

Faculty Annual Reports using Activity Insight at IU Northwest

11/16/2016, 4/19/2018, 4/8/2022, Office of Academic Affairs

GENERAL INFORMATION

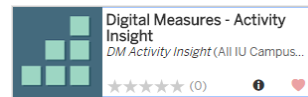
Faculty Support Guide:

https://drive.google.com/file/d/1FoTx_3QRilwNi5BWyyjWPI5E8XDYqz8q/view

Reviewer Support Guide:

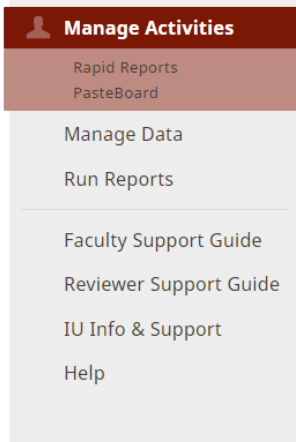
https://drive.google.com/file/d/1_Gor-reQU4gio4-umwvrosR5-TtgOysa/view

Access: One.IU.edu -- Digital Measures app



FOR FACULTY

Navigating within Activity Insight: The left navigation bar allows you to move around within Activity Insight.



1. Click on Manage your Activities to enter, edit, or review your activities.
2. Click on Run Reports to generate your CV or annual faculty report document.





Entering Information into Activity Insight:

1. When you log into Activity Insight, you will automatically land on the Manage your Activities page.
2. There are five Sections within the Main Menu: 1) General Information, 2) Teaching, 3) Scholarship/Research, 4) Service, and 5) Supplemental. Each of these sections has a number of screens where you can enter specific categories of data.
3. What to enter:
 - i. One of the principal uses of the data in Activity Insight at this time is to support your annual report. *If you want your department chair/program director/dean to consider an*

activity in your annual review, you should include it here.

- ii. Some data elements will be used by your department or college for professional accreditation and various other reporting purposes. The more data you provide up front in Activity Insight, the fewer requests you should receive to submit supplemental data (e.g. CV's, lists of articles published, etc.)
 - iii. Some other data elements are used for university-wide reporting (e.g. our regional accreditation process, Strategic Plan metrics). We ask you to complete as many items as you are able for use in university-wide reports.
 - iv. If you don't know where to put an activity, please consult the Data Entry Guide (at the end of this document) or feel free to contact the Office of Academic Affairs. In most cases, the drop-down menus will guide where an activity goes. If that does not help, don't hesitate to ask – your question might spur a change in the screens or the documentation.
4. How to enter/edit data:

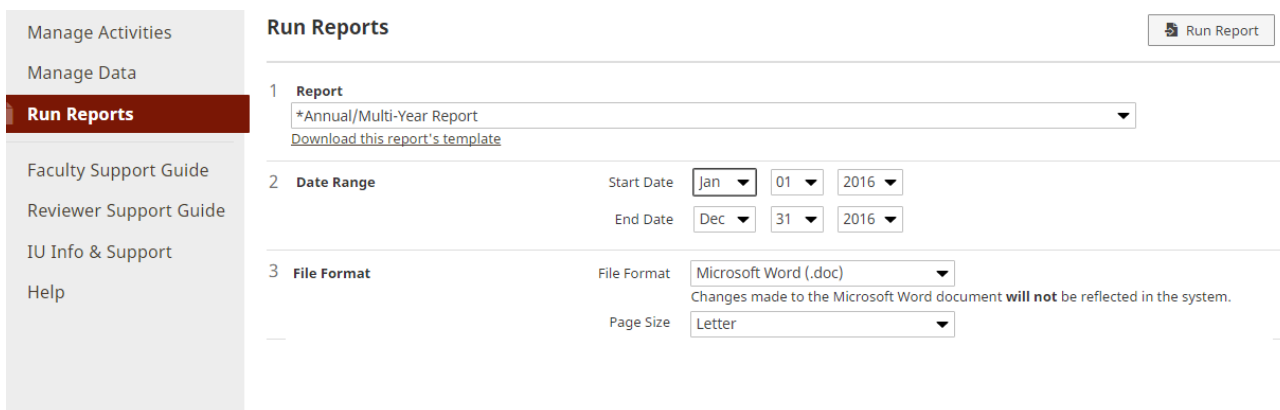
When you first visit this page, it would be good to spend a few minutes looking through the screens accessible from it. To access a screen, click its name. The resulting summary screen displays records that are stored for that screen.

- To add a new record, select the  button.
- 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.
Note: *Your Digital Measures Administrator may have added records to the system for you. These records can be viewed, but cannot be edited or deleted. An  icon identifies these records. If revisions are needed to the records which have been entered on your behalf, contact your Digital Measures Administrator using the **Help** link.*
- To copy a record, select the appropriate check box, then select the  button.
- When working in the system, it is important that you preserve modifications by selecting one of the Save buttons at the 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.
- **Dates drive most reports**, so please enter at least the year for each activity (on most screens you will be prompted to do this before you can save new or modified records). If you can't remember the exact date(s) of an activity, do not obsess over it or spend significant time trying to track it down. The year of the activity is of primary importance. Ongoing activities should include a start date with no end date. One day activities should include an end date with no start date.
- There are essentially four methods that can be used by you to enter information into the system:
 - i. You can use the Pasteboard feature to drag and drop within Activity Insight rather than switching between your CV and Activity Insight. Clicking on the

PasteBoard tab in the left-hand navigation menu of Activity Insight will open a tool that will allow you to copy and paste text from another application (MS Word, etc.). You can then drag and drop elements from the PasteBoard into various data fields.

- ii. You can wait for an IU coauthor to enter the citation. Activity Insight is a relational database. If multiple IU Activity Insight users authored an article, there will be only one record of the citation data in Activity Insight, but it will be associated with all of the authors. The first author to enter a citation will create the citation record for the other IU authors. If you see a record in your list of Intellectual Contributions that says, “Entered By: *Faculty Name*”, then a coauthor has already created the record. Please do not create a duplicate record. If any of the information entered by your coauthor is incorrect, please work with that individual to correct it.
- iii. You can click on the Import Items button to import a record from an existing, compatible database.
- iv. Finally, you can enter data by typing it directly into the system.
- v. Note that some fields allow for attachment of a relevant file.

Generating Reports:



The screenshot displays the 'Run Reports' interface. On the left is a navigation sidebar with 'Run Reports' selected. The main area has a 'Run Report' button in the top right. Below it, three configuration steps are shown:

1. **Report**: A dropdown menu is set to '*Annual/Multi-Year Report'. A link 'Download this report's template' is visible below.
2. **Date Range**: Start Date is Jan 01 2016; End Date is Dec 31 2016.
3. **File Format**: File Format is Microsoft Word (.doc); Page Size is Letter. A note below states: 'Changes made to the Microsoft Word document will not be reflected in the system.'

1. The Run Reports link is where you will find your annual report generation capability. You can also create a CV from this link.
2. When running an Annual Report or Vita, simply follow steps 1-3 to select the appropriate options.
3. Once you have generated an annual report (select Jan 1 of the appropriate year through Dec 31 of that same year), save as a PDF on your computer and rename using the following naming convention – LASTNAME_FIRSTNAME_ANNUALREPORT_YEAR. You can then attach this document in the Supplemental Section of Activity Insight to complete your annual report by the regularly scheduled date.
4. Most of the custom reports are generated for a specified time period. This presents some problems where activities have been added that do not have dates associated with them. By default, if there is no date associated with an activity (presentation, media or intellectual contribution, etc.), those items are automatically included in a report regardless of the time frame specified (the activity could have happened several years before or after the specified

time frame, but the system has no way of knowing that). If you run a report and see undated items, go back to the record (or if it is someone else's record, ask them to) and add a date.

FOR REVIEWERS

1. You may access the information of any of those you are eligible to review at any time in Activity Insight. If you cannot see all of your faculty contact Cynthia O'Dell (codell@iun.edu) for assistance.
2. Once annual reports have been generated by faculty, you can find them in the Supplemental link under the appropriate year.
3. You should add your review(s) of the faculty at the Supplemental Link as well. (page 7)

Welcome, Cynthia O'Dell! [Log Out](#)

Manage Activities
[Rapid Reports](#)
[PasteBoard](#)

[Manage Data](#)
[Run Reports](#)

[Faculty Support Guide](#)
[Reviewer Support Guide](#)

< Annual Reports: Supporting Comments/Attachments

Item
2016

< Edit Annual Reports: Supporting Comments/Attachments

Cancel
Save
Save + Add Another

Calendar Year

CV Upload
Download "ODell Vita 2016-1.pdf"
Replace File...

Supporting Comments/Attachments

Attachment

File Upload [Download "Conflict of Commitment form CDO 2016-1.docx"](#) Replace File...

Comments

Attachment

File Upload [Download "tchload ODELL 2016-1.doc"](#) Replace File...

Comments

Select the number of attachment rows to add: ➕Add

4. Department chairs/Program Directors and deans can run reports on overall faculty activity within their departments or colleges through the Run Reports link as well.

Data Entry Guide

Pages/Screens in Activity Insight	Descriptions
General Information	
Personal and Contact Information	You do not have access to modify some of the fields on this screen. If changes are needed, contact your Digital Measures Administrator, <u>DM_Admins(dmhelp@iu.edu)</u>
Biography and Expertise	Please share your bio and interests here.
Unit Affiliation and Yearly Data	Information IU maintains regarding your campus/school/department affiliations. You may not modify these fields. Errors should be reported to <u>DM_Admins(dmhelp@iu.edu)</u>
Prior Work Experience	This screen is used to capture non-IU related work experience.
IU Appointment Data	This screen reflects data pulled from IU's Human Resource System. Errors should be reported to your home campus Academic Affairs Office.
Awards and Honors	This screen captures your awards and honors across all areas.
Education	Please list all degrees received and/or in progress.
Professional Development	This screen captures activities related to the process of improving and increasing your capabilities through education, training, and/or other forms of professional learning. Includes attendance at conferences or workshops that you are not presenting at.
Licensures	This screen captures licenses granted by a governmental or delegated (e.g., regulatory) body to practice a profession. In contrast, while attesting to certain qualifications, a certification is generally non-governmental and voluntary; certifications should be captured under Professional Development.
Media Appearances and Interviews	This screen captures any media appearances (e.g., news outlets) and/or interviews where you were invited to share your professional expertise.
Professional Memberships	This screen captures memberships within professional organizations, associations and societies. Leadership positions held or other unique activities performed for an organization should be entered under the Service category.
Teaching	
Directed Learning (e.g., theses, dissertations)	Faculty should record involvement in dissertations, theses, independent studies and post-doctoral direction and related activities. Faculty do not typically receive course credit for these activities. (undergraduate or graduate independent study, thesis, research)
Non-Credit Instruction Taught	This screen captures teaching activities in non-credit contexts (Continuing Education, Guest Lecture, Workshop, etc.)
Courses	This screen captures courses for which you are designated 'instructor of record', as documented in SIS.

Teaching Innovation and Curriculum Development	This screen captures activities related to development of instructional/curricular materials. (New course or program development, revision of existing courses).
Research/Creative Activity	
Artistic and Professional Performances and Exhibits	This screen captures creative activities related to art, dance, drama, music and theater.
Contracts, Fellowships and Grants	Data for grants, managed by the Office of Research Administration, will be populated for the PI and Co-PI. If you received a grant from a foundation that may have not routed through Sponsored Research, you have the opportunity to add them here.
Publications/Scholarship of Discovery	The scholarship of discovery involves the search for knowledge, discovery of new information and models, and the sharing of discoveries through scholarly publication. The screen is intended for artifacts that are completed; work in progress should be recorded on that screen. <i>Notes:</i> This section (1) is supported by the publications importing feature; (2) does not distinguish between print and electronic scholarly outlets; and (3) includes publications related to the scholarship of teaching and learning.
Scholarship of Application/Engagement	The scholarship of application/engagement goes beyond service duties and involves the application of disciplinary expertise to real world problems with results that can be shared with and/or evaluated by peers.
Digital Scholarship	Digital scholarship uses digital evidence, methods of inquiry, research, publication and preservation to achieve scholarly and research goals. It encompasses both scholarly communication using digital media and research on digital media. <i>Note:</i> This section also includes digital humanities, an area of research and teaching at the intersection of computing and the humanities.
Biographical Sketch - NIH NSF	Biosketches are required for individuals submitting federal grant proposals.
Intellectual Property (e.g., copyrights, patents)	This screen captures any product of human intellect that law protects from unauthorized use by others.
Presentations	This screen captures presentations given by faculty at various meetings and venues. These should be presentations that are given off campus at local, regional, state, national or international venues. This should not include presentations given on campus for educational purposes.
Work in Progress	This screen should be used to share projects that are on-going, but for which a final artifact has not been completed.
Librarian Performance	This screen is used to capture performance contributions of librarians.
Service/Engagement	
Institutional Service	This screen captures service vital to supporting and sustaining the quality and effectiveness of IU and its programs. It includes service to the department (including academic advising), college/school, campus, and any IU committees or working groups you serve on or work with.

Professional	This screen captures service that contributes to the intellectual communities of which IU is a part. This includes service to professional associations (a.k.a. body, society or organization) and agencies (e.g., National Science Foundation) which work to advance practice and disseminate knowledge through publications, conferences, funding proposals, etc. Faculty may also include service (e.g., serving as an external referee) provided to other academic constituencies here. Includes international, national, regional, state, and local professional service/engagement.
Public	This screen captures service to non-academic communities and agencies, i.e., diverse communities outside of the academy, from local groups to national and international advisory panels. Includes international, national, regional, state, and local service/engagement.
Supplemental	
Annual Reports Supporting Comments/Attachments	Teaching Load Reassignment Form, Conflict of Commitment form, CV (as required by your unit); teaching evaluations, and PDF of your faculty annual report you generate within Activity Insight. This is also where administrative reviews of your annual report will be placed. Naming Convention – LASTNAME_FIRSTNAME_CHAIR_YEAR; LASTNAME_FIRSTNAME_DIRECTOR_YEAR; LASTNAME_FIRSTNAME_DEAN_YEAR

MAPPING FROM FAR TO ACTIVITY INSIGHT

FAR TAB	ACTIVITY INSIGHT SECTION
HONORS	
Honors and Awards	General Information – Awards and Honors
Fellowships	Research/Creative Activity – Contracts, Fellowships and Grants
Teaching Honors and Awards	General Information – Awards and Honors
Student's Honors and Awards	General Information – Awards and Honors
PUBLICATIONS	
	Research/Creative Activity – Publications/Scholarship of Discovery, Scholarship of Application/Engagement, Digital Scholarship, Presentations, Work in Progress
GRANTS	
	Research/Creative Activity – Contracts, Fellowships and Grants
CREATIVE ACTIVITIES	
Creative Activities, Performances	Research/Creative Activity - Artistic and Professional Performances and Exhibits
Intellectual Property	Research/Creative Activity – Intellectual Property
PROFESSIONAL DEVELOPMENT AND MEETINGS	
Invited Papers or Talks	Research/Creative Activity - Presentations
Contributed or Competitive Papers	Research/Creative Activity - Presentations
Panel Chair, Discussant or Attendee	Research/Creative Activity – Presentations or General Information – Professional Development
Professional Development	General Information – Professional Development
COURSES	
	Teaching - Courses
TEACHING ACTIVITIES	
Improving Instruction, Learning or Course Administration, New Course Development, Course Revision or Peer Review	Teaching –Teaching Innovation and Curriculum Development or Service/Engagement-Professional (for peer review)
Student/Learner Engagement (Research, Dissertation, Mentoring, etc.)	Services-Institutional (for mentoring or advising) or Teaching – Directed Learning (for thesis supervision, independent study, undergraduate research)
SERVICE ACTIVITIES	
	Service/Engagement – Institutional, Professional, Public
LIBRARIAN PERFORMANCE	
	Research/Creative Activity – Librarian Performance
SUPPLEMENTARY COMMENTS	
	Supplemental
CV	
	Supplemental