

DIGITAL MEASURES ACTIVITY INSIGHT REFERENCE SHEET

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Latest version of this document: <http://business.troy.edu/Resources/DM>

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LOGGING ON

Your username: Your TROY e-mail address. If you do not have a TROY e-mail address, you will need to request one through https://it.troy.edu/forms/email/faculty_email.html.

Your password: Your initial password (a 4-digit pin) was e-mailed to your TROY e-mail address. You can request it again by using the [Request Your Password](#) link at the bottom right of the login page.

URL: <http://www.digitalmeasures.com/login/troy/faculty>

GETTING HELP

SCOB Faculty: Contact Sven Aelterman, saelterman@troy.edu

All others: Use the Submit Your Feedback link provided on the left (after signing on).

ENTERING DATA

Generally, if a particular field does not apply, just leave it blank. Details are provided by area.

PERSONAL AND CONTACT INFORMATION

Preferred First Name: Fill out only if you would like to be addressed by a different first name than your official first name. Do not change your first name – it needs to match your TROY employment records.

Telephone, fax, etc.: Five entry fields are provided. Please use them as follows:

Field 1: Country code (e.g. USA = 1, Belgium = 32, etc.)

Field 2: Area code (or local country equivalent)

Field 3: Prefix (or local country equivalent)

Field 4: Number

Field 5: Extension (if applicable)

The United States number 334-670-3100 is entered as x .

Blackboard Proficiency Status: Based on your official TROY Blackboard status. At this time, this can either be “None” or “Proficient.” QM II and QM III are not currently being awarded. Choose Proficient only if you have a certificate to back it up.

EDUCATION

Dissertation/Thesis: You need to complete the “Intellectual Contribution” area first. Then the item will be shown in the dropdown list.

WORKLOAD INFORMATION

Based on your Professional Development Plan and/or Year End Evaluation for each academic year, estimate the relative time spent in each area.

SCHEDULED TEACHING

On a regular basis (once per semester), information from Datatel will be transferred to Activity Insight. There is no need to add courses yourself. However, it is recommended that you check to make sure that all the courses you taught are transferred and that there are no duplicates. If you find a discrepancy, please contact Sven Aelterman or Michael Foster and specify which courses are not transferred correctly.

INTELLECTUAL CONTRIBUTIONS

Current Status: Should not be left blank (the entry will not show on your vita if it is).

Type: Leave this blank. It does not apply to SCOB.

ACBSP Scholarship Classification: An update to the Activity Insight web site is pending that will include a help icon explaining each classification.

CO-AUTHORS

If your co-author is not a TROY faculty member (or a TROY faculty member who currently does not have an account), just leave the dropdown to “please select” and type the first name and last name in the provided boxes.

Only one TROY co-author needs to enter the details of a contribution. The contribution will automatically show up in the other author’s vita (this works if the author information was entered using the drop-down list).

PRESENTATIONS

If a publication led to a presentation at a conference, or vice versa, the information should be duplicated between Presentations and Intellectual Contributions. (You get credit twice for the same work!)


CHECKING YOUR WORK

At any time, you can use the Rapid Reports > Vita (see bottom of every Digital Measures page) option to see what your Vita will look like. Make sure to set an appropriate Start Date and End Date (only contributions, presentations, etc. between those dates will be included on your vita).

TIME SAVERS

COPY FEATURE

For many list items, one entry may resemble another one very closely (e.g. multiple presentations at yearly conferences, multiple publications in the same journal). You can quickly create a new item containing all of the information of an existing item by following the instructions below:

1. Click the Copy icon .
2. The details that show up are the details of the new item. Make any changes necessary (such as the journal’s volume and issue number, the conference year, etc.)
3. Click any of the Save buttons to store the copy with its modifications.

PASTEBOARD

The PasteBoard can be used to make the transition from a word processor-based vita to an online vita smoother. You can copy (part of) your vita from your text editor and paste it in the PasteBoard.

You can then drag and drop individual field items from the PasteBoard onto the appropriate text area.

Note: the PasteBoard does not work with dropdown lists.