Welcome!

Activity Insight Faculty Training

February 26, 2015

Digital Measures

Agenda

- Activity Insight Overview / Short Video
- Utility Overview (Left-Hand Menu)
- Tips, Tricks and Features
- Activity Insight Demonstration
- Frequently Asked Questions
- Q&A Session

Activity Insight

Short Video

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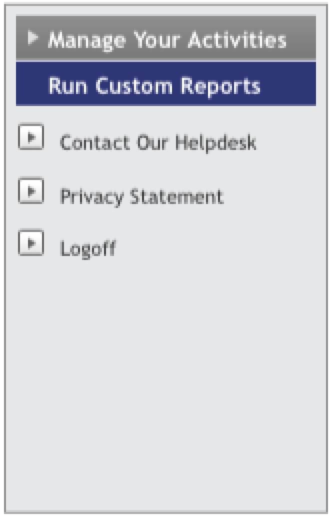
Activity Insight Overview

- Activity Insight organizes and builds reports on teaching, research and service activities.
- Enables you to keep track of your activity information just once so that many outputs can be prepared. Morehouse School of Medicine will be using Activity Insight for the following purposes:
  - Faculty Activity Reports
  - CV’s
  - Biosketches
  - Accreditation reports (forthcoming)
  - Faculty web profiles (forthcoming)
  - Faculty evaluations (forthcoming)
- Assists your administration in responding to requests for faculty-related data, rather than needing to continually ask you for the information.

Activity Insight

Utility Overview

Left-Hand Menu



- The left-hand menu of the system displays at least two main utilities, **Manage Your Activities** and **Run Custom Reports**.
- **Manage Your Activities:** Add or update information about the activities you accomplish
- **Run Custom Reports**: Run reports that have been custom-built for your campus
- Additional Links:
    - **Contact Our Helpdesk**: Submit suggestions on how to improve the system, questions about use of the system, or report system errors
    - **Privacy Statement**: Identifies the steps Digital Measures takes to protect your data and personal identity in every component of our solutions.

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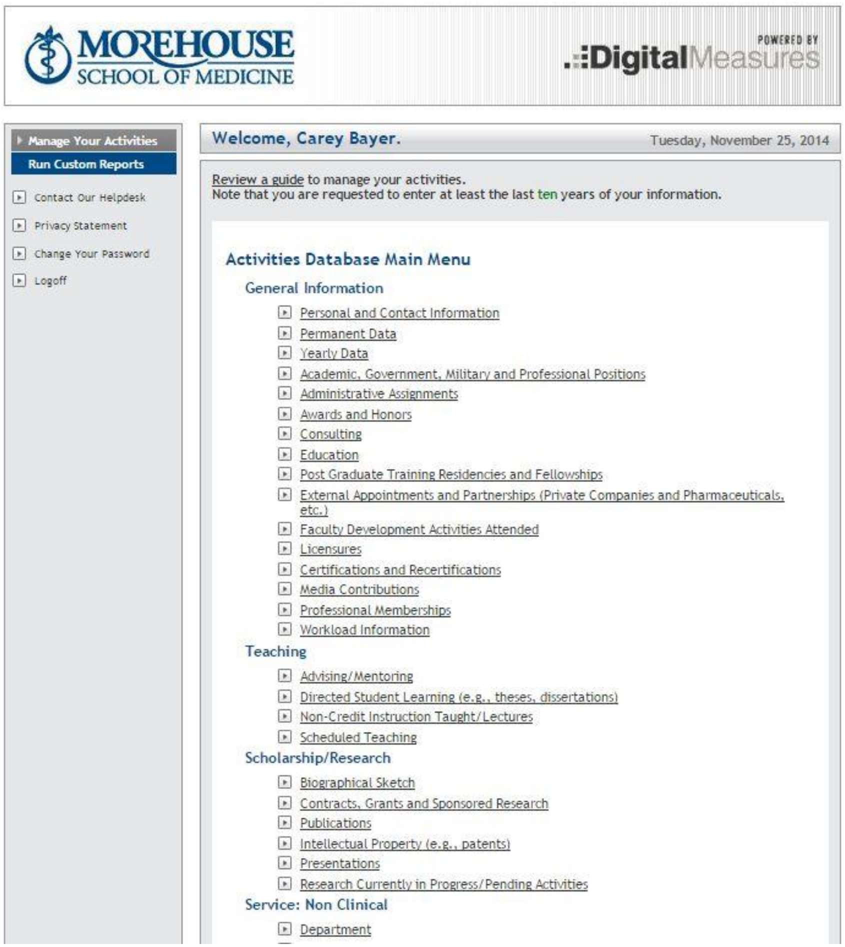
Manage Your Activities

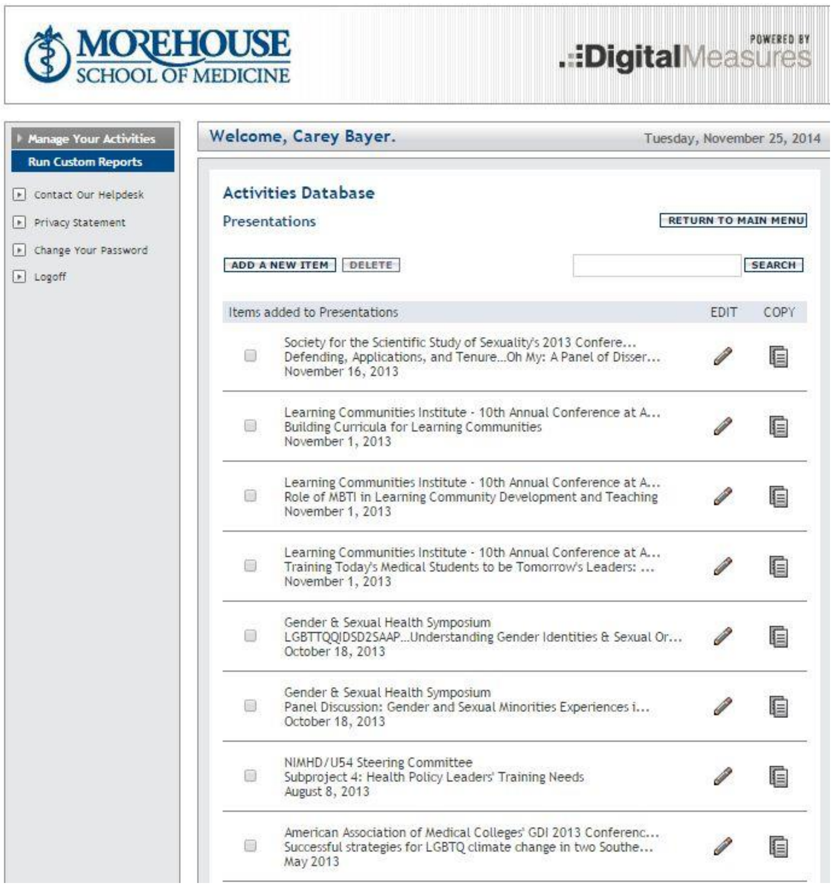


Overview

When you first visit the Activities Database Main Menu, spend a few minutes looking through the screens accessible from it.

To access a screen, click its name. The resulting screen, called a "**Summary Screen**", displays records that are stored for that screen.

Summary Screen



There are <u>five</u> possible actions that you can take from the **Summary Screen**, although not all of these actions will always be available:

1. To add a new record, select the ADD A NEW ITEM button
2. To import new items in bulk, select the IMPORT ITEMS button (available only for the Intellectual Contributions screen)
3. To delete a record, select the appropriate check box and then select the DELETE button.
4. To edit a record, select the edit icon.
5. To copy a record, select the copy icon.

Manage Your Activities, continued

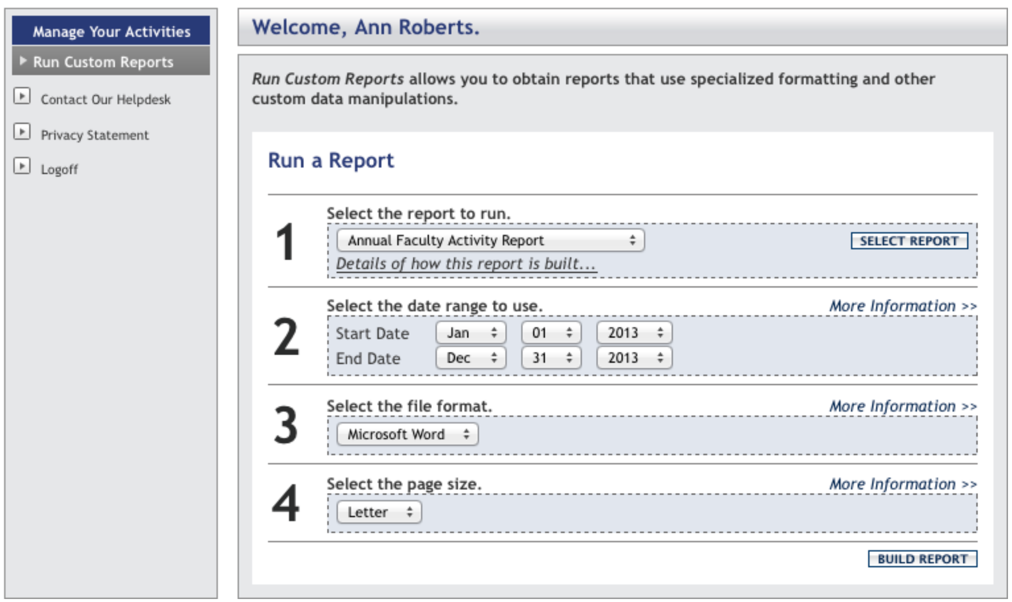
Saving Records

When working in the system, it is important that you preserve modifications by selecting one of the Save buttons at the top or bottom of the screen. If you attempt to navigate away from a screen containing unsaved changes, a warning message will display to determine whether you would like to return to the screen and save your modifications before proceeding.

Customizations

The screens available from the Manage Your Activities tab and all of the fields on them have been customized for your campus. These can still be changed in any way needed. To propose changes that you would like to see made, contact your Administrator using the Contact Our Helpdesk link.

Run Custom Reports



Overview

This utility allows you to run reports that have been custom-built into the system for your campus. To run a report, simply select from the steps on the page.

The reports that are available from step number one have been customized for your campus. If you have suggestions on additional reports that should be added, or changes that should be made to existing reports, please contact your Digital Measures Administrator using the Contact Our Helpdesk link.

Run Custom Reports

- The reports that are available to you currently are the following:
  1. Faculty Activity Report
  2. NIH Biographical Sketch
  3. NSF Biographical Sketch
  4. Standard CV

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Faculty Activity Report

- Built by the Morehouse School of Medicine to facilitate your annual evaluations
- Sections of the report:
  - A: Teaching Encounters
  - B: Professional Service / Administrative
  - C: Scholarship / Research
  - D: Clinical Service without Learners
- To see the structure of this report, click on the “Details of how this report is built link…” within the Run Custom Reports menu

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NIH Biographical Sketch

- Pre-constructed report built by Digital Measures fitting the Biographical Sketch template for National Institute of Health (NIH) grant applications.
- The Biographical Sketch is included in a grant application to provide information on the individuals who will be contributing to the project the grant would be funding.
- As you may know, NIH announced a new biosketch format to be used in grant applications, which will be encouraged for applications due after January 25th, 2015 and required for all applications after May 25th, 2015.
- Enter items on the Biographical Sketch screen, then Run the Biosketches under the Run Custom Reports menu
- Upon selecting the Run Custom Reports menu, you will see two versions of the NIH report, one labeled “new”, which adheres to the new standards, and another labeled “old” which adheres to the old standards.

NSF Biographical Sketch

- Pre-constructed report built by Digital Measures fitting the Biographical Sketch template for National Science Foundation (NSF) grant applications.

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Standard CV

- You may submit this CV template as part of the evaluation process
- This was built to provide a uniform CV template
- Once your historical information is in Activity Insight, you only need to incrementally update the database with your most recent activity.

Activity Insight

Tips, Tricks and Features

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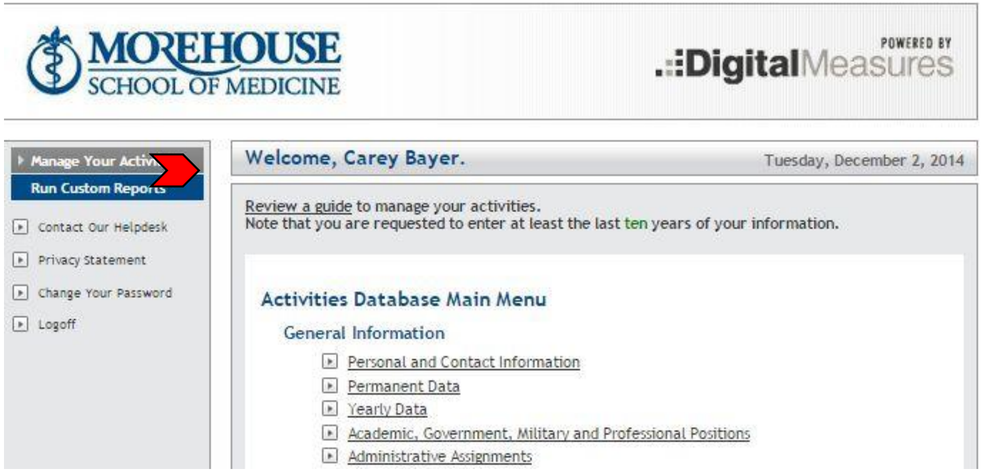
Resources, Tips, and Features

- Here, we'll take a look at the following key features that streamline data entry and reporting.
  - Faculty/Staff Guide
  - Expanding Text Boxes
  - User Reference Fields
  - Importing Citations from Other Systems
    - BibTeX Imports
    - PubMed Imports
  - Pasteboard
  - Rapid Reports

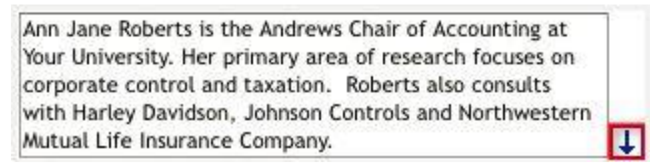
Faculty/Staff Guide

- At the top of the **Manage Your Activities** screen, you'll see a note stating "Review a guide to manage your activities".
- This serves as an Activity Insight Overview, and will recap several of the concepts we have gone over today.
- Direct Link: http://info.digitalmeasures.com/guide
- Use this as a quick reference guide



Expanding Text Boxes

- You may see a blue arrow next to, or under text boxes.
- Clicking this blue arrow makes the text box next to it larger to give you more space.
- Once expanded, it can be minimized by clicking the arrow again.



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User Reference Fields

- A user reference field is a search box of the user accounts that exist for the Morehouse School of Medicine.
- User reference fields are used to associate records with user accounts
- Records with which a user has been associated are visible to that user.
- Example: Publications > Authors Box > People at MSM field
- Collaborators will be able to update the records to which he/she is associated, however, only the record's creator will be able to delete the record, or remove him or herself from the record if ownership should shift.

Dynamic Sub-Answers (DSAs)

- A dynamic sub-answer (DSA) is a record within a record. An example of this in Activity Insight is the “Authors” DSA on the Publications screen, which enables you to associate more than one author to a specific publication.
- You have the ability to select how many DSA rows to create at one time by selecting the number of rows you would like to enter from the drop down list in the lower right hand corner of the DSA section
- You can also change the order in which records appear in a DSA by using the arrows to the right of each DSA record

Pasteboard

- The pasteboard interface provides a convenient place to store "working content", typically copy-and-pasted from another document or file. Placing your "working content" in the pasteboard reduces the need to switch between multiple applications during data entry. Once text is in the pasteboard, pieces of that text may be selected, then copied-and-pasted or dragged-and-dropped into the appropriate field above.

Rapid Reports

- While you are managing your activities, you may want to see how a particular change looks on a report. **Rapid Reports** provides you with quick and easy access to the reports you can run from Activity Insight.

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Importing Data via a BibTeX File

- There is a good chance that citations of your publications are already stored in another software system such as a reference manager or database — for example, EndNote, Google Scholar, Mendeley, RefWorks, Scopus, Web of Science or Zotero. Those software systems enable you to pick records and then export them into a BibTeX file.
- This feature enables you to upload that BibTeX file so that you do not need to rekey those citations.
- What is BibTex?
  - BibTeX is the most broadly supported standardized way to structure publication citations in a file. This makes it easy to move citations between two software applications. You export citations from one software application into a BibTeX file and then import that file into another software application. In this case, you are exporting from another software application and importing into Activity Insight.
- You can find instructions for how to export a BibTex File, and upload it to Activity Insight here.

Importing Data from PubMed

- In addition to having the ability to import data via a BibTeX file, you are also able to pull your citations into Activity Insight **directly** from PubMed without first saving them into a BibTeX file.
- PubMed is a resource provided by the US National Library of Medicine® that provides free access to MEDLINE®, the NLM® database of indexed citations and abstracts to medical, nursing, dental, veterinary, health care, and preclinical sciences journal articles.
- For more information, see this link.

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Demonstration

Activity Insight

Frequently Asked Questions

Frequently Asked Questions

Data Entry

1) How much data should we enter?
2) Can we edit records which are entered by another person but appear within our profile?
3) Can records be copied from one screen to another?
4) What if I'm not sure which screen is most appropriate for a specific activity? Who should I contact?

Security + Privacy

1) How secure is my data?
2) Will any sensitive information be stored, such as a Social Security Number?

FAQs Continued…

Reporting

1) Who has the ability to see my data? May other faculty run reports on my data?
2) What if our department has other reports which could potentially be built into Activity Insight? Can we build additional reports?
3) Where can I see how a report was built? As in, how can I see criteria for specific sections of a report?

Activity Insight

Getting Started…

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How do I log in?

1. Enter the following URL into the browser of your choice: https://www.digitalmeasures.com/login/msm/faculty
2. In the lower right-hand corner, select "Request Your Password"
3. Enter the prefix of your username, and select "SUBMIT"
4. Go to your campus email inbox, and retrieve the email that was automatically generated and sent to you which contains your username and password.
5. Go to the URL listed in step #1 once more, and enter your valid username and password.
6. Change your password, as instructed, upon logging in.

Additional Assistance

- Alicia Holloway has set up the following lab schedule for those of you who would like assistance with data entry:
  - March 18, 2015, 1:00-3:00pm RW 103 E-Lab
  - April 14, 2015, 1:00-3:00pm NCPC 104 E-Lab
  - May 27, 2015, 1:00-3:00pm RW 103 E-Lab

Thank you!

Questions? Comments?