



Digital Measures

Using Digital Measures in order to update
Faculty Profiles

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Introduction

Activity Insight is a faculty-reporting tool developed by Digital Measures in order for faculty to store such information as teaching, publications, services and more. The system is able to produce reports in real time based on information uploaded, entered and curated in the database.

Activity Insight saves faculty and administrators time as the information is all collated at one central source and can be distributed across different medians without the need to constantly ask faculty for the same information.

One-way in which these reports are used is in updating the faculty profiles on the AUS website; therefore, it is paramount that the faculty information stored is accurate and up to date.

There are certain fields within Activity Insight that are linked to the Faculty Profile page, such as personal information, education and history. These will be highlighted in this document and will ensure that faculty profiles are complete.

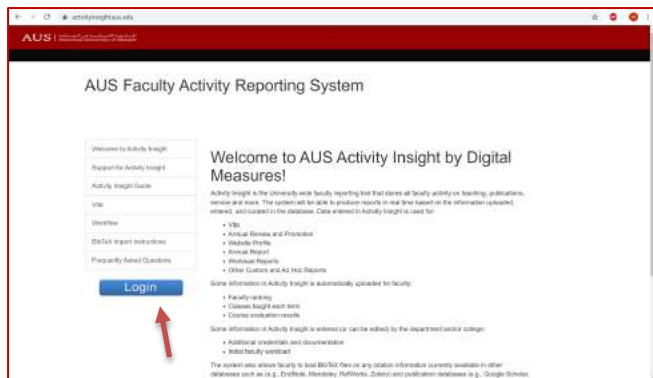
Accessing Activity Insight



(Image 1.1)

Step 1

Open up your web browser and enter the following URL – www.activityinsight.aus.edu

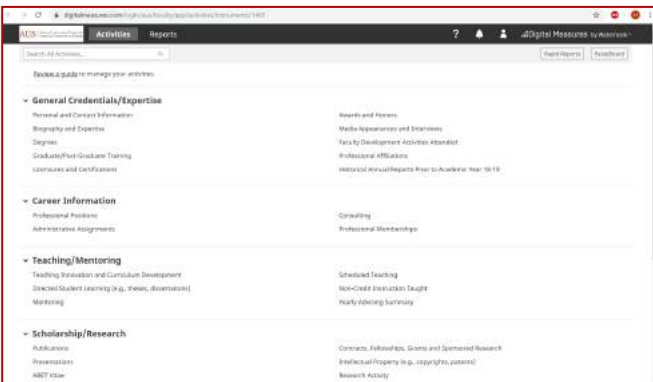


(Image 1.2)

Step 2

Click on the blue 'login' button located under the left side of the menu. Please refer to the arrow on image 1.1.2.

Log in using your AUS email and password.



(Image 1.3)

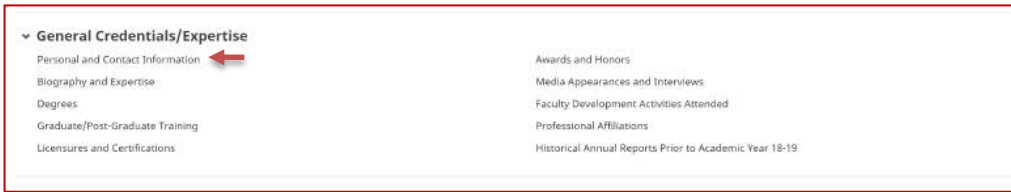
Step 3

Once logged in, you should be taken directly to the activities page.

Different Sections for Digital Measures

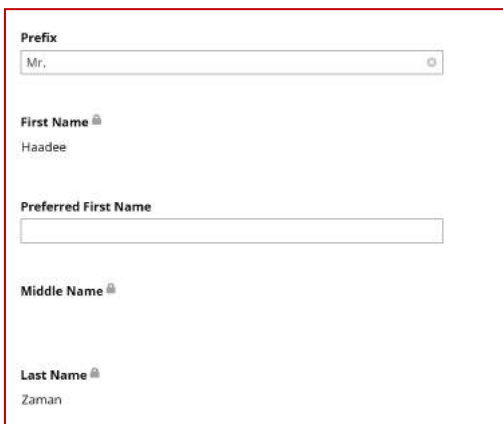
Personal Information

Under the General Credentials/ Expertise section, Personal and contact information can be accessed. Please refer to image 1.4.

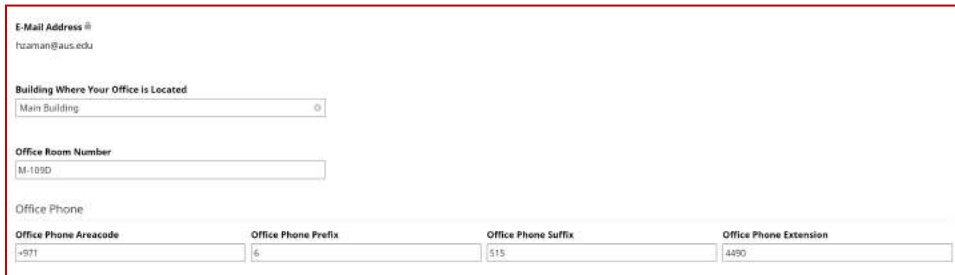


(Image 1.4)

Images 1.5 – 1.6 show all the fields, which are transferred from the personal information section to the faculty profile page. Please note that some fields are locked and unable to be edited. In this case, please contact the IT service desk in order to assist you. Image 1.7 shows how the information entered is translated to the website.



(Image 1.5)



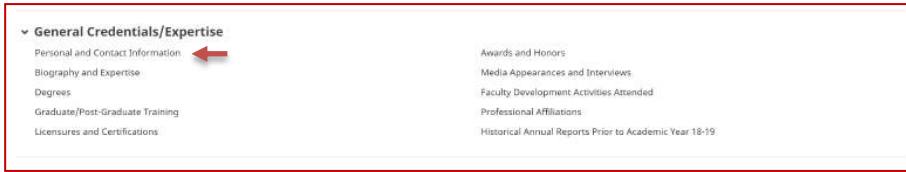
(Image 1.6)



(Image 1.7)

Profile

Under the General Credentials/Expertise section, Biography and Expertise can be accessed. Please refer to Image 1.8.

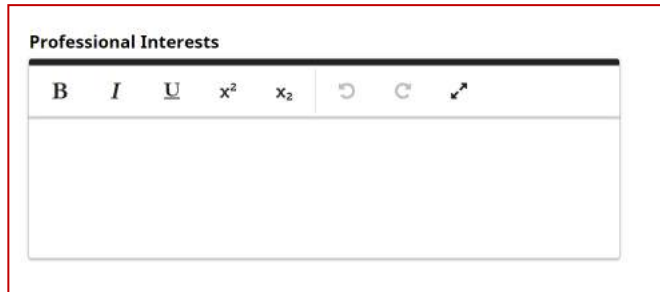


(Image 1.8)

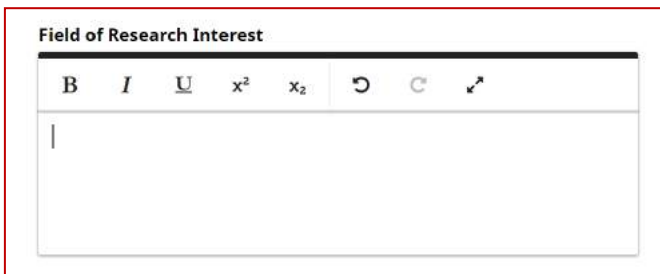
Images 1.9 – 2.1 show all the fields which are transferred from the Biography and Expertise section to the faculty profile page. Image 2.2 shows how this information once entered is translated to the faculty profile page.



(Image 1.9)



(Image 2.0)



(Image 2.1)

PROFILE



Mr Haadee Zaman

-Professional Title-

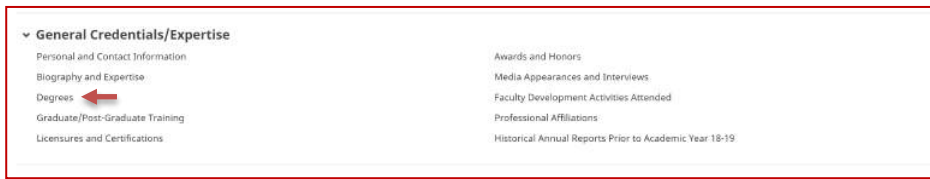
-Highest Degree-, -University-

Brief Biography// Professional Interest// Field of Research Interest//

(Image 2.2)

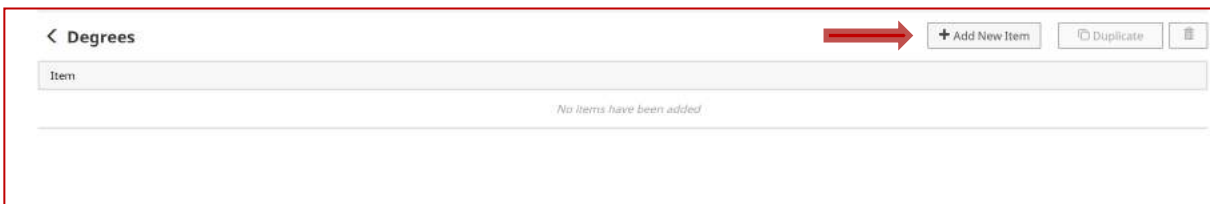
Education

Under General Credentials/ Expertise, the Degrees section can be accessed. Please refer to image 2.3.



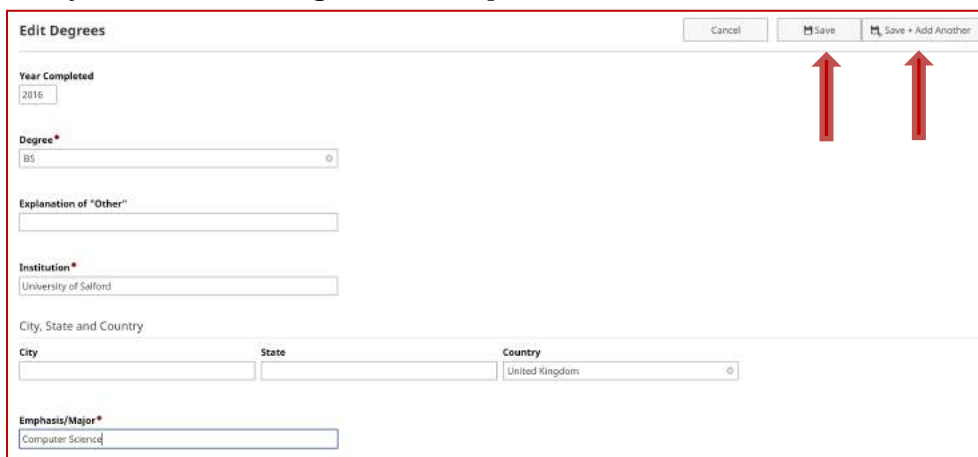
(Image 2.3)

Once you have clicked on Degrees, you will be taken to the degrees landing page. Please click on Add New Item in order to add your degree information. Use Image 2.4 for reference.



(Image 2.4)

Following on, you will be able to add your degree information. There are certain fields within the degree information which are mapped to the AUS faculty profiles page. These fields can be seen in image 2.5. Once you have entered your details, please click on Save or if you have more degrees to add please click on 'Save + Add Another'.

A screenshot of the 'Edit Degrees' form. At the top right are three buttons: 'Cancel', 'Save' (highlighted with a red arrow), and 'Save + Add Another' (highlighted with a red arrow). The form contains several input fields: 'Year Completed' (2016), 'Degree*' (BS), 'Explanation of "Other"', 'Institution*' (University of Salford), 'City, State and Country' (City: [empty], State: [empty], Country: United Kingdom), and 'Emphasis/Major*' (Computer Science).

(Image 2.5)

This information can then be seen on the faculty profile page as shown in image 2.6.

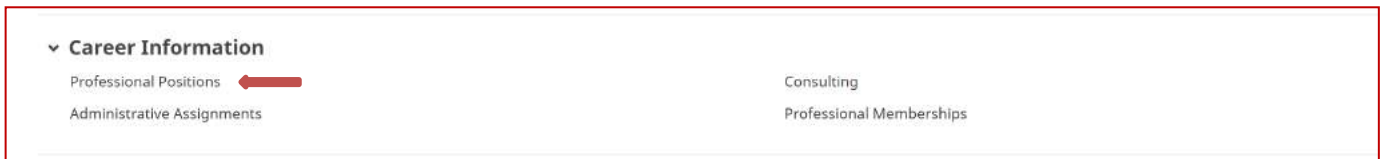
Education

Bsc Computer Science, University
of Salford, UK 2016

(Image 2.6)

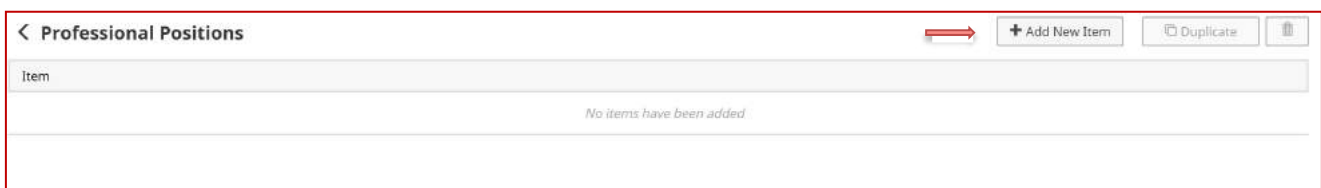
Past History

Under 'Career Information', 'Professional Positions' can be accessed whereby you can input your previous career history. Please refer to image 2.7.



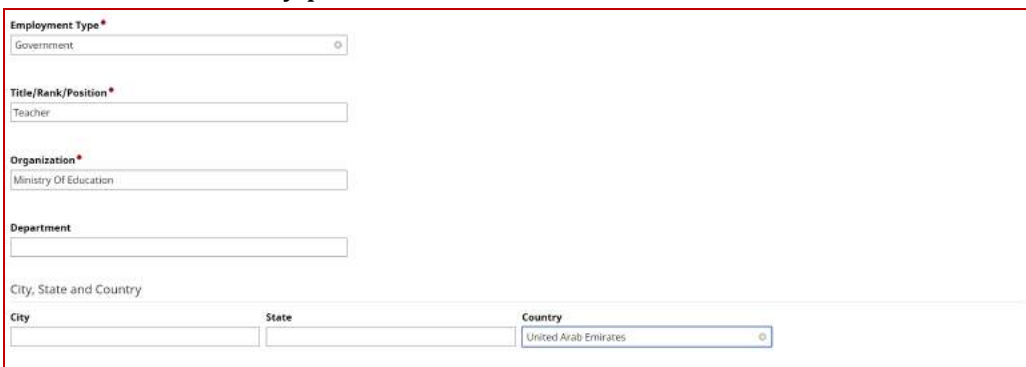
(Image 2.7)

Once you have clicked on this, you will be taken to the professional positions landing page where you will be able to see all your previous career history. In order to begin, please click on 'Add New Item' as shown in image 2.8.

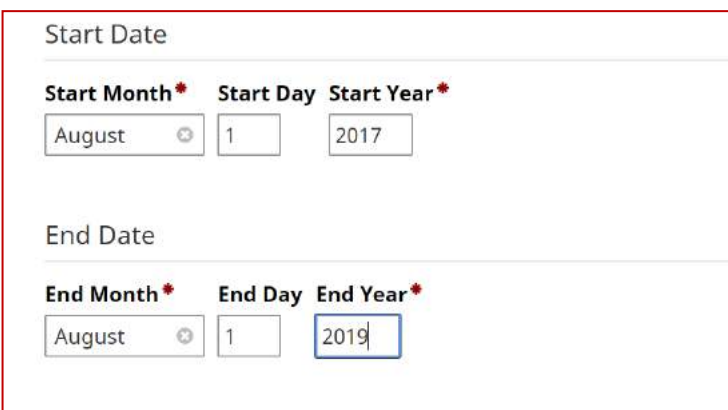


(Image 2.8)

Following this, you will be able to add the details for your previous professional history. Image 2.9 – 3.0 show the fields, which are required in order to complete the faculty profile page. Once you have filled in this information please proceed to either click on save or if you must add more history click on 'Save + Add Another'. Look to image 3.1 for guidance. Image 3.2 shows how the information once entered into digital measures is shown on the faculty profiles.

A screenshot of the 'Add New Item' form. The form has several fields: 'Employment Type*' (dropdown menu with 'Government' selected), 'Title/Rank/Position*' (text input with 'Teacher' entered), 'Organization*' (text input with 'Ministry Of Education' entered), 'Department' (text input), and 'City, State and Country' (three input fields: 'City', 'State', and 'Country' with 'United Arab Emirates' selected in the dropdown).

(Image 2.9)

A screenshot of the date selection form. The form has two sections: 'Start Date' and 'End Date'. The 'Start Date' section has three input fields: 'Start Month*' (dropdown menu with 'August' selected), 'Start Day' (text input with '1' entered), and 'Start Year*' (text input with '2017' entered). The 'End Date' section has three input fields: 'End Month*' (dropdown menu with 'August' selected), 'End Day' (text input with '1' entered), and 'End Year*' (text input with '2019' entered).

(Image 3.0)

Edit Professional Positions Cancel Save Save + Add Another

Employment Type *
Government


Title/Rank/Position *
Teacher

Organization *
Ministry Of Education

Department

City, State and Country

City **State** **Country**
United Arab Emirates



(Image 3.1)

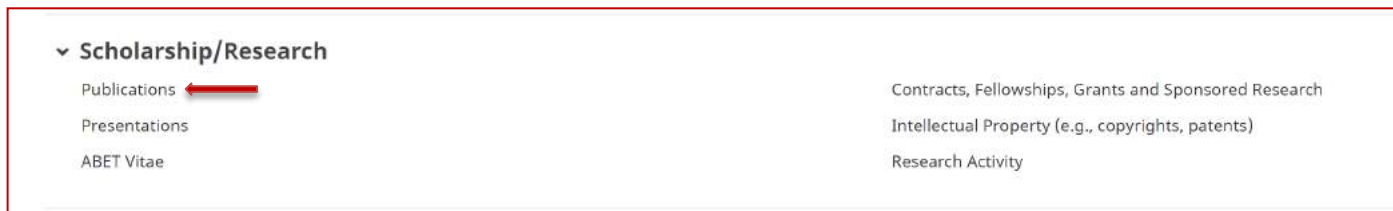
Professional Experience

Teacher, Ministry of Education,
UAE, 2017 - 2019

(Image 3.2)

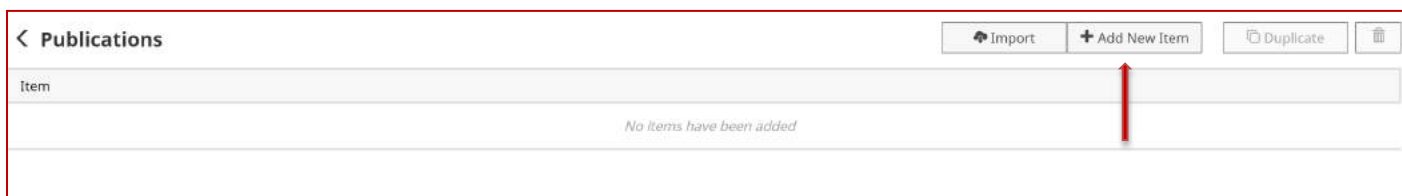
Intellectual Contribution

Under 'Scholarships/Research', the publications section can be accessed. In this section, you can upload all of the publications that you have published. Publications can be inputted a number of ways. Either, you can import the publications from a third party such as Google Scholar (*Please see the video tutorial 'how to import publications from Google Scholar to Digital Measure'*) or you can input the publications manually. Refer to image 3.3 for guidance onto how to access the publications section.



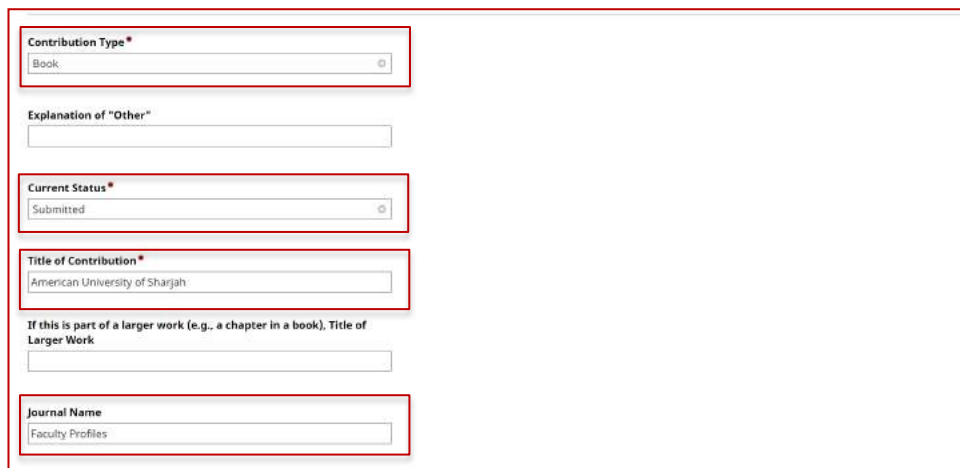
(Image 3.3)

Once opened, you will be directed to the landing page, which displays all of your publications that you have entered. To begin the manual process of entering your publications, click on 'Add New Item'. Refer to image 3.4 for guidance.



(Image 3.4)

After clicking on 'Add New Item', you will be directed to the edit publications page. Here you can enter your publications. Highlighted in images 3.5 – 3.8 are the fields which will be transferred to the profile page. Images 3.9 also shows how this information will look on the AUS Faculty Profile Page.

A screenshot of the 'Add New Item' form. The form contains several input fields, each highlighted with a red box. The fields are: 'Contribution Type*' (with 'Book' selected), 'Explanation of "Other"' (empty), 'Current Status*' (with 'Submitted' selected), 'Title of Contribution*' (with 'American University of Sharjah' entered), 'If this is part of a larger work (e.g., a chapter in a book), Title of Larger Work' (empty), and 'Journal Name' (with 'Faculty Profiles' entered).

(Image 3.5)

Volume	<input type="text" value="1"/>
Issue Number/Edition	<input type="text" value="1"/>
Page Numbers	<input type="text" value="15"/>
Number of Pages	<input type="text"/>
Was this peer-reviewed/refereed?*	<input type="text" value="Yes"/>

(Image 3.6)

▼ Authors/Editors/Translators (1)

Please order the contributors in the order of contribution.
Please select a person from the drop-down list and/or enter their name in the input fields.

1st Author/Editor/Translator Actions ▼

People at American University of Sharjah	First Name	Middle Name/Initial	Last Name
Zaman, Haadee (hzaman) <input type="radio"/>	<input type="text" value="Haadee"/>	<input type="text"/>	<input type="text" value="Zaman"/>
Institution/Company <input type="radio"/>	Role*	If a student, what is his/her level?	<input checked="" type="checkbox"/> At AUS
<input type="text"/>	<input type="text"/>	<input type="text"/>	

+ Add Row

(Image 3.7)

Expected Date of Submission

Expected Month of Submission	Expected Day of Submission	Expected Year of Submission
<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Submitted

Month Submitted* **Day Submitted** **Year Submitted***

November 1 2019

Date Accepted

Month Accepted **Day Accepted** **Year Accepted**

Date Published

Month Published **Day Published** **Year Published**

(Image 3.8: Choose whichever option is most appropriate for your publication.)

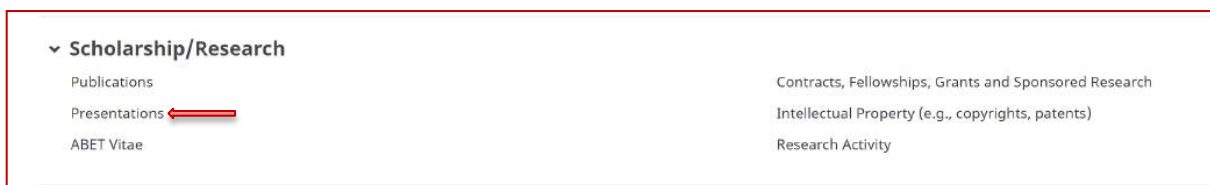
PUBLICATIONS

Haadee Zaman "American University of Sharjah" Journal of Faculty Profiles

(Image 3.9)

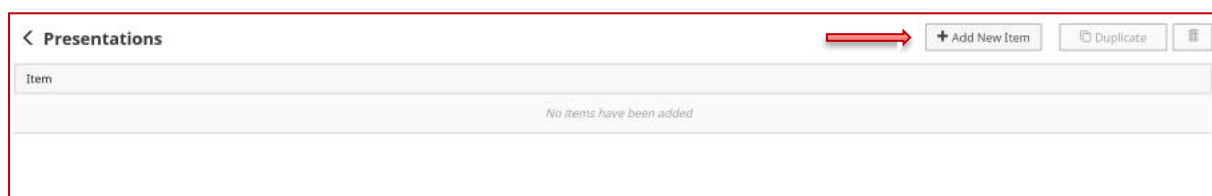
Presentations

Under the 'Scholarships/Research' section, 'Presentations' can be found. Here you will be able to upload of presentations, which you may have conducted. Use image 4.0 as a reference.



(Image 4.0)

Once you have clicked on 'Presentations', you will be taken to the landing page which will display all of your presentations. Click on 'Add New Item' in order to add a new presentation. Refer to image 4.1 for guidance.



(Image 4.1)

Images 4.2 – 4.5 will show which fields are required in Digital Measures that will be transferred over to the Profile Page. Image 4.6 shows how this information is translated to the website.

A screenshot of a form field labeled 'Presentation Title'. The text 'American University of Sharjah' is entered into the field.

(Image 4.2)

A screenshot of a form section titled 'City, State and Country'. It contains three input fields: 'City' with the value 'Sharjah', 'State' with the value '-', and 'Country' with the value 'United Arab Emirates'.

(Image 4.3)

▼ Presenters/Authors (1)

Please select a person from the drop-down list and/or enter their name in the input fields.

1st Presenter/Author Actions ▼

People at American University of Sharjah	First Name	Middle Name/Initial	Last Name
Zaman, Haadee (hzaman)	Haadee		Zaman

Role If a student, what is his/her level?

+ Add Row

(Image 4.4)

Date

Month * **Day** **Year ***

March 1 2019

(Image 4.5)

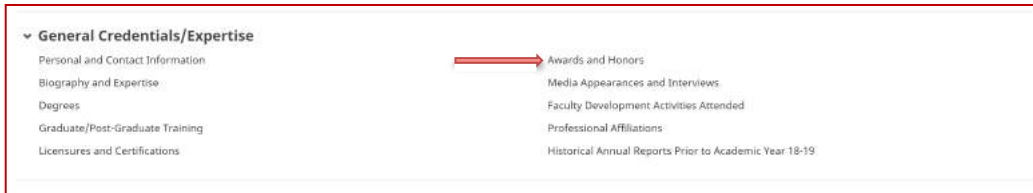
CONFERENCE PRESENTATIONS

Haadee Zaman. "American University of Sharjah" 1st March 2019

(Image 4.6)

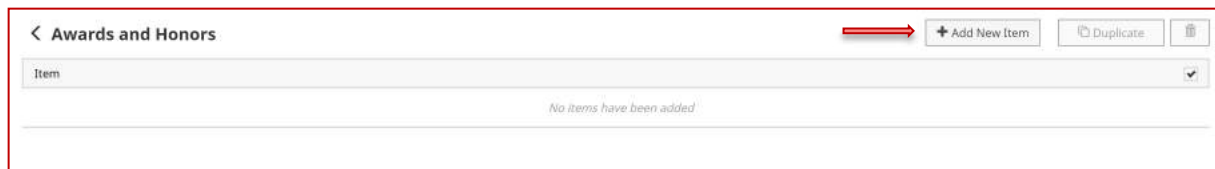
Grants & Awards/ Honors

Under 'General Credentials/Expertise', 'Awards and Honors' can be found. Refer to image 4.7. In this section, you will be able to add details of any awards you have been nominated for or received.



(Image 4.7)

After clicking on 'Awards and Honors', you will be directed to the landing page where you will be able to see all the awards and honors which you input. In order to add a new achievement, press 'Add New Item'. Refer to Image 4.8.



(Image 4.8)

Following this, you will enter a details page where you can input any awards or honors, which you have received. Refer to images 4.9 – 5.0 for the required information, which translates to the profile page. Image 5.1 shows how the information will look on the Faculty Profile Page.

A screenshot of a web application form. The form has two main sections. The first section is titled 'Award or Honor Name' and contains a text input field with the placeholder text 'Award Name'. The second section is titled 'Organization/Sponsor' and contains a text input field with the placeholder text 'Organisation'. The entire form is enclosed in a red border.

(Image 4.9)

A screenshot of a web application form for entering a date. The form has a title 'Date' and three input fields: 'Month *', 'Day', and 'Year *'. The 'Month *' field has a dropdown menu with 'February' selected and a plus icon. The 'Day' field has the number '1' entered. The 'Year *' field has '2019' entered and is highlighted with a blue border. The entire form is enclosed in a red border.

(Image 5.0)

AWARDS AND HONORS

Award Name, Organisation, 1st February 2019

(Image 5.1)

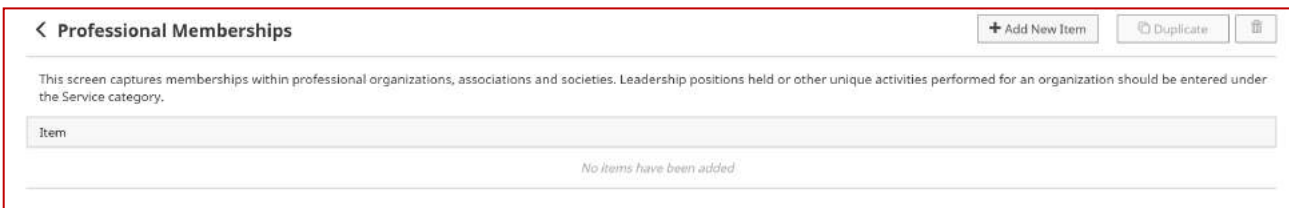
Memberships

Under 'Career Information', 'Professional Memberships' can be found. Here you will be able to add any membership, which you belong to. Refer to image 5.2 on how to access this page.



(Image 5.2)

Once you have clicked on this, you will be taken to the landing page, which is used to store all the information regarding your memberships. In order to proceed in adding a new membership, click on 'Add New Item'. Refer to image 5.3

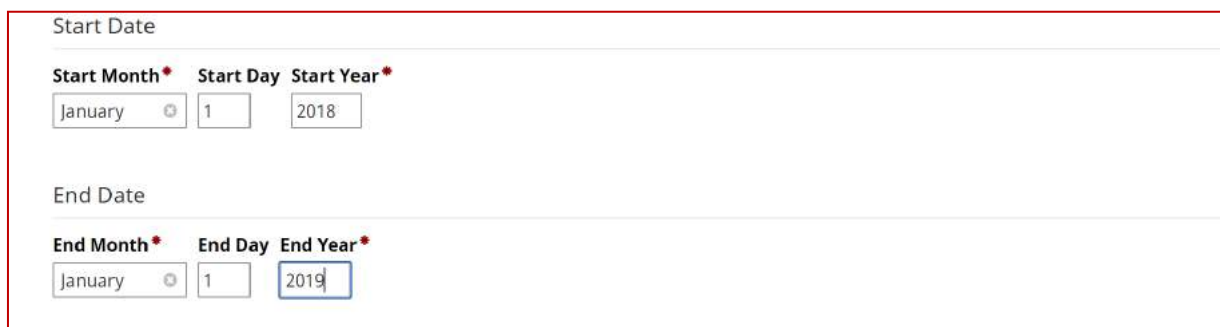


(Image 5.3)

Following this, you will be directed to a page where you will input your membership details. Refer to image 5.4 – 5.5 for the required fields, which are needed which are translated to the faculty profile page.



(Image 5.4)



(Image 5.5)

After entering in your data, remember to click 'Save' or 'Save + Add Another'.

Refer to image 5.6 on how this information you have entered will be translated to the faculty profile page.

Memberships

Membership Organisation, 2018 -
2019

(Image 5.6)