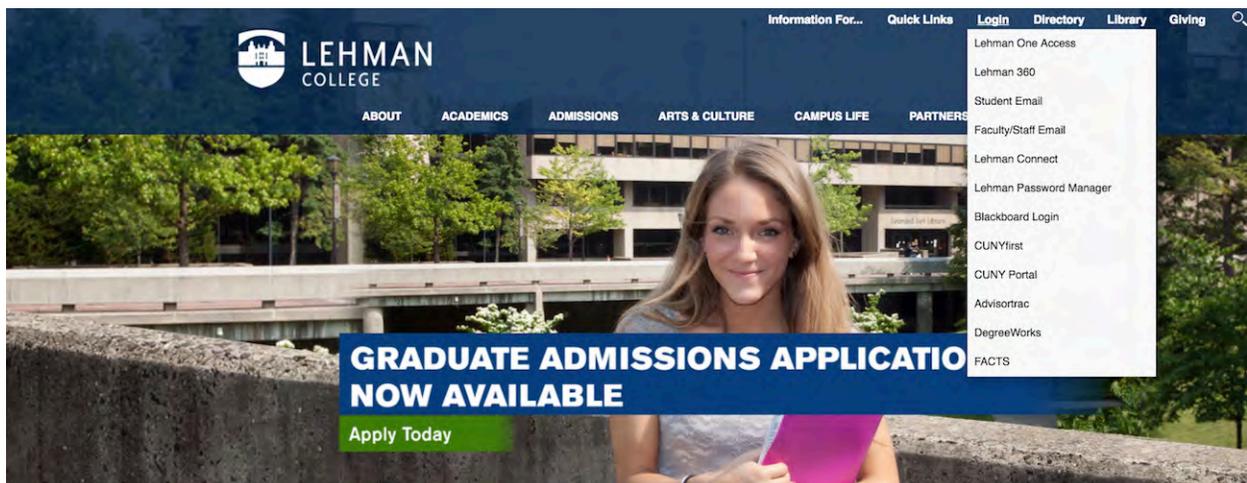# Log In and Screen Instructions for "Faculty Digital Box Checklist (FDBC) in Digital Measures (DM)

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. Click on the Digital Measures/Activity Insight app and you will be taken to the Digital Measures Welcome/Landing Page (see page 3 of these instructions).

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.

Digital Measures Welcome Screen:

Please note: Chairs, Department P&B members and administrators will see a slightly different screen as they have additional functionality.

4. Faculty can run the **"Faculty Digital Box Checklist (FDBC) for File Materials"** report or a "**Vita**". **Please Note:** The Vita is a DM template **not** the Lehman CV.

<mark>Technical Point:</mark> **Save downloaded FDBC checklist report as .doc or .docx word file; the .rtf file format does not appear to allow activation of the hyperlinks for downloading.**

<mark>Note:</mark>
- ✓ To review your own files you should run the FDBC only.
- ✓ A faculty member should **NOT** run the Tenure.Promtion Checklist Report for their personal file.
- ✓ The Tenure.Promtion Checklist Report is only for use by the P&B members, Chairs, Deans and the F P&B to review the files of candidates (**not** your personal file) for personnel actions.

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 ▼	2024 ▼
File Format	Microsoft Word (.doc) ▼		

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

Cancel   Run Report

- Click on Rapid Reports in upper right hand corner and select Faculty Digital Box Checklist.
- Click on the dropdown and select a year for the Start Date and an End Date.
- Click on Run Report. The report will download to your desktop.
- To access hyperlinks in the FDBC report, you must be logged in to DM via Lehman 360.
- The **FDBC** which will show you everything you have entered into DM. Records entered into the Tenure/Promotion/CCE/Reappointment screen will appear approximately on pp. 1 – 4, (will vary for each fauclty member). The rest of the the report will list the records you submitted in the screens under the headings of Scholarship/Research and Service on the Activties Database screen (landing page).

<mark>Note:</mark> A separate set of instructions "Digital Measure Instructions: The Scholarship and Creative Activity Report" details how to enter data into these screens. These instructions can be sent to you upon request.