ACADEMIC TECHNOLOGIES (ITS)

PACE UNIVERSITY
Work toward greatness.

TUTORIAL

DIGITAL MEASURES FREQUENTLY ASKED QUESTIONS

<u>**For Professors:**</u>

1. **What do I do if my office location is incorrect?**
   This information needs to be updated in Pace University's White Pages in order for it to appear correctly on Digital Measures. To update your information, login to White Pages and click on the **Edit Your Info tab**. Then, click **Profile Editor**. Here, you will be prompted to log in with your Pace Portal username and password. Make the changes and then scroll to the bottom and click **Save Changes**. Once you complete this process, contact Academic Technology (NYC (212)-346-1661, PLV (914)-773-3664 or acadtech@pace.edu) so that we can refresh this information.

2. **How do I update the basic fields?**
   Go to the Digital Measures website and login with your Pace Portal username and password. Click on the right hand sidebar **Manage Your Activities** where you will see the main menu with the areas to update. Click on the heading you would like to update. Click **Add a New Item** to add new achievements to your profile, or click the gray edit pencil next to an existing item to make changes to a current entry. Once you have completed your update, click **Save and Return** to go back to the main menu.

3. **How do I print out a copy of my CV?**
   On the left-hand menu of the main **Manage Your Activities** page, click the tab **Rapid Reports**. Select the desired report ("Vita", for example), start and end date, and file format that you prefer. Click **Run Report** and your CV will automatically load.

4. **Who can I contact for one-on-one assistance?**
   Email us at acadtech@pace.edu, or call NYC (212)-346-1661 / PLV (914)-773-3664 to ask a question or set up an appointment to meet with one of our Digital Measures professionals. Check out the Pace Digital Measures site for more information.

5. **Why is the scheduled teaching page not displaying my recent semester courses?**
   The Digital Measures team refreshes Scheduled Teaching every semester. This update occurs at the end of October in the Fall semester and the end of February in the Spring semester.

6. **At minimum, what are the basic fields of Digital Measures that should be completed?**
   To begin with, it is good to have the following fields completed:
   General Information:
   - Personal & Contact Information
   - Office Hours

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Acadtech@pace.edu
www.pace.edu/digitaltoolkit
914 773 3664 (PLV)
212 346 1661 (NYC)

- Awards & Honors
- Professional Memberships

Scholarship/Research:

- Intellectual Contributions
- Presentations

Service:

- Depending on your area of service

These are the minimum basic fields that should be filled out. However, you may continue to fill in the other fields as per your convenience to complete your profile.

7. **How far back should I update data in Digital Measures?**
   We suggest that you update the past 5 years in Digital Measures to start and then go back and include older data.

For Students:

1. **Where can I find the link to login to complete my course evaluations?**
   The link can be found in an email sent to your Pace email account. You can also access your course evaluations here. Please login using your Pace username and password.

2. **If I am getting a login error message, what steps can I take to resolve it?**
   1) Copy the link to the Digital Measures website, then log out of all other Pace systems (i.e. email, portal, Blackboard, etc.), and try logging in again.
   2) Try a different web browser (Mozilla Firefox is preferred).
   3) Clear the cookies and cache from Mozilla Firefox or Internet Explorer.
   4) For Dyson inquiries, please contact Rich Miller directly at rmiller@pace.edu

3. **Can I opt out of the evaluations?**
   Yes, but you still must login and select the opt-out/decline to fill this out checkbox and submit the evaluation so that it counts as a submission for each course and so your grade is not delayed.

4. **Where can I find information about the Dyson College grade delay?**
   Go to Dyson College Grade Delay to get this information.

5. **Who can I contact for one-on-one assistance?**
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