

Annual Activity Report Submission - Faculty Instructions

The University of Maryland is launching Activity Insight by Digital Measures/Watermark as our faculty activities system this year, 2019-2020. This system enables individual faculty members and the University as a whole to promote and report accomplishments and activities. We have been launching this new tool over the 2019 calendar year with tenured/tenure-track faculty members, with the goal of using the platform for annual reporting in early 2020. Below is the instruction guide to refer for the Annual Activity review process.

Instructions for Annual Activity Review Procedure:

1. **Enter your Activities** on the Activity Insight Platform for the calendar year 2019
2. **Go to Workflow** section (available in the top red bar); Workflow Tasks will open
3. Open the **UMD Annual Faculty Activity Review** task available in the Inbox section
4. Fill the form as per the guidelines and **submit it**
5. If after submitting you need to make a change, **recall** the submission, revise and **submit it** again.

Detailed instructions are available on the next page.

Note: When the report submission workflow process launches, you will receive a notification from workflow@watermarkinsights.com ([sample email](#)). Activity Insight is UMD's branded name for Digital Measures by Watermark. You will receive reminder emails from this email address during the report submission period.

If you encounter issues or find yourself stuck at some point, please reach out to ai-help@umd.edu immediately or find our office hours at faculty.umd.edu/data

(continued)

Detailed Instructions

1. Log in to Activity Insight through the homepage available at faculty.umd.edu/data
2. In the Activities section, enter your activities for calendar year 2019.

ACTIVITY INSIGHT **Activities** Reports Workflow ? [Notification] [User] Digital Measures by Watermark

Search All Activities... [Search] Rapid Reports PasteBoard

[Review a guide](#) to manage your activities. [Show more](#)

▼ **General Information**

- Personal and Contact Information
- Biography and Expertise
- Educational Background
- Post-Graduate Training
- Tenure and Rank
- Appointments at UMD
- Other Employment
- Continuing Education
- Professional Certifications and Licenses
- Professional Memberships
- Honors and Awards

▼ **Teaching, Extension, Mentoring, and Advising**

- Research Advising
- Participation in Thesis/Dissertation Committees
- Mentorship - Guiding Professional Development
- Professional and Extension Education
- Non-Credit Instruction
- Scheduled Teaching
- Course Evaluations
- Curricular Advising
- Teaching Innovation

▼ **Research, Scholarly, Creative and/or Professional Activities**

- Biographical Sketch - NIH | NSF
- Publications
- Presentations
- Significant Works in Public Media
- Creative Scholarship
- Reviews of Creative Research/Scholarship
- Professional and Extension Publications
- Patents and Inventions
- Centers for Research and Creative Scholarship

▼ **Sponsored Research**

- Active ORA Managed Awards
- Other Proposals

3. Once done entering Activities, proceed to **Workflow** section (in the top red bar).

ACTIVITY INSIGHT **Activities** Reports **Workflow** ? [Notification] [User] Digital Measures by Watermark

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4. **Workflow** task page will open. Find the **UMD Annual Faculty Activity Review** task in Inbox section and open it.

Workflow Tasks

▼ **Inbox**

Name	Step	Subject	Due Date
UMD Annual Faculty Activity Review	Faculty	Me	November 20, 2019 @ 12:59 AM

▼ **History**

Name	Current Step	Subject	Last Modified	Actions
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5. **(Optional)** Verify content of Annual Activity Report by clicking the report Acrobat symbol to download a copy. If you edited activities and it's not appearing, click **Refresh Report**.

← Faculty Step - Due November 20, 2019 @ 12:59 AM

Faculty Submission Step

Please click the PDF icon below to open your Annual Activity Report for the current reporting period, and validate that it reflects all activities you will be reporting. If it does not, use the Activities menu option at the top of the screen, and make the necessary changes. Then use the Workflow menu option at the top of the screen to return here and click the **[Refresh Report]** button.

Please **REFRESH REPORT** if you've made any changes in your activities.

Annual Activity Report  Last Updated November 18, 2019 at 5:59 PM [Refresh Report](#)

After completing review, click the **Actions** button near the top right side of the screen and then select **Submit**

6. Click on **Actions** and then select **Submit** to complete your Annual Faculty Activity form.

← Faculty Step - Due November 20, 2019 @ 12:59 AM

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Please **REFRESH REPORT** if you've made any changes in your activities.

Annual Activity Report  Last Updated November 18, 2019 at 5:59 PM [Refresh Report](#)

After completing review, click the **Actions** button near the top right side of the screen and then select **Submit**

Save Draft

Submit to Unit Approver

7. If you find you need to make changes after you have submitted your form, you can **Recall** your report, make changes and **Submit** it again when you are ready.