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.

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

![Workflow tab in the Digital Measures interface]

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.

![Workflow task details in the Digital Measures interface]

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.

![Preparing your 2020 Annual Activity Report interface]

The PDF below reflects your activities documented in Digital Measures at the start of the Annual Activity Report Submission process. Use it as a reference to identify changes you need to make in Digital Measures to reflect all of the 2020 activities you want to report.

1. Use the Activities menu in the red bar above to enter your activities for calendar year 2020.
   - Check that the Publications, Presentations, University Service, Professional Service, Editorships, Editorial Boards, and Reviewing Activities and your other key areas of activity reflect your work in 2020.
2. Use **Rapid Reports in Activities** to check your progress in assembling your 2020 Annual Activity Report.
3. When you are ready to submit your annual activity report and optionally include a personal statement, use the **Actions** button above and select **Move to Personal Statement**.
6. 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.

![Save Draft](image)

![Move to Personal Statement](image)

7. **Report Refresh Warning:**
   The highlighted message indicates the date and time when the annual report was executed and 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](image)

8. **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.

9. **(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.
10. 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.

11. 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.
b. Use the **Recall** button to bring the report submission back to Step 2.

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