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## GENERAL

**Q:** Is DMS an online evaluation tool?

**A:** No. DMS is a data gathering and reporting tool that allows faculty to document their activities and to generate reports of their accomplishments for date ranges they specify. DMS is not an online evaluation tool, although DMS reports can be generated to provide input to an evaluation process. Check with your department and/or school on specific performance evaluation procedures and requirements.

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**Q.** Who do I contact for help?

**A:** You may contact your school's administrator by selecting the Help menu in DMS.

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## DATA ENTRY

**Q:** How much time will data entry require?

**A:** That depends on the volume and complexity of the data you want to enter. Generally, DM advises that you will need one hour for each year of activity. At W&M, experience shows that the time required increases greatly when others are tasked with entering data on your behalf because of the analysis needed to properly categorize records for the scholarship screens.

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**Q:** Who will enter my activities into the system?

**A:** The system is designed for faculty to maintain their own records. Where possible, screens/fields have been pre-populated with data from Banner. The extent to which you will enter your own CV data varies by school/department/program. Contact your school's administrator using the Help menu in DMS.

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**Q:** How accurate is the data?

**A:** What goes in to DMS is what comes out, **typos and mistakes included**, so review your entries for accuracy. You should update your data periodically so that time-sensitive information is correct. For example, when a proposed publication is accepted for publication, you need to update DMS to reflect its new status. The accuracy of the information in DMS is particularly important if and when your school chooses to link your DMS data to your individual faculty webpage. These links will be real time so that citations you enter into DMS will be displayed immediately on your webpage.

**Q:** How do I enter special characters?

**A:** Digital Measures offers the following advice on entering special characters into DMS (September 2014)

“You may copy and paste special characters – such as Greek or Latin characters, accent marks or other diacritical marks – into Activity Insight from another source, as long as they are Unicode-compliant. Unicode is an industry-standard set of characters that allows computers to consistently represent and manipulate text expressed in any of the world's writing systems. For more information about Unicode, please see: [http://www.unicode.org/faq/basic\\_q.html](http://www.unicode.org/faq/basic_q.html). Examples of fonts that are Unicode-compliant include Arial and Times New Roman. Examples of fonts that are not Unicode-compliant include Symbol and Wingdings. If characters are not transferring to Activity Insight as you expect, try changing their font in the source software application to Arial or Times New Roman and then copy and paste the text into Activity Insight. For characters typically entered as symbols, you may need to change the underlying font of the character, in addition to the display font. To do this in Microsoft Word, navigate to Insert > More Symbols, and update the font of the symbol to a Unicode-compliant font prior to selecting and inserting the desired character. This ensures that the underlying font and the display font are Unicode-compliant, and that the symbols render correctly in Activity Insight.

Note: Mac and PC versions of Microsoft Word often differ in how they convert special characters when switching to a Unicode-compliant font. The PC version of Word will copy special characters as images, which means you cannot transfer them into Activity Insight unless you replace them with symbols in a Unicode font. Defining the font for the symbol separately from the font of the text, as defined above, becomes important. The Mac version of Word converts the special character to a matching special character in the Unicode-compliant font, allowing you to transfer the character into Activity Insight.”

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**Q:** Do I have to enter data already collected in the Banner system?

**A:** Each term, faculty information and courses taught are imported from Banner into the DMS forms Personal & Contact Information (PCI), Permanent Data, Yearly Data and Scheduled Teaching (Banner imports).

**NOTE:** Data imported from the Banner system will not be edited by faculty. Changes should be discussed with your school's administrator and routed appropriately to ensure the source data is updated in Banner.

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**Q:** How do I know if a data field is required?

**A:** Required fields are marked with a red asterisk (\*). However, we strongly encourage you to enter data as completely as possible allowing you to show the full scope of your work. Entering a year is critical to proper reporting.

**NOTE: School of Business faculty** must also complete AACSB labeled fields.

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**Q:** Can I enter data when I am away from campus?

**A:** Yes, DMS is available to you as long as you have an internet connection. As of January 2016, DMS supports Google Chrome, Mozilla Firefox, Apple Safari (Mac), Microsoft Internet Explorer (Windows), and Microsoft Edge (Windows).

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## PRIVACY

**Q:** What information will be made public or shared with other data bases?

**A:** Schools may choose to use DMS's web services feature, which makes it possible to update faculty profiles on the web with information directly from DMS. The information doesn't change; it just allows for shared information to be captured and maintained in one system. You can contact your administrator for more details by selecting Help menu in DMS.

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**Q:** How secure is my data?

**A:** For a full list of security features, you can visit the Security page at <http://www.digitalmeasures.com/ActivityInsight/secure.htm>

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**Q:** Once my activities are in DMS, how might my information be used?

**A:** DMS' flexibility allows for collected information to be conveyed in a variety of ways, such as:

- reporting by faculty for their own uses, such as generating Vita, annual reports or Retention, Promotion and Tenure (RPT) documents
- maintaining up-to-date faculty web pages (e.g., bios, teaching, research interests, publications, etc.) directly from **DMS**
- providing specialized accreditation reports (e.g., AACSB, NCATE, etc.)
- providing custom reports for annual program reviews

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**Q:** Who has access to my information in DMS?

**A:** DMS is used by faculty and college administrators. Faculty can only access their own individual information\*\*. Administrators (deans, chairs, and administrative staff) will have access to faculty data within their schools/departments only. At the central administrative level, select employees in Information Technology and the Office of Institutional Analysis and Effectiveness (IAE), with a demonstrated need to know, have access.

Some schools have also authorized administrative assistants and/or graduate students to enter items for faculty. These users will have limitations established that permit access only to appropriate faculty within assigned schools/department(s).

\*\* Exception: Adding a faculty collaborator on one of the scholarship screens will create the contribution on your faculty record as well as the other author's/presenter's record.

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#### VITA

**Q:** Can anything be done to change the way certain information appears on the Vita?

**A:** Each school has the ability to cater a CV to their particular needs. Recommendations for changes to the layout should be forwarded to your school's administrator. In the meantime, you have the option to generate a Microsoft Word version of your Vita, which can be re-arranged to meet your specific needs.

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## SCHEDULED TEACHING

**Q:** How will cross-listed courses and multiple instructor courses appear in DMS?

**A:** All basic course information will be imported from the Banner Student system providing the course is active and has enrollment. Courses will appear in the Scheduled Teaching (Banner Imports) form in DMS for all instructors of record, with an indicator for primary instructor.

Cross listed courses will appear as two separate courses just as they do in Banner. A cross listed home department field will be used to indicate the course is a cross listed course.

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## SCHOLARSHIP SCREENS

**Q:** DMS asks for both a publication accepted date and a published date. Which is more important?

**A:** Date published. Faculty must enter, at a minimum, the year a publication was published in order for DMS to count the intellectual contribution(s) for year-end reporting, including custom reports for AACSB (specific to School of Business).

**NOTE:** For publications in which only the year is listed - with no month - DMS will assume a January 1 published date. For example, consider a paper that is published in November 2010 (academic year 2010-11). If a faculty member **ONLY** enters 2010 for the publication date, DMS assumes the published to be January 1, 2010. It will then be incorrectly included among work published during the 2009-2010 academic year.

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**Q:** What is the difference between a working paper under Publications and an entry under Research Currently in Progress?

**A:** "Research Currently in Progress" is designed for a working outline of a research topic you are planning to pursue. Once that research is completed and the writing process begins, it becomes a "working paper," which should be entered on the Publications screen.

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**Q:** I've noticed that some of my citations on Books, Journals and Other Publication Contributions were entered by a collaborating faculty member. How does that work?

**A:** This is a DMS feature known as User Reference. If you have collaborated with other faculty members, the first author to enter the citation can add other authors. When this occurs the record displays on your account as:

Entered By: Smith, Susie  
Title of Contribution

If the citation requires additional editing, simply click on the Entered By: link to create an email to Susie Smith where you can indicate the changes needed. If Susie Smith has a disabled DMS account then you would need to contact your school's administrator for assistance with editing the record. The system has several other User Reference screens that work in the same manner as additional authors on the Books, Journals and Other Publication Contributions screens:

- Artistic and Professional Performances and Exhibits - add Performers/Exhibitors/Lecturers
- Intellectual Property - add Inventors
- Presentations - add Presenters/Authors
- Research Currently in Progress - add Collaborators

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**Q:** "Working Paper" appears as both a "Contribution Type" and "Current Status". What is the difference?

**A:** Commonly, all working papers should be defined in "Current Status" as a "Working Paper." When the paper is submitted or published, update the publication record by selecting "edit" and choosing the appropriate "Current Status." You do not have to enter the information in a second time. You only need to update the status.

Since DMS assumes that a working paper (even a permanent working paper that never makes it to a further stage) counts as an "other" intellectual contribution, "Working Paper" is offered as a "Contribution Type." If you are unsure exactly how a working paper will be ultimately used (book chapter, article, etc.), set its "Contribution Type" as "Working Paper." If the paper matures to a more specific category, "edit" the publication record by selecting the more appropriate "Contribution Type."

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**Q:** What about sensitive or proprietary information or intellectual property?

**A:** Other than select pre-populated fields (scheduled teaching from Banner, personal and education data), faculty will control the level of detail they wish to have available through DMS. If a project is sensitive or proprietary there is no need to include specifics; one can indicate any work in progress simply with a general identifying title. The database will not ask for any personal information or confidential information on this screen.

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Once a Vita or other custom report is generated from DMS, faculty may choose to then edit the document with additional, specific details even though they chose not to report those in DMS.

*Therefore, anything that might be considered confidential or proprietary should not be entered into DMS without further discussion with your school's administrator. Date of birth, gender and race are pre-populated in DMS based on Banner data; however, these fields will not be reported as personally identifiable information in any public report or presentation.*

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