

## Frequently Asked Questions (FAQs) on Activity Insight for Faculty

*Last Updated November 19, 2010*

### General Questions

Q. I am having problems with login to **Activity Insight for Faculty**. I have followed the **Request Your Password** link on the login page, but I have not received my password. What I doing wrong?

A. Your Login ID to **Activity Insight for Faculty** is your University Computing ID (UCID). This is the same Login ID you use for **Highlander Pipeline**, however there is a separate password. When you are requesting your password, you must enter your UCID to have it e-mailed to you. If you still have problems logging in, e-mail [facsum@njit.edu](mailto:facsum@njit.edu).

-----

Q. How do I enter activities for the past academic year vs. a previous one? There does not appear to be a drop down list that indicates which "annual report" I am completing.

A. Activity Insight for Faculty is not organized by a particular year, it is a continuing log of activities allowing a faculty member to enter "activities" (e.g. journal articles, grant submissions, service on a committee) as they occur during an academic year and not have to enter a year's worth of activities all at once. Entries made previously can be updated (e.g. a journal article with status "Submitted" later updated to status "Published"). Information for a particular annual report is extracted by date, i.e. activities that occurred between 9/1/2008-8/31/2009 covers an annual report for one year, and activities that occur between 9/1/2009-8/31/2010 are covered in the following year's annual report. Note activities entered that cross multiple academic year's will be reflected in multiple annual reports. Entering dates correctly is important to the process.

-----

Q. I have entered all of the data for my 2009-2010 annual report. How do I get a printed copy?

A. From the Left-Hand Menu, Select **Run Custom Reports**. Select the **Vita** report and run it for the period September 1, 2009 - August 31, 2010. The academic year starts with the fall semester and includes the following spring and summer terms. This will print most of the information you have entered. **Additional reporting options are being prepared. Check back for an announcement on their availability.**

-----

Q. How are multiple authors handled for intellectual contributions (e.g. journal article) or multiple investigators handled for sponsored research?

A. Intellectual contributions and sponsored research involving multiple NJIT faculty are handled in a similar manner. The first faculty member entering an activity has the opportunity to add additional

authors, presenters, investigators, etc. to the Activity Insight entry. When adding the second individual you can select the individual's name from a drop-down list of NJIT faculty. When this is done, the activity entry will also be included as part of the second person's list of activities. The second person's activity list will clearly indicate the activity was entered by the first person. Only the first person entering the activity can make edits and corrections to the activity. If the second person were to see an error or something needing correction, s/he should contact the first person that originally entered the activity. Note non-NJIT faculty can also be added as authors, presenters, investigators, etc.

Q. I entered the Activity Insight information for a journal activity I completed with a colleague, but she is the first author. By default, Activity Insight makes me the first author. How do I make my colleague first author and myself second author?

A. By default, the individual first making an entry to Activity Insight is listed as the first author. However, when you begin the entry for a second author, you will notice small arrow heads on the right hand side of the author window. Clicking on the appropriate arrow head will allow you to re-order the listing of authors so they match the order of publication authorship.

### **General Information Screens**

Q. On the **Personal and Contact Information** screen, the last field is to upload a file with my photograph. When I attempt to do so, I receive an error message.

A. File uploads have not yet been implemented at NJIT. In this particular instance, we will use the official NJIT picture taken last year by University Web Services. You will not need to provide this file.

### **Teaching Screens**

Q. On the **Scheduled Teaching** screen, I taught a course and it is not present.

A. Send an e-mail to [facsum@njit.edu](mailto:facsum@njit.edu) and explain what is missing. Your request will be checked against the official records for the course and anything that is missing will be added.