UNIVERSITY OF TEXAS AT ARLINGTON
Office of the Provost & Vice President for Academic Affairs
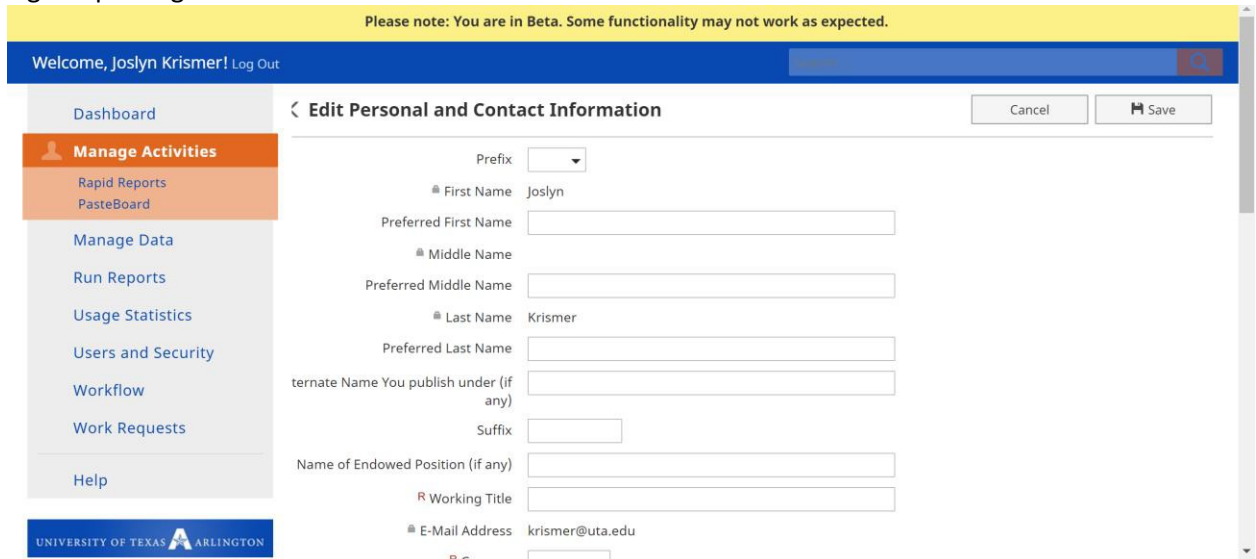
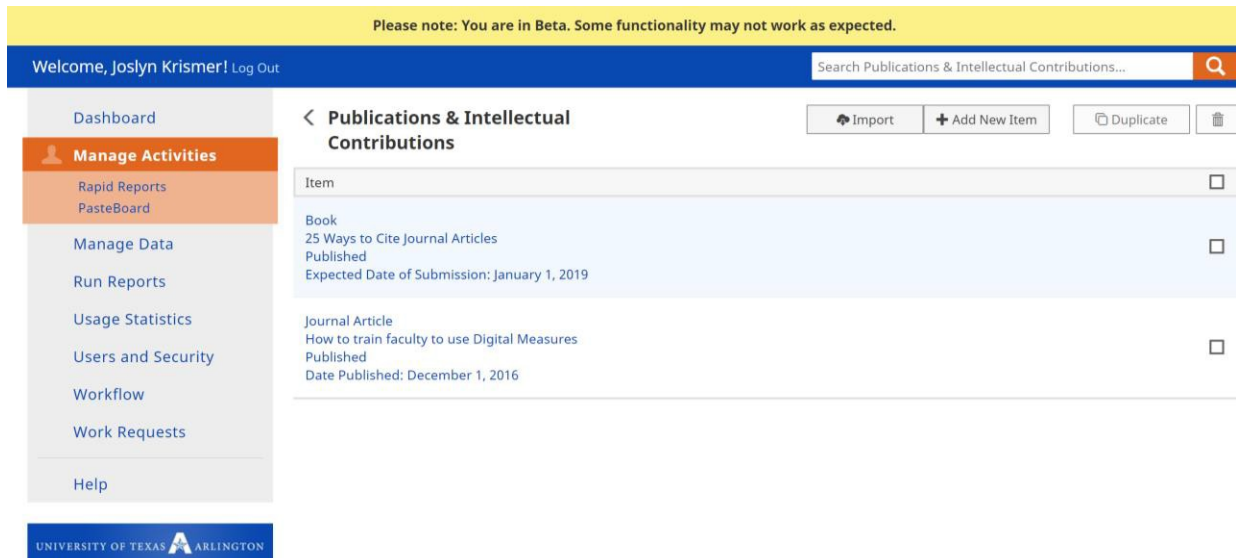# UTA Digital Measures Pilot Testing User Guide

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VIEWING/UPDATING YOUR OWN DATA IN DIGITAL MEASURES

1. Log in to Digital Measures Beta instance using your net id and password
   https://beta.digitalmeasures.com/login/uta/faculty/authentication/authenticateShibboleth.do
2. Click Manage Activities on the left navigation to view a list of data screens
3. Click on the links to open pages and view data and fields.
4. Some screens look like forms. Data that is not marked with an R or a padlock symbol can be updated manually. Once fields are updated, click SAVE in the top right hand corner.

Fig 1. Updating the Personal & Contact Information screen

5. Click on Manage Activities to go back to the main menu.
6. Other screens may include multiple records

Click on an entry to open it. You can view the details and/or make changes to the entry. To add a new entry, click +Add New Item to manually enter the data or Import to explore the importing tools and options available in DM. To delete an entry, click the check box to the right of the entry and Click the trash can icon in the top right corner of the screen. To duplicate and entry, click the check box next to the item you wish to duplicate and select Duplicate.

VIEWING/UPDATING SOMEONE ELSE'S DATA

1. Log in to Digital Measures Beta instance using your net id and password
https://beta.digitalmeasures.com/login/uta/faculty/authentication/authenticateShibboleth.do
2. If you are a Digital Measures administrator, you may have access to view and update other faculty members' data. To do this, click on the Manage Data tab in the left navigation bar.
3. Type the name of the faculty member whose data you would like to work on or select a name from the drop down list and click Continue.

Fig 2. Updating data for someone else using Manage Data screen
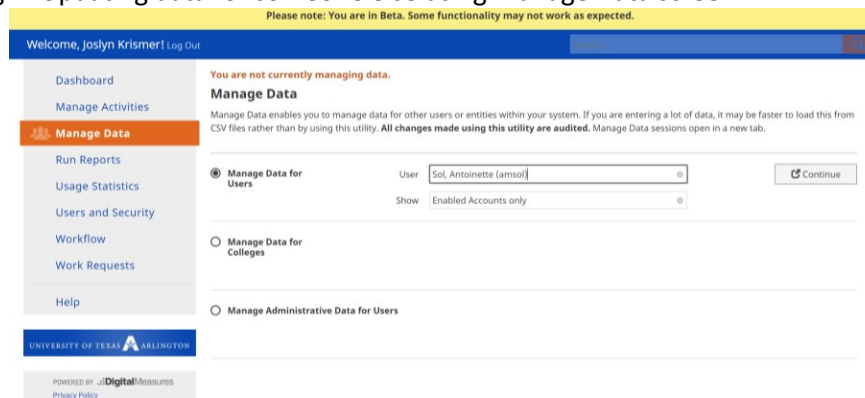
4. If the person you are looking for doesn't show up, you either don't have access to his/her data, or the person doesn't have an active account in Digital Measures.

5. Once you have selected a faculty to update in DM, you will see a notice at the top of every screen in DM.

Fig 3. Managing data for Dr. Sol
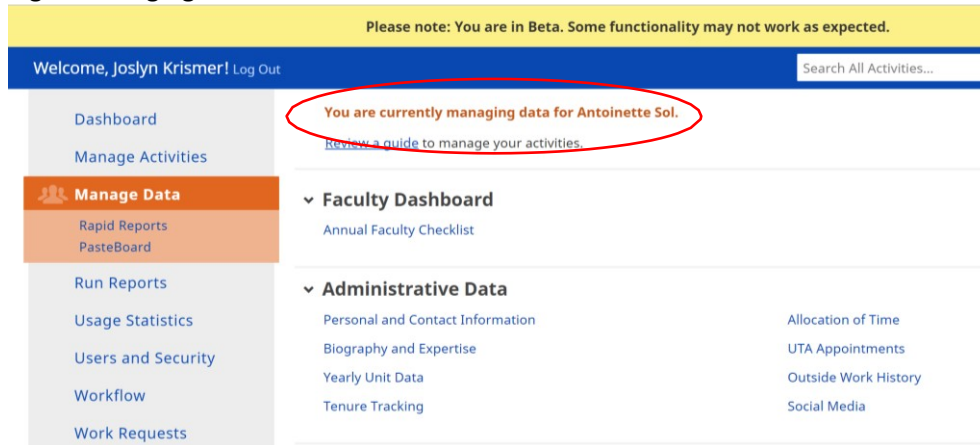
6. Click the links to the DM screens you would like to update.
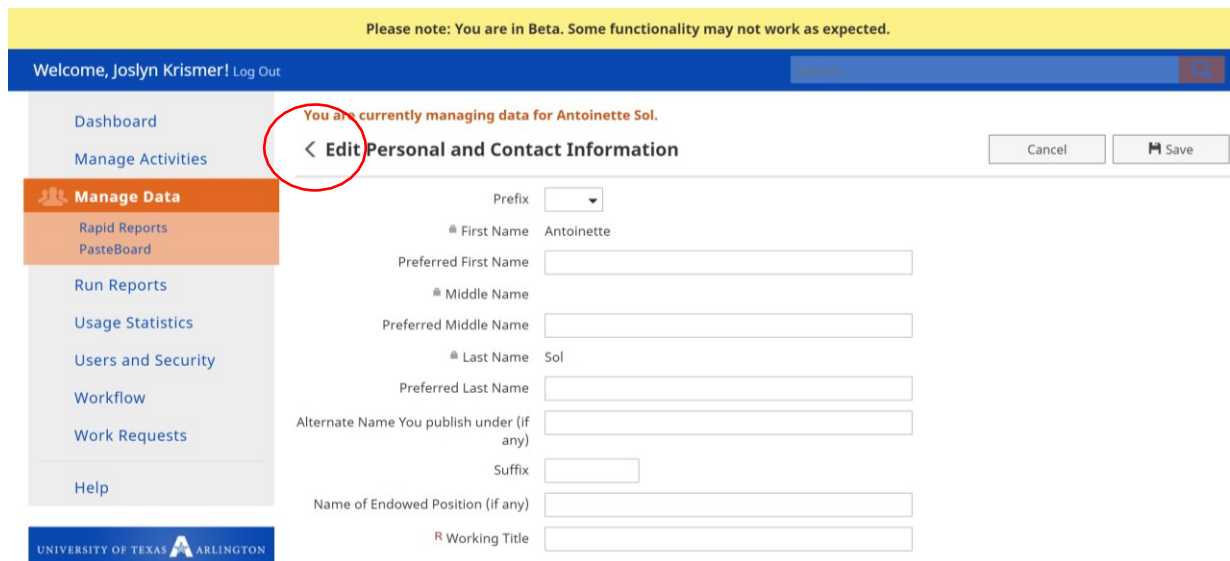
7. Make the desired changes and click Save. Any changes you make to these screens will be reflected in the faculty member's DM records. Use the < symbol to navigate back to the main menu in order to continuing managing data for the other person.

8. To stop managing data for this person, simply click the Manage Data to select another person, Manage Activities to go back to your own data records.

RUNNING DELIVERED REPORTS IN DM

Digital Measures offers a list of custom reports that are easy to select and run.

1. Navigate to the Run Reports section in the left navigation bar. To run a delivered report, select from the list of reports listed on the page. (NOTE: As you complete your testing, think about reports that you would like to see listed here. Custom reports can be created on an as needed basis.)

Figure 4. List of delivered reports
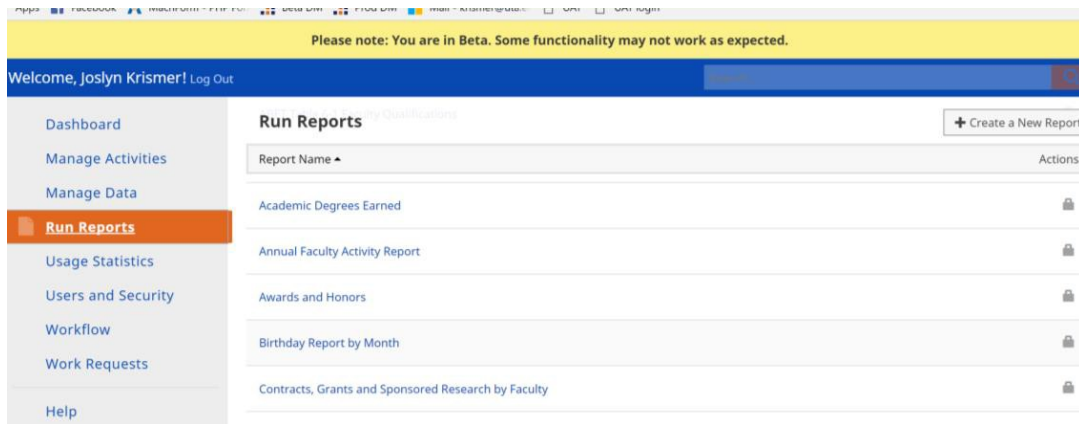
2. Select the report you want to run. Depending on the report and the type of security access you have, you may be asked to put in some parameters for the report. Some reports require a date range for example. Also, administrators can choose to run certain reports for individual faculty, entire departments, or entire colleges.

Figure 5. Report parameters screen
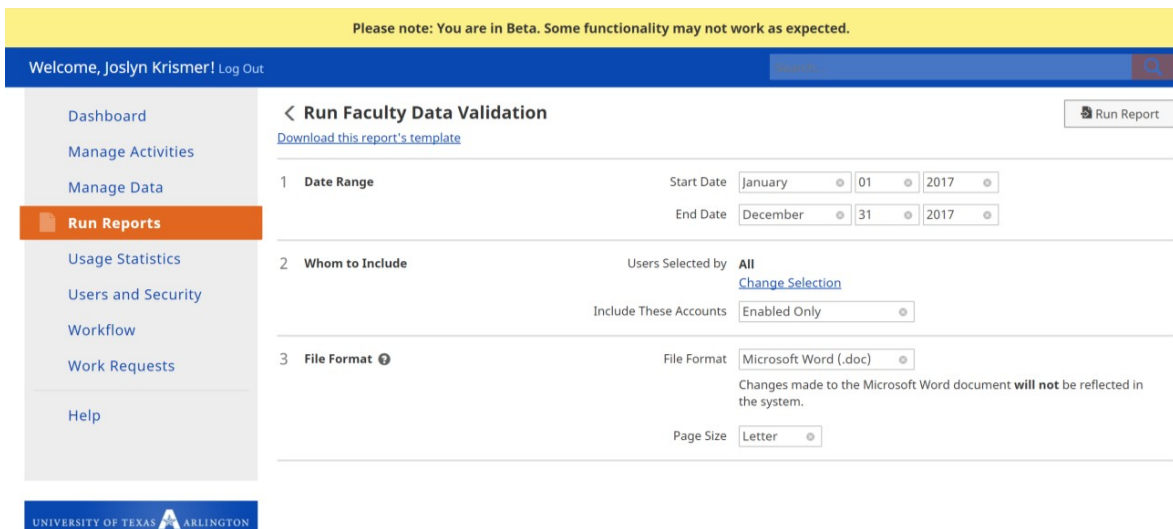
3. Use the drop downs to indicate the date range you wish the report to span and the file format you desire. Use the Change Selection links to further narrow the scope of your report. By default, the report will include everyone whose data you have access to view.

Figure 6. Change Selection
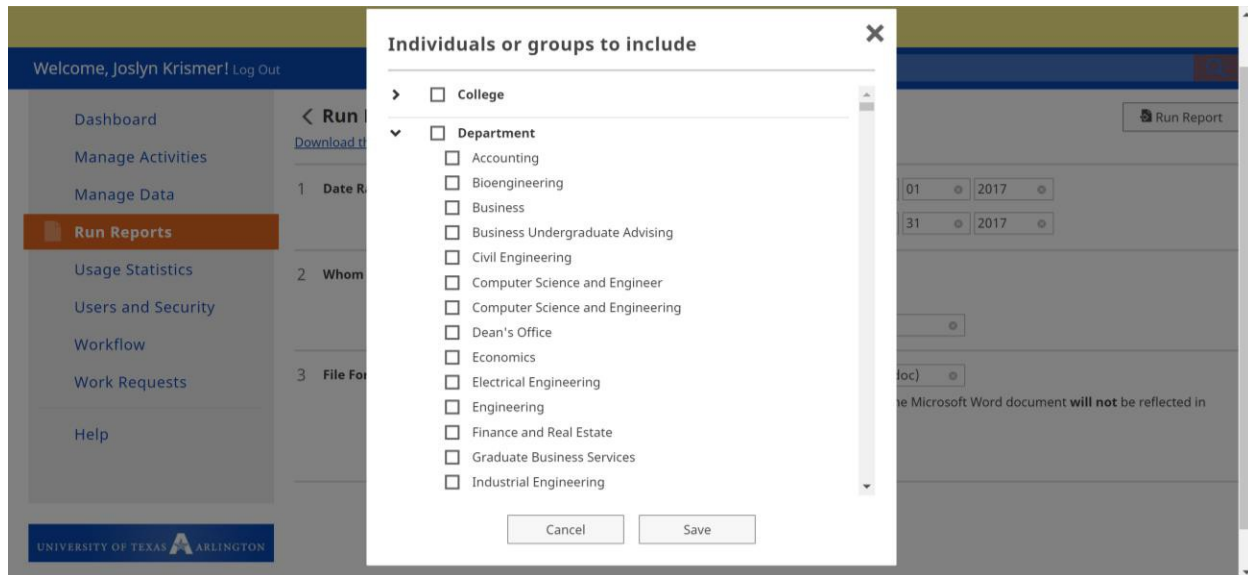
4. Use the > to open the drop down list next to each group and select the population you wish to include by checking the boxes next to your selection. Click Save.
5. Once your parameters are set, click Run Report in the top right corner of the screen. Your report will download in the file format you selected. Open the downloaded file to view the report results.

RUNNING AD HOC REPORTS

You can also get data from DM by creating a custom report.

1. Navigate to Run Reports in the left navigation bar. Select +Create New Report at the top right hand corner of your screen. Select the file format you want to receive the report results in.
2. Use the tools to select the report parameters you want using the drop down fields and the Change Selection fields.
3. Once your parameters are set, click Run Report. The report will automatically download in the file format you selected.

TESTING SCENARIOS

As you work your way through these scenarios, be on the lookout for areas where we could tweak the system to better suit your needs. Field names, drop down values, delivered reports can all be changed to meet the needs of the various units working in Digital Measures. Some questions to ask yourself:

- Do the fields on this page reflect all the data we need to collect in this category?

- Would the addition of a value in a drop down table be more relevant than the ones listed here?

- What reports would I like to have as a faculty member, department chair, or admin?

Task	Success?	Notes
Log in to Digital Measures Beta		
Review your Personal & Contact Info (edit)		
Review your University Appointments		
Review your Scheduled Teaching (edit)		
Explore other categories of data (add/change/delete)		
Navigate to Manage Data and select a colleague to manage		
Review Personal & Contact Info (edit)		
Review University Appointments		
Review Scheduled Teaching (edit)		
Navigate to Run Reports		
Select Vita and run Parameters: Select an appropriate date range		
Navigate to Run Reports		
Select Faculty/Staff Directory Parameters: Whom to Include (select your College/Department)		
Explore other delivered reports		
Build and run a custom report using various parameters		