

# Digital Measures Allocation of Effort Guide for Data Entry

## Revised Feb 2014

### 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>

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 visible, along with a search bar. The page title is "Digital Measures" and the subtitle is "Digital Measures Activity Insight System". A breadcrumb trail indicates the user's location: "You are here: » NMSU » Digital Measures » Login". The main heading is "Login". Below this, there is a prompt: "Please login using your myNMSU credentials:". There are two input fields: "Username:" and "Password:". A "Submit" button is located below the password field. There are also links for "Forgot password?" and "Need other help? Check our Frequently Asked Questions:". The footer contains copyright information: "© 2013 NMSU Board of Regents | Legal Information | This page last updated on February 19, 2013".

**New Mexico State University** Search Search this site Go

**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 screen **Manage Data** is displayed.

*You are not currently managing data for others.*

*Manage Data enables you to manage data for other users. If you are entering a lot of data, it may be faster to load data from .csv files rather than by using this utility. All changes made using this utility are audited.*

### Manage Data

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#### Manage Data for Individuals

Select individual...

Show:  Enabled Accounts Only  All Accounts

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#### Manage Administrative Data for Individuals

[Click here to manage the Administrative Data for individual users.](#)

## 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.

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### Manage Data

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#### Manage Data for Individuals

Kellner, Natalie: nkellner

Show:  Enabled Accounts Only  All Accounts

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#### Manage Administrative Data for Individuals

[Click here to manage the Administrative Data for individual users.](#)

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:

*You are currently managing data for Natalie Kellner.* [End](#)

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

### Activities Database - University Main Menu

Please check <http://digitalmeasures.nmsu.edu/news-and-system-updates> for the latest news about Digital Measures and for updates on ARGIS imports, Credit Course imports, and other system changes.

#### 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**.

*You are currently managing data for Natalie Kellner.* [End](#)

### Activities Database - University

Workload Information (i.e., Allocation of Effort) [RETURN TO MAIN MENU](#)

[ADD A NEW ITEM](#) [DELETE](#)

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

*No items have been added*

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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.

### Activities Database - University

Workload Information (i.e., Allocation of Effort) RETURN TO MAIN MENU

SAVE AND RETURN SAVE AND ADD ANOTHER RETURN (CANCEL)

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**Direct Contact Help:** The information below is entered by your college administration following the prescribed adherence to the Promotion and Tenure Policy for timely Allocation of Effort statements. If changes are needed, please contact your Digital Measures College Liaison.

---

Term and Year **R**

TEACHING **R**  %

SCHOLARSHIP and CREATIVE ACTIVITIES **R**  %

EXTENSION and OUTREACH **R**  %

SERVICE **R**  %

LEADERSHIP/ADMINISTRATION **R**  %

Provide Detail for Unusual Circumstances **R**

Signed Allocation of Effort Form **R** [Store file](#)

SAVE AND RETURN SAVE AND ADD ANOTHER RETURN (CANCEL)

Legend: **R** Read Only



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.

### Activities Database - University

Workload Information (i.e., Allocation of Effort) [RETURN TO MAIN MENU](#)

[SAVE AND RETURN](#) [SAVE AND ADD ANOTHER](#) [RETURN \(CANCEL\)](#)

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**Direct Contact Help:** The information below is entered by your college administration following the prescribed adherence to the Promotion and Tenure Policy for timely Allocation of Effort statements. If changes are needed, please contact your Digital Measures College Liaison.

---

Term and Year **R** Year

TEACHING **R**  %

SCHOLARSHIP and CREATIVE ACTIVITIES **R**  %

EXTENSION and OUTREACH **R**  %

SERVICE **R**  %

LEADERSHIP/ADMINISTRATION **R**  %

Provide Detail for Unusual Circumstances **R**

Signed Allocation of Effort Form **R** [Store file](#)

[SAVE AND RETURN](#) [SAVE AND ADD ANOTHER](#) [RETURN \(CANCEL\)](#)

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:

You are currently managing data for Natalie Kellner. [End](#)

### Activities Database - University

Workload Information (i.e., Allocation of Effort) [RETURN TO MAIN MENU](#)

[ADD A NEW ITEM](#)  [SEARCH](#)

Items added to Workload Information (i.e., Allocation of Effort)		EDIT	COPY
<input type="checkbox"/>	Year 2014		

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

You are not currently managing data for others.

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### Manage Data

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#### Manage Data for Individuals

Select individual... [CONTINUE](#)

Show:  Enabled Accounts Only  All Accounts

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#### Manage Administrative Data for Individuals

[Click here to manage the Administrative Data for individual users.](#)

Thank you for your help with Digital Measures!