DIGITAL MEASURES
Step 1

Log onto Campus Connect
(Using anything but Safari)

https://campusconnect.depaul.edu
Campus Connect Authentication
Please enter your Campus Connect User ID and Password

User ID:

Password:

Sign In

Recover Password  Guest Login
Step 2

• Two Paths for Getting to Digital Measures
  – Path 1
    • Find “Instructor Reminder” Box
    • Click on “Faculty Activity- Digital Measures”
  – Path 2
    • Click on Main Menu
    • Click on Self Service
    • Application Administration
    • Faculty Activity
Path 1
Path 2
Step 3

• Run Custom Report
  – 1 Select “Vita” for report to run
  – 2 Change start date to earliest
  – 3 Select writing style
  – 4 Select file format
  – 5 Select page size
  – Click “Run report”
Run a Report

1. Select the report to run.
   Vita
   Details of how this report is built...

2. Select the date range to use.
   Start Date: Jan 01 2015
   End Date: Dec 31 2015

   a) Citation Style: *
      APA
      Legend: * Required

4. Select the file format.
   Microsoft Word
   More Information >>
   Note: Changes to Microsoft Word reports do not change data in the system.

5. Select the page size.
   Letter
   More Information >>

BUILD REPORT
Run a Report

Select the report to run.
- Vita
  Details of how this report is built...

Select the date range to use.
- Start Date: Jan 01
- End Date: Dec 31

Select report options.
- a) Citation Style: *
  - APA

Select the file format.
- Microsoft Word
  More Information >>
  Note: Changes to Microsoft Word reports do not change data in the system.

Select the page size.
- Letter

BUILD REPORT
Step 4

- To make changes to your Vita
  - Click “Manage Your Activities”
Activities Database - University Main Menu

General Information
- Personal and Contact Information
- Administrative Data (Permanent Data | Yearly Data)
- Academic and Professional Positions
- DePaul Administrative Assignments
- Awards and Honors
- Consulting
- Education
- Faculty Development Activities Attended
- Licenses and Certifications
- Media Contributions
- Professional Memberships
- Workload Information
- Annual Self Evaluation

Teaching
- Academic Advising
- Directed Student Learning (e.g., theses, dissertations)
- Non-Credit Instruction Taught
- Scheduled Teaching
- Teaching at Other Institutions

Scholarship, Research and Creative Activities
- Artistic and Professional Performances and Exhibits
- Contracts, Grants and Sponsored Research
- Intellectual Contributions (including Publications)
- Editorial and Review Activities
- Intellectual Property (e.g., copyrights, patents)
- Presentations
- Research Currently in Progress

Service
- Department
- College
- University
- Professional
- Public
Step 5

• Click on area that you want to edit/update.
• The majority of things in the Vita can be found in:
  – Scholarship, Research and Creative Activities
    • Artistic and Professional Performance and Exhibits
Welcome, Antonio Portela.

Review a guide to manage your activities.

Activities Database - University Main Menu

General Information
- Personal and Contact Information
- Administrative Data - Permanent Data | Yearly Data
- Academic and Professional Positions
- DePaul Administrative Assignments
- Awards and Honors
- Consulting
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Service
- Department
- College
- University
- Professional
- Public
Artistic and Professional Performance and Exhibits

Welcome, Antonio Portela.

You are currently managing data for Alan Salzenstein.

Activities Database - University
Artistic and Professional Performances and Exhibits

<table>
<thead>
<tr>
<th>Items added to Artistic and Professional Performances and Exhibits</th>
<th>EDIT</th>
<th>COPY</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014</td>
<td></td>
<td></td>
</tr>
<tr>
<td>, A Twist of Water 2012</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2011</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Music Management and Music Recruitment Workshop 2011</td>
<td></td>
<td></td>
</tr>
<tr>
<td>, Serendipity: Celebrating Chicago’s Seniors on Stage</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Step 6

• To add information
  – Click on “Add A New Item”

• To edit information
  – Click on “Edit” next to an entry
Activities Database - University

Artistic and Professional Performances and Exhibits

 Items added to Artistic and Professional Performances and Exhibits

- 2014
- A Twist of Water 2012
- 2011
- Music Management and Music Recruitment Workshop 2011
- Serendipity: Celebrating Chicago’s Seniors on Stage

ADD A NEW ITEM  DELETE

RETURN TO MAIN MENU
Add A New Item
Welcome, Antonio Portela.
You are currently managing data for Alan Salzenstein.

### Activities Database - University

Artistic and Professional Performances and Exhibits

**Type of Work**: Music - Adjudicator, Clinician, or Consultant

**Explaination of "Other"**:

**Work/Exhibit Title**: Music Management and Music Recruitment Workshop

**Name of Performing Group**:

**Location (City, State, Country)**: Chicago, IL

**Artists**

Please either select a person from the drop-down list or enter their name in the input fields.

<table>
<thead>
<tr>
<th>Artist</th>
<th>People at DePaul University First Name</th>
<th>Middle Name/Initial</th>
<th>Last Name</th>
<th>Role</th>
<th>If a student, what is their level?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Salzenstein, Alan W.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Was this academic or non-academic?**:  

**Scope**:  

**Was this reviewed, juried, peer-reviewed, and/or refereed?**:  

**Was this by audition, commission, competition or invitation?**:  

**Description (50 Words or Fewer)**: 2011 invited participant in week-long residency and workshop focusing on responsibilities, philosophies, and skills associated with administration of colleges of music.

**Related Awards**

**Award**

Link this work to any awards, honors, festivals, or other recognition it has received.

**Name or audio file of this item**:  

**Start Date**: 2011  

**End Date**: 2011

**SAVE AND RETURN**  **SAVE AND ADD**  **RETURN (CANCEL)**

**RETURN TO MAIN M**
Step 7

• After entering information
  – Click on “Save and Return” or “Save and Add Another” on the bottom of the screen
    • “Save and Return” will take you back to the previous page of listed entries
    • “Save and Add Another” will take you to a blank entry page
“Save and Return”
“Save and Add Another”
Information

• If you have any questions or need any help please call, email, or stop by the Front Desk.

• This presentation, along with the physical copy will be emailed to you.