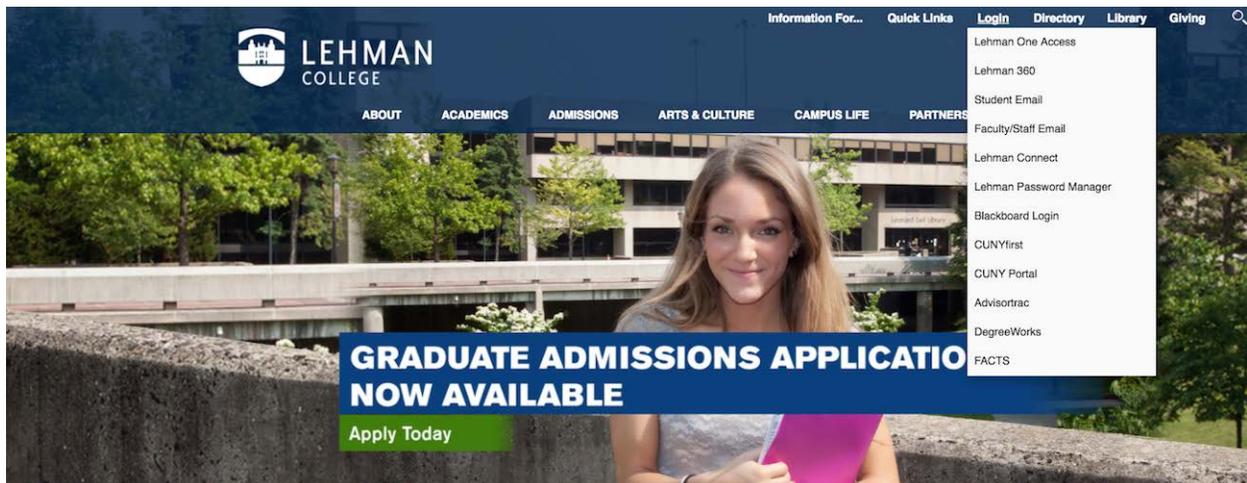




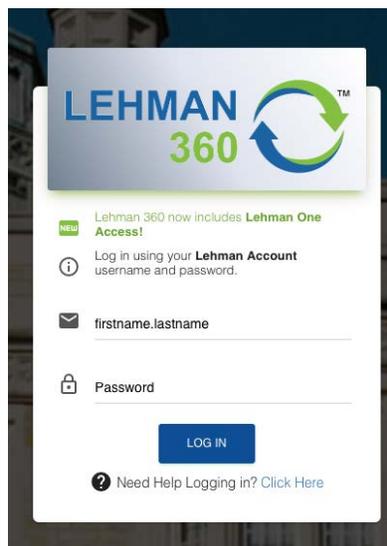
Digital Measures Instructions: The Scholarship and Creative Activity Report

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.

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.

The screenshot shows the top navigation bar of the Digital Measures system. It includes the Lehman College logo, a dropdown menu for 'Activities', and links for 'Reports' and 'Tools'. On the right side of the bar are icons for help, notifications, and user profile, followed by the 'Digital Measures' logo. Below the navigation bar is a search bar labeled 'Search All Activities...' with a magnifying glass icon and a link to 'Review a guide to manage your activities'. To the right of the search bar are two buttons: 'Rapid Reports' and 'PasteBoard'. The main content area is divided into four sections, each with a dropdown arrow and a title:

- Personal and Professional Information**: This section includes a description: 'This Administrative Data includes your College and Department for the year indicated.' It lists various categories: 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; and Workload Information.
- Teaching and Advising**: This section lists: Academic Advising; Directed Student Learning (e.g., theses, dissertations); Non-Credit Instruction Taught; and Scheduled Teaching.
- Scholarship/Research**: This section includes a detailed instruction: '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.' It lists: Artistic and Professional Performances and Exhibits; Contracts, Grants and Sponsored Research; Intellectual Contributions; Intellectual Property (e.g., copyrights, patents); Presentations; and Research Currently in Progress.
- Service**: This section lists: Editorial and Review Activities; Department; School; College; University; Professional; and Public.

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.

..:DigitalMeasures
by Watermark™

Faculty/Staff Guide

TABLE OF CONTENTS

- Activity Insight Overview
- Navigation Bar
- Activities
- Reports
- Tips and Features
 - Expanding Text Boxes
 - Import Citations from Other Systems
 - Pasteboard
 - Rapid Reports
- FAQs
 - Does Activity Insight have spell check?
 - How do I know where to put each of my different types of activities?

ACTIVITY INSIGHT OVERVIEW

Activity Insight organizes and builds reports on teaching, research and service activities. It enables you to keep track of your activity information just once so that many outputs can be prepared, such as annual activity reports, promotion and tenure documents, accreditation reports, your CV, your profile on your campus website and more. It also assists your administration in responding to requests for faculty-related data, rather than needing to continually ask you for the information. This enables your campus to communicate more effectively about your accomplishments.

Activity Insight is designed to be easy to navigate. To help you get started, though, here is a quick overview of the utilities you will work with most often.

Navigation Bar



The navigation bar displays at least two main utilities, **Activities** and **Reports**. You may have other utilities if your Digital Measures Administrator has given you security access to them.

- **Activities:** Add or update information about the activities you accomplish.

- If you are familiar with Digital Measures, continue to [page 5](#) to enter your scholarly activities.

INSTRUCTIONS FOR ENTERING SCHOLARSHIP, RESEARCH AND CREATIVE ACTIVITY

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 complete the data entry – see page 6 or 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.”](#)

▼ 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

b. [On “No Works to Report for Calendar Year” screen, click on “ADD NEW ITEM” and the EDIT screen will appear.](#)

< No Works to Report for Calendar Year + Add New Item ☰ Duplicate 🗑️

Click on "ADD A NEW ITEM" for verification screen

Item	
Verified there are no works for2018	<input type="checkbox"/>
Verified there are no works for2017	<input type="checkbox"/>
Verified there are no works for2016	<input type="checkbox"/>

c. [Type in 2019 in Calendar Year and check the verification box. Remember: Click SAVE.](#)

Edit No Works to Report for Calendar Year Cancel 💾 Save 💾 Save + Add Another

Calendar Year

Check this box to verify that you have no works to report for the above Calendar Year

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 <.

< No Works to Report for Calendar Year + Add New Item ☰ Duplicate 🗑️

Click on "ADD A NEW ITEM" for verification screen

Item	
Verified there are no works for2019	<input type="checkbox"/>
Verified there are no works for2018	<input type="checkbox"/>
Verified there are no works for2017	<input type="checkbox"/>
Verified there are no works for2016	<input type="checkbox"/>

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.
 - 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

Montilla, Nestor (NESTOR.MONTILLA1)

First Name

Nestor

Middle Name/Initial

Last Name

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 U x² x₂ ↺ ↻ ↶ ↷

Artistic and Professional Performances and Exhibit (continued)

▼ Additional information about this item (1) ⓘ

1st Item Actions ▼

Additional Information	Upload File
<p>Rich text editor toolbar: B <i>I</i> <u>U</u> x^2 x_2 [undo] [redo] [link]</p> <div style="border: 1px solid #ccc; height: 40px;"></div>	<div style="border: 2px dashed #ccc; padding: 10px; width: fit-content; margin: 0 auto;"> <p>Drop file here or select to upload</p> </div>

+ Add Row

Movie or audio file of this item ⓘ

Drop file here or select to upload

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

Edit Artistic and Professional Performances and Exhibits

Cancel Save Save + Add Another

Type of Work

- Art - Art Works in Publication
- Art - Arts Festival
- Art - Exhibition, Competitive
- Art - Exhibition, Group
- Art - Exhibition, Invitational
- Art - Exhibition, One-Person
- Dance - Adjudicating
- Dance - Choreograph multiple pieces
- Dance - Choreograph piece
- Dance - Coaching
- Dance - Create marketing/PR
- Dance - Interdisciplinary work(s)
- Dance - Musical Score creation/preparation
- Dance - Perform multiple pieces
- Dance - Perform piece
- Drama - Anthology
- Drama - Book or Collection of Plays
- Drama - Online Journal
- Drama - Print Journal
- Film: Design: All elements

... name in the input fields.

Actions ▼

	Middle Name/Initial	Last Name
		Montilla

what is his/her level?

Undergraduate
 Graduate

+ Add Row

Artistic and Professional Performances and Exhibits (continued)

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

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

Start Date

Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

End Date

Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>



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.

< 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	<input type="checkbox"/>
TEST TV: DIRECT March 2019	<input type="checkbox"/>
Digital Measures Instructions March 15, 2018	<input type="checkbox"/>

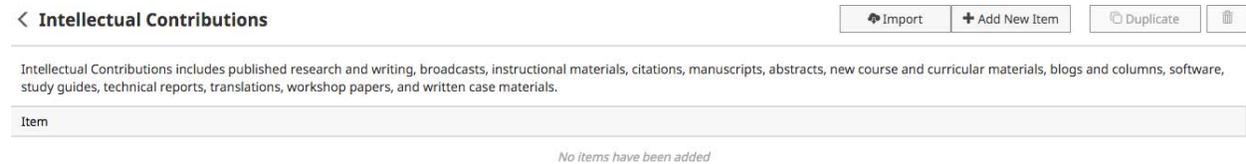


h. Click on Manage Activities in the toolbar or **<** (to the right of) Artistic and Professional Performances and Exhibits to go to the Next Category/Screen.

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.

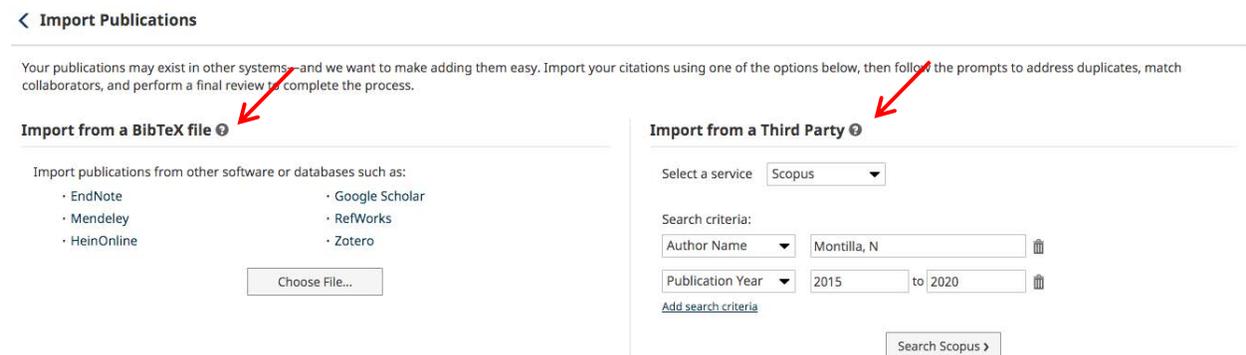
Import your citations using one of the options below, then follow the prompts to address duplicates, match collaborators, and perform a final review to complete the process.



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)

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

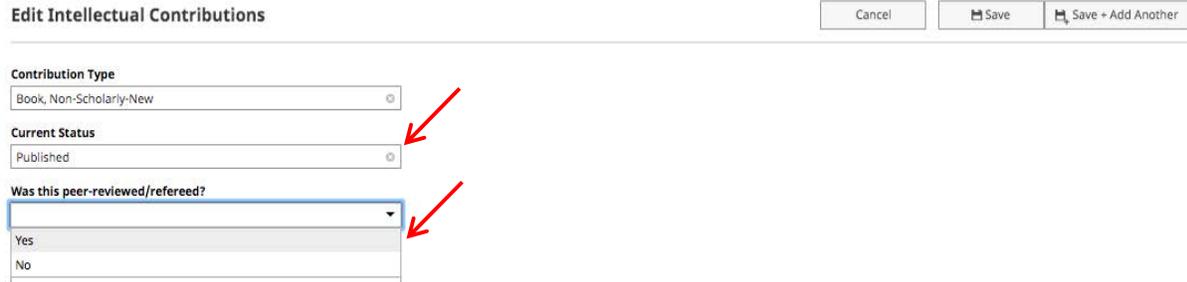
- Current Status (needed to be included in the report).
- Was this peer-reviewed/refereed”?

Edit Intellectual Contributions Cancel Save Save + Add Another

Contribution Type
Book, Non-Scholarly-New

Current Status
Published

Was this peer-reviewed/refereed?
Yes
No



- **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 not be selected.**

Publication Key Word (1)

1st Publication Key Word Actions

Publication Key Words

+ Add Row



Expected Date of Submission

Month Day Year

Date Submitted

Month Day Year

Date Accepted

Month Year

Date Published

Month Day Year



Original Source: Data Entry

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.

Edit Intellectual Contributions Cancel Save Save + Add Another

Contribution Type

Current Status

Was this peer-reviewed/refereed?

Title of Contribution

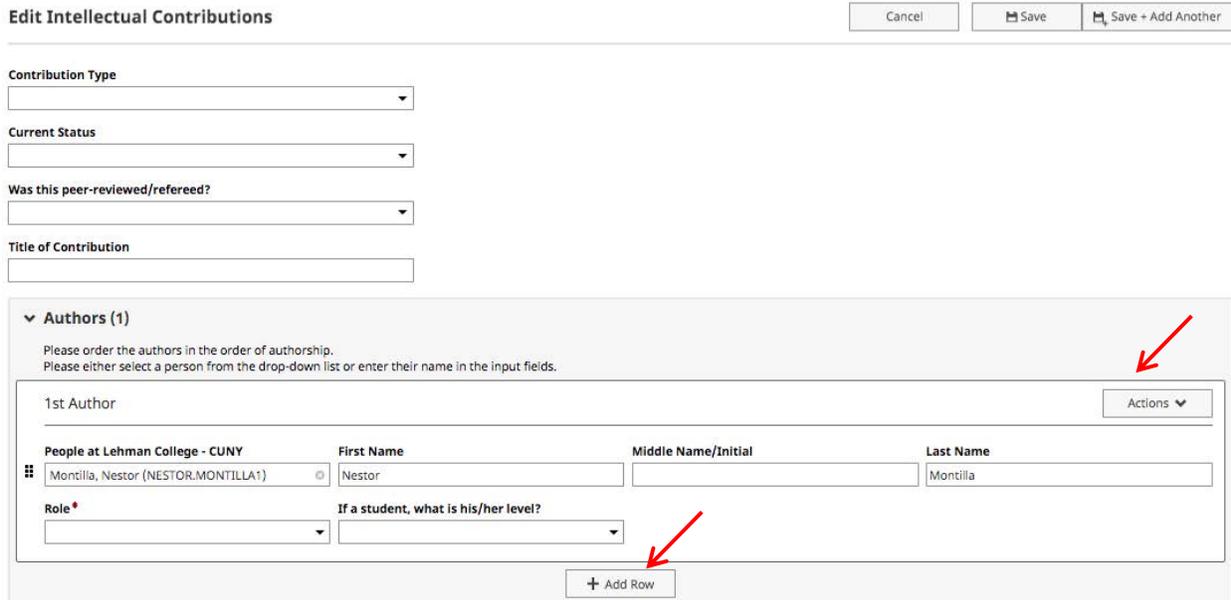
▼ Authors (1)
Please order the authors in the order of authorship.
Please either select a person from the drop-down list or enter their name in the input fields.

1st Author Actions ▼

People at Lehman College - CUNY	First Name	Middle Name/Initial	Last Name
⊞ Montilla, Nestor (NESTOR.MONTILLA1)	<input type="text" value="Nestor"/>	<input type="text"/>	<input type="text" value="Montilla"/>

Role*
If a student, what is his/her level?

+ Add Row



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](#)).

Rapid Reports PasteBoard

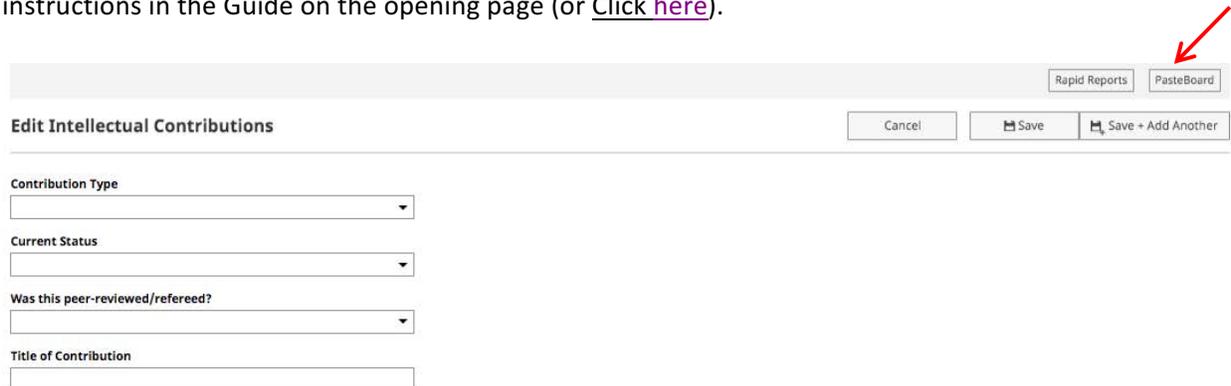
Edit Intellectual Contributions Cancel Save Save + Add Another

Contribution Type

Current Status

Was this peer-reviewed/refereed?

Title of Contribution



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.**

< Presentations + Add New Item Duplicate

Presentations includes demonstrations, exhibits, addresses, papers, posters, readings, and performances.

Item

No items have been added

Rapid Reports PasteBoard

Edit Presentations Cancel Save Save + Add Another

Presentation Type

Conference/Meeting Name

Sponsoring Organization

Location

Presentation Title

▼ Presenters/Authors (1)

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

1st Presenter/Author		Actions ▼	
People at Lehman College - CUNY	First Name	Middle Name/Initial	Last Name
Montilla, Nestor (NESTOR.MON...)	Nestor		Montilla
Role	If a student, what is his/her level?		
<input type="text"/>	<input type="text"/>		

+ Add Row

6. Presentations (continued):

Meeting Type

Academic or Non-Academic?

Scope

Was this peer-reviewed/refereed?

Published in Proceedings?

Published Elsewhere?

Invited or Accepted?

Abstract/Synopsis (30 Words or Less)

B *I* U x² x₂ ☺ ☹ ↕ ↖ ↗

Document (1)

1st Document

Actions ▾

Presentation

⋮

Drop file here or select
to upload

+ Add Row

Date

Month Day Year

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.

< Editorial and Review Activities + Add New Item Duplicate

Editorial and Review Activities includes editorials and review of research proposals.

Item

No items have been added

- 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.

Edit Editorial and Review Activities Cancel Save Save + Add Another

Title of Publication Reviewed/Edited

Organization/Committee

Position/Role

Audience

Nature of Reviews

Elected/Appointed

Number of Items Edited or Reviewed

Approx. Number of Hours Spent per Year

Academic or Professional?

Responsibilities/Brief Description (30 Words or Less)

B I U x² x₂

Web Address

Supporting Materials

Drop file here or select to upload

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Start Date

Month Day Year

End Date

Month Day Year