Activity Insight organizes and builds reports on teaching, research and service activities. It enables you to keep track of your activity information just once so that many outputs can be prepared, such as annual activity reports, promotion and tenure documents, accreditation reports, your CV, your profile on your campus website and more. It also assists your administration in responding to requests for faculty-related data, rather than needing to continually ask you for the information. This enables your campus to communicate more effectively about your accomplishments.

Activity Insight is designed to be easy to navigate. To help you get started, though, here is a quick overview of the utilities you will work with most often.

**Navigation Bar**

The navigation bar displays at least two main utilities, **Activities** and **Reports**. You may have other utilities if your Digital Measures Administrator has given you security access to them.

- **Activities**: Add or update information about the activities you accomplish.
- **Reports**: Run reports that have been custom-built for your campus or [create your own reports](#).
- **Help**: The question mark icon allows you to submit suggestions on how to improve the system, questions about use of the system, or report system errors.
• **Notifications:** The bell icon shows you notifications and messages from Digital Measures, including real-time information on new features and capabilities, as well as important system events like scheduled maintenance. You can also find feature tips, ways you can reduce data entry, and quick takeaways in the notifications area.

### Activities

Review a guide to manage your activities.

**General Information**
- Personal and Contact Information
- Biography and Expertise
- Administrative Data - Permanent Data | Yearly Data
- Administrative Assignments
- Awards and Honors
- Consulting
- Degrees
- Graduate/Post-Graduate Training

**Teaching/Mentoring**
- Academic Advising
- Directed Student Learning (e.g., theses, dissertations)
- Mentoring

**Scholarship/Research**
- Contracts, fellowships, Grants and Sponsored Research
- Exhibits and Performances
- Intellectual Property (e.g., copyrights, patents)

**Service**
- University
- Professional

**Faculty Development Activities Attended**
- Licenses and Certifications
- Media Appearances and Interviews
- Professional Memberships
- References
- Work History
- Workload Information

**Non-Credit Instruction Taught**
- Scheduled Teaching
- Teaching Innovation and Curriculum Development

**Presentations**
- Publications
- Research Activity

**Public**

### Overview

When you first visit this page, it would be good to spend a few minutes looking through the screens accessible from it. To access a screen, click its name. The resulting summary screen displays records that are stored for that screen.
There are six possible actions you can take from the resulting screen, although not all of these actions will always be available:

- To add a new record, select the button.
- To import items in bulk, select the button (available only for the Intellectual Contributions screen).
- To delete a record, select the appropriate check box, then select the button.
- To edit or view a record, click anywhere in the record row on the summary screen.

**Note:** Your Digital Measures Administrator may have added records to the system for you. These records can be viewed, but cannot be edited or deleted. An icon identifies these records. If revisions are needed to the records which have been entered on your behalf, contact your Digital Measures Administrator using the Help link.

- To copy a record, select the appropriate check box, then select the button.