March 29, 2019

Dear Faculty and Staff:

Happy Spring!

Just as the weather will continue to get better, we are hoping your experience with Digital Measures-Activity Insight (AI) is about to improve as well!

Primarily in response to your feedback to make AI more efficient and effective, we have added new elements and refreshed existing features of the system. We are working hard to make these changes live in the AI system beginning the week of April 1, 2019. The updates should not affect your use of the AI system.

**What’s New in Activity Insight (AI)?**

In the afternoon of April 3rd, your Digital Measures login credentials will become your **UNCW username and password**. Users might experience a short window when they are unable to log in due to this switch.

### Logging into Digital Measures (DM)

1. To log into DM, visit: [https://www.digitalmeasures.com/login/uncw/admin/authentication/showLogin.do](https://www.digitalmeasures.com/login/uncw/admin/authentication/showLogin.do)
2. Your login information will now consist of the first part of your UNCW email address (e.g., "charlesk") and your email account password. If you can access your university webmail and mySeaport, your Digital Measures account should also be working.
3. For questions, please contact IE@uncw.edu or me (charlesk@uncw.edu).

Additionally, for most faculty and instructors-of-record, select fields on the **Permanent Data** and **Yearly Data** screens will be auto-populated from the official source data available in Banner. This means that select fields, such as your first and last name and email address, will populate AI and match the information displayed in HR Banner. These fields will be static, and users will not be able to edit the details. The **week of April 8th is the expected time for this feed to begin**. Weekly data imports should be expected, and new information will feed into the system each week until
the integration process is complete. Fields that are not included in the feed will remain records that users can edit.

If you find that the auto-import details are inaccurate, please email IE@uncw.edu, and we will identify the best way to correct the information in the HR Banner system. The HR Banner system updates nightly, as will the feed to the AI fields.

Instructors and other AI users whose permanent and yearly data are not auto-imported will see a manual import of their data shortly after the auto-import. In other words, the locked fields will be filled. If there are questions, please reach out to IE@UNCW.edu.

Select instructors will also have scheduled teaching fields for FALL 2018 and SPRING 2019 imported from Banner. If you find that the details pulled in from Banner are incorrect, please contact us at IE@uncw.edu.

Instructors and other AI users whose scheduled teaching data are not auto-imported will see a manual import of their data shortly after the auto-import. In other words, the locked fields will be filled. If there are questions, please reach out to IE@UNCW.edu.

We will update our UNCW Activity Insight support web page with details about the integration process and other revisions to the AI platform in order to keep you informed. Find the current UNCW Activity Insight support page here. Check back regularly for new information.

As always, if you have questions, we are happy to answer them. Please email us for help or additional information: IE@uncw.edu.

Thank you for your ongoing cooperation and feedback in making Activity Insight more effective!

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