

# 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](mailto: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!

Welcome, Ana A'Demo! | Search All Activities...

**Manage Activities**

- Rapid Reports
- PasteBoard
- Manage Data
- Run Reports
- Help

Review a guide to manage your activities. [Show more](#)

**General Information**

- Personal and Contact Information \*
- Administrative Data - Permanent Data | Yearly Data
- Academic and Professional Positions \*
- Administrative Assignments
- Education and Post Graduate Training \*
- Faculty/JOR Qualifications
- Consulting
- Endowments and Gifts
- External Connections and Partnerships
- Faculty Development Activities Attended
- Fellowships, Scholarships and Awards
- Licensures and Certifications
- Media Contributions
- Mentor Activities
- Professional Memberships
- Biographies
- Document Storage Screen

**Teaching**

- Academic Advising
- Directed Student Learning (e.g., theses, dissertations)
- Non-Credit Instruction Taught
- Post Doctoral Associates Supervised
- Scheduled Teaching \*
- Responsible Conduct of Research and Safety Education

**Scholarship/Research**

- Artistic and Professional Performances and Exhibits \*
- Contracts, Grants and Sponsored Research \*
- Intellectual Contributions \*
- Intellectual Property (e.g., copyrights, patents)
- Presentations \*
- Non-Sponsored Research
- TTU Experts Guide/College Directory Research Interests by Keyword
- Selected Scholarship/Research for TTU Experts Guide/College Directory
- Biographical Sketch (New)
- Responsible Conduct of Research and Safety Protocols

**Service/Engagement**

- Department
- Degree Program Coordinator
- College
- Public/Community
- Please enter all Outreach and Engagement items through Raiders Engaged located at <https://appserv.itts.ttu.edu/RaidersEngaged>. Thank you.

TEXAS TECH UNIVERSITY

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Privacy Policy

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

**R** First Name

Preferred First Name

Middle Name

**R** Last Name

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

Mail Stop

Office Phone  -  -  ext.

Department Phone  -  -

Fax  -  -

Personal Website

Date of Birth   ,

Gender

**R** Race/Ethnicity

U.S. Citizen or Permanent Resident?

Teaching Interest(s)

Photograph No File Stored   
*Recommended Size: 250px (Wide) X 300px (Tall)*

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.

**< Edit Academic and Professional Positions \***

Cancel Save Save + Add Another

Experience Type

Organization

Title/Rank/Position

Full Time/Part Time

Was/is this your own company?

Description for Professional Positions

Start Date

End Date

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.

**< Edit Education and Post Graduate Training \***

Cancel Save Save + Add Another

Degree

Explanation of "Other"

Institution

Explanation of "Other"

Location of Institution

Emphasis/Major/Postdoctoral Field

Supporting Areas of Emphasis

Dissertation/Thesis Title

Graduate Advisor/Postdoctoral Sponsor

Honor/Distinction

Is This A Terminal Degree?

Highest Degree You Have Earned?

Year Completed

Upload Transcript PDF No File Stored Choose File...

- 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.

You are currently managing data for Ana A'Demo.

< Edit Intellectual Contributions \*

Cancel Save Save + Add Another

Disable Record/Public Access Website (Admin Only) Yes

Contribution Type

Explanation of "Other"

AACSB Classification (College of Business Administration only)

Current Status (Enter Date Below)

Title of Contribution

Title of Book/Work (if different)

**Authors**

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**

People at Texas Tech University	First Name	Middle Name/Initial	Last Name	Institution/Company	If a student, what is his/her level?
A'Demo, Ana: bettyann.thomas					

Include on CV Summary for HB 2504

Select the number of author rows to add: 1 +Add

Journal/Publisher/Proceedings Publisher

City and State of Journal/Publisher

Country of Journal/Publisher

Published in Another Language

Published in Paperback Format

Volume

Issue Number/Edition

Page Numbers or Number of Pages

Web Address http://

Editor(s)

ISBN/ISSN Number/Case #

PubMed Central ID Number

Audience of Circulation

Invited or Accepted?

Number of Citations

Was this peer-reviewed/refereed?

Is this publicly available?

Journal Level/Publication Ranking

Impact Factor

Abstract/Synopsis

Full-text of this item No File Stored Choose File...

Expected Date of Submission

Date Submitted

Date Accepted

Date Published

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](mailto:opa.support@ttu.edu))--the Office of Planning and Assessment.