

Digital Measures Administrative Entry Guide

Revised June 2013

Welcome to Digital Measures!

These instructions outline data entry for the Digital Measures **Workload Information** screen.

To access the Digital Measures system, click on this link:

<https://digitalmeasures.nmsu.edu/login>

Sign-on to the system using your MyNMSU user name and password:

The screenshot shows the login page for the Digital Measures system. At the top, the New Mexico State University logo and name are displayed, along with a search bar. A navigation menu on the left lists various sections, with 'Data Entry' highlighted. The main content area features a blue header for 'Digital Measures' and a sub-header for 'Digital Measures Activity Insight System'. Below this, a breadcrumb trail indicates the current location: 'You are here: » NMSU » Digital Measures » Login'. The 'Login' section contains a prompt to use myNMSU credentials, followed by input fields for 'Username:' and 'Password:', and a 'Submit' button. Links for 'Forgot password?' and 'Need other help? Check our Frequently Asked Questions.' are also present. The footer contains copyright information for 2013 NMSU Board of Regents and a link to 'Legal Information'.

New Mexico State University

Search Search this site

Digital Measures
Digital Measures Activity Insight System

You are here: » [NMSU](#) » [Digital Measures](#) » [Login](#)

Login

Please login using your myNMSU credentials:

Username:

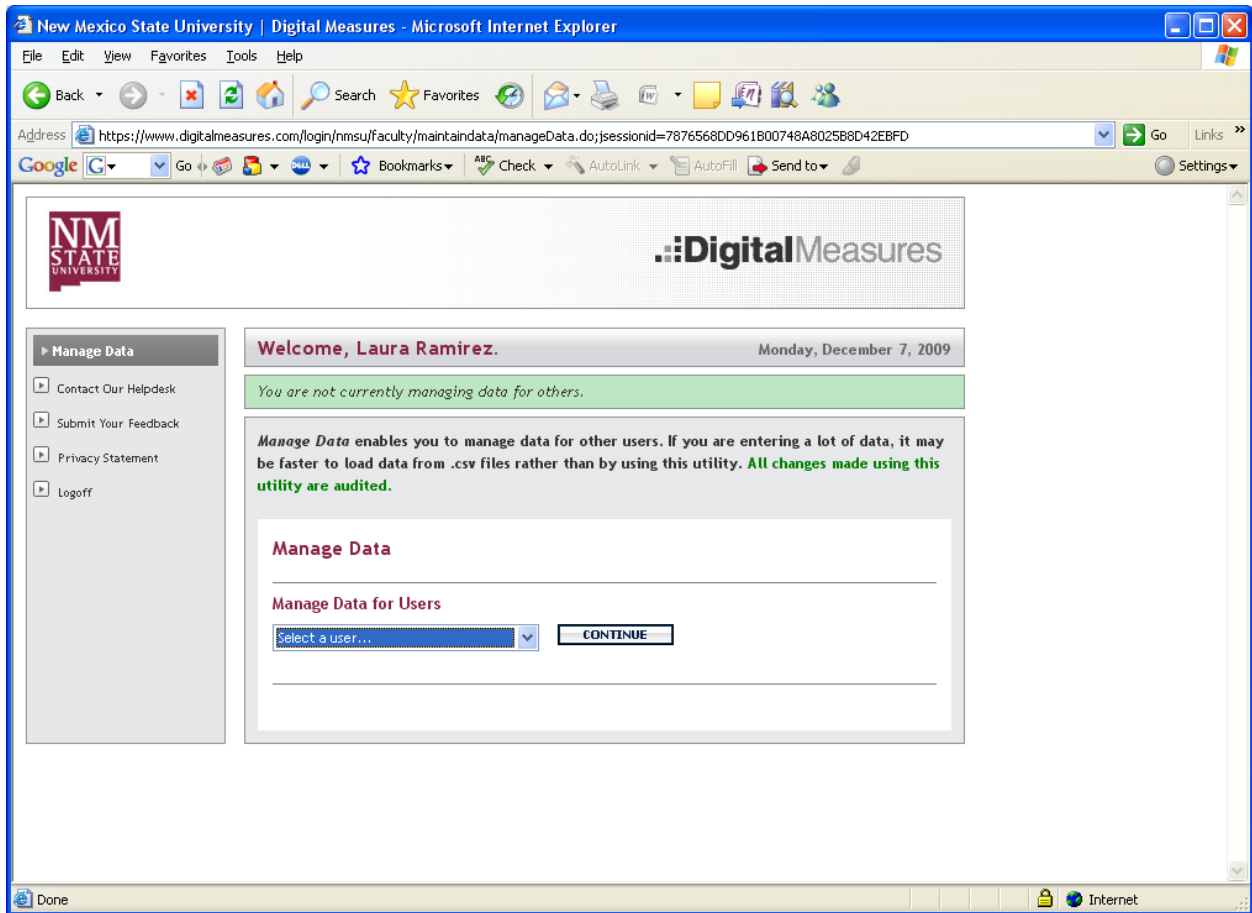
Password:

[Forgot password?](#)

[Need other help?](#) Check our [Frequently Asked Questions.](#)

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The following screen displays:



Important tips:

Most likely, your access in Digital Measures is for the faculty members in your respective college.

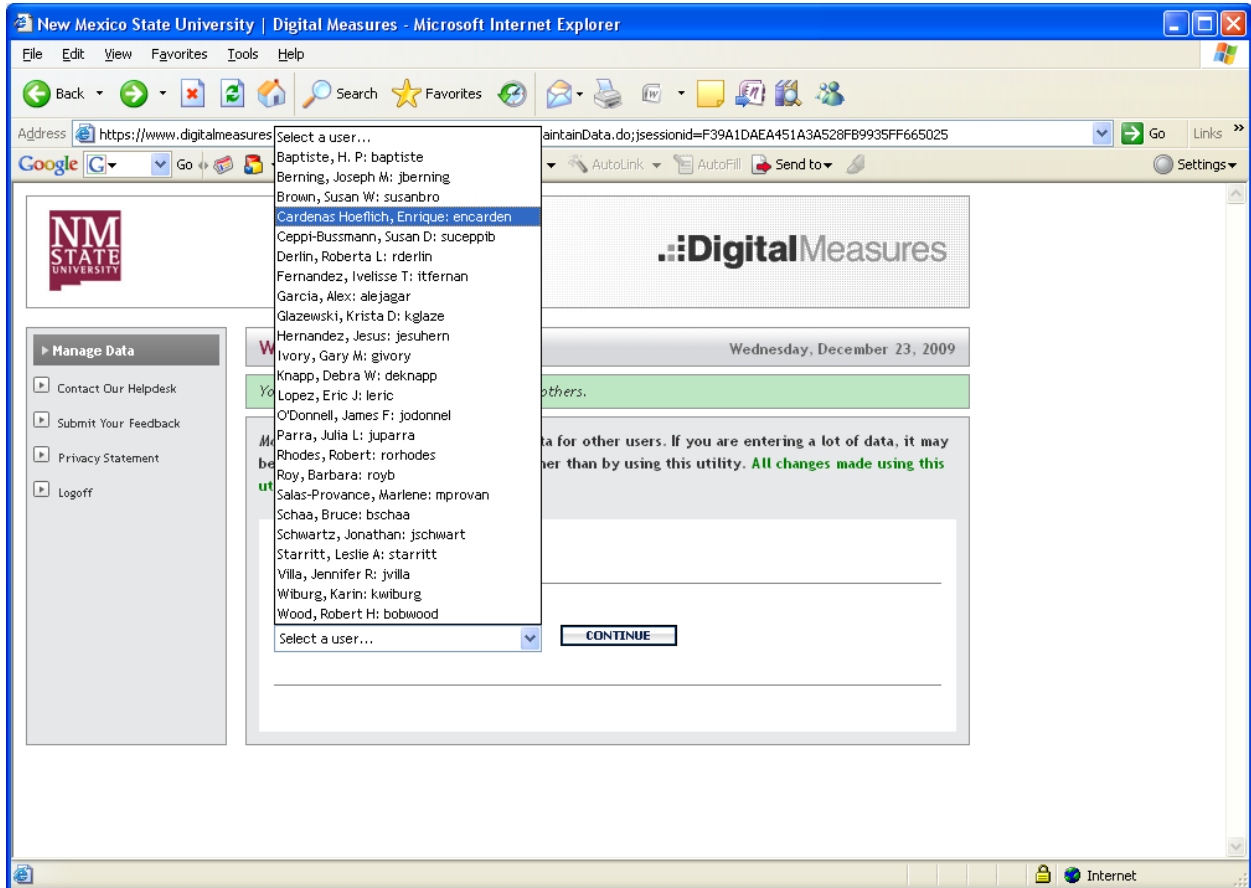
The message on the green bar “***You are not currently managing data for others.***” indicates that a faculty member has not been selected from the drop box below.

Regarding the next statement above about entering a lot of data, the Digital Measures system will be importing several files on a regular basis from the NMSU source systems Banner and ARGIS.

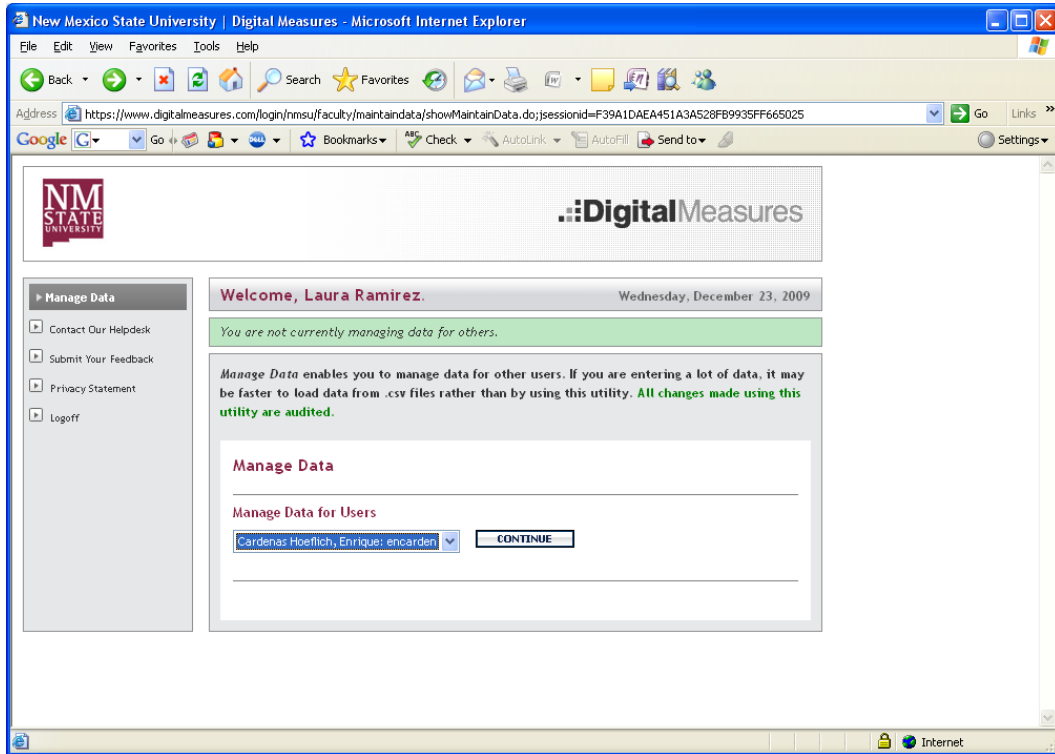
The next two links in the left channel box **Contact Our Helpdesk & Submit your feedback** will send messages directly to the vendor who will in turn forward them back to the NMSU University Administrator. If you do have questions while performing requested entry, please first contact your College Liaison who will in turn contact the University Administrator when necessary.

Manage Data

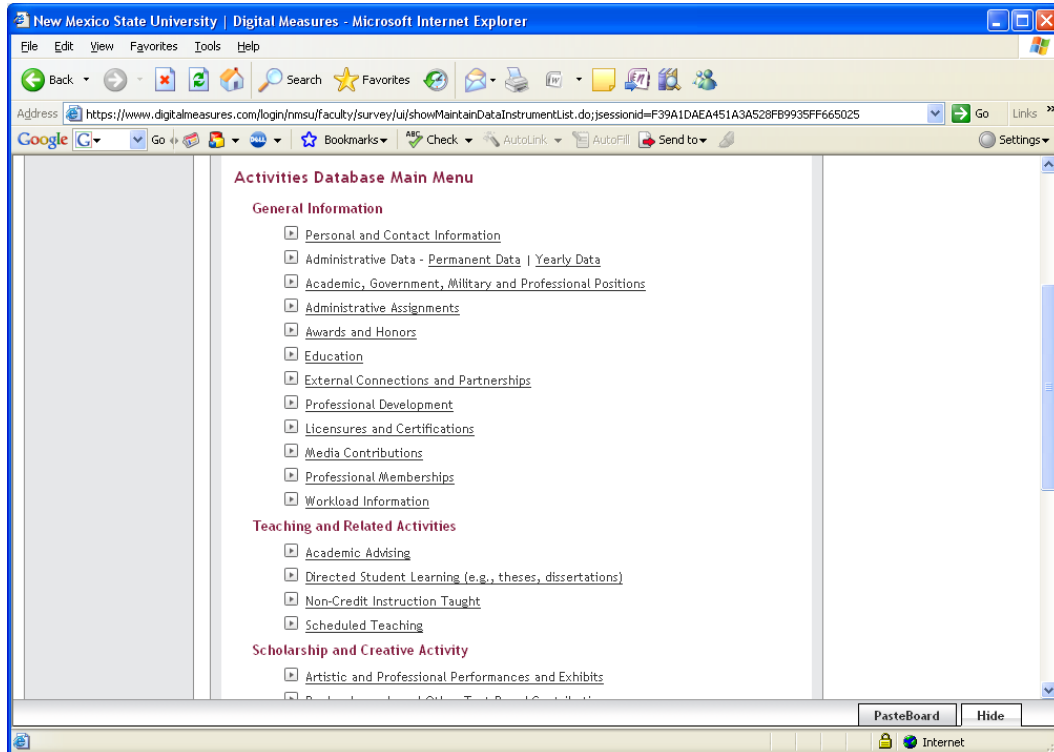
Laura is now ready to select a faculty member and perform entry on the Workload Information screen. Laura works for the College of Education and will only have faculty members from that college display in her drop box. Laura selects: Enrique Cardenas Hoeflich from the drop box:



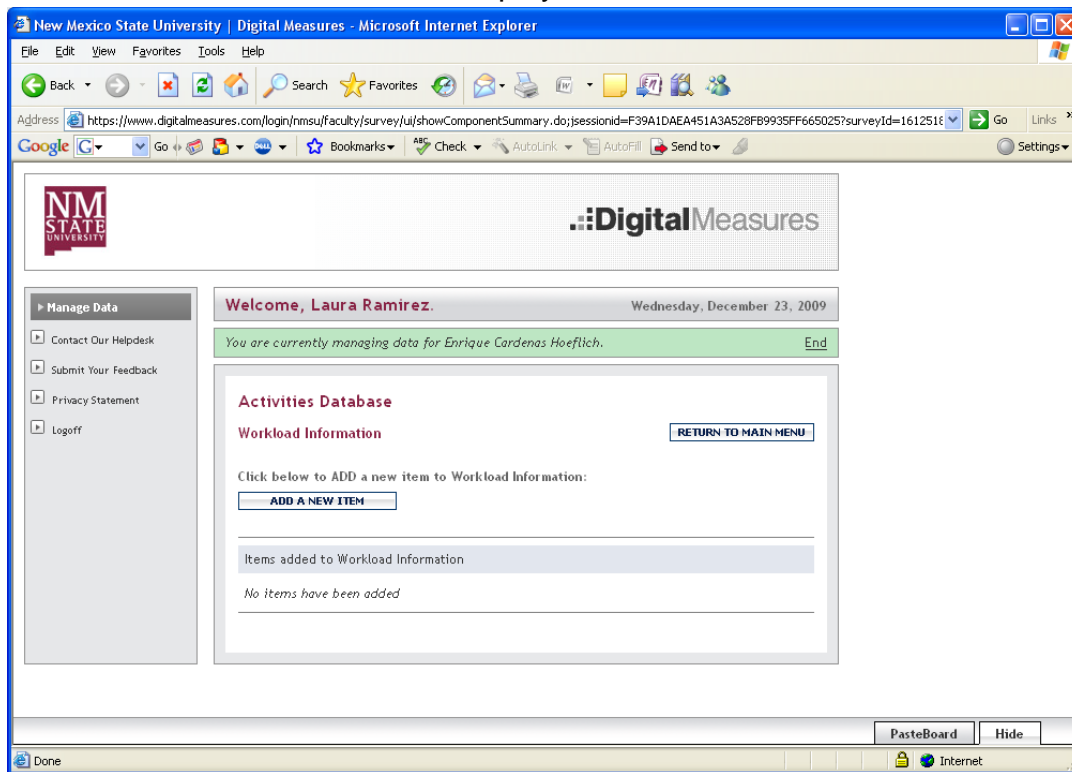
She clicks on the CONTINUE button:



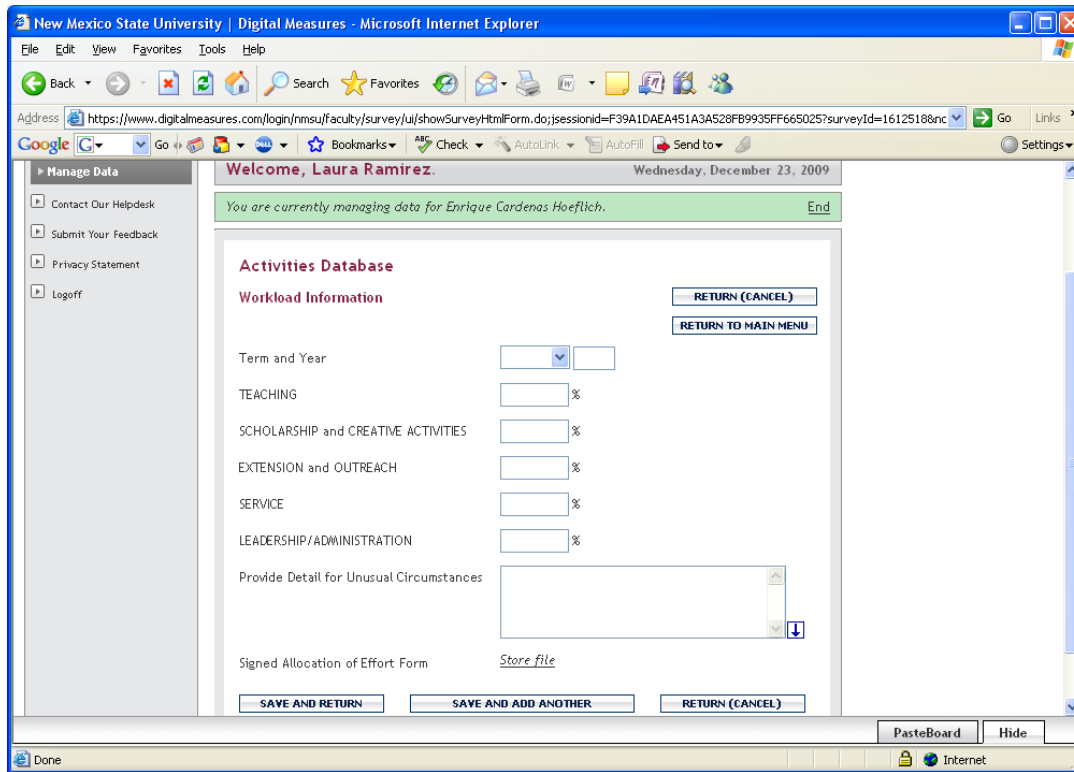
Laura is now in the Digital Measures account for Enrique. As she scrolls down the page, she can view the system's six major headings that will store the data for this faculty member. She returns to the top General Information section to click on the Workload Information link:



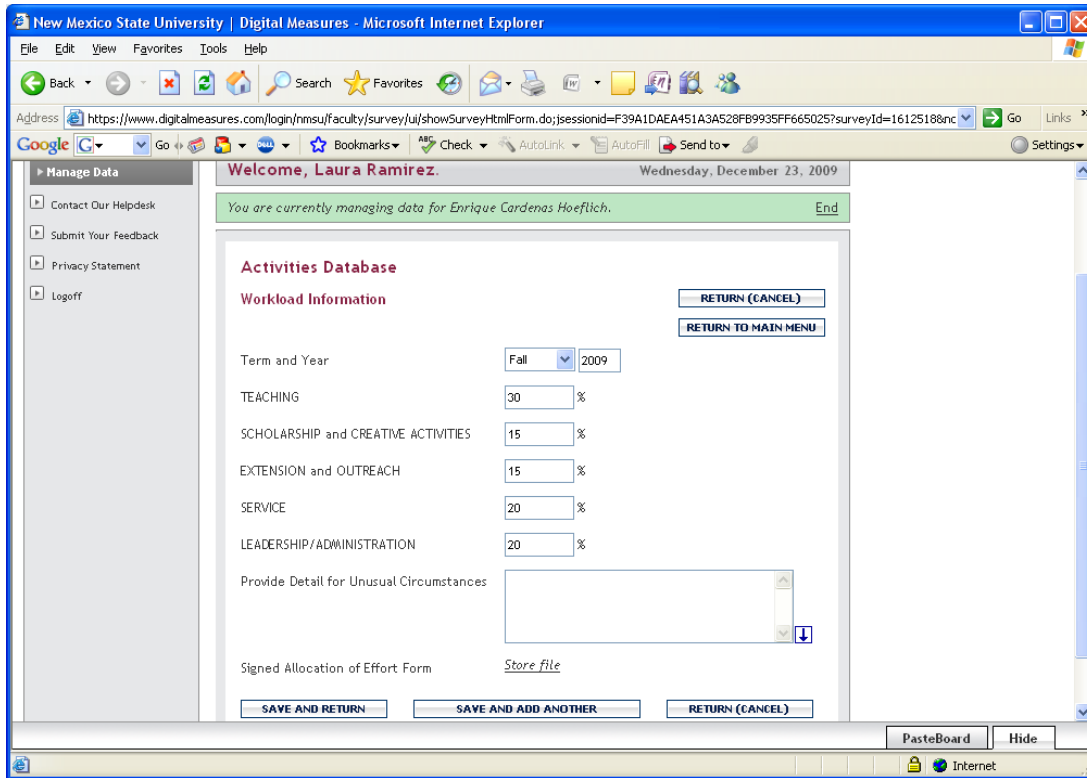
The Workload Information form displays:



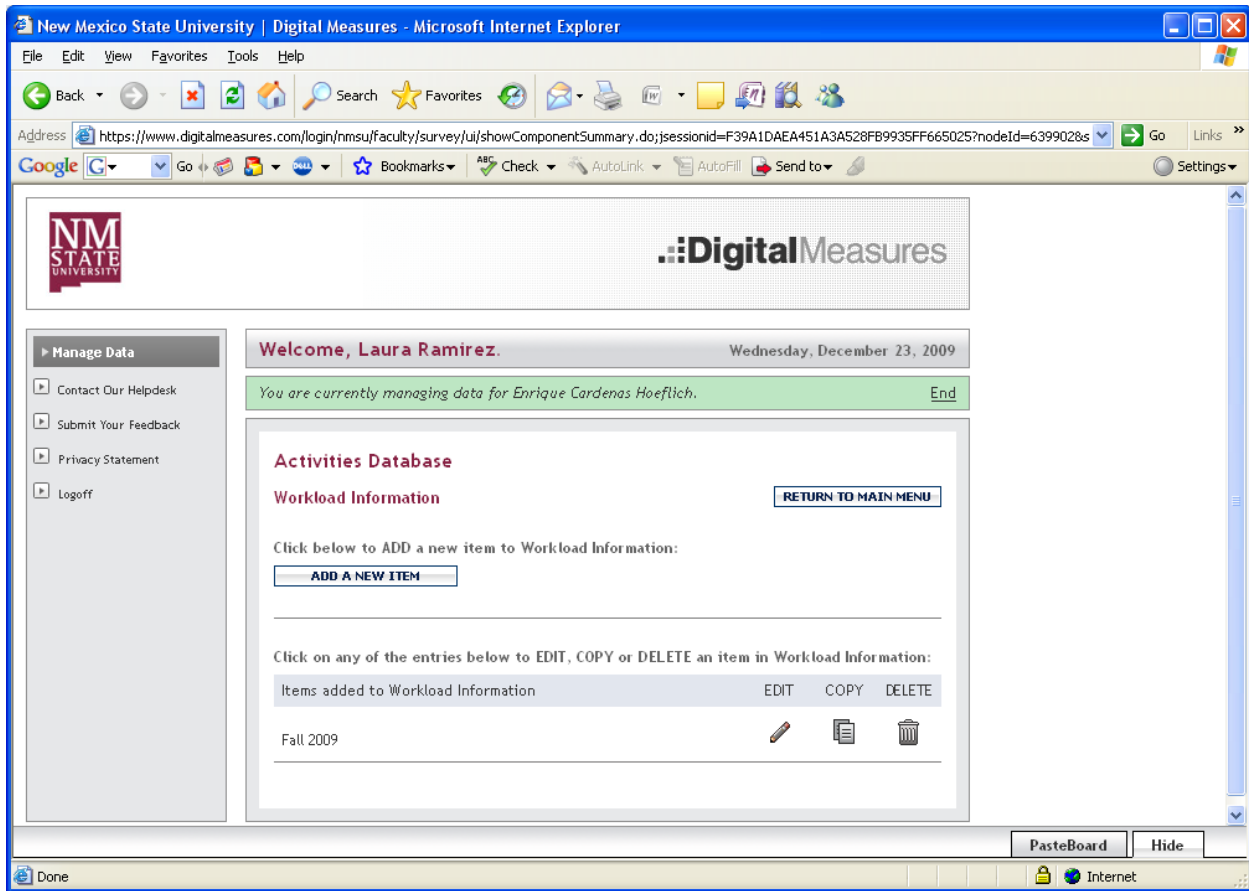
Note that the green bar for Enrique remains at the top of the screen. Laura clicks on **ADD A NEW ITEM**.



Each college has its own unique Allocation of Effort form display with 4 -5 categories. Laura has Enrique's current Allocation of Effort paper form and proceeds to enter the appropriate Term and Year, and locates on the form the % statements for each of the five categories and enters these.

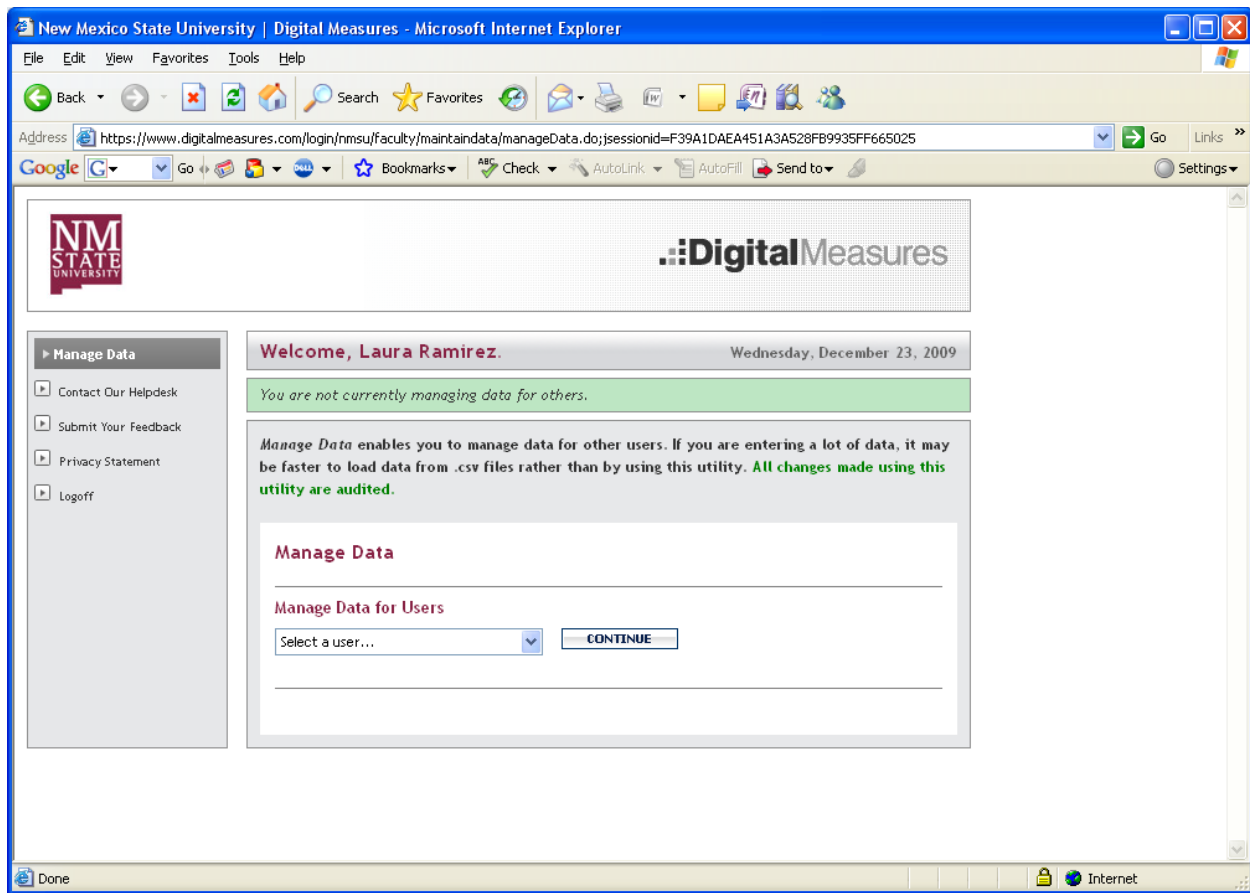


The percentages should add up to 100%; a text box is available to document unusual circumstances for the semester. The form also allows for the storage of the signed Allocation of Effort form. Laura clicks on SAVE AND RETURN and the record is complete.



Laura could click on the EDIT icon to return to the entry page to check her entry. Since this is the first entry year she will not be using the COPY icon; she can delete the entire entry by clicking on the DELETE icon.

Laura is ready to move on to the next faculty member for entry. She clicks 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!