

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....**

The screenshot shows the 'Edit Presentations' form with the following fields and annotations:

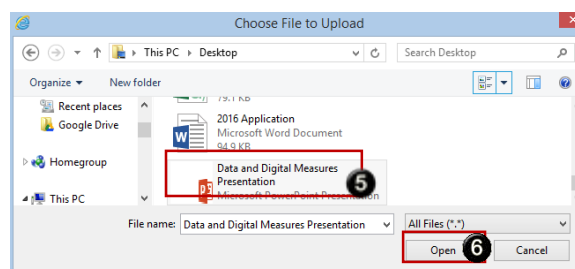
- 3** points to a large bracket on the right side of the form, indicating that not all fields need data entered.
- 4** points to the 'Choose File...' button in the 'Presentation' section.

Note: Not all fields need data entered

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.

Edit Presentations [Cancel] [Save 7] [Save + Add Another]

Presentation Type: Keynote/Plenary Address
Explanation of "Other":
Conference/Meeting Name: Academic Conference
Sponsoring Organization:
Location: Colorado
Presentation Title: Data and Digital Measures

Presenters/Authors
Please either select a person from the drop-down list or enter their name in the input fields.

1st Presenter/Author

People at University of Northern Colorado	First Name	Middle Name/Initial	Last Name	Role	If a student, what is his/her level?
Test, Faculty: northerncoloradoit					

Select the number of presenter/author rows to add: 1 [Add]

Meeting Type: Conference
Explanation of "Other":
Academic or Non-Academic?: Academic
Scope: International
Was this peer-reviewed/refereed?: No
Published in Proceedings?:
Published Elsewhere?:
Invited or Accepted?:
Carnegie Classification: Engaged Scholarship
Abstract/Synopsis (30 Words or Fewer):
Presentation: [Download "Data and Digital Measures Presentation-2.pptc"](#) [Replace File...]
Date: . 2016

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.

Item	
Academic Conference Data and Digital Measures 2016	<input type="checkbox"/>

DELETING AN UPLOADED FILE

If you need to delete an uploaded file:

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

< Edit Presentations Cancel **Save** 2 Save + Add Another

Presentation Type:

Explanation of "Other":

Conference/Meeting Name:

Sponsoring Organization:

Location:

Presentation Title:

Presenters/Authors
Please either select a person from the drop-down list or enter their name in the input fields.

1st Presenter/Author

People at University of Northern Colorado	First Name	Middle Name/Initial	Last Name	Role	If a student, what is his/her level?
Test. Faculty: northerncoloradoit	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Select the number of presenter/author rows to add: +Add

Meeting Type:

Explanation of "Other":

Academic or Non-Academic?:

Scope:

Was this peer-reviewed/refereed?:


Published in Proceedings?:

Published Elsewhere?:

Invited or Accepted?:

Carnegie Classification: Engaged Scholarship:

Abstract/Synopsis (30 Words or Fewer):

Presentation: [Download "Data and Digital Measures Presentation-2.pptx"](#) Replace File...  1

Date: . 2016