

DIGITAL MEASURES

ACTIVITY INSIGHT

November 2015

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WHY WE ARE USING THIS TOOL (BENEFITS)

Beginning in **January 2016**, the School of Arts & Sciences will use a platform called **Activity Insight** for faculty to report their research, teaching, and service activity. This platform will serve as a repository into which faculty, at any time, can enter information about their achievements. The platform has the power to organize faculty information into many different formats, including CVs, faculty information reports, and NSF/NIH biosketches. Our goal in using this platform is to save you time by allowing you to record your achievements as they happen - or at any time thereafter - and to avoid burdening you when Faculty Information Forms are due. You of course may continue to generate versions of your CV and biosketches in any way you like - though we urge you to try Activity Insight and see how easy and convenient it is.

For the purposes of your yearly Faculty Information Form, use of the tool is mandatory for reporting faculty activities for each academic year moving forward. You will only need to fill in information related to the past year, as you would do in the old paper forms. Paper forms will no longer be used. Again, use is not mandatory for inputting your activities from the past.

Faculty will report 4/2015 through 4/2016 for the FIF. And going forward, every year they will report from April to April.

Administrators are provided timely access to users' activity reports for accreditation; state institutional research surveys; personnel review procedures, such as promotion and tenure; and program reviews. Activity Insight gives administrators an efficient, centralized, easy-to-navigate source for generating reports on these data.

See the Deans of Academic Affairs posting:

<http://as.tufts.edu/about/deansAcademicAffairs/activityInsight.htm>

SAFETY AND SECURITY OF FACULTY DATA

Activity Insight is Section 508 of the Rehabilitation Act, and FERPA compliant. Although faculty can access their data at any time, multiple security measures are in place to protect their data. Servers are firewalled and located behind an intrusion detection system, and all data is transferred over an SSL-encrypted connection. Digital Measures takes the privacy of its clients and their users seriously.

Faculty will only have access to their own data. Department Chairs, Deans, Assistant Deans, etc. will have access to their department's faculty data as well as their own.

SYSTEM HIGH-LEVEL OVERVIEW (LOGGING IN, SCREEN LAYOUT, LEFT-HAND MENU, CONTENT PANE, AND TIMING OUT)

To log in:

1. Navigate to <https://www.digitalmeasures.com/login/tufts/faculty/>
2. Enter your Tufts Username and Password and click **Login**. Your personal homepage displays.

Many different kinds of information - for example, about what courses you have taught and your course evaluations - will be uploaded automatically from SIS and from other sources.

There will be many fields that are irrelevant to your particular field or position - only fill in what is pertinent to you and the activities you want to report.

THE LEFT-HAND MENU

The Left-Hand Menu appears on all Activity Insight screens and contains the basic navigation links. What options you see is dependent upon the permissions assigned to your Activity Insight security role.

Faculty will see “Manage Activities,” while Administrators will see “Manage Data.”

1. Administrators, in the Left-Hand Menu, click **Manage Data**. This is used to enter or manage other users’ teaching, research, and service activities. (Deans, Assistant Deans, Department Chairs, etc.)

Faculty, in the Left-Hand Menu, the default view is **Manage Activities**.

2. Click **Run Reports**. This is where Faculty, Deans, Assistant Deans, Department Chairs, Administrators, etc. will be able to run customized reports based on the information entered into Activity Insight.
3. Click **Help**. Use this to send a support request. If submitting a request, please select the Tufts internal choice (“Your Digital Measures Administrator at Tufts University”).
You may also email dadmin@elist.tufts.edu with questions or concerns.

4. Click **Cancel**. The Get Help window closes.

It has been noted that Internet Explorer does not process as quickly as other browsers, such as Firefox, Chrome, or Safari.

THE CONTENT PANE

The Content pane is the main window where the work takes place. Links and choices direct you to each of the data collection and reporting screens in the system.

To manage other's data (Deans, Assistant Deans, Department Chairs, Administrators, etc.):

1. In the Left-Hand Menu, click **Manage Data**.
2. In the Content pane, in the Manage Data for Users area, click the User field down-arrow and make a selection.
3. In the Show field, generally leave the default **Enabled Accounts only**. To include Disabled Accounts, select All Accounts.
4. Click **Continue**. A new tab opens. The Content Pane is the area where you enter or manage teaching, research, and service activities.

To manage your own data (Faculty):

1. In the Left-Hand Menu, click **Manage Activities**. The Content Pane is the area where you enter or manage teaching, research, and service activities.

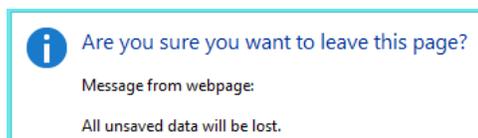
HOW TO VIEW, ADD, EDIT, DELETE, AND SAVE INFORMATION

When working in the system, there are certain actions that you will take to view, add, edit, delete, and save information.

FIELDS AND SAVING

1. In the Content Pane, in the General Information area, click the **Personal and Contact Information** link.
2. Add information to any of the fields.
3. Once you are done, click **Save**.

When working in the system, it is important that you preserve modifications by selecting one of the Save buttons at the top or bottom 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.



4. If you make a mistake, click **Cancel**.

EDITING AN ITEM

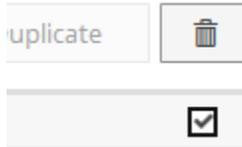
1. Navigate to the screen that holds the information (e.g., General Information > Personal and Contact Information).

If you run into a “You do not have access to modify the fields on this screen” message, contact your Digital Measures Administrator.

2. Make a change.
3. Click **Save**.

DELETING AN ITEM

1. Navigate to the screen that holds the information.
2. Select the checkbox.
3. Click the trash icon (Delete selected item).



ADDING A NEW ITEM

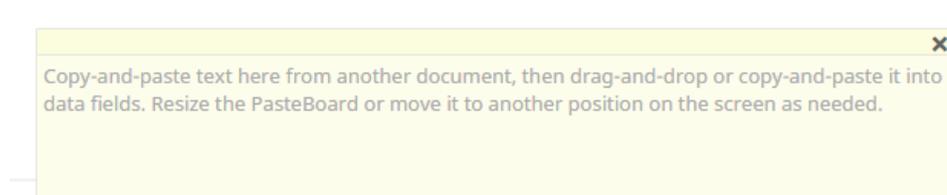
1. In the Content Pane, click **Service**.
2. Click **University**.
3. Click **Add New Item**.
4. Continue as needed.
5. Once you are done, click **Save**.

Note: Use fields to add explanatory text where needed. For example, if you are trying a new innovation or employing a new curriculum, you could add that detail or description below the instructor and course evaluations data.

HOW TO USE THE PASTEBOARD FOR MANIPULATING DATA

The PasteBoard is a tool for moving text into Activity Insight. You copy text from another document, such as your vita in Microsoft Word, and paste it into the PasteBoard. After you have pasted text into the PasteBoard, you can then select text from it, and move it into the appropriate Activity Insight field. The text in the PasteBoard will be maintained as you move from screen to screen or even between tools within Activity Insight.

1. Open a document with text, such as a Word document.
2. **Copy** some text.
3. From the Left-Hand Menu, under Manage Data, click **PasteBoard**. The PasteBoard opens in the lower right corner of the window.



4. **Paste** the text into the PasteBoard tool.
5. Navigate to a field where you wish to place the text.
6. Either copy the text you need from the PasteBoard tool and paste it into the appropriate field.

or

Drag the text you need from the PasteBoard tool into the appropriate field.

REVIEWING EXISTING DATA

Try to review any information that has been automatically entered from other systems such as SIS (e.g., courses taught information). Make any corrections or additions necessary so the information is both accurate and complete. If you see errors in fields marked as "Read Only," email dadmin@elist.tufts.edu for assistance.

IMPORTING AN ITEM

The import feature allows you to bring your data, such as citations of your publications that are already stored in another software system, into Activity Insight. This feature enables you to upload an existing file so that you do not need to rekey those citations.

1. In the Content Pane, click **Scholarship/Research**.
2. Click **Publications**.
3. Click **Import Items**.
4. Select **Option A** or **Option B**.
 - a. Use **Option A** if you have already downloaded a file (see example file graphic below) from a reference manager or database, for example, EndNote, Google Scholar, RefWorks, etc. You would select **Choose File** to continue.



- b. Use **Option B** to connect directly to Pub Med. This saves a step.
5. Continue following steps as needed.
 6. Once you are done, click **Save**.

You can edit the entries after they have been imported.

See additional help: <http://info.digitalmeasures.com/bibtex>

TIMING OUT

Sessions automatically time out after 90 minutes of inactivity. You will receive a warning prompt five minutes before your session times out, which will enable you to restore your session if it should remain active.

HOW TO RUN REPORTS AND RAPID REPORTS

RUN REPORTS

The Run Reports tool allows you (and the administrators) to run reports that have been custom-built into the system for Tufts. You can generate annual activity reports, the Faculty Information Form, planning reports, biographical sketch reports for grant applications, print out your Vita, etc. If you have suggestions on additional reports that should be added, or changes that should be made to existing reports, please contact our Digital Measures Administrator using the Help link or write to dmin@elist.tufts.edu.

To run a report from the Left-Hand Menu, **Run Reports**.

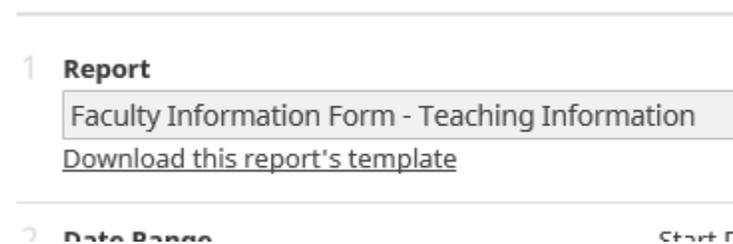
1. In the 1 **Report** field, click the down-arrow and make a selection.



A screenshot of a web form showing a dropdown menu. The label '1 Report' is positioned to the left of the dropdown. The dropdown menu is open, displaying the text 'Select...' inside a light gray box.

Optional: To view how the report you selected is built, and what information is going to be included:

2. Click **Download this report's template**. This is helpful if information is missing from your report. The details of how the report is built will show what fields are included in the report and give ideas on where to find the area/s with no data. So think of this report template as a mapping document to show where you need to enter a record in order for it to appear properly in your report of choice.



A screenshot of a web form showing a dropdown menu. The label '1 Report' is positioned to the left of the dropdown. The dropdown menu is open, displaying the text 'Faculty Information Form - Teaching Information' inside a light gray box. Below this text, the link 'Download this report's template' is visible. Below the dropdown, the label '2 Date Range' and the text 'Start D' are partially visible.

3. In the 2 **Date Range** field, select the date range for the information you wish to include in your report.

Faculty have access to their data only.

Department Chairs, Deans, Assistant Deans, etc. will have a further option of selecting “**Whom to Include**” in the report. For Department Chairs, Deans and Assistant Deans, if you would like to limit your report to include only selected users, click Change selection in Step 3 to open the “Individuals or groups to include” page in a pop-up window. If departments/programs and individual users are selected, these selections function as “and” options and the report will include all selections made. Activity Insight uses the user attributes - departments, etc. - in users’ most recent Yearly Data records, including records in the future, to determine who should be included.

4. Follow any additional steps, if necessary, such as Additional Filters.
5. In the last step, select the **File Format**. The default options are Microsoft Word (.doc), Microsoft Excel (.xls), PDF, and Web Page (.html). Digital Measures can make some reports available in Microsoft Excel. If you’d like a version of your report available in Excel, please contact the administrator.
6. Click **Run Report**. The report processes.

Changing the data in a report does not change the data inside Activity Insight. Use Manage Your Activities or Manage Data to make these changes.

Some users have found that Apple Safari does not correctly open links to stored files when you select these links from a report that you have opened in Word for Mac. If this problem occurs, we recommend that you copy and paste the link from the report into your browser.

RAPID REPORTS

When entering data, you may want to see how that data is going to display or print out. Rapid Reports provides a quick way for you to view the pages into which you are entering data.

Use Rapid Reports when managing your own data or when managing data for others. If you are managing your own data, the Rapid Reports feature will return the selected report with just your data. If you run a report using Rapid Reports while managing another user's data, the report will contain that user's data.

To manage other's data (Deans, Assistant Deans, Department Chairs, Administrators, etc.):

1. From the Left-Hand Menu, click **Manage Data**.
2. In the Content pane, in the Manage Data for Users area, click the User field down-arrow and make a selection.
3. In the Show field, generally leave the default **Enabled Accounts only**. To include Disabled Accounts, select All Accounts.
4. Click **Continue** and follow the steps below where Faculty begin.

To manage your own data (Faculty):

1. In the Left-Hand Menu, click **Rapid Reports**. The Rapid Reports window opens.
2. Select the **Report**.
3. Select the **Start Date**.
4. Select the **End Date**.
5. Select the **File Format**.
6. Click **Run Report**. The report displays.

SEARCH

The Search tool is located at the top of most pages.



Use this to find a field or piece of information that you are having trouble locating. Once you click in the Search field, Search Tips will also display.



If you are unsure of the spelling of a word or phrase, use the asterisk (*) wildcard character. For example, if you are searching for Immunology, typing "immun" will return nothing. Typing "immun*" will return Immunology. Case is ignored.

HOW TO WORK WITH SPECIAL CHARACTERS

UNICODE COMPLIANCE

You may copy and paste special characters - such as Greek or Latin characters, accent marks or other diacritical marks - into Activity Insight from another source, as long as they are Unicode-compliant. Unicode is an industry-standard set of characters that allows computers to consistently represent and manipulate text expressed in any of the world's writing systems. For more information about Unicode, please see: http://www.unicode.org/faq/basic_q.html.

Examples of fonts that are Unicode-compliant include Arial and Times New Roman. Examples of fonts that are not Unicode-compliant include Symbol and Wingdings. If characters are not transferring to Activity Insight as you expect, try changing their font in the source software application to Arial or Times New Roman and then copy and paste the text into Activity Insight. For characters typically entered as symbols, you may need to change the underlying font of the character, in addition to the display font. To do this in Microsoft Word, navigate to Insert > More Symbols, and update the font of the symbol to a Unicode-compliant font prior to selecting and inserting the desired character. This ensures that the underlying font and the display font are Unicode-compliant, and that the symbols render correctly in Activity Insight.

HOW TO PRINT A VITA

One of the Activity Insight reports is the Vita report. Before printing your vita (running this report), make sure that you have already entered all of the data into Activity Insight so that it will be reflected in your vita.

1. From the Left-Hand Menu, click **Run Reports**.
2. In the 1 Report field, click the down-arrow and at the base of the list select **Vita**.



3. In the 2 **Date Range** field, select the date range for the information you wish to include in your vita.
4. In the 3 **Whom to Include** field, select yourself.
5. In the 4 **File Format** field, select Microsoft Word (.doc).
6. In the upper right corner, click **Run Report**. The vita downloads in Word.

Clicking **Log Off** will log you off of Activity Insight. You will have to authenticate again to begin a new Activity Insight session.