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INTRODUCTION

Digital Measures is an online information management system VTC School of Medicine uses to organize and report faculty teaching, research, committee and service activities. Digital Measures streamlines the process of gathering data to build a variety of reports, such as the Annual Performance Review, promotion portfolio, VTCSOM Curriculum Vitae, NIH Biosketch, and SACS Faculty Roster. These and additional reports can all be generated based on updated data entered by our faculty into Digital Measures. For this reason, it is critically important to the success of our school that all faculty keep their information updated in a timely, consistent manner.

The system utilizes imports from the One45 system, PubMed, and CME Tracker as well as data entered and maintained manually. The purpose of Digital Measures at VTC School of Medicine is to document faculty expertise, specializations, and research in order to maintain accreditation standards. Digital Measures is also useful in publicizing possible funding opportunities and advocating for additional resources required by VTCSOM faculty.

VTC School of Medicine faculty are required to maintain professional activity in Digital Measures. Please contact us with any questions or concerns you may have at (540) 526-2564 or email our Digital Measures Administrator. We thank you for your continued dedication to the academic and professional advancement of our next generation of medical leaders!

Sincerely,

David Musick, Ph.D.
Senior Dean for Faculty Affairs
DIGITAL MEASURES USER GUIDE

HOW TO ACCESS DIGITAL MEASURES

Go to https://medicine.vtc.vt.edu/

• Hover over the Faculty tab and select Digital Measures
• Select Digital Measures Login
• Use your login information provided (This information will be sent directly to you on behalf of Digital Measures once your account is created). If you do not know your password but know your username, use the reset password link provided below:
  o To reset your password, select Reset Your Password
• If you do not know your username, please send an email to the Digital Measures Administrator

Contact Information:
Brendle L. Wolfe
(540) 526-2564
2 Riverside Circle, Suite M140
Roanoke, VA 24016
digitalmeasures@vt.edu
DIGITAL MEASURES USER GUIDE

GETTING STARTED

Digital Measures 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, and your CV. 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.

Digital Measures 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.

Login Screen
To get to the Manage Activities screen, log in using your credentials sent to you from Digital Measures. When you first visit this page, it would be good to spend a few minutes looking through the screens accessible from it. To access a screen, click its name. The resulting screen displays records that are stored for that screen.
MANAGING DATA

After clicking a category of activity from the Manage Activities screen, the resulting screen will display a summary of the records stored under that category. There are several possible actions you can take from a summary screen (although not all of these actions will be available on every screen).

To add a new record, click the **Add New Item** button.

To edit a record, click the individual item to bring up the editable screen.

To delete a record, click the checkbox □ next to the item and click the **Delete** button located at the top right of the screen.

To copy a record, click the box □ and then the **Duplicate** button located at the top right of the screen.

Use the search bar at the top of the screen to search for keywords on that screen.

You may also search from the landing page.

To go back to the previous screen, click on the chevron button next to the page title (below).

Locked Records:

A fellow faculty member may have linked records in the system to your account. These records can be viewed, but can only be edited or deleted by the individual that created the record. A 🗝️ icon identifies these records as well as administratively locked records. If revisions are needed to these records, contact your Digital Measures Administrator using the Help link. To access the help link, select the ‘?’ symbol at the top right of Digital Measures and click contact us.
PasteBoard

The PasteBoard is a timesaving feature. The Pasteboard allows you to copy and paste text from another document. After you have added text into the PasteBoard, you can select that text, click-and-hold on the text you selected, and drag that text into any field in the system to add that information.

To access the PasteBoard, click the word **PasteBoard** at the top right of the screen.
DIGITAL MEASURES USER GUIDE

Adding a New Record

In each screen you will need to add records separately. For example, in the screen below you will have to select the *Add New Item* button to enter each employment history record.

Required Fields

In some screens, there will be fields that you need to complete before you can save a record. They are noted with an * beside them. If you do not complete the marked fields, the record cannot be saved. Example below.

Save

When you are finished entering your data, always remember to save the entry.

The *Save* button will save the data you have entered and return you to the previous screen. The *Save + Add Another* button will save the data you entered and will give you a new page to add another record.
Diversity and Inclusion

Virginia Tech Carilion School of Medicine strongly believes in constituting a diverse learning and working environment. Therefore, diversity is highly emphasized within Digital Measures. On all applicable screens you will see this checkbox at the bottom of the entry screen.

☑ Include as a Contribution to Diversity

When the question mark to the left of *Include as a Contribution to Diversity* is clicked VTCSOM’s definition of diversity will appear.

```
In accordance with guidelines from the Association of American Medical Colleges, the Virginia Tech Carilion School of Medicine defines diversity broadly, to encompass several important groups: African American, Hispanic, and Native American populations; women in STEM (science, technology, engineering, and mathematics); first-generation college students; and those with socioeconomically disadvantaged backgrounds, also known as distance traveled. The school views this definition of diversity as an important means to achieving educational and research excellence.
```

It is up to each faculty member to personally assess his or her contributions to diversity. This is not a “one size fits all” selection nor specific to exact criteria. It is required, though, that when this checkbox is selected, the user has done so in good faith. For further information on diversity, please refer to the Faculty Bylaws.
DIGITAL MEASURES USER GUIDE

RUNNING REPORTS

There are two ways to generate reports: Rapid Reports and Run Reports. To use the Rapid Reports feature, you will click on Rapid Reports at the top right of the page. To use the Run Reports feature, you will select Reports in the maroon margin at the top left of the screen.

Both of these features will contain the same report templates, however, Reports will give you the option to create an Adhoc Report.

Rapid Reports

This provides a way to quickly and easily run simple reports on the data in the system. By enabling you to run reports from the same pages into which you enter data, Rapid Reports gives you the ability to see the effect that the data you enter has on your reports. To run a report:

1. Click on the Rapid Reports tab in the upper right hand side of the screen.
2. Select the report you want to run, and add the start and end date for the report.
3. Click on the Run Report button.

When you receive the message to open or save, click on the Open button. The report will then open in a Word document. When it opens, you will have to click on the Enable Editing button at the top of the page to be able to make any revisions or save the document. Save the document to your computer.

Important: Changing the data in a report does not change the data inside Digital Measures.
Option A: BibTeX
Using the BibTeX Import feature within Digital Measures, you can import citations from a wide variety of reference managers (e.g., EndNote, Mendeley, RefWorks, Zotero) and publication databases (e.g., Google Scholar, Scopus, Web of Science).

Option B: PubMed
Using the PubMed Import feature, you can pull your citations into Digital Measures directly from PubMed without having to save them into a BibTeX file.

Note: When Importing from PubMed, the automatic search may return items that are from similarly named researchers in addition to your own. To resolve this issue, make sure to click the checkboxes next to only the scholarly works that you have produced.
DIGITAL MEASURES USER GUIDE

ADDITIONAL SCREEN FUNCTIONS

Annual Academic Performance Review

The annual academic performance review with VTCSOM will take place within Digital Measures. A timeline and resources will be sent to all faculty initiating this process. The form for completion is located under the Annual Academic Performance Review screen in Digital Measures at the bottom of your Manage Activities page. This is where student and resident evaluations will be uploaded for viewing.

CME Tracker

Carilion Clinic CME tracked events are automatically imported into the Professional Development/Continuing Medical Education screen for all faculty on a quarterly basis. If you attend a CME activity outside of Carilion’s scope, you will need to input that information manually into Digital Measures.

Restricted access

For these screens, fields are to remain untouched by faculty and administrative users. All data on these screens are directly imported and maintained by the Virginia Tech Carilion School of Medicine’s Office of Faculty Affairs.

Administrative Data – Permanent Data | Yearly Data
VTCSOM Courses Taught (Years 1-4)