Activity Insight/Faculty Success

Frequently Asked Questions

Updated: 2022-12-12

FAQs

1. What can I do if I cannot log in?

Workday data on positions are used to generate accounts. Generally, accounts are granted for active faculty who have salaried positions within the past six (6) months. If you cannot log in, first check the link you are using. Try this link: http://ai.provost.wsu.edu/

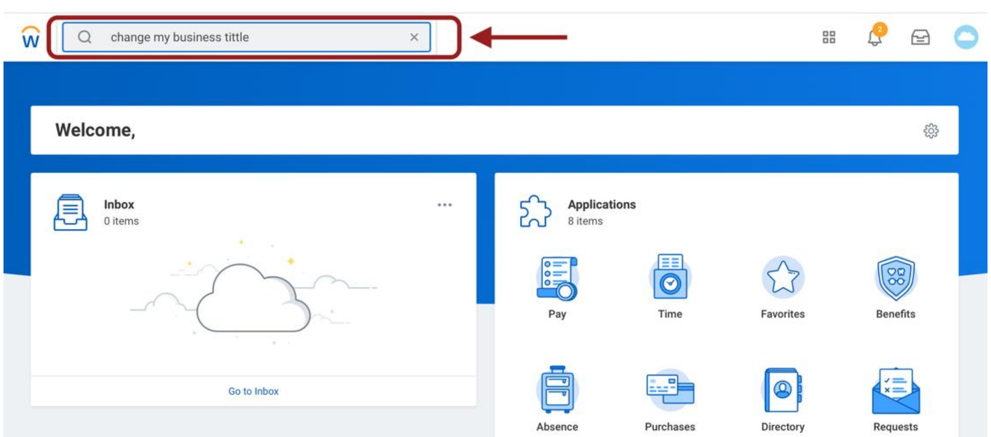
If the link does not work and you think you should have an account, you can submit a Digital Measures Service Desk ticket, and we (at WSU's Office of Institutional Research) can troubleshoot the issue. To submit a ticket, go to:
https://jira.esg.wsu.edu/servicedesk/customer/portal/44/user/login?destination=portal%2F44

2. Can I carry over Activity Insight/Faculty Success information from a previous institution?

Yes, you can populate your WSU profile (in part) using information from a previous institution that also used Activity Insight/Faculty Success. Submit a Digital Measures Service Desk ticket, with your name, and the name and department of your previous institution, to:
https://jira.esg.wsu.edu/servicedesk/customer/portal/44/user/login?destination=portal%2F44

3. How can I change an incorrect Working Title?

The **Working Title** on the **Personal and Contact Information** screen in Activity Insight/Faculty Success (AI/FS) needs to be corrected in Workday. "Working Title" in AI/FS derives from the "Business Title" of your primary position (if multiple positions) in Workday. You can initiate the change of your business title in Workday.
Log into Workday (https://wd5.myworkday.com/wsu/d/home.htmld#path). At the top left of the Workday screen, type in "change my business title" or part of it, then choose "Change My Business Title" from the list of items shown and proceed to make the change. Your unit's HR staff or administrator must approve the change in order for it to appear in Activity Insight/Faculty Success. Keep in mind that any changes made and approved in Workday **do not appear in Activity Insight/Faculty Success until the following Monday** after the data is refreshed over the weekend.



4. How can I change incorrect office information?

Your HR administrator will need to change your office information in Workday under Change Job if it is incorrect in Activity Insight/Faculty Insight. Directions can be found at: https://jira.esg.wsu.edu/servicedesk/customer/kb/view/196284646

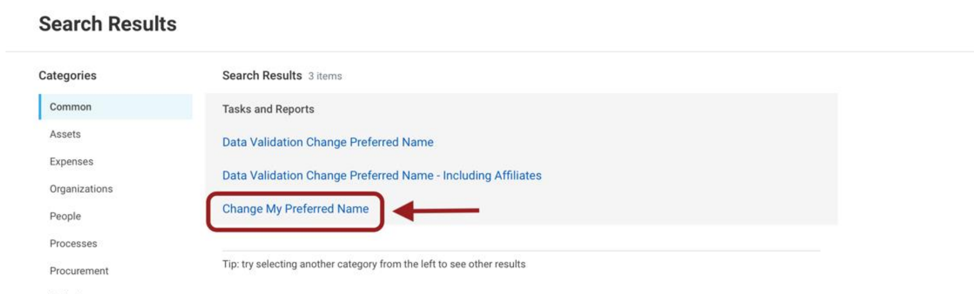
5. How can I change my name?

You can change two types of names: your **preferred** and **legal** names. There are different procedures to change either:

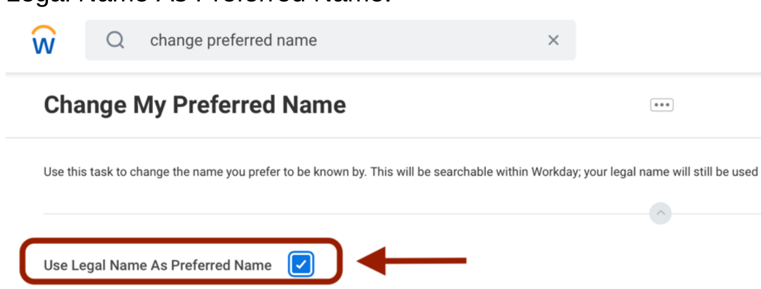
1. **In Workday:**

   To change your *preferred* name in Workday, log into Workday (https://wd5.myworkday.com/wsu/d/home.htmld#path), and at the top of the screen, type "change my preferred name."

In the Search Results, under Tasks and Reports, choose "Change My Preferred Name" and fill out the screen.

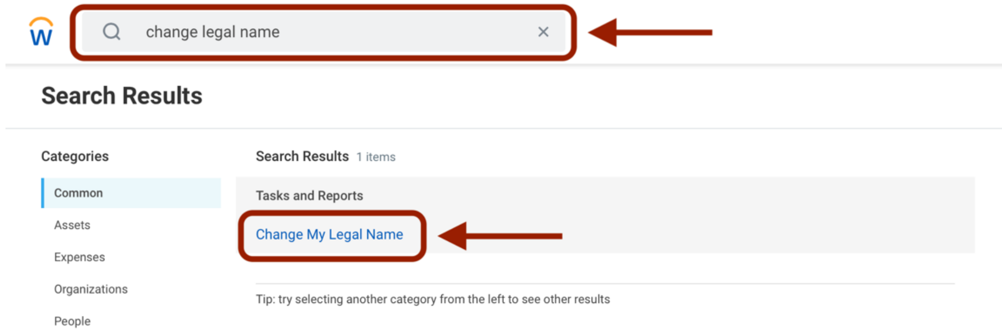


If you do not want to use your legal name as your preferred name, uncheck the field "Use Legal Name As Preferred Name."



Once you uncheck the box, a screen will appear where you can change your preferred name and submit the information.

To change your *legal* name in Workday, log into Workday and search for “change legal name.” Then in the Search Results, choose “Change My Legal Name.” Fill in all required fields and submit the proper documentation. You should also contact the WSU Payroll Office to initiate an **official** name-change process (https://payroll.wsu.edu/name-change/).

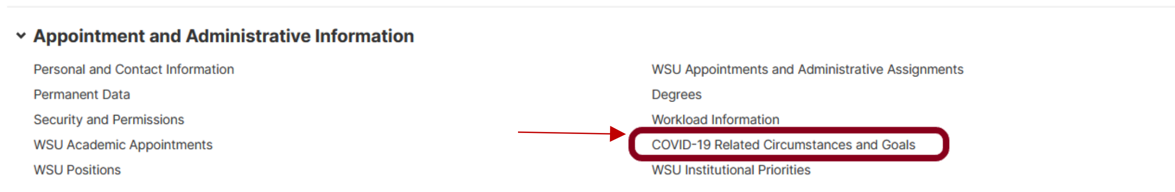


6. How can I change an incorrect WSU academic appointment or position?

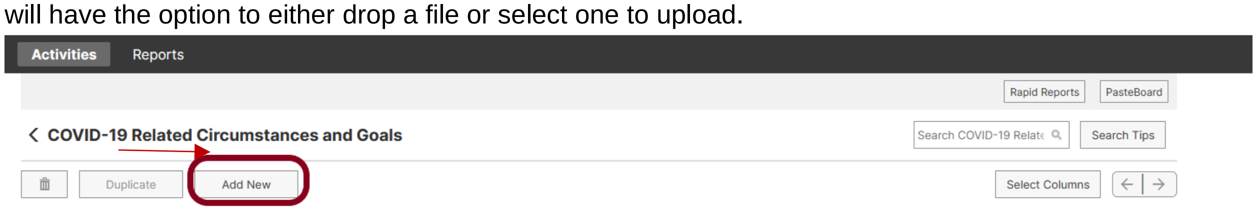
The information on the **Academic Appointments** screen is from Workday academic appointments and cannot be edited in Activity Insight/Faculty Success. All errors should be reported to your unit Academic Faculty Partner, which is often your HR Administrator, to initiate a correction in Workday.

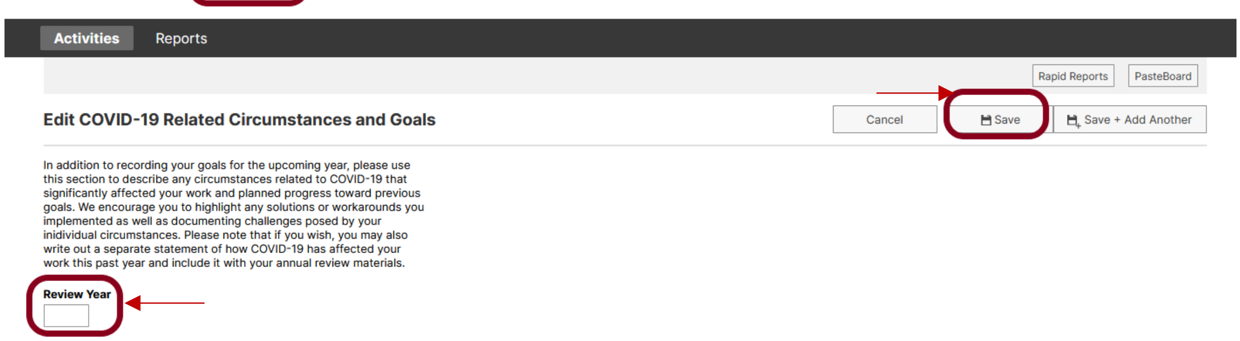
7. Can I upload a CV to Activity Insight/Faculty Success?

You can upload your CV to Activity Insight/Faculty Success as a Word or PDF file. However, please note that **this does NOT populate any fields**; it only uploads the static document as-is. From the **Activities** tab, find the first dropdown section titled "**Appointment and Administrative Information,**" then select the **COVID-19 Related Circumstances and Goals** screen:



Click the "**Add New**" button. Enter "**Review Year**" (entering a year is required to save the record), and you will see "**Upload CV for the review year**" appear at the bottom of the new screen**.** You will have the option to either drop a file or select one to upload.





Click on "SAVE" after your CV is uploaded.

8. What if the courses I taught did not populate in Activity Insight/Faculty Success?

For courses with enrollment to appear on your Scheduled Teaching screen, you must be listed in myWSU as a primary or secondary instructor with >0 effort. You may want to talk with your department if you disagree with how the class is listed or you aren't appearing as an instructor in myWSU. All changes need to be made in myWSU, usually by the course scheduler in your department or college. After they are made in myWSU, they will be loaded to Activity Insight/Faculty Success the following weekend. Courses are only loaded in Activity Insight/Faculty Success if it is not past 365 days after the end of the semester. Also, if you would like to receive credit for teaching a class(es) not listed through myWSU, you could add your teaching information to the Activity Insight/Faculty Success screen "Other Teaching."

9. What if my department information is incorrect on the Securities and Permissions screen?

The information appearing on the **Securities and Permissions** screen will always reflect your current position(s)/academic appointment(s). You will see the college/departments for all positions or appointments you held over the past six-year period. The system is configured to include six years of information because customizations were made for different colleges' and units' accreditation reporting.

a. **Can I remove a department?**
   Errors in your departments and colleges **cannot be corrected through Activity Insight/Faculty Success**. It should be reported to your unit administrator (whoever handles human resource issues) to be corrected in Workday so that you can access all screens you need in Activity Insight/Faculty Success.

b. **Can I change the order of departments?**
   The order of the colleges and departments listed has no meaning and is based on the data set that populates the screen. There is no need for the order to be changed since the order does not matter in the access to screens and reports assignment.

10. What if a course I taught does not appear in my list of courses?

Verify the information that you expect on the **Scheduled Teaching** screen by checking **Teacher Assignment in OBIEE on myWSU** (see note below). It is not possible to change existing records on the Activity Insight/Faculty Success screen except by requesting that your unit administrator (whoever handles course scheduling) make changes to the source record in myWSU. After changes are made in myWSU, they will appear in Activity Insight/Faculty Success after the data are refreshed each weekend. **Checking Teacher Assignment in OBIEE on myWSU:** log in to the **myWSU Homepage** and click "**OBIEE Reporting.**" Open the **Dashboards** dropdown at the upper right. Select **WSU Data Validation**. Select **Teacher Assignment**. This will open a new screen that provides information about Group Taught Classes, Group Taught Not 100%, and Individually Taught Classes, among others. You may filter by your name or academic organization in a given term. For a detailed explanation of OBIEE Reporting, check the Appendix of the **Activity Insight/Faculty Success Reference Guide.**

11. What if a course I did *not* teach appears in my list of courses?

It is not possible to delete existing records in the **Scheduled Teaching** screen except by requesting that your unit administrator (whoever handles course scheduling) make changes to the source record in myWSU. Then, once the information is corrected in myWSU, you must submit a Digital Measures Service Desk ticket so the Activity Insight/Faculty Success administrator can delete the record. To submit a ticket, go to:
https://jira.esg.wsu.edu/servicedesk/customer/portal/44/user/login?destination=portal%2F44

12. What if I am a graduate advisor for a student not listed on Directed Student Learning?

If you serve on a graduate student's committee as recorded on their Program of Study, information from myWSU will pre-populate some of the fields. You may also add records for students not recorded in myWSU, such as non-WSU students, graduate students who have not yet filed a Program of Study, undergraduates with special projects, or students rotating through your lab. Select the Directed Student Learning section under Teaching/Mentoring to add information. You can only edit the information you add, not the information populated from the source system.

13. How do I select only those students on whose committees I served?

The information in Directed Student Learning is fed in from the Graduate Research Module in myWSU. We are working on revising the logic to put end dates on discontinued programs. In the meantime, you can exclude the duplicate record or select those records you do not want in your annual review by clicking on the "Exclude from Reports" box then "SAVE":

14. How can I fix an incorrect number of advised students in Academic Advising?

Faculty may modify the numbers in these fields to reflect their correct academic advising load more accurately. Faculty may also enter a description of the types of academic advising they conduct and estimate the number of hours spent per academic year on advising activities if they wish. You can modify this information in the **Teaching/Mentoring** screen in the **Academic Advising** section.

15. How do I get BLUE course evaluations into Activity Insight/Faculty Success?

You can upload a copy of your **BLUE** course evaluations into Activity Insight/Faculty Success on the **Scheduled Teaching** screen corresponding to that course. We want to be able to import data from the BLUE system into Activity Insight/Faculty Success directly, but some underlying data structure issues need to be worked through before that can be done.

16. How do I access the Teaching Evaluations of faculty members in my department?

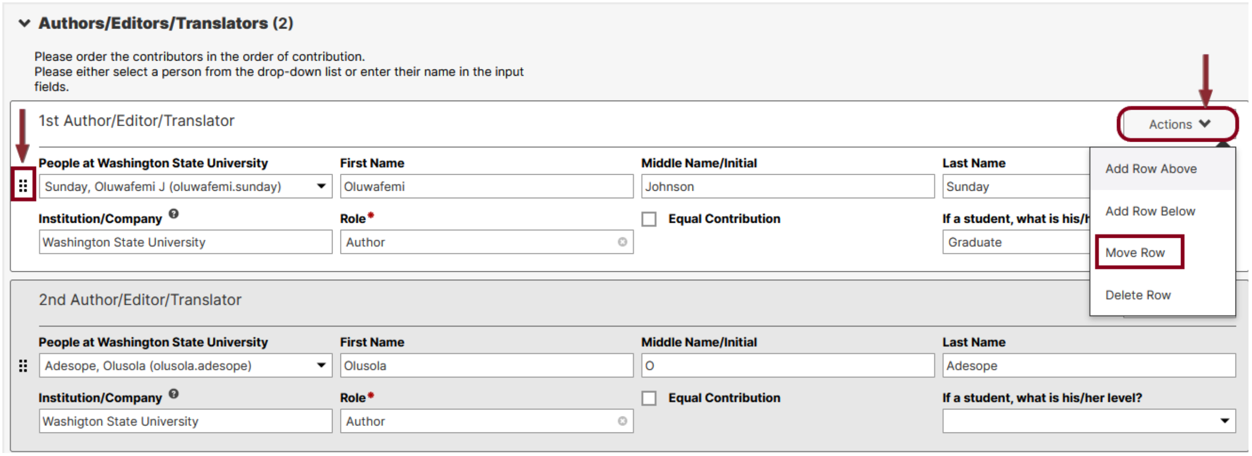
If you have administrative access to Activity Insight/Faculty Success, you can view evaluation information entered by your department's faculty. Faculty have the option to upload their BLUE evaluations to Activity Insight/Faculty Success. Your department or college may have a more direct way to access your department's teaching evaluations. You may try contacting the Dean or your college's course evaluation coordinator.

17. What if my journal name is not in the Publications dropdown list?

If a journal name is not in the dropdown list, type in or choose "Not in List" from the journal name dropdown. The screen will refresh, and a new field will appear below where you can enter the journal's name and ISSN if known. Besides, you can request to add a Journal to the dropdown list by submitting a Digital Measures Service Desk ticket. To submit a ticket, go to: https://jira.esg.wsu.edu/servicedesk/customer/portal/44/user/login?destination=portal%2F44

18. How do I change the order of authorship on publications?

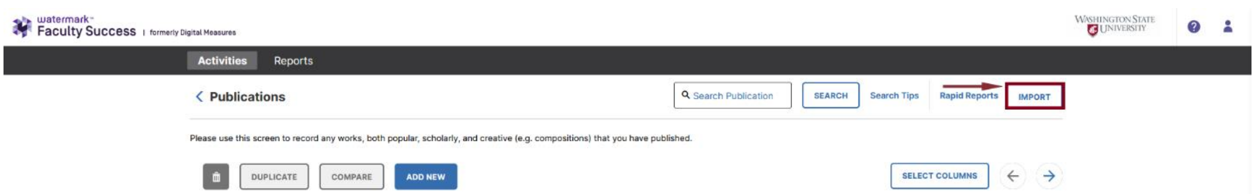
To change the authorship order on the publications screen, click "**Publications**" from "**Scholarship/Research.**" Click on the journal of interest and scroll down to Authors/Editors/Translators. You can **drag and drop** by clicking (and holding down the mouse) on the left-hand side (where you see this ⠿) next to the author's last name or click on the "**Actions**" dropdown arrow and select "**Move Row**." When you are done, click "SAVE" at the top of the screen. Please note that you will change the author's position every time you drag and drop. See the figure below:



19. Can I import publications directly from a Third Party?

Yes, you can import publication data directly through a Third-party into the Activity Insight/Faculty Success publication screen. The services available are: Web of Science, Crossref, ORCID, and PubMed. See the screenshots below:

- Within the Publications overview area, Click **"Import."**



- Select the Third Party and enter your search criteria.

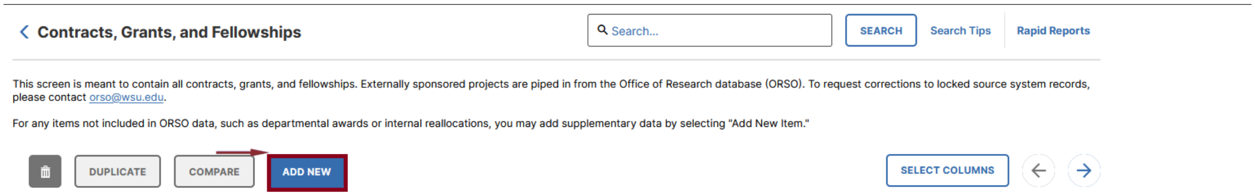
For more information, you can visit Watermark documentation:
https://support.watermarkinsights.com/hc/en-us/articles/4409240052763
Or https://support.watermarkinsights.com/hc/en-us/articles/5506552558235-Third-Party-Imports

20. How do I import my publications as a BibTex file?

Suppose you create BibTeX files of your publications using EndNote, Mendeley, Web of Science, Google Scholar, RefWorks, or Zotero. In that case, you can upload your citation information by selecting **"Choose File"** and then attaching and uploading your BibTeX file directly into Activity Insight/Faculty Success. You can find more information about BibTeX and how to export publications at: https://www.digitalmeasures.com/activity-insight/docs/bibtex.html

21. How can I change an incorrect Grant status or amount?

The Grants and Contracts page information is pre-populated from the WSU Office of Research Support and Operations (ORSO) database. If any information is incorrect, do not hesitate to contact orso@wsu.edu. ORSO does not track internal grants (departmental grants, seed grants, etc.), but you may add those records by clicking **"Add New"** on the **Contracts, Grants, and Fellowships** summary page (see picture below). You also need to **"Add New"** if you had any grants or awards before working at WSU.



22. How can I update missing information on the "Current Administrative Assignments (and Legacy/Read-only WSU Appointments)" screen?

Your position and academic appointment information may be found in three locations on the **Appointment and Administrative Information** dropdown. First, the screen "**Current Administrative Assignments (and Legacy/Read-only WSU Appointments)**" is from the legacy system AIS/DEPPS, which is now read-only and has not been updated since December 2020; this will be blank for people hired after that date. Second, your current position information is on the **WSU Positions** screen, populated from the new Workday system. Third, your current academic appointments are found on the **WSU Academic Appointment** screen, also populated from Workday. This information represents the faculty member's academic relationship with WSU (not their paid position, but often related). Note that the appointment beginning date may be incorrect because it may relate to when Workday loaded information into the system.