

Using Digital Measures' Activity Insight for Faculty

1. To log in to the system type: <http://www.southernct.edu/faar>

Note: MAC users must use Firefox to enable all DM features.

2. At the 'log in' screen, enter your MySCSU username and password.

3. Once you sign in, you will be entered into the Activities page. This is the page where you will maintain and record your activities (e.g., add and update information about your teaching, research, and service activities).

The data on this page is organized into 5 headings, with various screens for adding information under each of the headings. This is what you will see:

I. PERSONAL, ACADEMIC, PROFESSIONAL INFORMATION

A. Personal Contact Information

B. Yearly Data/Permanent Data

C. Academic Background/Education

D. Licensures and Certifications

E. Academic/Professional Work

Experience

II. TEACHING AND PROFESSIONAL COMPETENCE

A. Teaching Workload

B. Non-Teaching Workload (Reassigned time, Sabbatical)

C. Credit Load History and Remainder

D. Student Academic Advisement

E. Reflections on Teaching

F. Directed Student Learning (e.g., theses, dissertations)

G. Non-Credit Instruction Taught (e.g., guest lecture, workshop)

III. CREATIVE ACTIVITIES/RESEARCH

A. Publications/Books

B. Professional Presentations

C. Artistic and Professional Performances and Exhibits

D. Creative Works, Projects, Research and Scholarship in Progress

E. Other Creative Activities

F. Contracts, Grants and Sponsored Research

G. Awards and Honors

H. Patents and Copyrights

IV. SERVICE

- A. University
- B. School
- C. Department

D. Other Service (e.g., accreditation, external reviewer for promotion & tenure)

V. PROFESSIONAL ATTENDANCE AND PARTICIPATION, GOALS AND ACCOMPLISHMENTS

- A. Professional Organizations and Memberships
- B. Professional Conference Participation
- C. Other Professional Development Activities (other than conference attendance)

- D. Professional Service
- E. Community Service
- F. Goals and Accomplishments

****Recommendation:** Please review the guide on how to manage your activities to become more familiar with the various screens and records in DM's Activity Insight. This review guide is available at the top of the page in [Activities](#).

4. Screens available from Activities –to access a screen, hover over its name with the cursor and then select it. The screen will display records that have been stored for that screen*. There are 5 possible actions that you can take from the resulting screen, although not all of these actions will always be available.

Add a new record – click the 'Add New Item' box

Edit or view a record – click anywhere in the record row on the summary screen

Delete a record -select the appropriate check box, then select the 'trashcan' icon

Copy a record – select the appropriate check box, then select the 'duplicate' box

Import items – select the 'import items' box (*this choice is only available in Publications/Books*)

*** Some screens contain item entries that have automatically been pre-populated into specific fields and boxes. Be certain to check these item entries to ensure that the entire record (and all fields) has been completely filled out.**

5. Publications/Books Screen- The first contributor/editor is always the person who is logged into the system. To add another author, simply hit '+Add' and then select the name of the SCSU faculty member from the drop down field. To change the order of contributors/editors, click the small arrow located on the right side of the screen. If author is not from SCSU, you can type the name in the space provided.

6. Adding a New Record Inside a Screen - Selecting the ‘Add New Item’ box at the top of the page will take you inside the record. Here, there is a page with fields and text boxes that need to be filled in. These fields or boxes come as drop down boxes, yes/no type questions, type in a response, etc. You simply select/insert the desired response to a particular item or question. When typing text into an open text box, the box will automatically expand as you type. A faculty can also expand the open text box by dragging the right, bottom hand corner of the box. When adding information or making changes, be sure to save your work by selecting one of the Save boxes at the top of the screen (i.e., Save or Save + Add Another).

Note: Remember to be specific about any date information asked at the bottom of the page. This is important information when running reports.

7. Reports – This menu tab is located at the top of the page, to the right of Activities. Reports provides you with a quick and easy way to access the reports that you can run from Activity Insight. It also gives you a speedy way to see how your report alone will look immediately after making a change in Activity Insight.

8. PasteBoard - This button is located at the top right of any screen within Activities. The ‘PasteBoard’ button allows you to copy text from another document, such as a Vita in word, and then paste it into PasteBoard. Once you have pasted the text into the PasteBoard, you can drag-and-drop it or copy-and-paste it into the appropriate data field(s). The PasteBoard box can also be moved to another position on the screen or resized as needed.

9. Rapid Reports – This button is located at the top right of any screen within Activities. This function allows you to run reports that have been custom built into the system for SCSU. To run a report, click on the text, select a report from the drop down menu, and then follow the next steps listed on the page. To run a report, select the ‘Run Report’ button located at the bottom right of the pop-up page.

Note: For School of Business faculty-The following screens contain additional items to extrapolate additional information required for AACSB accreditation. These items can be found in these screens: Yearly Data, Academic Background/Education, Licensures and Certifications, Academic/Professional Work Experience, Publications/Books, Professional Presentations, Contracts, Grants and Sponsored Research, University, Professional Organizations & Memberships, Professional Conference Participation, Other Professional Development Activities (other than conference attendance), and Professional Service. Additionally, the following section and screen are unique to School of Business faculty: I. Future Research/ Creative Activity Plans and VI. AACSB Accreditation

Sources: SCSU Activities Database, DM’s instructional videos and faculty/staff guide.