

Annual Activity Report Submission - Faculty Instructions

Digital Measures is being used to document faculty achievements and facilitate the annual activity report review and approval. Below is the instruction guide for the Annual Activity review process.

Instructions for Annual Activity Review Procedure:

1. **Enter your Activities** on the Digital Measures Platform for the calendar year 2020.
2. **Go to Workflow** section (available in the top red bar); Workflow Tasks will open
3. Open the **UMD 2020 Annual Faculty Activity Review** task available in the Inbox section.
4. Read the instructions on how to prepare your annual report. Use Actions->Move to Personal Statement, when ready (you will be able to submit from the Personal Statement step).
5. Optionally enter a personal statement - either on-screen in the form, or by attaching a file.
6. Use Actions->Submit to Unit Approver to submit your annual report.
7. 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.

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

(continued)

Detailed Instructions

1. Log in to Digital Measures through the homepage available at faculty.umd.edu/activity



2. In the Activities section, enter your activities for the calendar year 2020.

A screenshot of the University of Maryland Digital Measures 'Activities' section. The top navigation bar is red and contains the University of Maryland logo, the word 'Activities' in white, and other tabs like 'Reports' and 'Workflow'. On the right side of the navigation bar are icons for help, notifications, and user profile, along with the text 'Digital Measures by Watermark'. Below the navigation bar is a search bar with the placeholder text 'Search All Activities...'. To the right of the search bar are two buttons: 'Rapid Reports' and 'PasteBoard'. Below the search bar is a link: 'Review a guide to manage your activities. Show more'. The main content area is divided into three sections, each with a dropdown arrow and a bold title: 1. 'General Information' with a list of items: Appointments at UMD (Imported Data), Other Appointments at UMD, Other Employment, Honors and Awards, Professional Memberships, Professional Certifications and Licenses, Continuing Education, Personal and Contact Information (Imported Data), Biography and Expertise, Educational Background, and Post-Graduate Training. 2. 'Teaching, Extension and Advising' with a list of items: Scheduled Teaching (Imported Data), Course Evaluations (Imported Data), Research Advising, Participation in Thesis/Dissertation Committees (Imported Data), Clinical and Internship Education, Teaching Innovation, Non-Credit Instruction, Professional and Extension Education, and Curricular Advising. 3. 'Research, Scholarly, Creative and/or Professional Activities' with a list of items: Publications, Presentations, Centers for Research and Creative Scholarship, and Patents and Inventions.

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

The screenshot shows the top navigation bar with 'Activities', 'Reports', and 'Workflow' tabs. The 'Workflow' tab is selected. Below the navigation bar is a search box for activities and a 'Rapid Reports' button. A list of activity categories is displayed under 'General Information', including 'Appointments at UMD (Imported Data)', 'Continuing Education', 'Other Appointments at UMD', 'Personal and Contact Information (Imported Data)', 'Other Employment', 'Biography and Expertise', 'Honors and Awards', 'Educational Background', 'Professional Memberships', 'Post-Graduate Training', and 'Professional Certifications and Licenses'.

4. **Workflow** task page will open. Find the **UMD 2020 Annual Faculty Activity Review** task in the Inbox section and open it. Note that the Inbox will show the Assemble 2020 Activities step as having a Mar 11 2021 due date; this is a soft deadline: the overall submission date is March 12, 2021.

The screenshot shows the 'Workflow Tasks' page with an 'Inbox' section. A table lists the task 'UMD Annual Faculty Activity Review' with a due date of 'November 20, 2019 @ 12:59 AM'. Below the Inbox is a 'History' section with a table showing the current step and subject.

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

Name	Current Step	Subject	Last Modified	Actions

5. **STEP 1 (ASSEMBLE 2020 ACTIVITIES):** Enter your activities for the calendar year 2020. The first step of Workflow provides instructions on entering your activities, key areas to remember to cover and the use of Rapid Reports to review your 2020 Annual Activity Report.

The screenshot shows the 'Assemble 2020 Activities Step' page. It includes a title bar with a back arrow, the step name, and a 'Cancel' button. Below is a section titled 'Preparing your 2020 Annual Activity Report' with instructions on how to use the 'Activities' menu, 'Rapid Reports in Activities', and the 'Actions' button. At the bottom, there is a 'Current 2020 Annual Activity Report' section with a PDF icon, the text 'Last Updated December 10, 2020 at 10:40 AM', and a 'Refresh Report' button.

6. **Report Refresh Warning - Click Refresh All:**

If you see the highlighted message below, you should click 'Refresh All.' It indicates the date and time when the annual report was attached to the workflow for the first time. In order to have your new changes and activities reflected in the report submission, please make sure to click on the **Refresh All** option.

Note: You can still make the necessary changes in your activities directly in the Digital Measures. You will have the option to refresh the report in the next step as well.

▼ Reports Have Been Run and Auto-Attached

The following reports have been attached to this submission on your behalf.

- 2020 Annual Activity Report for Submission - Last updated December 2, 2020 at 3:25 PM

To ensure that the data included for your submission is current, we recommend that you refresh these reports. You can do this by selecting the "Refresh Report" button next to each individual report below, or you can use the "Refresh All" button here to refresh the reports listed above.

Refresh All

7.

8. When you are ready to move to the next step, select **Actions** and **Move to Personal Statement**.

Note: you are not submitting your report with this Action. In the next step you will review your report, optionally enter a personal statement and formally submit your 2020 Annual Activity Report.

The screenshot shows the top navigation bar of the Digital Measures system, including a search icon, a notification bell, a user profile icon, and the text 'Digital Measures by Watermark™'. Below the navigation bar, there are three buttons: a download icon, a 'Cancel' button, and an 'Actions' button with a dropdown arrow. A red banner at the bottom of the screenshot contains two options: 'Save Draft' and 'Move to Personal Statement', with the latter being highlighted by a black rectangular box.

activity Report Submission process. Use it as a reference to identify

9. **STEP 2 (PERSONAL STATEMENT):** You can optionally include a personal statement, either by entering it in the text box available in this step, or by attaching a document containing your statement.

10. **(Optional)** Verify content of Annual Activity Report by clicking the report Acrobat symbol to view a copy. If you edited activities and the changes are not appearing, click **Refresh Report**. The system will also warn you when the version of the report attached in this workflow step is more than a day old. The Refresh All button in the red warning section will also refresh the report.

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Annual Report Review Step - Due December 5, 2020 @ 12:59 AM

Annual Report Review

In this step of the Annual Report Workflow, you can provide an optional personal statement, review your annual report and, when ready, submit it to your unit approver.

Personal Statement (optional)

Please enter any additional comments or information that you feel should be considered as part of your record. These comments will be included with your annual report viewed by university administrators and possibly by review committees (e.g., annual review, three year review, contract renewal review). You may wish to describe the impact of your work - in research and scholarship, teaching and/or service - that you have accomplished.

You may either enter your personal statement in the text field below, or attach a separate document. Your statement can be up to three pages in length.

Personal Statement

Personal Statement (optional upload)

2020 Annual Activity Report for Submission

Last Updated December 2, 2020 at 3:25 PM Refresh Report

When you are ready to submit your annual activity report and your personal statement, use the **Actions** button above and select **Submit to Unit Approver**.

11. When you are ready to submit your 2020 Annual Activity Report and any associated personal statement, click on **Actions** and then select **Submit to Unit Approver** to complete your Annual Faculty Activity form.

Unit Approvers review the Annual Activity Report presented in the Personal Statement step, with any personal statement or other documentation that has been submitted.

Actions

- Save Draft
- Submit to Unit Approver

12. 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.
 - a. Access your submission from the History of the Workflow Tasks view.

Workflow Tasks

▼ Inbox

Name	Step	Subject	Due Date
Test AnnualRev OCT2020	Faculty	Me	October 15, 2020 @ 12:59 AM

▼ History

Name	Current Step	Subject	Last Modified	Actions
Test AnnualRev NOV2020 #2	Unit Approver	Me	December 3, 2020	▼

b. Use the **Recall** button to bring the report submission back to Step 2.

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< Test AnnualRev NOV2020 #2 - Updated December 3, 2020 **Recall**

▼ Faculty Step - One Faculty

Submitted December 3, 2020
by One Faculty

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c. After making changes to your report and/or personal statement, use **Submit** to resubmit, when you are ready.