



Information, Permanent Data, Administrative Data, Education and Scheduled Teaching.

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**SCHEDULED TEACHING**

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On a regular basis (at the end of each semester), information from Banner will be transferred to Activity Insight. There is no need to add courses yourself. However, it is recommended that you check to make sure that all the courses you taught are transferred and that there are no duplicates. If you find a discrepancy, please email your college administrator and specify which courses are not transferred correctly.

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**INTELLECTUAL CONTRIBUTIONS**

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