Activity Insight FAQ

What is Activity Insight?

Activity Insight is an intuitive faculty activity reporting solution where more than 500,000 faculty members nationwide record their accomplishments. SIUC partnered with Digital Measures to centralize faculty activity reporting data in a single location; faculty members will appreciate the solution’s robust data access and security settings that ensure information lands only in the correct hands.

How can Activity Insight help me?

You can input data one time

- Record your teaching, research and service activities as they happen so you always have an accurate chronicle of your achievements.
- Import data from other systems to reduce repetitive data entry.
- Maintain your data for multiple uses, such as compiling reports for program review and accreditation and relaying information to external collaborators.
- Attach supporting files such as grant funding letters, PowerPoint presentations, full-texts of publications and other important materials you’d like to maintain.

Gain the grant advantage

- Get tapped to collaborate on more research; administrators can search for specific faculty experience with a few clicks of a mouse.
- Give SIUC the leg up. With increased access to faculty activity information, the university can identify compelling faculty teams and attain more grants.
- Prepare grant-related reports quickly – NIH and NSF biosketches are available at your fingertips. Custom build a curriculum vitae that highlights your education and experience, targeted to your proposed research.

Let your achievements shine

- Update your faculty profile on your campus website automatically. With Activity Insight, you can publish activity data updates to campus websites quickly and easily.
- Ensure your CV is always up to date with your latest teaching, research and service activities.
- Prepare your promotion & tenure materials quickly and with the most current information.
- Prepare documentation of your activities for accreditation packages, publicity, websites and other purposes.

As of the preparation of this FAQ, the SIUC CV is not accurately reflecting the information from within Activity Insight. We are aware of this problem and we are working with the vendor to revise the SIUC CV format. In the interim, we suggest that you use the Vita report or specific reports for the information you need (e.g., Intellectual Contributions, Presentations, General Service, etc.).
Accessing Activity Insight

How do I access Activity Insight?

Activity Insight is configured for a single sign-on through SalukiNet. Access SalukiNet using your DAWG tag and network password, as you normally would. When in SalukiNet, click on the MyCareer tab. On the left side of the screen, you’ll see a box for Faculty Activity Reporting. Click on the Activity Insight link to start Activity Insight.

I can’t access Activity Insight through SalukiNet.

Occasionally, the configuration of your computer may prevent the single sign-on from working properly. If you have difficulty accessing Activity Insight, contact the Activity Insight Administrator via activityinsight@siu.edu.

I use a Mac for my work. Will I have trouble accessing Activity Insight?

Activity Insight should be accessible as long as you can access SalukiNet. If you do seem to be having difficulties, try using a different browser. Some users of Macs have said that Chrome seems to work better than Explorer or Firefox.

Can AP staff, adjuncts or graduate students use Activity Insight to record their activities?

At the present time, Activity Insight is only available to tenured and tenure-track faculty.

I am a School of Medicine faculty. Can I use Activity Insight?

At the present time, School of Medicine faculty do not have access to Activity Insight, even if they are located on the Carbondale campus.

I use a private email account instead of a siu.edu account. Can I change the email that Activity Insight has on record?

No. Activity Insight is licensed to the University and designed to recognize and accept only the official siu.edu email address. Changing the email may cause difficulties in logging into and using Activity Insight. Note that the email recorded in Activity Insight in no way affects your ability to use another email address for your communications.

I am leaving the university. Can I still retain access to Activity Insight?

Unfortunately, the answer is no. Activity Insight is licensed to SIU Carbondale and is only accessible by current employees of the institution. You can request a “dump” of all your data into an electronic file that you can take with you. If the institution to which you are going uses Activity Insight, it may be possible to transfer your information to that institution’s database. Contact the Activity Insight Administrator at activityinsight@siu.edu to discuss options.
Getting Help for Activity Insight

Where can I get more information about using Activity Insight?

The application has a number of built-in help features that are accessible via hot links. One of the most helpful is available on the Manage Activities page at the very top center – “Review a guide.” This help link provides a quick overview of some of the most commonly used Activity Insight features.

You can also contact the Activity Insight Administrator at activityinsight@siu.edu.

How do I get help with Activity Insight?

Email questions, comments, or suggestions for improving the product to: activityinsight@siu.edu.

Importing Data

You will have an option to import data when an Import Items box shows at the top of the data entry screen. This option is available via the Manage Activities option on the left side of your desktop.

Can I import information from other sources, such as PubMed or Web of Science?

Yes! You can download your publication citations from ISI Web of Science into Endnote (SIU has a site license). Then, export the Endnote library into BibTeX and upload it into your Activity Insight database. Similarly, you can import from EndNote, Google Scholar, Mendeley, RefWorks, Scopus, or Zotero. Those software systems enable you to pick records and then export them into a BibTeX file. You can then upload an exported BibTeX file so that you do not need to rekey those citations.

There is an “Import Items” button on the Intellectual Contributions page of your database. Clicking on it will open another page with two options for importing data. For option A, a link is provided with additional information.

Using option B, you can import information directly from PubMed.

Note that citations have to be in BibTeX format to be uploaded into Activity Insight. If the source from which you are trying to import does not provide for a BibTeX format, you may need to export the citations first to Endnote and then export them in the BibTeX format to Activity Insight.

You might also find this link helpful when trying to import from certain sources: http://support.orcid.org/knowledgebase/articles/390530-import-works-from-bibtex-files-website-user

When importing citations, you will still need to complete certain fields in Activity Insight in order for the publication to populate reports correctly. For instance, you will need to mark the publication as “refereed” for it to be listed that way on reports.

Note – there are reports of users that have had difficulty in importing from Google Scholar.

Can I import information from OpenSIU, AIS or Banner?
Activity Insight does not interface with OpenSIU, AIS or Banner. We are evaluating methods that will link some date from these sources to Activity Insight.

**Why can’t I import presentations from external sources like Google Scholar?**

Activity Insight does not allow for importing of any records except publications. We have discussed this request with Digital Measures and they are evaluating the enhancement.

### Running Reports

Reports are accessible via an easy-to-use drop down menu from the *Run Reports* option on the left of your desktop.

I have a number of different NIH biosketches, for different programs. How do I keep them organized?

We suggest that you adopt a standard naming convention for all of your saved reports, such as Last Name_Title_Date. The title should be descriptive enough that you can identify the content or purpose of the report.

What reports can I run?

There are a number of custom reports available in Activity Insight, ranging from a vita to specific reports of presentations, grants and contracts, service and more. However, not all of the reports are available to all users.

The reports to which you have access will be listed in the dropdown menu under *Run Reports*.

Activity Insight also lets those with administrative access prepare ad hoc reports to meet specific reporting needs by choosing the *Create a new report* option from the dropdown list of reports.

There is a report template for a Vita and another template called SIUC CV. What are the differences between these two? Which one should I use?

The Vita format is a more traditional Vita format in terms of its organization, headings and content. The SIUC CV was designed to approximate the format of the CV that has been in use on campus for some time. The best way to compare the reports is to download the report’s format (see below under *How do I know what data will be included in a report?*).

As to the choice of which format to use, that is up to you and your department. You might, for instance, want to use the Vita format for external purposes, while continuing to use the SIUC CV for internal reporting.

Another approach to creating a CV would be to run detailed reports for each of the major areas of activity that you want to include (e.g., Intellectual Contributions; Artistic and Professional Performance and Exhibits; Scheduled Teaching; etc.). Generate these reports in Word format and then combine the reports into a single document that is organized to your preference.

How do I set the date range for the report?
All reports in Activity Insight include fields in the setup screen in which you can specify the date range for the report. Note that the records for which the report is run must include a complete date range (month, day, year).

**I am trying to run a report for my department, but the generated report has no data in it.**

Be sure that you have specified the date range for the report. Only data within that range will print on the report. Also, be sure that you are using the correct report (e.g., the report for Intellectual Contributions and not the one for Creative Works). If you cannot find a standard report that provides the data you need, you may need to Create a new report, using the ad hoc reporting function of Activity Insight.

**How do I know what data will be included in a report?**

When you open a report in Run Reports, there is a link at the top of your screen, under the name of the report: “Download this report’s template.” Opening that link will take you to a pdf version of the report template that will show all of the sections of the report and what data fields are to be included in the report.

**I’ve run a report, but some data are missing.**

Reports are generated by accessing data in certain fields within Activity Insight. In some cases, a query statement is used by the system to determine if certain data should be included. So, for instance, for a reporting of “grants applied for but not funded,” the system queries the field Current Status on the Contracts, Fellowships, Grants and Sponsored Research page to find those records for which the Current Status is equal to “Not Funded.” If the user’s record does not have an entry for this field, or if the entry is incorrect, that particular record will not appear on the report.

It is important to (1) assure that all pertinent fields are completed for any particular record and (2) that there is consistency in the responses in the fields for each user and across users within a unit. Otherwise, the reports generated for that unit will be incorrect or incomplete.

Users should periodically generate common reports and review them to assure that the report is inclusive and correct.

**My department generates a report each year for assessment purposes. Is it possible to generate that standard report from Activity Insight?**

You can use the Create a new report ad hoc reporting feature to generate reports containing certain data fields and save that report format. We can also request to have Digital Measures create a custom report for your use. Contact the Activity Insight Administrator to discuss what information is needed to generate the custom report.

**I am a departmental administrator. I’d like to run reports for my department, but I only have access to my personal information. What do I need to do to run departmental reports?**

Contact the Activity Insight Administrator at activityinsight@siu.edu to have your access changed to reflect your administrative role. Once you are assigned a departmental administrative role, you’ll be able to access records of all of your departmental faculty and run reports on those records.
I'd like to generate a report of everything the faculty in my department have inputted into Activity Insight.

Use the Create a new report reporting feature to generate an ad hoc report for your department (or college). Be sure to set the date range for the report. You can run the report for all your faculty or for only certain faculty (using the Whom to Include/Users Selected by [change selection to Individual]).

If you want to be able to cut-and-paste information from the report into other documents, set the File Format to Microsoft Word. For college reports, you can group the data by department using the Group By field.

Using Activity Insight

You enter your activities into Activity Insight by clicking on the Manage Activities option on the left of your desktop. You will be provided a list of activity options, grouped by General Information, Teaching, Scholarship/Research and Service. Under each group are a number of options, each one a separate page on which you can enter data. On some pages, you’ll need to click on the Add New Item box at the top right of your desktop to begin your data entry.

Do I have to use Activity Insight to record my information?

The Vice Chancellor for Research issued a memo on March 7, 2016, directing all faculty to begin using Activity Insight by inputting (at a minimum) their 2015 Academic Year information. As Activity Insight is more widely utilized for maintaining records, it is likely that specific units (and the university administration) will expect to be able to generate reports directly from Activity Insight. These reports would be inaccurate if some faculty did not use the system and would fail to recognize all of your unit’s accomplishments and activities.

What information do I need to enter into Activity Insight?

At a minimum, we suggest that you input the same information that you’d include in your CV and/or annual departmental report, and at least the information for the most recent year. But Activity Insight’s robust features let you enter, and maintain as a permanent record, much more detail about your teaching, publications, student mentoring, research – essentially every aspect of your scholarly activity.

Who has access to my information?

You have primary access to all of your data. Various levels of access are granted to departmental administrators, college-level administrators and, in some cases, university-level administration so that they can generate unit-specific reports and search for faculty members with specific expertise.

I have a number of entries to make that include redundant information. Is there a way that I can replicate the entries and then edit them?

Activity Insight includes a feature that allows you to replicate entries on some of the data entry pages. Look for the Duplicate box in the upper right of your desktop.
My department would like to have a GA input data for our faculty.

Contact the Activity Insight Administrator at activityinsight@siu.edu, who can set up an administrative account for GAs or departmental/college staff.

There is no tab on Activity Insight for “Publications.” Where do I list my peer-reviewed and other publications?

Peer-reviewed (and other) publications are entered on the Intellectual Contributions tab. There is a box to indicate if the publication was peer-reviewed/refereed. You must mark that field as “refereed” for the publication to be listed as such on reports.

The first field on the page is “Contribution Type.” As you’ll see, Intellectual Contributions lets you add quite a number of different publications, some of which may not be peer-reviewed.

This is also one of the tabs that has a feature whereby you can attached a full-text version of the document to your Activity Insight file.

There are fields in Activity Insight that don’t make sense to me. Do I need to fill in all the fields?

Activity Insight is designed for faculty reporting in a wide range of disciplines. In some cases, you’ll see fields that do not apply to your situation. You do not need to fill in all fields unless prompted to do so by Activity Insight. Focus on inputting the information that you or your department need for reporting.

For some fields (e.g., course-related information), you may want to make a department-level decision of what to include, so that any reports generated by the department are consistent in their content.

Some of the dropdown fields (e.g., buildings, course prefixes) don’t include an entry that I need.

Email activityinsight@siu.edu with details about the missing information. We are continually evaluating the system and updating fields and data options within fields.

I’d like to have Activity Insight customized with data fields that are unique to my research.

Requests for specific personalized changes to Activity Insight are not possible. We evaluate requests for changes based on the benefit to the majority of users.

I am cross-appointed between two departments, but my profile only reflects one department.

When accounts are created for faculty in Activity Insight, only one department/college affiliation is established. You can change or add your appointments on the Yearly Data page.

Do I have to type in every bit of information from my CV?
Activity Insight includes a Pasteboard feature (accessible from within the application) into which you can cut-and-paste from a document (Word, pdf) and then highlight text and drag-and-drop it into fields in Activity Insight.

There is no way to automatically import records from Word or pdf files.

**I’d like to link specific documents to my Activity Insight profile.**

For some citations you can store a full-text version of the document within Activity Insight. On the data entry page, you will see a button for “Choose file.” Click on that button and you will be prompted to locate the file and given the opportunity to upload it to Activity Insight. Uploaded files are stored on the Activity Insight cloud server.

This feature is not available on every Activity Insight data entry page. If it is available, the button will be visible on that page.

**Where do I enter sabbaticals?**

Under *Yearly Data* there is a field called *On Leave?* Sabbatical is an option.

**I entered data in the wrong place! How do I delete it?**

To delete an entire record (e.g., a publication), when you first open the page for that particular activity (i.e., *Intellectual Contributions*), you’ll find a list of all of the records you’ve entered. At the far right of each record is a check box. Above the list, in the upper right corner, is a garbage can. Check the records you would like to delete and then click on the garbage can. Click Delete when prompted.

**If I have multiple authors on a publication, does each author need to include the citation in their Activity Insight records?**

If all of the authors have an account in Activity Insight, the citation will automatically be created for them when any one of the authors creates a citation in his/her record. These automatic citations will be “locked” on the co-authors’ records. Corrections will need to be made to the original record.

**What are the fields for AACSB and do I need to complete those fields?**

AACSB is the Association to Advance Collegiate Schools of Business. These fields collect data that are specific to reports generated for AACSB accreditation. If you are not in the College of Business, you can ignore these fields.

**The information in my current year records is incorrect. How do I change it?**

Activity Insight automatically copies the previous year’s data to the current year. You can go into your record and update the information to reflect the current year’s information.

**Management of Users and User Data**

In addition to managing their own data, unit administrators have permissions that allow them to manage the data of users in the unit, and run reports on those data.
I am a department administrator. There are faculty who have retired from my department who are still listed in Activity Insight. How do I remove them?

Departmental administrators in Activity Insight do not have the ability to add or remove users or to create new user accounts. Although Activity Insight is periodically updated automatically with new faculty from AIS, you can request that new accounts be created at any time, or that users’ administrative data (permanent or yearly data) be changed by contacting the Activity Insight Administrator at activityinsight@siu.edu.

As a general rule, retired faculty or those who have left the university will not be deleted from the system. Their accounts will be disabled, but their historical data will continue to be represented in historical reports.

Some of the data that faculty in my department have entered are inconsistent in the way they were entered. Is there a way that I can make corrections as a departmental administrator?

Departmental administrators have the ability to manage data for the users within their department (except for Administrative Data – Permanent/Yearly Data).