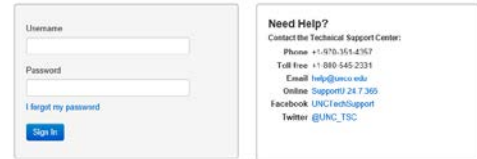


## LOGGING IN TO ACTIVITY INSIGHT



1. Go to <http://digitalmeasures.unco.edu>
2. Enter your **UNC Username** and **Password**  
(Same credentials as logging in to URSA)
3. Click **Sign In**



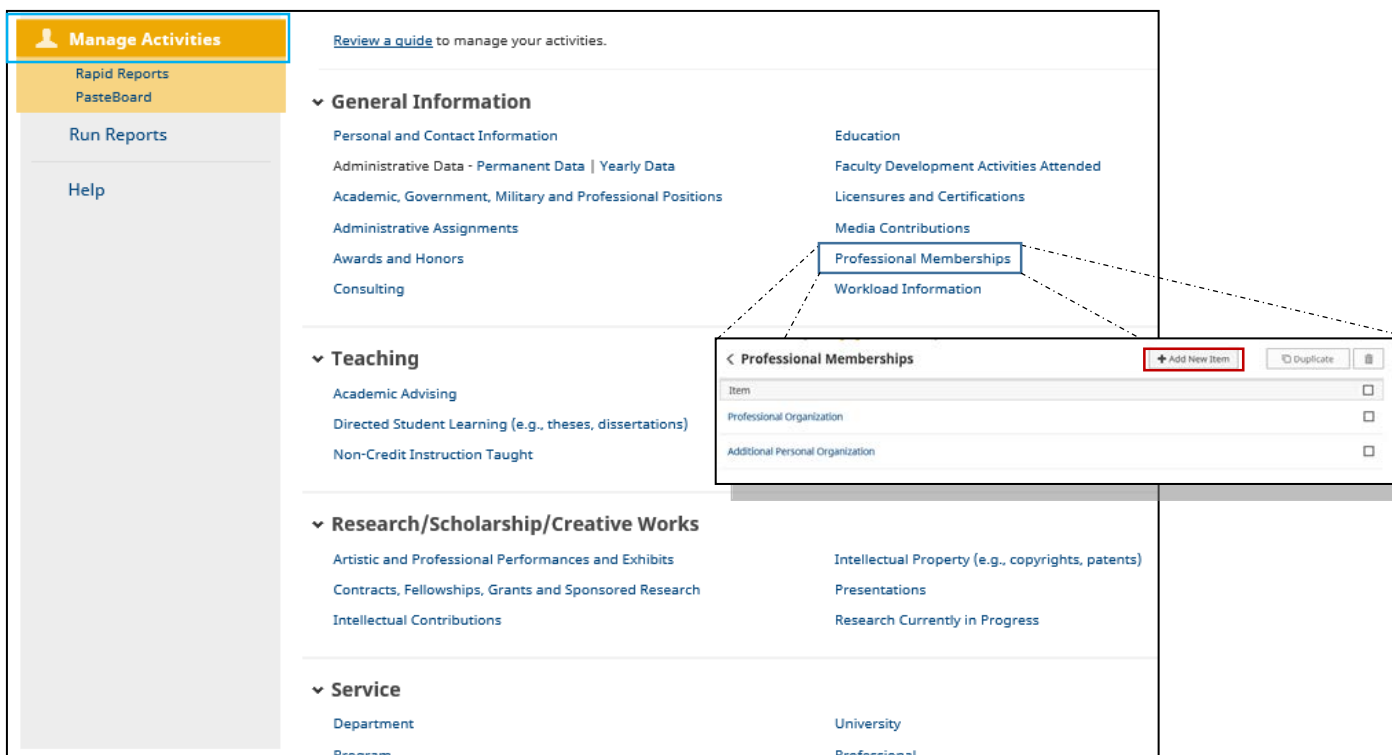
## ADDING INFORMATION

When you first log in to **Activity Insight**, the application defaults to your **Manage Activities** page. This page is organized into **General Information**, **Teaching**, **Research/Scholarship**, and **Service**.

To add your information:

- Click the **link** for the type of data you want to enter
- Enter relevant information in the entry fields and **Save** (*note: not every field needs data*)

Many information sections are considered “dynamic.” These dynamic sections, such as Professional Memberships, allow adding multiple items. After clicking the link to open a chosen information section, click on **Add New Item**, enter your data and then select Save.



## CURRICULUM VITAE REPORT

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To review your Curriculum Vitae Report:

1. Click on **Run Reports**
2. Select **Curriculum Vitae**
3. Change the **Start Date** to the year that begins your academic history
4. Select Citation Style (**APA** or **MLA**)
5. Choose File Format (**PDF** or **Word**)
6. Click **Run Report**

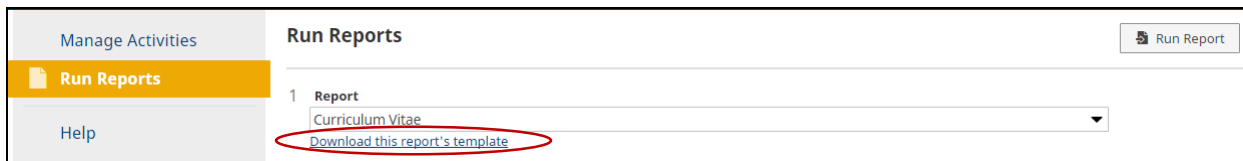
The screenshot shows the 'Run Reports' interface. On the left is a navigation sidebar with 'Run Reports' highlighted (1) and 'Help' below it. The main area is titled 'Run Reports' and contains several sections: 1. 'Report' section with a dropdown menu set to 'Curriculum Vitae' (2) and a link to 'Download this report's template'. 2. 'Date Range' section with 'Start Date' (Jun 01 1935) (3) and 'End Date' (Dec 31 2016). 3. 'Report Options' section with 'a) Citation Style' set to 'APA' (4). 4. 'File Format' section with 'File Format' set to 'PDF' (5) and 'Page Size' set to 'Letter'. A 'Run Report' button (6) is located in the top right corner.

After clicking Run Report, the PDF file automatically downloads. Open the file and review your Curriculum Vitae for accuracy.

If you find inaccurate or missing data, update that information in the appropriate faculty profile data field(s). Click [here](#) to review “**Updating Faculty Information**” section of this document.

## CURRICULUM VITAE DATA FIELDS

To review all of the data fields the Curriculum Vitae report extracts from your faculty profile, click on **“Download this report’s template.”**



This “template” document (*sample below*) illustrates all the data fields that can populate your Curriculum Vitae. If information is missing from your Activity Insight faculty profile, the section or sections will not be listed in your Curriculum Vitae report.

<p><b>[Preferred First Name] [Initial of: [Middle Name]] [Last Name]</b>  <small>[Your Organization]          [College]</small>  <small>[[[Office Phone Area Code]] [Office Phone Prefix]-[Office Phone Suffix]]          Email: <a href="#">E-Mail Address</a>          Personal Website: <a href="#">Personal Website</a></small></p> <p><b>Education</b>  <small>screen: <a href="#">education</a>          items: All records</small></p> <p><small>[[Degree] or [Explanation of "Other"]], [Institution], [Year Completed].          Area of Study: [Emphasis/Major]</small></p> <p><b>Professional Academic Experience</b>  <small>screen: <a href="#">academic, government, military and professional positions</a>          items: All records</small></p> <p><small>[[Title/Rank/Position], [Organization], ([Start Year - End Year]).</small></p> <p><b>Administrative Roles</b>  <small>screen: <a href="#">administrative assignments</a>          items: All records</small></p> <p><small>[[Position/Role] or [Explanation of "Other"]], ([Start Year - End Year]).</small></p> <p><b>Licensures and Certifications</b>  <small>screen: <a href="#">licensures and certifications</a>          items: All records</small></p> <p><small>[[Title of Licensure/Certification], [Sponsoring Organization], ([Month Obtained Day Obtained, Year Obtained - Expiration Month Expiration Day, Expiration Year]).</small></p> <p style="text-align: center;"><b>RESEARCH, SCHOLARSHIP, AND CREATIVE WORKS</b></p> <p><b>Publications</b>  <small>screen: <a href="#">intellectual contributions</a>          items: All records</small></p> <p><b>Journal</b></p> <p><small>[[Contribution Type] or [Explanation of "Other"] or [Other Publications]]</small></p> <p><small>[[list of [Authors] as "[Last Name], [F. N.] [M. N.]"] ([Year Published]), [Title of Contribution.] in [Editor(s)] [[Ed.],(s.)] (if this is part of a larger work (e.g., a chapter in a book), Title of Larger Work] ([Issue Number/Edition ed., vol. Volume, pp. Page Numbers or Number of Pages]); [City and State of Journal/Publisher]; [Journal/Publisher/Proceedings Publisher]; [Web Address]</small></p> <p><b>Artistic and Professional Performances &amp; Exhibits</b>  <small>screen: <a href="#">artistic and professional performances and exhibits</a>          items: All records</small></p> <p><small>[[list of [Performers/Exhibitors/Lecturers] as "[Last Name], [F. N.] [M. N.]", "[Work/Exhibit Title]," [Name of Performing Group], [Sponsor], [Location (City, State, Country)], ([Start Month Start</small></p>	<p><small>Day, Start Year - End Month End Day, End Year].</small></p> <p><b>Professional Presentations</b>  <small>screen: <a href="#">presentations</a>          items: All records</small></p> <p><b>Invited or Accepted?</b></p> <p><b>Journal</b></p> <p><small>[[list of [Presenters/Authors] as "[Last Name], [F. N.] [M. N.] ([Role)], [Conference/Meeting Name], [Presentation Title], [Sponsoring Organization], [Location], ([Month Day, Year]).</small></p> <p><b>Media Contributions</b>  <small>screen: <a href="#">media contributions</a>          items: All records</small></p> <p><b>Media Type</b></p> <p><small>[[Media Name], ([Month Day, Year]).</small></p> <p><b>Research in Progress</b>  <small>screen: <a href="#">research currently in progress</a>          items: All records</small></p> <p><small>"[Title]" ([Status]).          [Description]</small></p> <p style="text-align: center;"><b>GRANTS</b></p> <p><small>screen: <a href="#">contracts, royalties, grants and sponsored research</a>          items: All records          criteria: <a href="#">current status</a> is one of: "currently under review", "funded", "not funded"</small></p> <p><b>Under Review</b></p> <p><small>[[list of [Investigators] as "[Last Name], [F. N.] [M. N.] ([Role] or [Explanation of "Other"])], [Title], Sponsored by [Sponsoring Organization], [Organization Scope], \$[Amount], ([Start Month of Funding Start Day of Funding, Start Year of Funding - End Month of Funding End Day of Funding, End Year of Funding]).</small></p> <p style="text-align: center;"><b>TEACHING</b></p> <p><b>Teaching Experience</b></p> <p><b>[Your Organization]</b></p> <p><b>Courses Taught:</b>  <small>screen: <a href="#">scheduled teaching</a>          items: All records</small></p> <p><small>[Course Prefix] [Course Number], [Course Name], 1 [course(s)].          New Programs Developed/Major Program Revision: 1 [course(s)].</small></p> <p><small>screen: <a href="#">program and curriculum development</a>          items: All records</small></p> <p><small>[Program or Curriculum]</small></p>
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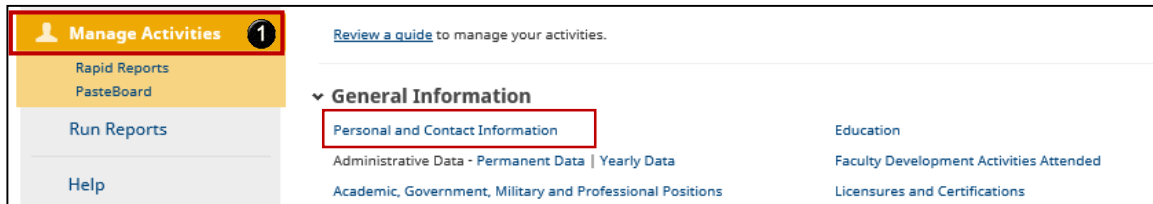
If you identify missing information, that data will need to be entered in the appropriate faculty profile data field.

Click [here](#) to review **“Updating Faculty Information”** section of this document.

## UPDATING FACULTY INFORMATION

When you need to change or update your faculty information:

1. Click **Manage Activities**
2. Click the **link** for the type of data to update (e.g. Personal and Contact Information)



Once you click the link for the information you want to update, the edit screen for the relevant data fields opens.

3. Enter relevant information in the entry fields (*note: not every field needs data*)
4. Click **Save**

The screenshot shows the 'Edit Personal and Contact Information' form. The title bar has a back arrow and the text 'Edit Personal and Contact Information'. On the right are 'Cancel' and 'Save' buttons, with 'Save' circled with a '4'. The form fields are: Prefix (Dr.), First Name (Faculty), Preferred First Name, Middle Name, Last Name (Demo), Suffix, Alternative Name You Publish Under (e.g., an anglicized name), if any, and Name of Endowed Position (if any). A red box highlights the Prefix, First Name, and Last Name fields, with a '3' circled next to the Prefix dropdown.

After you click Save, the Activity Insight application defaults back to the previous page. In this case, it defaults back to the **Manage Activities** page. If additional updates are needed, select the next section to update, enter relevant information and click Save before exiting that section.

