# Digital Measures Instructions: The Scholarship and Creative Activity Report

Lehman 360

1. You can access Digital Measures through Lehman 360 via the Lehman home page.
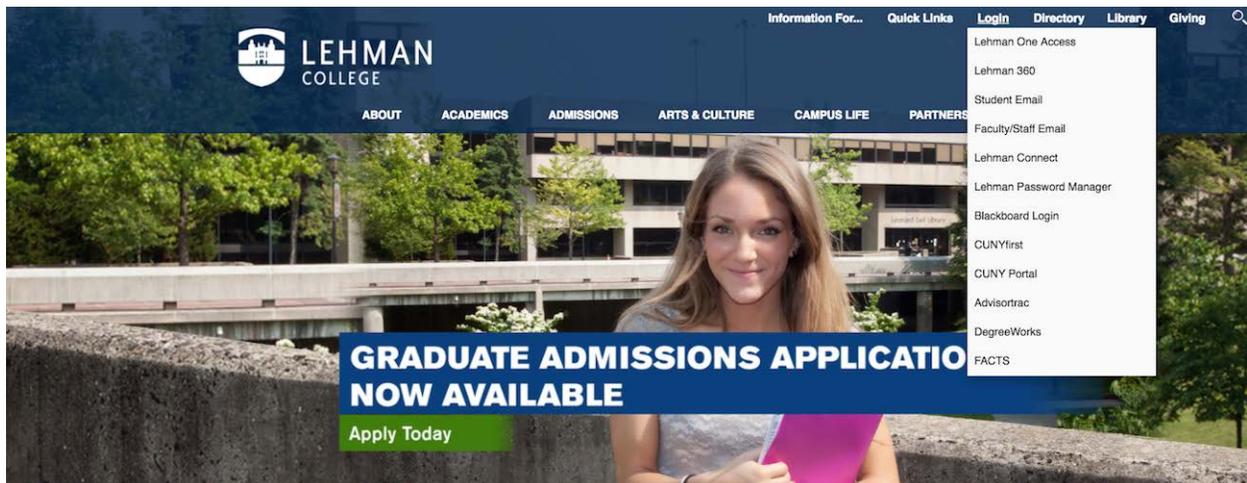
2. Use your Lehman email username and password.
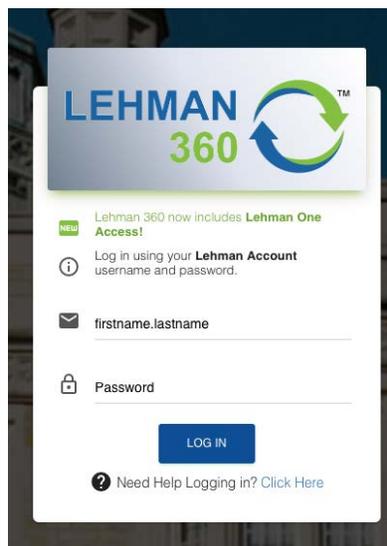
3. In the left-hand navigation panel, click on My Apps and select the Digital Measures/Activity Insight app and you will be taken to the Digital Measures Welcome/Landing Page (see page 3).

CUNY Apps

CUNY Portal
The CUNY Portal connects students with University resources and provides links to Degree Audit, Blackboard and more.

Blackboard
Blackboard is CUNY's online learning management system (LMS), intended to keep your classes engaged and collaborating.

CUNYfirst MyInfo
MyInfo provides students with quick lookup (read-only) access to CUNYfirst information.

Lehman Apps

Lehman One Access Information
Lehman One Access information website and user documentation.

Leonard Lief Library Resources
Click here for a dynamic information portal with links to nearly 200 online databases, journals, and research websites.

Lehman Password Manager
Register your Lehman account now so that you can easily reset your password or recover an expired/forgotten PW.

Lehman Website
Click "Information for…" and "Current Students" to stay informed.

Digital Measures/Activity Insight
Lehman's online repository of faculty teaching, scholarship/research, creative and service activities.

IT Service Request
Lehman's online IT Help Desk and IT service request system.

iDeclare
Request to declare or change your academic plan (major/minor) or sub-plan (track, concentration, specialization) online.

Lehman Media Library
Lehman Media Library, your source for on-demand multimedia.

Note:

If Lehman 360 takes you to the Lehman College Digital Measures Login Screen, please re-enter your username & password. This will bring you to Digital Measures login.

LEHMAN
COLLEGE
POWERED BY .::DigitalMeasures

Please log in.

Email   @lehman.cuny.edu

Password

Log In   Need help?

Digital Measures Welcome Screen:

Please note: Chairs, Department P&B members and administrators will see a slightly different screen as they have additional functionality. Click on "Manage Activities" on the Activities tab in the toolbar to manage your personal DM file.

HELP SCREENS & SUPPORT:

- On Digital Measures landing page: Click on Review a guide **(upper left-hand corner)** on how to manage your activities." You will be taken to the following page with links on various topics.

- If you are familiar with Digital Measures, continue to page 5 to enter your scholarly activities.

INSTRUCTIONS FOR ENTERING SCHOLARSHIP, RESEACH AND CREATIVE ACTVITY

1. In Digital Measures, under **Scholarship/Research** click on the applicable category:

   a. "No Works to Report."

      Note: If you have No Works to Report for the Calendar Year, *you **must** click on the "No Works" screen and compete the data entry – see page 6* <mark>**or**</mark> *the "Instructions for "No Activity to Report" Screen in Digital Measures.*

   b. "Artistic and Professional Performances and Exhibits" for creative contributions of these types

   c. "Intellectual Contributions" for scholarly publications

   d. "Intellectual Property" for copyrights, patents, etc.

   e. "Presentations" for scholarly and/or professional papers etc. at conferences or meetings

   f. "Research Currently in Progress"

   g. **Editorial and Review Activities** - can be found and entered under the "Service" heading below "Scholarship/Research" see page 18.

2. **Instructions for "No Works (Activity) to Report"**

a. On the Welcome Screen under Scholarship/Research click on "No Works to Report for Calendar Year."

b. On "No Works to Report for Calendar Year" screen, click on "ADD NEW ITEM" and the EDIT screen will appear.

c. Type in 2019 in Calendar Year and check the verification box. **Remember: Click SAVE.**

d. After you click save, your "**No Works to Report for Calendar Year**" submission will be confirmed. You may then log out or return to MANAGE ACTIVITES by clicking on the <.

3. **Run Reports -** Faculty Digital Box Checklist (FDBC) Report**:**

- To see what you have entered into DM please use the Faculty Digital Box Checklist FDBC) Report.

    o The FDBC will list the items you have uploaded to your Tenure/Promotion/CCE/Reappointment Material file and any Scholarship/Research and Service you have entered into DM.

Note: If you need instructions for the Tenure/Promotion/CCE/Reappointment screen, contact Provost.Office@lehman.cuny.edu or Academic.Personnel@lehman.cuny.edu

- Faculty can run the "Faculty Digital Box Checklist" report or "Vita".
- **Please Note:** The Vita is a standard DM template (**not** the Lehman CV format).
- Click on Rapid Reports in the upper right-hand corner of the screen.
- Select Faculty Digital Box Checklist; enter the date range; select the file format (word, pdf, html).
- Click on Run Report. The report will download to your desktop or downloads folder.
- The FDBC will list the items you have entered into DM for Scholarship/Research and Service.

Note: If the header titled **"Unknown Status"** appears on the FDBC report, this indicates you did not identify the status of your contribution, for example as peer-reviewed, invited, etc. Please return to the activity screen and update your entry.

Rapid Reports   ✕

Select a report template, date range and file format, then run the report.
Rapid Reports are generated using only your own data.

Report	Faculty Digital Box Checklist ▼
Start Date	Jan ▼ 01 ▼ 2010 ▼
End Date	Dec ▼ 31 ▼ 2019 ▼
File Format	Microsoft Word (.doc) ▼

Note: Changes to Microsoft Word reports do not change data in the system.

Cancel   Run Report

4. Artistic and Professional Performances and Exhibits for creative contributions of these types

   a. Under **Scholarship/Research** click on Artistic and Professional Performances and Exhibits and the **+Add New Item** Screen will appear. Click on **+Add New Item.**

You are currently managing data for Nestor Montilla.

⟨ **Artistic and Professional Performances and Exhibits**   **+ Add New Item**   **⧉ Duplicate**   🗑

Artistic and Professional Performances and Exhibits includes composition and written work in the fields of art dance, drama, music, fiction, non-fiction, poetry, theatre.

Item
No items have been added

   b. The EDIT screen will appear (**below is a partial screen shot, there are additional fields**).

Edit Artistic and Professional Performances and Exhibits   Cancel   **⊟ Save**   **⊟ Save + Add Another**

Type of Work
[▼]

Work/Exhibit Title
[   ]

Name of Performing Group
[   ]

Sponsor
[   ]

Location (City, State, Country)
[   ]

⌄ **Performers/Exhibitors/Lecturers (1)**

   Please either select a person from the drop-down list or enter their name in the input fields.

1st Performer/Exhibitor/Lecturer			Actions ⌄

People at Lehman College - CUNY	First Name	Middle Name/Initial	Last Name
Montilla, Nestor (NESTOR.MONTILLA1) ⊗	Nestor		Montilla

Role
[▼]

If a student, what is his/her level?
☐ Doctoral
☐ Undergraduate
☐ Graduate

+ Add Row

Was this academic or non-academic?
[▼]

Scope
[▼]

Was this peer-reviewed/refereed?
[▼]

Invited or Accepted?
[▼]

Was this by audition, commission, competition or invitation?
[▼]

Web Address
[   ]

Description (50 Words or Less)

B   *I*   U̲   x²   x₂   ↺   ↻   ↗

Artistic and Professional Performances and Exhibit (continued)

c. Select the "Type of Work" or "Contribution Type" from the drop-down menu and the other information requested.

Artistic and Professional Performances and Exhibits (continued)

      d. Fill in the appropriate information, **including:**

- o Was this peer-reviewed/refereed?
- o Invited or Accepted?
- o By audition, commission, competition or invitation?
- o **For Date**, please enter the start & end date (just the year i.e. 2019 is acceptable if you don't have the specific date**).**
- o **A date is needed or your record will <u>not</u> be selected and included in the report.**

      e. Blank fields are OK, if there is nothing to add.

      f. When completed, click on **SAVE**. If you have additional works, click on **SAVE +ADD ANOTHER.**

      g. After you hit **Save**, you will see your submission on the specific activity screen.

      h. Click on Manage Activities in the toolbar or **< (**to the right of) Artistic and   Professional Performances and Exhibits to go to the Next Category/Screen.

5. Intellectual Contributions: Includes published research and writing, broadcasts, instructional materials, citations, manuscripts, abstracts, new course circular material, blogs and columns, software, study guides, technical reports, translations, workshop papers, and written case material.

Your publications may exist in other systems—and we want to make adding them easy. Import your citations using one of the options below, then follow the prompts to address duplicates, match collaborators, and perform a final review to complete the process.
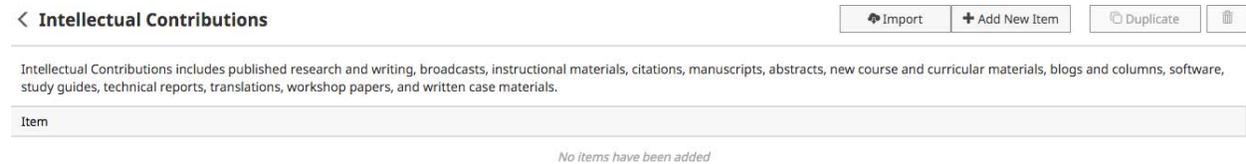
    a. In the category "Intellectual Contributions", a list of contributions can be uploaded from a BibTex file. Click on "Import Items" and use Import from a BibTex file.

> **If you use:** EndNote, Google Scholar, Mendeley, RefWorks, or Zotero, you can pick up your records and then export them into a BibTeX file for direct upload to Digital Measures. Click on the Bibtex radio button (?) on the Import Publications Screen. Click on Import from a BibTex file for instructions.

    b. If you have items in Scopus, Web of Science, Crossref or PubMed, DM can find and import these entries under **Import from Third Party.**

5. Intellectual Contributions (continued)

c. To enter Intellectual Contributions manually, click **+Add New Item** and the Intellectual Contributions screen and the EDIT screen will appear.

d. Select the "Contribution Type" from the drop-down menu, use the scroll bar to see all the options.
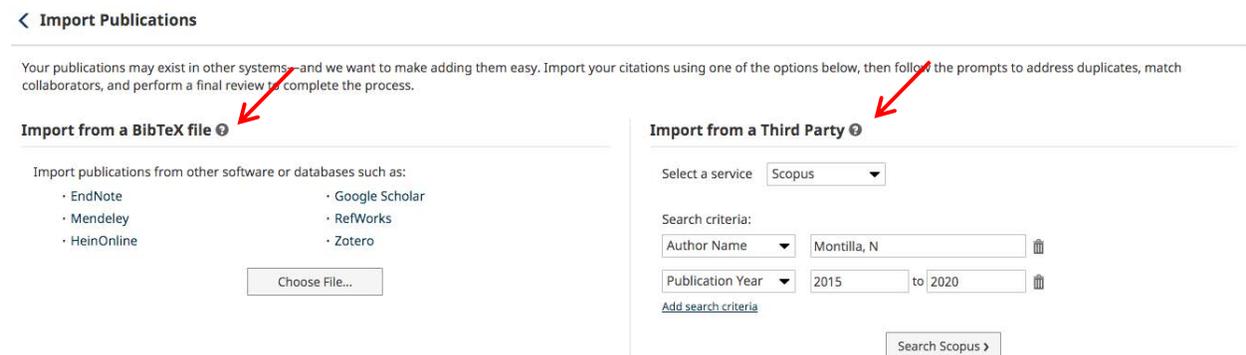
5. Intellectual Contributions (continued)

e. Fill in the appropriate information, **including:**
  o Current Status (needed to be included in the report).
  o Was this peer-reviewed/refereed"?
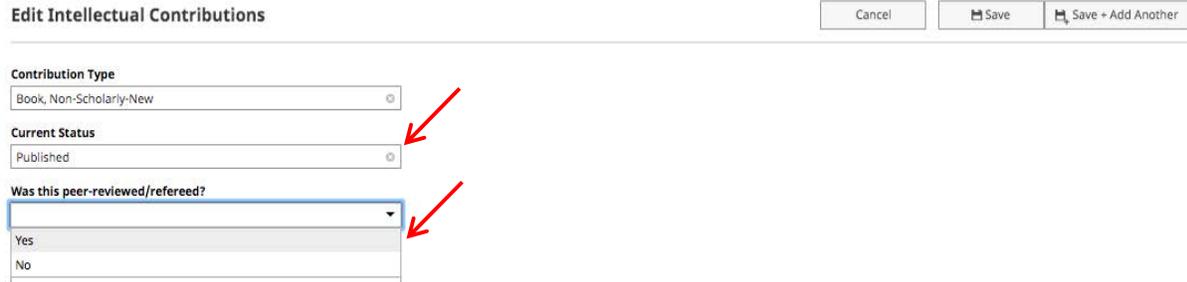
- **For Date**, please enter at least the one date (i.e., submitted, accepted, published), just the year i.e. 2019 is acceptable if you don't have the specific date**.**
- **A date is needed or your record will <u>not</u> be selected.**

f. When completed, click on **SAVE**. If you have additional works, click on **SAVE +ADD ANOTHER.**

SPECIALIZED HELP:

- To add co-authors, co-presenters, etc., including Lehman colleagues: each of the category input screens has an option to +Add another Author [Author/Presenter/Exhibitor…]" field.

Note: Once you add authors, the "Actions" box in the upper right-hand allows you to move authors up and down (order them) as needed.

To copy and paste or drag using the Pasteboard feature: open Pasteboard in the top right-hand corner of the screen, copy text from your vita or listing, then drag and drop text into the form fields. See the instructions in the Guide on the opening page (or Click here).
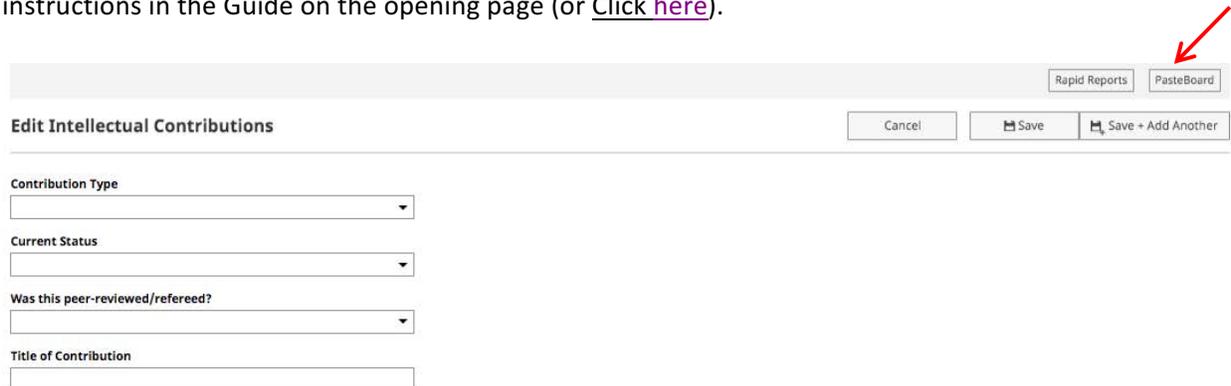
Additional screens for the Scholarship and Research are available for:

- Intellectual Property.
- **Presentations (see pp. 16-17)**
- Research Currently in Progress.
- **Editorial and Review Activities (see p. 18).**
- **For each of these screens**: **A date is needed or your record will not be selected.**

Scholarship/Research

Please enter your scholarship, research, and creative activities via the links below. Note that "Intellectual Contributions" include the full range of scholarly work. "Presentations" include scholarly and/or professional papers etc. at conferences or meetings. Select "No Works to Report for Calendar Year" if you have no activities to submit, then continue to verification screen.

No Works to Report for Calendar Year

Artistic and Professional Performances and Exhibits

Contracts, Grants and Sponsored Research

Intellectual Contributions

Intellectual Property (e.g., copyrights, patents)

Presentations

Research Currently in Progress

Service

Editorial and Review Activities

Department

School

College

University

Professional

Public

6. Presentations:

Please complete fields for Presentation type, conference name, sponsoring organization, **and indicate:**

- Was this peer-reviewed/refereed?
- Published in Proceedings?
- Invited or Accepted?
- **For Date**: **A date is needed or your record will not be selected.**

6. **Presentations** (continued):

Meeting Type

[dropdown]

Academic or Non-Academic?

[dropdown]

Scope

[dropdown]

Was this peer-reviewed/refereed?

[dropdown]

Published in Proceedings?

[dropdown]

Published Elsewhere?

[dropdown]

Invited or Accepted?

[dropdown]

Abstract/Synopsis (30 Words or Less)

B   I   U   x²   x₂   ↺   ↻   ↗

[text area]

> ⌄ Document (1)
>
> | 1st Document | Actions ⌄ |
>
> **Presentation**
>
> ⠿   Drop file here or select to upload
>
> + Add Row

Date

Month   Day Year

[dropdown] [ ] [ ]

7. Editorial and Review Activities

a. In Digital Measures, under Service, click on **Editorial and Review Activities**: The following screen appears. Click on ADD NEW ITEM.

b. The Edit Editorial and Review Activities screen will appear. Fill fields as appropriate. When completed, click on SAVE. If you have additional works, click on SAVE + ADD ANOTHER.