NOTES for completing Digital Measures Screens for Annual Report (In addition to completing the critical elements on the screen, these are quirky pieces which determine how and where entries appear on the Annual Report.)

I. Publications (follow guidelines from training materials, but for entries to appear in the proper section [published, accepted, submitted/in preparation] and to have appropriate notations of peer reviewed, and/or extension aligned, these tips should help).
   a. Status and dates: must be completed, and the appropriate dates for the status.
   b. For the “**” to appear indicating a peer reviewed article, you must complete the “Was this peer reviewed/refereed?” question with a “Yes” response.
   c. For the “***” to appear indicating the publication is aligned with an extension activity, you must complete the “Is this contribution aligned with an MSU Extension activity?” question with a “Yes” response.

II. Presentations and Guest Course Lectures (guest lectures for MSU courses) (follow guidelines from training materials, but for entries to appear in the proper section, with or without paper/poster, guest lecture (for a class), to have appropriate notations of peer reviewed, and/or extension aligned, and Keynote Speaker, these tips should help).
   a. For the entry to appear as with paper, with paper and poster, with poster, answer the “Presentation with paper or poster question?” accurately. If this is not completed, or answered “none” it will appear in the Presentations Without Paper or Poster section.
   b. For the entry to appear with a “***” indicating the publication is aligned with an extension activity, you must complete the “Is this contribution aligned with an MSU Extension activity?” question with a “Yes” response.
   c. For the entry to appear with a “#” indicating it was “invited or accepted”, answer the “Invited or Accepted” question with a “Yes” response.
   d. For the entry to have Keynote Speaker indicated, you must pick Keynote/Plenary Speaker as the Presentation Type/Delivery Mode.
   e. For the entry to appear as a Guest Lecture for an MSU Course, you must pick Guest Lecture/Guest Speaker as the Presentation Type/Delivery Mode AND Student/Class Participant as the Audience. If you do not have both entered, the entry will appear with the other presentations.

III. Advising
   a. Advising is “for the reporting period” (as the date range you selected when running the report) and dates have been removed (although logic behind the scenes picks the correct entry for the year selected). Since this report is meant to be run one year at a time, and since advising data is stored year by year, if you advise the same student for multiple years and you run the report to cross multiple years, the same student will show up redundantly.
   b. Administrative/Service Activities
   c. GENERAL NOTE 1: If you complete Responsibilities and Activities and/or Accomplishments, these will print on your Annual Report.
d. **GENERAL NOTE 2**: Dates are important, however, undated activities will show up (even if they are not within the selected reporting dates).

e. **GENERAL NOTE 3: Service with the University**: for the entry to appear in the appropriate category (Department, College, University), you must complete the **SCOPE** question.

f. **Mentoring**: For a University Service entry related to mentoring to appear:
   i. **Role** must be **Mentor**
   ii. **Service Type** must be **Faculty Mentor**
   iii. If the faculty member is listed in the **If Mentor, who was Mentee?** Drop down list, click on that faculty member.
   iv. If the mentee is not in the list, OR is not a faculty member, **Enter the name of the mentee in the first line of the Responsibilities and Activities box**.

IV. **Awards and Honors**

a. For awards that are for **YOU** the faculty member, answer the question, **“This award was given to” as you, the faculty member**.

b. For awards that are for one of your students, answer the question, **“This award was given to” as “a student you advised” and enter the name of the student in the first line of the Description/Explanation box.**

V. **Additional Activities and Impact Summaries**

a. **Extension Activities** is meant to capture information from the **MSU Extension Activities** screen. This screen captures activities done for Extension that reflect a substantial time frame, and partnership with other MSU and non-MSU entities. What you put in the **Summary** field will appear on the Annual Report.

b. **Impact Summaries** is meant to capture entries from the **Impact Summary** screen, from the report time frame, that describe the extent to which one or more of your professional activities and or accomplishments has had a significant effect. As the Annual Report is meant to run once per year, you may see multiple summary statements (if you have completed more than one for a given year).