Instructions for Using Digital Measures

Hand Navigation Bar

Left-Hand Navigation Bar. The left hand-menu of the system displays mainly utilities for entering activity data and running reports.

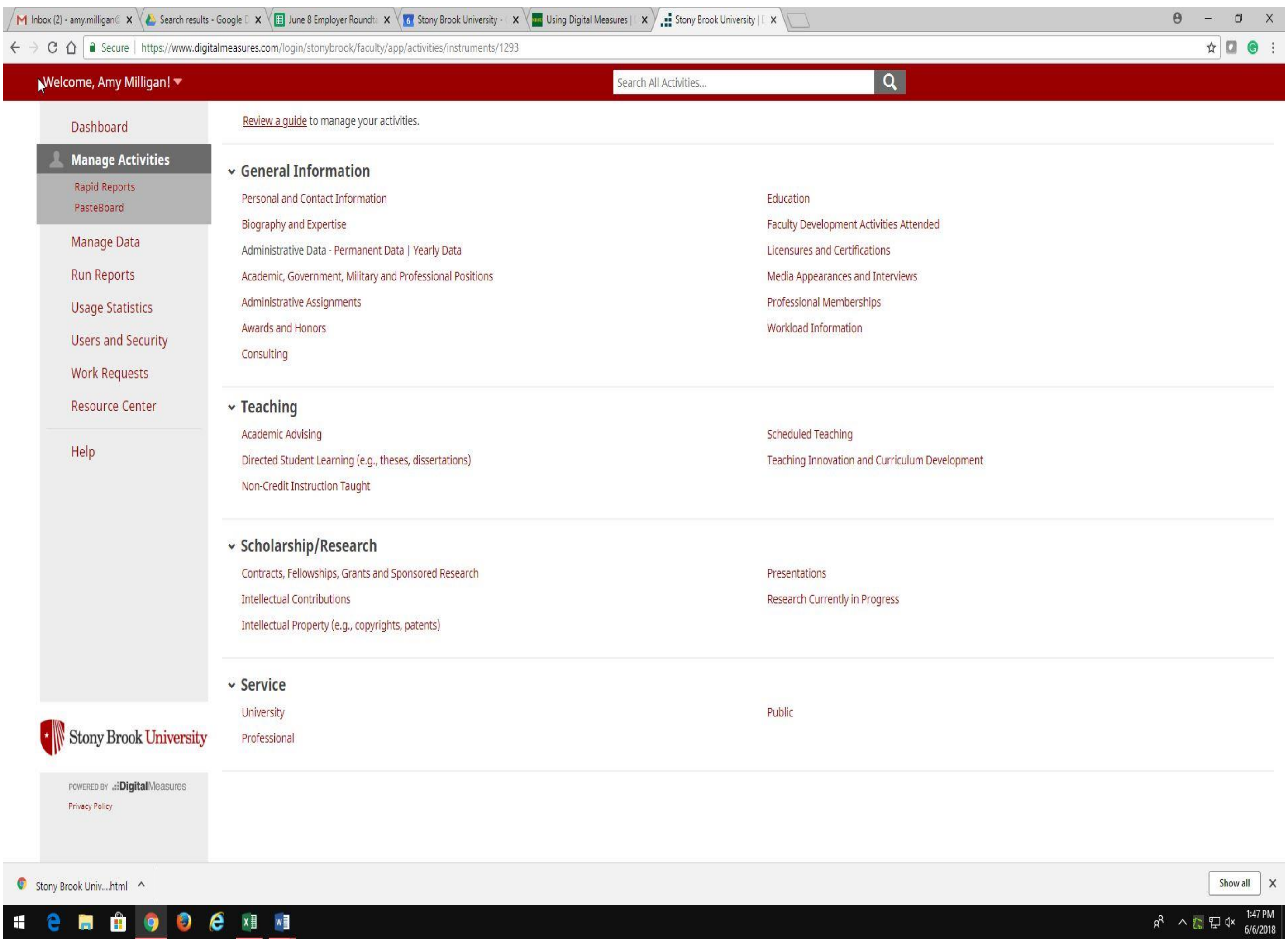
Manage Activities will take you to the screens where you will enter your data (*and review data which has been already entered from institutional data sources*).

Run Reports (ad hoc/custom) will take you to the screens where you can create and print reports (annual activity report, Vita in various formats, PTE Portfolio, etc.).

Help can be used to submit suggestions on how to improve the system, questions about use of the system, or report system errors either directly to Digital Measures or NDSU.

Resource Center provides a link to resource center site maintained by Digital Measures.

Privacy Policy provides a link to detailed information regarding how Digital Measures secures your information.



Manage Activities: Main Menu

The Manage Activities Menu is broken into several screens. To access a screen, click its name. The resulting screen displays records that are stored for that screen. There are six possible actions you can take from the resulting screen, although not all of these actions will always be available:

1. To add a new record, select the **Add** button.
2. To import items in bulk, select the **Import** button (only for the Published Work screen)
3. To delete a record, select the appropriate check box, and then select the **Delete** button.
4. To **view or edit** a record, click on the record.
5. To copy a record, select the **Duplicate** button.

Note: *For records that you can view but not edit or delete, these have been added to the system for you and have been set as read only. If you require changes, please contact Amy Milligan.*