

## Digital Measures – Activity Insight

### Important Screens and Required Fields to Update

- Log into DM using your JHED ID and password to authenticate: <https://isis.jhu.edu/digitalmeasures>
- The following information is required (please enter all data applicable to you)
- Please list multiple items/activities in each area separately
- Please enter **complete dates** (Month, Day and Year)
- *NOTE: Fields in red are required for accreditation reporting. All other fields listed are included in our Curriculum Vitae reports.*

GENERAL INFORMATION SCREENS		
Other Academic, Government, Military and Professional Positions	Academic Administrative Assignments <i>Dean, Director, Chair, etc.</i>	Awards and Honors
<ul style="list-style-type: none"> <li>• Experience Type</li> <li>• Explanation of Other (if applicable)</li> <li>• Organization</li> <li>• Title/Rank/Position</li> <li>• Description of Professional Positions (30 Words or Less)</li> <li>• Complete Start Date</li> <li>• Complete End Date (if applicable)</li> </ul> <p><i>Must have minimum of 5 yrs of related work experience in field of instruction</i></p>	<ul style="list-style-type: none"> <li>• <b>Position/ Role</b></li> <li>• Principle Responsibilities</li> <li>• <b>Complete Start Date</b></li> <li>• <b>Complete End Date (if applicable)</b></li> </ul>	<ul style="list-style-type: none"> <li>• Award or Honor Name</li> <li>• Organization/Sponsor</li> <li>• Complete Date Received</li> </ul>
Consulting	Education	External Engagements
<ul style="list-style-type: none"> <li>• Consulting Type</li> <li>• Explanation of Other (if applicable)</li> <li>• Client/ Organization</li> <li>• Location of Consulting Work</li> <li>• Complete Start Date</li> <li>• Complete End Date</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Degree</b></li> <li>• <b>Explanation of Other (if applicable)</b></li> <li>• Institution</li> <li>• Emphasis/Major</li> <li>• Supporting Areas of Emphasis/ Concentration</li> <li>• Dissertation/Thesis Title (if applicable)</li> <li>• <b>Highest Degree You Have Earned (must be marked for only one degree)</b></li> <li>• <b>Date Completed (MMDDYYYY)</b></li> </ul>	<ul style="list-style-type: none"> <li>• Type</li> <li>• Organization</li> <li>• Description</li> <li>• Complete Date</li> </ul>
Activities Related to Faculty Development and Pedagogy	Licensures and Certifications	Media Contributions
<ul style="list-style-type: none"> <li>• Activity Type</li> <li>• Explanation of Other (if applicable)</li> <li>• Title</li> <li>• Sponsoring Organization</li> <li>• Description</li> <li>• Complete Start Date</li> <li>• Complete End Date (if applicable)</li> </ul> <p><i>Activity recorded here is helpful for assessing faculty engagement with Carey</i></p>	<ul style="list-style-type: none"> <li>• Title of Licensure/ Certification</li> <li>• Sponsoring Organization</li> <li>• Complete Date Obtained</li> <li>• Complete Expiration Date</li> </ul>	<ul style="list-style-type: none"> <li>• Media Type</li> <li>• Explanation of Other (if applicable)</li> <li>• Media Name</li> <li>• Description</li> <li>• Complete Date</li> </ul>

Professional Memberships
<ul style="list-style-type: none"> <li>• Name of Organization</li> <li>• Leadership Position Held (if applicable)</li> <li>• Complete Start Date</li> <li>• Complete End Date (if applicable)</li> </ul>

TEACHING SCREENS		
Academic Mentoring/ Advising	Directed Student Learning	Courses Taught- Non-JHU
<ul style="list-style-type: none"> <li>• Term and Year</li> <li>• JHU Academic Year</li> <li>• School</li> <li>• # of Undergraduate Students</li> <li>• # of Masters Students</li> </ul> <p><i>Activity recorded here is helpful for assessing faculty engagement with Carey</i></p>	<ul style="list-style-type: none"> <li>• Involvement Type</li> <li>• Explanation of Other (if applicable)</li> <li>• Students' Complete Names</li> <li>• Institution</li> <li>• Title of Students' Work</li> <li>• Course Prefix</li> <li>• Stage of Completion</li> <li>• Complete Start Date</li> <li>• Complete End Date (if applicable)</li> <li>• Comments</li> </ul>	<ul style="list-style-type: none"> <li>• Course Name</li> <li>• Primary Instructional Deliver Method</li> <li>• University</li> <li>• Department</li> <li>• Complete Start Date</li> <li>• Complete End Date</li> <li>•</li> </ul>
Courses Taught - JHU	Curriculum Development	
<ul style="list-style-type: none"> <li>• Courses taught at JHU will automatically populate from ISIS. No data entry required.</li> </ul>	<ul style="list-style-type: none"> <li>• Name of Curriculum</li> <li>• Brief Description</li> <li>• University</li> <li>• Complete Start Date</li> <li>• Complete End Date (if applicable)</li> </ul> <p><i>Activity recorded here is helpful for assessing faculty engagement with Carey</i></p>	

SCHOLARSHIP/ RESEARCH SCREENS		
Contracts/ Grants and Sponsored Research – Non-JHU	Contracts, Grants and Sponsored Research – JHU-COEUS	Contracts, Grants and Sponsored Research – JHU- Self Reported
<ul style="list-style-type: none"> <li>Contract/ Grant/ Research Type</li> <li>Contract/Grant/ Research Title</li> <li>Sponsoring Organization</li> <li>Awarding Organizations</li> <li>AACSB Classification</li> <li>Investigators</li> <li>Amount</li> <li>Current Status</li> <li>Complete Expected Date of Submission for Funding (Month, Day, Year)</li> <li>Complete Date Submitted For Funding (Month, Day, Year)</li> <li>Complete Start Date of Funding (Month, Day, Year)</li> <li>Complete End Date of Funding</li> </ul>	<ul style="list-style-type: none"> <li>AACSB Classification</li> <li>Other data fields in this screen will automatically populate from COEUS. You will only need to populate the AACSB Classification field.</li> </ul>	<ul style="list-style-type: none"> <li>Contract/ Grant/ Research Type</li> <li>Contract/Grant/ Research Title</li> <li>Sponsoring Organization</li> <li>Awarding Organizations</li> <li>AACSB Classification</li> <li>Investigators</li> <li>Amount</li> <li>Current Status</li> <li>Complete Expected Date of Submission for Funding</li> <li>Complete Date Submitted For Funding</li> <li>Complete Start Date of Funding</li> <li>Complete End Date of Funding</li> </ul>
Intellectual Contributions	Intellectual Property	Scholarly Presentations/ Lectures
<ul style="list-style-type: none"> <li>Contribution Type</li> <li>Status</li> <li>Title of Contribution • List of Authors</li> <li>AACSB Classification</li> <li>Journal/ Publisher/Proceedings Publisher</li> <li>City and State of Journal/ Publisher</li> <li>Volume, Issue Number/ Edition</li> <li>Page Numbers or Number of Pages</li> <li>Editors</li> <li>Was this Peer Reviewed/ Refereed?</li> <li>Is this publicly available?</li> <li>Complete Expected Date of Submission</li> <li>Complete Date Submitted</li> <li>Complete Date Accepted</li> <li>Complete Date Published</li> <li>Reprint?</li> <li>Invited?</li> </ul>	<ul style="list-style-type: none"> <li>Patent, Copyright, or Report of Invention</li> <li>Patent Title</li> <li>Patent/Copyright Number/ID/Report of Invention</li> <li>Patent Type</li> <li>Inventors</li> <li>Date Submitted to University</li> <li>Date of Patent Application</li> <li>Date Patent Approved</li> <li>Date Licensed</li> <li>Renewal Date</li> </ul>	<ul style="list-style-type: none"> <li>Conference/ Meeting Name</li> <li>Sponsoring Organization</li> <li>Location</li> <li>Presentation Type</li> <li>Presentation Title</li> <li>Collaborators</li> <li>Was this Peer-Reviewed/ Refereed?</li> <li>AACSB Classification</li> <li>Complete Date</li> </ul>
NIH Biographical Sketch		
<ul style="list-style-type: none"> <li>Label for this Biographical Sketch</li> <li>eRA Commons Username</li> <li>Personal Statement</li> <li>Intellectual Contribution</li> <li>Link to full list of your published work</li> <li>Contribution</li> </ul>		

SERVICE SCREENS		
<i>Activities recorded in the various Service Screens are helpful for assessing faculty engagement with Carey</i>		
Research Center Service	Program Service	School Service
<ul style="list-style-type: none"> <li>• Position/ Role</li> <li>• Explanation of Other (if applicable)</li> <li>• Committee Name (if applicable)</li> <li>• Complete Start Date</li> <li>• Complete End Date</li> </ul>	<ul style="list-style-type: none"> <li>• Position/ Role</li> <li>• Explanation of Other (if applicable)</li> <li>• Committee Name (if applicable)</li> <li>• Complete Start Date</li> <li>• Complete End Date</li> </ul>	<ul style="list-style-type: none"> <li>• Position/ Role</li> <li>• Explanation of Other (if applicable)</li> <li>• Committee Name (if applicable)</li> <li>• Complete Start Date</li> <li>• Complete End Date</li> </ul>
University Service	Professional Service	Public Service
<ul style="list-style-type: none"> <li>• Position/ Role</li> <li>• Explanation of Other (if applicable)</li> <li>• Committee Name (if applicable)</li> <li>• Complete Start Date</li> <li>• Complete End Date</li> </ul>	<ul style="list-style-type: none"> <li>• Position/ Role</li> <li>• Explanation of Other (if applicable)</li> <li>• Organization Name (if applicable)</li> <li>• Journal</li> <li>• Event Name</li> <li>• City</li> <li>• State</li> <li>• Complete Start Date</li> <li>• Complete End Date</li> </ul>	<ul style="list-style-type: none"> <li>• Position/ Role</li> <li>• Explanation of Other (if applicable)</li> <li>• Organization Name (if applicable)</li> <li>• City</li> <li>• State</li> <li>• Complete Start Date</li> <li>• Complete End Date</li> </ul>

**NOTES:**

- Some information in Digital Measures is ***read only*** for faculty. If you find incorrect information in a field that you are unable to update, please use the email link for the Carey Business School ([CareyDM@jhu.edu](mailto:CareyDM@jhu.edu)) that appears at the top of each screen in Digital Measures to report the incorrect data.
- If you encounter ANY problems or have questions, please use the “Feedback” link within Digital Measures .