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](mailto: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](mailto:ai-help@umd.edu) immediately or find our office hours at [faculty.umd.edu/data](http://faculty.umd.edu/data)
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.

3. Once done entering Activities, proceed to Workflow section (in the top red bar).
4. **Workflow task** page will open. Find the **UMD Annual Faculty Activity Review** task in Inbox section and open it.

![Workflow Tasks](image1)

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](image2)

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

![Faculty Step - Due November 20, 2019 @ 12:59 AM](image3)

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.