

Activity Insight - 2016 Annual Report

2016 reporting changes for Extension personnel

- All Extension screens include the fields to associate the goal or activity with one or more Issue Team and/or Interest Group.
- The “New or significantly revised Extension curriculum, program or educational resources” screen was updated to include different reporting requirements.
- Due to a significant number of reporting requirement changes, the “Implemented Educational Programs, Products or Services” screen replaced the old “Delivered or Implemented Extension Educational Programs” screen. The old screen is now under the *Report Archive* section so that all previous data is retained.
- Two new screens for reporting on “Fulfilling Position Description Responsibilities” – one for Educators and one for Specialists

NOTE: All other screens require the same reporting as last year.

Tips for entering content

- 1) The Annual Report does not use data from all screens in Activity Insight. Only complete the screens needed for your annual report.
 1. Your work biographical information listed at the beginning of the report is from the **Administrative Data – Yearly Data** and **Apportionment** screens. Please review the content in the current Academic Year listing (2016-2017). If you find errors, please contact your department’s main office to make any corrections.
 2. All faculty are required to complete the **Yearly Summary Statement** and appropriate **Goals** (Teaching, Research, Extension, Outreach or Service). Please see these guides for instructions.
 - i. Writing Your Summary Statement
 - ii. Entering Goal Accomplishments and Goals for Next Year
 - Teaching, Research, Outreach and Service
 - Extension
 3. Provide information on teaching, research, and/or extension work as appropriate for your position. Please see separate guides as needed.
 - i. Entering and Checking Teaching Content
 - ii. Checking Grants and Contracts Content
 - iii. Entering and Updating Publications - Intellectual Contributions
 - iv. Entering Presentations Records
 - v. Entering Extension Activities
 4. *Awards and Honors* and *Professional Development Accomplishments* are the only screens in the General Information section that you may need to complete, as appropriate.
 5. Service – *University*: Committee, task force, student recruitment, student organization advising, etc.
 6. Service – *Professional*: Officer, committee, editor, reviewer, and other work.
 7. Administration - *Administrative Assignments*: Enter role, brief description, etc. as appropriate.

- 2) **Make sure you complete each screen with ALL content required by your department or college.**
The Activity Insight program only checks for date entry and will not let you save a record without a date entry.
- 3) You are working in a database environment so you only need to enter a record (publication citation, new or significantly revised Extension curriculum, etc.) once. If something changes with that item (ex: publication Status changes from Submitted to Published), simply edit the existing record.
- 4) Do NOT delete old records used for a previous year's annual report.
- 5) When you paste text, Activity Insight will strip all formatting (e.g., bold, font changes, bullet list, etc.) and display only plain text. **For best display of content, use plain text in your word processor - no tabs, no automated bulleted or numbered lists, or other formatting.** Your annual report display will be formatted using the Custom Report settings for your Academic Unit.

For a general Activity Insight overview and instruction guide, please click on the [Review the guide](#) link at the top of the Manage Activities menu screen.

View and save or print a copy of your report

To view and save or print a copy of your annual report, click on **Rapid Reports** in the left menu to open the pop-up window.

1. Select the report “____ Annual Report of Faculty Activities” for your Academic Unit.
2. For the Date range (January 1 - December 31), set the Year value to the calendar year **2016**.
3. Select the File Format. It is recommended that you select **PDF**.
4. Click on the **Run Report** button. The filename of the report will be a number (e.g., 20161121-110853). The first part of the number is the date on which the report was run. To make this file easier to find, you may want to change the name of the file.

The report content and the layout of your content displays in exactly the same way it will appear in the report your unit head will see. If you see a problem in the display, such as a paragraph break in the middle of a sentence, you need to correct that record as the problem display will show in the annual report document that the unit head views.

Since there is no “submission” process, the data content entered by the due date will display in the annual report printed by the unit head for the review process.

NOTE for promotion and tenure candidates: Keep the PDF file version of each year's report.

Data updates in subsequent years (e.g., publication status change) will make it impossible to create an accurate historical report.