

TUTORIAL

DIGITAL MEASURES: HIDE YOUR PROFILE

This tutorial goes over how to hide activity from your public profile, but still allow deans and reviewers access to review your work:

1. Open a browser (e.g., Firefox, Internet Explorer) to <https://appsrv.pace.edu/DigitalMeasures/>
2. Enter your Pace credentials and click **Login**.



3. Click the, **Manage Data** tab on the sidebar and click on the section you want to hide. For example, **Awards and Honors**.

If you are hiding an article, book, or other publication, these can be entered as **Intellectual Contributions** under the Scholarship/Research heading.

TUTORIAL

Welcome, Krutika Nagar! Log Off

Search All Activities...

Dashboard

Manage Data

Rapid Reports
PasteBoard

Run Reports

Usage Statistics

Users and Security

Resource Center

ITS Support

Help

You are currently managing data for Beth Gordon.
[Review a guide](#) to manage your activities. [Show more](#)

General Information

Personal and Contact Information
Administrative Data - Permanent Data | Yearly Data
Office Hours
Academic, Government, Military and Professional Positions
Administrative Assignments
Awards and Honors
Consulting
Education
External Connections and Partnerships

Faculty Development Activities Attended
Licensures and Certifications
Media Contributions
Professional Memberships
Workload Information
Practice
International
Dyson College of Arts and Sciences Annual Faculty Performance

Teaching

Academic Advising
Directed Student Learning (e.g., theses, dissertations)

Non-Credit Instruction Taught
Scheduled Teaching

Scholarship/Research

Artistic and Professional Performances and Exhibits
Contracts, Fellowships, Grants and Sponsored Research
Intellectual Contributions

Intellectual Property (e.g., copyrights, patents)
Presentations
Research Currently in Progress

Service

Department
College

Professional
Public

PACE UNIVERSITY
Work toward greatness.

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Privacy Policy

4. Click on the item you want to hide.

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Welcome, Krutika Nagar! Log Off

Search Intellectual Contributions...

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< Intellectual Contributions

Import Items Add New Item Duplicate

Item	
Using Technology to Enhance the Learning Experience: A Case ... June 2012	☐
Changing the Security Culture: Graduate Education in Homelan... March 2012	☐
The Technological Age of Teaching March 10, 2010	☐
APA guide to preparing manuscripts for journal publication 1991	☐
Fundamentals for preparing psychology journal articles 1983	☐

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5. Select **Hide from profile** from the drop box of web display duration.

Web Display Duration

Hide from profile ▼

**DO NOT EDIT your co-author's
Web Display Duration.**

TUTORIAL

6. Click **Save**

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Search...

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< Edit Intellectual Contributions

Cancel **Save** Save + Add Another

Contribution Type

Explanation of "Other"

AACSB Classification (For Lubin School of Business Only)

Current Status

Title of Contribution

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

Authors
Please order the authors in the order of authorship.
Please either select a person from the drop-down list or enter their name in the input fields.

1st Author

People at Pace University	First Name	Middle Name/Initial	Last Name	If a student, what is his/her level?
Gordon, Beth G: bgordon				