

Things to Remember When Working in Digital Measures

- Digital Measures runs reports based on date ranges. **Therefore, it is very important that the data you enter into each screen has a date associated with it (in most cases at least a Month and Year).** Otherwise the data will not be picked up by Digital Measures when running your report.
- Digital Measures works best when using Google Chrome or Mozilla Firefox as your browser.
- Digital Measures **does not automatically save** your entries. You must click “Save” to ensure all of the information you entered is retained.
- Date fields under the various screens should be completed if they are applicable to you and you want them included in your report. If you are not comfortable sharing certain information, you are not required to include it.
- While most information must be entered by you, some data has already been pre-populated, such as some of the information shown under the *Scheduled Teaching* and *Directed Student Learning* screens as well as some personal and administrative information. If you find that some of this information is incorrect, please contact dmhelp@skidmore.edu and [we will work with you to correct it.](#)