

Entering Information into Digital Measures: A General Guide

1. You should begin by logging in to Digital Measures (see the [how-to guide](#)), having a copy of the Data Entry Guide open (located on the [CAFE Digital Measures webpage](#)), and a copy of the information you want to enter in Digital Measures handy.
2. From the activity list in the Data Entry Guide, select the type of activity you wish to enter in Digital Measures. For the examples in this guide, we will enter a County Agent In Service Training.

WHAT DO YOU WANT TO ENTER?
Select the type of activity you want to enter for instructions on how to enter that activity.

| Extension | Teaching | Research | Service | Other |
|---|---|--|--------------------------------------|---|
| County Agent In-service Trainings | Advising | Artistic & Creative Work | Clinical Service | Administrative Activities |
| County Office Presentations | Courses Taught | Federal Funding | College Service | Awards |
| Extension Media Contributions | Curriculum Development | Intellectual Property | Consulting | Professional Development |
| Extension Publications | Guest Lectures | Non-OSPA Grants | Department Service | Professional Memberships |
| Farm Visits/ Consultations | Other Teaching Activities | OSPA Grants | Media Contributions | |
| Kentucky Extension Leader Lessons | Theses and Dissertations | Other Funding | Professional Service | |
| | | Presentations | Public Service | |
| | | Publications | University Service | |

3. Selecting the activity type from the Data Entry Guide list will bring up a page that tells you what screen in Digital Measures the activity should be entered in, which data fields you are required to enter data in to, and notes that may help you as you enter your data. For some activity types, data will be automatically imported from other sources, and if that is the case, it will be noted on the activity type's page as well.

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COUNTY AGENT IN-SERVICE TRAININGS

Digital Measures Screen: Other Credit or Non-Credit Instructional Activities (under Teaching heading)

Required Data Fields:

- Instruction Type
- Sponsoring Organizations (if relevant)
- Course Title (Presentation Title)
- Description/Topic
- Start Date (only for multi-day events)
- End Date
- Participant Type
- Number of Participants
- Extension- Yes/No (mark yes!)

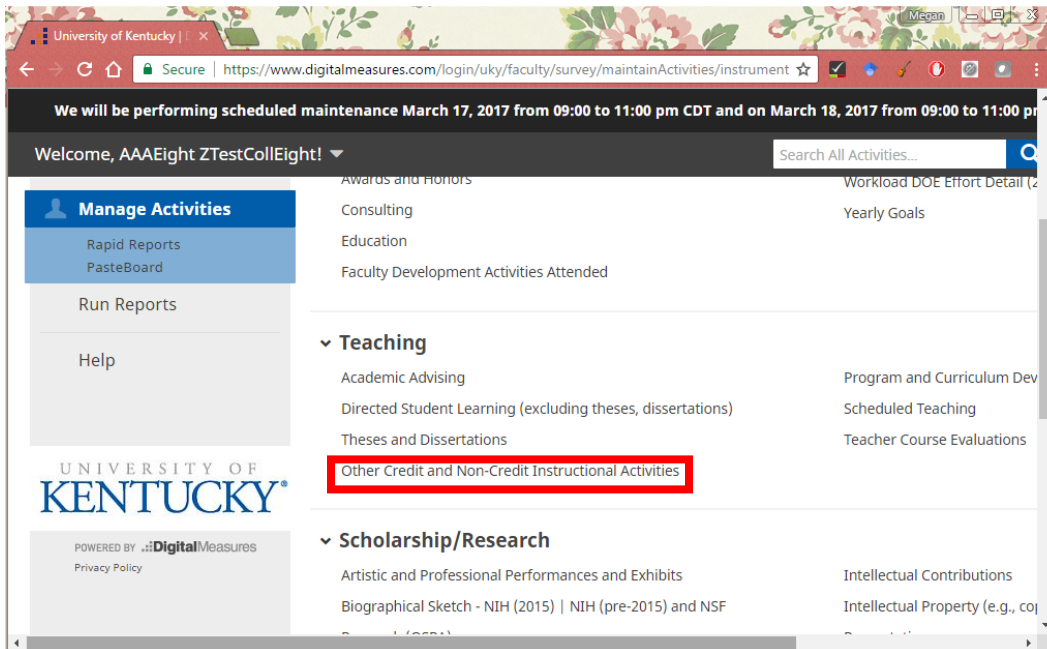
Notes:

- All of the "Extension" instruction types are grouped together with the word "Extension" in front of them in the drop down menu.
- For the "Description/Topic" provide a 1-2 sentence description of the training.
- For events that only occurred on one day, only enter an "End Date."

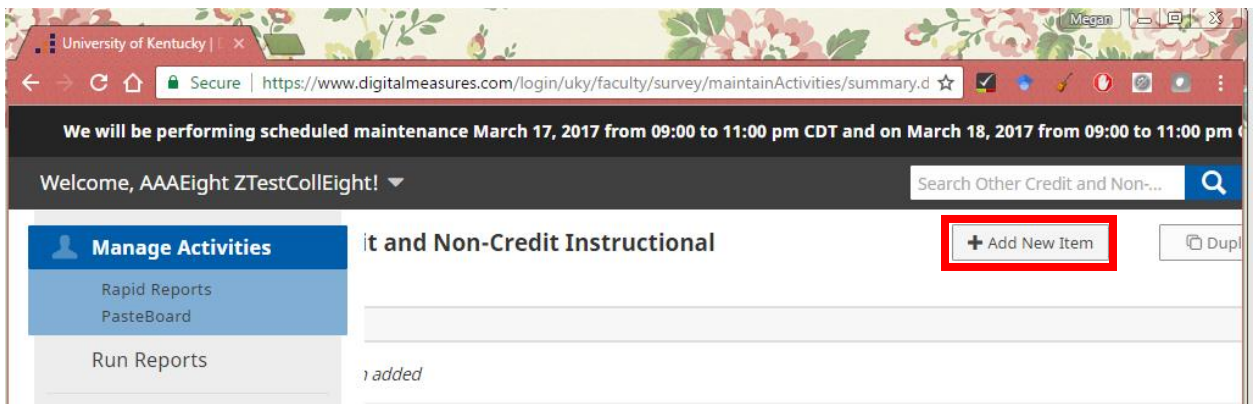
[Return to Activity List](#)

4. Navigate to the main page of Digital Measures. Each of the items listed on this page is a screen into which you may enter your activities. We are going to scroll down and find the "Other Credit or Non-Credit Instructional Activities Screen" to enter our County Agent In Service Training.
5. Select the screen into which you wish to enter data by clicking on the screen name.

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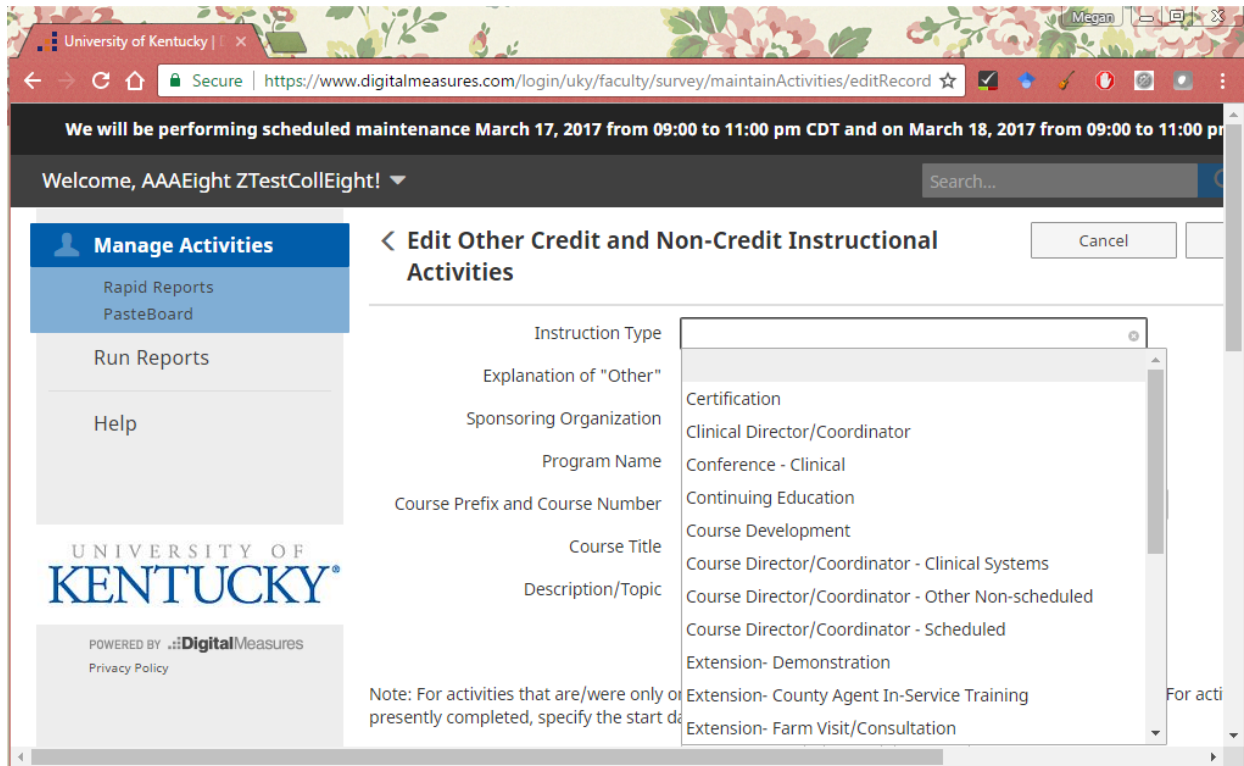
6. To add a new activity, select add item.



7. On the data entry screen you will see many fields. Not all of the fields are required by CAFE. Refer to the Data Entry guide to know which fields are required by CAFE. If you enter data into a field that is not required by CAFE, that data will not appear on your CV for your annual performance review.

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8. To enter data, select the data field. Some data fields will be drop down menus.



9. Other data types you will need to type information into. It is also possible to cut and paste information from other documents into Digital Measures data fields. Be sure to spell everything correctly and use proper grammar and punctuation as items will appear on your CV exactly as you entered them.

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We will be performing scheduled maintenance March 17, 2017 from 09:00 to 11:00 pm CDT and on March 18, 2017 from 09:00 to 11:00 pm CDT

Welcome, AAAEight ZTestCollEight! Search...

Manage Activities

- Rapid Reports
- PasteBoard
- Run Reports
- Help

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Edit Other Credit and Non-Credit Instructional Activities

Cancel

Instruction Type: Extension- County Agent In-Service Training

Explanation of "Other":

Sponsoring Organization: Adair County Extension

Program Name: Building on Basics: Intermediate Concepts in Family Reso

Course Prefix and Course Number: Course Prefix: Course Number:

Course Title:

Description/Topic: This broad-based session focused on intermediate core concepts in family resource management, consumer protection, building wealth, and retirement planning.

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities presently completed, specify the start date and leave the end date blank.

10. If an activity only occurred on one day, you should only enter an End Date, not a Start Date.

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities presently completed, specify the start date and leave the end date blank.

Start Date: [] [] []

End Date: March 15, 2017

11. Remember that you only need to enter activities that occurred within the two year evaluation period of your Annual Performance Review.

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12. If the activity you are entering is associated with the Extension portion of your Distribution of Effort, you need to select "Yes" in the Extension data field. Answering Yes in the Extension Data field tells Digital Measures to include this activity in the Extension portion of your CV. If you leave this data field blank or answer No, the activity will appear in the Teaching, Research, or Service portion of your CV.

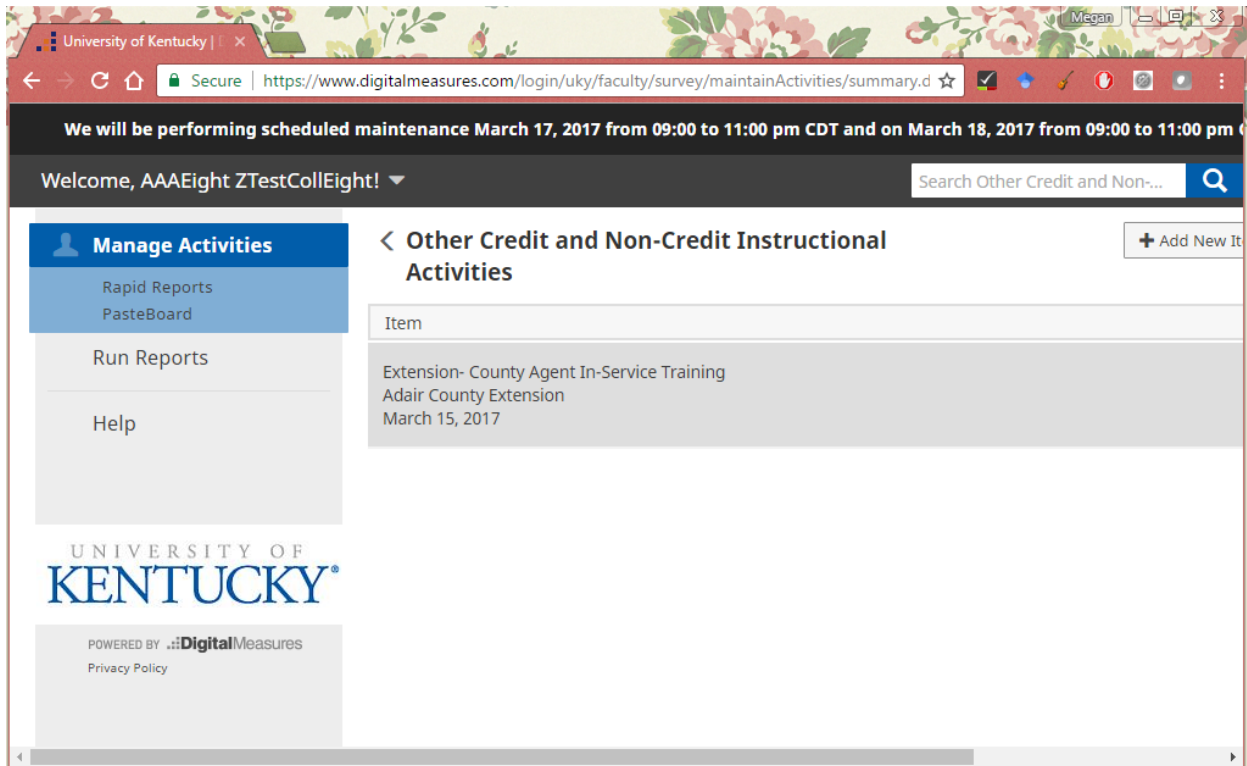
The screenshot shows a web browser window with the URL <https://www.digitalmeasures.com/login/uky/faculty/survey/maintainActivities/editRecord>. The page title is "Edit Other Credit and Non-Credit Instructional Activities". The form includes several dropdown menus: "Was this peer reviewed/refereed?", "Academic or Professional?", "Compensated or Pro Bono?", and "Extension". The "Extension" dropdown is highlighted with a red box, showing "Yes" and "No" options. Below the form, there is a "Participant Types/Cou..." section with a "Participant Type" dropdown and a "Number of Participe" input field. The University of Kentucky logo is visible in the bottom left corner.

13. Once you are satisfied with your data entry, select Save to return to the list of this activity type or save and add another to open a new blank data entry screen for the same activity type.

The screenshot shows the bottom right corner of the form. It includes a "Cancel" button and two buttons: "Save" and "Save + Add Another". The "Save" and "Save + Add Another" buttons are highlighted with a red box.

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14. Selecting save will bring you back to the list of activities of this type. From here, you may reopen the activity you just entered and edit it, you may add a new activity, you may delete an activity, or you may duplicate an activity if you have several similar activities that only need slight alterations.



15. To return to the main page of Digital Measures, select the back arrow next to the activity screen title.



16. From the main page of Digital Measures, you may choose to enter another activity type, or exit the program.