Academic iNDex

User Guide

Contents

What is Academic iNDex?

Academic iNDex streamlines how graduate students and postdoctoral scholars track their academic and professional development. It is…

- A secure, easily accessible, online repository for Notre Dame graduate students and postdoctoral scholars to store their academic and professional history

- An index of students' and postdoctoral scholars' publications, presentations, grants, work history, and other academic achievements

- A resource for identifying students and postdoctoral scholars who are eligible for specific grant and fellowship opportunities

- A tool to quickly create personal CVs, resumes, lists of publications or presentations, and more

- A system to simplify internal funding applications

Quickstart

For Grants/Fellowships Reporting

Fill out the following sections:

- Grants, Fellowships, and Awards from outside of Notre Dame
- Major Grants, Contracts, and Sponsored Research (if applicable)
- ND Prof. Dev. Awards, Conference/Travel Awards, and ND Fellowships

For Professional Development Award Applications

Fill out the following sections in Academic iNDex:

- Grants, Fellowships, and Awards from outside of Notre Dame
- Major Grants, Contracts, and Sponsored Research (if applicable)
- ND Prof. Dev. Awards, Conference/Travel Awards, and ND Fellowships

Complete the Professional Development Award application for Arts & Letters or Science & Engineering

Not Sure Which Section to Complete First?

Because Academic iNDex covers a broad scope of information, you might find it easiest to start with the following sections:

- Personal and Contact Information
- Education
- Professional Experience and Jobs Held
- Teaching Assistant Experience
- Publications
- Presentations

After those sections are complete, move on to the other sections until you have some entries in all of them. Don't have any entries in some sections? That's ok – empty sections might indicate areas where you want to gain some new experience.
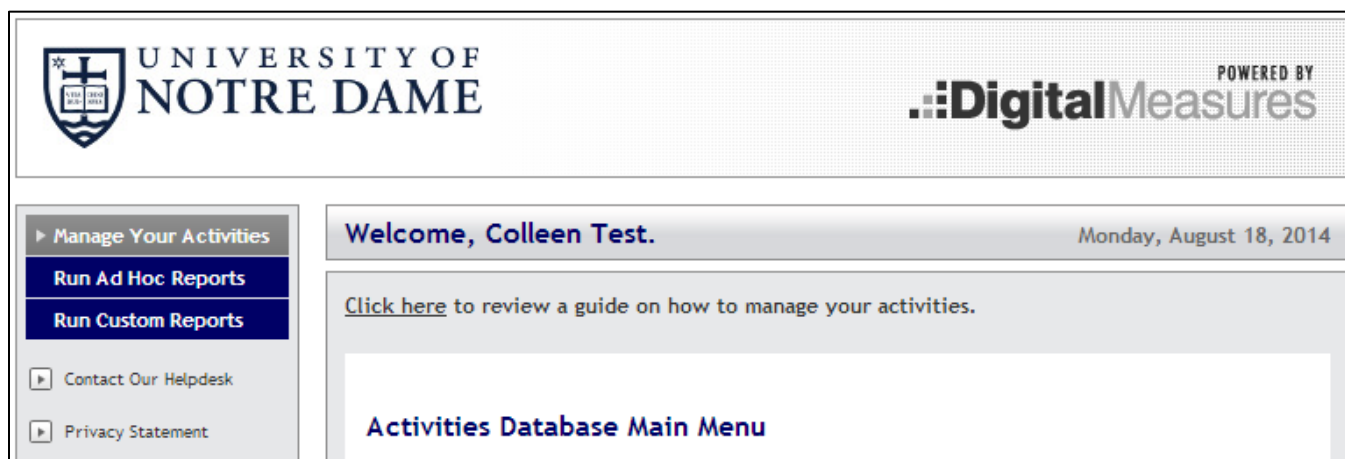
Instructions for using Academic iNDex

There are two options to log into the system

1. Navigate directly to graduateschool.nd.edu/academic-index
2. Go to graduateschool.nd.edu > Resources for Current Students > Academic iNDex

System Overview

Menu

The menu on the left-side of the screen displays three main utilities, **Manage Your Activities**, **Ad Hoc Reports**, and **Run Custom Reports**.

- **Manage Your Activities**: Add or update information about the activities you accomplish.

- **Ad Hoc Reports**: Select particular sections of your activities to display in a report for your personal use

- **Run Custom Reports**: Select from a list of pre-defined reports created for Notre Dame graduate students and postdocs. Some common outputs or reports:
    - CV
    - Resume
    - NIH/NSF Biographical Sketch

- **Contact Our Helpdesk**: Submit suggestions on how to improve the system, questions about use of the system, or report system errors to the Digital Measures system administrator at Notre Dame.

Manage Your Activities

Overview

To access a section, click its name. The resulting screen displays records that are stored for that section. There are six possible actions you can take from the resulting screen, although not all of these actions will always be available:

- To add a new record, select the ADD A NEW ITEM button.

- To import items in bulk, select the IMPORT ITEMS button (available only for the Publications screen).

- To delete a record, select the appropriate check box, and then select the DELETE button.

- To edit a record, select the ✏ icon.

- To view a record, select the 🔍 icon.

- To copy a record, select the 📋 icon.

See Tips for Entering Information, Activity Categories, and Common Activities and Entry Locations for more detailed information.

Saving Records

When working in the system, it is important that you preserve modifications by selecting one of the Save buttons at the top or bottom of the screen. If you attempt to navigate away from a screen containing unsaved changes, a warning message will display to determine whether you would like to return to the screen and save your modifications before proceeding.

Run Custom Reports

The Custom Reports utility contains the various pre-formatted options for exporting your information. For example, you can choose to download a resume or a list of your presentations from the past two years.

Procedure:

1. From the drop-down list, choose the report for your desired output (e.g., CV, Presentations by Grad Student).
2. Select the time frame in which the activity occurred. For instance, select a broad range for all activity or select a one-year range if you only need the activity from the past year.
3. Select the file format desired. Available formats vary based on report selected.
4. Select the desired page size.
5. Click "Build Report" and then navigate to the "Downloads" folder on your computer to locate the new report.

Activity Categories

The **Manage Your Activities** page contains four highly-customized categories used to report activities, which are explained briefly below. For your convenience, a more detailed table of Common Activities and Entry Locations is included later in this document.

- **General Information**: This category contains personal and contact information, including education, awards and honors, professional memberships, licensures and certifications, and areas that do not fit into any of the three subsequent categories.

- **Teaching**: This category contains information about scheduled teaching, teaching assistant experience, non-credit instruction, and directed student learning/mentoring.

- **Scholarship / Research**: This category contains information about intellectual contributions (publications, conference proceedings, etc.), presentations, grants, and other scholarly and professional activities.

- **Service**: This category contains information about service at the department, college, university, professional, and public areas.

Common Activities and Entry Locations

More information forthcoming.

Tips about Entering Information and Formatting

General Tips

Use the PasteBoard: the Pasteboard provides a handy place to deposit and organize "working" content as you're entering activities. For example, you can paste an entire bibliographic entry from your vita into the PasteBoard and drag-and-drop each piece of information into the correct field on the page. Learning to use this feature effectively can greatly reduce the amount of time you spend entering your activities. (Please note: this feature is currently unavailable in Google Chrome.) To expand the PasteBoard, click the PasteBoard link on the silver bar at the bottom of any page of the system:

Description boxes: hit "enter" or "return" to start a new line, but don't add blank lines of space. Many reports will create bullet points for every instance when "enter" has been used to add a new line. Extra lines added by users will look strange when reports are printed.

Avoid using "&": some of the Academic iNDex reports (for example, CV's) are written with intricate code. Errors may result if "&" is used in a title or description.

Common questions related to entering information

Should I list myself as an author (or presenter, inventor, etc.)?
Yes, you should list all scholars involved with a publication (or presentation, invention, etc.) so the citation appears correctly on your reports.

I'm not the first author – how do I change the author order?
You are entered as a default author/presenter/contributor, which places you in the first spot. Once you add another author/presenter/contributor, a small arrow will appear on the right side of each entry. Use this arrow to adjust the author/presenter/contributor order. (See screenshot below)

Does Kaneb Center Training fall under professional development activities?
Yes, these trainings will be imported for you automatically each semester.

FAQ's

How is the information in Academic iNDex used?

By students and postdocs:

- Quickly summarize accomplishments in various formats - CV/resume templates, lists of presentations, publications, or grants

- Automatically notified of eligibility for grants and fellowships (graduate students)

- Record academic and professional development, including grants, biographical sketches, presentations, publications, and awards

- Keep academic and professional history safe from hardware crashes with secure, reliable, central repository

By colleges and academic units:

- Facilitate and standardize annual reviews and other academic reporting processes (e.g., submission of research or program proposals, etc.) for graduate students

- Document professional activities and demographics of graduate students for accreditation and other external reporting needs

By the Graduate School:

- Assess progress in meeting major planning goals and objectives by identifying relevant activities and achievements of graduate students

- Identify graduate students who are eligible for grants/fellowships

Who has access to my information?

If you're a graduate student:

University staff with access:	Purpose of access:
Your department admin (or prog. coord.) and DGS	Creating reports on individual and aggregate productivity of students. These reports typically revolve around presentations, publications, external funding applications and outcomes, honors, and awards.
Associate Dean and Dean of your college	Creating reports on the aggregate productivity of the college
Dean of the Graduate School	Creating reports on the aggregate productivity of the students in all colleges
Associate Program Director of Grants and Fellowships, Graduate School	Identifying graduate students who are eligible for applicable grants/fellowships
Associate Dean of Students, Graduate School	Aggregate reporting; administrative oversight
Program Manager, Graduate School	Aggregate reporting; administrative oversight

If you're a postdoc:

University staff with access:	Purpose of access:
Associate Program Director, Office for Postdoctoral Scholars	Aggregate reporting; One-on-one meetings
Program Manager (Graduate School)	Administrative oversight

I am concerned about my privacy. How secure is information on this site?

All security aspects of this software have been vetted by General Counsel. Outlined below are the security protocol of the software company, Digital Measures:

- Information exchanged between your computer and Digital Measure's servers are always transferred over an encrypted connection to prevent unauthorized exposure.

- Digital Measures' servers are in a datacenter that has these features:

    - Locked, caged server room protected by armed security guards who are present at all times

    - Servers are firewalled and located behind an intrusion detection system

    - Redundant fire suppression and climate control systems

    - Redundant power and Internet connections

- Secure nightly backups to five geographically-dispersed locations

- Digital Measures is compliant with the Family Educational Rights and Privacy Act (FERPA) and Section 508 of the Rehabilitation Act

- Digital Measures is registered and has certified with the United States Department of Commerce as compliant with the Safe Harbor Principles in effect between the European Union and the US

- Your personal information will never be released, sold or shared by Digital Measures with parties other than your academic institution and parties that we use to provide the technical services that we do. When we must share data with these parties, we establish legally-binding confidentiality agreements and non-disclosure agreements to protect the shared data.

Will I be able to take the information with me when I leave the university?

Your information can be downloaded to an editable document at any time while you are a graduate student or postdoc at Notre Dame. Additionally, many universities across campus utilize Digital Measures' software. If you're moving on to one of those universities, Digital Measures can transfer your data to your new location.

Can I output my information in a LaTeX format?

We're currently developing a template that will work for LaTeX users. We expect it to be completed in before the end of the Fall 2014 semester.

More questions? Email acaindex@nd.edu and we'll keep populating this document with the answers.