

Digital Measures

Activity Insight

About Digital Measures/Activity Insight

WHAT IS DIGITAL MEASURES?

A company that offers digital, web-based solutions for academia, including Activity Insight.

WHAT IS ACTIVITY INSIGHT?

DM's flagship solution software, which tracks faculty research, teaching, and service activities and accomplishments.

WHY IS CUNY SPH USING THIS SOFTWARE?

So that all faculty data can be entered only once, but used unlimited times to fulfill all personal, school, university, and accreditation reporting needs.

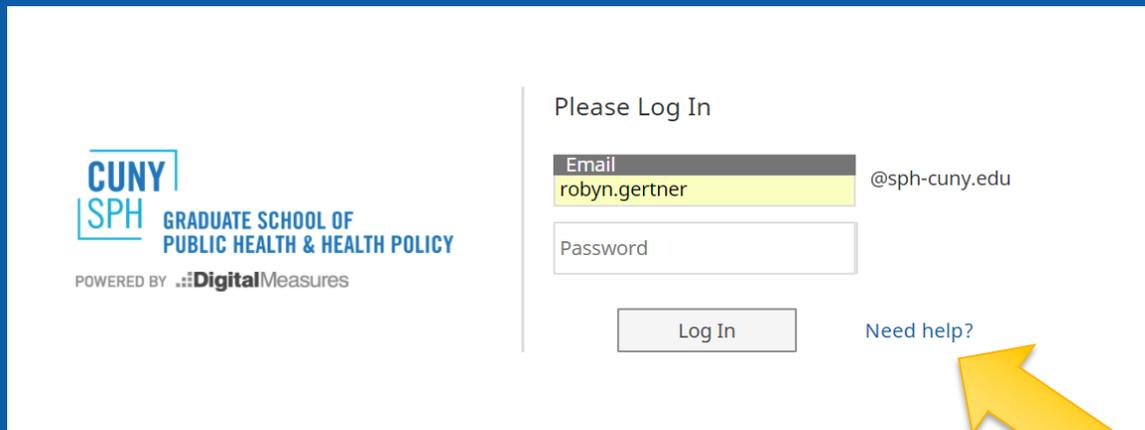
About Digital Measures/Activity Insight

WHAT WILL MY INFORMATION BE USED FOR?

- CUNY SPH's website
- Promotion and tenure
- Re-appointment
- Reports to accrediting bodies
- Grant submissions

Logging In

- Follow [this link](#) to log into the software
- Use the first part of your SPH e-mail address (firstname.lastname)
- The first time you log in, you will have to reset your password
- Reset your password by clicking “Need help?”



CUNY
SPH GRADUATE SCHOOL OF
PUBLIC HEALTH & HEALTH POLICY
POWERED BY **DigitalMeasures**

Please Log In

Email
robyn.gertner @sph-cuny.edu

Password

Log In

Need help?

Logging In

Get Login Help ✕

Please complete the form below, providing as much detail as possible.
If you need your password, [Reset Your Password](#) instead of submitting this form.

Your Contact Information

Name

E-mail

Your Question or Issue *

Manage Your Activities (“Data In”)

- Click “Manage Activities” on left-hand panel
- Categories include general information, teaching/mentoring, scholarship/research, and service
- Select a sub-category
- To add a new record, select “Add New Item” 
- To import a new record, select “Import Items” 
- To delete a record, select a check box and select the trash button 
- To edit or view a record, click anywhere in the record row
- To copy a record, select a check box and select the duplicate button 

Manage Your Activities (“Data In”)

CUNY School of Public Health | Digital Measures - Google Chrome
Secure | https://www.digitalmeasures.com/login/sph-cuny/faculty/app/activities/instruments/1371

We will be performing scheduled maintenance December 1, 2017 from 10:00 to 10:30 pm CST. The system will not be available during this time.

Welcome, Digital Measures!

- Manage Activities
 - Rapid Reports
 - Dashboard
 - Run Reports
 - Help

Review a guide to manage your activities.

General Information

- Personal and Contact Information
- Biography and Expertise
- Administrative Data - Permanent Data | Yearly Data
- Administrative Assignments
- Awards and Honors
- Consulting and Testimony
- Degrees
- Graduate/Post-Graduate Training
- Faculty Development Activities Attended
- Licensures and Certifications
- Media Appearances and Interviews
- Professional Memberships
- References
- Work History

Teaching/Mentoring

- Advising
- DPH Committees
- Mentoring
- Invited Lectures and Talks
- Scheduled Teaching
- Teaching Innovation and Curriculum Development
- Workforce Development Training

Scholarship/Research

- Biographical Sketch - NIH (2015) | NSF
- Presentations

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Manage Your Activities (“Data In”)

CUNY School of Public Health | Digital Measures - Google Chrome

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Welcome, Digital Measures! ▾ Search All Activities... Q

- Manage Activities**
 - Rapid Reports
 - PasteBoard
 - Run Reports
 - Help

Consulting and Testimony

Degrees

References

Work History

▼ **Teaching/Mentoring**

- Advising
- DPH Committees
- Mentoring
- Invited Lectures and Talks
- Scheduled Teaching
- Teaching Innovation and Curriculum Development
- Workforce Development Training

▼ **Scholarship/Research**

- Biographical Sketch - NIH (2015) | NSF
- Contracts, Fellowships, Grants and Sponsored Activities
- Exhibits and Performances
- Intellectual Property (e.g., copyrights, patents)
- Presentations
- Publications
- Research Activity
- Citations

▼ **Service**

- School and University Service
- Professional
- Public

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Manage Your Activities (“Data In”)

The screenshot displays the Digital Measures web application interface. At the top, a maintenance notice states: "We will be performing scheduled maintenance December 1, 2017 from 10:00 to 10:30 pm CST. The system will not be available during this time." Below this, a blue header bar contains the text "Welcome, Digital Measures!" and a search bar labeled "Search Publications...".

The main content area is titled "Publications" and features a table with one column labeled "Item". The table is currently empty, with the text "No items have been added" displayed below it. Above the table, there are four buttons: "Import", "Add New Item", "Duplicate", and a trash icon. Two large yellow arrows point upwards towards the "Import" and "Add New Item" buttons.

On the left side, there is a navigation sidebar with the following items: "Manage Activities" (highlighted), "Rapid Reports", "PasteBoard", "Run Reports", and "Help".

At the bottom left, the CUNY SPH logo is displayed, along with the text "GRADUATE SCHOOL OF PUBLIC HEALTH & HEALTH POLICY" and "POWERED BY DigitalMeasures Privacy Policy".

Manage Your Activities (“Data In”) *Import Data*

CUNY School of Public Health | Digital Measures - Google Chrome

Secure | https://www.digitalmeasures.com/login/sph-cuny/faculty/bibtex/import/instrument/1371/user/2067471?_s=0

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Welcome, Digital Measures! ▾ Search...

Manage Activities

- Run Reports
- Help

< Import Publications

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.

Import from a BibTeX file ⓘ

Import publications from other software or databases such as:

- EndNote
- Google Scholar
- Mendeley
- RefWorks
- HeinOnline
- Zotero

Choose File...

Import from a Third Party ⓘ

Select a service:

Crossref PubMed

Search criteria:

Author ▾ Digital Measures 🗑

Publication Date ▾ 2012/12/01 to 2017/12/01 🗑

[Add search criteria](#)

Search Crossref >

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Manage Your Activities (“Data In”)

Add New Item

CUNY School of Public Health | Digital Measures - Google Chrome
Secure | https://www.digitalmeasures.com/login/sph-cuny/faculty/survey/maintainActivities/editRecord.do?instrumentId=1371&userId=2067471&nodeId=1821127&eventName=COMPONENT_SHOW&s=0

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Welcome, Digital Measures! ▾ Search...

Manage Activities

- Rapid Reports
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EDIT PUBLICATIONS Cancel Save Save + Add Another

Contribution Type

Explanation of "Other"

Current Status

Title of Contribution

If this is part of a larger work (e.g., a chapter in a book), Title of Larger Work

Journal Name

Publisher/Proceedings Publisher

City and State of Journal/Publisher

Country of Journal/Publisher

Volume

Issue Number/Edition

Page Numbers

Number of Pages

Was this peer-reviewed/refereed?

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Manage Activities (“Data In”)

WHAT INFORMATION SHOULD I ENTER IN MY PROFILE?

All information that you would include on your CV should be included in your profile.

DO I HAVE TO ENTER ALL INFORMATION MYSELF, MANUALLY?

No!

- All funded grants Fall 2016 and beyond will be entered by SPH SPaR Office (contact them if you find errors)
- All courses taught Spring 2013 and beyond will be entered by SPH Office of Academic Affairs
- All advising numbers Fall 2017 and beyond will be entered by SPH Office of Academic Affairs
- Seamlessly import publications through PubMed, Crossref, Scopus, Web of Science ([click here](#) for directions & see later slides)
- Import from other databases (such as Google Scholar) through Bibtex files ([click here](#) for directions & see later slides)

If after this, you still have a substantial amount of data to enter, we can help! E-mail us at digitalmeasures@sph.cuny.edu with a word document of your CV. Highlight the information you need us to enter. Please keep in mind we only have part-time assistance for this purpose.

Running Reports (“Data Out”)

WHAT REPORTS CAN I CREATE?

- NIH Biographical Sketch
- NIH Other Support
- NSF Biographical Sketch
- CUNY SPH Faculty Vita (for promotion/tenure and re-appointment)
- Research Productivity (includes contracts, fellowships, grants, and sponsored activities)
- Publications
- Ad hoc reports (click “Creative a New Report” in upper right-hand)
 - Custom CV
 - Blank document

Running Reports (“Data Out”)

The screenshot shows a web browser window with a maintenance notice at the top: "We will be performing scheduled maintenance December 1, 2017 from 10:00 to 10:30 pm CST. The system will not be available during this time." Below the notice is a blue header with "Welcome, Digital Measures!" and a search bar. The main content area is divided into a left sidebar and a main panel. The sidebar has a "Manage Activities" section with "Rapid Reports" and "PasteBoard" options, and a "Run Reports" section with a yellow arrow pointing to it. The main panel has a "Review a guide" link and three expandable sections: "General Information", "Teaching/Mentoring", and "Scholarship/Research".

Manage Activities

- Rapid Reports
- PasteBoard

Run Reports

General Information

- Personal and Contact Information
- Biography and Expertise
- Administrative Data - Permanent Data | Yearly Data
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Scholarship/Research

- Biographical Sketch - NIH (2015) | NSF
- Presentations

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Running Reports (“Data Out”)

Welcome, Digital Measures! ▾

Search...

Manage Activities

Run Reports

Help

Run Reports

+ Create a New Report

Select the report you would like to view or edit, or select to create a new report.

Ad hoc reports →

Report Name ▲	Actions
CUNY SPH Faculty Vita (promotion & tenure)	🔒
NIH Biographical Sketch	🔒
NIH Other Support	🔒
NSF Biographical Sketch	🔒

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Running Reports (“Data Out”)

The screenshot shows a web browser window displaying the Digital Measures application. The browser's address bar shows the URL: <https://www.digitalmeasures.com/login/spb-cuny/faculty/app/reporting/predefined/24318?s=2>. The application header includes a welcome message "Welcome, Digital Measures!" and a search bar. A left-hand navigation menu contains "Manage Activities", "Run Reports" (which is highlighted), and "Help". The main content area is titled "Run CUNY SPH Faculty Vita (promotion & tenure)" and includes a "Run Report" button. Below the title, there is a link to "Download this report's template". The configuration section is divided into two numbered steps: 1. "Date Range" with fields for "Start Date" (January 01, 2017) and "End Date" (December 31, 2017); 2. "File Format" with a dropdown menu set to "Microsoft Word (.doc)" and a "Page Size" dropdown set to "Letter". A note below the file format dropdown states: "Changes made to the Microsoft Word document **will not** be reflected in the system." The footer of the application features the CUNY SPH logo and the text "GRADUATE SCHOOL OF PUBLIC HEALTH & HEALTH POLICY", along with "POWERED BY DigitalMeasures" and a "Privacy Policy" link.

Resources

- [Digital Measures Faculty/Staff Guide](#)
- [Importing Publications](#) (direct import and Bibtex)

Need additional assistance? E-mail us!

digitalmeasures@sph.cuny.edu