Activity Insight Trainings

February 20, 2019

Manage Data Utility

In this training, we will go over the basics of data input.

**General Information** – what information belongs here? How do you add to it or delete existing items? What areas are prefilled for you? What information is uploaded each term?

**Teaching** – what data is populated here? What fields should you not edit? How is information uploaded? Can you add additional content?

**Scholarship and Research** – General overview of the Scholarship and Research. A more in-depth look at Intellectual Contributions is scheduled for a later date.

**Service** – how to add and edit new and existing content.

**Manage Activities –** on this screen, you will enter or manage your own teaching, research and service activities.

**General Information**

The Manage Activities utility, shows the types of activities.

The Manage Activities utility enables users to keep track of their own teaching, research, creative, service activities and select items to populate a web profile.

The Manage Activities page includes links to each of the data collection screens in your system. When you first visit this screen, 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 four possible actions you can take from the resulting summary 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 Publications screen, only used initially)

• To delete a record, select the appropriate check box, and then select the button.

• To copy an existing record, check the box to the right of the name and select the button. Note: Read-only records that you can view but not edit or delete have been added to the system on your behalf by the University Administrator. If such records need revision, please contact your college

**Saving Records**- When working in the system, it is important that you preserve modifications by selecting the button located at the top 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.