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

1) Entering your 2016 accomplishments
2) Entering your 2016 goals for your ARD and selecting the accomplishments that relate to those goals
3) Creating your 2016 ARD report
4) Entering your 2017 goals for your FPA
5) Creating your 2017 FPA report

1) Entering your 2016 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 2016 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 2016 is part of every entry that you want printed with your 2016 ARD. (It can start before, or end after 2016, or both. But any entry that does not overlap with 2016 at all will not appear on your 2016 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 2016 on this screen.

2) Entering your 2016 goals for your ARD and selecting the accomplishments that relate to those goals

(a) Only applies to faculty who did not enter 2016 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 2016 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 2016 FPA). Do not use the field “other comments.” You can also enter the status of the goal.

(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 (2016), or they may not print on your report.

You may have accomplishments in 2016 that you did not anticipate, and so do not have a corresponding goal from your 2016 FPA. In this case, you should create a new 2016 “non-goal goal” using the instructions in (a) above, and giving a description like “Accomplishments that were not anticipated by a 2016 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 2016 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 2016 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, 2016, to December 31, 2016 (unless you are new faculty, and started in August), but it will default to the current year (possibly 2017), so do be careful. Then click on “Run Report” at the top of the page.

4) **Entering your 2017 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 2017.

5) **Creating your 2017 FPA report**

You are now ready to create your 2017 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, 2017, to December 31, 2017, since these will be 2017 goals. Then click on “Run Report” at the top of the page.

Once you have created these reports (your 2016 ARD and your 2017 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.