.::Digital Measures   **Activity Insight**

HOW TO LOG IN TO ACTIVITY INSIGHT

Go to https://www.digitalmeasures.com/login/conncoll/faculty/authentication/authenticateShibboleth.do
Log in with your Connecticut College user name and password (as if you're logging into CamelWeb). Bookmark this link in your web browser so you can visit the site easily and often. Note that once you are logged into Activity Insight, the original URL changes and unfortunately won't work as a bookmark to get you to the login screen on subsequent uses. So, you must manually bookmark the link shown above by creating a bookmark and then editing it and pasting the above link in.

WHERE TO GET HELP IF YOU NEED IT

Email John Nugent at jdnug@conncoll.edu. You can also use the guide on the Activity Insight site by clicking the link at the top of the Manage Activities page where it says "Review a guide to manage your activities." There is also an option to click "Help" on the left-hand side which gets you to a screen where you can enter a query and get an emailed response from a Digital Measures employee, but this is not the quickest or best option.

THE BASIC MECHANICS OF ACTIVITY INSIGHT

Activity Insight has two basic steps **– putting information into the system** and **getting it out**. To put data in, you are essentially taking an online survey that you navigate through in any order you choose from the main "Activities" screen. You will be asked to enter the details of your activities as **discrete records**, often with multiple parts. For example, to report a publication, you'll be asked for the type of publication, the title, the status (in preparation/submitted/accepted/published), co-authors (if any), etc. For a conference, you'll be asked for your role, the name of the conference, the location, etc. If you had multiple roles at a conference (e.g., you presented and chaired a panel), you should enter them separately so that they all appear in your final report.

NAVIGATION AND DATA-ENTRY BASICS

- The *Activities* screen is "home base." You can get back to it at any time by clicking "Activities" on the top of the page or by clicking the left-facing arrow from the section header of any data-entry screen:
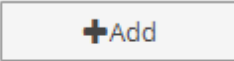

- You can hide sections on this screen by clicking on the downward facing arrow next to each header.
- To enter information, click on a section to bring up a new screen. The data entry fields will not appear until you click
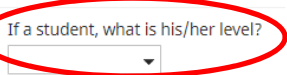

- Enter information either by typing it into the text boxes or using drop-down menus. Some sections will be pre-filled with your information (name, teaching/enrollments, etc.). You can also use the PasteBoard (see button in upper right-hand corner of the home screen) as a place to paste text into and then drag into the response fields in Activity Insight.
- We have customized the data-entry screens extensively so they refer to Connecticut-College-specific activities like CTL workshops, but don't hesitate to ask if you're not sure how to report a particular

activity. In some cases, you have options about how exactly to report something; you should report things in the way you want them shown in your annual report.
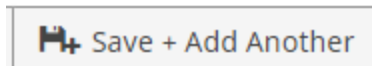
- For each activity you report, you'll be asked to specify a date or a range of dates when the activity was completed. **This is important and gives each record a "time stamp" so that Activity Insight knows which records to include in the annual report that you'll generate at the end of the process.** If you don't enter a date, Activity Insight will prompt you to enter one with the message "To ensure this record appears on reports, enter at least one of these dates prior to saving."
- If you had collaborators on any of your activities (co-authors or co-presenters or performers, e.g.), you can indicate their names by clicking on the button to add names, such as shown below. Other Connecticut College faculty members' names will be in the drop-down menu.

- If you worked with students, please indicate that in the right-most text box. If you want to change the order of authors'/participants' names, you can use the up or down arrows next to the trash can icon to move them around.

- If you are reporting on changes to a record you entered last year (e.g., a submitted manuscript that's now been published), return to the original record and update it, rather than creating a new one. In the example of a publication, you'd enter a publication date at the bottom of the record, to supplement the submission and acceptance dates entered previously.
- If you are reporting more than one instance of the same activity, you'll click on

- If you've entered information that you want to delete, return to that record, check the box next to it, and click the trash can icon.
- You can "backfill" Activity Insight with as many prior years' worth of information as you wish, but we're just asking for current-year data.
- You can enter information into Activity Insight at any time during the academic year and it will be saved and will accumulate. In June, you just need to finalize what you've entered, generate the report, and submit it. Data you enter this year will remain in the system in future years.
- You can skip sections that don't apply to you (e.g., "Exhibits and Performances" if you don't have any). Empty sections will not show up in the annual report you generate and submit.

WHERE DO I ENTER ITEMS FROM THE OLD ANNUAL REPORT TEMPLATE INTO ACTIVITY INSIGHT?

In many cases there is a fairly direct "crosswalk" from the old template to Activity Insight. If not, let us know and we can make revisions to the data-entry screens. In many cases, there is an opportunity to choose "Other" if

none of the categories fits your activity, but try to avoid too much use of that category and instead specify activities where they apply.

Personal information

ITEM FROM OLD ANNUAL REPORT TEMPLATE	ENTER IN ACTIVITY INSIGHT
Name, rank, department	General Information > Personal and Contact Information
Were you on leave for any portion of this year?	General Information > Yearly Data

Publications, artistic and creative work

ITEM FROM OLD ANNUAL REPORT TEMPLATE	ENTER IN ACTIVITY INSIGHT
Publications	Scholarship, Research, and Creative Work > Publications
Artistic and creative performances, productions	Scholarship, Research, and Creative Work > Exhibits and Performances

Grants and recognition

ITEM FROM OLD ANNUAL REPORT TEMPLATE	ENTER IN ACTIVITY INSIGHT
Grants and Recognition	Scholarship, Research, and Creative Work > Contracts, Fellowships, Grants, and Sponsored Research

Other scholarly work

ITEM FROM OLD ANNUAL REPORT TEMPLATE	ENTER IN ACTIVITY INSIGHT
Conferences and Professional Meetings Attended	Scholarship, Research, and Creative Work > Conferences, Presentations, Invited Lectures
Invited Lectures or Presentations	" "
Field Research	Scholarship, Research, and Creative Work > Research Activity
Professional Affiliations or Scholarly Society Memberships	General Information > Professional Memberships
Scholarly or Creative Work with Students	On each of the AI screens for Publications, Conferences, Exhibits/Performances, and Research Activity, there is a place to enter co-authors or collaborators, and on the far right, a place to indicate if those persons are students.
Professional Highlight(s) of the Year	General Information > Reflections on the Academic Year

Teaching and advising

ITEM FROM OLD ANNUAL REPORT TEMPLATE	ENTER IN ACTIVITY INSIGHT
Teaching	[Prepopulated under Teaching and Advising > Scheduled Teaching, Academic Advising]
Honors Thesis/Theses	Prepopulated under Teaching and Advising > Scheduled Teaching, Academic Advising; also Teaching and Advising > Directed Student Learning
Advising	Teaching and Advising > Academic Advising; some advisees will be prepopulated; others (Centers, e.g.) can

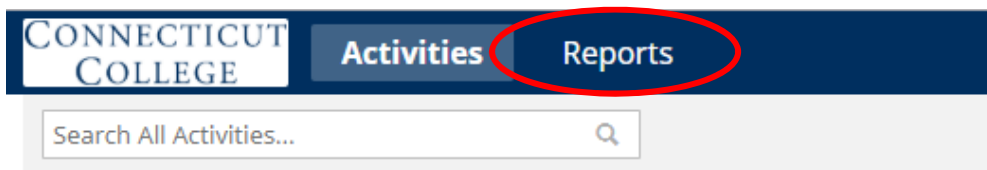|	be added by you by clicking "Save + Add Another" or added under Directed Student Learning
Teaching Awards or Similar Recognition	General Information > Awards and Honors
Teaching-Development-Related Activities	General Information > Faculty Development Activities Attended
Classroom Visits/Peer Observations in which You Participated	General Information > Faculty Development Activities Attended

Service

ITEM FROM OLD ANNUAL REPORT TEMPLATE	ENTER IN ACTIVITY INSIGHT
College/Faculty Committees	Service > Administrative Assignments
College Department Chairs, Directorships, or Steering Committee/Advisory Board Memberships	Service > Administrative Assignments
College Conferences, Lectures, Film Series, etc., You Organized	Service > Administrative Assignments
Participation in Curriculum Revision Activities	Teaching and Advising > Teaching Innovation and Curriculum Development
Student Group/Affinity Group Advising	Service > Administrative Assignments > Position/Role > Faculty Mentor
Service to Your Profession	Service > Professional
Service-Related Awards or Similar Recognition	General Information > Awards and Honors

Assessment of the activities you reported

ITEM FROM OLD ANNUAL REPORT TEMPLATE	ENTER IN ACTIVITY INSIGHT
Reflections on teaching	General Information > Reflections on the Academic Year
Reflections on service	" "
Reflections on scholarship and/or creative work	" "
College support for your work	" "

HOW DO I GENERATE THE FINAL ANNUAL REPORT ONCE I'VE ENTERED ALL THE INFORMATION ABOUT MY 2018-19 ACTIVITIES?

Click the "Reports" button at the top of the home page and select "Faculty Annual Report" from the menu. You'll have the option of exporting it as a Word document, a PDF, or a web page. The default start and end dates for the report correspond to the 2018-19 academic year and don't need to be changed. Activity Insight will include all activities that you assigned dates to within that time range. (You might want to change these dates if, for example, you were running a report for your third-year review and wanted three years' worth of information to appear in the report.)

If you choose Word document, you can make minor additions and edits so that your report accurately reflects your work. Any information you add won't be saved in Activity Insight, so please don't use this option to paste in substantial additional information that there's a place for in Activity Insight, but rather as a way of reporting activities that aren't asked directly about on the data-entry screens.

Once your document looks the way you want, you can save it and upload it using Moodle as in prior years.

Thanks! Questions or comments? Email John Nugent, jdnug@conncoll.edu