

Digital Measures

Getting Started

To get started, go to <http://www.tarleton.edu/~opeir/DM> and select **Log In to Digital Measures** using your NTNET Account and Password. After logging in, you will see the following Digital Measures home page.

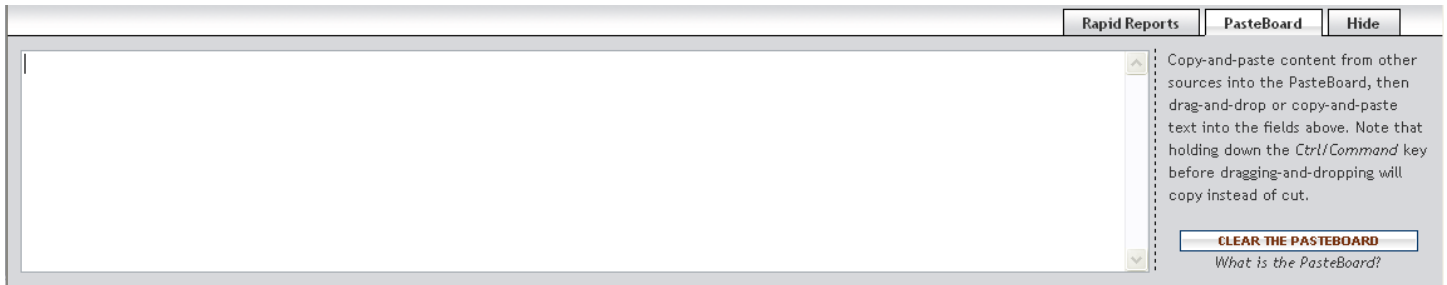
The screenshot shows the Digital Measures home page for user John Tarleton. The page has a header with the user's name and the date, Thursday, October 30, 2008. On the left is a sidebar with navigation links: 'Manage Your Activities', 'Run Custom Reports', 'Help', 'Contact Our Helpdesk', 'Submit Your Feedback', 'Privacy Statement', 'Change Your Password', and 'Logoff'. The main content area is titled 'Welcome, John Tarleton.' and contains a message: 'Below is a list of screens in your Activities Database. Click on the name of the screen for which you wish to add or modify data.' Below this is the 'Activities Database Main Menu' with a 'General Information' section containing links to 'Personal and Contact Information', 'Administrative Data - Permanent Data | Yearly Data', 'Academic, Government, Military and Professional Positions', and 'Administrative Assignments'.

Click on the name of the screen for which you wish to add or modify data. For example, if you selected **Personal and Contact Information**, you will see the following screen:

The screenshot shows the 'Personal and Contact Information' form. The header is the same as the previous screenshot. The sidebar is also the same. The main content area is titled 'Activities Database' and 'Personal and Contact Information'. It features two buttons: 'RETURN (CANCEL)' and 'RETURN TO MAIN MENU'. The form fields are: 'Prefix' (a dropdown menu), 'First Name' (text input with 'John'), 'Preferred First Name' (text input), 'Middle Name' (text input), and 'Last Name' (text input with 'Tarleton').

Pasteboard

You can either enter information directly into the fields or use the pasteboard.



The pasteboard interface provides a convenient place to store "working content", typically copy-and-pasted from another document or file. Placing your "working content" in the pasteboard reduces the need to switch between multiple applications during data entry. Once text is in the pasteboard, pieces of that text may be selected, then copied-and-pasted or dragged-and-dropped into the appropriate field above.

Rapid Reports

To see the information that you have entered into Digital Measures, you can use one of the reports under the Rapid Reports tabs. We will continue to add additional reports to Digital Measures.



Rapid Reports gives you a way to quickly and easily run reports on your data in the system. By allowing you to run reports from the same screens into which you enter your data, Rapid Reports allows you to easily see the effect the data you enter have on your reports.

Help

If you need assistance with Digital Measures, select one of the following links from the menu of the left side of the screen:

- **Help** => Opens a link to the Digital Measures Help menu on the Office of Planning, Evaluation and Institutional Research web site.
- **Contact Our Helpdesk**