

Reporting “OTHER ACTIVITIES” in Digital Measures (DM)

Instructions for Extension Educators and for Faculty and Extension Specialists

October 2021

Other Activities

- The “Other Activities” screen may be completed by Extension Educators, or Faculty and Extension Specialists. It is used for a select list of actions – consultations, committees, publications, and indirect contacts.
- Questions? Email DMhelp@lists.purdue.edu or click on “Help” on the DM top navigation.

Reporting Expectations for Extension Educators

- Extension Educators are expected to report OTHER ACTIVITIES monthly. Data entry is due the 5th business day of the month.

Reporting Expectations for Faculty and Extension Specialists

- Faculty and Extension Specialists are expected to report on the calendar year – Jan- Dec. Since the Other Activities screen is set up by month, you may choose to report by month in DM, or put totals for the year in the month of December only.

Step-by-step instructions – Other Activities



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Digital Measures

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.

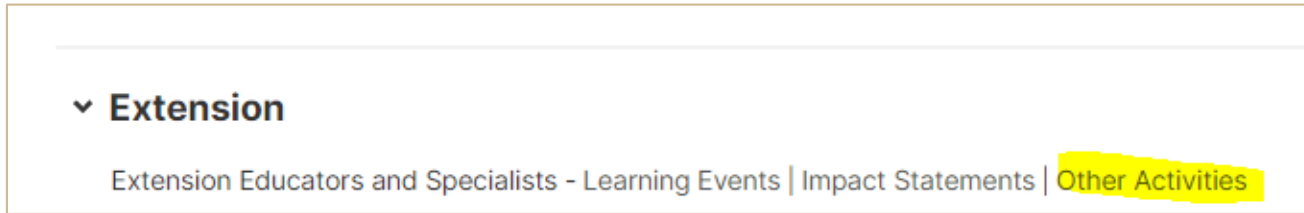
 Login (BoilerKey Required)

 Help Entering Data

 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.

- Locate the Extension section and select Other Activities



Add New

- Start your Other Activity reporting by selecting the ADD NEW button.

