METROPOLITAN STATE UNIVERSITY℠
OF DENVER
Center for Teaching, Learning and Design

Digital Measures Documentation

General Information about Using Digital Measures

LOGGING IN TO DIGITAL MEASURES

1. Go to http://www.msudenver.edu/digitalmeasures using a browser.
2. Click the **Log on to Digital Measures** link.
3. Enter your **MSU Denver NetID** and **Password**. This is the same password that you use to log in to your office computer and email account at MSU Denver.

ADDING INFORMATION

When you first log in to Digital Measures, the Manage Activities Menu is displayed. This menu is organized by four headings: **General Information**, **Teaching**, **Scholarship/Research**, and **Service.**

1. Click the link that best corresponds to the type of information you want to enter.
2. Add your information into the data entry boxes. Keep in mind you do not need to enter information in every field.

UPLOADING FILES

To upload supporting documentation, such as a Word document, PDF or PowerPoint presentation, use the **Choose File** button which is available on various Digital Measures screens where you would typically want to include supplementary information. To upload a file:

1. Click **Choose File** to begin the file upload process.
2. Navigate to the file you want to upload.
3. Select the file you want to upload and click **Open**.
4. Confirm that the name of your document is displayed and that the **Choose File** button has been replaced by the **Replace File** button.

SAVING INFORMATION

To save the information you enter on a Digital Measures screen:

- To save your entry and return to the previous screen, click **Save**.
- To save your entry and add another item on the same screen, click **Save + Add Another**.
- Clicking **Cancel** returns you to the previous screen without saving any data that was entered.

RUNNING REPORTS

Once data is stored in Digital Measures, a number of reports can be run. To run a report:

1. Click **Reports** at the top of the page.
2. A list of all the reports to which you have access is displayed. Select the report you want to run.
3. Under **Date Range** choose a **Start Date** and an **End Date** for the report you want to run. This option allows you to restrict the information on the report to only data within the date range specified.
4. Under **File Format,** choose the file format for the report from the **File Format** drop-down menu.
5. Click **Run Report** in the upper right corner.
6. Click **Open** to open the report or **Save** to save the report.