# Activity Insight Faculty/Staff Guide

## Navigating Activity Insight

The left-hand menu of the system displays at least two main menu tabs, Maintain Your Activities and Run Custom Reports. You may have other tabs if your Digital Measures Administrator has given you security access to them.

### Maintain Your Activities

Add or update information about the activities you accomplish.
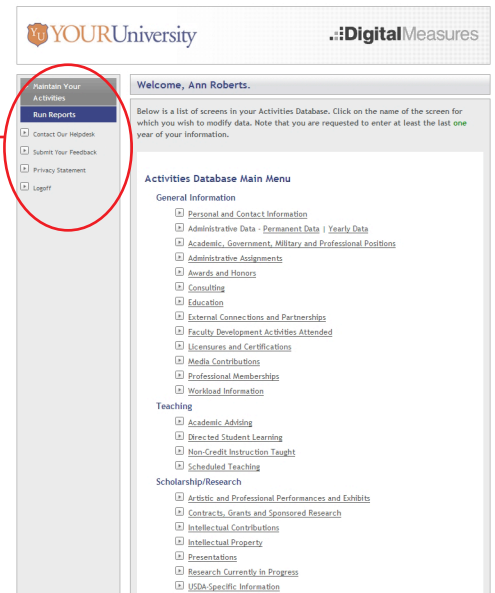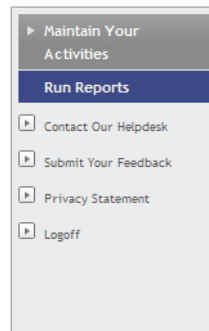
### Run Custom Reports

Run reports that have been custom-built for your campus.

### Contact Our Helpdesk

Submit questions about use of the system.

### Submit Your Feedback

Submit suggestions on how to improve the system.

## Maintain Your Activities

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 screen displays records that are stored for that screen. There are four possible actions you can take from the resulting screen, although not all of these actions will always be available:

To add a new record, click the **ADD A NEW ITEM** button.

To edit a record, click the button.

To delete a record, click the button.

To view a record, click the button.

*Three important notes about working on the Maintain Your Activities tab…*

1. For records that you can **view**, these have been added to the system for you and have been set by your Digital Measures Administrator as read-only, meaning that you cannot edit or delete them. If read-only records need revision, contact your Administrator using the **Submit Your Feedback** link.

2. When working in the system, if you make changes and want to keep the changes, you need to click one of the **Save** buttons at the bottom of the screen prior to leaving it.

3. The screens available from the **Maintain 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 **Submit Your Feedback** link.

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## 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.
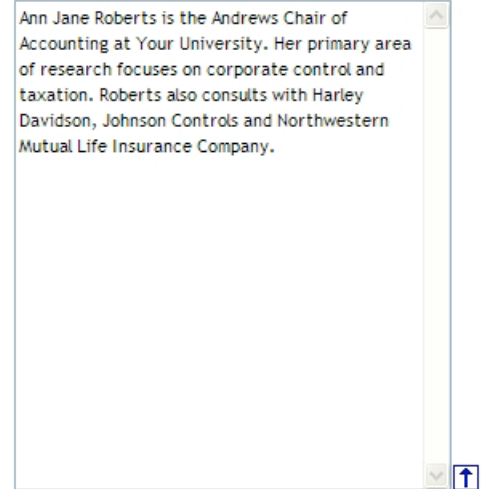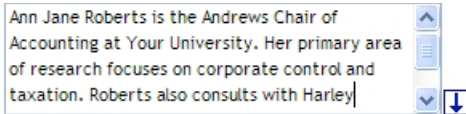


## Required Fields

Required fields are indicated by red asterisks, such as this:   Academic Year *

## The PasteBoard

You will find the PasteBoard to be a time-saving feature. The PasteBoard allows you to copy text from another document, such as your vita in Microsoft Word, and paste it into the PasteBoard. After you have pasted text into the PasteBoard, you can then select text from it, click-and-hold on the text you selected, and drag the text into a field in the system to have it pasted into the field.

To access the PasteBoard, click the word **PasteBoard** in the bottom right-hand side of the screen.
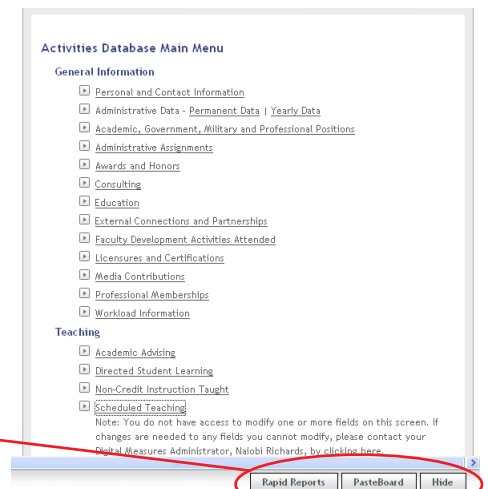
## Run Custom Reports

This menu tab 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, please contact your Digital Measures Administrator using the **Submit Your Feedback** link.

## A common question… Does this system have a spell-check feature?

Google Toolbar (http://toolbar.google.com), and Yahoo Toolbar (http://toolbar.yahoo.com), are two applications that have spell-check. These applications work with all of the websites you use, not just Digital Measures', allowing you to use the words you add to your custom dictionary with all sites you visit.

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