OFFICE OF INFORMATION TECHNOLOGY

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

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.
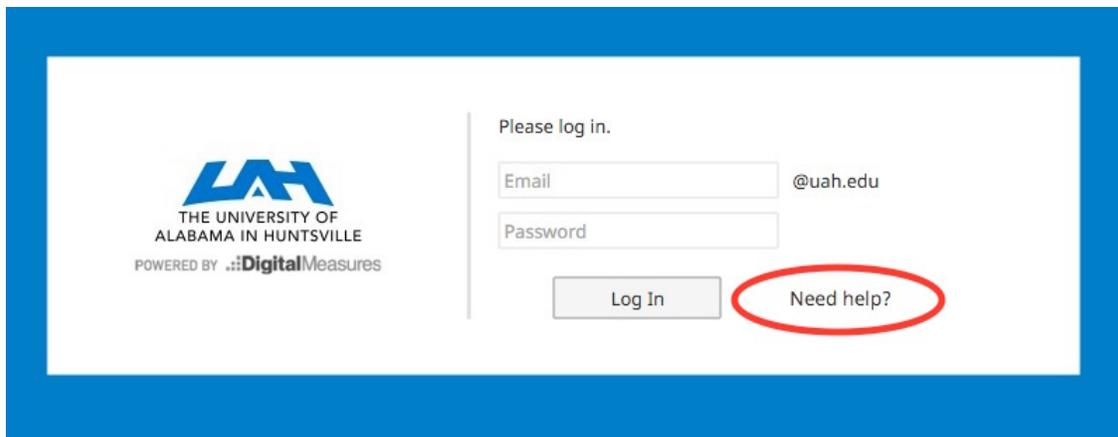
    b. If you are logging in for the first time, you will be asked to reset your password from the default.
3. At the upper left of the Welcome screen you will see the menu.
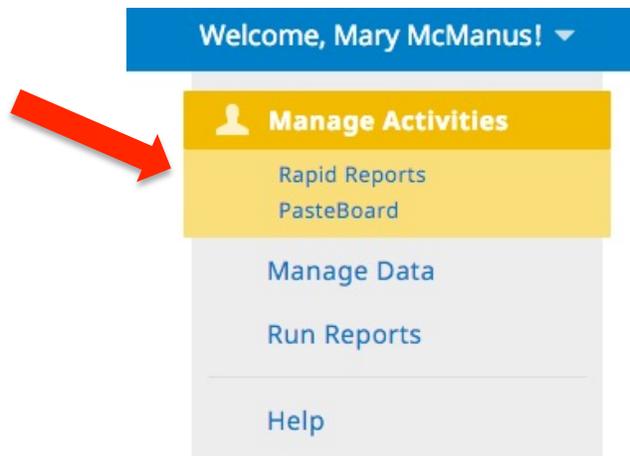
    a. **Manage Your Activities** – gives you access to the forms where you will enter/edit data
    b. **Rapid Reports** – allows you to generate reports, such as the Faculty Activity Report (FAR), CV, etc.
    c. **PasteBoard** – displays the pasteboard so that you can copy/paste content from outside sources
    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.

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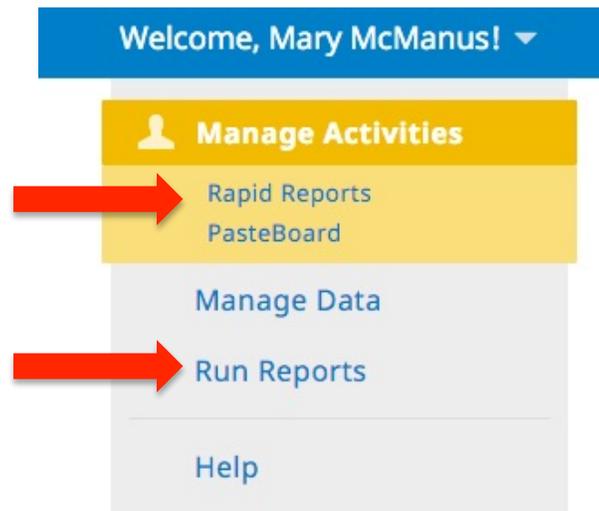
    a. To generate a report using the Rapid Reports function, click Rapid Reports on the menu. In the resulting pop-up window, make the necessary selections to generate your report and select Run Report.

    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.