



UNIVERSITY *of*
DENVER

Activity Insight
Faculty User Guide

2018-2019

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Purpose

Activity Insight is a faculty data management system that will facilitate an integrated faculty data collection and reporting process at DU. *Activity Insight* is a vehicle to collect and store faculty data regarding numerous activities including research and publications, professional development, internal and external service, course load, and student course evaluations. This system allows faculty to store artifacts of their work, for example, full-text files of publications, PowerPoint presentations, grant award letters, and audio and video recordings of performances.

By uploading faculty vita data into *Activity Insight*, DU has the capacity to produce activity reports for the purposes of annual departmental and University-wide review and celebrations of faculty accomplishments. Additionally, data is easily accessed for promotion and tenure discussions, accreditation requirements, and reports to internal or external constituents. Currently, the University is also working towards using *Activity Insight* to develop Web Profiles that can be easily updated by the faculty member.

The system's reporting feature also allows for the creation of customized reports to meet various needs as well as the capacity to produce a Curriculum Vitae from data entered into the system.

To view a tutorial of the system from *Digital Measures*, the company that produces *Activity Insight*, please visit: <http://www.digitalmeasures.com/aitraining/>.

The following guide provides specific information about how the University of Denver is utilizing *Activity Insight* and provides instructions for entering data. If at any point you have questions, please contact Katie Schroeder (kathryn.schroeder@du.edu, 303-871-7556) in the Office of Institutional Research and Analysis.

Contact Information

In collaboration with the Office of Institutional Research and Analysis, each unit on campus designated *Activity Insight* coordinators who contributed to the customization of the *Activity Insight* data collection screens to meet the specific needs of faculty at DU, and can help answer questions about the system. Please see below for the representatives from each academic unit.

Academic Unit:	Activity Insight Contact:
Arts, Humanities, and Social Sciences	Danny McIntosh, daniel.mcintosh@du.edu Ingrid Tague, ingrid.tague@du.edu
Daniels College of Business	Paul Olk, pmolk@du.edu John Thunen, jthunen@du.edu
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Morgridge College of Education	Nicole Holland, Nicole.Holland@du.edu

Academic Unit:	Activity Insight Contact:
Natural Sciences and Mathematics	Sandy Eaton, seaton@du.edu
Penrose Library	Peggy Keeran, pkeeran@du.edu
School of Engineering and Computer Science	Ronald DeLyser, rdelyser@du.edu
Sturm College of Law	Jessica Neumann, Jessica.neumann@du.edu Rachelle Shekhar, rshekhar@law.du.edu
University College	Allison O'Grady, allison.ogrady@du.edu
Undergraduate Academic Programs <i>Center for Community Engagement & Service</i> <i>Learning:</i> <i>Honors:</i> <i>Pioneer Leadership Program:</i> <i>Living & Learning Communities:</i> <i>Writing Program:</i>	Anne DePrince, adeprinc@du.edu Shawn Alfrey, shawn.alfrey@du.edu Linda Olson, lolson@du.edu Linda Olson, lolson@du.edu Catherine Orsborn, catherine.orsborn@du.edu Jennifer Campbell, jennifer.campbell@du.edu
English Language Center	Matt Griffin, matthew.griffin@du.edu

Getting Started with *Activity Insight*

The University of Denver began using *Activity Insight* to collect faculty information in December of 2011. The University of Denver is now in its eighth academic year with Activity Insight. Each year, faculty members should enter at least one year's worth of activity data into the system (September 1, 2018-August 31, 2019), although we encourage faculty to enter their entire CV. Because *Activity Insight* is used to create the recognition booklet for the annual Faculty Celebration of Research, Scholarship and Creative Work in the spring, it is crucial that all information eligible for inclusion in the booklet is added to *Activity Insight* by April 2019. Additionally, Activity Insight is used for annual reporting, so all information for annual reports should be entered by Fall 2019 for the previous academic year. Please check with your department for specific dates.


Eventually, *Activity Insight* will be a repository for all DU faculty data about teaching, research, and scholarship activities and will be used to populate University websites. The system allows for the creation of a CV for individual use as well as institutional reporting.

Some information will be imported directly into faculty members' *Activity Insight* accounts from DU databases, including contact information, rank and series history, and scheduled teaching. These data will be updated on a monthly basis. Please contact Katie Schroeder (kathryn.schroeder@du.edu, 303-871-7556) to report missing or erroneous data in the information that has been imported into *Activity Insight*.

Once all CV data are entered into *Activity Insight*, we recommend that all faculty members review and update data in *Activity Insight* at least once a quarter to ensure data remains up-to-date.

Preparing to Enter Data into *Activity Insight*

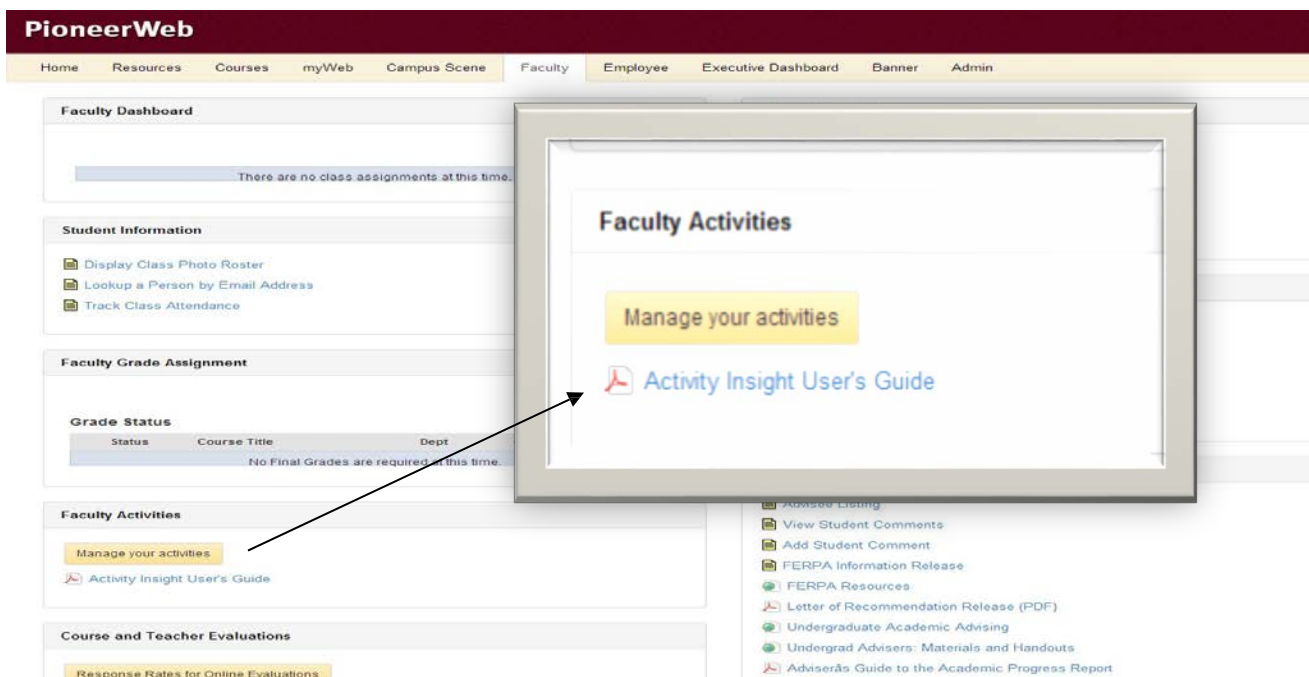
Below are a few key pieces of information to know before using *Activity Insight*:

- It is possible to copy and paste information from a CV directly into *Activity Insight* to avoid re-typing information.
- Because all necessary punctuation and formatting to create a citation is added by the system when reports are created, do not add quotation marks around titles in *Activity Insight* fields. This will result in two sets of quotes in the final report.
- There is no spell check feature within *Activity Insight*.
- Please enter all information required for annual faculty reports developed by your unit. Eventually, *Activity Insight* may also be used to populate DU websites, so faculty members may choose to include additional information pertinent to prospective students and faculty colleagues related to research, scholarship, service, and teaching activities.
- A field marked with a red R () indicates that it is “read only” and will be populated by data imported quarterly into the system from DU databases.
- A field marked with a red *(*) indicates that it is a required field and the record will only be saved if this field is completed.
- Please note that reports

Log-in Instructions

- Log-in to PioneerWeb.
- Click on the **Faculty** tab.
- Click on the “*Manage your activities*” button (Figure 1) under the **Faculty Activities and Course Evaluations** section, which will open the *Activity Insight* home page for each faculty member.

Figure 1: *Activity Insight* on PioneerWeb



Working in *Activity Insight*

The **Activities Database** (Figure 2) is the first screen that appears after logging into *Activity Insight*. All screens in which data are entered may be accessed from here, as well as screens from which reports may be run. These screens have been customized to meet the specific academic unit and University reporting needs of the University of Denver.

Figure 2: Activities Database

The screenshot displays the 'Activities Database' interface. On the left is a sidebar menu with the following items: Dashboard, Manage Activities (highlighted with a red background and a person icon), Rapid Reports, PasteBoard, Course Response (with a right-pointing arrow), Manage Data, Run Reports, Usage Statistics, Users and Security, Workflow, Work Requests, Resource Center, and Help. The main content area at the top includes a link to 'Review a guide to manage your activities. Show more' and a privacy statement link: 'For information about DU's privacy statement, please click here: <http://www.du.edu/privacy/>'. Below this are four expandable sections: 'General Information' (listing Personal and Contact Information, DU Appointments - Rank and Series History | Yearly Data, Education, Licensures and Certifications, Faculty Development Activities Attended, Administrative Assignments, Awards and Honors, Academic, Government, Research, and Professional Positions, Consulting, Professional Memberships, Media Contributions, International Experience, Annual Reports, and Annual Reports Pre-2014), 'Teaching' (listing Scheduled Teaching, Directed Student Learning (e.g., theses, dissertations), Non-Credit Instruction Taught, Academic Advising, Courses Taught at Other Institutions, New Course Development, and Teaching and Supervision), 'Scholarship/Research' (listing Intellectual Contributions - Publications and Written Work, Intellectual Contributions - Artistic Performances and Exhibits, Intellectual Contributions - Presentations, Sponsored Research: Proposals - External Contracts and Grants, Sponsored Research: Awards - External Contracts and Grants, DU Sponsored Research, Scholarship, and Creative Work, Other Sponsored Activities (non-DU and not through ORSP), Intellectual Property (e.g. patents), Research Currently in Progress, and Course Release for Research), and 'Service' (listing Department/Program, College/Academic Unit, University, Professional, and Public/Community). At the bottom left is the University of Denver logo and the text 'POWERED BY DigitalMeasures Privacy Policy'.

Types of Screens in *Activity Insight*

There are two types of screens, static and item-based, in the *Activity Insight* system.

Static screens, such as the Personal and Contact Information screen (Figure 3) depicted below, include data that does not often change. Upon selecting this type of screen from the main Activities Database page, a user will be presented with fields to populate.

Figure 3: Personal and Contact Information

The screenshot displays the 'Edit Personal and Contact Information' form. On the left is a sidebar with a navigation menu: 'Dashboard', 'Manage Activities' (highlighted with a person icon), 'Rapid Reports', 'PasteBoard', 'Course Response' (with a right arrow), 'Manage Data', 'Run Reports', 'Usage Statistics', 'Users and Security', 'Workflow', 'Work Requests', 'Resource Center', and 'Help'. At the bottom of the sidebar is the University of Denver logo and the text 'POWERED BY DigitalMeasures'. The main form area has a title bar with a back arrow, the title '< Edit Personal and Contact Information', and 'Cancel' and 'Save' buttons. The form fields are as follows: 'Prefix' (dropdown), 'First Name' (text, value 'Your'), 'Preferred First Name' (text), 'Middle Name' (text), 'Last Name' (text, value 'Name'), 'Suffix' (text), 'Alternative Name You Publish Under, if any' (text), 'Name of Endowed Position (if any)' (text), 'E-Mail Address' (text, value 'Your.Name@du.edu'), 'Office Address' section with 'Street Address 1', 'Street Address 2', 'City, State, Zip' (text with state dropdown and zip), 'Office Phone', 'Department Phone', and 'Fax' (all with area codes and extensions), 'Personal Website' (text, value 'http://'), 'H Date of Birth (optional)' (dropdown with day/month/year), 'H Ethnicity' (dropdown), 'H Race' (dropdown), 'H Gender' (dropdown), and 'Brief Biography' (text).

To leave this screen and return to the main menu, select either the “Save ” button, which will save new data entered; the “Cancel” button. The “Cancel” option allow the user to exit without saving.

Item based screens include information that is either tied to a time period or involves multiple items of the same type. An example of a time-based screen is Yearly Data, which includes information regarding each year of employment at the University of Denver. **An example of a multiple item screen** is Academic, Government, Research, and Professional Positions (Figure 4) where a new item is created for each position held.

Figure 4: Academic Government, Research and Professional Positions

< Academic, Government, Research, and Professional Positions

+ Add New Item Duplicate

Item

No items have been added

To enter data on this screen, click **“Add a New Item,”** which opens a screen to collect specific information about the item.

< Edit Academic, Government, Research, and Professional Positions

Cancel Save Save + Add Another

Experience Type

Organization/Program

Title/Rank/Position

Was/is this your own organization?

Description of Position

Note: For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Start Date

End Date

After entering information, click **“Save”** to return to the first page within the screen or click **“Save and Add Another”** to enter an additional item. Selecting **“Cancel”** will open the first page of the screen without saving any data entered.

Activity Insight screens are divided into four topical areas: General Information; Teaching; Scholarship/Research; and Service. Each of these sections includes multiple screens designed to collect specific types of data.

The following pages detail each of the sections and screens within *Activity Insight* and the types of information included on each screen. Your home unit may have included additional customizations, such as supplementary screens or changes within individual screens, which are not documented in this guide. Please contact your divisional representative with questions.

General Information

Personal and Contact Information

This screen contains demographic information. DU has imported information into the following fields:

- First Name
- Middle Name
- Last Name
- Email Address
- Office Address
- Office Phone Number

This page also includes a brief biography and teaching and research interests. Faculty may complete fields for which information has not been imported.

DU Appointments- Rank and Series History

This screen details faculty rank and series history while at the University of Denver. All information on this screen will be imported from Banner and periodically updated. Please verify the accuracy of this information.

DU Appointments- Yearly Data

This screen lists appointment data beginning with the 2011-2012 academic year. This page also includes primary academic unit and department, if applicable. Here, faculty may indicate affiliations with other units on campus, for example for overload teaching positions. This screen also indicates if a faculty member is on leave for a specific term. All information on this screen will be imported from Banner. Please check this information for accuracy.

Education

Please enter educational history on this screen. Each degree obtained and institution attended will require a separate record.

Licensures and Certifications

Please list any licenses or certificates earned on this screen.

Faculty Development Activities Attended

Please indicate workshops, conferences, programs, or other faculty development activities attended. This will include faculty development activities on campus and outside of DU.

Administrative Assignments

Please add a new record for any administrative assignments held at DU or at other institutions (department/unit chair, program director, dean, etc).

Awards and Honors

Please list any awards or honors received.

Academic, Government, Military and Professional Positions

Please enter all relevant work experience.

Consulting

Please list any type of consulting in which you have been involved.

Professional Memberships

Please list professional memberships here. Note that *leadership positions* in a professional organization are collected on the Professional Service screen.

Media Contributions

Please list any media contributions (TV, radio, newspaper, etc.).

International Experience

This screen collects information on languages spoken, countries in which faculty have expertise, involvement teaching abroad, and additional experience including international collaborations, research, teaching, and service.

Annual Reports

This screen is used to generate Annual Reports during the Fall of each academic year. Information on this screen is specific to the needs and requests of the home academic unit of the faculty member.

Please add a new record for an upcoming Annual Report by clicking “add a new item” and then selecting 2015-2016 from the drop down menu at the top of the page.

Teaching

Scheduled Teaching

The majority of information on this screen will be imported at the end of each quarter, after grades have been submitted and results of course evaluations have been released. After this time, faculty may comment on any innovations, including new teaching material or technological enhancements, developed for the course. Please also indicate whether there was a community-engaged/service learning component to the course. Syllabi may be uploaded to this screen.

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

Please indicate work with individual students, such as dissertation or thesis committees, capstone advising, and independent study, honors thesis, or student research supervision.

Non-Credit Instruction Taught

Please include workshops, seminars, guest lectures, and other not-for-credit teaching activities.

Academic Advising

Please provide information about yearly academic advising activities.

Courses Taught at Other Institutions

Please provide information about any courses taught at other institutions.

New Course Development

Please provide information about any new courses in development.

Scholarship/Research

Please indicate whether each activity listed under the three Intellectual Contributions categories is a result of external or internal funding. Additionally, please ensure that the first two categories of Intellectual Contributions are up-to-date for the dates May 1, 2016 through April 30, 2017, as they will be used to compile the Faculty Recognition Booklet for the Scholarship, Research, and Creative Work Celebration.

Intellectual Contributions- Publications and Written Work

Information about all published works (including books, book reviews, book chapters, journal articles, short stories, etc.) should be included here.

If you use a reference manager, such as RefWorks, Mendeley, Zotero, Google Scholar, Papers or Endnote you may import citations from your publications or written work through a bibtext file. To learn more about bibtext, please visit <http://www.bibtex.org/>.

Once you have generated a bibtext file, you may import the data on that file into Activity Insight using the “import items” button (Figure 5).

Figure 5: Intellectual Contributions – Publications and Written Work

< Intellectual Contributions - Publications and Written Work

Import Items Add New Item Duplicate

Item

No items have been added

If you have an ORCID ID, you can import publications directly into Activity Insight. For directions on how to do so, please see: <https://www.digitalmeasures.com/activity-insight/docs/orcid.html>

Intellectual Contributions- Artistic Performances and Exhibits

Works of art, dance, drama, digital media, film, music, and theater are listed here. Supporting files may be uploaded to this screen.

Intellectual Contributions- Presentations

Please include professional presentations on this screen.

Sponsored Research Proposals: External Contracts and Grants

This information will be imported directly from the Office of Research and Sponsored Programs. Please review it for accuracy.

Sponsored Research Awards: External Contracts and Grants

This information will be imported directly from the Office of Research and Sponsored Programs. Please review it for accuracy.

DU Sponsored Research, Scholarship, and Creative Work

Please enter internal funding received from the University of Denver to support Research, Scholarship and Creative Work on this screen.

Other Sponsored Activities (non-DU and not through ORSP)

Please include information about external funding received that did not go through the Office of Research and Sponsored Programs nor was funded directly by DU. For example, funding processed through University Advancement could be included on this screen.

Intellectual Property (e.g. patents)

This screen collects information on intellectual property and will be imported from information provided by the Office of Technology Transfer. Please check this information for accuracy and update as needed.

Research Currently in Progress

This screen includes projects or research on which faculty members are currently working.

Course Release for Research

Please indicate receipt of teaching course release for the purposes of working on research.

Service**Department/Program**

Please enter service to a DU department or program here.

College/Academic Unit

This screen collects service to a college, division or academic unit.

University

Service to the University is broader than that at the departmental or divisional level, and includes, for example, serving on University-wide task forces or as a faculty senate representative.

Professional

Please indicate service to your profession. Examples include serving as a board member, in a leadership position, or as a committee member in a professional organization.

Public/Community

Please enter public or community service on this screen.

Running Reports

There are two types of reports that may be run from *Activity Insight*, **standard reports** (formerly “Custom Reports”), and **create a new report** (formerly “Ad Hoc Reports”).

Run Reports

The listed reports are reports already developed by *Activity Insight* or the University of Denver. Examples include an Annual Report, complete Curriculum Vita, or individual components such as academic degrees earned, a list of presentations, or scheduled teaching. Custom reports are run based on a selected date range and can be presented as Word Documents, PDFs, or html.

To run a report, click “Run Reports,” located in the top left corner of the main *Activity Insight* screen. Using the drop down menu, select a report from under the title “Activities Database-University” in grey. From here, select the type of report desired, the date range, the format, and the page size. Department or college administrators will also be asked to select which faculty members to include in the report.

Developing a new customized standard report

Please work with Katie Schroeder (kathryn.schroeder@du.edu, 303-871-7556) to build new custom reports in *Activity Insight*.

Create a new report Ad Hoc Reports (formerly Ad Hoc reports)

Using the “Create a new report” option, allows users to select the type of data that they would like to include in the report. These data can come from multiple screens within *Activity Insight* and are typically used for college or university-wide data pulls. Examples of these ad hoc reports include professional service completed by faculty members of a particular academic unit or external research funding attained in a given year. Ad hoc reports are very flexible and allow the user to report on all data included in *Activity Insight*. Like custom reports, ad hoc reports are run based on a selected date range. They can be presented as Word Documents, PDFs, Excel files, or html.

To run this ad hoc report, click “Run Reports” in the top left corner of the screen. From here, select the link that says “Create a new report” at the bottom of the drop down menu. Then, select data for the report, the date range, the format, how the data should be organized, and the page size. Department or college administrators will also be asked to select which faculty members to include in the report

Next Steps

Now that you have an understanding of the screens and functionality of the University of Denver's *Activity Insight* database, please take some time to enter your data into the program. Do not hesitate to contact Katie Schroeder (kathryn.schroeder@du.edu, 303-871-7556), the University's *Activity Insight* administrator, with any questions or concerns as you work through the system. With your assistance, *Activity Insight* will greatly enhance the University's capacity to collect and report on the accomplishments of our faculty members. Thank you.