Using Digital Measures Activity Insight (DMAI) for Portfolio Submission

First of all, when you go to
http://digitalmeasures.kennesaw.edu before you log in, always check the text on the front page for the latest announcements and information.

Step 1: Enter your data and documents/media files into DMAI

If you have a significant number of publications to enter, do not overlook the possibility of importing them via BibTex or Google Scholar; details are at http://info.digitalmeasures.com/bibtex

On almost every entry screen, you will be able to upload files. There is no restriction on the file type, and there is no restriction on the total amount of storage. The only constraint is the size of an individual file to be uploaded.

You also need to make sure that your ARDs and FPAs have been uploaded into DM. Under "General Information," there is a screen called "Performance Evaluations for Your Faculty Activity Report." Enter the calendar year, and upload your final, signed ARD and/or FPA there. If you are not in the Coles or Engineering Colleges, you probably leave the rest of the fields on this screen blank. Note: The ARD that you just completed is for 2016, and the FPA you just completed is for 2017. They will go on different screens. Eventually, your 2017 ARD will go on the same screen as your 2017 FPA. If you have your 2016 FPA, you can upload that to the same screen as your 2016 ARD. You will not need to explicitly link to these in your narrative, they will be uploaded into your portfolio list automatically as long as you've checked the box for portfolio review.

Once you've uploaded the file, be sure to check the box asking if you want the file included for portfolio review. **PLEASE NOTE: You MUST follow the instructions below for inserting links into your narrative for your reviewers to see these items. Simply checking the box is NOT enough.** In other words, **your reviewers will NOT see any files that you have uploaded into DM unless you have inserted links to them in your narrative.** This includes student evaluations, syllabi, etc. The only exception is ARDs and FPAs; as noted above, they will be included in your portfolio without explicitly being linked.

Step 2: Create the links to your files and insert them into your narrative and (possibly) cv

When you are finished uploading all of the files, you will create a list of links that you can embed into your narrative, and possibly into your cv, which will point to the files that you have uploaded into the system (and have clicked on the portfolio box).

Go to “Run Reports.” From the dropdown menu, select “Links to Supplemental Evidence Files.” This will create a list of items that have been checked for inclusion in portfolio. When clicked, the link will open the file you have uploaded.

You can now embed these links where appropriate into your Word narrative and/or cv.
On a Mac:

- Highlight the link in the “Links to Supplemental Evidence Files,” and copy the link
- Go to your narrative or other destination where you want to insert the link. From the “Insert” menu, select “Hyperlink.”
- Don’t change what’s already in “Link to,” but you can change what is in “Display.”

On a PC:

- Right-click on the link in the links document.
- Choose Edit the hyperlink
- A box comes up; at the bottom is the long address that is what you want.
- Triple click on it, and it will highlight it all.
- Copy it.
- Go to your narrative.
- Highlight what you want to be blue for the live link.
- Go to insert hyperlink at the top.
- At the bottom of the box, you’ll see the place for the address again; paste the address that you just copied.

So now, instead of saying “I wrote a paper on a Math Placement Test (see Binder 2, p. R-47-55)”, you will say “I wrote a paper on a Math Placement Test.”

You should be able to test the links. First, check to see that the URL that it’s using starts with “https://www.digitalmeasures.com…” If, instead, you see “file://localhost…” then that link won’t work. It’s copied the text from your list of links instead of the URL. So try the instructions above again.

Step 3: Create your Portfolio Document Submission List

You will now create a document that has links to all of the items that are listed in the Faculty Handbook as being part of the old “Binder 1.” This includes:

- Narrative (no more than twelve pages, double-spaced, 12-point type, with one-inch margins). The narrative describes the quality and significance of the faculty member’s contributions during the period under review in the following areas as appropriate:
    - Teaching, Supervising, and Mentoring of Students

    - Research and Creative Activity
    - Professional Service
- Vitae
- Annual Review Materials (including ARDs and FPAs).
    - Faculty up for tenure and/or promotion should include all annual review documents and supporting materials since their last third-year, tenure and/or promotion review.
    - Faculty up for third-year review should include all annual review materials since their start date at KSU.
- Departmental guidelines (Administrative Faculty should include the guidelines from the department of their faculty appointment).
- Third-year review letters (for tenure review).

[Note: The Summary Sheet (signature page) and the Cover Page have been replaced by the first page of the Portfolio Document Submission List.]

The Narrative, Vitae, and Departmental Guidelines will all be uploaded into the screen named “Documents for Portfolio Review” under “General Information.” Click on this item in the list, and then click to “Add New Item.” Under “Calendar Year,” enter the year that you are submitting the portfolio. Answer all of the questions as you used to on the Cover sheet -- this is replacing that. Then upload your Narrative, Vitae, and Departmental Guidelines in the appropriate places. You are only allowed one of each type of file on the screen for a particular year’s portfolio.

If you are submitting third-year/pre-tenure review letters with this portfolio, they will be entered on the screen labeled “Third-Year Review Letters” immediately below “Documents for Portfolio Review” in the “General Information” list. Again, click “Add New Item.” On this screen, you will enter the year that you underwent the Third-Year Review, and upload letters and response letters (if applicable) from each level. Important: Make sure that you check the box next to each file that says “Include File for Portfolio Review?”

Finally, you will need to be sure that all Annual Review materials, including ARDs, FPAs, and response letters are uploaded on the screen under “General Information” labeled “Performance Evaluations for your Faculty Activity Report.” Click “Add a New Item,” and enter the relevant year. You will not need to utilize the self-evaluations or peer teaching review information at this time. (That is done on an annual basis for ARDs -- some colleges use it, most do not.) At the bottom of this screen, upload the FPA (usually written in January of that year), any amended FPAs during the calendar year, the ARD related to that FPA (usually done in January of the following year, but evaluating the prior year), and any response letters. Again, be sure to check the boxes that say “Include File for Portfolio Review?” All annual review materials that are to be included in your submission should have this box checked. For third-year reviews, that probably includes at least part of three calendar year screens. For later reviews, it may involve three, five, or more years, depending on the review and how long since the last portfolio submission.

Once you have uploaded all of your documents, you can create your Portfolio Document Submission List. Go to "Run Reports." From the dropdown menu, select "Portfolio Document Submission List." Select the year of the portfolio submission. This will create a document that contains links to all of the items that would previously have appeared in "Binder 1." Again, when clicked, the links will open the files you have uploaded. This report, unlike the previous Links to Supplemental Evidence Files, is not for your personal use, it is the document that will be submitted as your portfolio. Make sure that all of the documents listed above as required are listed, with links. You should insert which review you are requesting, but do not change the text of the headings or edit the links. NOTE: This file should be saved as a Word file, with .doc or .docx as the suffix. It may start as an .rtf file, but save it as a Word file (in Word) before submission.

Step 4: Submit your portfolio to the workflow

In your DM account, once you are set up to submit a portfolio, there will appear a last option on the gray list to the left called "Workflow." Click on it, and you will see the option to submit to the relevant workflow for your review. Select it, and click "continue." On the next screen, you will drag or insert the Portfolio Document Submission List that you created in the previous step.

After you've dragged the document into the workflow screen, click "Submit" and you're done! Note that once a submission is entered into the workflow, it can't be removed. So if you want to make a correction after the portfolio is submitted (but before the deadline), just upload another one and enter a comment to that effect.

I will have to set up all permissions both for you to submit, and for your reviewers to be able to see your portfolio, so please email me at mburke@kennesaw.edu with any problems.