

How to Access the Assessment Module

Directions created May 26, 2010 Updated April 5, 2011

1. Use your Digital Measures account information to access the Assessment Module as you would your Faculty Activity insight account.

The url for the login page is

<https://www.digitalmeasures.com/login/pdx/faculty/authentication/showLogin.do>

If you do not know your password, click on “Request your Password” in the lower right-hand corner of the login window or contact digitalm@pdx.edu for assistance.

If you do not have a login please request one by contacting digitalm@pdx.edu.

Portland State University | Digital Measures - Microsoft Internet Explorer

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Address <https://www.digitalmeasures.com/login/pdx/faculty/authentication/showLogin.do> Go Links

..:DigitalMeasures

Portland State UNIVERSITY

Please Login

▶ Email @pdx.edu

▶ Password

LOGIN

[Questions/Comments?](#) | [Request Your Password](#)

Internet

2. Click on "Manage Data" from the green menu on the left-hand side of the screen.

(Please note, your first page may differ in appearance from the one below, but the "Manage Data" option should be displayed on the green menu. If not, contact digitalm@pdx.edu to have access permission granted)

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Address <https://www.digitalmeasures.com/login/pdx/faculty/status/showStatus.do;jsessionid=CF2C3C8D68F1FC8D9D097BC867F57CE7> Go Links

Portland State UNIVERSITY DigitalMeasures

Welcome, Rowanna Carpenter. Wednesday, May 26, 2010

Setup [INCOMPLETE]

Dashboard
Manage Your Activities
Manage Data
Run Ad Hoc Reports
Run Custom Reports
Usage Statistics
Users and Security
Resource Center

Contact Our Helpdesk
Submit Your Feedback
Privacy Statement
Change Your Password
Logoff

Setup indicates the steps needed to get setup with Digital Measures' Activity Insight solution.

Setup [INCOMPLETE]

Black indicates steps you may complete right now.
Green indicates steps that have been completed or skipped.
Gray indicates steps that cannot yet be completed.

Watch the demo that sold you on Activity Insight.

Download the Administrator's Guide for Activity Insight, or order printed copies. - **New!**

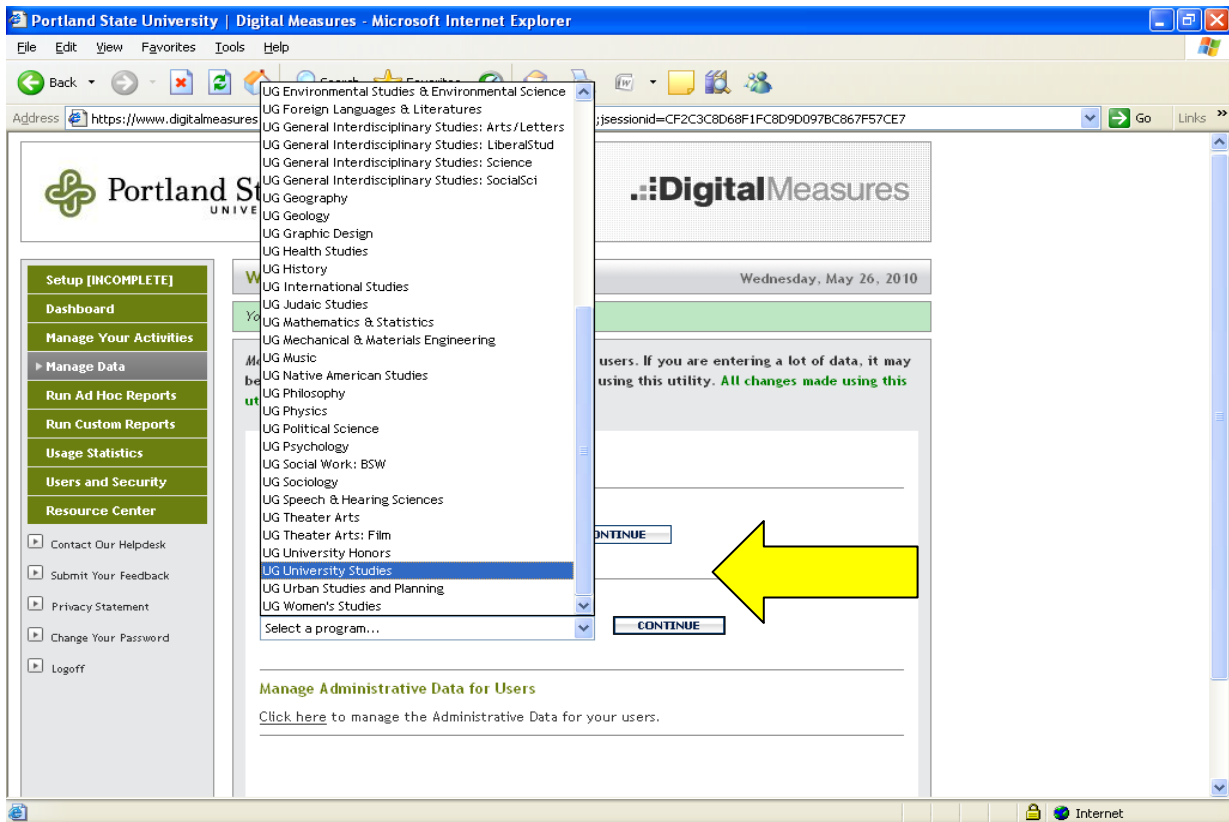
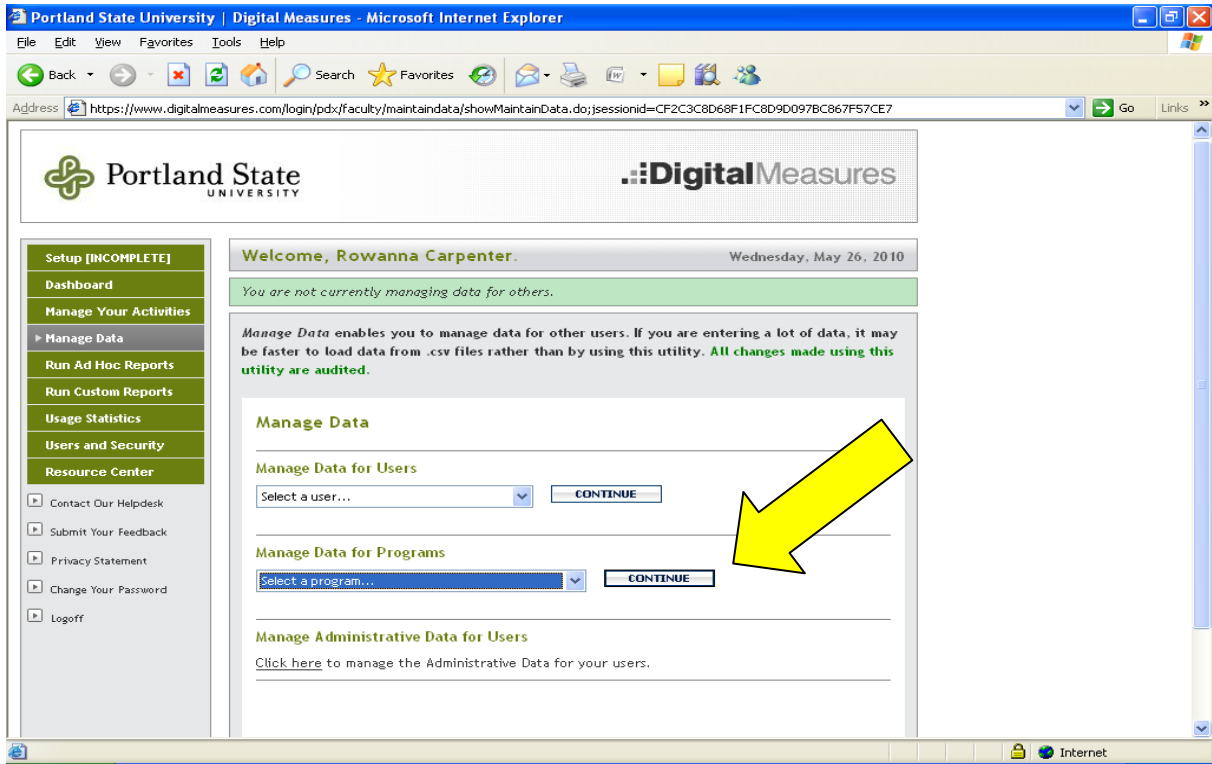
Your Digital Measures Administrator, Juliette Stoering, has additional information on this screen that indicates how to complete these steps.

Activities Database - University
College: College of Liberal Arts & Sciences

- 1 Submit a completed user setup template.

Internet

3. Select your program from the section labeled "Manage Data for Programs" using the drop down menu and click on the "continue" button.



4. From the “Manage Program Assessment Main Menu” you may review and enter assessment information by clicking on one of the five screens listed.

For further information regarding the use of these screens, attend an orientation session <http://www.pdx.edu/cae/assessment-module-orientations> or contact Arianna Stumbaugh-Young, graduate assistant for assessment in the Center for Academic Excellence at arianna3@pdx.edu or 503-725-5923.

For technical questions please contact digitalm@pdx.edu or Juliette Stoering in OIRP at 503-725-3427 or stoeringj@pdx.edu

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File Edit View Favorites Tools Help

Address <https://www.digitalmeasures.com/login/pdx/faculty/survey/ui/showMaintainDataInstrumentList.do;jsessionid=CF2C3C8D68F1FC8D9D097BC867F57CE7> Go Links

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..:DigitalMeasures

Setup [INCOMPLETE]

Dashboard

Manage Your Activities

▶ Manage Data

Run Ad Hoc Reports

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Usage Statistics

Users and Security

Resource Center

▶ Contact Our Helpdesk

▶ Submit Your Feedback

▶ Privacy Statement

▶ Change Your Password

▶ Logoff

Welcome, Rowanna Carpenter. Wednesday, May 26, 2010

You are currently managing data for UG University Studies Program. [End](#)

Below is a list of screens in your Manage Program Assessment. Click on the name of the screen for which you wish to add or modify data.

Manage Program Assessment Main Menu

- ▶ [Administrative Data](#)
- ▶ [Program-Level Learning Outcomes](#)
- ▶ [Assessment Plan & Curricular Map](#)
- ▶ [Program-Level Assessment Activities](#)
- ▶ [Stage of Development / Program Response to Stage of Development](#)

Rapid Reports PasteBoard Hide

Internet

- To generate a data report select "Run Ad Hoc Report" and choose the dates, data items to include, and file format.

Portland State UNIVERSITY DigitalMeasures

Manage Data
Run Ad Hoc Reports
Run Custom Reports

- Contact Our Helpdesk
- Submit Your Feedback
- Privacy Statement
- Change Your Password
- Logoff

Welcome, Arianna Stumbaugh-Young Tuesday, April 5, 2011

Run Ad Hoc Reports enables you to obtain lists of data for a date range of your choosing.

Create a Report

- Select the instrument to use.**
Manage Program Assessment
- Select the date range to use.** *More Information >>*
Start Date: Jan 01 2011
End Date: Dec 31 2011 All Dates
- Select the data to include.** *More Information >>*
Click here to select the data.
Data selected: All Data
- Select how the data should be organized.** *More Information >>*
One report per: Program
- Select who to include.** *More Information >>*
Click here to select whose data to include.
People selected: All
Include these accounts: Enabled Accounts Only
- Select the file format.** *More Information >>*
Microsoft Word
- Select the orientation and paper size.** *More Information >>*
Landscape, Letter

CONTINUE

