

## INTRODUCTION

Digital Measures developed the web-based product, *Activity Insight*, so that faculty can track their teaching, research, and service activities in one location. Faculty representatives from each college on campus formed a Project Team and voted to give the system a unique name to LSU. Our Project Team voted unanimously to change the name to LSU Faculty360.

## USEFUL FEATURES

LSU Faculty360 has several useful features and system capabilities for Faculty.

- Single sign on capability through MyLSU. Access your account anywhere you have an internet connection and can log in to your MyLSU account.
- File storage. Store files in various formats such as course syllabi, teaching evaluations, full text publications, conference presentations, etc.
- Single repository used to store and track annual activities and information in one location.
- Report generation. Repurpose your information in various ways. For example, the system will generate a formatted PS36 CV, annual activity report for annual evaluations, NIH and NSF biosketches, etc.). This feature removes the task of constantly editing and reformatting documents needed by departments and colleges.
- Provides a paperless and streamlined process for faculty annual evaluations.

## YEAR 2 GOALS

We do not want to overwhelm faculty with this new process. Therefore, faculty will learn to use the system by entering in **1 year of activity** for the 2017 calendar year and will submit their annual evaluations through LSU Faculty360.

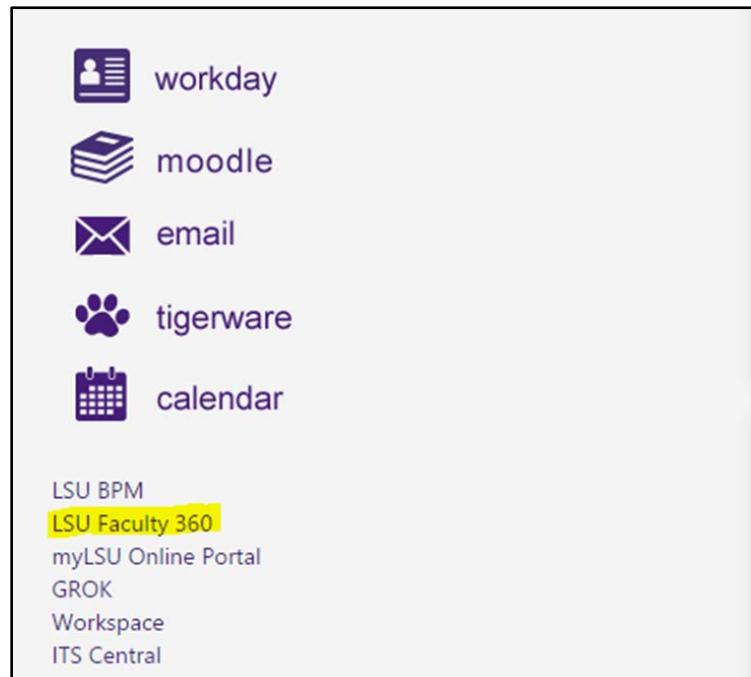
Steps to conduct faculty annual reviews for calendar year 2017 are as follows:

1. Human Resource Management is working to import as much data as possible including:
  - a. Personal and Contact Information
  - b. Permanent and Yearly Data
  - c. Education
  - d. Administrative Assignments
  - e. Contracts, Fellowships, Grants, Gifts, and Sponsored Research
  - f. Scheduled Teaching and Student Evaluations
2. Faculty should review and validate this data and contact [LSUFaculty360@lsu.edu](mailto:LSUFaculty360@lsu.edu) if you notice any errors.

3. Faculty will enter in data that has not been imported (e.g. Awards, Honors and Prizes) and import their publications.
4. Faculty will generate documents for their 2016 annual evaluation (PS36 CV and Annual Activity Report). Faculty will attach these documents in the system.
5. Department Chairs will conduct faculty annual reviews.


## HOW TO GET STARTED

1. Log in to your MyLSU account and click on the LSUFaculty360 link located on the left hand side of the screen.



2. A screen similar to the picture below should appear. **NOTE:** If you are brought to a screen asking for a username and password, please contact [LSUFaculty360@lsu.edu](mailto:LSUFaculty360@lsu.edu).

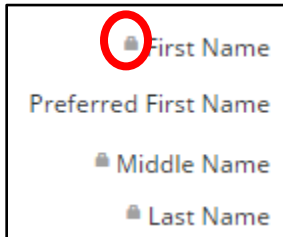
<p>Dashboard</p> <p><b>Manage Data</b></p> <p>Rapid Reports PasteBoard</p> <p>Run Reports</p> <p>Usage Statistics</p> <p>Users and Security</p> <p>Resource Center</p> <p>Help</p>	<p>You are currently managing data for Nikki McNamara.</p> <p><a href="#">Review a guide</a> to manage your activities.</p> <hr/> <p><b>* = A screen in which data entered may be used to generate PS36 CV report (if applicable)</b></p> <p><b>▼ I. General Information</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> <p>Personal and Contact Information</p> <p>Biography and Expertise</p> <p>Administrative Data - Permanent Data   Yearly Data</p> <p>Academic, Government, Military and Professional Positions</p> </td> <td style="width: 50%; border: none;"> <p>PM-11 Activities</p> <p>Education</p> <p>Licensures and Certifications</p> </td> </tr> </table> <hr/> <p><b>▼ II. 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## VALIDATING DATA

3. Take a few moments to validate data on the following screens.
  - a. Personal and Contact Information
  - b. Administrative Data – Permanent Data | Yearly Data
  - c. Education
  - d. Administrative Assignments
  - e. Contracts, Fellowships, Grants, Gifts, and Sponsored Research

**NOTE:** There are some fields with a lock symbol. These fields are locked for editing. Please contact [LSUFaculty360@lsu.edu](mailto:LSUFaculty360@lsu.edu) to make any changes to these fields.



First Name  
Preferred First Name  
Middle Name  
Last Name

## ADDING DATA/NEW RECORDS

4. Click the screen where you want to add data. For example, to add an award, click on Awards, Honors, and Prizes.



▼ **II. Yearly Academic Information (General)**

Administrative Assignments	Workload Information
<b>*Awards, Honors, and Prizes</b>	*Contracts, Fellowships, Grants, Gifts, and Sponsored Research
Consulting	*Faculty Development Activities and Meetings Attended (e.g. conferences, workshops, symposia)
Media Appearances and Interviews	Annual Activities
*Professional Memberships	

5. Click Add New Item.



< **\*Awards, Honors, and Prizes**

+ Add New Item Duplicate

Item

No items have been added

6. Enter information only in the relevant fields. Click “Save” if finished or “Save + Add Another” if entering in another record.

**< Edit \*Awards, Honors, and Prizes** Cancel Save Save + Add Another

Type

If "Other", indicate type:

Nominated or Received?

Award, Honor, or Prize Name

Prize Amount \$

LSU Award?

Organization/Sponsor

\* Classification

Scope

Brief Description/Explanation

Date Received

Include in Annual Report?

7. A record link will now appear on the Awards, Honors and Prizes screen.

**< \*Awards, Honors, and Prizes** + Add New Item Duplicate

Item	
TEST AWARD January 2016	<input type="checkbox"/>

## IMPORTING PUBLICATIONS

Any source that can export citations in BibTex format can be used to import publications into LSU Faculty360. Some sources include the LSU Libraries Discovery System, Google Scholar, Web of Science, EndNote, Mendeley, Zotero, ReWorks, Scopus, etc. To learn how to export from the LSU Libraries Discovery System or Google Scholar, please click [here](#).

8. When you are ready to import a saved BibTex File, click the Publications Screen.

Louisiana State University: X  
https://www.digitalmeasures.com/login/lsu/faculty/survey/maintainActivities/instrument.do?surveyId=17805975

Welcome, Gina Costello! Log Out

Search All Activities...

**Manage Activities**

- Rapid Reports
- PasteBoard
- Run Reports
- Help

**IV. Intellectual Contributions**

- Directed Student Learning (e.g. graduate committees, theses/dissertations)
- Non-Credit Instructional Activities (e.g. guest lectures)
- Scholarly Presentations and Speaking Engagements
- Artistic Performances and Exhibits
- Publications
- Biographical Sketch - NIH | NSF
- Intellectual Property (e.g. copyrights, patents, trademarks)
- Scholarship, Research, and Creative Works in Progress
- Research Innovation and Development (e.g. new testing methods, design of equipment)

**V. Service**

- General and Tenured Librarians must list service activities for the past 3 years.
- University
- Professional (e.g. editorial/review boards, conference organizer, session chair)
- Public/Community

**VI. Evaluations**

- Administrative Evaluation of Faculty Job Performance (Standard)
- Self-Evaluation
- Goals and Accomplishments
- Annual Review Documents

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Privacy Policy

9. Click Import Items.

**Manage Activities**

- Rapid Reports
- PasteBoard

< \*Publications

Import Items Add New Item Duplicate

Item

10. Click “Choose File” and navigate to your saved BibTeX file.

**< Import Publications**

Your publications may exist in other systems—and we want to make adding them easy. Import your citations using one of the options below, then follow the prompts to address duplicates, match collaborators, and perform a final review to complete the process.

**Import from a BibTeX file**

Import publications from other software or databases such as:

- EndNote
- IEEE
- RefWorks
- Web of Science
- Google Scholar
- Mendeley
- Scopus
- Zotero

**Choose File...**

**Import from Third Party**

Select third party service:  
 Crossref  PubMed

Search criteria:

Author:

Publication Date:  to

[Add search criteria](#)

11. Please skip the “match collaborators” step. This feature is turned off. Click “Continue” to skip.

12. Review your records and select “Finish Import”. Records can be edited after they are imported.

**Manage Activities**

Run Reports

Help

**Import Items: Review and Finish** Step 4 of 4

You are about to import 3 records. Please review to ensure you want to proceed.

**< Record 1 of 3 >**

Contribution Type	Journal Article
Explanation of "Other"	
Current Status	Published
Title of Contribution	The Role of the Dissertation in Music Education Doctoral Programs.
If this is part of a larger work (e.g., a chapter in a book), Title of Larger Work	
Author/Editor/Translator 1	Sims, Wendy L.
Author/Editor/Translator 2	Cassidy, Jane W
Journal Name	Journal of Music Teacher Education

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13. Continue to enter data into other relevant screens such as
- Contracts, Fellowships, Grants, Gifts, and Sponsored Research
    - Please add any grants that are **not** managed in SPS
  - Professional Memberships
  - Directed Student Learning
  - Scholarly Presentations and Speaking Engagements
  - University Service
  - Professional Service
  - Public/Community Service
  - Goals and Accomplishments

- i. Self-Evaluation
- j. Scheduled Teaching and Student Evaluations

**Please note:** There will already be some records saved on the following 2 screens: Scheduled Teaching and Student Evaluations and Contracts, Fellowships, Grants, Gifts, and Sponsored Research. Please add any missing records on these two screens by clicking “Add New Item”.

## **HELPFUL RESOURCES**

Contact E-mail: [LSUFaculty360@lsu.edu](mailto:LSUFaculty360@lsu.edu)

LSU Faculty360 Website  <http://sites01.lsu.edu/wp/lsufaculty360/>

Articles in GROK <https://grok.lsu.edu/>