

# Quick Tips for Digital Measures

The screenshot shows the Digital Measures website interface. At the top left is the NMSU logo with the tagline 'All About Discovery!'. Below it, the text reads 'New Mexico State University Digital Measures'. A search bar is located at the top right. A navigation menu includes links for Introduction, Login, News & Updates, College Liaisons, Data Entry, How do I..., Community Engagement, Opt In, and FAQs. The main heading is 'Digital Measures'. The content area is divided into several sections: a welcome message, a description of the system's capabilities, and three instructional sections: 'To Log into DM', 'To Sign Up for DM', and 'To Learn More'. A 'News' sidebar on the right provides updates, including dates like June 9, 2017, and June 7, 2017, along with brief descriptions of system changes or maintenance.

1) **Intro Page:** <http://digitalmeasures.nmsu.edu>

2) **Login Page:** <https://digitalmeasures.nmsu.edu/login/>

3) **Updates:** <http://digitalmeasures.nmsu.edu/news-and-system-updates/>

4) **Contact information for College Liaisons:** <http://digitalmeasures.nmsu.edu/college-liasons/>

5) Information for screens that have data imported or entered for you: FAQ#5

<http://digitalmeasures.nmsu.edu/frequently-asked-questions/#5>

- a. **Permanent Data** (starting rank, dates of rank advancement, tenure status at the start of the academic) – For updates, contact your College Liaison
- b.. **Yearly Data** (academic year, primary college & department, discipline, position title, FTE) – For updates, contact your College Liaison
- c.. **Scheduled Teaching** (credit courses) – Imported once a semester; For updates, contact your College Liaison; See FAQ #9 for more information
- e. **Scheduled Teaching** -- Why am I not seeing all the credit courses I've taught on Scheduled Teaching? See FAQ#9 <http://digitalmeasures.nmsu.edu/frequently-asked-questions/#9>
- f. **Contracts, Grants and Sponsored Research** – Imported monthly from ARGIS; Log into ARGIS to see all of your research at <https://argis.research.nmsu.edu>; For updates, please contact the ARGIS administration group in the office of the Vice President for Research by emailing [argis-support@research.nmsu.edu](mailto:argis-support@research.nmsu.edu)
- g. **Allocation of Effort** summary percentages on the **Workload Information** screen – Faculty can now edit this screen. Prior to Feb 24, 2017 data on this screen was entered by departments or by colleges; For questions, contact your College Liaison

6) **Faculty/Staff Guide:** <http://www.digitalmeasures.com/activity-insight/docs/guide.html>

7) **Helpful Tips & Links on DM Screens** – Find either at the top of some screens or by clicking the "?" before some fields