Instructions to Export Reports from Digital Measures

In Spring 2012, the VSU Faculty Senate, Deans, and Department Heads selected and endorsed Digital Measures Activity Insight, a secure, easy-to-use online database for storing information about faculty achievements such as teaching, research and publications, service, and engagement.

Our regional accreditor, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), requires that we document the qualifications and credentials of ALL faculty members (irrespective of rank or time status) to ensure the quality and integrity of each of our academic programs. This is accomplished by entering faculty achievements in Digital Measures. Customized reports can aid faculty in preparing annual activity reports, promotion and tenure applications, and community engagement reports.

To log in to Digital Measures from the VSU homepage:

Select MyVSU link

Select Faculty Portal
Instructions to Export Reports from Digital Measures

Log in to the Success Portal (Faculty Portal) using your Active Directory/Blazeview username and password.

Click the Log In button.

Select the Resources tab.

Click on the Digital Measures link to be redirected to the Digital Measures home screen.
Instructions to Export Reports from Digital Measures

In the left menu column, select Run Reports.

Six custom reports have been designed to assist faculty and administrators:

- Annual Faculty Activity Report and Action Plan
- Post-Tenure Review Summary Report
- Pre-Tenure Review Summary Report
- Graduate Faculty Status Application
- Summary Report for Application for Promotion
- Summary Report for Application for Tenure

Note: The reports generated from Digital Measures utilize data entered by individual faculty members. These reports are not to be considered the sole source of information; faculty should consult relevant university/college/department guidelines or policies about reporting and documenting faculty activity, promotion, and tenure.
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Step 1: To export a report, identify the report from the drop down menu.

Step 2: Identify the **Start Date** and **End Date** so that Digital Measures can assemble your data. **This step is important.** Select dates that apply to the report you are generating. For example, the Annual Faculty Activity Report covers only January 1-December 31 whereas tenure and promotions reports may need the Start Date to be five years ago.

Step 3 for Deans and Department Heads only. Deans and Department Heads have the option to export reports for individual, multiple, or all faculty members within their college or department.

Select **Change selection** to identify college, department, or individual(s). When selection is complete, Click on **Save**.

Lastly, click on **Run Report** to generate the report.

The document will open in **Word** which you can then save to your computer and review/edit.

For questions about exporting reports from Digital Measures or suggestions to improve the reports, contact Dr. Michael Black at assessment@valdosta.edu. This handout is posted online at http://www.valdosta.edu/administration/sacs/faculty-credentials.php