

FREQUENTLY ASKED QUESTIONS

What is Digital Measures?

Digital Measures is the name of the company that has developed and supports the information management system known as **Activity Insight**.

What is Activity Insight?

Activity Insight is a secure web-based information management system designed to collect faculty research, teaching and service activities, including accomplishments and professional activities. Once your activities are entered into the **Activity Insight** platform, this information is then easily accessible and utilized for annual/biennial reviews and evaluations. In addition, the system allows quick access to up-to-date vitas, the ability to submit university forms/applications and enables various reporting functionalities.

What is the purpose of Activity Insight?

Activity Insight allows quick access to accurate up-to-date information regarding faculty members' research, teaching, and service activities. This information is critical in conducting initiatives such as accreditation, funding and annual/biennial reviews.

Keeping your **Activity Insight** account up-to-date will help eliminate the number of recurring data requests that you receive. It also provides you with a centralized repository for updating all relevant activities throughout the year.

How often do I need to access the system?

Relevant activities during the year should be entered in preparation for your annual/biennial review.

What kind of reports can I generate using the system?

Most of the reports faculty can run are Curriculum Vita reports. Reports can be created as Adobe PDF, Microsoft Word (.doc), or in Web Page (.html). Word document reports are editable.

Do I need to sign up for an Activity Insight account?

For most colleges, full-time faculty accounts are created within a few days of initial employment. Please check with your college liaison. If you need to make an **Activity Insight** access request you can enter a Technical Support Ticket at help.unco.edu or dial extension **x4357** for assistance.

How do I sign into Activity Insight?

Click [here](#) or go to <http://digitalmeasures.unco.edu/> and log in by using your UNC credentials. If you are unable to log in, contact the Technical Support Center for assistance at help.unc.edu or **x4357**.

There is an inaccuracy in my information. What should I do?

To make sure your Curriculum Vita information is accurate in Activity Insight, you will need to review the data currently in the system. The amount of time to review and update your faculty profile record will vary depending on the number of years you've been in higher education.

We suggest the following steps for reviewing the accuracy of your data:

1. Print the Curriculum Vita you provided to the data entry admins
2. Access Activity Insight
3. Run your Curriculum Vita Report
4. Compare both Curriculum Vita for document's discrepancies
5. Make updates in Activity Insight if needed

I tried uploading a file to Activity Insight, but the file did not upload.

Files that are uploaded to Activity Insight must be under 50MB. If the file size is under 50MB and you are still having an issue uploading the file, try using the Firefox or the Chrome browser.