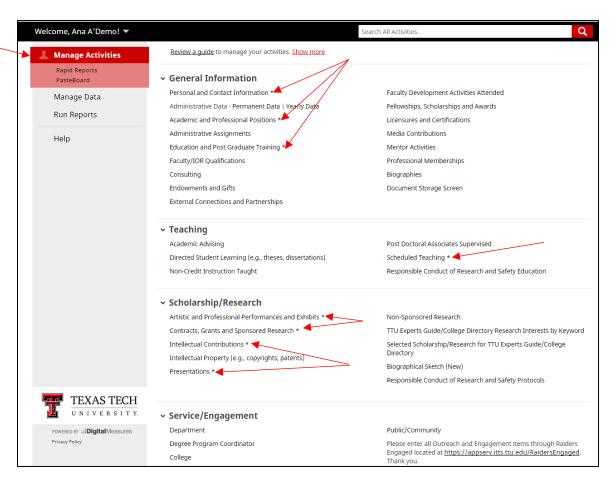# Entering Basic CV information in DigitalMeasures

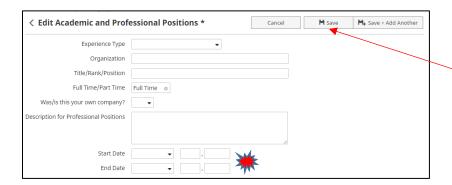> ### LINK to DigitalMeasures
> ### http://www.depts.ttu.edu/opa/dmsr.php

1. LOGIN: Enter your standard eRaider information to access DigitalMeasures. If you do not see the eRaider login, please call (742-1505) or email (opa.support@ttu.edu)--the Office of Planning and Assessment.

2. From the DigitalMeasures Dashboard, choose "**Manage Activities**."
   a. Note: asterisks indicate required information. Please complete these fields.
      i. Please complete all required "General Information."
      ii. "Scheduled Teaching" will auto-populate from Banner at the beginning of each semester. You will upload the syllabus for each undergraduate course. A separate instruction sheet is available for this.
      iii. New faculty may not yet have any "Scholarship/Research" information to enter. But if you have any, please enter it!
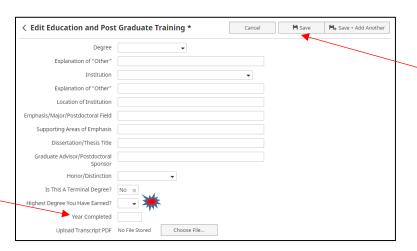
3. Under the "General Information" section, select "**Personal and Contact Information**."
   a. Some of this information is auto-populated. Any field noted with a small "R" cannot be changed by you. If you see "R" fields that need updating, please let OPA know.
   b. Add any other information on this screen that you desire.
   c. When finished, be sure to "Save" at the top of the screen.

❮ **Edit Personal and Contact Information ***   Cancel   🖫 Save

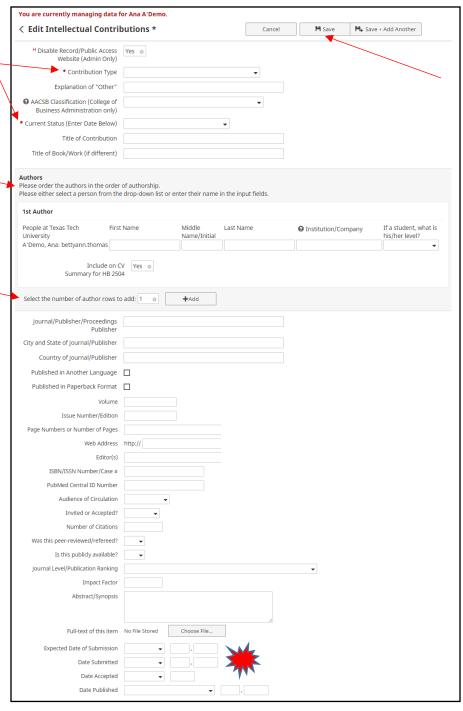|	
Prefix	Dr.
R First Name	Ana
Preferred First Name	
Middle Name	
R Last Name	A'Demo
Suffix	
	Click here to request name change
Alternative Name You Publish Under (e.g., an anglicized name), if any	
Name of Endowed Position (if any)	
E-Mail Address	ana.ademo@ttu.edu
Mail Stop	
Office Phone	806 - 742 - 1505 ext.
Department Phone	806 - 742 - 1505
Fax	806 - 742 - 1510
Personal Website	http:// demo
Date of Birth	June 28 , 1963
Gender	Female
❓ Race/Ethnicity	White
U.S. Citizen or Permanent Resident?	Yes
Teaching Interest(s)	Business, Strategic Planning, Computers, Strategic Marketing
Photograph Recommended Size: 250px (Wide) X 300px (Tall)	No File Stored Choose File...
Alternate Language(s)	☐ Afrikaans ☐ Arabic ☐ ASL (American Sign Language) ☐ Azerbaijani ☐ Bahasa ☐ Bangla

4. Back at the Dashboard, under the "General Information" section, select "**Academic and Professional Positions**." Then select "Add New Item" and complete the requested information. For your current position at TTU:
    a. "Experience Type" is "Academic – Higher Education"
    b. Organization is Texas Tech University
    c. Title/Rank/Position is your title when you were hired such as "Instructor," "Graduate Part Time Instructor," "Assistant Professor," etc.
    d. Please be certain to enter the dates!
    e. When finished, click "Save" at the top of the screen.
    f. Repeat this process for each of your positions.

5. Back at the Dashboard, under the "General Information" section, choose "**Education and Post Graduate Training**." Then select "Add New Item" and complete the requested information.
    a. Note: It's important that you add all degrees you have earned in higher education. Our accreditor, SACSCOC, mandates that all higher education degrees earned must be reported.
    b. If the degree is a terminal degree, meaning it is the highest credential that can be earned in the discipline, please be certain to select "Yes" from "Is This a Terminal Degree?" SACSCOC also requires this information.
    c. Enter the "Year Completed" field.
    d. Be sure to "Save" at the top of the screen.

6. If you have published, back at the Dashboard, under the "Scholarship/Research" section, select "**Intellectual Contributions**." Then select "Add New Item." Alternatively, select "Import" if the publication is stored in another system such as Google Scholar, EndNote, CrossRef, PubMed, Scopus, etc. Follow the instructions to import and be sure to verify that the import was successful.

a. Note: DigitalMeasures allows multiple authors to be entered. Once the information is entered with several authors identified, the data will automatically appear in the other authors' DigitalMeasures accounts. We recommend that the first author enter the information; they will be the only person able to make corrections.

b. The red asterisks indicate required fields.

c. Once again, be sure to enter dates and save at the top of the screen when complete.

7. If you have **Presentations**, **Contracts, Grants and Sponsored Research**, or **Artistic and Professional Performances and Exhibits** to enter, these are also in the "Scholarship/Research" section and are entered very similarly to Intellectual Contributions.

8. Other items that can be used for credentialing under the "General Information" section:
    a. Enter awards in the "**Fellowships, Scholarships and Awards**" screen.
    b. Enter "**Licensures and Certifications**" as appropriate.

If you need any assistance, please call (742-1505) or email (opa.support@ttu.edu)--the Office of Planning and Assessment.