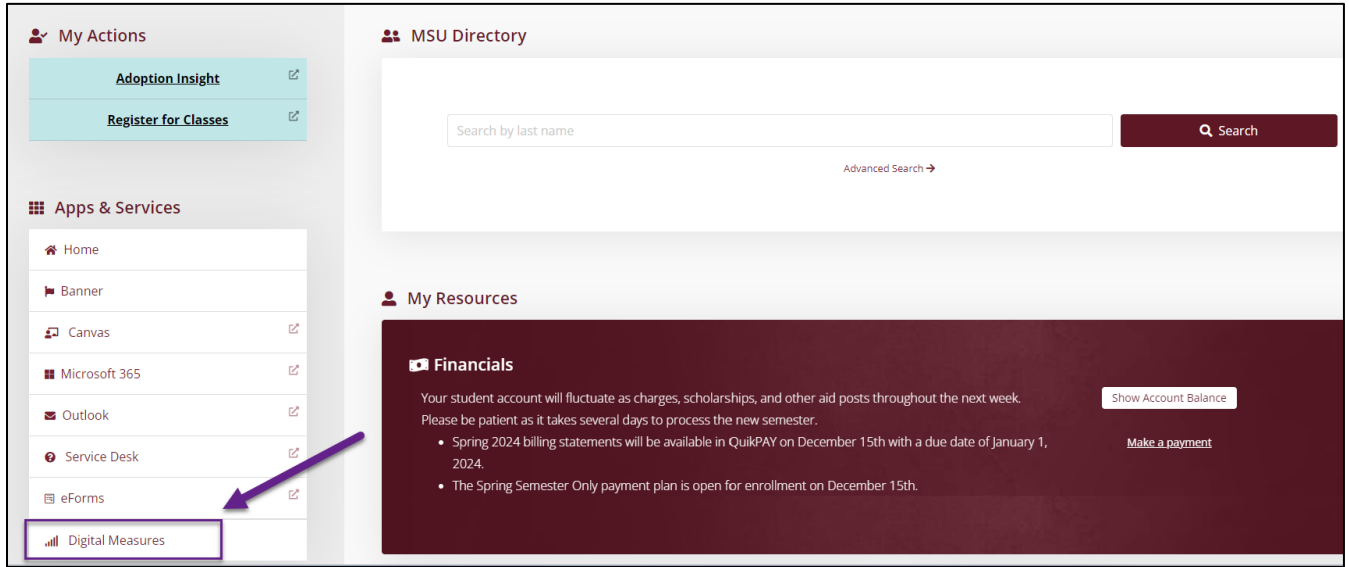
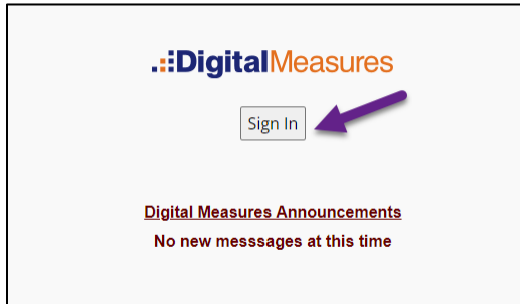


Entering publication information into Digital Measures

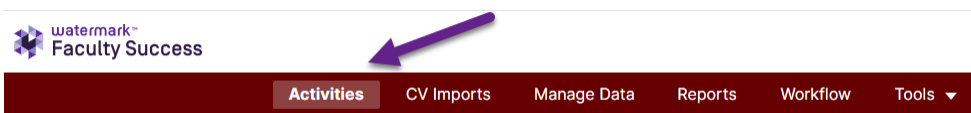
1. Log into myState using your netid and password.
2. Select Digital Measures from the Apps & Services area on the left-hand side of the screen.



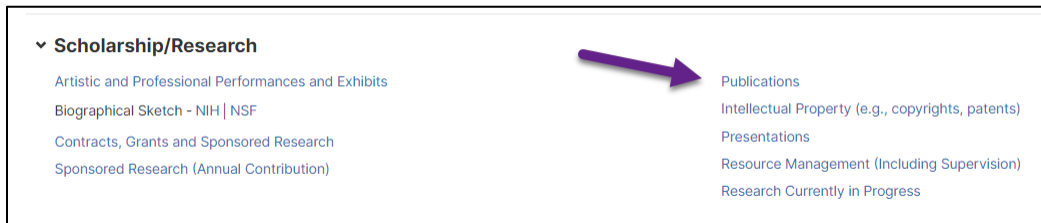
3. Select Sign In.



4. Select Activities from the navigation bar.

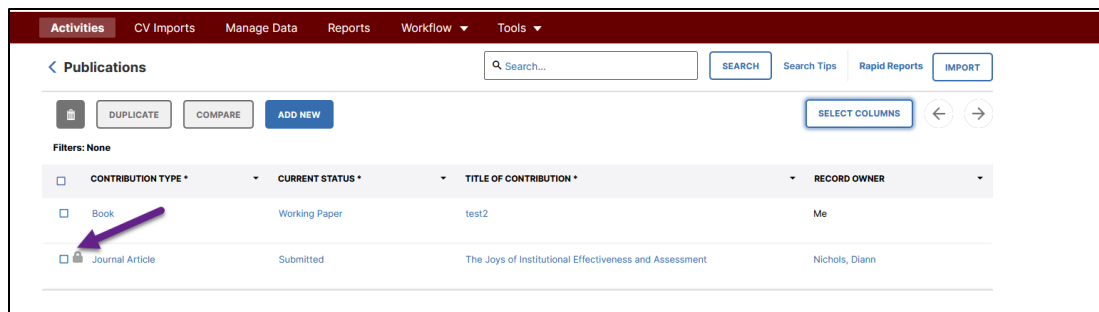


5. Select Publications located in the Scholarship/Research section.

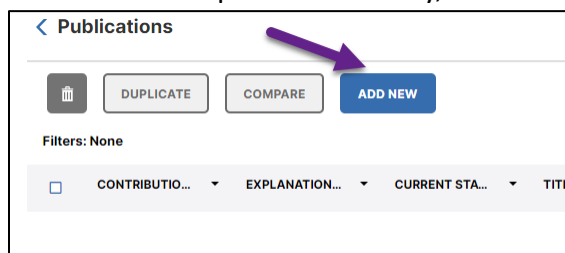


- If an entry with a padlock icon indicates the publication has been entered by another university employee. You can view the entry but will be unable to edit the entry.





6. To create a new publication entry, select Add New at the top of the screen.



7. Complete the required fields marked with asterisk (*) and any additional items needed for a bibliographic citation within your field.

Edit Publications

Fields marked with an asterisk (*) are required.

Contribution Type *

Is this publication also an oral presentation or poster presentation?

Check if related to international activity

Current Status *

Title of Contribution *

If this is part of a larger work (e.g., a chapter in a book), Title of Larger Work (required for books and book chapters)

Notes on form fields:

- Publication also oral or poster presentation: if yes, the entry will appear in both sections of the form.
- Current Status: the option chosen will determine which section of the form the publication resides.
 - Active section: accepted, published, or submitted.
 - Working section: preparation, working paper, not yet submitted.

8. Enter any additional contributors by selecting the Add Row button. Contributors at the university will be listed in the drop-down list by selecting the Show All link. Contributors who are not at the university enter their information in the appropriate fields.

The screenshot shows a form titled "2nd Author" with an "Actions" dropdown menu. Below the title is a dropdown menu labeled "People at Mississippi State University" with a purple arrow pointing to it. Below this dropdown is a text box that says "Matching 3918 of 3918 Show All". To the right of the dropdown are input fields for "First Name" and "Last Name". Below these are input fields for "Institution/Company", "Role", "MSU-ID#", and "Department". At the bottom, there is a dropdown menu labeled "If a student, what is his/her level?". At the very bottom of the form is a blue button labeled "ADD ROW" with a purple arrow pointing to it.

9. If information is entered into these optional fields, the information should connect to your website for your respective college.

The screenshot shows two text areas. The top one is labeled "Abstract/Synopsis" and the bottom one is labeled "Key Words". Both text areas have a rich text editor toolbar above them with options for Bold (B), Italic (I), Underline (U), text color (x²), background color (x₂), undo, redo, and link.

10. For the required Date Published field, the form requires the year at minimum.

The screenshot shows a form field labeled "Date Published *". It contains three input boxes: "Month" (a dropdown menu), "Day" (an empty input box), and "Year" (an input box containing "2023"). A purple arrow points to the "Year" input box.

11. These items are not required but are used by the university in its Carnegie recognition for community engagement.

The screenshot shows three optional questions, each followed by a dropdown menu:

- Did you or other MSU personnel engage or partner with any non-higher-education public or private collaborators to conceptualize or conduct this activity?
- Did this activity include mutual benefit and reciprocity between non-higher-education collaborators and university personnel while advancing the mission of MSU?
- Indicate the community-engaged course associated with this record

12. Once the entry is complete, select Save. If additional publications are to be added, select Save + Add New.

The screenshot shows the 'Edit Publications' form. At the top right, there are three buttons: 'CANCEL', 'SAVE', and 'SAVE + ADD NEW'. Two red arrows point to the 'SAVE' and 'SAVE + ADD NEW' buttons. Below the buttons, there is a 'Date Accepted' section with dropdown menus for 'Month', 'Day', and 'Year'.

13. If Save is chosen, a success message is displayed on the publications screen along with the new entry.

The screenshot shows the 'Publications' screen. At the top, there is a search bar and buttons for 'SEARCH', 'Search Tips', 'Rapid Reports', and 'IMPORT'. Below this, there are buttons for 'DUPLICATE', 'COMPARE', and 'ADD NEW'. A green message box says 'Record has been saved'. Below the message, there is a table with one entry:

| CONTRIBUTIO... | EXPLANATION ... | CURRENT STA... | TITLE OF CONTRIBUTION * | COUNT OF RO... | MONTH, DATE ... | DAY, DATE PUB... |
|---------------------------------|-----------------|----------------|--------------------------------------------------------|----------------|-----------------|------------------|
| Journal Article | | Submitted | The Joys of Institutional Effectiveness and Assessment | 2 | | |

If Save + Add New is chosen, the edit publications screen will display.

The screenshot shows the 'Edit Publications' form. At the top, it says 'Fields marked with an asterisk (*) are required.' with a red arrow pointing to the asterisk. Below this, there are several form fields:

- Contribution Type *** (dropdown menu)
- Is this publication also an oral presentation or poster presentation?** (dropdown menu)
- Check if related to international activity
- Current Status *** (dropdown menu)
- Title of Contribution *** (text input field)
- If this is part of a larger work (e.g., a chapter in a book), Title of Larger Work (required for books and book chapters)** (text input field)

14. Select any of the hyperlinks for an entry to edit the publication (contribution, current status, title, count of rows).

The screenshot shows the 'Publications' table. A red box highlights the first entry:

| CONTRIBUTIO... | EXPLANATION ... | CURRENT STA... | TITLE OF CONTRIBUTION * | COUNT OF RO... |
|---------------------------------|-----------------|----------------|--------------------------------------------------------|----------------|
| Journal Article | | Submitted | The Joys of Institutional Effectiveness and Assessment | 2 |

15. Select the box to the left of an entry to remove or duplicate the entry.

