



Yeshiva University

FACULTY WEBPAGES - Digital Measures
A Beginner's Guide (Updated June 2018)

All full-time faculty members have their own University webpage indexed at <https://www.yu.edu/faculty>.

Your faculty profile page is created from the information you enter in Digital Measures.

The YU-packaged page contains only your name, title and YU email address. This document will walk you through the basics of editing your page in order to make it a robust, informative reflection of you as a faculty member.

If you have any questions, please contact Susan Qi Sun at qi.sun1@yu.edu.

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I. Sample Faculty Web Profile:

The screenshot shows a faculty profile page for Yeshiva University. The page includes a navigation bar at the top with links for Alumni, University News, Libraries, Museum, Offices & Services, Student Toolkit, Maps, and My YU. Below the navigation bar is the Yeshiva University logo and a horizontal menu with links for ABOUT, INAUGURAL YEAR, ACADEMICS, UNDERGRADUATE ADMISSIONS, GRADUATE ADMISSIONS, STUDENT LIFE, JEWISH LIVING & LEARNING, and SUPPORT YU.

The main content area is titled "Faculty Directory" and features a profile for a professor. The profile includes a placeholder for a photograph, a "PROFESSOR OF" title, and various fields for education (PhD, MS, BA), email, office phone, and office address. There are also sections for biography, teaching and research interests, honors and awards, and publications. To the right of the profile is a "MEDIA RELATIONS" section with contact information and a "RECENT COURSES" section listing courses for Spring 2018, Spring 2018, Spring 2018, Fall 2017, Fall 2017, Fall 2017, Spring 2017, Spring 2017, Spring 2017, and Fall 2016. Below the courses are links for Lab Website, Publications, and Presentations.

Three callouts highlight specific information:

- Photograph:** If you'd like to add/update your picture here, please send it to Susan Sun (qi.sun1@yu.edu).
- Name is pre-populated from Banner.**
- Title is pre-populated from Banner.**
- Teaching Activity is pre-populated from Banner.**

At the bottom of the page, there is contact information for Yeshiva University (500 West 185th Street, New York, NY 10033, 212.960.5400) and links for Editor Login, Career Opportunities, Directory, Contact and Locations, Privacy Policy, Terms And Conditions, Emergency Info, Feedback [+], and Accessibility Statement. Social media icons for Facebook, YouTube, Twitter, LinkedIn, and Instagram are also present.

In this example, some information is automatically uploaded for faculty:

- **Name**
- **Title**
- **Email**
- **Recent Courses**

The following fields are being populated from Digital Measures:

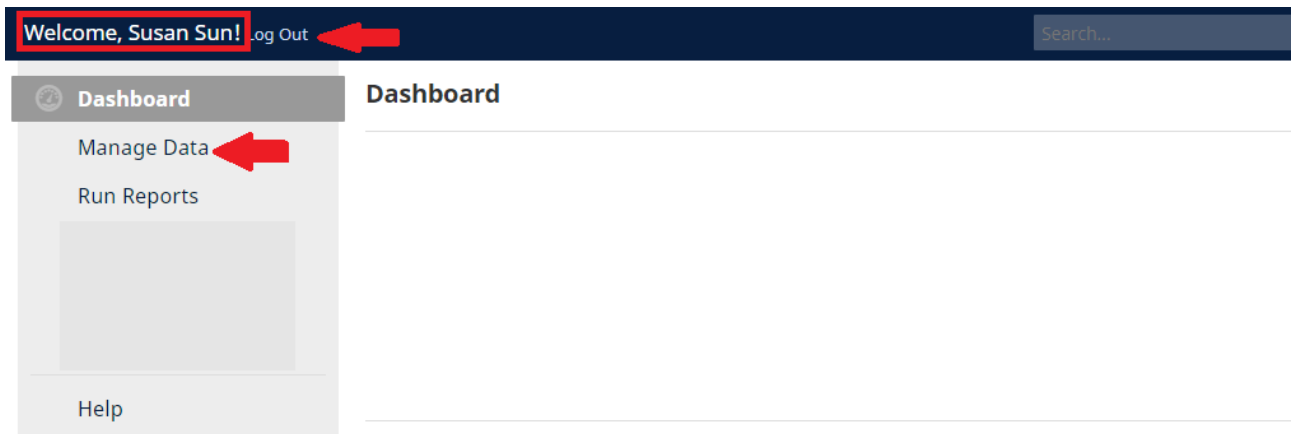
- **Education**
- **CV**
- **Biography**
- **Teaching and Research Interests**
- **Honors and Awards**
- **Publications**
- **Office Phone**
- **Office Address**
- **Office Hours**
- **Personal Websites**

II. How to Log-in to Digital Measures?

1. Login to YU InsideTrack (<https://insidetrack.yu.edu/>)
2. Click **Employee** tab
3. Under **Employee Tools And System**, Click **Digital Measures**, as shown in the picture below:

The screenshot shows the Yeshiva University InsideTrack interface. At the top, the Yeshiva University logo and name are displayed. Below this is a navigation bar with tabs for Home, Employee, Manage Procurement, and Help and Support. The 'Employee' tab is highlighted with a red box. Below the navigation bar, there are three main sections: HR_Admin_Only, Manage Your Career, and Talent Development. The HR_Admin_Only section contains a message: "There is currently no content to display." The Manage Your Career section contains a link for "Internal Job Postings". The Talent Development section contains a link for "Talent Development Calendar" and a section for "Online Professional Development Courses" with links for "KnowledgeCity" and "Instructions for Navigating KnowledgeCity". On the right side, there is a section titled "Employee Tools And Systems" which contains a list of links to various systems, each with an external link icon. The links include: MaccaBuy (SciQuest), Self Service Banner, iCIMS, PaymentNet (JPMorgan P-Card system), Remedy, Kronos - Time Entry (VPN required when off campus), ARGOS (VPN required when off campus), BannerINB (VPN required when off campus), Banner9 Admin Forms (VPN required when off campus), Banner Password Reset (Click here to reset your Banner Password), Banner Advising Student Panel (ASP), BenefitFocus, Cornerstone (Performance Management System), 25Live (Event Scheduling System), Canvas, and Digital Measures (Faculty Only). The "Digital Measures (Faculty Only)" link is highlighted with a red box and a red arrow.

4. You will be taken directly into **Digital Measures Activity Insight**. It should say something like “Welcome, Your Name” at the top, as shown in the picture below:



You can begin accessing the various screens and data related to your activities by clicking on the “**Manage Data**” link on the left side of the screen.

III. How Do I Update Digital Measures Activity Insight for Faculty Web Profiles?

Click **Manage Data** located in the left hand navigation bar.

You will then see a list of headings that you would be working on to complete your profile.

You may use the following screens with Faculty Web Profiles:

- Personal and Contact Information including Faculty Web Page
- Education
- Curriculum Vitae
- Web Page Completion Status

Welcome, Susan Sun! Log Out Search All Activities...

Dashboard

Manage Data

Rapid Reports

PasteBoard

Run Reports

Help

▼ All Faculty

To Be Completed By All Faculty: Full Time and Part Time

- Personal and Contact Information including Faculty Web Page
- Education
- Teaching Activity
- Curriculum Vitae
- Web Page Completion Status
- Yearly Administrative Data

▼ Full Time Faculty Only

General Information

- Permanent Data
- Academic, Government, Military and Professional Positions
- Administrative Assignments
- External Connections and Partnerships
- Faculty Development Activities Attended
- Licensures and Certifications
- Workload Information

Scholarship/Research

- Career Status
- Publications, Exhibits, or Equivalent
- Intellectual Property (e.g., copyrights, patents)
- Professional Meetings, Colloquia, Seminars and Lectures
- Contracts, Grants and Sponsored Research
- Research Currently in Progress
- Scholarly Awards and Honors

Teaching

- Development or revision of course(s)
- Supervision of Independent Research, Notes, Theses, etc.
- Teaching Awards and Honors
- Academic Advising
- Non-Credit Instruction Taught

Service

- Department
- School
- University
- Community, Public Service or Pro Bono Work
- Professional Organizations (include book reviews, journal refereeing, consultancies, etc.)

Miscellaneous

- Supplementary Comments
- Faculty Summary Report Completion Status

Yeshiva University

POWERED BY **DigitalMeasures**
Privacy Policy

If pre-populated information is inaccurate or if you have any questions or concerns, please contact YU Digital Measures Administrators through the **Help** link.

1. How do I add/update Education?

Faculty Directory

PROFESSOR OF

EDUCATION:
PhD.
MS.
BA.

Download CV

OFFICE PHONE:
OFFICE ADDRESS:

BIOGRAPHY:
The focus of Dr. 's research is

TEACHING AND RESEARCH INTERESTS:
Teaching interests include

HONORS AND AWARDS:

PUBLICATIONS:
Publications have focused on:

MEDIA RELATIONS

To request an interview, please contact Media Relations at 212-960-5400 x5488 or publicaffairs@yu.edu

RECENT COURSES:

- Spring 2018
- Spring 2018
- Spring 2018
- Fall 2017
- Fall 2017
- Fall 2017
- Fall 2017
- Spring 2017
- Spring 2017
- Spring 2017
- Spring 2017
- Fall 2016

- [Lab Website](#)
[Publications](#)
[Presentations](#)

Yeshiva University
500 West 185th Street
New York, NY 10033
212.960.5400

Editor Login
Career Opportunities
Directory
Contact and Locations
Privacy Policy

Terms And Conditions
Emergency Info
Feedback (+)
Accessibility Statement



Step 1. Click Education

Dashboard

Manage Data

Rapid Reports

PasteBoard

Resource Center

Help

Yeshiva University

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▼ All Faculty

To Be Completed By All Faculty: Full Time and Part Time

- Personal and Contact Information including Faculty Web Page
- Yearly Administrative Data
- Education
- Teaching Activity
- Curriculum Vitae
- Web Page Completion Status

▼ Full Time Faculty Only

| | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>General Information</p> <ul style="list-style-type: none"> Permanent Data Academic, Government, Military and Professional Positions Administrative Assignments | <ul style="list-style-type: none"> External Connections and Partnerships Faculty Development Activities Attended Licensures and Certifications Workload Information | <p>Scholarship/Research</p> <ul style="list-style-type: none"> Career Status Publications, Exhibits, or Equivalent Intellectual Property (e.g., copyrights, patents) Professional Meetings, Colloquia, Seminars and Lectures | <ul style="list-style-type: none"> Contracts, Grants and Sponsored Research Research Currently in Progress Scholarly Awards and Honors |
| <p>Teaching</p> <ul style="list-style-type: none"> Development or revision of course(s) Supervision of Independent Research, Notes, Theses, etc. | <ul style="list-style-type: none"> Teaching Awards and Honors Academic Advising Non-Credit Instruction Taught | <p>Service</p> <ul style="list-style-type: none"> Department School University | <ul style="list-style-type: none"> Community, Public Service or Pro Bono Work Professional Organizations (include book reviews, journal refereeing, consultancies, etc.) |

Miscellaneous

- Supplementary Comments
- Faculty Summary Report Completion Status

Step 2. Click **Add New Item**

Dashboard

Manage Data

Rapid Reports
PasteBoard

Resource Center

Help

Education

+ Add New Item Duplicate

Item

No items have been added

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Step 3. Fill in the blank fields, and Click **Save** to save your changes

Dashboard

Manage Data

Rapid Reports
PasteBoard

Help

Edit Education

Cancel Save Save + Add Another

Degree

Explanation of "Other"

Display Order

Institution

Location of Institution

Emphasis/Major

Supporting Areas of Emphasis

Dissertation/Thesis Title

Honor/Distinction

Highest Degree You Have Earned?

Year Completed

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Step 4. If you are adding multiple items in the same category, Click **Save + Add Another**


Dashboard


Manage Data

Rapid Reports
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Resource Center

Help

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< Edit Education

Cancel Save **Save + Add Another**

Degree

Explanation of "Other"

Display Order

Institution

Location of Institution

Emphasis/Major


Supporting Areas of Emphasis

Dissertation/Thesis Title

Honor/Distinction


Highest Degree You Have Earned?

Year Completed



2. How do I add/update my CV?

[Alumni](#) | [University News](#) | [Libraries](#) | [Museum](#) | [Offices & Services](#) | [Student Toolkit](#) | [Maps](#) | [My YU](#)

 **Yeshiva University**

[ABOUT](#) | [INAUGURAL YEAR](#) | [ACADEMICS](#) | [UNDERGRADUATE ADMISSIONS](#) | [GRADUATE ADMISSIONS](#) | [STUDENT LIFE](#) | [JEWISH LIVING & LEARNING](#) | [SUPPORT YU](#)

Faculty Directory

PROFESSOR OF

EDUCATION:
 PH.D.
 MS.
 BA.

EMAIL: [Download CV](#)

OFFICE PHONE:

OFFICE ADDRESS:

BIOGRAPHY:
 The focus of Dr. [Name]'s research is [blurred text].

TEACHING AND RESEARCH INTERESTS:
 Teaching interests include [blurred text].

HONORS AND AWARDS:
 [blurred text]

PUBLICATIONS:
 Publications have focused on [blurred text].

MEDIA RELATIONS

To request an interview, please contact Media Relations at 212-960-5400 x5488 or publicaffairs@yu.edu

RECENT COURSES:
Spring 2018

 Spring 2018

 Spring 2018

Fall 2017

 Fall 2017

 Fall 2017

 Fall 2017

 Spring 2017

 Spring 2017

 Spring 2017

 Spring 2017


 Fall 2016

[Lab Website](#)
[Publications](#)
[Presentations](#)

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 500 West 180th Street
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 212.960.5400

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[Feedback \[+\]](#)
[Accessibility Statement](#)




1. Click Curriculum Vitae


Dashboard

Manage Data

Rapid Reports
PasteBoard

Help

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[Review a guide](#) to manage your activities. [Show more](#)

▼ All Faculty

To Be Completed By All Faculty: Full Time and Part Time

- Personal and Contact Information including Faculty Web Page
- Yearly Administrative Data
- Education
- Teaching Activity
- **Curriculum Vitae**
- Web Page Completion Status

▼ Full Time Faculty Only

| | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>General Information</p> <ul style="list-style-type: none"> · Permanent Data · Academic, Government, Military and Professional Positions · Administrative Assignments · Teaching at Other Institutions · Consulting or Other Outside Professional Work | <ul style="list-style-type: none"> · External Connections and Partnerships · Faculty Development Activities Attended · Licensures and Certifications · Media Contributions · Professional Memberships · Workload Information | <p>Scholarship/Research</p> <ul style="list-style-type: none"> · Career Status · Publications, Exhibits, or Equivalent · Intellectual Property (e.g., copyrights, patents) · Professional Meetings, Colloquia, Seminars and Lectures |
| <p>Teaching</p> <ul style="list-style-type: none"> · Development or revision of course(s) · Supervision of Independent Research, Notes, Theses, etc. | <ul style="list-style-type: none"> · Teaching Awards and Honors · Academic Advising · Non-Credit Instruction Taught | <p>Service</p> <ul style="list-style-type: none"> · Department · School · Attendance at Cardozo Faculty Events · University |

2. Attach your current CV by clicking on the **Attach Internal-Use CV** (PDF format only). Answer the question “*May we display this CV on the University web site?*” by choosing “*Yes, display the CV listed above on the University web site*”.

3. Click **Save** to save your changes.

Dashboard

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< Edit Curriculum Vitae

Cancel Save

The Digital Measures system is being used for two purposes: (1) to summarize your faculty activities for your Dean/Director and the Provost, and (2) to organize faculty data to be displayed on the YU web site.

All faculty are asked to submit a current CV, using the link provided, that will only be accessed by the Dean/Director and Provost. Faculty who wish to display this CV on their faculty web page, or an alternative, can indicate their preference below.

Attach Internal-Use CV No File Stored Choose File...

May we display this CV on the University web site?

Attach Public CV, if different

Yes, display the CV listed above on the University web site.

No, I would prefer an alternate CV, listed below, to be displayed on the University Web site.

(Pdf format preferred. If you are unable to upload a PDF, you may upload a Word document.)

Note: All uploaded content (syllabi, CVs, etc.) must be processed internally before it is made visible to the public. Through processing, 2-3 times per week, you may email Susan Qi Sun at qi.sun1@yu.edu to have your documentation processed immediately during YU business hours.

3. How do I update the basic fields?

Alumni University News Libraries Museum Offices & Services Student Toolkit Maps My YU

Yeshiva University

ABOUT | INAUGURAL YEAR | ACADEMICS | UNDERGRADUATE ADMISSIONS | GRADUATE ADMISSIONS | STUDENT LIFE | JEWISH LIVING & LEARNING | SUPPORT YU

Faculty Directory

PROFESSOR OF

EDUCATION:
PhD, _____
MS, _____
BA, _____

EMAIL: _____

Download CV

OFFICE PHONE: _____

OFFICE ADDRESS: _____

BIOGRAPHY:
The focus of Dr. _____'s research is _____

TEACHING AND RESEARCH INTERESTS:
Teaching interests include _____

HONORS AND AWARDS:

PUBLICATIONS:
Publications have focused on: _____

MEDIA RELATIONS
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Emergency Info
Feedback [+]
Accessibility Statement

f y t e s @

(1). Click **Personal and Contact Information including Faculty Web Page**

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Review a guide to manage your activities. [Show more](#)

▼ All Faculty

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- Education
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▼ Full Time Faculty Only

General Information

- Permanent Data
- Academic, Government, Military and Professional Positions
- Administrative Assignments
- Teaching at Other Institutions
- Consulting or Other Outside Professional Work

Scholarship/Research

- Career Status
- Publications, Exhibits, or Equivalent
- Intellectual Property (e.g., copyrights, patents)
- Professional Meetings, Colloquia, Seminars and Lectures

Service

- Department
- School
- Attendance at Cardozo Faculty Events
- University

Miscellaneous

- Contracts, Grants and Sponsored Research
- Research Currently in Progress
- Scholarly Awards and Honors
- Other Scholarly Activities
- Community, Public Service or Pro Bono Work
- Professional Organizations (include book reviews, journal refereeing, consultancies, etc.)

Teaching

- Development or revision of course(s)
- Supervision of Independent Research, Notes, Theses, etc.
- External Connections and Partnerships
- Faculty Development Activities Attended
- Licensures and Certifications
- Media Contributions
- Professional Memberships
- Workload Information
- Teaching Awards and Honors
- Academic Advising
- Non-Credit Instruction Taught

(2). Scroll down to each section of the page.

The following sections will be displayed only if data has been entered:

- Office location, Office Hours, Office Phone
- Personal Website
- Brief Biography
- Teaching Interest(s) and Research Interest(s)
- Honors and Awards (to appear on web page)
- Publications (descriptive text to appear on web page)

I. Office location, Office Hours, Office Phone

Dashboard
Manage Data
Rapid Reports
PasteBoard
Resource Center
Help

Fax

< Edit Personal and Contact Information including Faculty Web Page

Cancel Save

Primary Office

Building Where Your First Office is Located

Primary Office Room Number

Primary Office Phone 212 - -

Primary Office Phone Extension

Office Hours in Primary Office

Office Hour

Day Start Time End Time

Select the number of office hour rows to add: 1 +Add

II. Personal Website

Dashboard
Manage Data
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Help

Select the number of office hour rows to add: 1 +Add

< Edit Personal and Contact Information including Faculty Web Page

Cancel Save

Department Phone - -

Fax - -

Personal Websites

1st Site

Title Link

http://

Select the number of site rows to add: 1 +Add

Adding another website

III. Brief Biography, Teaching and Research Interest(s), Honors and Awards, Publications

< Edit Personal and Contact Information including Faculty Web Page Cancel Save

Please provide a brief biography to be displayed on your faculty web page. You may either write an extended (~180 words) biography in the "Biography" field below, OR, you may write ~50 words in each of the sections below. Any section left blank will not appear on your faculty web page.

- Brief Biography
- Teaching Interest(s) and Research Interest(s)
- Honors and Awards (to appear on web page)
- Publications (descriptive text to appear on web page)

Click **Save** to save your changes.

After you have updated your information, you must approve and publish your content online.

[Review a guide](#) to manage your activities. [Show more](#)

▼ All Faculty

To Be Completed By All Faculty: Full Time and Part Time

- Personal and Contact Information including Faculty Web Page
- Education
- Teaching Activity
- Curriculum Vitae
- Yearly Administrative Data
- Web Page Completion Status**

▼ Full Time Faculty Only

General Information

- Permanent Data
- Academic, Government, Military and Professional Positions
- Administrative Assignments
- External Connections and Partnerships
- Faculty Development Activities Attended
- Licensures and Certifications
- Workload Information

Teaching

- Development or revision of course(s)
- Supervision of Independent Research, Notes, Theses, etc.
- Teaching Awards and Honors
- Academic Advising
- Non-Credit Instruction Taught

Scholarship/Research

- Career Status
- Publications, Exhibits, or Equivalent
- Intellectual Property (e.g., copyrights, patents)
- Professional Meetings, Colloquia, Seminars and Lectures
- Contracts, Grants and Sponsored Research
- Research Currently in Progress
- Scholarly Awards and Honors

Service

- Department
- School
- University
- Community, Public Service or Pro Bono Work
- Professional Organizations (include book reviews, journal refereeing, consultancies, etc.)

Miscellaneous

Dashboard

Manage Data

Rapid Reports
PasteBoard

Run Reports

Usage Statistics

Users and Security

Resource Center

Help



< Edit Web Page Completion Status

Cancel Save

A draft version of your faculty web page is visible at this location <http://www.yu.edu/faculty/new/index.aspx?draft=1>

Please indicate that you have reviewed your web page before it is made available to users visiting yu.edu

My web page is ready

If satisfied, click this arrow and choose "My web page is ready"

Click "SAVE" to publish and return to Main Menu

If your web page is not ready, and you have questions or comments concerning your personal page, please email Susan Qi Sun at qi_sun1@yu.edu.

***DONE!**