

Frequently Asked Questions in Digital Measures

Update 10.22.2021

Q. How do I add a student as an author so that they appear first in my Publications?

A. Once in your publications activity you can change the order of Authors/Editors/Translators by adding a row and moving the sections around as needed.

Q. Usually we indicate a if a student author is a graduate or undergraduate student by adding asterisks **, how would I do this in my Publications so that it appears on my reports?

A. Once in your publications activity you can add the indicator in this case an asterisks ** after the first name of the student so that it appears in the publication.

Q. For my Faculty Development activities attended (Workshops, conferences, lectures) how do I differentiate between it being more for my teaching versus my research (an example of this would be I attended a teaching workshop).

A. Yes, you would go into each Faculty Development activity and select the 'Activity Scope' that fits the activity best so that it pulls into the reports correctly (Teaching, research or service).

Q. If I change the formatting on my report and hit save it asks me to name the document but that is not the report that is uploaded to the Workflow... How would I best upload the formatting style I need/want?

A. Correct, you can save any report that is shared with you as a separate document (which I highly recommend in case the original document created is pulled from the system). You can also choose to save the shared report as a word document and store it on your computer. This reporting cycle we are allowing faculty to save their reports and format however they choose and when the email comes that asks for your reports to be uploaded there will be a section that allows for a separate upload. Also, you can forward that report to whomever you need once saved as a word document. Directions on how to do this are on our website.

NOTE: Any additional information you place on this is no longer connected to Faculty Success so the system can't update your information same rule applies if you are in the system and updating a report to add text. ALL updates need to be done through the Activities tab to be saved.

Q. Can faculty add their Teaching reflection as a separate attachment in Faculty Success?

A. No, while there is the Teaching Narrative screen they can use to embed into reports if you are requesting a separate attachment to be added then a space can be made for a file upload when the Workflow email comes to faculty. They can then drag and drop the Teaching reflection file into this area so it can be reviewed.

Q. I need to add multiple files to my exhibits and performances.

A. Once in the Exhibits and Performances Activity you can add files when you scroll down to the 'Supporting Documentations' section, just click the '+ add row' button to add additional files to each separate entry.

Q. I have several publications that are more so for my teaching because they are really with or by students and then the rest (or vast majority) are research. Our college report has these sections separated in the Teaching and Research section of the Reappointment Report. Currently they are showing up under both sections so the lists are identical. How do I correct this?

A. Once in the Publications activity please be sure you have the 'Activity Scope' correctly selected (Teaching, Research, Service) this tells the reports what to filter on.

Q. Could you please explain the Peer Comments screen to me again?

A. Yes, so the Peer Comments screen is separated into three sections (Credit and Noncredit Teaching, Research and Creative Endeavor, and Service). Say I receive comments from my peer who is an internal 'Reviewer Type'

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and these were when he sat in on a course I thought (Teaching), I would drag and drop the PDF file I received from him into the area for file uploads and then in the Explanation text box I can reply to the comments if I need to. I would only fill out one of these sections per peer review. So if I received an external peer review on my research lets say, I would need to start another entry and still choose 'Type of Comments' and 'Reviewer Type' and scroll down till I reached the section for **Research and Creative Endeavor: Peer Review of Research and Creative Endeavor** where I can upload my file and leave an explanation.

Q. So I placed all my Narratives in the Narratives activit... now titled (Narratives (Expires Spring 2022)). But now I see there are separate options for Teaching, Research, and Service Narratives and even a Candidate's Statement. Would it be safe to copy and paste my comments over to these new areas?

A. Yes of course! These are new screens that we had created since the old Narratives screen that was provided by the system as stock was hard to understand (at least for me). You can copy and paste the information you have over and still use the "Old" Narrative screen for Self-Evaluation, Annual Narrative, or Other (ie. Covid Impact Statement). In the Spring this will further sub divide into more sections for our faculty for better clarification.

Q. My presentations are showing up both under my Teaching and Research sections?

A. Once in the Presentations activity please be sure you have the 'Activity Scope' correctly selected (Teaching, Research, Service) this tells the reports what to filter on.

Q. My enrollment information is not appearing correctly for my courses and I see your office is in charge of loading these. How would I get this changed?

A. Yes, our office loads all scheduled teaching activities and this comes directly from what is recorded in Banner. Please email me an example of what is incorrect and we can look more closely at this.

Q. My links to the Licensures and Certifications are not appearing in my report, do I let you know this?

A. Yes, the screen was locked because a Faculty Success Support Team member was in there making updates. It should be running correctly now, please let me know if it is not.

Q. So for my Licensures and Certifications I really what to load a link to my actual certificate AND the webpage when the certificate comes from, how to I do this. Or like what if I have two PDFs I would like to upload for one certification (Both scores for the sections I received a certificate for).

A. You will place the URL in the Description box and the image in the Supporting Documentation box. If you have two PDFs for one certification you are able to combine those into one PDF file. Please follow the link below OR if you are having issues and feel comfortable sharing those documents with me, I can also do this for you (at no charge). <https://www.pcmag.com/how-to/how-to-combine-pdf-files>

Q. How do I know which sections the reappointment report is pulling from Faculty Success?

A. If you are in the report and click on a section you are able to see the title of the activity it is pulling from.

Q. Our college report is pulling information from the wrong activity screen (Directed Student Learning instead of Research Activity). This is under our Research section line 4 area C.

A. We went in and refreshed the report, this should now be pulling correctly.

Q. I don't see a section for my mentoring in the Reappointment Report, where does this normally go?

A. Would it be okay if I cc your Chair on this email? They would be the ones to tell me know to best place this activity pull into your college report.

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Q. My narrative/explanation for my publication is still not pulling into our report. Also the Full text that I uploaded for this same publication is not pulling correctly either which is tricky because there is no “Web Address” since it is not yet published and I have another that is considered a private publication so I wouldn’t have a web address for it either.

A. We have placed a work request to the Faculty Success support team and they are to look into why these are not pulling into any of our current college reports. I am calling the support center today and will ask about this error also.

Q. Which Activity Scope should I put for my Presentation with a student at a conference in 2019? Teaching or Research? I was really only supervising the student’s research as a result of my teaching...

A. I am not sure, I would consult the OAA documents on where this would best be placed.

<https://www.pfw.edu/microsites/new-faculty/new-faculty-support/promotion-and-tenure>

I apologize I am not faculty but maybe your chair would have a quicker answer, I don’t what to give you the wrong information.

Q. Can I save the Reappointment Report you shared with me and take out a few sections to use for an accreditation report I what to make for the college?

A. Absolutely. I have additional trainings on how to do just that! Please reach out to me if you need any help when creating this at any time.

Q. For the DSB Reappointment Report how does it know which of my degrees is terminal? It is currently pulling all of them into my report.

A. Once in your Degrees Activity you will need to select the entry you have for your highest degree (usually Ph.D.) and in the drop down select ‘yes’ for ‘**Highest Degree You Have Earned?**’ The report will automatically update and filter correctly.

Q. Could you please type out to describe the Evaluations Data activity screen for me again? My department asks for both the actual course evaluations and for our teaching evaluations so I need to be sure I have this right from when we met yesterday.

A. Yes so the Evaluations Data screen is new so you aren’t the only one I have sent this to, so no worries. So for example you are teaching a course, History 101 in Spring 2021, this can be one entry where you do an evaluation Narrative for this one course and select comments received from the one course, you can also drag and drop the PDF file from the course evals into the section. Most departments combine all their evaluations data for the whole semester Spring 2021 and separate this into Teaching Evaluations and Course Evaluations. You will do this the same way and create an entry for both with say the title “Spring 2021 Course Evaluations”. For these cumulative semesters most departments also have directions on how to create graphs to best display this information (check with your chair). In your case where every evaluation you have ever got is cumulative then you would still update your tables and graphs with the new totals as you did before and create an entry in the Evaluations data screen that says some thing like “Cumulative Evaluation Data on My Teaching”. The date would be the date you updated the table/information last. Please feel free to call me if you need additional walk throughs.

Please reach out to Lindsey Dutrieux for all your Digital Measures questions at

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