

# Digital Measures' Activity Insight

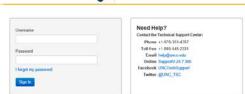
General Information
Documentation

2016-2017

## LOGGING IN TO ACTIVITY INSIGHT



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



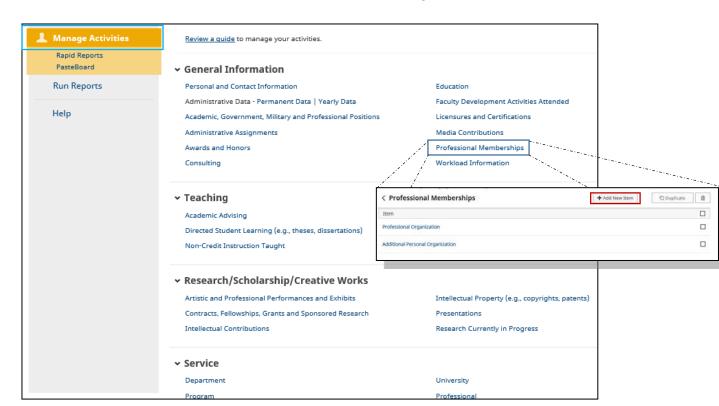
### ADDING INFORMATION

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:

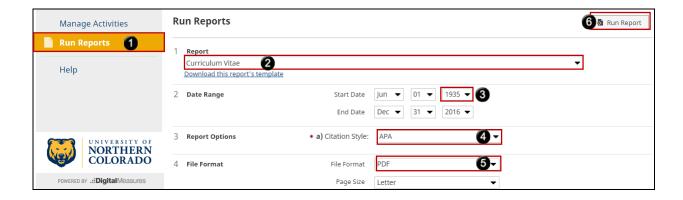
- Click the link for the type of data you want to enter
- Enter relevant information in the entry fields and Save (note: not every field needs data)

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.



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



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

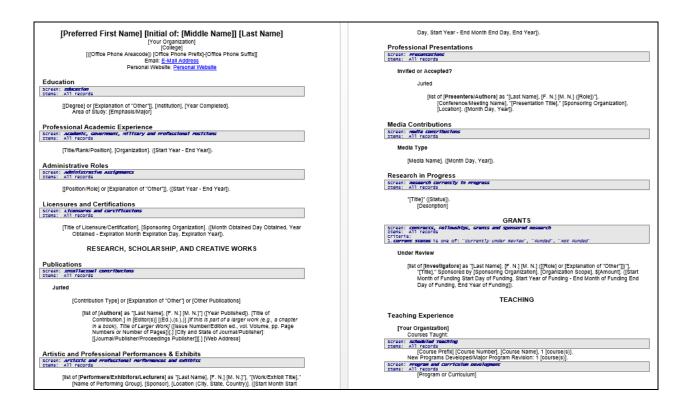
If you find inaccurate or missing data, update that information in the appropriate faculty profile data field(s). Click <u>here</u> to review "**Updating Faculty Information**" section of this document.

#### 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."



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.



If you identify missing information, that data will need to be entered in the appropriate faculty profile data field.

Click <u>here</u> to review "**Updating Faculty Information**" section of this document.

## UPDATING FACULTY INFORMATION

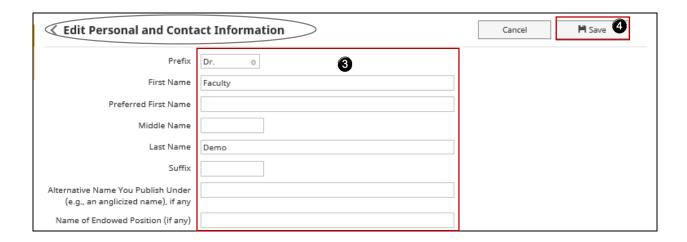
When you need to change or update your faculty information:

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



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



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.

