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, creative activities 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, creative activities 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.

There have also been numerous updates to the Activity Insight database, including expanded course prefix listings, additional department names, and more degree options. Thank you for your suggestions!

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, use the search function within SalukiNet to search for "Activity" and that should bring up the Activity Insight icon. Click on the icon to be directed to Activity Insight system.

You may want to mark Activity Insight as a favorite in SalukiNet to make it easier to return to the link. To do that, click on the little heart in the lower right hand corner of the icon.

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.

Can I access Activity Insight from home?

In most cases, yes. If you are able to access SalukiNet from a remote location, you should be able to login to Activity Insight. There has been a reported case where a direct login through SalukiNet was not possible. In that instance, the problem was resolved by creating a VPN connection. For help with VPN, contact SalukiTech at 866-718-4357 or salukitech@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?

As of October 31, 2016, non-tenure track faculty and adjuncts can use Activity Insight. Staff and graduate students cannot.

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 am a departmental administrator. How do I get administrative access to Activity Insight?

Ask your dean to send an email to activityinsight@siu.edu, requesting to have you added as an administrator for your unit.

How do we have accounts created for our college's department chairs?

In order to assure security of users' data, requests to establish administrative accounts must be made by the appropriate supervisor. Deans should send an email to activityinsight@siu.edu with a list of those

individuals for whom administrative accounts should be create. Please provide the person's name, title, unit, DAWG tag number and email.

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

Training seminars will be announced via email. Desktop training sessions are also available upon request.

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 generate a downloadable file in BibTex format. Save this file on your desktop, return to Activity Insight and import the BibTex file 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 download the BibTeX file to your desktop, then import the file into Activity Insight 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 a BibTeX format so that you can import the citations into Activity Insight.

Once you import the BibTex file into Activity Insight, you may be asked to identify other SIUC authors within the Activity Insight database.

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. All citations must have a date of submission, acceptance or publication. A detailed date is not necessary – you can just enter a year.

Note – there are reports of users that have had difficulty in importing from Google Scholar. The problem seems to result from trying to import directly from Google Scholar, without going through the process of exporting citations from Google Scholar into a BibTex format.

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.

Can I Import Citations from Crossref? New for 2017!

Faculty can now directly import publication citations from Crossref, a Digital Object Identifier (DOI) registration agency for scholarly and professional publications with a database of more than 80 million intellectual contributions including journals, books and other types of content. Simply search for the contributor, select the needed citation(s) and import via Activity Insight's Import Publications screen.

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

Activity Insight does not provide a mechanism 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.

As of the preparation of this FAQ, the *SIUC CV* has been revised to more closely approximate the standard SIUC CV format. We suggest that you run the report as a Word document so that you can edit the content easily. You can add additional detail or rearrange the report content as necessary to meet your needs.

How do I set the date range for a 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 date.

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.

My department is starting its promotion and tenure review process. Can I give the P&T committee temporary access to Activity Insight so that they can run reports for the faculty they are reviewing?

Please make a request via email to activityinsight@siu.edu, with the names and DAWG tag numbers of the committee members and the period during which you want them to have access. There is no way to limit access to specific faculty – the committee will have access to the records of all faculty assigned to your department.

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/Creative Activity, 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.

A memo dated October 20, 2016 to deans and chairs set a date of May 1, 2017 for the submission of the 2016 Annual Activity Report. Data necessary to meet minimum report requirements are detailed in the memo. Although it is not mandated that Activity Insight be used for this purpose, it is strongly recommended.

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, creative activities, research – essentially every aspect of your scholarly activity.

For internal reporting purposes, departments should determine what records and specific fields are needed. Activity Insight does not require that all fields be entered (a few fields are required, such as dates). So there is no need to enter all of the data for which Activity Insight has capacity.

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 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 feature 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.

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 (e.g., *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.

This is especially helpful to those who use NIH and NSF Biographical sketch screens, allowing collaborators to link to all of their work. But it has many other applications—think research scholarship in the humanities, co-authorship of a piece of music or play, a shared award or grant and more.

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.

Where can I add a copy of my ICE Report to Activity Insight?

At the bottom of the *Scheduled Teaching* page you are able to upload a copy of your ICE Report as well as a copy of your course syllabus.

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

The Activity Insight administrator copies the previous year's data to the current year at the beginning of each year. You can go into your record and update the information to reflect the current year's information.

Where do I enter…?

…Sabbaticals?

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

…Proprietary information about my research?

We do not recommend adding proprietary information to your Activity Insight records. Copies of patent disclosures, unpublished scientific data, or other proprietary information should not be included in your Activity Insight records.

…Details about my students' performance on projects or in classes?

We do not recommend including detail about your students beyond the fields that are provided in Activity Insight – name, course enrollment, type of project.

…Research that is not supported by external funding?

Enter non-funded research under the *Research Currently in Progress*. Sponsored research should be listed under *Contracts, Fellowships, Grants and Sponsored Projects*.

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.

…Information about grants that I have received from the SIU Foundation?

Enter this information in the *Contracts, Fellowships, Grants and Sponsored Projects* page. If the grant was from the SIU Foundation, choose that option in the dropdown menu for *Awarding Organization is*.

…My role as an advisor to an RSO?

Place under *University* in the *Service* group. Choice is Student Org Advisor (Professional or Non-professional Org).

…Details about my department chair appointment?

Current administrative appointments are entered in the *Yearly Data* page under the *General Information* group.

Previous administrative experience can be listed under the *General Information* group, *Administrative Assignments* page.

…My experience as a peer reviewer?

Reviewer experience would be listed on the *Professional* page under the *Service* group in Activity Insight. In the dropdown for *Position/Role*, there are a number of options for Reviewer roles, although none for a reviewer of presentations.

In those cases where there isn't an entry that exactly meets your needs, we suggest using the *Other* category (last item in the dropdown list), with an explanation in the appropriate field.

…Conference presentations?

Presentations are entered under *Scholarship/Research/Creative Activity – Presentations*.

I licensed a musical composition for commercial purposes. Where do I record that?

Under *Artistic and Professional Performances and Exhibits*, select "Other" for the *Type of Work*. Provide an explanation in the next field on the screen.

…Fellowships that I received?

Fellowships can be listed in one of two ways. For fellowship grants that you received (i.e., there was a monetary award with the fellowship), indicate the fellowship under *Contracts, Fellowships, Grants and Sponsored Projects*. Select "Fellowship" as the *Type*.

If you participated in a fellowship that was a residency at another institution, record that activity in *Faculty Development Activities Attended*. Select "Faculty Fellowship" under *Activity Type*.

I have both training that I've done for another organization and training that I've received at another institution. How do I record each of those activities?

Training that you have received would best be listed under *Faculty Development Activities Attended*, as the training enhanced your expertise. Training you provided to an audience would be suitable for listing as *Non-credit Instruction Taught*. You might also want to list the training under *External Connections and Partnerships* if the benefit of the training was to enhance a relationship with an external organization. This is a situation where a discussion within your unit would help to determine where the listed activity would be of most value for reporting purposes.

Can I list the same activity on more than one page in Activity Insight?

Yes, activities can be listed more than once within Activity Insight.   Keep in mind that this may result in duplication of the activity on reports, but this duplication might be desirable. For instance, you may have been consulting with an external organization and listed the consulting on the *Consulting* page in *General Information*. The consulting may have resulted in a published paper and the development of a

long term relationship with the organization. So you might enter the consulting project and paper under *Intellectual Contributions*, as well as your relationship with the organization under *External Connections and Partnerships*. While each of the three entries would be somewhat duplicative, each records a slightly different aspect of your work.

I was a participant at a workshop, as well as a presenter at the same workshop. Should I enter these activities separately and, if so, where do I enter them?

These are two distinct activities. In the first case, you are enhancing your credentials through what you learned at the workshop. This type of activity would be recorded in the *General Information* group, under *Faculty Development Activities Attended*.

In the second situation, you are contributing to the learning of others, which could be recorded under either *Non-credit Instruction Taught* or under *Presentations*. The choice of locations is yours, or you may choose to list the activity under both locations. This would be an opportunity to discuss with your colleagues the most appropriate location for the information in order to assure consistency in reporting for your unit.

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*).

System Security

Who has access to my data?

You have control over the content of your record. Departmental, College and University administrators have access to manage and generate reports from your data. No one outside the university has access to your information.