

Need Login Help?

- 1) Go to unl.edu and search "Activity Insight"
- 2) Select the result "Reporting Faculty Accomplishments through Activity Insight"

Reporting of 2021 Faculty Accomplishments through Activity Insight

Activity Insight login



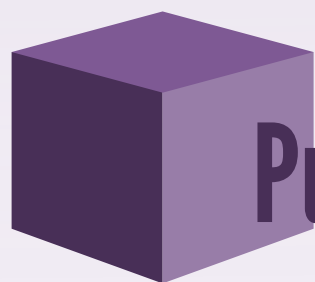
- 3) Click on the red box "Activity Insight login" and use your UNL email

Login Issues?

- Use this safe access URL to start:

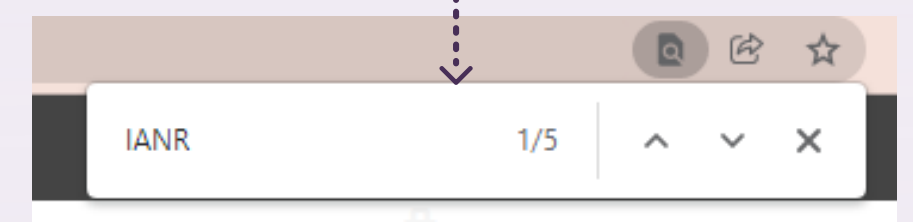
[https://urldefense.com/v3/_https://www.digitalmeasures.com/login/unl/faculty_!!PvXuogZ4sRB2p-tU!UwAe4YJ12HR0Yr6at445FHDFcODCv5kglifxn7_eqZcu1xwmG8y3Gy8PN9ZXbnEnVA\\$](https://urldefense.com/v3/_https://www.digitalmeasures.com/login/unl/faculty_!!PvXuogZ4sRB2p-tU!UwAe4YJ12HR0Yr6at445FHDFcODCv5kglifxn7_eqZcu1xwmG8y3Gy8PN9ZXbnEnVA$)

- Contact ianr.cehs.ai@unl.edu or shastings4@unl.edu with a screenshot of the situation for help and access (screenshot info p3)



Pulling Reports?

Reports



- 1) From the main AI Screen, select **Reports**
- 2) For easy access to the report press [Ctrl] + [F] to open the find tab in the top right corner of the screen
- 3) Type in IANR and find the report called "IANR and CEHS - Annual Report of Faculty Accomplishments" and select it
- 4) In the Section 1 Date Range, select the year in start date **Note the date 2021**

1 Date Range	Start Date	January	01	2021
	End Date	December	31	2021

- 5) Select 2021 for both Start Date and End Date (if date is typed in, select the year to save it in the system)

- 6) In Section 2 Whom to Include Section

2 Whom to Include	Users Selected by	All
		Change Selection
	Include These Accounts	Enabled Only

Select "Change Selection" and a pop up will appear in the middle of the screen

Individuals or groups to include ✕

Academic Unit

Department

Individual

Pulling Reports Continued

7) Pulling the Report for an Academic Unit:

- Select for the Academic Unit
- Deselect the checked box to ensure you do not select all units
- Select desired unit and save

Pulling the Report for a Department:

- Select for the Department
- Deselect the checked box to ensure you do not select all departments
- Select desired Department and save

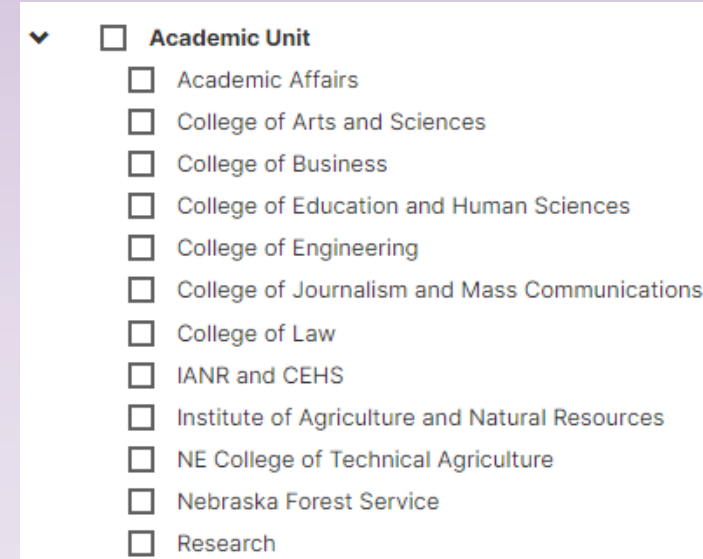
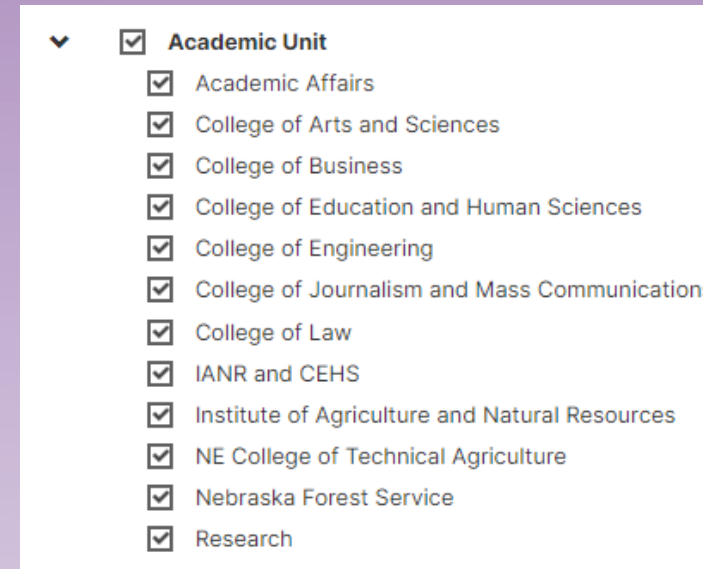
Pulling the report for an Individual(s)

- Select for the Department
- Deselect the checked box to ensure you do not select all Individuals
- Select desired Individual(s) and save

NOTE: AI allows you to select multiples/ multiple reports from each section.

Users Selected by **Department (1); Individual (1)**
Change Selection

Example Selected and Deselected Boxes



8) Skip the "Include these Accounts" Data

9) After selecting the correct Academic Unit, Department, and/or Individual(s), move to section File Format

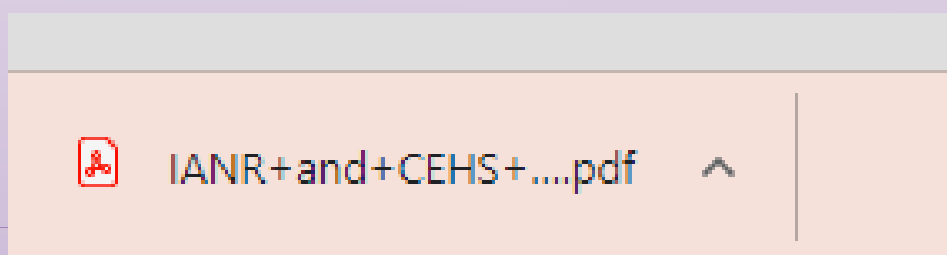
Please use (.pdf). The .pdf links in (.doc) are not currently working.

This step will help later when assembling the reports (see page #)

10) Skip the "Page Size" Data

11) When finished, select Run Report in the top right corner

12) When using Chrome, the PDF will appear in the bottom bar of the browser, if not, the file will be dropped in the Downloads folder on your computer. (You may be able to designate the file location)



Need CV and Summary Merging to Reports?

When merging CVs and Summaries to Reports, select the report pdf you downloaded.

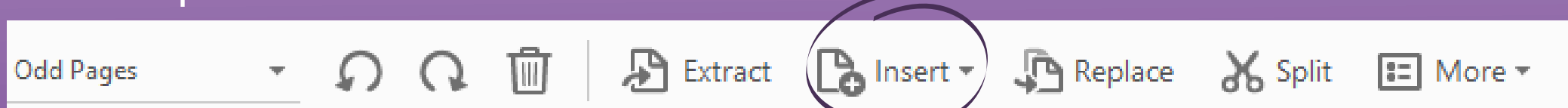
1) Open up the document and select the link to the summary or the link to the CV/Resume

2) If it is saved as a .doc save it as a .pdf (info page 4)

3) Open the Report PDF and select Organize Pages

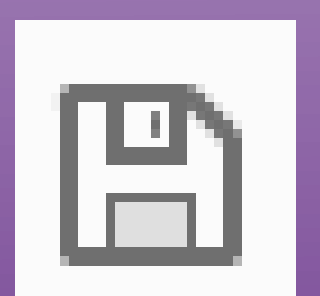
4) If multiple Reports were selected (as identified above in [Pulling Reports Continued](#)) find the end of the report you pulled the link from

5) Once in Organize Pages of Adobe Acrobat, select the last page of the report you pulled the link from and select Insert at the top of the screen

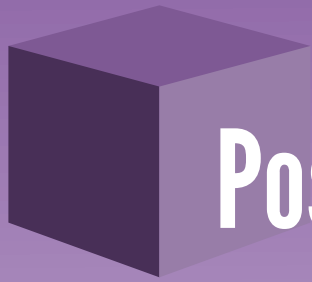


6) Select "From File" and select the Summary and/or CV/Resume and select open

7) For Location, select "After" and "Ok"



Always Save!



Position Data Incorrect?

Position data is controlled by the unit/department administration. If the data is incorrect, it should not reflect on your annual report.

If any data needs to be changed and is appearing incorrectly on the report, please email Roger Feese (rfeese@nebraska.edu) and include a screenshot of what needs to be altered.

Date Submitted (only for works not yet published)

Month Day Year

Date Accepted

Month Year

Date Published

Month Day Year

Please indicate which of the following CEHS Grand Visions this publication contributes to

Publication Issues?

- 1) Double check if the data entered by you is correct
- 2) If publications were entered by you and the info is not on the report, you will need to check the date published (for Annual Report of Faculty Accomplishments, **2021**)
- 3) Find the field in Edit Publications "Was this peer-reviewed/refereed?"

If yes, the publications will appear in the table and list.

If no, they should still appear in the list but not on the table

Was this peer-reviewed/refereed?



Grad Students Unlisted?

Grad student information is not saved from years prior.

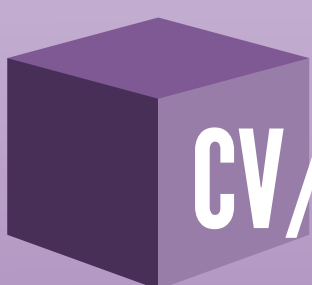
In order for you to use the same students from years before, you need to duplicate the list and edit accordingly.

To duplicate

- 1) Select the individual/individuals you would like to duplicate.
- 2) Select Duplicate above the student table

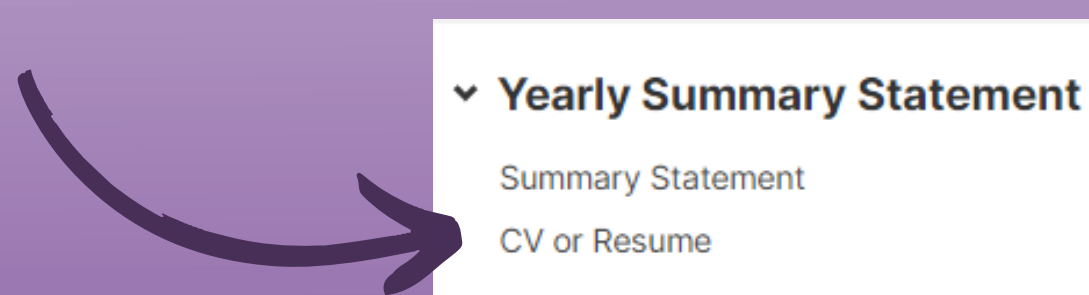


- 3) Save under 2021 and edit accordingly



CV/Resume Uploads and Report Links Not Working?

- 1) In the Activities Screen, find the tab "Yearly Summary Statement"
- 2) Select CV or Resume

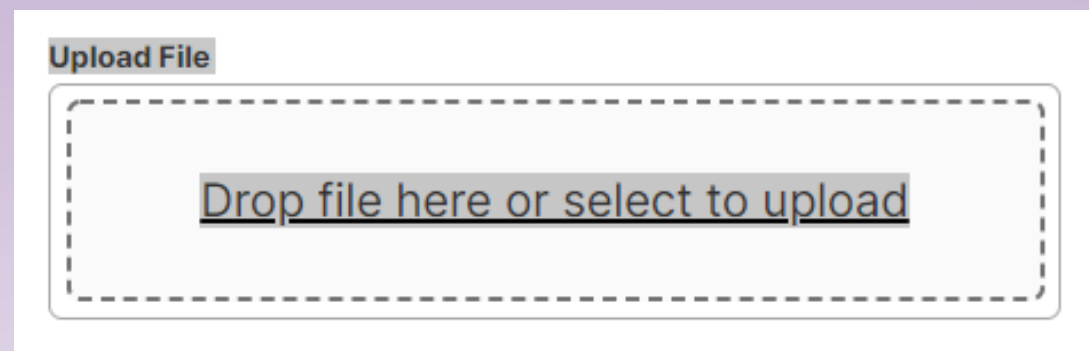


3) Select the Option above the data "Add New"




4) Insert the Calendar year as **2021** so that it appears on the 2021 Report

5) Drop a document in **PDF Format** Upload File Box



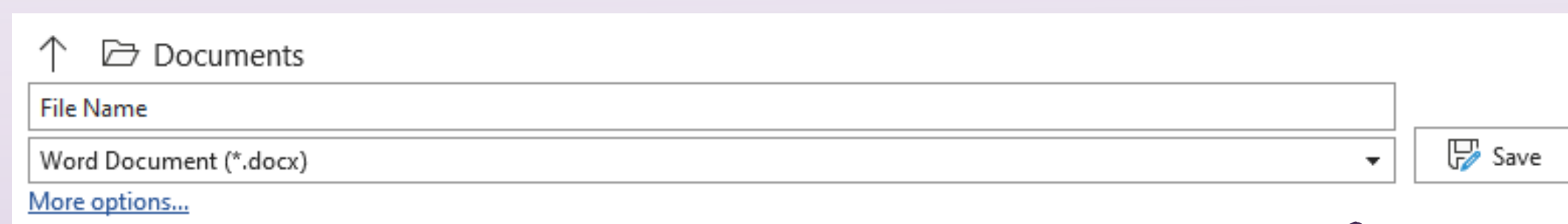
.doc to .pdf?

If the  button is not present on the document

1) Select File in the top right corner of the screen

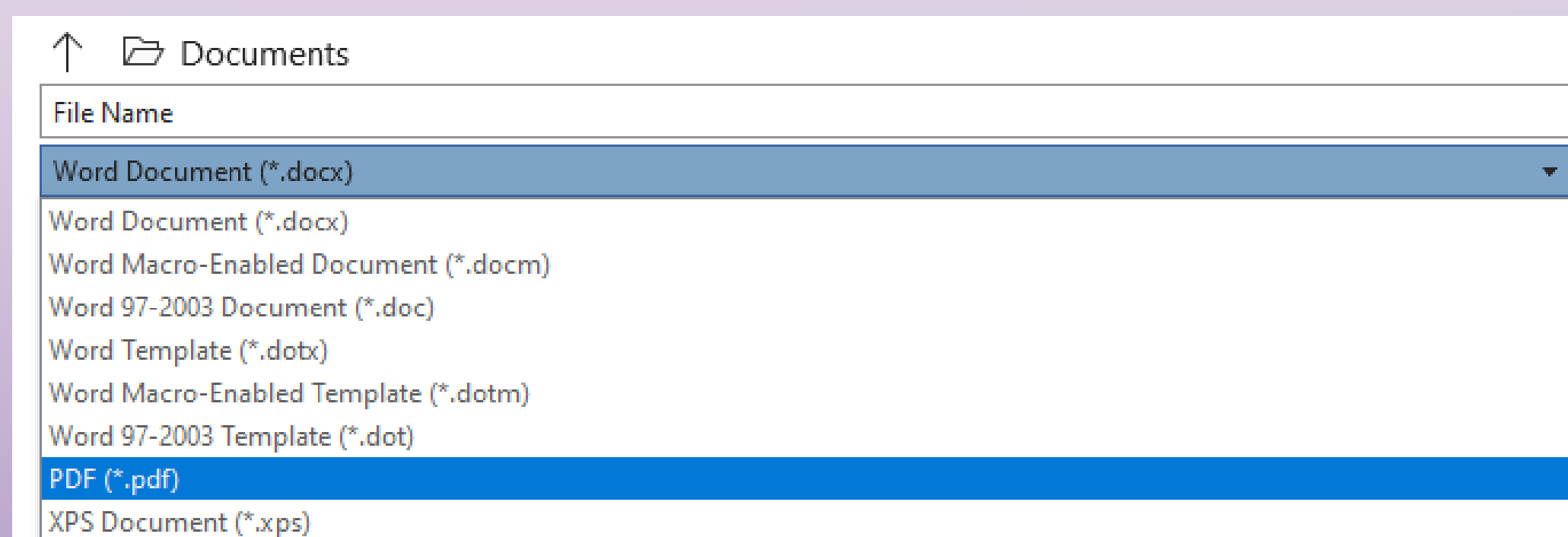
2) Select 

3) A screen will appear with a place to name the file and a drop down menu



4) Select the drop down arrow on the right of the second bar

5) Finally, select the PDF option



6) Select Save



Other Tips and Tricks

DOI Info

Your DOI can be saved to AI but it will not show on your report

How to Screenshot:

For Windows:

- 1) Find the Snip & Sketch app on your computer 
- 2) Select  in the top left to create a new screenshot
- 3) You will be given a crosshair to drag which section you would to screenshot

No Snip & Sketch?

Press [CTRL] + [Print Screen] to take a quick screenshot

For Mac:

- 1) Press [Shift] + [Command] + [3]
- 2) A thumbnail will appear in the corner.
- 3) Select it to crop/ edit the screenshot.

Trouble Shooting:

URL not working? Try a different browser (Firefox, Chrome, etc.)

Data not uploading to Report? Check the date of the entered data

Report not pulling? Check the date, is it 2021?

Name not appearing when managing data? Try typing the Last Name First

Where's the Courtesy Appointment Data? Scroll down to the end of the Report

Resources:

Faculty Activity Insight Video Tutorial:

<https://unl.zoom.us/rec/share/eKdqrqSyFY4KB6-zmQCzu8zzg4c0tjJee5yUScMsfAIDJY0eJ8m9OXs9ya2yEh33.jZ-igYMdYZju8Gel>

Email us (include a screenshot):

ianr.cehs.ai@unl.edu
