Activity Insight Faculty Guide 2021

Radford University

Activity Insight organizes data and builds reports on teaching, research and service activities. It enables you to enter your activity information just once so that many outputs can be prepared, such as annual activity reports, promotion and tenure documents, accreditation reports, your CV, and more. It also assists your administration in responding to requests for faculty-related data, rather than needing to continually ask you for the information. This enables your campus to communicate more effectively about your accomplishments. Activity Insights is a product of Digital Measures.

Accessing Activity Insight

Faculty can access their activity insight by logging into One Campus
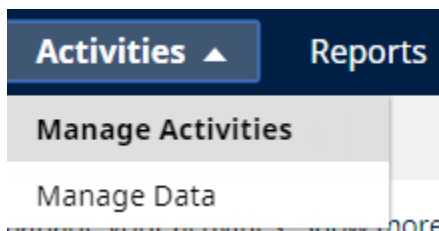
>select the Faculty Activity Reports tile

Navigation Bar

The navigation bar displays at least two main utilities, **Activities** and **Reports**.

- **Activities:** Add or update information about the activities you accomplish.

- **Reports:** Run reports that have been custom-built for our campus or create your own reports.

- **Help:** The question mark icon ? will bring you to the Resource Center for Activity Insight which has numerous videos and articles to assist users in managing activities and creating reports.

Managing Activities

Under the Activities tab is Manage Activities, which is where you enter data about your professional activities. When you first visit this page, it would be good to spend a few minutes looking through the screens accessible from it. To access a screen, click its name. The resulting summary screen displays records that are stored for that screen.

General Information

Administrative Data - Permanent Data | Yearly Data

Awards and Honors

Biography and Expertise

Consulting

Education

Faculty Development Activities Attended

Licensures and Certifications

Non-Scholarly Media Contributions, Media Appearances, and Interviews

Personal and Contact Information

Professional Memberships

Reassigned Time

References

Work History

Workload Information

Teaching

Directed Student Learning and Supervision

Non-Credit Instruction Taught

Scheduled Teaching

Curriculum Development

Teaching - Yearly Goals, General Comments, and Supporting Documentation

Scholarship/Research

Contracts, Fellowships, Grants and Sponsored Research

Exhibits and Performances

Intellectual Property (e.g., copyrights, patents)

Presentations

Publications

Research Activity

Professional Service

Scholarship/Research - Yearly Goals, General Comments, and Supporting Documentation

University Service

Academic Advising

Administrative Assignments

Committee Appointments

University Contributions

Community Service

University Service - Yearly Goals, General Comments, and Supporting Documentation

General Information

First check to ensure that your name and other personal and contact information are entered correctly. Then review other administrative data already entered. Any items marked with a red asterisk *, are entered centrally and thus cannot be changed by faculty. If you see an error or any missing updates contact me.

Enter any other General Information you would like to be available in Activity Insights and used in potential reports, including CVs.

Teaching

Verify that your teaching history is entered correctly. Scheduled teaching data is updated three times a year – for fall, spring and all summer sessions. Add other information as appropriate for reporting expectations in your department. If you see any errors or missing data contact me and provide the correct data.

Scholarship/Research

This is the section you most likely will spend the most time completing. You are responsible for entering all your own intellectual contributions accurately. The types of activities entered will vary among disciplines. Be sure to become familiar with the reporting expectations of your department.

Activity Insight provides the option to allow faculty to import publication citation information directly into the system via direct integrations with a growing list of repositories such as PubMed, Crossref, Scopus, Web of Science, and ORCID, and BibTex files sourced from other repositories such as EndNote, Google Scholar, Mendeley, RefWorks, HeinOnline, or Zotero. This makes data entry faster and more accurate for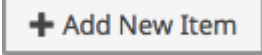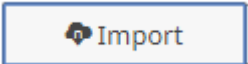 faculty. For detailed instructions on importing data go to: https://www.digitalmeasures.com/activity-insight/docs/directdataimports/#direct
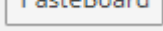
University Service

This is a convenient method for keeping track of your various service activities. Be sure to become familiar with the reporting expectations of your department.

Managing activity records

You can take various possible actions from the resulting screens, although not all of these actions will always be available:

- To add a new record, select the **+ Add New Item** button.

- To import items in bulk, select the **Import** button (available only for the Intellectual Contributions screen).

- To delete a record, select the appropriate check box, then select the 🗑 button.

- To edit or view a record, click anywhere in the record row on the summary screen.

- To copy a record, select the appropriate check box, then select the [🗐 Duplicate] button.
- For many records you will be able to upload supporting documents, e.g. student evaluation reports, journal articles, presentation papers and power point files.

You will find the PasteBoard [PasteBoard] to be a time-saving feature. The PasteBoard allows you to copy text from another document, such as your vita in Microsoft Word, and paste it into the PasteBoard. After you have pasted text into the PasteBoard, you can then select text from it, click-and-hold on the text you selected, and drag the it into a field in the system to have it pasted into the field.

To access the PasteBoard, click the text PasteBoard in the left-hand menu under Manage Activities. The PasteBoard will appear in the bottom right-hand corner of your screen and can be dragged anywhere on the screen as needed. Any text in the PasteBoard upon logging out will remain in the PasteBoard for future sessions.
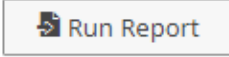
Saving Records

When working in the system, it is important that you preserve modifications by selecting one of the Save buttons at the right top of the screen. If you attempt to navigate away from a screen containing unsaved changes, a warning message will display to determine whether you would like to return to the screen and save your modifications before proceeding.

Run reports

Use this utility to run reports that were custom-built for our campus or to create a new CV to your own specifications. Activity Insight will produce your Faculty Annual Report from the data entered. Davis College of Business and Economics faculty should select the FAR for their college. When creating the FAR:

- Select the date range for your report. You may find that you have some options about the length of time portions of the report cover as department requirements vary.
- Select the file format. Microsoft Word is the default file format for the FAR. Options will vary depending on the type of data requested.

Once you have made your selections, click the [🖺 Run Report] button in the upper right corner. Do not chose Rapid Report as this will not have the correct date range.

You can create customized CVs which may be useful when producing promotion and tenure packages and for other reporting purposes. Instructions and a video are at: https://www.digitalmeasures.com/activity-insight/docs/reporting.html

Resource center

The resource enter can be accessed via the ? icon.

You can find a brief guide for faculty at: https://www.digitalmeasures.com/activity-insight/docs/guide.html.

The University Administrator for Digital Measures is Dr. Jessica Stowell, Assistant Provost for Faculty and Curriculum in the Office of Academic Operations. You can also contact her with any questions – jstowell1@radford.edu or 831-5119.