

New Changes to Activity Insight and Tips for Entering Content - 2019 Annual Report

2019 reporting changes for Extension personnel

- The Career Building Guide no longer required as a supplemental document.
- The *Professional Development Accomplishments* section now includes space for goals.
- A new *Work Environment* section will immediately follow the *Yearly Summary Statement* section. This section is required.
- *Goal and Goal Accomplishments* section. Report up to three goals. At least one goal should be focused on a collaborative effort (does NOT need to be related to an Issue team or Interest group). Also include a goal focused on disaster recovery and/or preparedness. Include up to six total objectives among all goals with at least one objective for each goal. Write objectives as learner-centered objectives (e.g. Childcare providers will...) Include 2019 disaster response and recovery work in Other Extension Accomplishments, Outcomes and Impacts.
- The *New or significantly revised Extension curriculum, program or educational resources* section is NOT required. If this screen displays please ignore this section.
- The *Implemented Extension Curriculum, Program or Educational Resources* section is REPLACED by the *Five Most Significant Programs or Products* section.
- The *Educational Programs and Products Delivered* section is for program and products not included in the *Five Most Significant Programs or Products* section.
- Major revisions in the *Fulfilling Position Description Responsibilities* sections for Educators and Specialists. There is now a section specifically for Assistants/Associates. These sections are about the “How” and not the “What”. What is your philosophical approach to fulfilling your position description? Do not repeat program and product accomplishments or impacts in this section.

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 (2019-2020). If you find errors, please contact your department’s main office or business center to make corrections.
 2. All faculty are required to complete the *Yearly Summary Statement*, *Work Environment* 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 Programs and Products
 4. *Awards and Honors, Professional Development Accomplishments, and Education* are the only screens in the General Information section that you may need to complete, as appropriate. Only top portion of *Education* section is required.
 5. Service – *University*: Committee, task force, student recruitment, student organization advising, servicership advisor, unit leader, mentoring, 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 **2019**.
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.