


General instructions for entering data into DM

1. Click desired activity from the “Activities” screen (e.g., “presentations” as shown below)

▼ **Teaching**

Classes Taught (Imported)	Other Instruction (e.g., courses taught at another institution, workshops, seminars, guest lectures)
Directed Student Learning (e.g., theses, dissertations)	Teaching Innovation and Curriculum Development
Academic Mentoring (e.g., career advice, support not related to class)	Course Evaluations

▼ **Scholarship**


Publications	Creative Endeavors
Contracts, Fellowships, Grants and Sponsored Research	Patents & Copyrights
USDA Research, Extension, and Programmatic Impacts	Field / Interdisciplinary Research
Presentations (e.g., posters, papers, seminars, invited) 	

▼ **Extension**

Extension Educators - Profile	Extension Educators or Specialists - Other Activities
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2. Select “Add New Item” to create a new entry

PURDUE UNIVERSITY | **Activities** | CV Imports | Manage Data | Reports | Tools ▼ | ? | 🔔 | 👤 | Digital Measures by Watermark™

Search Presentations (e.g., posters, papers, seminars)  Rapid Reports PasteBoard

< **Presentations (e.g., posters, papers, seminars, invited)** + Add New Item 🔄 Duplicate 🗑️

Item


No items have been added


3. Enter information in required fields (*) using text or selecting an item from the drop-down menu.

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Edit Presentations (e.g., posters, papers, seminars, invited) Cancel 📁 Save 📁 Save + Add Another

Presentation Title* 

Presentation Type* 

Conference/Meeting Name

Sponsoring Organization* 

Location

City State International Province/Territory Country

Make sure you scroll down and complete all of the fields with an “*” – You won’t be able to save your entry unless of the required fields have been completed.

Note: Fields without an “*” are optional but can be completed as necessary/appropriate

4. When done with your entry, click “Save” or “Save + Add Another”

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Activities CV Imports Manage Data Reports Tools

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