What is Digital Measures @ Lindner College of Business?

Digital Measures (DM) Activity Insight is an online portfolio management tool that makes it easy for faculty and staff to store, organize and report profile information as well as their teaching, scholarly activities, and service work.

The information input into Digital Measures is used in multiple ways
1) Your Website profile
2) Annual workload documentation
3) Lindner College of Business AACSB accreditation

DM houses a broad array of work contributions. Rather than provide an extensive user manual, this guide focuses on the sections that are critical for our website site and reporting features. This abbreviated “How-To” includes instructions for the following:

A. Where and how to access the Digital Measures system
B. How to Navigate Digital Measures
C. Critical Data Entry Fields:
   i. Personal and Contact Information
   ii. Education
   iii. Intellectual Contributions – manually and using an automated upload
D. Automated Entry Process for Intellectual Contributions

A. Accessing Digital Measures

Digital Measures may be accessed by navigating your browser to: https://business.uc.edu/dm. To login, use your University 6+2 username and password.

B. Navigating Digital Measures

Upon logging into Digital Measures, the left side navigation menu will show two options. Please select the Manage Your Activities option from the navigation menu. Once selected you will see the Activities Database Main Menu with four categories that organize the types of activities.
To help familiarize you with the categories, a description of each is listed below.

The Manage Your Activities page contains four highly-customized categories used to report faculty activities, which are explained briefly below.

- The General Information category contains personal and contact information, including educational history, honors and awards, certifications, and professional memberships.
- The Teaching category contains scheduled teaching information, along with other activities that directly impact student learning. (This category is populated for you.)
- The Scholarship / Research category contains information about grants, publications, presentations, and other scholarly and professional activities.
- The Service category contains information about administrative and consulting activities, including committee and organizational memberships.

C. Critical Data Entry Fields

General Information

If you would like your Lindner website profile to be visible, you will need to complete both the Personal and Contact Information and Education sections.
i. **Personal and Contact Information**

The fields *required* in the Personal and Contact Information section are highlighted in red.
ii. **Education**

The fields highlighted in red are required in the Education section. If the required fields are not completed your Education will not display on the website.

**Note:** After you have filled out the required Personal and Contact Information and Education sections you may populate any of the additional sections to make them viewable on the Lindner website.
Scholarship/Research
If you would like your Lindner website profile to be visible, you will need to complete both the Personal and Contact Information and Education sections.

iii. Intellectual Contributions (IC)

The data collected under Intellectual Contribution is extremely important as it assists with the AACSB accreditation as well as the workload processes. The College will record and update the Permanent Data, Yearly Data, and Scheduled Teaching data for each full time and adjunct Faculty member on a regular basis. The only section Faculty will need to update is the Intellectual Contributions section.

The fields highlighted in red are required.
**D. Automated Entry Process for Intellectual Contributions**

For many faculty, there is a good chance that citations of your publications are already stored in another software system such as a reference manager or database — for example, EndNote, Google Scholar, Mendeley, RefWorks, Scopus, Web of Science or Zotero. These software systems enable you to find all your publication records and then export them for upload into Digital Measures. The steps below describe that process.

**Step 1**
- Navigate to the URL: [http://info.digitalmeasures.com/bibtex](http://info.digitalmeasures.com/bibtex)

**Step 2**
- Click the link: *How to Export Publications to a BibTex File*. A BibTex file

**Step 3**
- You will see a list of common software systems that allow you to export publication data from. We suggest that you start by using Google Scholar. Click on *From Google Scholar* and follow the instructions.

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Note: While it is possible to export a specific citation within your Google Scholar search results to BibTeX, the intention is that one would first aggregate his or her citations via Google Scholar Citations prior to generating the BibTeX file for import into Activity Insight.

To export citations to a BibTeX file:

1. Navigate to Google Scholar.
2. Select My Citations.
3. If you are not yet logged in, enter your credentials to sign in. Upon signing in you should land on your profile page where you will see a list of your “articles.”
4. If you would like to export only select articles to your BibTeX file, choose those from your profile. If you would like to export all of your articles, simply leave things as they are.
5. In the Actions drop-down list choose to Export your articles.
6. On the Export Articles page, ensure that the File Format selected is BibTeX. Then select to export either the selected articles or all articles, depending on your need.
7. Save the export file.

For more information please see the Google Scholar help guide.
Step 4

- Now that you have exported the BibTeX file from Google Scholar you can now log into Digital Measures and navigate to the following location:
  - Managed Data --> Scholarship and Research --> Intellectual Contributions

Step 5

- Follow the instructions from the website [http://info.digitalmeasures.com/bibtex](http://info.digitalmeasures.com/bibtex) to import your data into Digital Measures.

This guide highlights only a few categories within DMs. We encourage you to add all of your research, teaching and service contributions as these additions will better describe your portfolio of professional work.

If you have technical questions about Digital Measures, or you have data entry concerns/suggestions on updating this guide, submit a Support Ticket [cobhelpdesk@ucmail.uc.edu](mailto:cobhelpdesk@ucmail.uc.edu) with the Lindner IT Help Desk.