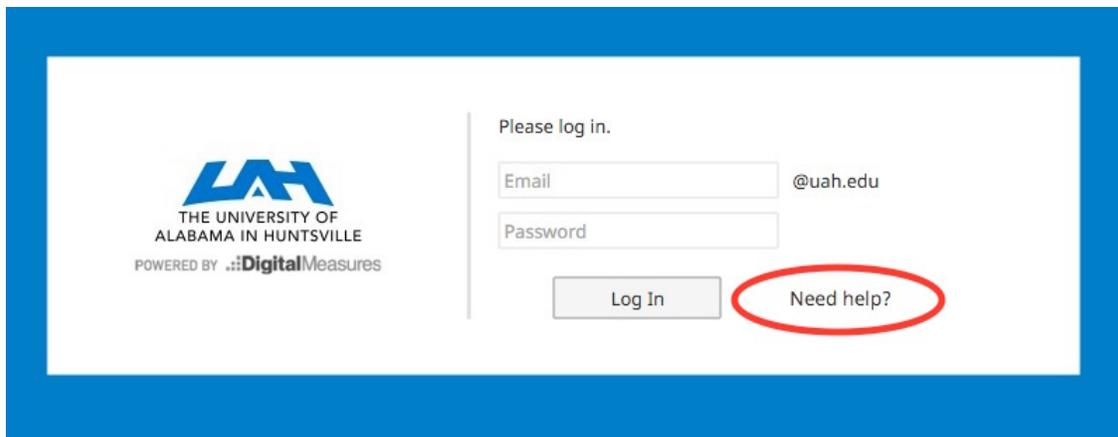




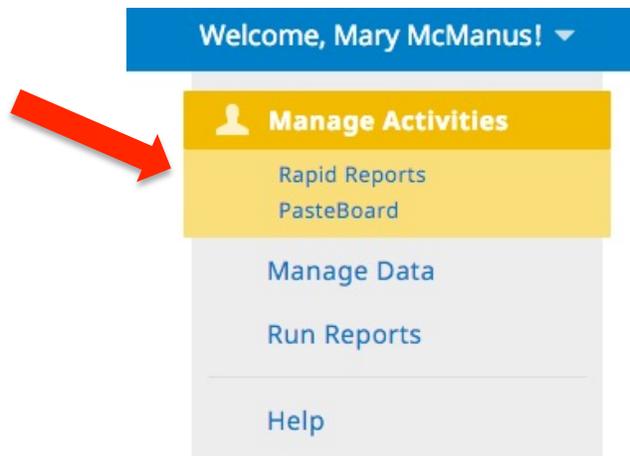
Quick Start Guide: Activity Insight

Overview

1. Navigate to <https://www.digitalmeasures.com/login/uah/faculty> in your web browser.
2. Log in using your Digital Measures issued credentials.
 - a. If you don't know your password, you can request it by selecting the "Need Help?" link at the lower right of the screen.



- b. If you are logging in for the first time, you will be asked to reset your password from the default.
3. At the upper left of the Welcome screen you will see the menu.



- a. **Manage Your Activities** – gives you access to the forms where you will enter/edit data
- b. **Rapid Reports** – allows you to generate reports, such as the Faculty Activity Report (FAR), CV, etc.
- c. **PasteBoard** – displays the pasteboard so that you can copy/paste content from outside sources
- d. **Manage Data*** – data management tool for system admins only
- e. **Run Reports*** – allows users to generate a greater variety of reports than the Rapid Reports feature

- f. **Help** – allows users to ask for help from a) local administrators or b) Digital Measures administrators

* These menu items will only appear for users with the proper system role and permissions to view them.

Entering Your Data

1. **Manage Your Activities** is the default navigational link activated when you log in. You will see four sections beneath the **Activities Database Main Menu**: *General Information*, *Teaching*, *Scholarship/Research*, and *Service*.
2. To enter data, simply select any of the links under these four areas.

Manage Activities [Review a guide](#) to manage your activities.

General Information

- Personal and Contact Information
- Administrative Data - Permanent Data | Yearly Data
- Academic, Government, Military and Professional Positions
- Administrative Assignments
- Awards and Honors
- Consulting
- Education
- External Connections and Partnerships
- Faculty Development Activities Attended
- Licensures and Certifications
- Media Contributions
- Professional Memberships
- Workload Information
- Self Evaluation/Future Goals

Teaching

- Academic Advising
- Directed Student Learning (e.g., theses, dissertations)
- Non-Credit Instruction Taught
- Scheduled Teaching

Scholarship/Research

- Artistic and Professional Performances and Exhibits
- Contracts, Fellowships, Grants and Sponsored Research
- Intellectual Contributions
- Intellectual Property (e.g., copyrights, patents)
- Presentations
- Research Currently in Progress

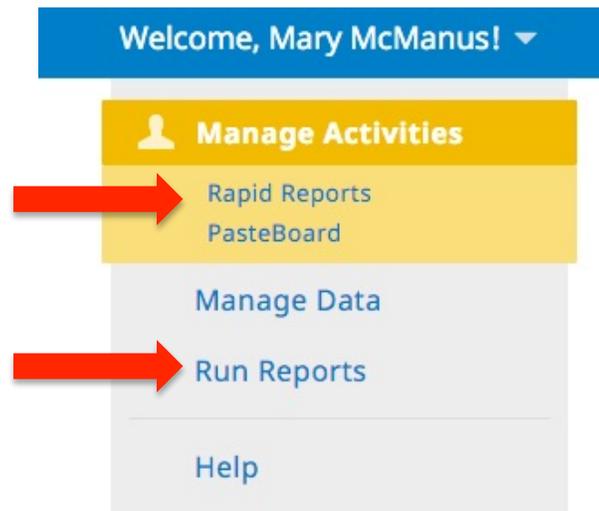
Service

- Department
- College
- University
- Professional
- Public

3. We have pre-loaded as much data as we can from Banner and other existing UAH databases so you may find that some fields are already populated.
4. One of the principal uses of the data entered into Activity Insight is to support your annual Faculty Activity Report. Therefore, if you want your department head/chair/dean to consider an activity in your review, please enter it in the system.
5. Screens and individual data fields have been customized to support the accreditation and reporting needs of different colleges. Therefore, please enter as much information as you can. If you feel that further customization of the system would benefit your college or department, please let us know by selecting the “Help” link in the menu.
6. If you come upon items that do not apply to you, you may skip those fields or forms.

Reporting

1. Once data has been entered into the system, reports can be generated by accessing the “Rapid Reports” feature OR the “Run Reports” link in the menu. Common reports might include a vita or a Faculty Activity Report. Keep in mind that only certain users will have access to the “Run Reports” feature.



- a. To generate a report using the Rapid Reports function, click Rapid Reports on the menu. In the resulting pop-up window, make the necessary selections to generate your report and select Run Report.

A screenshot of a web-based form titled "Rapid Reports". The form has a close button (X) in the top right corner. Below the title, there is a horizontal line and the text: "Select a report template, date range and file format, then run the report. Rapid Reports are generated using only your own data." The form contains several input fields: "Report" with a dropdown menu set to "Academic Degrees Earned"; "Start Date" with three dropdowns for month (Jan), day (01), and year (2016); "End Date" with three dropdowns for month (Dec), day (31), and year (2016); and "File Format" with a dropdown menu set to "Microsoft Word". Below these fields is a note: "Note: Changes to Microsoft Word reports do not change data in the system." At the bottom of the form are two buttons: "Cancel" and "Run Report". A red arrow points to the "Run Report" button.

- b. To generate a report using the Run Reports function, click Run Reports on the menu. Depending on the type of report you want to run, you'll be asked to identify different pertinent information such as date range, individuals to include in the report, and the file format of the report output. In the example below we've used the Faculty Activity Report as an example.

Run Reports



1 **Report**
Faculty Activity Report
[Download this report's template](#)

2 **Date Range**
Start Date Jan 01 2016
End Date Dec 31 2016

3 **Whom to Include**
Users Selected All [Change selection...](#)
Include These Accounts Enabled Only

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

NOTE: This view of Run a Report is only available to college-level and departmental administrators such as deans. Faculty members also have access to run reports through the Rapid Reports feature; however, their reporting capabilities will be more limited.

- c. Additional reports can be added to the system. If you feel that further customization would benefit your college or department, please let us know by selecting the "Contact Our Helpdesk" link in the Navigational Bar.

Additional reports can be added to the system. If you feel that further customization would benefit your college or department, please let us know by selecting the "Help" link in the menu.

Additional information about Digital Measures' Activity Insight can be found here: <http://www.uah.edu/academic-affairs/resources/digital-measures-activity-insight>.