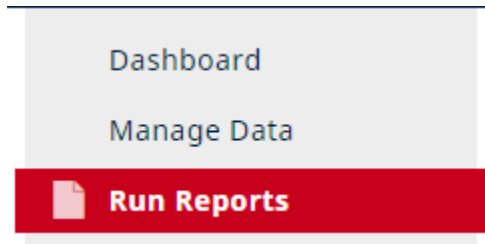


Running Faculty Annual Reports - Administrator (2017)

Login to Digital Measures – Activity Insight through the MyRU Portal.

Click on “Run Reports” from the left menu.



Please Note: You can only run reports for those faculty members that report to you. In the case of a Dean/Associate Dean, you may run reports for all fulltime T&R faculty within your college. In the case of a Department Chair, you may run reports for all fulltime T&R faculty within your department.

< Run Faculty Annual Report
Run Report

[Download this report's template](#)

1 **Date Range**

Start Date: August 10 2016

End Date: August 09 2017

2 **Whom to Include**

Users Selected by: All
[Change Selection](#)

Include These Accounts: Enabled Only

3 **Report Options**

* a) Years of Teaching activities to include from report end date (Tenured faculty may include 3 years of Teaching activities. For the Faculty Annual Report, most faculty will include one year of Teaching.) 1 year

* b) Years of Scholarship/Research activities to include from report end date (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.) 3 years

4 **File Format**

File Format: Microsoft Word (.doc)

Changes made to the Microsoft Word document **will not** be reflected in the system.

Page Size: Letter

Choose “Faculty Annual Report” from the list. You can see how the report is built by clicking the “Download this report’s template” link below the name of the report.

1. Date Range

Use the following dates, which are set as the default.

Start Date: August 10, 2016

End Date: August 09, 2017

2. Whom to Include

Click on link to “Change selection” next to “Users Selected by”. This will bring up a new window. Follow the instructions below based upon your security role in the system.

Deans/Associate Deans: Click on the arrow next to “College” to expand the list. Click the box next to your College. Scroll down to the bottom of the screen and click “Save.”

Individuals or groups to include ✕

▼ **College**

- Academic Affairs
- College of Business and Economics
- College of Education and Human Development
- College of Humanities and Behavioral Sciences
- College of Science and Technology
- College of Visual and Performing Arts
- Library
- Waldron College of Health and Human Services

> **Department**

> **Individual**

Department Chairs: Click on the arrow to the left of “Department” to expand the list. Click the box next to your Department. Scroll down to the bottom of the screen and click “Save.”

Individuals or groups to include ✕

> College

Department

- Academic Affairs
- Accounting, Finance and Business Law
- Anthropological Sciences
- Art
- Biology
- Chemistry
- Communication
- Communications Sciences and Disorders
- Core Curriculum Development
- Counselor Education
- Criminal Justice
- Dance
- Economics
- English
- Foods and Nutrition
- Foreign Languages and Literature

Please Note: You may also select specific individuals from your College/Department. Click the arrow to the left of “Individual” to expand the selection and put a check in the box next to each person’s name. Scroll down to the bottom of the screen and click “Save.”

3. **Report Options:** The default for Teaching Activities to include is one year. This may be expanded to three years for tenured faculty. The default for Scholarship/Research activities is three years. This may be expanded to five years for College of Business and Economics faculty.
4. **File Format**
The default is Microsoft Word, letter size.

Click on the “Run Report” button in the top right. The file will be downloaded to your computer. Open the file and wait for it to fully load. If faculty have not entered data into the system, those areas will be blank.

< Run Faculty Annual Report

[Download this report's template](#)

Run Report

Creating a Custom Report

If you are interested in querying select data from Activity Insight, choose “+Create a New Report” button at the top of the Run Reports page.

Run Reports

+ Create a New Report

You will be able to specify Date Range, Whom to Include, Data to Include, Grouping Method, Search Keywords, and File Format. You can also save this report configuration to your personal account so you can run it again at a later time. It will appear in your list of reports.

< Create a New Report

Save

Run Report

1	Date Range	<input type="checkbox"/> All Dates
	Start Date	January 01 2017
	End Date	December 31 2017
2	Whom to Include	Users Selected by All Change Selection
	Include These Accounts	Enabled Only
3	Data to Include	Fields Selected from All Change Selection
4	Grouping Method	Group by None
5	Search Keywords	Search Keywords
6	File Format	File Format Comma-Separated Values (.csv)
	Files per Screen	Single

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