The screenshot below is of the main, Activities page within Activity Insight. Your screen may appear slightly different, depending on your user permissions. This legend should serve as a data input guide when you’ve not submitted an Activity Data Entry Template. It indicates which category fields should be reviewed, which require 2018 calendar year data to be entered manually, and which have been prepopulated with data from central sources. If issues appear with the latter that require changes, you should contact the holder of the institutional record. Any manual change made in Activity Insight may be overwritten by a subsequent data load. Your college administrator, Chris Savino (cjs345@cornell.edu), can help you to determine the source of the information and an appropriate contact for corrections.

**Yellow highlighted fields** = Review and update information if necessary.

**Green highlighted fields** = Data entry required.

**Red highlighted fields** = No data entry. Review only. Information loaded centrally.
Independently Reviewed Information. Update if needed.* (Yellow highlighted fields)

- Personal and Contact Information – within the “General Information” section
- Academic Year Data – within the “General Information” section
- Awards and Honors – within the “General Information” section
- Education – within the “General Information” section
- Teaching Statement – within the “Teaching” section
- Research Statement – within the “Research” section
- Extension & Outreach Statement – within the “Extension/Outreach” section

This information is obtained from Workday and other data provided by the Senior Associate Deans' Office that is reviewed periodically throughout the year. Teaching, Research, and Extension & Outreach Statement information, where applicable, is retained from any prior year entry. *Some initial inputting of personal data is necessary when first building your user account within Activity Insight. This information, however, may not need to be updated every year. See Manually Entered Information below.

Pre-Loaded Information (Red highlighted fields)

The following screens are populated using uploads from University records:

- Courses Taught – within the “Teaching” section
- Undergraduate Academic Advising and Research – within the “Teaching” section
- Graduate Field Membership - within the “Teaching” section
- Graduate Committees and Advising – within the “Teaching” section
- Contracts, Grants, and Sponsored Research (Read Only) – within the “Research” section

If there are changes needed to data preloaded to the screens listed above, you must contact the holder of the institutional record. Changes made manually in Activity Insight will be overwritten on the next load. Your College Administrator can help you determine where the data are coming from, and with whom you should be in contact for corrections.

Manually Entered Information (Green highlighted fields)

The following list should not be considered to be all-inclusive, but it should provide the outline of what we expect to find in each screen that requires manual entry.

GENERAL INFORMATION

- **Personal and Contact Information:** This section contains basic contact information, as well an area to enter websites, and a bio.
• **Awards and Honors**: This would be an appropriate place to enter scholarships, awards received for outstanding papers and presentations, and honors bestowed by organizations. It is not the place to enter grants and contracts awarded you. That information should be entered in one of the “Contracts, Grants and Sponsored Research” screens.

• **Education**: Degrees conferred or in progress.

### INTELLECTUAL CONTRIBUTIONS

• **Publications**: This is the area to enter all journal or non-journal publications. Abstracts that appear in a journal should be entered here, as can conference proceedings, books, and chapters authored, newsletters, pamphlets, and anything else for which you received authorial credit. Use the ‘Contribution Area’ field to identify the type of publication.

• **Presentations**: All research and instruction related presentations should be entered here. If you have any extension/outreach presentations, these should instead be entered on the “Annual Extension/Outreach Presentations” screen (the exception to this rule is if you’d like a particular extension/outreach presentation to be public-facing on a web profile. If this is the case, the presentation can be input on the “Presentations” screen, with the ‘Contribution Area’ field identified as Extension/Outreach.

### TEACHING

• **Teaching Statement**: This should be a brief overview of the topics covered in the courses that you teach. When entering Teaching Keywords, please do not enter multiple items as a comma-separated list.

### RESEARCH

• **Research Statement**: This should be a brief overview of your research activities. When entering Research Keywords, please do not enter multiple items as a comma-separated list.

### IMPACT

• **3 Most Important Activities**: This should be a description of the 3 activities or accomplishments completed in the past calendar year that you would like to highlight for your department chairs or the senior associate deans.

### EXTENSION / OUTREACH

• **Extension & Outreach Statement**: This should be a brief overview of your extension/outreach activities. When entering Extension & Outreach Keywords, please do not enter multiple items as a comma-separated list.
• **Annual Extension/Outreach Presentations:** This screen is where you should record any presentations related to extension or outreach. Please note, you should only have one “record“ for each year. Each record should contain all of the data for that year. If you do not have an annual record for a given year, please contact your College Administrator (Chris Savino, cjs345@cornell.edu) and one will be added for you. Please remember to include the information about participants and contact hours.

In order to make the entry process simpler there is also a pasteboard included in Activity Insight that allows you to copy multiple items from your existing CV into a more easily accessed space in the browser (click on ‘Pasteboard’ button on Activities screen top right hand corner). Once a record has been entered, there is also the option to copy it, which will create an identical record that is then opened for editing. This can be particularly useful for rapidly entering many similar items (e.g. a presentation that was delivered at multiple conferences, or serving as a reviewer for many journals.

If you have any additional questions please feel free to contact your College Administrator, Chris Savino (cjs345@cornell.edu) and he will be happy to assist you.