek or Latin characters, accent marks or other diacritical marks into the system from another source as long as they are Unicode-compliant. (Unicode is an industry-standard set of characters that allows computers to consistently represent and manipulate text expressed in any of the world's writing systems. For more information about Unicode, please see: http://www.unicode.org/faq/basic_q.html.)

Examples of fonts that are Unicode-compliant include Arial and Times New Roman. Examples of fonts that are not Unicode-compliant include Symbol and Wingdings. If characters are not transferring to the system as you expect, try changing their font in the source software application to Arial or Times New Roman and then copy and paste the text into the system.

