

ACTIVITY INSIGHT - FREQUENTLY ASKED QUESTIONS

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What is Activity Insight?

Activity Insight (AI) is a fully customizable online information management system designed to organize and report on faculty teaching, research and service activities. AI is used by more than 2000 schools and colleges in more than 25 countries to manage critical information for accreditation and personnel management. It provides the most reliable, versatile and secure solution to generating custom reports easily and in real time. AI eliminates the time-consuming and often tedious task of gathering and compiling of data to build reports. AI saves time and effort by eliminating the manual preparation of faculty activity reports. From customized report generation for accreditation and campus stakeholders, to keeping faculty profiles current on college web sites, AI allows constituents to focus on using the reports, instead of preparing them. Once data are entered into AI, reports can be generated immediately by anyone who has designated access to the reports. Reports can be prepared in any format or configuration necessary. AI can be accessed at any time, day or night, from anywhere you have an Internet connection.

What are the benefits to faculty?

AI eliminates periodic, recurring requests for information on faculty teaching, research and service activities. Reports for accreditation, the state, institutional research surveys, personal review procedures such as promotion and tenure, or for reports for other stakeholders can all be generated once data have been entered in the system. AI provides one convenient place for faculty to maintain their activity data, and can be accessed easily to generate these reports. AI can also be linked to department websites, ensuring that profiles of faculty are always current.

How secure is the data?

Although moving processes in higher education to a digital format offers many advantages, it also opens the door to challenges such as privacy and security. Digital Measures, the company that developed AI, completely acknowledges this and understands that these challenges must be met with no exceptions.

With Digital Measures, you can be assured that the following conditions will be met:

- Information exchanged between your computer and Digital Measures servers are always transferred over an encrypted connection to prevent unauthorized exposure.
- Digital Measures' servers are in a datacenter that is owned and managed by IBM that has these features:
 - Locked, caged server room protected by armed security guards who are present at all times
 - Servers are firewalled and located behind an intrusion detection system
 - Redundant fire suppression and climate control systems
 - Redundant power and Internet connections
- Secure nightly backups to five geographically-dispersed locations owned by IBM and Iron Mountain
- Digital Measures is compliant with the Family Educational Rights and Privacy Act (FERPA) and the Americans with Disabilities Act (ADA)
- Digital Measures is registered and has certified with the United States Department of Commerce as compliant with the Safe Harbor Principles in effect between the European Union and the US
- Your personal information will never be released, sold or shared by Digital Measures with parties other than your academic institution and parties that we use to provide the services that we do. When we must share data with parties to provide the services that we do, we establish legally-binding confidentiality agreements and non-disclosure agreements to protect the shared data.

Will the information I provide be made publically available?

Activity Insight has the ability to provide data for the population of public web sites in addition to the other reports available. Certain data fields are considered usable for public sites, while others are not. Each “public” field in Activity Insight will show a “**P**” next to the field name on the screen which will indicate that this information can be made publically available such as for web sites. Fields without that designation are not made public through AI. The faculty member must select “YES” or “NO” on the drop down box at the bottom of each screen where it asks “Do you wish this record to be viewed by the public?”. This will allow the faculty member to control the information released for public viewing on a record-by-record basis. Faculty may edit previously-entered data to change this choice as appropriate.

Is this system expected to replace my CV?

Only if you wish it to. AI is a tool to be used primarily for reporting and gathering of data for administrative uses. AI does provide faculty with a Vita template “report” that you may use if you wish to do so. If you prefer to keep a separate CV document in addition to entering data in AI, you may continue to do so. If you decide to use AI for your CV, the system provides for you to do so using Word, HTML, or PDF formats.

Recording Data

How do I get around in AI?

The basic navigation for AI appears on the left hand side of the browser window. It contains two areas for reporting-related and customer service functions. The colored bars with white text represent the eight major reporting-related sections in the system, while the four links that appear under the colored bars are customer service-related. When working in the system, the menu item you are currently accessing turns grey and a side arrow appears next to it. Please note that you may not have all menu items displayed or functionality described below; this depends on the security you have within AI.

Welcome, Sarah Albrecht! Log Out

Search...

Dashboard

Manage Activities

Manage Data

Run Reports


Usage Statistics

Users and Security

Work Requests

Resource Center


Help

 Cornell University

POWERED BY DigitalMeasures

Dashboard

Digital Measures Support



• Submit [work requests](#) for work you need completed.

• Contact **David Sarnowski** for technical and non-technical discussions and training.

David Sarnowski
Email: dsarnowski@digitalmeasures.com
Toll-Free: (866) 348-5677, x721
Direct: (414) 935-4927

Administrator Resources

[Download](#) the configuration of your Activities Database - University instrument.

Additional Features

Make use of the following features at no additional cost:

☐ **Mirrored Files.** Use the files your users store in additional ways. [How?](#)

For information on how to implement these features, click the links above.

Open Work Requests

For more detail, view [Work Requests](#)

You have 4 open work requests.

Description	Submitted	Expected Completion
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Below is a brief description of each menu item:

- Manage Activities - Tracks your teaching, research and service activities
- Manage Data - Manage someone else's teaching, research and service activities
- Run Reports - Run established reports on the data in the system or ad hoc queries.
- Usage Statistics - View statistics on the use of AI by your users (only available to Department- or College-level Administrators)
- Users and Security - Manage user accounts: create new accounts, change existing accounts, and disable or delete existing accounts (only available to College-level Administrators)
- Workflow – This feature is not currently in use at Cornell University
- Work Requests (only available to College-level Administrators)
- Resource Center – Resources and communication with the wider Digital Measures community (only available to College-Level Administrators)
- Help – available to all users. Be as specific and detailed as you can when requesting assistance.

Are all fields in every screen required to be completed?

When a field is required, a “*” notation will appear next to the field name on that screen. While all fields may not be required for all colleges, it is important to remember that blank fields may result in inaccurate reporting, so faculty should endeavor to complete as much information as possible when recording an activity. Reporting requirements vary by college; contact your college administration for the requirements specific to your college.

Do I need to enter a date on each record?

Yes. Activity Insight is date driven, so it is very important that you enter in the project start and end dates. Start dates should be entered for items that took place over a period of more than one day. If an activity took place on a single day, the date can be entered in the “End Date” field only. If a start date is entered and the end date is left blank, that activity will be treated as an on-going activity and continue to pull into reports of current activity until an end date is entered. When entering dates, be sure to provide at least a month and year. Items may be excluded from reports if a proper date is not entered. Categories that require the date to be completed are noted, and an error message will appear if you try to save that record without dating it appropriately.

Where do I upload attachments?

An option to “Store file” appears on the input screen when this option is available. Items such as a picture or abstract can be uploaded into Activity Insight. Items stored will not be included in reports, but can be accessed from the screen to which the data is attached or via a link in reports that are designed to include them. If a document has already been attached, and you wish to replace it with a revised version, the option will read “Replace file” and you will also see “Download <file name>” in the same location on the screen as “Store file” previously appeared.

To upload a file, select “Store file,” then choose “Browse.” You can find the file on your computer and select it to upload. Once you save and return, the most recent upload file is the one that will be kept with that record.

How do I get journals added to the list?

Journals not listed in the drop down menu may be entered by choosing “Not in List” from the drop down list. The “Journal Instrument” has the data for each journal stored in a separate database, which eliminates the need to enter journal-specific information. With the journal instrument feature, some fields will auto-populate when you select a journal from the list. The system administrators review those journals entered via “not in list” at least annually and add journals to the list as appropriate so they will be available in the list in the future.

Where are websites entered?

The website where your standard profile is housed should be entered on the Personal and Contact Information screen for most colleges. If you develop a website for a specific research project or are featured in some way on a specific organization’s website, this should be entered in the Media Contributions screen. The url for specific publications or other activities can be listed where you enter that activity.

How do I enter multiple instances of the same activity?

The “Copy” feature may be used from the summary screen to copy records within a specific section. Once copied, you need only to change the necessary data, then choose “Save and Return.” For instance, if you give the same presentation to multiple groups, enter the first instance and save it, then copy that record, change the date and organization to whom the next presentation was given, and choose “Save and Return.” The original instance is left as it was entered, and the

second instance is entered very quickly by not having to retype all the data. Keep in mind that the record will be copied exactly as the first, so you may need to change the “Public” flag if you wish one instance to be handled differently than the other for public web sites.

How do I enter multiple authors?

You can choose to enter additional author(s) in one of three ways:

(1) A list of authors can be entered by choosing “Add a list of names” located at the bottom right-hand corner of the author box. This screen allows you to copy/paste from another document or to type in a list of authors in the order in which they should appear in the citation. The user whose profile you are editing will automatically appear as the first author; if this is not the first author, use the arrow keys to the right of the author box to move that user to the proper order.

(2) If additional authors are faculty members internal to your college at Cornell, you may select their name from the drop down list which defaults to “Please select”. This list will include all faculty users of Activity Insight at Cornell, but you should select from the drop-down only if the other author(s) are within your own college. PLEASE NOTE: Some colleges prefer that authors not be linked at all in order to facilitate data entry and/or reporting requirements; please consult your college administrator for your own college guidelines. Linking the authors will allow the record to appear as a record for the other authors (in view mode) or appear in reports. Only the faculty member who originated the entry may edit that entry (or someone with manage data access for that user). It is recommended that the first Cornell author be responsible for making the entry if it will be linked to the other authors to avoid duplication.

(3) If the faculty member does not appear on the drop down list (i.e. students and non-academics or non-Cornell affiliated authors), or your college prefers not utilizing the linking feature, then you can enter their name in the “Last Name”, “First Name”, “Middle Initial” fields.

If the author is a student, there is also a drop down box where you can select their level (i.e. Graduate or Undergraduate).

To sort the authors in the correct order, there are up and down arrows that can be used to do so. Selecting the “x” will delete the author if information was entered incorrectly.

How do I enter courses taught elsewhere?

If you have taught a course or workshop at another institution while employed at Cornell (for instance, while on leave or over the summer), those courses should be entered under the “Non-Credit Instruction” screen. Please note in the description field the course title, number (if applicable), number of credits (if applicable), etc. If the “Program Name” and “Title of Session Taught” options do not apply to you, please leave those fields blank.

What do I do if I find errors in my records?

For screens where you do not have access to change the records, please contact your department or college administration for assistance. For any other records, from the summary screen within each category you may edit the record by clicking on the record or the delete an entry by checking the box next to that entry and selecting “delete” above.

When is Activity Insight available for data entry?

Activity Insight is a web-based tool, so it is available to you whenever you have access to the internet. Each college will have a different schedule for their Annual Reporting process and will notify their faculty of those deadlines. There may be a short period of time after those report deadlines when you are not able to access the system while your college administration pulls reports. Those periods of inaccessibility are announced by each college. If you experience access issues outside of that time frame, please report those to your college administrator.

Running Reports

How do I run Reports?

Run Reports is a template-based reporting utility and can be done it two ways.

- (1) For a report on a single individual from within that person's record, select "Rapid Reports" from the menu bar along the left of your screen. This will give you an opportunity to select the report you wish to run as well as the date range for the data you wish to see. The reports available to you will vary based on your college affiliations(s) and security access. Using this feature is convenient and saves the most recently used choices until the next time you use it.
- (2) The second option is to "Run Reports" from the main menu. This option allows the selection of multiple faculty records or the selection of whole departments or colleges depending on your security access.

Run Reports

Run Reports			+ Create a New Report
(New) AACSB Table 2-1: Five-Year Summary of Intellectual Activities Database - University			
Report Name ▲	Instrument	Actions	
AAP Dean Annual Report - Individual Faculty	Activities Database - University		
AAP Dean Annual Report by Category	Activities Database - University		
AAP Leave Activity Report	Activities Database - University		
AAP PAB CV Format	Activities Database - University		

Once you select a report from the list (the sample uses "AAP Dean Annual Report – Individual Faculty"), additional steps will appear. Step 1 and 2 will always be required. Step 3 will only appear when a report has additional options such as this example. Step 4 will default to a particular format depending on the report, but may have additional options.


Step 1 requires the selection of the date range necessary for the report. The default dates are the current calendar year but can be changed to whatever is appropriate for your needs. Note: items without a day specified in the date will only report if you choose that whole month; items without a month specified in the date will only report if you select the entire year.

Step 2 allows you to specify the academic units or users to be included in the report. The report chosen and your user security will influence what options are available here.

Step 3, in this case, allows you to ask for only certain portions of the data available in this report. The default is to have all options selected; simply unselect a category to eliminate that information from the results.

Step 4 allows you to choose the file format when there are multiple options. The options available will vary depending on the report chosen, and the default option will be the preferred format for that particular report.

< Run AAP Dean Annual Report - Individual Faculty for Activities Database - University

 Run Report

[Download this report's template](#)

1 Date Range

Start Date

End Date

2 Whom to Include

Users Selected by **Individual (1)** [Change Selection](#)

Include These Accounts

3 Report Options

- a) Choose sections to include:
- ☒ Research & Intellectual Contributions
 - ☒ Service Activities
 - ☒ Student Advising
 - ☒ Teaching

4 File Format

File Format

Changes made to the Microsoft Word document **will not** be reflected in the system.

Page Size

After ensuring all necessary steps are taken, click **Run Report** to create the report.

Additional Resources

If you need additional assistance, please contact your college system administrator by using the “Help” option on the main menu.