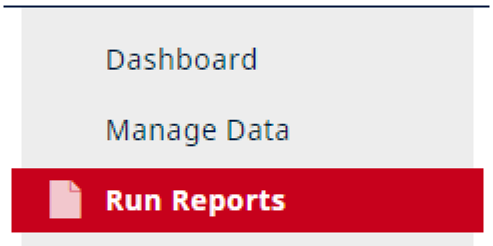
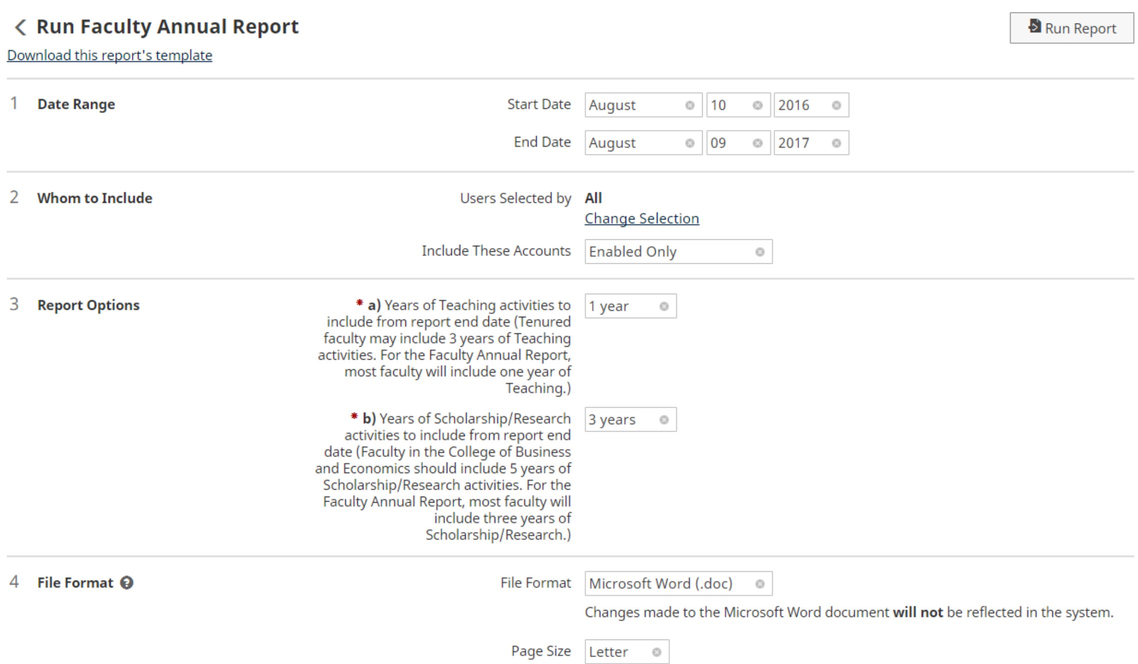
Running Faculty Annual Reports – Administrator (2017)

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.

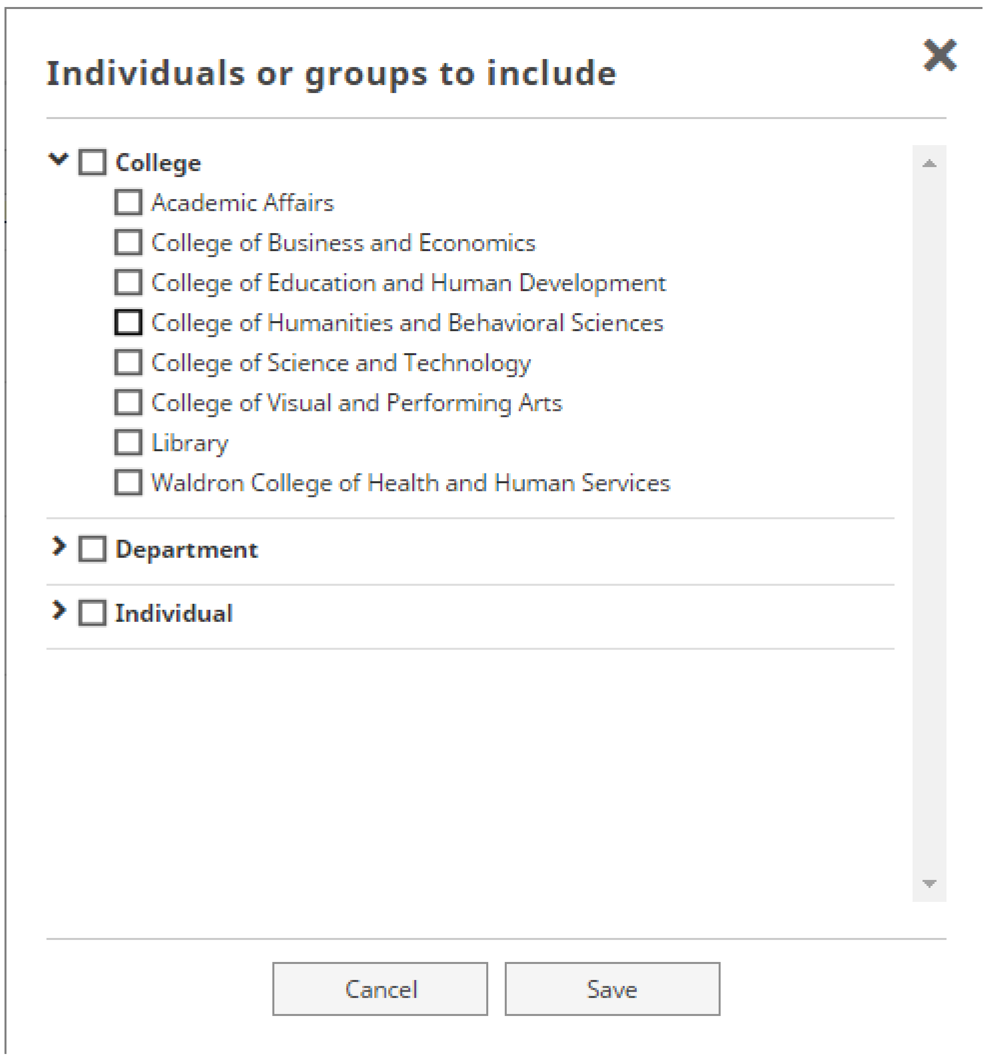


Choose “Faculty Annual Report” from the list. You can see how the report is built by clicking the “Download this report’s template” link below the name of the report.

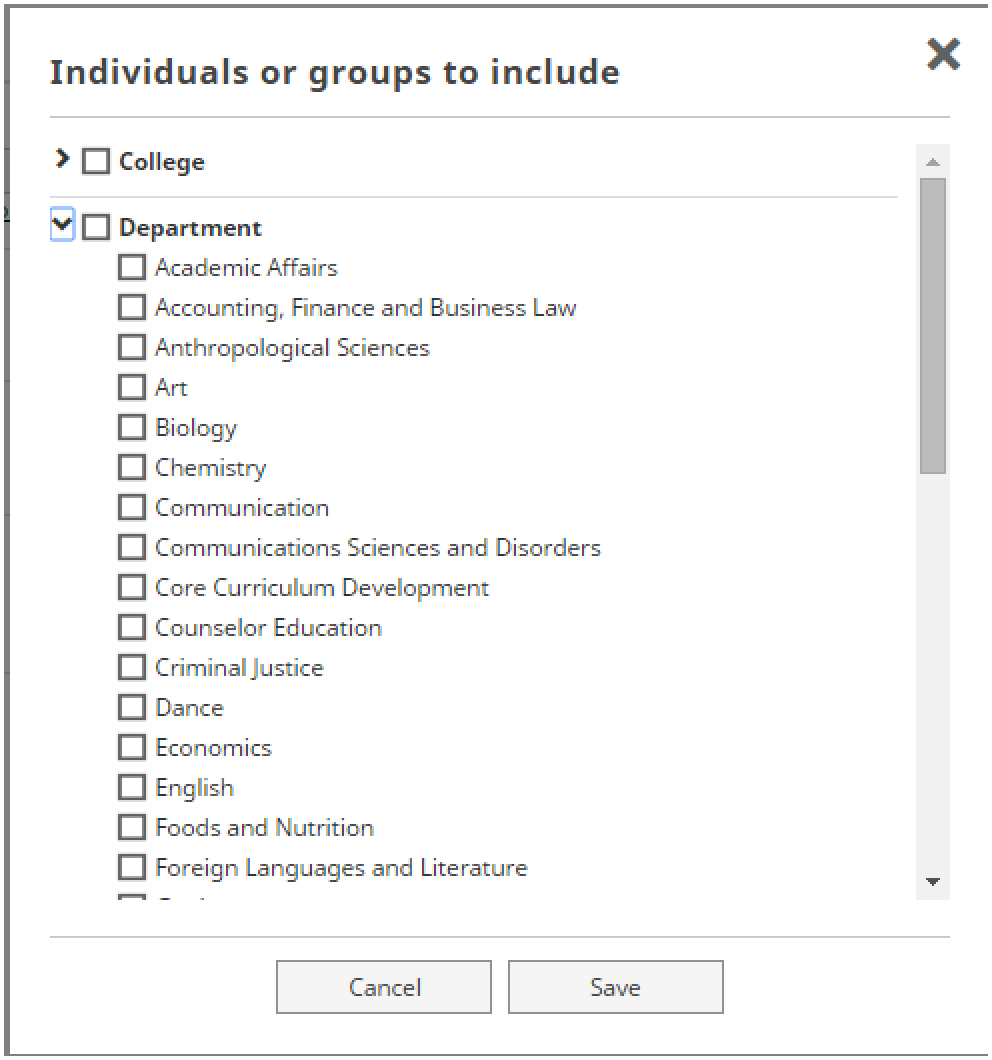
1. **Date Range**
   Use the following dates, which are set as the default.
   Start Date: August 10, 2016
   End Date: August 09, 2017

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.”



   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.”



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.

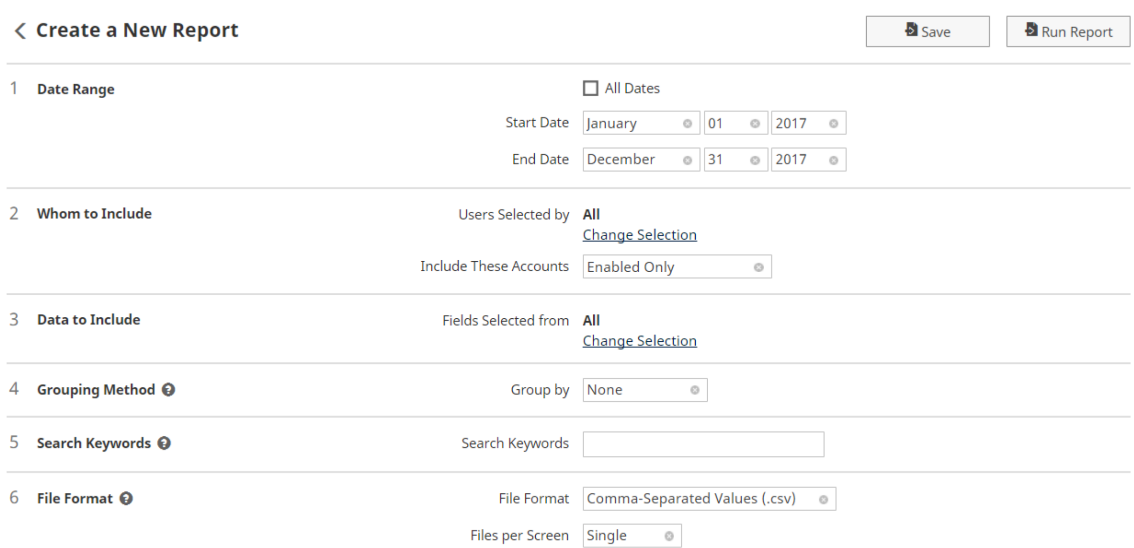
4. **File Format**
   The default is Microsoft Word, letter size.

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.

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.

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.



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