Annual Activity Report Submission - Approver Instructions

Chairs, directors and deans have approval tasks in Activity Insight. The approver for a faculty member's annual report submission is determined by the faculty member's primary appointment in SIS.

Instructions for Annual Activity Review Procedure:

1. Go to Workflow section (available in the top red bar); Workflow tasks will open
2. Open the UMD Annual Faculty Activity Review task available in the Inbox section
3. Fill the form as per the guidelines and submit it

Detailed instructions are available from the next page.

Note: To review annual reports for faculty in joint appointments, generate the annual report for the faculty member using the Reports feature in Activity Insight. Only the head of the faculty member's primary appointment unit will be doing the approval through Workflow in Activity Insight.

Note: When the report submission workflow process launches, you will receive a notification from workflow@watermarkinsights.com (sample_faculty_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

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Detailed Instructions

1. Log in to Activity Insight through the homepage available at faculty.umd.edu/data.

2. Open Workflow section (in the top red bar).

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

4. The review page will open with faculty’s annual activity report available for review in the Faculty Submission Step. To view, download the report using Acrobat icon highlighted.
5. Enter **commentary**, if needed, for faculty’s annual activity report in the **Unit Approver Step** section.

6. Click on **Actions** and then select **Finish Review** to complete faculty’s Annual Faculty Activity Review form.
7. To access submissions, click on **Workflow** dropdown and select **Submissions**. Workflow Submissions page will open.