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.

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

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

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.
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.