

## TUTORIAL

# MANAGING YOUR DATA IN DIGITAL MEASURES

Use the tables below to find out which information should be placed in which areas.

### General Information

I have/have had...

Enter it in...

Personal and Contact information <ul style="list-style-type: none"> <li>• A Curriculum Vitae (CV)</li> <li>• Campus</li> <li>• A Dept. Phone Number</li> <li>• An Office Room Number</li> <li>• An Email</li> <li>• A Biography</li> <li>• A Photograph</li> <li>• A Personal Website, Twitter handle, LinkedIn profile</li> <li>• Etc.</li> </ul>	<b>Personal and Contact Information</b>
Office Hours	<b>Office Hours</b>
Academic, Government, Military, and Professional positions to enter	<b>Academic, Government, Military and Professional Positions</b>
Administrative Assignments such as Dean, Dept. Chairperson, Director	<b>Administrative Assignments</b>
Service Awards, Honors	<b>Awards and Honors</b>
Consulting experience	<b>Consulting</b>
Degrees, Educational Experience	<b>Education</b>
Been a speaker, Led a Field Trip, Received Funding from an external partner, or done recruitment	<b>External Connections and Partnerships</b>
Attended a conference or workshop;, contributed to Continuing Education program	<b>Faculty Development Activities Attended</b>
Received a Licensure, Certification from an Organization	<b>Licensures and Certifications</b>
Been on/in TV, radio, a newspaper, magazine, a website, another media source	<b>Media Contributions</b>
A leadership role, membership in an organization	<b>Professional Memberships</b>
Info. to enter on my teaching, service, research, administrative workloads	<b>Workload Information</b>
Professional Practice	<b>Practice</b>

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International experience with an agency, partnering agency	<b>International</b>
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### Teaching

I have/have had...

Enter it in...

Advised Undergraduate, Graduate students	<b>Academic Advising</b>
Directed student theses, dissertations, etc.	<b>Directed Student Learning (e.g., theses, dissertations)</b>
Been a guest lecturer, Led certification, continuing education course(s), a seminar	<b>Non-Credit Instruction Taught</b>
Scheduled Teaching	<b>Courses teaching/taught (pre-loaded from Banner)</b>

### Scholarship/Research

I have/have had...

Enter it in...

Performances, Exhibits in art, dance, poetry, nonfiction, theatre, drama, a novel	<b>Artistic and Professional Performances and Exhibits</b>
Been cited in other publications	<b>Citation of Work in Other Publications</b>
Contracts, fellowships, grants, sponsored research	<b>Contracts, Fellowships, Grants and Sponsored Research</b>
Publications	<b>Intellectual Contributions</b>
Patents, Copyrights, other Intellectual Property	<b>Intellectual Property (e.g., copyrights, patents)</b>
Done a presentation, demonstration, exhibit, keynote, lecture, poster, paper	<b>Presentations</b>
Research that I'm currently working on	<b>Research Currently in Progress</b>

### Service

I have/have had...

Enter it in...

Departmental service	<b>Department</b>
College service	<b>College</b>
University service	<b>University</b>
Professional service	<b>Professional</b>
Public service	<b>Public</b>