Data Entry Tips

1. A couple of main uses of the data in Activity Insight is to support your annual performance evaluation and promotion and tenure review. If you want your department head/chair/dean to consider an activity in your review, you should include it in your Activity Insight profile.

2. Some data elements will be used by your department, college or university wide for professional accreditation and other reporting purposes. The more data you enter in Activity Insight, the fewer requests you will receive for additional data.

3. In most cases, the drop-down menus on the screens will guide where an activity goes; however, if you have questions regarding where certain information goes, please ask your department head/chair/dean where they would look for the information.

4. Please remember that the output is only as good as the input. Therefore, the quality and extensiveness of reports run (by you, your department, college, or the university) is based on the extensiveness of the data that you enter in your profile.

5. **Date ranges drive most reports**, so it is very important to at least enter the year for each activity.

   a) If you can’t remember the exact date(s) of an activity, do not obsess over it or spend significant time trying to track it down. The year of the activity is of primary importance. If you remember the month, please add that from the drop down too.

   b) Ongoing activities with a known end date should include both a start date and end date (with the end date a future date). Otherwise, ongoing activities without a known end date should include a start date with no end date.

   c) One day activities should include an end date with no start date.