

Digital Measures – Activity Insight (DMAI) FAQs

1. What is Digital Measures?

Digital Measures is the name of the company that has developed and supports Activity Insight™.

2. What's the advantage of using Activity Insight?

Once faculty activity information has been entered into Activity Insight, it never again needs to be re-entered. This information can be used to generate reports for all stakeholders from the faculty member his/herself to academic leaders (e.g., department chairs, deans, etc.). Faculty never again need to be asked on a 'one-off' basis for information for every individual report that needs to be prepared such as for accreditation, annual merit appraisals and media surveys.

3. When will faculty have access to their Activity Insight profile?

The target release date to faculty at all IU campuses is August 1, 2016.

4. How do I access DMAI?

To log in to the DMAI application, navigate to [One.IU](#) and search for "Digital Measures – Activity Insight" to launch the Task. You'll use your **IU UserID** and **Passphrase** as the login info.

*Please note that if you reach the EVPUAA DMAI [webpage](#) after logging in, your DMAI account is not setup correctly. Please email dmhelp@iu.edu for help on modifying/setting up your account.

5. How do I submit my DMAI report, I do not see a "submit" button?

You will notice that there is no "Submit Report" button in DMAI as you had in the Faculty Annual Report (FAR) application. Once you have filled out your DMAI report you are done and there is no "submit" action/button. Academic administrators (e.g., department chairs) will run reports on the due date, capturing the most recent information submitted by you.

6. Why are the Administrator/Reviewer features not enabled?

We have setup Administrator/Reviewer access based on the survey conducted in September 2016 and if you still do not have access to the Admin/Reviewer features it is most likely that your setup is still not enabled and if that's the case and if you need immediate access to the system as an admin/reviewer, please contact dmhelp@iu.edu.

7. What happened to Faculty Annual Reporting (FAR) system and previously captured faculty data?

The predecessor to DMAI, the FAR system was retired and shut down on March 30, 2017. All previous-year reports and attachments that had been stored in the FAR system were imported into each faculty user's account in DMAI. The archived FAR reports are available under the Annual Reports: Supporting Comments/Attachments section, which is broken down by year. For faculty who have left the university or have retired, archived FAR Annual Reports can be requested through dmhelp@iu.edu.

8. Will the data entered by faculty on annual FAR worksheets migrate/mapped to the new DMAI system?

In the transition from FAR to DMAI, many data elements (screens/dropdown menus) were completely revised. Thus, mapping or converting existing data from FAR into DMAI was not a feasible option. However, previous year's annual FAR reports are available in the *Annual Reports: Supporting Comments/Attachments* under the Supplemental section and are broken down by year.

9. How many years of data must be entered into Activity Insight?

The short answer is that it depends on how many years of data are needed on reports, and by when those reports are needed. To get started, since Activity Insight is replacing FAR for annual reporting, at a minimum, faculty should enter 2016 data. If a faculty is in a unit that conducts reviews over a longer period such as three years, then three years of data should be entered.

Over time and/or as directed by their home units, faculty can elect to enter more data and prior years. It is worth noting that there is a good chance that citations of faculty publications are already stored in another system (e.g., Web of Science, Google Scholar, PubMed). Via Activity Insight, faculty can automatically import relevant publications into their profile, negating the need to do so manually.

10. How do I add a CV, Course Evaluation, or any other comments/attachments?

You can add one of these or any attachments through the Annual Reports: Supporting Comments/Attachments under the Supplemental section. For more information, please refer to the *Supplemental Items: Adding a CV/Any Attachments/Supporting Comments* section of the [Activity Insight – Faculty Support Guide](#).

11. How do I create a custom CV?

You can create a custom CV by using the Create New Report function in the Run Reports module. For more information, please refer to the *Creating Custom CVs* section of the [Activity Insight – Faculty Support Guide](#).

12. Is there a place that has a quick guide with the descriptions for each DMAI screen, and what activities should be added on within each section?

Each screen has a quick description at the top on the main summary page. For a description summary list of each screen, please refer to the [DMAI Screens Descriptions](#).

13. What screens have data imported from IU systems? How do faculty update or correct errors on these screens?

The following screens will import data from IU systems via web services. Errors must be corrected in the IU source system for the data to be correctly reflected in DMAI.

- IU Appointment Data (from HRMS), this screen reflects data pulled from IU's Human Resource System. Errors should be reported to your home campus **Academic Affairs Office**.
- Courses (from the Student Information System (SIS)), errors should be corrected in SIS courses table for it to be correctly reflected in DMAI.
- Contracts, Fellowships and Grants (from Quali Coeus), errors should be corrected in KC for it to be correctly reflected in DMAI.

14. How do I import my publications into Activity Insight?

There are two ways to import publications into Activity Insight – 1) importing a BibTeX file or 2) finding a file through a Third Party Service (such as Crossref or PubMed). A BibTeX file can be uploaded from your computer and allows you to import citations from EndNote or Google Scholar. PubMed allows you to search for citations (for publications) based on multiple criteria you specify. For more information, see the *Publications – Importing Items* section within the [Activity Insight – Faculty Support Guide](#).

15. Activity Insight has a lot of screens and data fields on each screen. Do faculty have to complete all of these?

The short answer is “no”. Not every screen or field is relevant to every faculty member. Some screens and fields will also be populated from other sources.

16. Who is responsible for entering faculty data?

In general, faculty are responsible for entering their own data and confirming that any imported data (from IU systems and/or citation systems) is correct. While the use of data proxies (e.g., staff) is technically allowable, any decision to allocate such resources to this task is left to the discretion of local units.

17. Who owns my data and what can Digital Measures do with it?

All data provided by and collected for IU by Digital Measures is solely owned by IU. As per the terms in Digital Measures' standard service agreement, this data cannot be disclosed, reused, sold, or disseminated in any way by Digital Measures.

18. Who can see data in Activity Insight and reports generated from it?

IU sets user access permissions for the faculty, academic administrators, and staff. The typical security access configuration is to (a) allow faculty to run reports only on their own data, and (b) allow several designated individuals (i.e., academic administrators, staff) the ability to run reports for a department (e.g., chair, staff), or school/college, or campus, or university as a whole.

19. Can I get my data out of Activity Insight?

Yes, faculty and academic administrators can run *standard reports* (e.g., annual review) or use *ad hoc* reporting to select exact data elements (and date ranges) of interest. Academic administrators can also decide whether to include all of their faculty or only data from a particular unit(s). Reports are built in real-time using all data entered as of that instant.

20. What is the difference between Activity Insight and IU's eDossier system?

Activity Insight should be used by all faculty to record their activities on a regular, on-going basis. Data recorded here will be used for annual merit reviews and other reporting activities. In contrast, e-dossier is only used when faculty need to build and route their promotion and/or tenure case for review at various levels. While the two systems are not currently connected, faculty may select and download data elements from their Activity Insight profile for inclusion (upload) in their e-dossier.

21. Is there a way to copy data for a user from a previous university that was also using DMAI application to IU's DMAI instance?

Digital Measures is able to migrate a user's data who has come from another university using Activity Insight. To begin the process of migrating a user's data from another institution we would need you to provide the name of the faculty member, the institution from which they came, and the username at the previous university along with their current IU UserID.

We will then confirm request and create a work request with DM technical team and they will then seek the approval from other institution's Administrator and once approved DM can move your data over to IU's DMAI instance/application. If you'd like to request this, please send us an email at dmhelp@iu.edu with the above-mentioned details.

22. Are there any step-by-step video tutorials available for using the DMAI system?

Yes, we have published several video tutorials for using DMAI. Please see list below:

- Adding New Entries: <http://go.iu.edu/1uyB>
- Removing Entries: <http://go.iu.edu/1uyz>
- Duplicating Entries: <http://go.iu.edu/1uyE>
- Adding/Updating Other Members of an Activity: <http://go.iu.edu/1uyC>
- Importing Items – BibTeX: <http://go.iu.edu/1uVD>
- Importing Items – PubMed: <http://go.iu.edu/1uVC>
- Report Generation: <http://go.iu.edu/1uyy>
- PasteBoard: <http://go.iu.edu/1uyA>