Conference Presentations and Invited Lectures
Digital Measures – Boise State University

1. Log in to Digital Measures:
   https://www.digitalmeasures.com/login/boisestate/faculty/authentication/authenticateShibboleth.do

2. On the main page upon logging in, click on the link for “Conference Presentations and Invited Lectures” in the Research section.

3. On the Conference Presentations and Invited Lectures screen, click on the “Add New Item” button to create a new record.

4. Read the instructions at the top of the record creation screen before proceeding. Be sure to complete as many fields as you can to ensure accurate reporting later. Especially important are the fields of:
   a. Presentation Type
   b. Status
   c. Date Submitted, Accepted, and Presented
   d. Invited or Accepted
5. Entering in order of authorship on the Conferences Presentations and Invited Lectures page.

Authorship is one area that may be confusing. Taking a step by step approach will help to make it less difficult to understand.
In this example, we will add two additional authors. You may choose to add up to 10 additional authors. Click on the down arrow, “Add another Author” select the number of authors to include and click on the
For records with authors who are in the Digital Measures system, use the drop down arrow beside the box, “Please select.” This will collapse the list of all faculty that currently have an account within the system. Begin typing the faculty author’s last name and then select the appropriate faculty member. I chose Rob Anson as an additional author.

Add other authors who do not have account listed in Digital Measures and then add their institution and company. For student authors answer the question, “If a student, what is his/her level?”
After entering the data for authors, you want to move the order of authors. In this example, I want to move the author Rob Anson so that he is the 1st author. I will use the up arrow to move Rob Anson to the 1st author position. The down arrow allows you to move an author down. The red box with the trash can icon allows you to delete an author row.

A final review of the order of author information is highly recommended to ensure that all of the information is correct.

This example shows Rob Anson as the first author.
6. Enter any additional information.

The remainder of this screen is optional and the options vary by college. However, you are strongly encouraged to answer the question, “Do you want this contribution uploaded into ScholarWorks?”

7. When you have completed entering in the data, click on the Save button at the top of the page to return to the Conference Presentations and Invited Lectures screen or the Save and Add Another button if you have more records to add to this section.