

Activity Insight Instructions #2: Faculty Evaluations How to Enter Data

1. Use the **AI_Web_Desc** instructions to log into Digital Measures, Activity Insight if you are not familiar with accessing this program. If you would like a copy of these instructions you will find them at the following link http://www.isu.edu/acadaff/faculty_evaluations.shtml (These instructions follow your evaluation form, referring you to the data location in Activity Insight, needed to complete the form)
2. Once logged on, you will see the “**Manage Activities**” menu.
3. Each submenu will be used to create different elements of your reports. The screens are grouped with similar types of data in each submenu. For example, *Service* has grouped under it two different types of Service activities. They are, **Editorial and Review Activities** and **General Service**.
4. For new faculty, the following sections have had data passed from Banner. You will need to check, for accuracy, what was passed, and complete the rest of the screen. Returning faculty will need to confirm that the data is correct, updating as needed, with the exception of the Administrative Data screen (See Below).
 - a. **Personal and Contact Information** – Your name, Starting Rank, Gender, Date of Birth, email and office address, etc., can be found on this screen. Complete/update the screen as needed.
 - b. **Administrative Data** – Your current department, title, tenure status, salary, and FTE, etc., can be found on this screen.
 - i. **This is the most important screen in the Faculty Information submenu.** One screen needs to be created for each Academic Year, even if no changes have occurred. You should have a screen for every year since either you began as a full time faculty member, at ISU or since 2011-2012, when Activity Insight began.
 1. The easiest way to do this is to click on the box on the right hand side of the most recent Academic Year.
 2. Next click the **Duplicate** button. This will take you to the data screen.
 3. If nothing has changed, use the drop down menu to change the Academic Year.
 4. If other changes need to be made you can do that also.
 5. Click the **Save** button or the **Save + Add Another**.
 6. Use the **Save + Add Another** button only if you need to add additional Academic Years.
 - c. **Scheduled Teaching** – This data is used to complete the **Summary of Teaching** section of your evaluation. On this screen you will find an entry for every class you have taught since 2010. There are a few important items to keep in mind when reviewing the data on this screen.
 - i. The data for the current year may not be accurate – Due to the time involved in pushing this data from Banner to Activity Insight the most recent changes/updates may not be reflected.
 - ii. If either the Primary instructor or the Percent of Responsibility for Teaching the Course elements are incorrect in the previous semesters, contact your department chair and Lorie Chatfield at chatlori@isu.edu, or 282-3762, for help in correcting this data.

- iii. Incorrect data for the current, or future semesters, needs to be corrected by the Registrar's office. Contact your Department Chair and the person who schedules your courses for your department.
 - iv. Once the completed report has been downloaded to Word you can make the necessary changes to this or any other section to reflect the most current data.
- 5. The rest of the Evaluation form is built off of information that you provide either in part, by adding additional information to a current entry, or one you will enter on your own from start to finish.
- 6. **Section I: Teaching** – The Teaching section of your evaluation, is built using the screens under **Teaching** in Activity Insight.
 - a. **Pedagogical Innovations** –This section comes from the **Scheduled Teaching** screen, in the Teaching Submenu. There are 5 questions at the bottom of the screen, for each course listed, that ask if this course is one you have either created, or is an old course that has been updated? If you have done either of those things, you are given three different description boxes to aid you in detailing the different types of things you did/or are doing, as they apply to this course. This Evaluation section allows you to report courses that you are in the process of developing. In order to get those courses listed, on your evaluation, you will need to hand enter them onto the **Directed Student Learning/Course Development** screen. Under **Involvement Type** select either, “Undergraduate Course Development” or “Graduate Course Development” then complete the rest of the screen. This screen allows for you to provide the name and project of a student or students, but for course development those two fields are not needed, nor will they be included on your completed evaluation.
 - b. **Instructional Activity** – This Evaluation section is broken down into 3 sections.
 - i. **Academic Advising** - This Evaluation section comes from the **Academic Advising** screen, under the Teaching submenu. The data required from this screen is the Number of Students, and Student Level. In order to be included on the Evaluation the academic year, of the advising must be reported in the Academic Year field of this screen.
 - ii. **Directed Student Learning** - This Evaluation section comes from the **Directed Student Learning** screen, under the Teaching submenu. This is data you must provide. Only items whose dates fall within the dates of the evaluation will be included. As a result, it is best to start with the most recent first and work backward. All entries not reported on the evaluation above will be reported here.
 - iii. **Other** - This Evaluation section also comes from the **Scheduled Teaching** screen. There are 5 questions at the bottom of the **Scheduled Teaching** screen, for each course listed. They ask if this course is one you have either created, or is it an old course that has been updated? If you haven't done either of those things, you are given three different description boxes to aid you in detailing the different types of things you did/or are doing, as they apply to the course. In order to be included in this Evaluation section, the course must have a description in the last description box, the one that asks for activities within the course that enhanced student learning or student contact with the community.
- 7. **Section II: Research/Scholarship/Creative Activity** - See below for the details required for each question under this section of your Evaluation. This section deals with your Publications and can be quite involved, and time consuming to hand enter each book, journal article, or discussion that you have published. Digital Measures has added a feature to Activity Insight called **Bib-text** to help you do this. Below you will find a link to the instructions to help you create a **Bib-Text** file and upload your file into Digital Measures. Once you have uploaded your publications it is critical that you review each entry and

complete any missing data that applies to each publication, including at least one date, and whether or not this publication was peer-reviewed or not.

- i. <http://info.digitalmeasures.com/bibtex.html>
 - ii. <http://info.digitalmeasures.com/bibtexfiles.html>
 - a. **Publications** – This question is completed using the **Publications** screen, under the **Scholarship/Research** submenu. Not all publications will be included here. Only those whose status is published and whose year published is equal to the report end year. If those two criteria are met then the publications will be divided into **Peer Reviewed** and **Non-Peer Reviewed**.
 - b. **Research/Scholarship** - This question is completed using the **Publications** screen, also. Not all publications will be included here. Only those whose status is accepted and whose year published is equal to the report end year. If those two criteria are met then the publications will be divided into **Peer Reviewed** and **Non-Peer Reviewed**.
 - c. **Creative Activities** - This question is completed using the **Artistic and Professional Performances and Exhibits** screen. All Creative Activity entries will be listed under this question as long as the end date is equal to the report end year.
 - d. **Work in Progress** - This question is completed using the **Research Currently in Progress** screen. All entries made on this screen will be listed here. Under the description field you will need to indicate when the work will be completed and where it will be submitted for review and/or adjudication.
 - e. **Presentations** - This question is completed using the **Presentations Given** screen. All presentations that have a Date within the range you specify when creating the report will be included in this section. They will be divided by **Peer-Reviewed** and **Non-Peer Reviewed**.
 - f. **Grant Applications** - This question is completed using the **Contracts, Grants and Sponsored Research** screen. All Grant Applications that have a Date within the range you specify when creating the report will be included in this section.
 - i. *Important Date Information: All Activity Insight screens requiring date entries, for example: The Publications screen, located under the “Scholarship/Research” submenu, has 5 date fields, the Expected Date of Submission, Date Submitted, Date Accepted, Date Published and the Issue Date (must enter a Date Published if entering an Issue Date). Once you have entered information about a publication you will be unable to leave that screen until at least one of those dates has been entered. This applies to all screens with a date field. Since Activity Insight is a date driven database, missing dates can lead to missing entries on reports or incorrect counts on other reports.*
8. **Section III: Professional Service** – The data for most of these sections comes from the **Service** section in Activity Insight.
- a. **Graduate Faculty Representative** - The data for this question is not gathered in Activity Insight so it is one you will need to edit in Word once you have created the final report.
 - b. **General Service** - This question is completed using the **General Service** screen. All General Service entries that have a Date within the range you specify when creating the report will be included in this section.
 - c. **Editorial and Review Activities** - This question is completed using the **Editorial and Review Activities** screen. All Editorial and Review Activities entries that have a Date within the range you specify when creating the report will be included in this section.
9. **Section IV: Significant Professional Development Activity** - This question is completed using the **Faculty Development Activities** screen, under the Faculty Information submenu. All Faculty Development

Activities entries that have a Date within the range you specify when creating the report will be included in this section.

- 10. Section V: Professional Recognition/Honors** - This question is completed using the **Awards and Honors** screen, under the Faculty Information submenu. All Awards and Honors entries that have a Date within the range you specify when creating the report will be included in this section.
- 11. Section VI: Consulting** - This question is completed using the **Consulting** screen, under the Faculty Information submenu. All Consulting entries that have a Date within the range you specify when creating the report will be included in this section.
- 12. Section VII: Academic and Professional Positions** - This question is completed using the **Academic and Professional Positions** screen, under the Faculty Information submenu. All Academic and Professional Positions entries that have a Date within the range you specify when creating the report will be included in this section.
- 13. Section VIII: External Connections and Partnerships** - This question is completed using the **External Connections and Partnerships** screen, under the Faculty Information submenu. All External Connections and Partnerships entries that have a Date within the range you specify when creating the report will be included in this section.
- 14. Sections IX – XII:** The remaining sections will need to be completed after you have created the report in Word. See the **Faculty_Eval_Work_Flow_Inst**, for additional instructions on how to create the report and how to modify the additional questions. Below is the link to those instructions.
 - a. Flowchart:**
http://www.isu.edu/acadaff/150810_ActivityInsight_HowtoCreateYourFacultyEvaluationForm-CHART.pdf
 - b. Detailed Instructions:**
http://www.isu.edu/acadaff/150810-ActivityInsight_HowtoCreateYourFacultyEvaluationForm-Instructions.pdf