Digital Measures Activity Insight (DMAI) Quick Reference Guide

1. Go to one.iu.edu.
   b. Search for and log into the DMAI module.

2. Verify and add information in the General Information sections.

3. Verify and/or enter all pertinent activity from the review year in the specified sections below.
   a. Run IUSM Faculty Annual Review Report
   b. Run Vita-IUPUI CV Format (optional)

### Teaching

**Directed Learning Modules**
- Mentoring
- Postdoctoral research supervision
- Doctoral dissertation

**Courses**
- SIS auto-populates for instructors of undergraduate courses or IU School of Medicine Health Professions Programs
- Verify/Add activity

**Medical Student Education (MSE)**
- MSAS data auto-populates for course directors
- Verify/add activity for Phase 1, 2, or 3 MSE

**Graduate Medical Education**
- Resident or fellow trainee instruction
- Add activity

**Continuing Medical Education (CME)**
- CME presentations
- Add activity

### Service/Engagement

**Institutional Service**
- Department, school, university committees, special projects, contributions to faculty development sessions

**Professional Service**
- Study Section
- Grant review board
- Professional organization office or committee participations (not general memberships)

**Public Service**

**Clinical Service**
- Add activity (including non-IUHP Relative Value Units data or other clinical metrics)

**IU Health Physicians Service**
- Relative Value Units (RVU) and patient satisfaction data automatically populates to this screen
- Verify and add activity

### Research/Creative

**Contracts, Fellowships, and Grants**
- Kuali Coeus (KC) data auto-populates
- Verify and add activity

**Publications and Scholarly Activity**
- Import from PubMed, Google Docs, and other sources
- Includes publications related to the scholarship of teaching and learning
- Add activity manually or via import feature

### Supplemental

Add your allocation of effort between teaching, service and research. A comments section is available.

Questions? Submit a ticket to DM Help or email dmhelp@iu.edu

View Activity Insight Faculty Support Guide | View Activity Insight Reviewer Support Guide