

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**



Username

Password

[I forgot my password](#)

Need Help?
Contact the Technical Support Center:
Phone: +1-970-351-4357
Toll Free: +1-888-545-2331
Email: help@unco.edu
Online: [Support! 24/7 365](#)
Facebook: [UNCOtechSupport](#)
Twitter: [@UNC_TSC](#)

ADDING INFORMATION

When you first log in to **Activity Insight**, the application defaults to your **Manage Activities** page. This page is organized into **General Information**, **Teaching**, **Research/Scholarship**, and **Service**.

To add your information:

- Click the **link** for the type of data you want to enter
- Enter relevant information in the entry fields and **Save** (note: not every field needs data)

Many information sections are considered “dynamic.” These dynamic sections, such as Professional Memberships, allow adding multiple items. After clicking the link to open a chosen information section, click on **Add New Item**, enter your data and then select Save.

Manage Activities

[Review a guide](#) to manage your activities.

General Information

- Personal and Contact Information
- Administrative Data - Permanent Data | Yearly Data
- Academic, Government, Military and Professional Positions
- Administrative Assignments
- Awards and Honors
- Consulting
- Education
- Faculty Development Activities Attended
- Licensures and Certifications
- Media Contributions
- Professional Memberships**
- Workload Information

Teaching

- Academic Advising
- Directed Student Learning (e.g., theses, dissertations)
- Non-Credit Instruction Taught

Research/Scholarship/Creative Works

- Artistic and Professional Performances and Exhibits
- Contracts, Fellowships, Grants and Sponsored Research
- Intellectual Contributions
- Intellectual Property (e.g., copyrights, patents)
- Presentations
- Research Currently in Progress

Service

- Department
- Program
- University
- Professional

Professional Memberships

[Add New Item](#) [Duplicate](#) [Delete](#)

Item	Professional Organization	Additional Personal Organization
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

CURRICULUM VITAE REPORT

To review your Curriculum Vitae Report:

1. Click on **Run Reports**
2. Select **Curriculum Vitae**
3. Change the **Start Date** to the year that begins your academic history
4. Select Citation Style (**APA** or **MLA**)
5. Choose File Format (**PDF** or **Word**)
6. Click **Run Report**

The screenshot shows the 'Run Reports' interface. On the left is a sidebar with 'Manage Activities' and 'Run Reports' (highlighted with a red box and a circled 1). Below 'Run Reports' is a 'Help' link and the University of Northern Colorado logo. The main area is titled 'Run Reports' and contains four sections: 1. 'Report' with a dropdown menu set to 'Curriculum Vitae' (highlighted with a red box and a circled 2), and a link to 'Download this report's template'. 2. 'Date Range' with 'Start Date' (Jun 01 1935) and 'End Date' (Dec 31 2016) (the year 1935 is highlighted with a red box and a circled 3). 3. 'Report Options' with 'Citation Style' set to 'APA' (highlighted with a red box and a circled 4). 4. 'File Format' with 'File Format' set to 'PDF' (highlighted with a red box and a circled 5) and 'Page Size' set to 'Letter'. A red box in the top right corner highlights a 'Run Report' button (circled 6).

After clicking Run Report, the PDF file automatically downloads. Open the file and review your Curriculum Vitae for accuracy.

If you find inaccurate or missing data, update that information in the appropriate faculty profile data field(s). Click [here](#) to review “**Updating Faculty Information**” section of this document.

CURRICULUM VITAE DATA FIELDS

To review all of the data fields the Curriculum Vitae report extracts from your faculty profile, click on **“Download this report’s template.”**

Manage Activities	Run Reports	Run Report
Run Reports	1 Report	
Help	Curriculum Vitae	
	Download this report's template	

This “template” document (*sample below*) illustrates all the data fields that can populate your Curriculum Vitae. If information is missing from your Activity Insight faculty profile, the section or sections will not be listed in your Curriculum Vitae report.

<p>[Preferred First Name] [Initial of: [Middle Name]] [Last Name] [Your Organization] [College] [[[Office Phone Area Code]]] [Office Phone Prefix]-[Office Phone Suffix] Email: E-Mail Address Personal Website: Personal Website</p> <p>Education screen: education items: All records [[Degree] or [Explanation of "Other"]], [Institution], [Year Completed], Area of Study: [Emphasis/Major]</p> <p>Professional Academic Experience screen: academic, government, military and professional positions items: All records [Title/Rank/Position], [Organization], ([Start Year - End Year]).</p> <p>Administrative Roles screen: administrative assignments items: All records [[Position/Role] or [Explanation of "Other"]], ([Start Year - End Year]).</p> <p>Licensures and Certifications screen: licensures and certifications items: All records [Title of Licensure/Certification], [Sponsoring Organization], ([Month Obtained Day Obtained, Year Obtained - Expiration Month Expiration Day, Expiration Year]).</p> <p>RESEARCH, SCHOLARSHIP, AND CREATIVE WORKS</p> <p>Publications screen: journalistic contributions items: All records Juried [Contribution Type] or [Explanation of "Other"] or [Other Publications] [List of [Authors] as "[Last Name], [F. N.] [M. N.]"] ([Year Published]), [Title of Contribution], in [Editor(s)] ([Ed.], (s.)), ([If this is part of a larger work (e.g., a chapter in a book), Title of Larger Work] ([Issue Number/Edition ed., vol. Volume, pp. Page Numbers or Number of Pages]), [City and State of Journal/Publisher], [Journal/Publisher/Proceedings Publisher]], [Web Address]</p> <p>Artistic and Professional Performances & Exhibits screen: artistic and professional performances and exhibits items: All records [List of [Performers/Exhibitors/Lecturers] as "[Last Name], [F. N.] [M. N.]", "[Work/Exhibit Title]", [Name of Performing Group], [Sponsor], [Location (City, State, Country)], ([Start Month Start</p>	<p>Day, Start Year - End Month End Day, End Year]).</p> <p>Professional Presentations screen: presentations items: All records Invited or Accepted? Juried [List of [Presenters/Authors] as "[Last Name], [F. N.] [M. N.] ([Role])", [Conference/Meeting Name], [Presentation Title], [Sponsoring Organization], [Location], ([Month Day, Year]).</p> <p>Media Contributions screen: media contributions items: All records Media Type [Media Name], ([Month Day, Year]).</p> <p>Research in Progress screen: research currently in progress items: All records "Title": ([Status]). [Description]</p> <p>GRANTS screen: contracts, fellowships, grants and sponsored research items: All records Criteria: 1. current status is one of: "currently under review", "funded", "not funded"</p> <p>Under Review [List of [Investigators] as "[Last Name], [F. N.] [M. N.] ([Role] or [Explanation of "Other"])", [Title], Sponsored by [Sponsoring Organization], [Organization Scope], \$[Amount], ([Start Month of Funding Start Day of Funding, Start Year of Funding - End Month of Funding End Day of Funding, End Year of Funding]).</p> <p>TEACHING</p> <p>Teaching Experience [Your Organization] Courses Taught: screen: scheduled teaching items: All records [Course Prefix] [Course Number], [Course Name], 1 (course(s)). New Programs Developed/Major Program Revision: 1 (course(s)). screen: program and curriculum development items: All records [Program or Curriculum]</p>
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If you identify missing information, that data will need to be entered in the appropriate faculty profile data field.

Click [here](#) to review **“Updating Faculty Information”** section of this document.

UPDATING FACULTY INFORMATION

When you need to change or update your faculty information:

1. Click **Manage Activities**
2. Click the **link** for the type of data to update (e.g. Personal and Contact Information)

Manage Activities 1

[Review a guide](#) to manage your activities.

General Information

Personal and Contact Information

Administrative Data - Permanent Data | Yearly Data

Academic, Government, Military and Professional Positions

Education

Faculty Development Activities Attended

Licensures and Certifications

Once you click the link for the information you want to update, the edit screen for the relevant data fields opens.

3. Enter relevant information in the entry fields (*note: not every field needs data*)
4. Click **Save**

Edit Personal and Contact Information

Cancel Save 4

Prefix: Dr. 3

First Name: Faculty

Preferred First Name:

Middle Name:

Last Name: Demo

Suffix:

Alternative Name You Publish Under (e.g., an anglicized name), if any:

Name of Endowed Position (if any):

After you click Save, the Activity Insight application defaults back to the previous page. In this case, it defaults back to the **Manage Activities** page. If additional updates are needed, select the next section to update, enter relevant information and click Save before exiting that section.

Manage Activities

[Review a guide](#) to manage your activities.

General Information

Personal and Contact Information

Administrative Data - Permanent Data | Yearly Data

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