.::Digital Measures

Reviewing Your CV Data

Overview

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Overview

Your campus contracted with **Digital**Measures for our faculty activity reporting software, **Activity**Insight. The premise of **Activity**Insight is that there are many times that reports need to be prepared on the teaching, research and service activities of you and your peers on campus. If you are like faculty on most campuses, you are asked between six to ten times per year for information on your activities for annual activity reports, promotion and tenure, accreditation, and other administrative purposes. Currently, you must respond to these requests on an ad hoc basis, which is disruptive and inefficient. **Activity**Insight changes that by giving you one place, a database, to keep track of this information one time so that many reports that are needed can easily be generated.

The big problem with any such database is that it takes a lot of time to fill in historical information before the database is truly useful. Fortunately for you, to reduce this time commitment, your campus contracted to have your CV entered into **Activity**Insight on your behalf. The data entry workers have recently completed entering your CV and are continuing this process for other faculty on your campus. Even though the data entry workers have spent a good deal of time moving your CV into **Activity**Insight, the information needs to be reviewed by you for accuracy and completeness. In addition, we used your CV to enter your information, but not all information needed for the purposes described above is necessarily listed on your CV. This means the information in **Activity**Insight likely needs to be supplemented.

Working with raw data is frequently cumbersome and may not be enjoyable, but this is unfortunately required in order for you to confirm that the data in **Activity**Insight will represent the full scope of your activities accurately. We believe that the data entry that has already been performed will significantly reduce your time commitment compared to starting with a blank slate. However, the process of verifying your information could still be time-consuming, requiring up to one hour for every year of information you have on your CV.

You will need...

- Initially, at least one hour of free time. After this one hour, you will have a relatively accurate estimate as to how much time this entire task will require.
- Enough printer paper to print a hard copy of your CV and another document that will probably be quite lengthy. Even though we want to be environmentally friendly, and therefore do not want to kill trees unnecessarily, this is one time where you will find it incredibly beneficial to be able to reference paper printouts instead of continually toggling between multiple windows on your computer.

The steps

1.   Print a hard copy of your CV that was attached to the email that contained this document. This is the version of your CV that was used by the data entry workers.

> **Note:** This may be very long, but you will still want to print it!

2.   Access **Activity**Insight by following the instructions that were in the email that contained this document.

3.   Click **Run Custom Reports** from the menu on the left.

4.   From the five steps, make these selections:

     1.   Leave this as it is, so that we run the `All Data` report.
     2.   Pick `January 1, 1925` through `December 31, 2014`.
     3.   Leave this as `All Screens` and `All Fields`.
     4.   Pick `Microsoft Word`.
     5.   Leave this as `Letter`.

5.   Press **BUILD REPORT**.

6.   Print a hard copy of the **All Data** report that is returned.

> **Note:** This may be very long, but you will still want to print it!

> **Note:** The **All Data** report that is returned shows you the information that was entered by the data entry workers. This is a very long way to see the information that has been entered for you, but it is great for showing you exactly what was filled in and what was not. After we finish with data entry for everyone on campus, we will be adding many other reports that are more useful for other purposes, such as different CV templates and personnel review documents for promotion and tenure, among others.

7.   In **Activity**Insight, click **Manage Your Activities** from the menu on the left.

8.   To get a quick feel for **Activity**Insight, take five minutes and take a look at a few of the screens here, such as **Intellectual Contributions** or **Presentations**. Click the pencil/edit icon associated with a record to see some of the information that the data entry workers entered for you based on the information on your CV. After you have an initial feel for **Activity**Insight,

return to the Main Menu by clicking **Manage Your Activities** from the menu on the left.

9. Now spend five minutes taking a look at the first ten or so pages of the **All Data** report that you printed, being sure to keep the pages in order. You will notice that the records listed on it are organized based on the screens that you just investigated. You will notice that the data entry workers have not filled in every field, most likely because the information was not listed on your CV. This is not a problem. After you get the idea of what is contained in the report and its structure, return to the report's first page.

10. And now comes the part that is not so much fun…review and clean up of the data. Start with the first page of the printed **All Data** report. Click the first screen on the **Manage Your Activities** page, **Personal and Contact Information**. Review the information that has been entered, and make any corrections or additions necessary so the information is both accurate and complete. After you have finished with this screen, move on to the next screen. Use the printed **All Data** report to quickly show you what has been entered for every record without needing to open it in **Activity**Insight, as you will find this much faster. Only open those records that need corrections or additions. Use the copy of your CV that you printed to quickly reference details that you will not remember top of mind, such as dates that you started and ended certain activities.

> **Tip:** As you work, periodically do a quick calculation on the amount of time you think it will take for you to finish. For example, if you have 20 years of CV information (so this process should definitely take no more than 20 hours), and your **All Data** report is 100 pages long, you should be able to make it through at least five pages per hour. If you find it takes significantly longer than this, please STOP and contact *support@digitalmeasures.com* for assistance before proceeding further. We want to ensure that your time is being spent as efficiently as possible, and therefore need to be aware if you are not progressing at the rate we've described.

> **Tip:** Not every field in **Activity**Insight needs to be, or should be, filled in. Leave blank the fields that do not apply.

> **Tip:** Focus on entering information that you have readily available and leave the rest blank. For example, when you are entering information about committees on which you have served, you should focus on fields such as the committee's name and the dates on which you served on the committee. Consider leaving other fields blank, at least at first, such as a brief description of the committee and its key accomplishments. While these supplemental fields are valuable, it will take significantly more time for you to fill in all of these. Know that you can always come back and fill in these other fields later. Of course, you will likely find your rate substantially improve after you have worked through a couple of years' data.

Getting assistance

If you have questions at any time about the data entry work that was performed for you, or any other matter, please do not hesitate to email us at *support@digitalmeasures.com*. We will respond to your messages within one business day. In addition, please let us know if you have any feedback on this document or the larger data entry review process.