

Instructions for Creating Annual Review Documents in Digital Measures
College of Humanities and Social Sciences, January, 2018

Creating your annual review documents in Digital Measures involves several steps:

- 1) Entering your 2017 accomplishments
- 2) Entering your 2017 goals for your ARD and selecting the accomplishments that relate to those goals
- 3) Creating your 2017 ARD report
- 4) Entering your 2018 goals for your FPA
- 5) Creating your 2018 FPA report

1) Entering your 2017 accomplishments:

Go to

<http://digitalmeasures.kennesaw.edu>

(Before you log in, note the navigation on the left; help files are found under “Activity Insight.”)

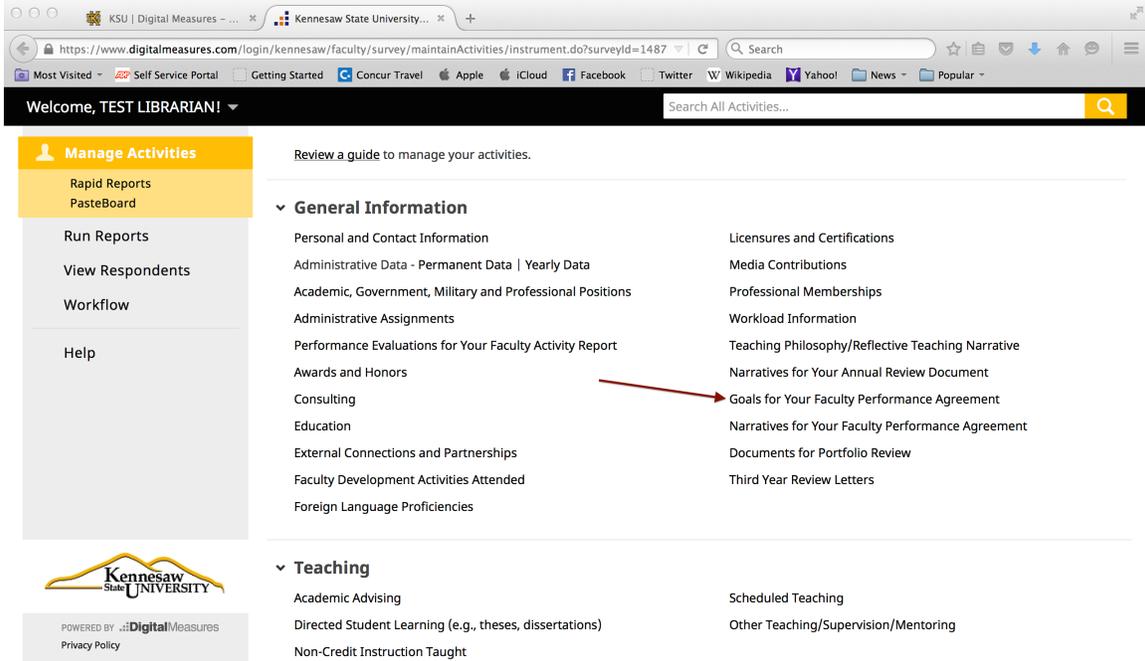
Click on the Login link on the left, and log in using your NetId and password. You should land on the Manage Your Activities screen; if you don’t, click on it in the list on the left.

You will enter all of your 2017 accomplishments on the relevant screens under Teaching, Scholarship/Research, Service, and Administration and Leadership (as applicable). Be sure that you associate dates with every entry, and be sure that 2017 is part of every entry that you want printed with your 2017 ARD. (It can start before, or end after 2017, or both. But any entry that does not overlap with 2017 at all will not appear on your 2017 ARD.)

Note that there is a screen labeled “Course Reassignment” under General Information. This will now populate the table in the ARD, so you should enter any course reassignment information for 2017 on this screen.

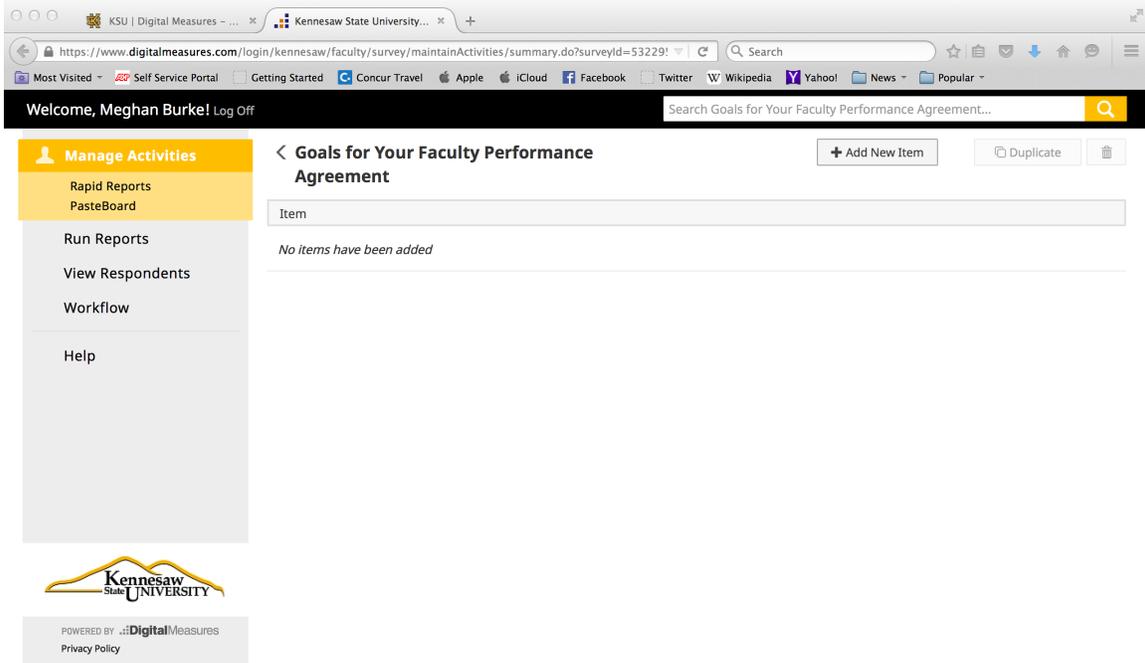
2) Entering your 2017 goals for your ARD and selecting the accomplishments that relate to those goals

(a) Only applies to faculty who did not enter 2017 goals into DMAI already (usually last January). On the Managing Data main screen, you should see a choice under “General Information” called “Goals for your Faculty Performance Agreement.” It should be here:



This option is only visible to faculty in the College of Humanities and Social Sciences, so if you do not see it, it may be that you are inaccurately listed as being primarily in another college. Please contact Meghan Burke at digitalmeasures@kennesaw.edu to correct this.

Click on this option, and you will reach this screen:



Click on “Add New Item.”

You will reach a screen where you can enter information about your first 2017 goal. Enter the year, the area of the goal, and a short name (that will appear on your goals list), as well as the longer description of your goal (to be found in your 2017 FPA). Do not use the field “other comments.” You can also enter the status of the goal.

The screenshot shows a web browser window with the URL <https://www.digitalmeasures.com/login/kennesaw/faculty/survey/maintainActivities/editRecord.do?surveyId=1487>. The page title is "Edit Goals for Your Faculty Performance Agreement". The user is identified as "Welcome, TEST LIBRARIAN!".

The form includes a left sidebar with "Manage Activities" (Rapid Reports, PasteBoard, Run Reports, View Respondents, Workflow, Help) and the Kennesaw State University logo. The main form fields are:

- Calendar Year: 2015
- Goal Type: Professional Service
- Goal Short Name: committees
- Goal Description: I will serve on two committees this year: the Electric Vehicle Committee, and the Parking committee.
- Other Accomplishments not outlined by activity records, or other Comments on this goal: (empty text area)
- Goal Status: Ongoing

Below the goal information is a section titled "Evidence of my having accomplished this goal:" with a sub-section "General Information:" containing two dropdown menus: "Awards and Honors" and "Consulting", both set to "Please select...".

(b) Below the goal information, you will see a list of all the possible fields where you may have listed accomplishments (in step 1 above). You can choose items from the drop-down menus for accomplishments related to this goal. You should be sure that those accomplishments have dates that include the year in question (2017), or they may not print on your report.

You may have accomplishments in 2017 that you did not anticipate, and so do not have a corresponding goal from your 2017 FPA. In this case, you should create a new 2017 “non-goal goal” using the instructions in (a) above, and giving a description like “Accomplishments that were not anticipated by a 2017 goal.” Since each goal has a type (teaching, research, service), you may have more than one of these non-goal goals; up to one in each area.

You can select as many items from different categories as needed. If you need to select more than one item from a category, add another list by clicking on the +Add box at the bottom of the screen:

This will generate another, identical list, and you can, say, select a second item from, say, the “Service University” drop-down.

Once all of your evidence items are selected, click on “Save” at the top of the page. Repeat for each goal.

3) Creating your 2017 ARD report

You may also need to enter narrative text for your ARD (this varies from department to department; check with your chair). This will be entered on the screen under “General Information” entitled “Narratives for your Annual Review Document.” If necessary, enter this information there.

You are now ready to create your 2017 ARD. Go to “Run Reports.” Under #1, select “Annual Review Document – College of Humanities and Social Sciences.” Under #2, select the date range. Usually this will be January 1, 2017, to December 31, 2017 (unless you are new faculty, and started in August), but it will default to the current year (possibly 2018), so do be careful. Then click on “Run Report” at the top of the page.

4) Entering your 2018 goals for your FPA

This is the same as #2 except that you don’t select accomplishments until next year. You just enter the information about the goals at the top of the screen, and you date them 2018.

5) Creating your 2018 FPA report

You are now ready to create your 2018 FPA. Go to “Run Reports.” Under #1, select “Faculty Performance Agreement – Humanities and Social Sciences.” Under #2, select the date range. Usually this will be January 1, 2018, to December 31, 2018, since these will be 2018 goals. Then click on “Run Report” at the top of the page.

Once you have created these reports (your 2017 ARD and your 2018 FPA), you should check to make sure they are accurate and complete. If there is any information missing, it is much preferred that you enter that data into DM and run the report again, rather than type into the Word documents. Anything that you type into the Word documents will not be saved in the database, and will not be available for future reports. Also, some chairs will run the ARDs and FPAs themselves, so your versions of these reports need to be exactly correct as they are run, since you will not have any opportunity to edit what your chair sees. Other chairs will ask you to email these forms to them. Ask your chair which applies to your department.