

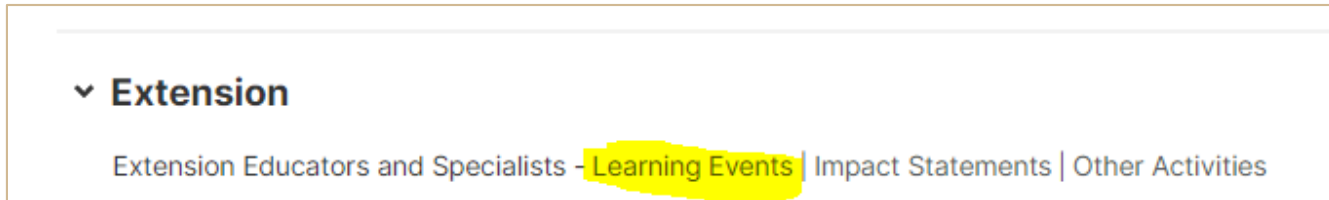
## Step-by-step Instructions – Learning Events



The screenshot shows the top portion of a website. At the top left is the Purdue University logo and the text 'PURDUE UNIVERSITY'. To the right of this is the text 'College of Agriculture'. Below the logo is a white bar with the word 'HOME'. The main content area has a dark background with the title 'Digital Measures' in a light color. Below the title is a paragraph of text: 'Digital Measures is a web-based activity reporting system used to collect and report information about teaching, research and extension accomplishments of faculty, extension specialists and extension educators in an easy-to-use digital format.' At the bottom of the screenshot are three white buttons: 'Login (BoilerKey Required)', '? Help Entering Data', and '? Help Retrieving Data'.

- Instructions, information, and login access are posted on the College of Agriculture DM site: <https://ag.purdue.edu/arge/digitalmeasures/>
- Login using BoilerKey
- If you need help, or have a question, please email [DMhelp@lists.purdue.edu](mailto:DMhelp@lists.purdue.edu).

- Locate the “Extension” section and select Learning Events:



## Add New

- Start your Learning Event reporting by selecting the ADD NEW button.

