Activity Insight

Activity Insight from Digital Measures by Watermark, is a hosted, online, electronic software program to create an expanded CV for faculty. It is used to collect, organize and build reports on faculty's teaching, research, and service activities. *Activity Insight* is a customizable software solution used by more than 1,500 campuses in more than twenty-five countries. This system not only enables you to track your faculty activity, it makes this process much easier. The information needs to be entered just once, and from that single entry many reports can then be generated, including the annual faculty evaluation, grant and accreditation documents, a current *vitae*, and more. *Activity Insight* will also assist the Office of Institutional Research in responding to requests for faculty-related data, rather than needing to continually ask you or your chair/dean for the information. This will, ultimately, enable us to better communicate about your accomplishments. What we want to stress is that if you enter the information into this system one time (with updates or corrections as needed), we will not need to ask for it again.

All new faculty will soon be loaded into Activity Insight. Some preliminary information will be entered at that time. To access *Activity Insight*, log into *BengalWeb.* You then will click the "Academics" tab, and in the "Institutional Research" channel click the link "*Activity Insight/Digital Measures;*" and then log-in using your ISU username and password.

After you access *Activity Insight*, you will see the Digital Measures "Manage Activities" page. There are resources available to help you organize and enter your data, on this page: "Review a guide" (top of the page, left hand side), Resource Center, and Help (on the right side, "?" menu). You should begin by investigating each screen on the "Manage Activities" page to gain a better understanding of the types of information and data that can be collected. There you will see the information that has been entered for you, and you should ensure that it is correct. **Be sure to save any changes you make**.

Contact Lorie Chatfield, at chatlori@isu.edu or 208-282-3762; Vince Miller, at millvinc@isu.edu or   208-282-1045; or Chris Cessna at cesschri@isu.edu or 208-282-4431, all in Institutional Research, for questions about Activity Insight.