ACTIVITY INSIGHT
Data Entry Responsibility CY2017

Instructions for input when Template is not submitted

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)
Green highlighted fields = Information loaded from central data (review only)

- General Information
  - Personal and Contact Information
    - Administrative Data - Academic Year Data
  - Awards and Honors

- Intellectual Contributions
  - Publications
  - Presentations

- Teaching
  - Teaching Statement
  - Courses Taught
  - Undergraduate Academic Advising and Research
  - Graduate Academic Advising and Research

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

- Extension/Outreach
  - Extension & Outreach Statement
  - Annual Extension/Outreach Presentations
If you have any questions or need assistance with Activity Insight, please contact the CALS College Administrator, Dianna Burger (dhb226@cornell.edu).

**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 those 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 you. That information should be entered in one of the “Contracts, Grants and Sponsored Research” screens.

- Education: Degrees conferred or in progress.
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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, along with conference proceedings, books, and chapters authored, newsletters, pamphlets, and anything else for which you received authorial credit. Use the Contribution Type field to identify the type of publication.

- **Presentations**: All research and instruction related presentations should be entered here, except if you would like particular presentations to appear on your web profile. If you have Extension/Outreach presentations, then these should be entered in the “Annual Extension/Outreach Presentations” screen.

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**: 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 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. Once a record has been entered, there is also the option to copy it, which will create an identical copy 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 an article that was published in more than one journal or bulletin).

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.