Welcome to Digital Measures!

These instructions outline data entry for the Digital Measures **Workload Information** screen where the **Allocation of Effort** form is located. If you have questions while performing requested entry, please contact your [College Liaison](#) or your department head.

To access the Digital Measures system, click on this link: [https://digitalmeasures.nmsu.edu/login](https://digitalmeasures.nmsu.edu/login)

Sign-on to the system using your MyNMSU user name and password:
The screen **Manage Data** is displayed.

**Manage Data**

Select the desired faculty member from the drop down box. Please note that users will only have faculty members from their college display in the drop box. Click on the **CONTINUE** button.
The Activities Database Main Menu appears for the faculty member that you have selected and the name of that faculty member appears in the green bar. Click on the **Workload Information** link:

![Activities Database - University Main Menu](image)

*You are currently managing data for Natalie Kellner.*

Watch a [video](#) or download a [guide](#) on how to manage your activities.

### General Information
- Personal and Contact Information
- Administrative Data - Permanent Data | Yearly Data
- Employment History
- Administrative Assignments
- Awards and Honors
- Education
- External Connections and Partnerships (e.g., Speaker, Lead Field Trip, Fund-Raising, Recruitment)
- Professional Development
- Licensures and Certifications
- Media Contributions
- Professional Memberships
- **Workload Information (i.e., Allocation of Effort)**

### Teaching and Related Activities
- Academic Advising (e.g., Career and Course Counseling)
- Directed Student Learning (e.g., Theses, Dissertations, etc.)
- Non-Credit Instruction Taught
- Scheduled Teaching
- Evaluation of Teaching

### Scholarship and Creative Activities
- Artistic and Professional Performances and Exhibits
- Books, Journals and Other Text-Based Contributions
- Contracts, Grants and Sponsored Research - ARGIS Import
- Sponsorship, Other Funding - Non ARGIS
- Intellectual Property (e.g., Copyrights, Patents, for ACES: PVPs)
- Presentations
- Research Currently in Progress
The Workload Information summary screen appears. Click on **ADD A NEW ITEM**.

<table>
<thead>
<tr>
<th>Activities Database - University</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workload Information (i.e., Allocation of Effort)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ADD A NEW ITEM</th>
<th>DELETE</th>
</tr>
</thead>
</table>

Items added to Workload Information (i.e., Allocation of Effort)

No items have been added
The **Workload Information** screen is loaded. Each college has its own unique Allocation of Effort form display with 4 to 5 categories so your form might look different than the one below.

Enter the appropriate Term and Year.

Enter the % statements for each of the five categories.

If needed, enter detail for unusual circumstances.
The percentages should add up to 100%. The form also allows for the storage of the signed Allocation of Effort form, and a section to enter unusual circumstances. Click **SAVE AND RETURN** and the record is complete.

![Image of the form](image-url)

**Activities Database - University**

**Workload Information (i.e., Allocation of Effort)**

<table>
<thead>
<tr>
<th>Term and Year</th>
<th>Year</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEACHING</td>
<td>30</td>
<td>%</td>
</tr>
<tr>
<td>SCHOLARSHIP and CREATIVE ACTIVITIES</td>
<td>15</td>
<td>%</td>
</tr>
<tr>
<td>EXTENSION and OUTREACH</td>
<td>15</td>
<td>%</td>
</tr>
<tr>
<td>SERVICE</td>
<td>20</td>
<td>%</td>
</tr>
<tr>
<td>LEADERSHIP/ADMINISTRATION</td>
<td>20</td>
<td>%</td>
</tr>
</tbody>
</table>

Provide Detail for Unusual Circumstances

Signed Allocation of Effort Form

**Legend:** R Read Only
The Workload Information summary screen appears. Click on the EDIT icon to return to the entry page to check the entry. To move on to the next faculty member for entry, click on the End link to the far right on the green bar:

The system returns to the Manage Data screen for the selection of another faculty member.

Thank you for your help with Digital Measures!