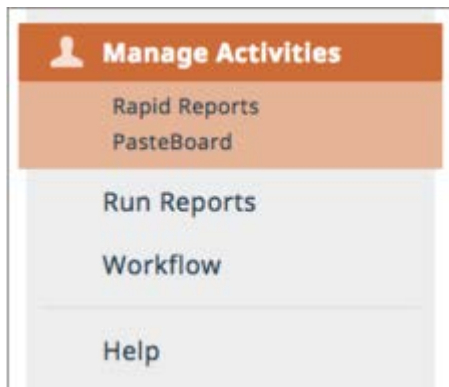# ACTIVITY INSIGHT FACULTY GUIDE - 2017

Activity Insight organizes and builds reports on teaching, research and service activities. It enables you to keep track of your activity information just once so that many outputs can be prepared, such as faculty annual reports, promotion and tenure documents, accreditation reports, your CV, and more. It also assists your administration in responding to requests for faculty-related data, rather than needing to continually ask you for the information. This enables Radford University to communicate more effectively about your accomplishments.

Accessing Activity Insight

1. From the RU home page visit the "MyRU" link and login.

2. Click the "Employees" or "Teaching" icon and then click "Digital Measures – Activity Insight" within the "Administrative Tools" panel.

Left-Hand Menu

The left-hand menu of the system displays at least two main utilities, **Manage Activities** and **Run Reports**. You will have other utilities if you are a Department Chair, Associate Dean, or Dean.

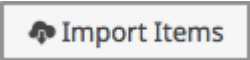**Manage Activities:** Add or update information about the activities you accomplish.

Run Reports: Run reports that have been custom-built for your campus.

Help: Submit suggestions on how to improve the system, questions about use of the system, or report system errors.

Manage Activities

When you first visit this page, it would be good to spend a few minutes looking through the screens accessible from it. To access a screen, click its name. The resulting summary screen displays records that are stored for that screen. There are six possible actions you can take from the resulting screen, although not all of these actions will always be available:
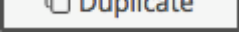
To add a new record, select the **＋ Add New Item** button.

To import items in bulk, select the **☁ Import Items** button (available only for the Intellectual Contributions screen).

To delete a record, select the appropriate check box, then select the 🗑 button.

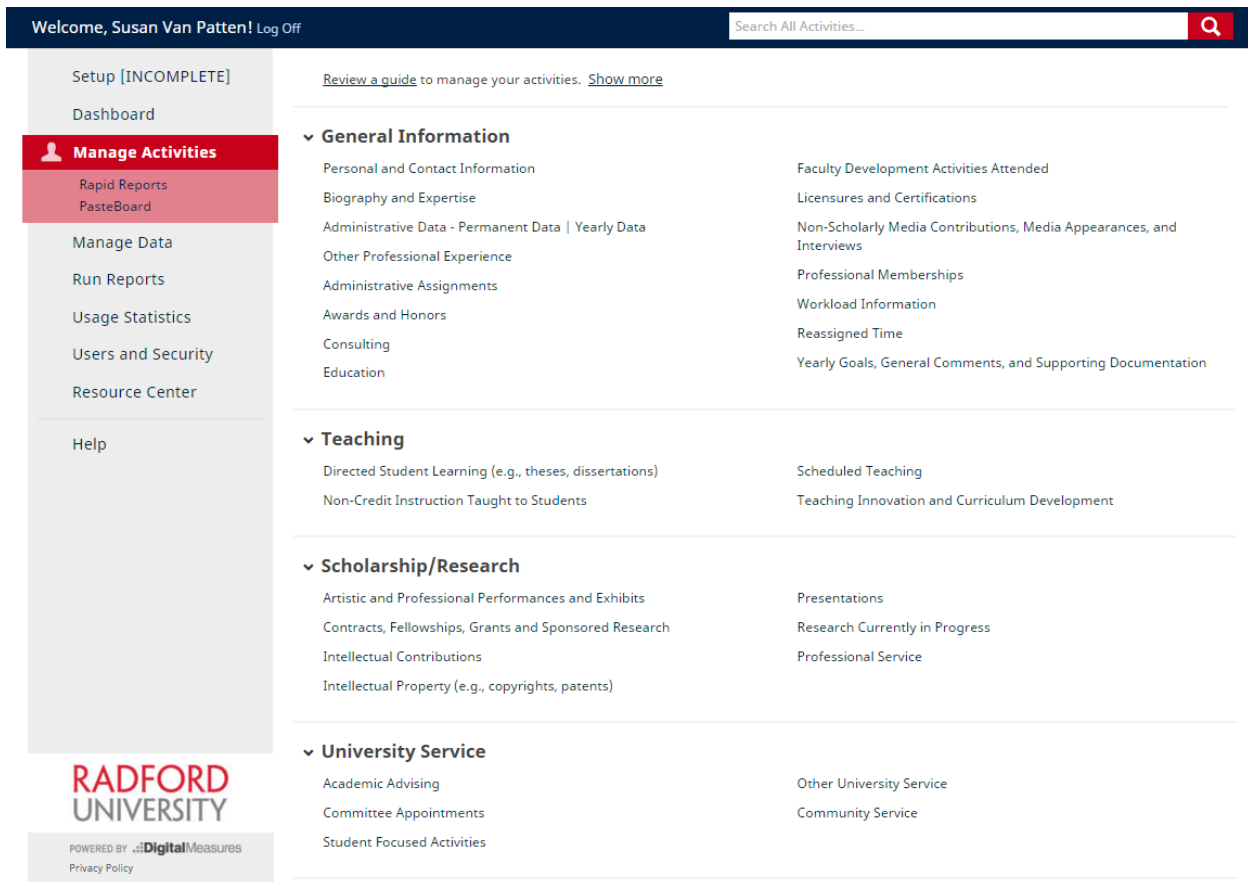To edit or view a record, click anywhere in the record row on the summary screen.

Note: *Your Digital Measures Administrator may have added records to the system for you. These records can be viewed, but cannot be edited or deleted. A* 🔒 *icon identifies these records. If revisions are needed to the records which have been entered on your behalf, contact your Digital Measures Administrator using the* **Help** *link.*

To copy a record, select the appropriate check box, then select the [🗐 Duplicate] button.

Saving Records: When working in the system, it is important that you preserve modifications by selecting one of the Save buttons at the top of the screen. If you attempt to navigate away from a screen containing unsaved changes, a warning message will display to determine whether you would like to return to the screen and save your modifications before proceeding.

Note: There is a 90 minute timeout for Activity Insight. If you are working on a single entry screen for an extended period of time, please save the record and then continue to edit it.

Run Reports

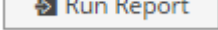This utility allows you to run reports that have been custom-built into the system for your campus. To run a report, simply select from the steps on the page.

1. Select the report from the list. You can see how the report is by clicking on the link below the report title to "Down this report's template."

‹ Run Faculty Annual Report
Download this report's template

2. Select the date range. Faculty Annual Reports should be from August 10, 2016 to August 9, 2017.

3. Select the appropriate number of years of Teaching and Scholarship/Research activities to include in the report. Tenured faculty may include 3 years of Teaching activities. For the Faculty Annual Report, most faculty will include one year of Teaching. Faculty in the College of Business and Economics should include 5 years of Scholarship/Research activities. For the Faculty Annual Report, most faculty will include three years of Scholarship/Research.

4. Select the file format. The recommended option is Microsoft Word (.doc)

To run the report, click the [Run Report] button at the top of the screen. The file will be saved to the Downloads folder on your computer.

Note: Changes to the Microsoft Word document will not be reflected in Activity Insight.

PLEASE DO NOT DELETE DATA FROM THE SYSTEM. Simply add your current activities and keep them updated throughout the year. The report will automatically include the current data for your FAR.

Additional assistance as well as a copy of this guide can be found at
https://ruactivityinsight.wordpress.com/