

Activity Insight

for OU College of Medicine Faculty

An Introduction

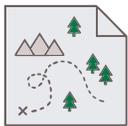
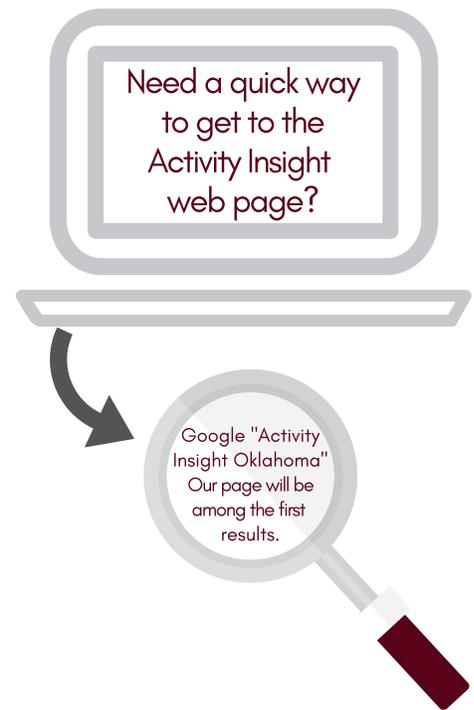
The University of Oklahoma College of Medicine utilizes the faculty activity system, Activity Insight by Digital Measures, to capture data for reports highlighting your professional accomplishments. Data that you enter into the system can be used by you and your department leaders to generate standardized reports which include:

- Curriculum Vitae for Promotion and Tenure
- Annual Faculty Performance Evaluation
- ACGME Faculty Development Report
- Other Customized Departmental Reports

COM faculty are required to enter and maintain a standardized CV, including all research, teaching, and service activities.

Please update your activities in the system regularly. Your department may offer support to you by assigning a staff member to assist you as a data entry proxy. See the "Department Support" section on the next page of this document for more information.

You will be asked annually to review your CV data in the system and to acknowledge that is complete and correct.



Getting Started

Activity Insight Web Page

To get started, visit the Activity Insight web page:
www.oumedicine.com/activityinsight

Logging In

Log in to the system using your regular OUHSC User ID (like LHAINES) and password.

Managing Activities

- To add or edit any activities, click on a screen name under one of the four main categories:
 - General Information
 - Teaching
 - Scholarship/Research
 - Service
- To add a new activity, click 
- Read the notes at the top of each data entry screen.
- Click the  icon next to the field title for a pop-up box with additional helpful information.
- You do not have to complete every field on a screen if there is no applicable information to include.
- Not all fields will populate in all reports.



Guides & Resources

On the Activity Insight web page, there are several resources to help you use the system and guide you in categorizing your activities. Please review these materials (especially the first two listed below) to familiarize yourself with how activities are categorized and how they will appear on your reports.

• Curriculum Vitae Medicine Quick Guide

This guide shows the exact format of the standardized CV for Promotion and Tenure, gives general category descriptions, and lists the Activity Insight screens where each category should be entered.

• Decision Trees

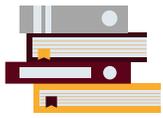
- Professional Experience
- Teaching/Presentations
- Service

The Decision Trees offer a visual tool for categorizing certain activities in more detail so they can be captured in the appropriate place in the system.

• Activity Insight Faculty User Guide and Resources

This guide provides in-depth information about system use.

• Faculty Performance Evaluation Quick Guide



Importing Publications

- Most publications can be imported into Activity Insight from other systems.
- To import your publications, go to the **Publications and Intellectual Contributions** screen, then click 
- You may import from a BibTeX file or from a third party (ORCID, PubMed, Web of Science, Scopus, or CrossRef).
- If importing from a third party, select a service and set your search criteria. It's a good idea to start with a broad search using your last name and first and/or middle initial. Adding criteria will narrow your search. If you are searching for just one publication, you may, for example, change the search criteria in PubMed to "PMID."
- After clicking the "Search" button, select your publications from the results, then follow the prompts to address duplicates, match collaborators, and perform a final review to complete the process.
- Some publications, including books, book chapters, and published abstracts, may require manual entry.



Do you have an ORCID iD?

This unique identifier distinguishes you from all other researchers.

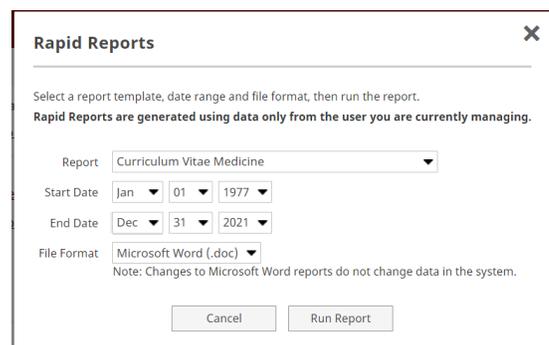
You can use your ORCID to import your publications into Activity Insight.

For more information on how to set up an ORCID account and how to link it to Activity Insight, please visit the Activity Insight web page.



Rapid Reports

- To run your CV report or any other report, click  at the top right side of the main menu screen.
- Select the report you would like to run and indicate the date range for activities to be displayed in a specific report.



Rapid Reports ✕

Select a report template, date range and file format, then run the report.
Rapid Reports are generated using data only from the user you are currently managing.

Report: Curriculum Vitae Medicine

Start Date: Jan 01 1977

End Date: Dec 31 2021

File Format: Microsoft Word (.doc)

Note: Changes to Microsoft Word reports do not change data in the system.

Cancel Run Report



Department Support

Data Entry Proxies

Your department may offer support to you by assigning a staff member to assist you as a data entry proxy. You or one of your designated administrative "Department Users" may contact Leah Haines to request proxy assignment.

Department Liaisons

Department Liaisons are designated staff members in your department who are the local experts on Activity Insight. They can help guide you and your data entry proxy in using the system and categorizing your activities.

Department Users

Department Users are administrative users in your department who have access to run reports on faculty data in your department or section.

If you have questions about department support in your area, please contact your Department Chair or Business Manager.



Questions? Suggestions?

Please contact:

Leah Haines
leah-haines@ouhsc.edu
(405) 271-2265 x48429