Digital Measures Activity Insight (DMAI) Quick Reference Guide

1
a. 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.

4
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**