LOGGING IN TO ACTIVITY INSIGHT

1. Go to http://digitalmeasures.unco.edu
2. Enter your **UNC Username** and **Password**
   (Same credentials as logging in to URSA)
3. Click **Sign In**

When you first log in to **Activity Insight**, the application defaults to your **Manage Activities** page. This is where you access information sections for your faculty profile.

ADDING AN ITEM & UPLOADING A FILE

Adding items and uploading files is a similar process for most faculty profile information sections. Since adding an Intellectual Property item is similar to adding a Performance or Presentation item, utilize this "example" process as a blueprint for adding items and uploading files in most instances.

In this example we will add and upload a Presentation. To start:

1. Click **Presentations**

The Presentations screen opens.

2. Click **Add New Item**

After you click Add New Item the **Edit Presentations** window displays.

3. Enter all relevant information into the data fields, including Date

To upload a supporting document file:

4. Select **Choose File….**

After clicking Choose File, the "Choose File to Upload" window displays.
5. Navigate to the file on your computer and **select**
6. Click **Open**
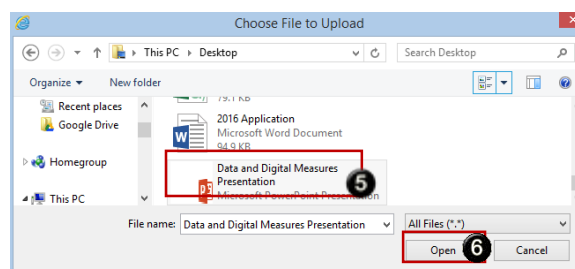
When you click **Open**, the document file uploads immediately and appears as a link.

To finalize adding the item and uploading the supporting document:

7. Click **Save**

After you click Save, the Item you entered displays in the Presentations section of your faculty profile. If you added a different informational item, such as a Performance, it would be listed in the corresponding section.

If you need to delete an uploaded file:

1. Click
2. Click **Save** (*The file deletes after you click Save.*)