



# Digital Measures – Reporting Activities

## How to Report your Activities / Program Efforts

### How do I know where to report my Program Efforts in Digital Measures?

We have provided you with information about where to report your efforts on our [DM Training Resources](#) page. Please look under the General Reporting Section at the [DM Cheat Sheet](#), [Where to Report](#), [Output Reporting](#), and [15 Most Important Things About Reporting in DM](#) files. Also check out the [Training Webinar](#) videos that are linked near the bottom of the DM Training Resources page, as we walk through the intricacies of reporting.

### Log into Digital Measures using your eID login credentials:

If not sure how to do this, please visit our DM Training Resources page and look at the How to Log In document and/or watch the DM Overview video:

<https://extension.colostate.edu/staff-resources/programming-and-reporting/digital-measures-training-resources>

You will need an electronic identity through CSU (eID or Guest Associate eID) and an active account within DM. Please contact [Darrin.Goodman@ColoState.edu](mailto:Darrin.Goodman@ColoState.edu) if you have questions about your eID.

eID Login

Log in to Digital Measures

**..:DigitalMeasures**

Digital Measures focuses exclusively on web trust Activity Insight, its market-leading faculty institutional success. Founded in 1999, the o

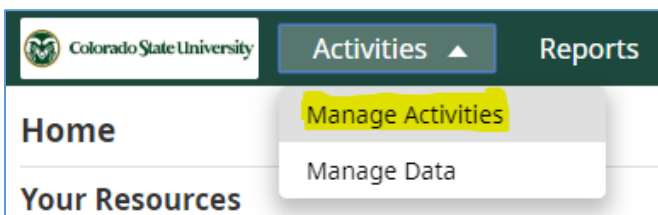
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eName:

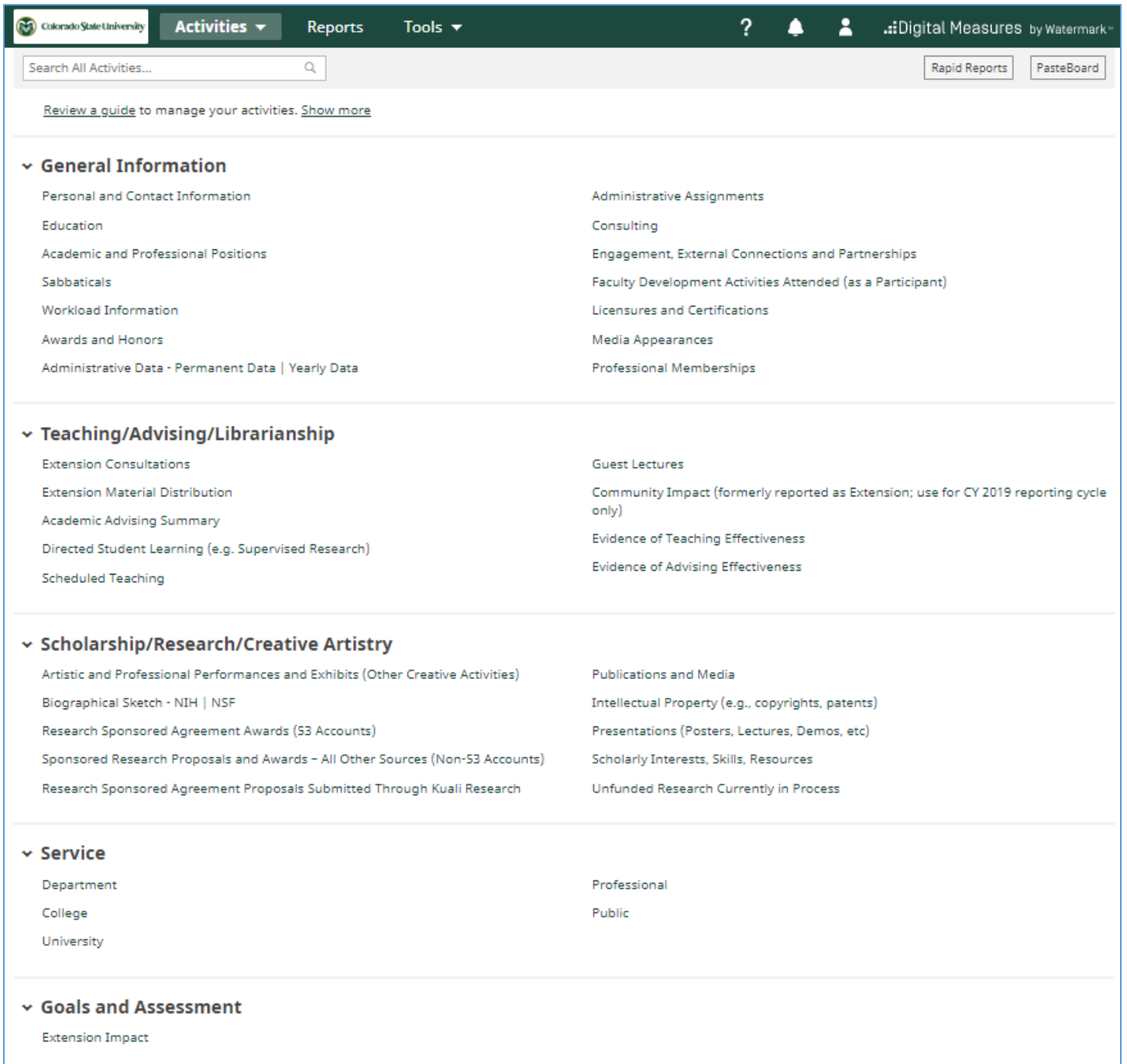
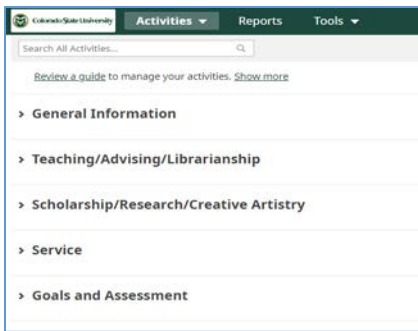
Password:

### DM Activities Page – Managing Activities:

To report your program efforts, click on the Activities button, and then on Manage Activities.



This will take you to the Activities page, where you can manage the reporting of your activities and program efforts. Notice the different section titles – you can collapse or expand any of these titles to simplify the appearance of the page if you like.



As previously stated, please refer to our [DM Cheat Sheet](#) and also the [Where to Report](#) files to learn more about where to report specific types of program efforts in Digital Measures.

To report a specific type of activity, use the appropriate screen as indicated in the DM Cheat Sheet and Where to Report files. For the purpose of this example, we'll look at how to report a **workshop**.

When reporting a workshop event that you have organized/conducted, click on the **Presentations (Posters, Lectures, Demos, etc)** link found under the section called **Scholarship/Research/Creative Artistry**.

### ▼ Scholarship/Research/Creative Artistry

Artistic and Professional Performances and Exhibits (Other Creative Activities)

Biographical Sketch - NIH | NSF

Research Sponsored Agreement Awards (53 Accounts)

Sponsored Research Proposals and Awards – All Other Sources (Non-53 Accounts)

Research Sponsored Agreement Proposals Submitted Through Kualii Research

Publications and Media

Intellectual Property (e.g., copyrights, patents)

**Presentations (Posters, Lectures, Demos, etc)**

Scholarly Interests, Skills, Resources

Unfunded Research Currently in Process

### View or Edit Previously Reported Entries:

Once the Presentations page loads, any activities that you have previously reported to the Presentations screen will appear on this page. You will be able to click on the link associated with any previous activity if you wish to view or edit that activity. If you have not yet reported any activities on the Presentations screen, then your indexed list will be empty.

The screenshot shows the 'Presentations (Posters, Lectures, Demos, etc)' page in the Digital Measures system. The page has a dark green header with navigation tabs for 'Activities', 'Reports', and 'Tools'. A search bar is located at the top left, and 'Rapid Reports' and 'PasteBoard' buttons are at the top right. Below the header, there are three buttons: '+ Add New Item', 'Duplicate', and a trash icon. The main content area displays a list of three reported activities, each with a yellow arrow icon on the left and a checkbox on the right:

- Healthy Living Community Farm  
Maintaining Healthy Soil  
May 18, 2020
- Summit County Community Center  
Growing Crops at High Elevations  
May 5, 2020
- Emergency and Disaster Management Workshop for Small Acreage  
Emergency and Disaster Management Workshop  
January 12, 2020

### Report Your Activities / Program Efforts:

Continuing with the example of reporting a workshop that you organized/conducted, from the Presentations index page, click on the Add New Item button.

← Presentations (Posters, Lectures, Demos, etc)

+ Add New Item

Notice that any required fields will be indicated with a red asterisk \*.

* Presentation Type	<input type="text"/>
Explanation of "Other"	<input type="text"/>
* Presentation Title	<input type="text"/>
* Full Name of Meeting Where Presented (no abbreviations)	<input type="text"/>
Sponsoring Organization	<input type="text"/>

Select "Workshop" from the Presentation Type dropdown menu.

The screenshot shows the 'Edit Presentations (Posters, Lectures, Demos, etc)' form. The 'Presentation Type' dropdown menu is open, displaying a list of options: Demonstration, Exhibit, Keynote/Plenary Address, Lecture, Oral Presentation, Paper, Poster, Reading of Creative Work/Performance, Workshop (highlighted in yellow), and Other. Below the dropdown, the 'Presenters/Authors' section is visible, including a table with columns for 'First Name', 'Middle Name/Initial', 'Last Name', and 'Role'. The '1st Presenter/Author' row is partially filled with 'People at Colorado State University'.

Provide a title for your presentation in the Presentation Title textbox. Provide a name for the location of where the workshop was held. Fill out any information that applies to your workshop and leave fields blank where you either don't know the answer or the field does not pertain to your event; any fields preceded by a red asterisk will need to be filled out.

### Tagging Colleagues/Collaborators:

To "tag" an individual who collaborated with you on this workshop or event, use the Presenters/Authors section of the screen. **Important things to note:**

- Other activity screens might call this collaborators area something different, such as "Authors", but it serves the same purpose.
- When you use the "Add" button, your activity will show up for anyone you tag as a collaborator. Any collaborator who has been tagged will be able to edit this activity from his/her screen, so if you see that something has changed in a way that you disagree with, please communicate with those who you collaborated with to reach some sort of agreement.
- If you have several collaborators who have active accounts in Digital Measures, using the field titled, "Select the number of presenter/author rows to add", you can use the numeric option to add multiple collaborator fields with one click. Select the number of collaborators you wish to add and then click the "Add" button.

- The “Add a List of Names” button DOES NOT “TAG” your collaborators. You can use this to list one or more collaborators who you worked with who are not a part of the CSU system or who do not have an account in Digital Measures.

**Presenters/Authors**  
Please either select a person from the drop-down list or enter their name in the input fields.

**1st Presenter/Author**

People at Colorado State University	First Name	Middle Name/Initial	Last Name	Role	If a student, what is his/her level?
Goodman, Darrin (dgoodman)	Darrin		Goodman		

You've specified Darrin (dgoodman) Goodman with a maiden/pen name of Darrin Goodman.

**2nd Presenter/Author**

Sullins, Martha J (sullins)	Martha		Sullins	Author & Presenter	
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You've specified Martha J (sullins) Sullins with a maiden/pen name of Martha Sullins.

add: 1 +Add + Add a List of Names

### Reporting Extension-Related Work:

Please fill out as much information about your activity as possible. Leave any non-required field blank that you either don't know the answer to or you don't feel pertains to your event. For any of the screens where we have integrated our Extension-related fields into, you will see a section header below the standard CSU fields that reads, “**Extension**”, followed by the following text: “*The section below is to be used by Extension professionals and Faculty/Staff who are doing Extension-related work or who have collaborated with Extension in some capacity.*” Please report your Extension-related activity data under the Extension section. This can be used by both Specialists and Extension Professionals alike.

Diversity related?

Engagement Related?

Extension Related?

Interdisciplinary Presentation?

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**Extension**

The section below is to be used by Extension professionals and Faculty/Staff who are doing Extension-related work or who have collaborated with Extension in some capacity.

Planning and Reporting Unit (Primary)

Planning and Reporting Units (Secondary)

- 4-H
- Community Development
- Cropping Systems

### Select PRU (and Secondary PRU(s) if Applicable)

Please specify a primary PRU that you are associating your activity with. If your activity is associated with more than one PRU, please specify the Primary PRU, and then use the Secondary PRU scrolling menu to select one or more secondary PRU(s). Please also specify your Program Affiliation.

## Extension

The section below is to be used by Extension professionals and Faculty/Staff who are doing Extension-related work or who have collaborated with Extension in some capacity.

Planning and Reporting Unit  
(Primary)

Planning and Reporting Units  
(Secondary)

- 4-H
- Community Development
- Cropping Systems
- EFNEP
- Energy
- Environmental Horticulture
- Food Systems

Program Affiliation

### Specify the Location the Event Took Place:

Use the Location area to specify one or more locations where your activity/event took place, along with the Number of Contacts for that location and the Number Completed for that location. You can add as many locations as you like using the Add button.

#### Location

**1st Location**

County/Area/Region

Number of Contacts

Number Completed

Select the number of location rows to add:

### Demographics:

Please specify numbers for demographics if you know them. For Race/Ethnicity, you have the opportunity to select more than one race/ethnicity and associate numbers with each type by using the Add button.

Note: only report demographics when they have been indicated by your audience OR if they have been estimated using best practices for visual determination.

Number of Youth

Number of Adults

Gender - Males (number)

Gender - Females (number)

Gender - Other/Self-Identified (number)

**Race/Ethnicity**

**1st Race/Ethnicity**

Race/Ethnicity

Race/Ethnicity(Number)

Select the number of race/ethnicity rows to add:

### Remaining Items:

Please fill out the remaining fields on the screen if you know them. Anywhere you see a question mark icon, you can toggle-on or toggle-off a box containing help text about that field by clicking on the question mark icon.

**Help**

For purposes of this question, diversity includes age, culture, different ideas and perspectives, disability, ethnicity, first generation status, familial status, gender identity and expression, geographic background, marital status, national origin, race, religious and spiritual beliefs, sex, sexual orientation, socioeconomic status and veteran status. Such research/ scholarship may be focused on a population that is diverse based on the above definition or an investigation focused on issues impacting diverse populations.

Please use this check box when the subject matter or focus of your research, teaching, service or engagement activities is within the diversity definition above. Do not use this check box to indicate that you, a member of your research team, a graduate advisee or student is a member of a diverse group as defined above.

For example, use this check box for a research project whose aim is to uncover the effects being a member of a marginalized group has on the health or financial well-being of its members. Use this check box for presentations you make at an Alliance High School or when you are administering an REU supplement to a research project directed at under-served populations.

The data collected through this check box will be used by the Vice President for Research to understand the breadth and depth of diversity research done by CSU faculty and leverage this data to enhance the University's competitiveness for external funding. The data will also be used by the Vice President for Diversity to understand, highlight and build upon diversity-related activities of the faculty.