

Dear Colleague,

Utah State uses Digital Measures to organize and build reports on teaching, research, and services activities. This system enables you to keep track of your activity information just once so that many outputs can be prepared, such as annual activity reports, accreditation reports, and responses to requests for faculty-related data, rather than needing to continually ask you for the information. This enables us to communicate more effectively about faculty accomplishments. Annual reviews for tenured and tenure-track faculty rely upon the information input in Digital Measures.

We heard repeated calls from our faculty to make it easier to get information into Digital Measures. We communicated this need to Digital Measures and requested enhancements to the system. We are happy to announce that they have responded to our concerns and built an import tool that enables you to load information from citation repositories such as Google Scholar, Library of Congress, PubMed, Scopus and Web of Science. If you have your citations in a reference manager such as EndNote, ProCite, RefWorks or Zotero, you can now load them from those systems directly.

To use this new feature, log onto Digital Measures, navigate to the "Intellectual Contributions" screen and then select the new "Import Items" button. From there, the system will walk you through uploading your publication citations from a BibTeX file. A link to details about creating this type of file from common systems such as those listed above is also on the page. The same link is also available here:

<http://info.digitalmeasures.com/BibTeX.html>

Please let me know if you have any questions about using this new tool or if you encounter any issues importing your citations.

A general User's Guide for Digital Measures is available on the AAA web site at: www.usu.edu/aaa/dm.

Best regards,

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<http://usu.edu/aaa>