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Activity Insight – Frequently Asked Questions

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Introduction

As you familiarize yourself with Activity Insight (AI), you may find you have questions about the system. In addition to the "Frequently Asked Questions" document that is available from the navigation pane in AI, the following information is available to faculty in the College of Architecture, Art, and Planning to assist in areas that may pertain specifically to this college.

How will the information in Activity Insight be used?

The Dean and/or Chair will view Departmental, College, University, and Individual Responsibilities; Awards/Honors/Fellowships; Professional Practice; and Community Service activities in any of a variety of report formats they select. The Dean and Chairs will review this information annually, and this 'snapshot' of your activities will be taken in early February of each year for the previous calendar year. The information reported may be used to inform salary decisions as well as requests for funding, etc. The Annual Report is considered the official source of information regarding faculty activities.

Is this system expected to replace my CV?

No. You may, however, choose to use the system's Vita Report - which can be saved and manipulated according to your preferences in Word, HTML, or PDF - to create your CV.

How is data entered into the system? What if I find errors?

Data was initially entered into the system in Fall 2008 manually by temporary assistants. Five years worth of (some) data was loaded for each faculty member using the CVs that were submitted to the Dean at that time or by using public website information, plus teaching data from the Office of the University Registrar. Subsequent information is entered individually by each faculty member or their designated proxy. Please note the "copy" feature available at the record level to aid in the entry of similar records with less re-typing. Course and grant data is fed to the system on an automated schedule from the central university data marts.

Errors in your records can be corrected by selecting the "edit" icon next to that item or deleted by clicking the box next to that item on the summary screen and choosing "delete." Multiple records can be deleted at one time using this feature. CAUTION: Deleted records cannot be retrieved. It is recommended that you contact the System Administrator for consultation before deleting any number of records.

How do I enter Books?

Books are entered under the section that is titled "Intellectual Contribuations-Books and Other Publications". Within that screen there are numerous options for type of publication, one of which is "other" so that you can enter something different if none of the choices are applicable. If you find you frequently have a specific publication type to enter as "other," please alert Sarah Albrecht and she will be happy to add that value to the dropdown list to save you typing in the future.

How do I enter Journal Articles?

To enter a journal article, select the "Intellectual Contributions-Journal Articles" screen from the main menu. Select the journal in which the article has been/will be published from the drop-down list for "Journal Name." If the journal you desire is in the drop-down list (see Sample A below), you can continue through this screen to enter the article-specific information. You do not need to enter the journal-specific information on the screen as that is housed within the system for those journals in the drop-down list. The relevant information will cite appropriately when the information is included in a report (such as the annual report or the CV report).

If the journal you desire is not in the drop-down list, choose "Not in List" as shown. That will bring up additional fields in which you can enter the journal name and associated information about the journal (See Sample B below).

SAMPLE A:

SAMPLE B:

Activities Database - University

Intellectual Contributions - Journal Articles   [RETURN TO MAIN MENU]

[SAVE AND RETURN]   [SAVE AND ADD ANOTHER]   [RETURN (CANCEL)]

Fields with a "P" will be made available to public web sites (VIVO, University and College sites, etc) if the record flag is "Yes".

Contribution Type

Journal Name   Not in List

Current Status

Article (Manuscript) Title P

Authors
Please order the authors in the order of authorship.
Please either select a person from the drop-down list or enter their name in the input fields.

1st Author

People at Cornell University P	Last Name P	First Name P	Middle Name/Initial P	If a student, what is his/her level?
Albrecht, Sarah A: saa9				

Add another Author: 1   [ADD]

Journal Name

Peer Reviewed/ Refereed?

Where do I enter my current work and/or research trajectory?

The Dean specifically provided for an AAP screen in Activity Insight called "Research Currently in Progress." This open field invites you to enter information about incomplete projects or ideas not featured elsewhere in the system, and thus it enables a narrative about your current work and research trajectory. Cutting and pasting from other documents is available on this and all other screens. The Dean very much wants to see these narratives included each year by the reporting deadline as part of your annual report.

How do I enter Architecture- or Art-specific activities?

Architectural competitions, design practice, art shows, juries, etc. are activities unique to the faculty of AAP, so AAP has a screen entitled "Artistic and Professional Practice, Performances, and Exhibits." The activities of our faculty that do not fall into the other areas of intellectual contribution will most likely be entered on this screen. If you review this screen and feel that there is still not an appropriate screen for an item you wish to report, please contact your system administrator for assistance.

How do I enter juries on which I serve?

If you are invited to participate in reviews of others' work in any capacity, this is entered under "Artistic and Professional Practice, Performances, and Exhibits." The data for the event should be entered as you normally would, but you would select "Juror" as your role or "Other" and note in the "Explanation of Other" field what your role was for this event.

What is "Bibliography/Published Reviews"?

"Bibliography/Published Reviews" is a section provided for you to record reviews of your work written by others and published in local, national, or international publications. The screen is similar to the "Intellectual Contributions – Books and Other Publications" screen in that it provides fields to record data about the publication. A significant difference with this screen is that it allows you to note that you were the subject of the article (rather than the author) and, if appropriate, others who were involved or also mentioned. This screen also gives you the opportunity to link the review with the existing citation in AI of the work being reviewed. That feature is particularly helpful when the title of the article does not mention the title of the exhibition or work reviewed.

How do I enter Graduate Advising?

Graduate advising will appear in two separate screens in the system: "Courses Taught" and "Directed Student Research and Independent Study." Information about the individual students you advise, and the projects they are working on should be entered under the "Directed Student Research and Independent Study" screen.

The information under "Courses Taught" is loaded from the central Student Academic Records System (STARS) and shows your course and enrollment information. That screen is "view only" to faculty but you may contact the college system administrator (Sarah Albrecht) if you feel there are errors in the data.

Do I report Undergraduate Advising?

Independent Study or Honors Thesis students should be entered in the "Directed Student Research and Independent Study" screen. Information about faculty undergraduate advising assignments is available from central college offices and will be loaded for you as appropriate.

How do I enter Sponsored Research?

Sponsored Research activity is loaded centrally to the "Contracts, Grants, and Sponsored Research (Read Only)" screen from the OSP data warehouse on a weekly basis. You need only enter the additional data that is not fed from the OSP system to those records (if applicable). If you have a grant that is internal (Cornell) funding or otherwise not reported through the OSP data warehouse, that information is entered on a separate screen titled "Contracts, Grants, and Sponsored Research (Faculty Entry)."

Where do I enter service to a department with which I have a joint appointment?

If you have a joint appointment with a department elsewhere on campus, your committee and other work for that department would also be entered under "Department Service." For clarity, please note in the comments to which Department this committee was associated.

Who do I contact for help?

If you have *general questions* about the Annual Report process, please contact the Dean's office at aapdean@cornell.edu.

If you need assistance in *entering data*, the staff in your department office should be able to help you.

If you have *technical questions* about Activity Insight or are having concerns with the performance of the system, please contact the college system administrator, Sarah Albrecht, at saa9@cornell.edu or via the "Contact our Helpdesk" option within the system. Please note that feedback submitted directly to the vendor through this link may be forwarded by the vendor to the college system administrator for action.