

How to Create a Custom Report of Faculty Activities for Community Engagement and Global Engagement

Follow these instructions to generate a report of all activities in Digital Measures in which faculty members checked either the Community Engagement or Global Engagement box. Faculty members can generate a report of their own activities, department chairs can generate a report for all faculty in their department, and Deans can generate a report for all faculty in their College.

The quality and completeness of the report depends on faculty members entering their information into Digital Measures and checking the appropriate boxes for each activity that is related to Community Engagement or Global Engagement.

Page 2 of this manual provides screen captures of the checkboxes that faculty can select to report activities related to Community Engagement or Global Engagement (or both).

Page 3 lists the titles of screens in Digital Measures where these checkboxes appear.

Pages 4-6 provide instructions for generating the report on these activities.

Pages 7-8 indicate the information that will appear in the report.

Login to Digital Measures using your NetID and Password:

<https://www.digitalmeasures.com/login/kennesaw/faculty/authentication/showLogin.do>

POWERED BY
DigitalMeasures

Please Login

▶ Email @kennesaw.edu


▶ Password


[Questions/Comments?](#) | [Request Your Password](#)

WHAT ARE THE SOURCES OF DATA FOR THIS REPORT?

Near the bottom of each activity screen in Digital Measures, faculty members have the option to check one or both of the following boxes. The Community and Global Engagement Activities Report includes any activities for which a faculty member has selected one or both of these checkboxes.

Please indicate all of the following KSU strategic initiatives to which this activity pertains:

Community Engagement 

Global Engagement 

[SAVE AND RETURN](#) [SAVE AND ADD ANOTHER](#) [RETURN \(CANCEL\)](#)

If a faculty member clicks on the Question Mark next to either of the terms, a definition of the term appears in a pop-up window. NOTE: These examples show the definitions that appeared during the 2013-2014 academic year.



The Carnegie Foundation for the Advancement of Teaching defines "Community Engagement" as "the collaboration between institutions of higher education and their larger communities (local, regional/state, national, global) for the mutually beneficial exchange of knowledge and resources in a context of partnership and reciprocity. The purpose of community engagement is the partnership of college and university knowledge and resources with those of the public and private sectors to enrich scholarship, research, and creative activity; enhance curriculum, teaching and learning; prepare educated, engaged citizens; strengthen democratic values and civic responsibility; address critical societal issues; and contribute to the public good."



[Close Window](#)

"Global Engagement" activities include international and/or intercultural teaching, scholarship, research, creativity activity, or service.

[Close Window](#)

WHAT ARE THE SOURCES OF DATA FOR THIS REPORT?

This is a list of all screens in Digital Measures that include the Community Engagement and Global Engagement checkboxes.

- Screen: ***Administrative Assignments***
- Screen: ***Awards and Honors***
- Screen: ***Consulting***
- Screen: ***External Connections and Partnerships***
- Screen: ***Faculty Development Activities Attended***
- Screen: ***Licensures and Certifications***
- Screen: ***Media Contributions***
- Screen: ***Professional Memberships***
- Screen: ***Academic Advising***
- Screen: ***Directed Student Learning (e.g., theses, dissertations)***
- Screen: ***Non-Credit Instruction Taught***
- Screen: ***Scheduled Teaching***
- Screen: ***Other Teaching/Supervision/Mentoring***
- Screen: ***Artistic and Professional Performances and Exhibits***
- Screen: ***Contracts, Fellowships, Grants and Sponsored Research***
- Screen: ***Intellectual Contributions***
- Screen: ***Intellectual Property (e.g., copyrights, patents)***
- Screen: ***Presentations***
- Screen: ***Research/Creative Activity Currently in Progress***
- Screen: ***Other Scholarship/Research***
- Screen: ***Service Department***
- Screen: ***Service College***
- Screen: ***Service University***
- Screen: ***Service Professional***
- Screen: ***Service Public***
- Screen: ***Service Other***
- Screen: ***Development***
- Screen: ***External Affairs***
- Screen: ***Program/Faculty Direction/Coordination***
- Screen: ***Collection Development***
- Screen: ***Liaisonhip/Outreach/Relationship Building***
- Screen: ***Primary Job Responsibilities***

INSTRUCTIONS FOR GENERATING THE REPORT

Click on the link at left to “Run Custom Reports” and wait for the menu options to change.

The screenshot shows a web browser window with the URL <https://www.digitalmeasures.com/login/kennesaw/faculty/report/prec>. The page header includes the Kennesaw State University logo and the Digital Measures logo. The user is logged in as Thomas Pusateri on Friday, May 9, 2014. The left sidebar contains a menu with the following items: Manage Your Activities, Run Ad Hoc Reports, Run Custom Reports (highlighted), and View Respondents. Below the menu are links for Contact Our Helpdesk, Privacy Statement, and Logoff. The main content area displays a welcome message and a section titled "Run a Report". Under "Run a Report", there is a note: "Select the report to run. Note: You must click *SELECT REPORT* if you change the report to build." Below the note is a numbered list of steps. Step 1 shows a dropdown menu with the following options: Community and Global Engagement Activities Report (selected), Activities Database - University, Annual Review Document - Bagwell College of Education, Annual Review Document - Coles College of Business, Annual Review Document - College of Humanities and Social Sciences, Annual Review Document - College of Science and Mathematics (CS only), Annual Review Document - College of Science and Mathematics (non-CS), Annual Review Document - College of the Arts, Annual Review Document - Sturgis Library, Annual Review Document - University College, Annual Review Document - Wellstar College of Health and Human Services, Assurance of Learning: Assessment Initiatives: Course-Embedded, Assurance of Learning: Follow-ups by Course, Assurance of Learning: Goal/Outcome Coverage: Course-Embedded, Assurance of Learning: Initiatives Overview, Assurance of Learning: Results by Course, Community and Global Engagement Activities Report (highlighted in blue), and Faculty Performance Agreement - Bagwell College of Education. To the right of the dropdown menu is a "SELECT REPORT" button. A red arrow points from the "Run Custom Reports" link in the sidebar to the "SELECT REPORT" button. Another red arrow points from the "SELECT REPORT" button to the "Community and Global Engagement Activities Report" option in the dropdown menu. A third red arrow points from the "Community and Global Engagement Activities Report" option to the "SELECT REPORT" button.

In Option 1: Select “Community and Global Engagement Activities Report” from the drop-down menu. Then click the “Select Report” box.

Kennesaw State University

https://www.digitalmeasures.com/login/kennesaw/faculty/report/prec

Apps KSU CETL d2l HallPass DM DM User Concur Rental heri logo Other bookmarks

Kennesaw State UNIVERSITY

POWERED BY DigitalMeasures

Manage Your Activities

Run Ad Hoc Reports

Run Custom Reports

View Respondents

Contact Our Helpdesk

Privacy Statement

Logoff

Welcome, Thomas Pusateri. Friday, May 9, 2014

Run Custom Reports allows you to obtain reports that use specialized formatting and other custom data manipulations.

Run a Report

Select the report to run.
Note: You must click *SELECT REPORT* if you change the report to build.

1 Community and Global Engagement Activities Report **SELECT REPORT**
[Details of how this report is built...](#)

Select the date range to use. [More Information >>](#)

2 Start Date Jan 01 2013
End Date Dec 31 2018

Select report options.

3 a) Summarize by: *
University
Legend: * Required

Select the file format.

4 Microsoft Word
Note: Changes to Microsoft Word re

Select the page size.

5 Letter

2013
2012
2011
2010
2009
2008
2007
2006
2005

BUILD REPORT

In Option 2: Select the Start Date and End Date for the report period you want to generate.

Note: Most faculty only began entering data into Digital Measures beginning 2013. Faculty in Coles College began entering data earlier, but the checkboxes for Community Engagement and Global Engagement only began to appear in 2013. If you need to generate a report earlier than 2013, you may need to request that faculty add information to Digital Measures and check off the appropriate checkboxes (Community Engagement or Global Engagement).

In Option 3: Select the level of report you want to generate.

Note: Individual faculty members will only generate reports that include their own data. Department chairs and College Deans, and the Provost can generate reports that include data for all faculty within their unit.

In Option 4: Select the file format.

In Option 5: Select the page size.

The screenshot shows a web interface for generating reports, divided into three numbered sections:

- 3 Select report options.** A dropdown menu for "a) Summarize by: *" is open, showing options: Department (selected), University, College, and Faculty. A legend below indicates that the asterisk (*) denotes a required field.
- 4 Select the file format.** A dropdown menu is open, showing options: Microsoft Word, Adobe PDF, HTML, and Microsoft Excel (selected). A link for "More Information >>" is visible to the right.
- 5 Select the page size.** A dropdown menu is open, showing options: Letter (selected) and A4. A link for "More Information >>" is visible to the right.

A "BUILD REPORT" button is located at the bottom right of the interface.

Once you have set all of the options, select "Build Report".

Pages 7 and 8 of this manual indicate the type of data that will appear in the report.

WHAT INFORMATION WILL THE REPORT CONTAIN?

Pages 7 and 8 indicate the information pulled from Digital Measures to produce the report.

Screen/Record Type	Activity Description	Global Engagement?	Community Engagement?
Screen Label	[[Last Name], [First Name] [Middle Name]], [Number of Undergraduate Students Advised] undergraduate students advised, [Number of Graduate Students Advised] graduate students advised, approximately [Approx. Number of Hours Spent for the Year] hours spent per year.	[Yes]	[Yes]
Screen Label	[[Last Name], [First Name] [Middle Name]], [Position/Role], [Administrative Level]. ((Start Month Start Day, Start Year - End Month End Day, End Year)).	[Yes]	[Yes]
Screen Label	[[Last Name], [First Name] [Middle Name]], [Award or Honor Name], [Organization/Sponsor]. ((Month Received Day Received, Year Received)).	[Yes]	[Yes]
Screen Label	[[Last Name], [First Name] [Middle Name]], [Activity Type], "[Name of Assignment or Activity]", [Community Engagement], [Global Engagement]. ((Start Month Start Day, Start Year - End Month End Day, End Year)).	[Yes]	[Yes]
Screen Label	[list of Investigators] as "[Last Name], [F. N.] [M. N.] ([Role])", "[Title]," Sponsored by [Sponsoring Organization], [Awarding Organization Is], \$[Amount]. ((Start Month Start Day, Start Year - End Month End Day, End Year)).	[Yes]	[Yes]
Screen Label	[[Last Name], [First Name] [Middle Name]], [[Consulting Type] or [Explanation of "Other"]], [Client/Organization], [Location]. ((Start Month Start Day, Start Year - End Month End Day, End Year)).	[Yes]	[Yes]
Screen Label	[[Last Name], [First Name] [Middle Name]], [[Activity Type] or [Explanation of "Other"]], "[Name of Assignment or Activity]", [Number of Faculty/Staff Involved], \$[Amount of Funding Involved], [Community Engagement], [Global Engagement]. ((Start Month Start Day, Start Year - End Month End Day, End Year)).	[Yes]	[Yes]
Screen Label	[[Last Name], [First Name] [Middle Name]], [[Involvement Type] or [Explanation of "Other"]], "[Title of Student's Work]," [Student's Home Department at KSU (if not a KSU student, put details in comments section below)]. ((Month Started Day Started, Year Started - Month Completed Day Completed, Year Completed)). Advised: [list of [Student Name] as "[Student First Name] [Student Last Name]]"	[Yes]	[Yes]
Screen Label	[[Last Name], [First Name] [Middle Name]], [[Activity Type] or [Explanation of "Other"]], "[Name of Assignment or Activity]", [Number of Faculty/Staff Involved], \$[Amount of Funding Involved], [Community Engagement], [Global Engagement]. ((Start Month Start Day, Start Year - End Month End Day, End Year)).	[Yes]	[Yes]
Screen Label	[[Last Name], [First Name] [Middle Name]], [Type], [Organization], [City], [State]. ((Month Day, Year)).	[Yes]	[Yes]
Screen Label	[[Last Name], [First Name] [Middle Name]], [[Activity Type] or [Explanation of "Other"]], "[Title]," [Sponsoring Organization], [City], [State]. ((Start Month Start Day, Start Year - End Month End Day, End Year)).	[Yes]	[Yes]
Screen Label	[list of Authors] as "[Last Name], [F. N.] [M. N.]" ((Year Published)). [Title of Contribution:] In [Editor(s)] (Ed.), [If this is part of a larger work (e.g., a chapter in a book), Title of Larger Work] ([Issue Number/Edition ed., vol. Volume, pp. Page Numbers or Number of Pages]). [City and State of Journal/Publisher]: [[Journal/Publisher/Proceedings Publisher]]. [Web Address]	[Yes]	[Yes]
Screen Label	[list of Inventors] as "[Last Name], [F. N.] [M. N.]" "[Patent Title]," Licensed to: [If patent has been licensed, to whom?], Assigned to: [If patent has been assigned, to whom?]. (Submitted: [Month Submitted to University Day Submitted to University, Year Submitted to University], Application: [Month of Patent Application Day of Patent Application, Year of Patent Application], Approved: [Month Patent Approved Day Patent Approved, Year Patent Approved], Licensed: [Month Licensed Day Licensed, Year Licensed], Renewal: [Renewal Month Renewal Day, Renewal Year]).	[Yes]	[Yes]
Screen Label	[[Last Name], [First Name] [Middle Name]], [Primary Responsibility Area], [Community Engagement], [Global Engagement]. ((Start Month Start Day, Start Year - End Month End Day, End Year)).	[Yes]	[Yes]
Screen Label	[[Last Name], [First Name] [Middle Name]], [Activity Type], "[Name of Assignment or Activity]", [Community Engagement], [Global Engagement]. ((Start Month Start Day, Start Year - End Month End Day, End Year)).	[Yes]	[Yes]

Screen/Record Type	Activity Description	Global Engagement?	Community Engagement?
Screen Label	[[Last Name], [First Name] [Middle Name]], [Title of Licensure/Certification], [Sponsoring Organization]. ((Month Obtained Day Obtained, Year Obtained - Expiration Month Expiration Day, Expiration Year)).	[Yes]	[Yes]
Screen Label	[[Last Name], [First Name] [Middle Name]], [Media Name]. ((Month Day, Year)).	[Yes]	[Yes]
Screen Label	[[Last Name], [First Name] [Middle Name]], [Leadership Position Held], [Name of Organization]. ((Start Month Start Day, Start Year - End Month End Day, End Year)).	[Yes]	[Yes]
Screen Label	[[Last Name], [First Name] [Middle Name]], [[Instruction Type] or [Explanation of "Other"]], [Sponsoring Organization], [Number of Participants participant(s)]. ((Start Month Start Day, Start Year - End Month End Day, End Year)).	[Yes]	[Yes]
Screen Label	[List of [Performers/Exhibitors/Lecturers] as "[Last Name], [F. N.] [M. N.]", "[Work/Exhibit Title]", [Name of Performing Group], [Sponsor], [Location (City, State, Country)]. ((Start Month Start Day, Start Year - End Month End Day, End Year)).	[Yes]	[Yes]
Screen Label	[List of [Presenters/Authors] as "[Last Name], [F. N.] [M. N.] ([Presenter/Author])", [Conference/Meeting Name], "[Presentation Title]", [Sponsoring Organization], [Location]. ((Month Day, Year)).	[Yes]	[Yes]
Screen Label	[[Last Name], [First Name] [Middle Name]], [[Activity Type] or [Explanation of "Other"]], "[Name of Assignment or Activity]", [Number of Faculty/Staff Involved], \$[Amount of Funding Involved], [Community Engagement], [Global Engagement]. ((Start Month Start Day, Start Year - End Month End Day, End Year)).	[Yes]	[Yes]
Screen Label	[[Last Name], [First Name] [Middle Name]], "[Title]", [Community Engagement], [Global Engagement]. ((Month Day, Year)).	[Yes]	[Yes]
Screen Label	"[Title]" ([Status]) [Description]	[Yes]	[Yes]
Screen Label	[[Last Name], [First Name] [Middle Name]], [Course Prefix] [Course Number]-[Course Number Suffix], Section: [Section Number], "[Course Name]", CRN: [CRN], Enrollment: [Official Enrollment Number], [Number of Credit Hours] credit hours, [Lower Division or Upper Division], [Course Level], [Location], [Delivery Mode], ((Semester Year)).	[Yes]	[Yes]
Screen Label	[[Last Name], [First Name] [Middle Name]], [[Position/Role] or [Explanation of "Other"]], [Committee Name]. ((Start Month Start Day, Start Year - End Month End Day, End Year)).	[Yes]	[Yes]
Screen Label	[[Last Name], [First Name] [Middle Name]], [[Position/Role] or [Explanation of "Other"]], [Committee Name]. ((Start Month Start Day, Start Year - End Month End Day, End Year)).	[Yes]	[Yes]
Screen Label	[[Last Name], [First Name] [Middle Name]], [[Service Type] or [Explanation of "Other"]], [Organization/Committee/Club], [[Position/Role] or [Explanation of "Other"]], [[Title/Office Held] or [Explanation of "Other"]], approximately [Approx. Number of Hours Spent Per Year] hours spent per year, [Were you elected or appointed?], [Was this compensated or pro bono?], [Audience], [served ex-officio], [Community Engagement], [Global Engagement]. ((Start Month Start Day, Start Year - End Month End Day, End Year)).	[Yes]	[Yes]
Screen Label	[[Last Name], [First Name] [Middle Name]], [[Position/Role] or [Explanation of "Other"]], [Organization/Committee/Club], [City], [State]. ((Start Month Start Day, Start Year - End Month End Day, End Year)).	[Yes]	[Yes]
Screen Label	[[Last Name], [First Name] [Middle Name]], [[Position/Role] or [Explanation of "Other"]], [Organization/Committee/Club], [City], [State]. ((Start Month Start Day, Start Year - End Month End Day, End Year)).	[Yes]	[Yes]
Screen Label	[[Last Name], [First Name] [Middle Name]], [[Position/Role] or [Explanation of "Other"]], [Committee Name]. ((Start Month Start Day, Start Year - End Month End Day, End Year)).	[Yes]	[Yes]
Screen Label	[[Last Name], [First Name] [Middle Name]], "[Title]", [Community Engagement], [Global Engagement]. ((Start Month Start Day, Start Year - End Month End Day, End Year)).	[Yes]	[Yes]