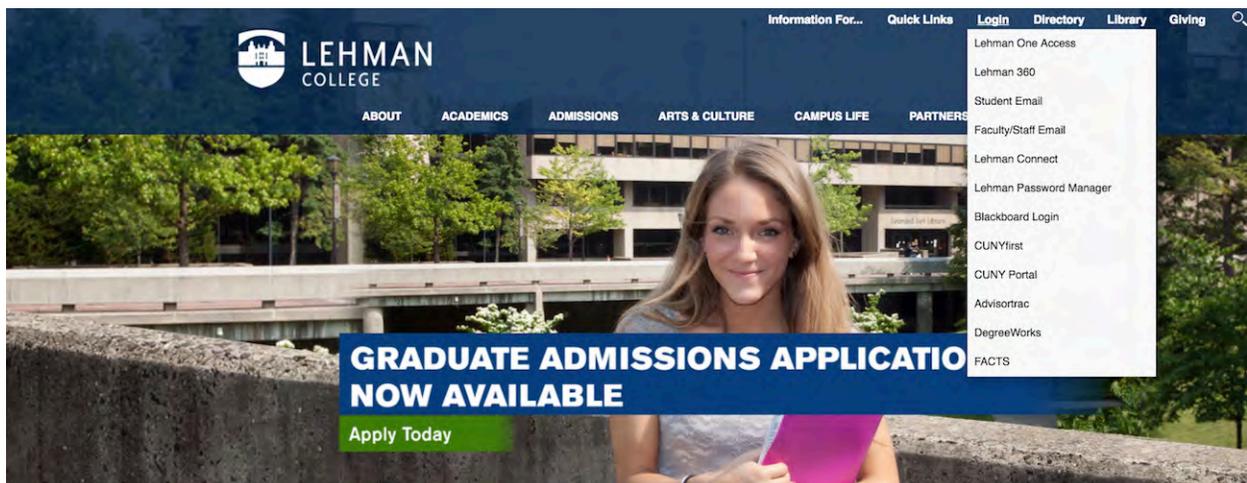




## Log In and Screen Instructions for “Faculty Digital Box Checklist (FDBC) in Digital Measures (DM)”

### 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).

### 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.

Please log in.

Email  @lehman.cuny.edu

Password

[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.

The screenshot shows the top navigation bar of the Digital Measures system. It includes the Lehman College logo, a search bar for activities, and buttons for 'Rapid Reports' and 'PasteBoard'. The main content area is divided into four sections: Personal and Professional Information, Teaching and Advising, Scholarship/Research, and Service. Each section contains a list of activity categories and a brief description of the data included.

**LEHMAN COLLEGE**    Activities ▾    Reports    Tools ▾    ?    📢    👤    **..:DigitalMeasures**

Search All Activities... 🔍    Rapid Reports    PasteBoard

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▼ **Personal and Professional Information**

This Administrative Data includes your College and Department for the year indicated.

Personal and Contact Information

Administrative Data - Permanent Data | Yearly Data | Administrative Assignments

Tenure/Promotion/CCE/Reappointment Material

Academic, Government, Military and Professional Positions

Awards and Honors

Consulting

Education

External Connections and Partnerships

Faculty Development Activities

Licensures and Certifications (Professional and Training)

Media Contributions

Professional Memberships

Workload Information

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▼ **Teaching and Advising**

Academic Advising

Directed Student Learning (e.g., theses, dissertations)

Non-Credit Instruction Taught

Scheduled Teaching

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▼ **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

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▼ **Service**

Editorial and Review Activities

Department

School

College

University

Professional

Public

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.

**Technical Point:** 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.

**Note:**

- ✓ 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

Start Date

End Date

File Format

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

- 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 faculty 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 Activities Database screen (landing page).

**Note:** 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.