**Instructions for input with Template submission**

- **Yellow highlighted fields** = Information that needs to be entered or updated by Faculty
- **Pink highlighted fields** = Information from Workday or the Senior Associated Deans' Office (review only)
- **Blue highlighted fields** = Information entered from template
- **Green highlighted fields** = Information loaded from central data (review only)
Pre-Loaded Information

The following screens are populated using uploads from University records:

TEACHING
- Courses Taught
- Undergraduate Academic Advising and Research
- Graduate Committees and Advising

RESEARCH
- Contracts, Grants, and Sponsored Research (Read Only)

If there are changes needed to data loaded into these screens 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 is coming from, and with whom you should be in contact for corrections.

Independently Reviewed Information

GENERAL INFORMATION
- Academic Year Data

This information is obtained from Workday and other data provided by the Senior Associate Deans' Office that is reviewed periodically throughout the year. If there are any changes needed to the Faculty/Staff Rank field or other fields that are identified as Read Only, please contact your College Administrator.

Manually Entered Information

Below is the outline of what you will find in each screen that requires manual entry.

GENERAL INFORMATION
- Personal and Contact Information: This is where you enter information about you and your location on the Cornell campus. Also within this screen is a section called Websites this is where you can enter websites and your Blog activity that can be displayed on your Web Profile.

- 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 to 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: Data should have been entered by the CALS Activity Insight data entry team. This area contains all journal or non-journal publications. Abstracts that appear in a journal would be entered here, along with conference proceedings, books, and chapters authored, newsletters, pamphlets, and anything else for which

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you received authorial credit. The Contribution Type field identifies the type of publication. Please review the data entered and you may correct issues or contact your College Administrator for assistance.

- **Presentations**: Activities should have been entered by the CALS Activity Insight data entry team. All research and instruction related presentations would be entered here. Unless specified that an Extension/Outreach presentation would need to appear on your web profile, these activities would only be entered in the “Annual Extension/Outreach Presentations” screen. Please review the data entered and you may correct issues or contact your College Administrator for assistance.

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.
- **Graduate Field Membership**: Please indicate the graduate fields with which you are involved. You should only have 1 record per semester. The check boxes allow you to indicate multiple fields for the same period.

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.

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**: Data should have been entered for any presentations related to your extension or outreach. Please note, there will only be one “record” for each year. This record will contain a summary of all the data for that year. If you do not see an annual record for a given year and you have had Extension/Outreach presentations, please contact your College Administrator and one will be added for you.

Once the data you had provided in the template is entered please be sure to verify that all the information is correct within Activity Insight.

If you have any additional questions please feel free to contact your College Administrator, Dianna Burger (dhb226@cornell.edu, 607-254-5400) and she will be happy to assist you.