



## Guide to *Activities* Options in Faculty Success

Login at: <http://www.southernct.edu/faar> with your MySCSU username and password.

Note: Watermark Faculty Success supports the most recent versions of Firefox, Chrome, and Safari. **MAC users must use Firefox** to enable all Faculty Success features.

Once you sign in you will be in the **Activities** page. This is the page where you will maintain and record your activities. It is organized into 5 headings, with various screens for adding information under each of the headings. This is what you will see:

### ▼ I. PERSONAL, ACADEMIC, PROFESSIONAL INFORMATION

A. Personal Contact Information

Biographical Information

B. Yearly Data/Permanent Data - Permanent Data | Yearly Data

C. Academic Background/Education

D. Licensures and Certifications

E. Academic/Professional Work Experience

### ▼ II. TEACHING AND PROFESSIONAL COMPETENCE

A. Teaching Workload

B. Non-Teaching Workload(Reassigned time, Sabbatical)

C. Credit Load History and Remainder

D. Student Academic Advisement

E. Reflections on Teaching

F. Directed Student Learning (e.g., theses, dissertations)

G. Non-Credit Instruction Taught (e.g, guest lecture, workshop)

### ▼ III. CREATIVE ACTIVITIES/RESEARCH

A. Publications/Books

B. Professional Presentations

C. Artistic and Professional Performances and Exhibits

D. Creative Works, Projects, Research and Scholarship in Progress

E. Other Creative Activities

F. Contracts, Grants and Sponsored Research

G. Awards and Honors

H. Patents and Copyrights

### ▼ IV. SERVICE

A. University

B. School

C. Department

D. Other Service (e.g., accreditation, external reviewer for promotion & tenure)

### ▼ V. PROFESSIONAL ATTENDANCE AND PARTICIPATION, GOALS AND ACCOMPLISHMENTS

A. Professional Organizations and Memberships

B. Professional Conference Participation

C. Other Professional Development Activities (other than conference attendance)

D. Professional Service

E. Community Service

F. Goals and Accomplishments

**Note: to create your Faculty Web Profile, please enter information into these five screens listed above: Biographical Information, Publications/Books, Professional Presentations, Artistic and Professional Performances and Exhibits, and Contracts, Grants and Sponsored Research.**

### Activities Overview

To access a screen, click its name. The resulting summary screen displays records that are stored for that have been stored for that screen (some item entries have been automatically pre-populated into specific fields for you). The spreadsheet style allows you to quickly see a summary of what is inside your record and lets you to verify the completeness of your information. There are 5 possible actions that you can take from the resulting screen, although not all these actions will always be available.

**Add a new record** – select the ‘Add New Item’ button

**Edit or view a record** – click anywhere in the row to view or edit each record

**Delete a record** -select the appropriate check box, then select the ‘Trashcan’ icon

**Copy a record** – select the appropriate check box, then select the ‘Duplicate’ button

**Import items** – select the ‘Import’ box (*this choice is only available in Publications/Books*)

Adding a New Record - Selecting the ‘Add New’ button at the top of the page will take you inside the record. Here, there is a page with fields and text boxes that need to be filled in. These fields or boxes come as drop-down boxes, yes/no type questions, type in a response, etc. You simply select/insert the desired response to a particular item or question. When typing text into an open text box, the box will automatically expand as you type. When adding information or making changes, be sure to save your work by selecting one of the Save boxes at the top of the screen (i.e., Save or Save + Add Another).

**Be specific about any date information asked at the bottom of the page. This is important information when running reports.**

PasteBoard - This button is located at the top right of any screen within **Activities**. The ‘PasteBoard’ button allows you to copy text from another document, such as a vita in Microsoft Word, and then paste it into the PasteBoard. Once you have pasted the text into the PasteBoard, you can then select text from it, click-and-hold on the text you selected, and drag it into a field in the system, or copy-and-paste it into data fields. The PasteBoard box can also be moved to another position on the screen or resized as needed.

Rapid Reports – This button is located at the top right of any screen within **Activities**. Rapid Reports provides you with quick and easy access to the reports that you can run from Watermark Faculty Success. To run a report, click Rapid Reports, select a report from the drop-down menu, and then follow the next steps listed on the page. To run the report, select the ‘Run Report’ button located at the bottom right of the pop-up page.

### **III. Creative Activities/Research A. Publications/Books**

Once inside a publication record, the first contributor/editor is always the person who is logged into the system. To add another author, simply hit the ‘Actions’ box and select ‘Add Row Below’. From this screen, you will be able to select the name of the 2nd SCSU faculty member from the drop-down field. If the author is not from SCSU, you can type the name in the input fields provided. To change the order of contributors/editors, click the ‘Actions’ box and select ‘Move Row’.

### **Note for School of Business Faculty**

The following screens contain additional items to extrapolate information required for AACSB accreditation. These items can be found in: Yearly Data, Academic Background/Education, Licensures and Certifications, Academic/Professional Work Experience, Publications/Books, Professional Presentations, Contracts, Grants and Sponsored Research, Professional Organizations & Memberships, Professional Conference Participation, Other Professional Development Activities (other than conference attendance), and Professional Service. Additionally, the following section and screens are unique to School of Business faculty: I. Future Research/ Creative Activity Plans and VI. AACSB Accreditation