

# Marquette University

## Faculty Activities Database User Guide

An Introduction to the Online Faculty Activities Database


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# 1. Using the Online Faculty Activities Database

## Logging in to the system

You can access the online faculty activities database at <http://www.marquette.edu/fad>.



POWERED BY **DigitalMeasures**

Please log in.

Email (firstname.lastname) @marquette.edu

Password (emarq/checkmarq)

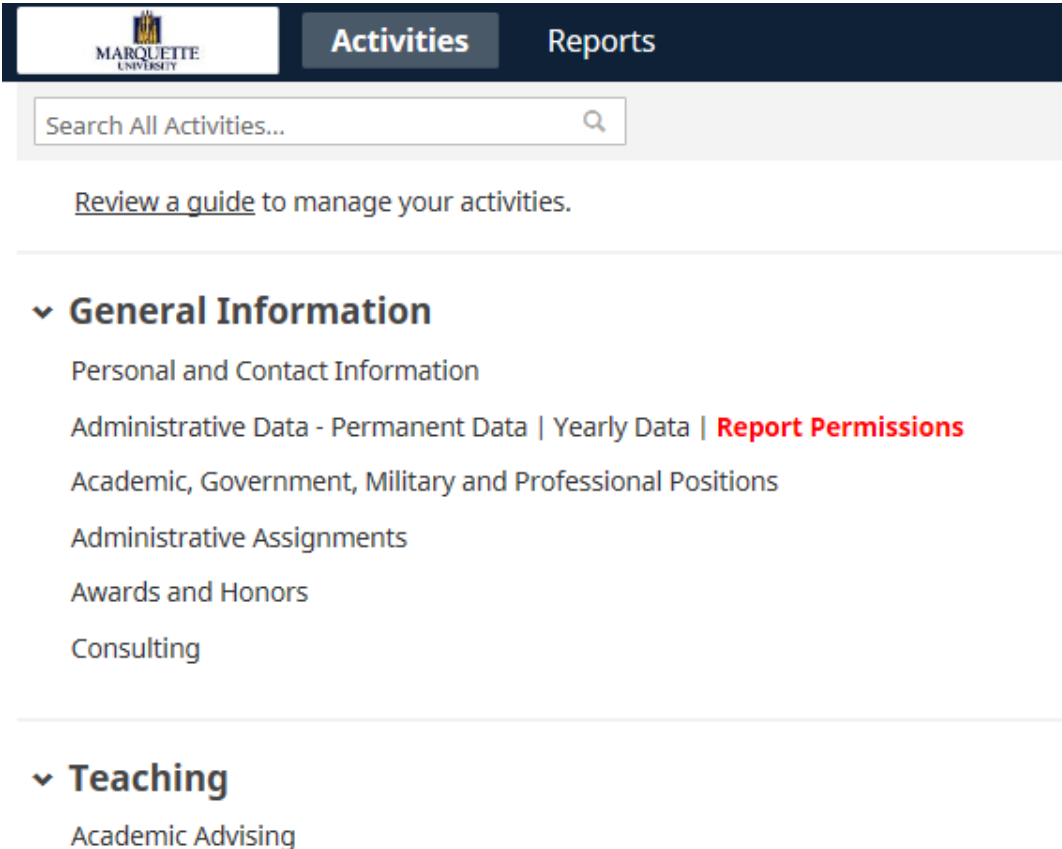
Log In

Need help?

Simply enter in your Marquette email address and CheckMarq/emarq password. Please contact [fad@marquette.edu](mailto:fad@marquette.edu) with any login questions.

## Manage Your Activities

Once you've logged in, you will be automatically directed to the **Manage Your Activities** page.



MARQUETTE UNIVERSITY

Activities Reports

Search All Activities...

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

▼ **General Information**


- Personal and Contact Information
- Administrative Data - Permanent Data | Yearly Data | **Report Permissions**
- Academic, Government, Military and Professional Positions
- Administrative Assignments
- Awards and Honors
- Consulting

▼ **Teaching**

- Academic Advising

## Activity Categories

The Manage Your Activities page contains four highly-customized categories used to report faculty activities, which are explained briefly below.

The chevrons  next to each category heading allow you to collapse or expand the four different categories, enabling you to temporarily hide sections in which you aren't actively working. For your convenience, a more detailed table of **Common Activities and Entry Locations** is included later in this document.

- **General Information:** This category contains personal and contact information, permanent and yearly data, education, awards and honors, professional memberships, licensures and certifications, and other sections that do not fit into any of the three subsequent categories.
- **Teaching:** This category contains information related to teaching, such as scheduled teaching, academic advising, non-credit instruction, and directed student learning (i.e. theses, dissertations)
- **Scholarship / Research:** This category contains information such as intellectual contributions (publications, conference proceedings, etc.), presentations, grants, and intellectual property (patents, copyrights).
- **Service:** This category contains information about service activities at the department, college, university, professional, and public levels.

You may see additional sections in your account. These are specific to your college or school.

Please note that a representative from your college/school collaborated extensively with the Office of Institutional Research & Analysis to customize these categories and areas of information in order to meet the reporting needs of your unit. Thus, the **Manage Your Activities** screens across colleges/schools will look slightly different from one another.

## Entering Your Activities

To begin entering your activities, click on the desired screen.



If information has already been entered into this section of your account, you will see a list of the previously-entered activities. In this example, you'll notice that no activities have been added under the Education section yet. Click the **Add a New Item** button to begin adding an activity.

(The **Duplicate** button, along with the **Trash** icon, will be present in the upper right hand corner, but grayed out, since they cannot be selected unless you first select a previously-entered activity.)



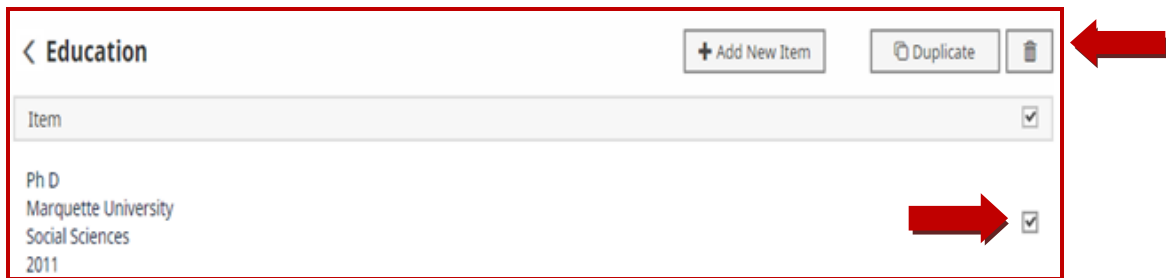
Enter the information about your activity into the fields provided, making use of dropdown menus. You may also wish to consult the [Helpful Features and Tips](#) section of this document.

Please note that not all fields may be applicable to a given activity. Leave fields that do not apply to a given activity blank.

The screenshot shows the 'Edit Education' form. At the top left is the heading 'Edit Education'. To the right of the heading is a red arrow pointing right. Further right are three buttons: 'Cancel', 'Save', and 'Save + Add Another'. Below the heading are four input fields: 'Degree' (a dropdown menu), 'Institution', 'Location of Institution', and 'Emphasis/Major'. A red arrow points up to the 'Degree' dropdown menu.

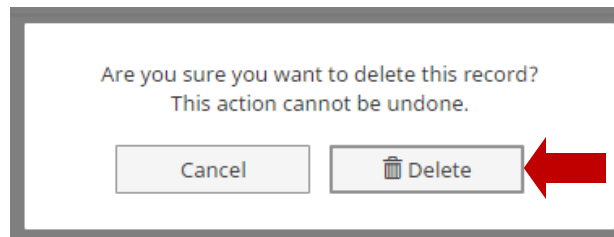
Click the **Save and Add Another** button (above) to save and begin entering information about another activity that belongs in the same section. The **Save** button saves the current activity and returns you to the list of your previously-entered activities (below).

\*Please note: Clicking the **Cancel** button or the **Chevron** button next to the heading on any page will return you to the previous page and discard the information you have entered or modified without saving it to your account. If there is a footpath of more than one page, the **Chevron** button will display every page heading from the footpath, allowing you to go directly to your desired page.



To delete an activity from your account, check the check-box to the left of the information and click the **Trash** icon.

A popup window similar to the one shown below will appear with a summary of your activity to confirm the deletion. To remove this activity from your account, click the **Delete** button.



To change any of the information about an existing activity, click anywhere in the item's area or on the item title. To create a new activity using the existing information from a previously-entered activity, click the **Duplicate** button. For more information about the Duplicate feature, please visit the [Duplicate Feature](#) section of this guide.

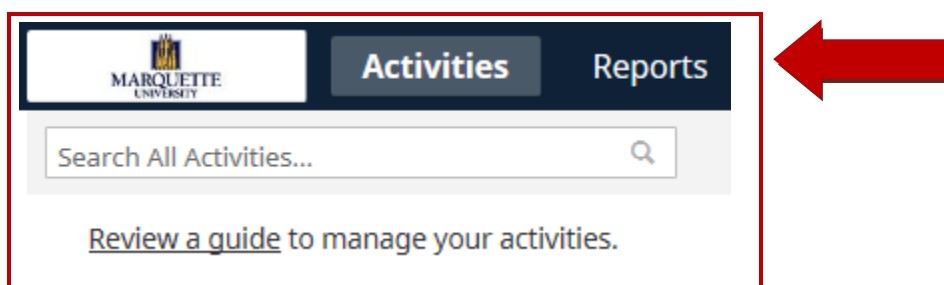
### **The Help Button**

For extra assistance, click the **Help** button to email the Marquette FAD Administrator.

### **Generating Reports**

One of the most compelling features of the online Faculty Activities Database is the ability to create and generate custom reports in real-time using up-to-date faculty information.

To generate a report, first click the **Reports** link on the navigation menu.



The report options and a brief overview of each option are shown below:

< Run Compendium

[Download this report's template](#)

Run Report

1 Date Range

Start Date January 01 2017

End Date December 31 2017

2 File Format

File Format Microsoft Excel (.xls)

1. Choose the report you would like to run from the alphabetical list of reports.
2. Choose the date range you would like to use for the report. Document your productivity during specific years, months, or even day-to-day if necessary
3. Generate your report in Microsoft Word, PDF, or HTML (and other formats, for some reports) for a variety of uses.
4. If prompted, choose from the default Letter size or the international A4 standard for the page size.

Once you've selected your desired reporting options, click the **Run Report** button at the top of the page.

A quicker, more accessible reporting alternative is the **Rapid Reports** feature described in the **Helpful Features and Tips** section of this document (next page).

## 2. Helpful Features and Tips

This section provides an introduction to some of the online Faculty Activities Database's advanced features, which can greatly expedite the process of entering your activities.

### The PasteBoard

The PasteBoard provides a handy place to deposit and organize “working” content as you’re entering activities. For example, you can paste an entire bibliographic entry from your vita into the PasteBoard and drag-and-drop each piece of information into the correct field on the page. Learning to use this feature effectively can greatly reduce the amount of time you spend entering your activities.

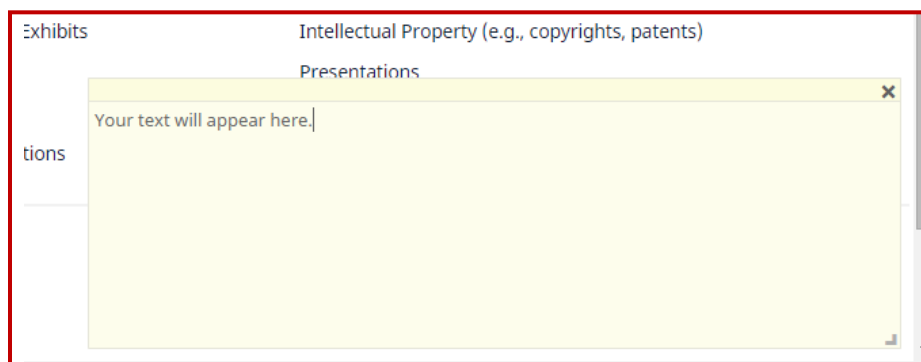
To use the PasteBoard, click the **PasteBoard** link on the gray tab under the Digital Measures logo.



After the PasteBoard text box expands, you can copy and paste text from any application using either the keyboard or mouse after selecting the desired text:

- Press **Ctrl+C** to copy the text you’ve selected, and then click inside the PasteBoard and press **Ctrl+V** to paste.
- Right-click on your selected text, then select **Copy**. Then, right-click in the PasteBoard and select **Paste**.

Your text should appear in the PasteBoard as shown below:



Now simply select the portion of the text you’d like to enter into your desired activity screen in the online system, then click and drag it on top of the appropriate field in the database.

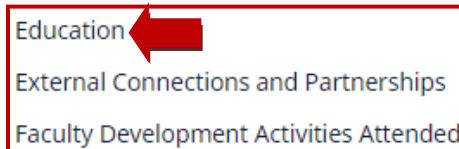
If a field doesn't have a green border, your cursor will change as shown below, signifying that the field isn't drag-and-drop compatible.



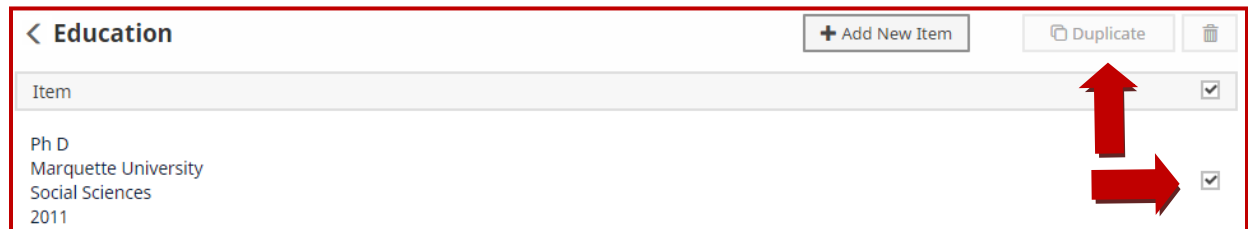
## **The Duplicate Feature**

This feature is mentioned in the **Entering Your Activities** section earlier in this guide, but it warrants a full description here for its time-saving potential. Essentially, this feature allows you to create a new activity using the information you've already entered for an existing activity in the same section. For faculty members with multiple presentations or publications of the same article in different journals, for example, this method can save time and eliminate duplication that could result in errors.

To use the duplicate feature, start on the **Manage Your Activities** page and click on the section with the activity you'd like to copy.



Your previously-entered activities are shown:



Locate the activity you'd like to duplicate, click the box to select the activity, and then click the **Duplicate** button as shown above. A new activity screen appears with an exact copy of the information from your previously-entered activity.



**Edit Education** Cancel Save Save + Add Another

**Degree**

**Institution**

**Location of Institution**

**Emphasis/Major**

**Supporting Areas of Emphasis**

**Dissertation/Thesis Title**

**Honor/Distinction**

**Highest Degree You Have Earned?**

**Date Completed**

**Month** **Year**

Edit this activity as necessary and choose one of the Save buttons at the top of the page to save the activity to your account and return to your previously-entered activities, where your new activity appears:

**< Education** + Add New Item Duplicate Trash

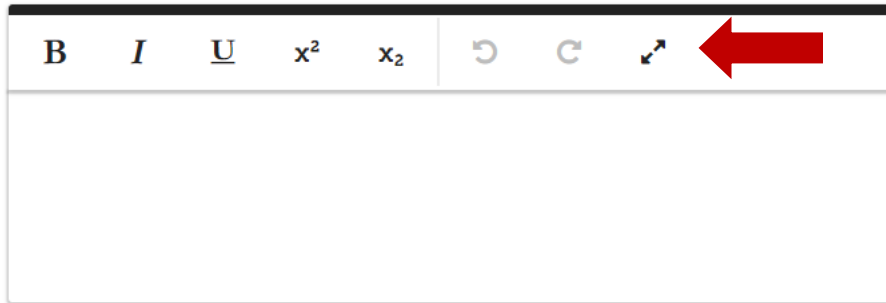
Item	
Ph D Marquette University Social Sciences 2011	<input type="checkbox"/>
Ph D Marquette University Social Sciences 2011	<input type="checkbox"/>

Newly-saved records briefly appear highlighted in blue so that you can easily return to them if necessary.

## Text Boxes

You have various formatting options within text boxes, such as bold, italics, and other rich text formatting options. You also can select the expand icon to allow more space and better readability for lengthier entries.

### Comments

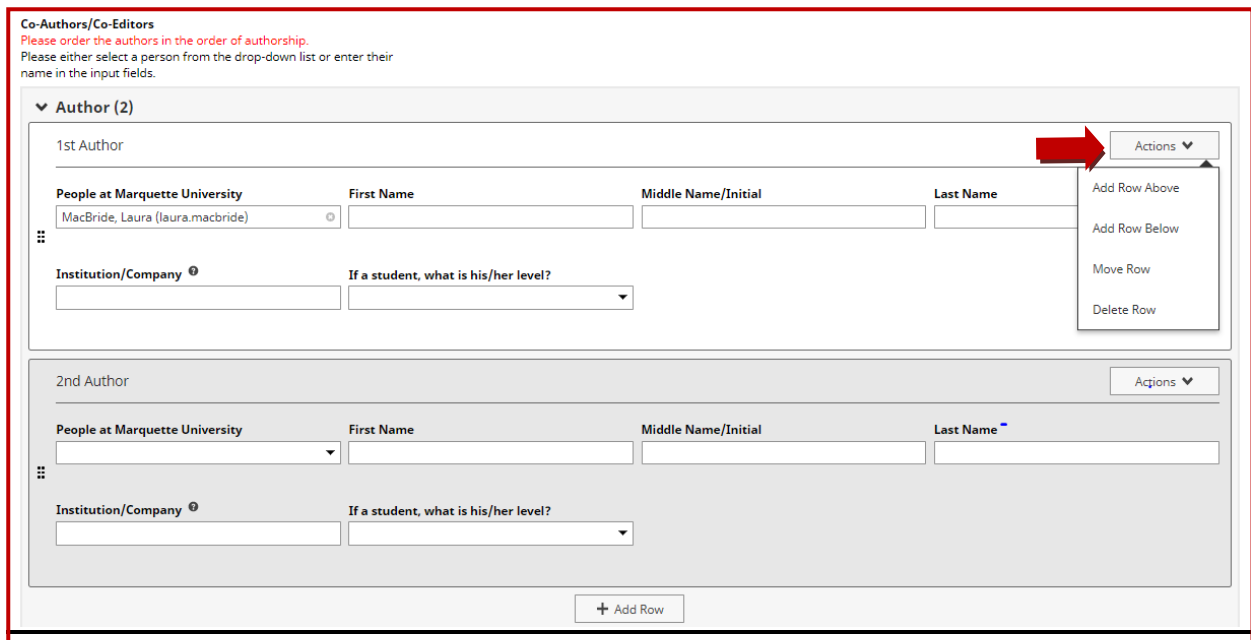


A screenshot of a text box toolbar. The toolbar contains several icons: a bold 'B', an italic 'I', an underlined 'U', a superscript 'x<sup>2</sup>', a subscript 'x<sub>2</sub>', a circular arrow, a square arrow, and a double-headed arrow. A red arrow points to the double-headed arrow icon, which is used to expand the text box.

## Changing Author Order

For scholarly contributions with more than one author or contributor, you can easily add an author, change the author order, or delete an author using the **Actions** tab on the right side of the authoring portion of the activity screen:

Another way to add an author is to select the +Add Row tab at the bottom of the authors section.

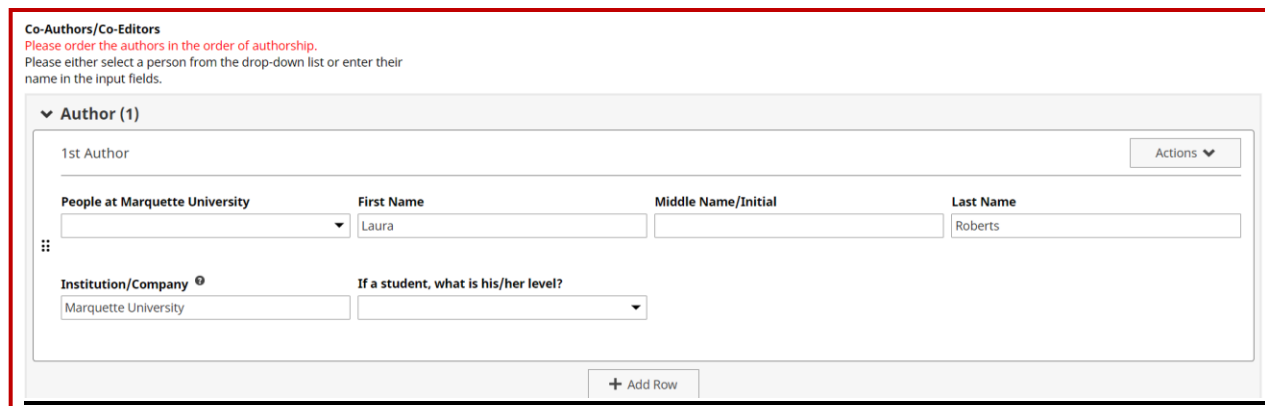


A screenshot of the 'Co-Authors/Co-Editors' section. The title is 'Co-Authors/Co-Editors' with a red warning icon. Below the title is a red instruction: 'Please order the authors in the order of authorship. Please either select a person from the drop-down list or enter their name in the input fields.' The section is titled 'Author (2)' and contains two author input forms. The first form is for the '1st Author' and has a red arrow pointing to an 'Actions' dropdown menu. The 'Actions' menu is open and shows options: 'Add Row Above', 'Add Row Below', 'Move Row', and 'Delete Row'. The '1st Author' form has fields for 'People at Marquette University' (with a dropdown menu showing 'MacBride, Laura (laura.macbride)'), 'First Name', 'Middle Name/Initial', and 'Last Name'. Below these are fields for 'Institution/Company' and 'If a student, what is his/her level?'. The second form is for the '2nd Author' and has similar fields. At the bottom of the section is a '+ Add Row' button.

## Handling Maiden, Pen or Alternative Names

If your name differs by publication/contribution, you can ensure that the name under which you contributed is correctly recorded displayed on reports.

This example shows how to add a maiden/pen name to a publication entry.



**Co-Authors/Co-Editors**  
Please order the authors in the order of authorship.  
Please either select a person from the drop-down list or enter their name in the input fields.

▼ Author (1)

1st Author Actions ▼

People at Marquette University	First Name	Middle Name/Initial	Last Name
▼	Laura		Roberts

⋮

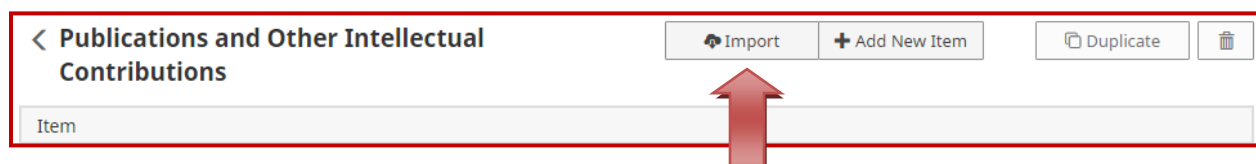
Institution/Company <sup>Ⓞ</sup>	If a student, what is his/her level?
Marquette University	▼

+ Add Row

Type in your maiden/pen name in the text boxes available next to your name in the FAD. Once you click out of the text boxes, the system will indicate that you have specified a maiden/pen name. The name you provide in the text boxes will override the name saved for you in the system. In this case, “Laura Roberts” will override “Laura MacBride.” “Laura Roberts” is now the contributor name for this activity, and this is the name that will appear when this publication is cited in reports.

## Importing Publications

There are multiple ways to add publications to the FAD. It is possible to import from a BibTeX file, import directly from Crossref or PubMed, or hand enter citations. When you first click on the Publications and Other Intellectual Contributions Screen, you’ll see two options – “Import” and “Add New Item.” Click on “Import” if you would like to import citations from a BibTeX file, Crossref, or PubMed. (Click on “Add New Item” if you’d like to hand enter a citation.)



## **BibTeX Imports**

The FAD includes functionality to import citations of publications that are stored in other software systems (like a reference manager or database). Examples of these systems include EndNote, Google Scholar, Mendeley, RefWorks, Web of Science, and Zotero. These systems allow you to pick publications and then export them into a BibTeX file.

The BibTeX Import feature in the FAD enables you to upload BibTeX files so that you do not need to hand enter those citations.

**\*Please see <http://www.digitalmeasures.com/activity-insight/docs/bibtex.html> for step by step instructions on how to use the BibTeX Imports feature.\***


If you choose to import citation information from a BibTeX file, please consider the following:

- The feature will compare the citation information in your BibTeX file against publications already entered into your FAD account. Be sure to exclude duplicates during the import process. This includes publications that you may have entered into the FAD as “Accepted” but are in your BibTeX file as “Published.” To update a publication status from “Accepted” to “Published,” simply edit the record, add or edit the publication status, and save the record (do not attempt to import the activity – this will create a duplicate record).
- The FAD will compare collaborator names in your BibTeX file to the names of individuals who have FAD accounts and will attempt to link your citations to other FAD users’ accounts where it finds potential matches. The import process will ask you to review all potential matches. **If you do NOT wish to link citations to other FAD users’ accounts (even if they are your collaborators), you will need to unlink from these names during the “Pick Collaborators” step.** (Remember that linking an activity to another person’s account means that the activity will appear in that person’s account but they will not be able to edit it.) To unlink citations from other user accounts, follow the steps below.

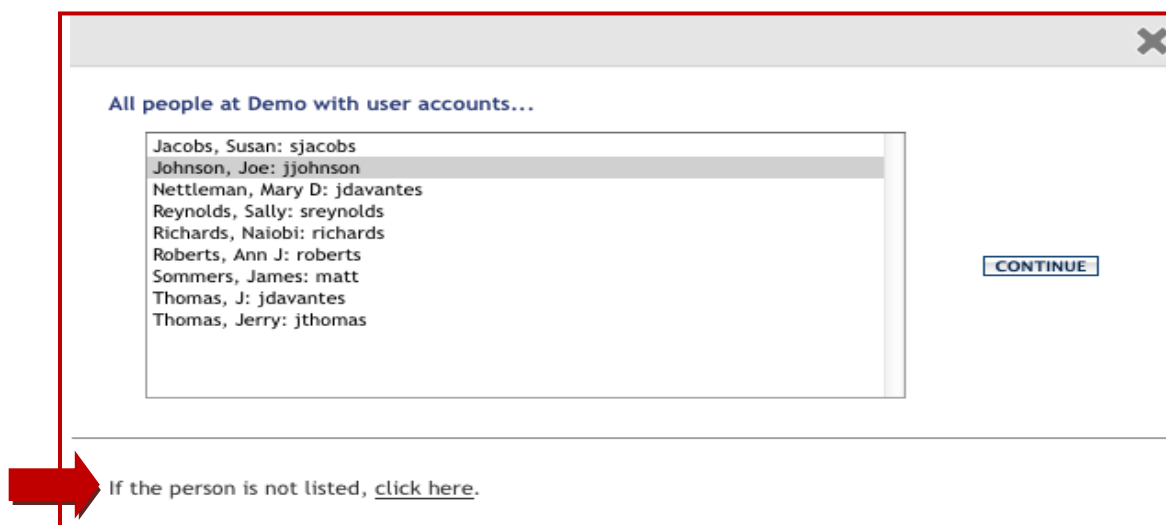
- 1) Click the *Is this incorrect?* link next to the person’s name. (Again, do this if you want to break link, even if the person is your collaborator.)

These names matched just one person's user account in this system. If the match is not actually that person, click "*Is this incorrect?*" to fix the mismatch.

Johnson, Joe	Linked to this user with Demo: "Johnson, Joe: jjohnson"	<a href="#">Is this incorrect?</a>
Nettleman, Mary	Linked to this user with Demo: "Nettleman, Mary D: jdavantes"	<a href="#">Is this incorrect?</a>
Reynolds, Sally	Linked to this user with Demo: "Reynolds, Sally: sreynolds"	<a href="#">Is this incorrect?</a>
Richards, Naiobi	Linked to this user with Demo: "Richards, Naiobi: richards"	<a href="#">Is this incorrect?</a>
Sommers, James	Linked to this user with Demo: "Sommers, James: matt"	<a href="#">Is this incorrect?</a>
Thomas, Jerry	Linked to this user with Demo: "Thomas, Jerry: jthomas"	<a href="#">Is this incorrect?</a>



- 2) The system then assumes that the original link was to the wrong person, and it will ask you to identify the correct person at Marquette to whom the activity should be linked. Since you are trying to completely unlink the record from others' accounts, click on "If the person is not listed, click here." at the bottom of this pop-up screen.



This will successfully break the link between your publication and another FAD account.

Alternatively, if you **would** like to link your publications to other FAD users' account and the system does not match your activity your collaborators' FAD accounts, you can change this. (See *Step 3: Pick Collaborators* in the [BibTeX Imports step by step guide.](#))

- Once you have imported your citations, it's important to click through them in the FAD and update any fields that are important for reporting purposes but may not have been present in your BibTeX file (e.g. Was this peer-reviewed/refereed?).

If you have additional questions about BibTeX imports, please email [fad@marquette.edu](mailto:fad@marquette.edu).

### **Crossref, PubMed, Web of Science Imports**

The import tool for Crossref, PubMed, and Web of Science can be found to the right of the BibTeX imports functionality. Click on the links below for detailed instructions for Crossref,, PubMed, and Web of Science imports.

### Import from a Third Party ?

Select a service:

Web of Science  
  Crossref  
  PubMed

Search criteria:

Author Name ▼  🗑️

Publication Year ▼  to  🗑️

[Add search criteria](#)

Note that entering search criteria is not required, but entering this information allow the system to do a more refined search.

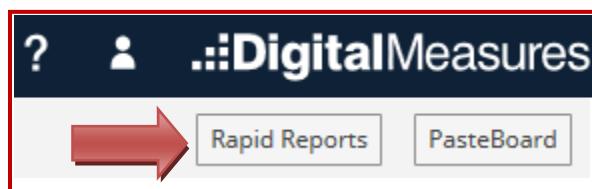
Crossref: <http://www.digitalmeasures.com/activity-insight/docs/crossref.html>

PubMed: <http://www.digitalmeasures.com/activity-insight/docs/pubmed.html>

Web of Science: <https://www.digitalmeasures.com/activity-insight/docs/wos.html>

### Rapid Reports

The Rapid Reports feature gives you the ability to generate a sample report from any page of the Faculty Activities Database, allowing you to instantly see the effect of adding or modifying your activities. To open Rapid Reports, click the Rapid Reports link under the Digital Measures logo.



The popup window allows access to the same reporting functionality described earlier in the **Generating Reports** section of this guide.

### 3. University Reports

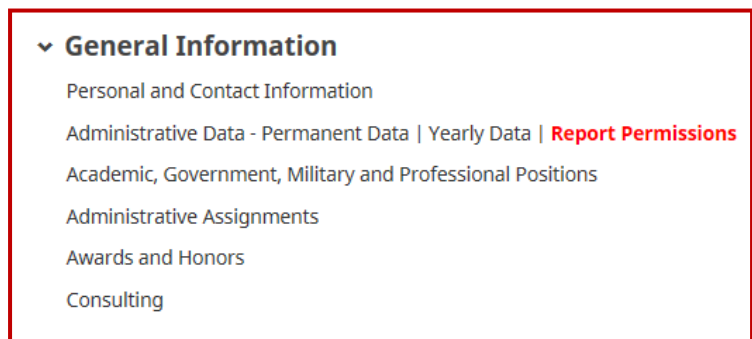
In addition to department-level and college-level reports, the FAD is also home to several reports that can be run at the university level. Your activity information will be included in these reports unless you choose to opt out. For descriptions of each of these reports, including which sections of information they include, please see

<https://www.marquette.edu/institutional-research-analysis/fad/university-reports.php>

#### Opting Out of University Reports

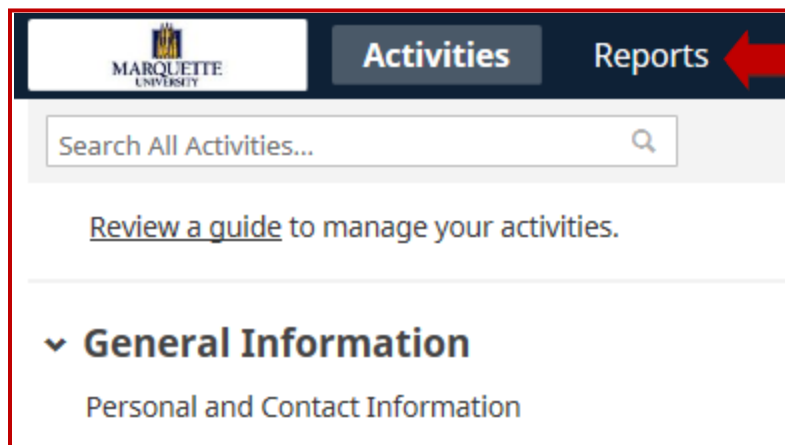
If you would like your activities to be excluded from any university reports, do the following:

- 1) Click on the “Report Permission” screen (in red) in your FAD account.
- 2) Read through the text describing each report.
- 3) Check the box for any report from which you’d like to be excluded.
- 4) Click “Save”



#### How to Test University Reports

To make sure your activities are included in university reports and that your information appears accurately, you can run your own university-level reports (only your activities will appear). First, choose “Reports.”



[← Run University Marketing and Communications](#)
[Run Report](#) →

Download this report's template

---

**1 Date Range**
Start Date

End Date

---

**2 Whom to Include**
Users Selected by

Change Selection

Include These Accounts

---

**3 File Format**
File Format

Select the date range for your information in Step 2. Complete Steps 3 and 4 as necessary.

When you are finished, click “Build Report.”

## University Reports FAQ

### **What information is included in each University Report?**

The *Compendium* report includes activities in the following sections of the FAD: Awards and Honors, Publications and Other Intellectual Contributions (published only), Presentations, Professional Service, Public Service (only activities related to your position at Marquette).

The ePublications@Marquette report includes activities in the following sections of the FAD: Publications and Other Intellectual Contributions (published only), Presentations (only those with the text of the presentation uploaded to your FAD account).

The Office of Sponsored Research and Programs (ORSP) Faculty Activities Report includes activities in the following sections of the FAD: Awards and Honors, External Connections and Partnerships (activity type, organization name, and dates only), Media Contributions, Professional Memberships, Artistic and Professional Performances and Exhibits, Contracts, Grants and Sponsored Research, Intellectual Contributions, Intellectual Property, and Professional Service.

The Community Engagement report includes activities in the following sections of the FAD: Publications and Other Intellectual Contributions (published only), External Connections and Partnerships, and all Service screens (Department, College, University, Professional, and Public). Only activities flagged as related to community engagement will be included in this report.



## How do I know when a report will be run?

You will receive an email notification from [fad@marquette.edu](mailto:fad@marquette.edu) two to three weeks prior to the date that activities will be extracted from the FAD for inclusion in any of the above reports.

### 4. Instructor Profile (MOCES) Report

Faculty with a FAD Account can run the Instructor Profile (MOCES) report in the FAD to see course evaluation (MOCES) results (combined core items medians) for your courses evaluated in MOCES as well as comparison statistics. The results for the most recent semester are typically available in the FAD about two weeks after final grades are due.

To access your Instructor Profile (MOCES) report:

- 1) Click “Reports” in the top menu



- 2) Scroll down and select the report titled “Instructor Profile (MOCES) – Promotion and Tenure” from the alphabetical list of reports.

#### Reports

Name ▲	Created By
<a href="#">Faculty/Staff Directory</a>	Digital Measures
<a href="#">General Service by Faculty</a>	Digital Measures
<a href="#">Instructor Profile (MOCES) - Promotion and Tenure</a>	Digital Measures
<a href="#">Intellectual Contribution Status History</a>	Digital Measures

- 3) Choose the desired start and end dates for the report, then click “Run Report” in the top, right corner.
- 4) Click the “Run Report” button in the top, right corner

Note: Your report will generate as a Microsoft Word document. Only classes that have associated course evaluation results will appear in the report. MOCES results for future terms are uploaded to the Scheduled Teaching section of the FAD following the end of each term. A **schedule** of these and other FAD information uploads is posted on the [FAD website](#) and updated prior to the start of each academic year

## 5. Additional Resources

For additional information about Marquette's online Faculty Activities Database, please see <https://www.marquette.edu/institutional-research-analysis/fad/>

Contact your college's FAD representative with any college-specific inquiries. See the following link for a list of college contacts.

<https://www.marquette.edu/institutional-research-analysis/fad/contacts.php>

You may also contact the FAD Advisory Committee with questions about new applications of the FAD, procedures for submitting and requesting information to and from the FAD, question of fair use of the FAD, or any other issue relating to faculty rights and interests in the context of the FAD.

<https://www.marquette.edu/institutional-research-analysis/fad/committee-roster.php>

Please contact [fad@marquette.edu](mailto:fad@marquette.edu) with any other questions.