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

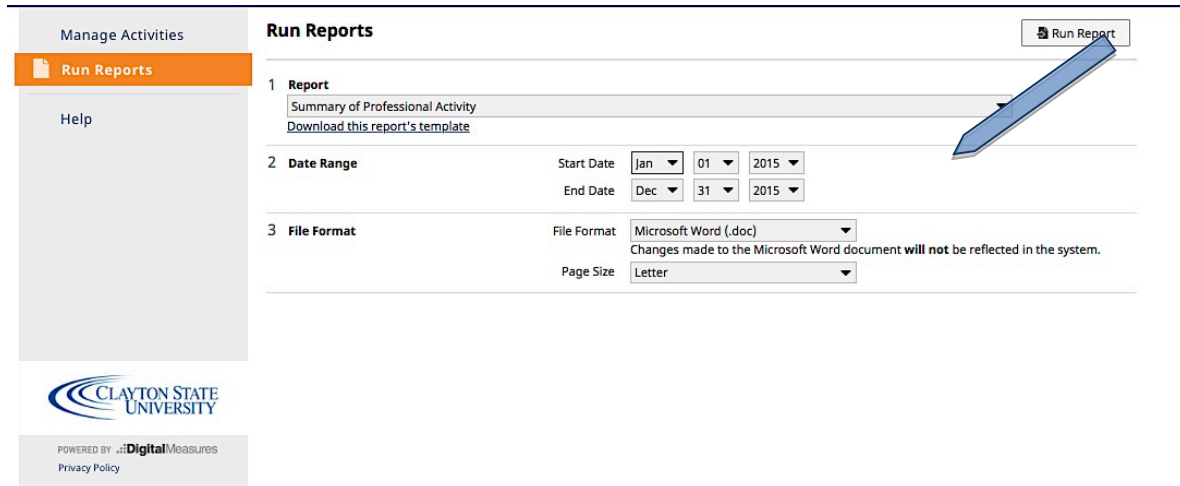Step 2: When the main page comes up, select "Run Reports" from the menu on the left.

Step 3: On the "Run Reports" List

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

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.
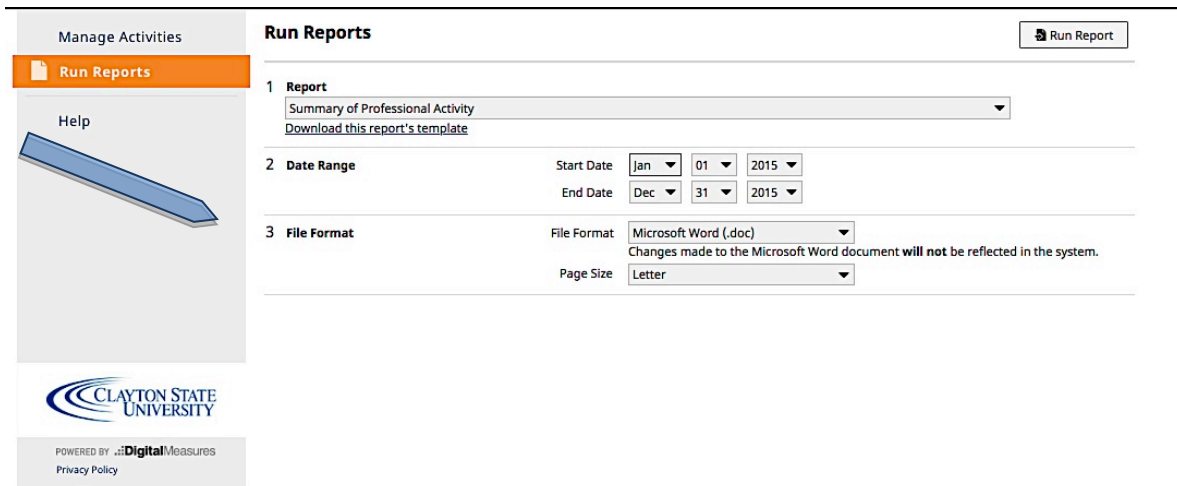

*You have the option to download a copy of the report template.

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).

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.