Running a Summary of Professional Activities Report in Digital Measures

Step 1: Log on to Digital Measures by going to

https://www.digitalmeasures.com/login/clayton/faculty/authentication/showLogin.do

Step 2: When the main page comes up, select "Run Reports" from the menu on the left.

Manage Activities	Review a guide to manage your activities.	
Rapid Reports PasteBoard	 General Information 	
Run Reports	Personal and Contact Information Administrative Data - Permanent Data Yearly Data	External Connections and Partnerships Professional Development Activities Attended
Help	Academic, Government, Military and Professional Positions	Licensures and Certifications
	Administrative Assignments	Media Contributions
	Awards and Honors	Workload Information
	Education	Uther Professional Growth and Development Activities
	~ Teaching	
	Directed Student Learning	Special Recognitions for Teaching Accomplishments
	N In-Credit Instruction Taught	Program or Curriculum Development
	Non-CSU Courses	Applications of Technology to Teaching
	Other Instruction of Student Activites	Other Planning, Development, and Evaluation of Programs, Courses,
		and Materials Activities
	 Scholarship/Relearch 	
	Artistic and Professional Performances and Exhibits	Intellectual Property
	Contracts, Grants and Sponsor, Tixesearch Intellectual Contributions	Presentations
	~ Service	
	Academic Advising and Mentoring	Management of Department, School, or University-Wide Budgets
	Committee Service	Other Service Within the University Community
	Support to Student Organizations and/or Campus Activitie.	Public
	Administration of Department, School, or University-wide Programs	
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	PasteBoard	
	Fasteboard	
	Run Reports	
	Help	

Step 3: On the "Run Reports" List

a. Choose the "Summary of Profession Activity" from part **1. Report**.

Manage Activities	Run Reports	S Run Report
Run Reports	1 Report	
Help	Select Faculty Publication Matrix Summary of Professional Activity Summary of Professional Activity (Business) Vita Vita (Business)	
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b. Select the start date for your report under **# 2. Data Range**. If you choose the current year, you will only receive information tagged in the current year or those recorded with no end date.

Manage Activities	Run Reports	
Run Reports	1 Report	
Help	Summary of Professional Activity	
	Download this report's template	
	2 Date Range Start Date Jan ▼ 01 ▼ 2015 ▼	
	End Date Dec V 31 V 2015 V	
	3 File Format File Format Microsoft Word (.doc)	
	Changes made to the Microsoft Word document will not be reflected in the system.	
	Page Size Letter	
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*You have the option to download a copy of the report template.

c. In **#3. File Format**, select the file format for your report from the dropdown menu. You can choose from Microsoft Word (doc), Adobe (pdf), or Web (html) format.

You may also choose the page size (either Letter or A4 format).

Manage Activities	Run Reports
Run Reports	1 Report Summary of Professional Activity Download this report's template
	2 Date Range Start Date Jan 01 2015 End Date Dec 31 2015
	3 File Format File Format Microsoft Word (.doc)
	Page Size Letter
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Now that all of the parameters are set, click on Run Report (in the top right corner). Your report will download into your default Downloads folder.