SHSU Watermark Faculty Success Reports Guide

Tips Before You Start

Report Data pulled from Activities Entries

All reports use the entries from the Watermark Faculty Success Activities database to generate a Vita, Activity, or other types of reports. Reports used in Watermark Workflow processes such as annual reviews, promotion, tenure, or post-tenure review can be run by faculty at any time using the Reports tab in Watermark.

Dates used for Watermark Faculty Success Reports

All reports filter Faculty Success activity records based on a selected Date Range. Data from activities will only appear in a particular report if that an activity's associated date field(s) are included in the report's date range. All activity records include at least one date field option.

For completed activities, you may have single dates, a span or range of dates, or simply start date for each record. If a span of dates overlaps the Date Range period for a requested report, the record will be included. For most records, dates are straightforward; however, some aspects may not be intuitive:

- A record for a current/ongoing activity should only have the Start Date entered and leave the End Date blank.
- If an activity occurred on a single day, the date should be entered in the End Date field only and leave the Start Date blank.
- Dates must be entered in chronological order on the screen.
- If more than two dates exist in a record (i.e., you've entered the four possible dates on a publication record), the range will always begin with the earliest entered date of the record and end on the latest date.
- In most cases where multiple date fields exist (i.e., publications or intellectual property), you do not need to fill out all dates. The options provided by the multiple date fields are designed to allow you to record in-progress work within your data that will be included in reports covering that date range.

Rapid Reports in Watermark Activities

While most of this guide will cover the Reports tab, there is a simplified interface to run existing reports by clicking the Rapid Reports link in the upper right of the Activities tab. The resulting popup window lets you choose from the current list of available reports, set a date range for the activities that should appear in the report, and options for the file type created and downloaded if you click Run Report.

Activities Reports Workflow							
Activities - Sam Houston State University Review a guide to manage your activities.	y		Q Search		SEARCH	Search Tips	Rapid Reports
General Credentials/Expertise							
Personal and Contact Information Biography and Expertise Degrees Post-Graduate Training			Licensures and Certifications Awards and Honors Media Appearances and Interviews Faculty Development Activities Atten	ided			
Career Information							
Professional Positions Administrative Assignments			Consulting Professional Memberships				
Teaching/Mentoring							
Teaching Innovation Curriculum Development Directed Student Learning (e.g., theses, dissertations) Mentoring			Scheduled Teaching Non-Credit Instruction Taught Yearly Advising Summary				
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Activities Reports Workflow			•	~			
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Activities - Sam Houston State Univers Review a guide to manage your activities.	Select a report templa	ate, date range and fi		×	SEARCH	Search Tips	Rapid Repo
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Where to Start

Logging into Watermark Faculty Success

- Go to <u>Watermark Faculty Success</u> (<u>https://login.watermarkinsights.com/connect/samhoustonstateuniversity</u>)
- 2. NOTE: You may receive a two-factor authentication (DuoSecurity) prompt to connect via campus Single Sign-On (SSO).
- 3. Click the Reports link in the upper left navigation bar.

State University		
Activities	Reports	Workflow
Reports		

Select a Report

1. Click on a report name.

Activities Reports Workflow		
Reports		CREATE A NEW REPORT
Select the report you would like to view or edit, or select to create a new report.		3 Items
NAME -	CREATED BY	ACTIONS
Annual Activity Report	Watermark	۵
Review Activity Report	Watermark	۵
Vita	Watermark	۵

2. Choose the Date Range (Start and End Dates) of activities to be included in the report.

Activities Reports Workflow		
< Run Review Activity Report		S RUN REPORT
Download this report's template		
↑ Date Range	Start Date	January ~ 1 ~ 2023 ~
	End Date	December v 31 v 2023 v
2 File Format O	File Format	Microsoft Word (.doc)
	Page Size	Changes made to the Microsoft Word document will not be reflected in the system. Letter ~

3. Choose the File Format (and page size when applicable) with Microsoft Word, PDF, and Web Page (.html) options available.

Activities Reports Workflow			
< Run Review Activity Report			RUN REPORT
Download this report's template			
∫ Date Range	Start Date	January × 1 × 2023 ×	
	End Date	December ` 31 ` 2023 `	
2 File Format Θ	File Format	Microsoft Word (.doc)]
	Page Size	Microsoft Word (.doc)	
		Web Page (.html)	

Run a Report

1. Once you have set the Date Range and File Format on the report click Run Report in the upper right.

Activities Reports Workflow	
Kun Review Activity Report Download this report's template	
1 Date Range Start Date	January × 1 × 2023 ×
End Date	December ` 31 `` 2023 ``
2 File Format	Microsoft Word (.doc) · · · · · · · · · · · · · · · · · · ·
Page Size	Letter

This will trigger the creation of the report document in the specified file format and download a copy of the report file to the default Downloads folder of the browser. Depending on the browser and file format selected the downloaded report may open automatically in the associated application. In most browsers (Chrome, Edge, Firefox) you can access the Downloads folder from an icon on the toolbar in the upper right.

Here is an example in Google Chrome:



Here is an example in Microsoft Edge:

 III A ^N ☆ & I Downloads	() (<u></u>	œ€‡	<u>)</u> @
Review+Activity+Report-20.	240221-165757-0		Download
RUN REPORT			

Here is an example in Mozilla Firefox:



2. You can view the structure of a report by clicking on the Download this report's template link in the upper left of any report screen.

Activities Reports Workflow		
C Run Review Activity Report		S RUN REPORT
1 Date Range	Start Date	January × 1 × 2023 ×
	End Date	December * 31 * 2023 *
2 File Format 0	File Format	Microsoft Word (.doc) Changes made to the Microsoft Word document will not be reflected in the system.
	Page Size	Letter

This will also trigger a download of the template file in MS Word format to the default Downloads folder.



3. A report template will show the structure of the report, including the layout and display of the activities' Categories (i.e., General Information, Teaching/Mentoring, Scholarship/Research), the Screens within a Category (i.e., Degrees, Scheduled Teaching, Publications), and the Fields that are included under each Screen (i.e., Degree, Course Number, Authors/Editors/Translators.) The example shows part of the report template for the Review Activity Report:

Review Activity Report Academic Year for the date: [Report End Date]

[First value of [Preferred First I [Suffix]	Name] and [First Name]] [Middle Name] [Last Name],
[Faculty/Staff Rank]	
[list of [Department] separated by "	
"I I I I I I I I I I I I I I I I I I I	ategory
GENERAL INFORMATION	
WELL LIFE C	
Workload Information Screen: Workload Information (Coming	(Cong)
Items: First record	SANIY
Teaching: [Teaching Workload	
Research: [Research Workloa	
Service: [Service Workload Administrative: [Administrative Workload]	
Administrative. [Administrative wo	kload Percentagej%
Administrative Assignments	
Screen: Administrative Assignments	
Items: All records	
Year] hours spent per year. ([St	Dther']], [Scope], approximately [Approx. Number of Hours Spent Per art Date: Month Start Date: Day, Start Date: Year - End Date or Single or Single Activity Date: Day, End Date or Single Activity Date: Year]).
Awards and Honors	
Screen: Awards and Honors	
Items: All records	
[Nominated for:] [Award or Honor N	ame], [Organization/Sponsor]. ([Date: Month Date: Day, Date: Year]).
Consulting	
Screen: Consulting Items: All records	
Month Start Date: Day, Activity Date: Day, End	f "Other"]], [Client/Organization], [City], [State], [Country]. ([Start Date: year - End Date or Single Activity Date: Month End Date or Single le Activity Date: Year]).
Degrees	
Screen: Degrees Items: All records	
Criteria:	e (dates must exist) overlaps with Record Start Date to Record End Date
1. Report Start Start Start Field	e (dates must exist) over raps with Record Start Date to Record End Date
[[Degree])r [Explanation of "Other" Completed].]], [Emphasis/Major], [Supporting Areas of Emphasis]. [Institution], [Year

Create a New Report

1. While in the Reports tab Click on the Create A New Report button in the Upper Right

Activities Reports Workflow		
Reports		CREATE A NEW REPORT
Select the report you would like to view or edit, or select to create a new report.		3 Items
NAME *	CREATED BY	ACTIONS
Annual Activity Report	Watermark	۵
Review Activity Report	Watermark	۵
Vita	Watermark	۵

2. Select a Report Style – for most users this will give an option for a Blank Document or a Vita (CV).

Activities	Reports	Workflow			
Reports					CREATE A NEW REPORT
Select the repor	t you would like t	o view or edit, or select to create a	pour report		3 Items
NAME 🔶			Select a Report Style	×	ACTIONS
Annual Activity	Report		- \		
Review Activity	Report				â
Vita			Blank Document	Vita	â

3. Whether you select the Blank Document (report) or Vita (CV) as the Report Style you will see the same Buttons on the upper right of the resulting screens: Save Report and Options.



The Save Report button will be covered later in this guide.

After clicking the Options button on the upper left of the Options display there is a link to <u>Learn More</u> which will open another browser tab and display the Watermark Custom Reports guide. This guide provides a good overview of the ways you can preview, structure, and adjust reports based on your activities records. There is considerable attention given to the **Vita** report, and you are encouraged to review that guide for details on creating a customized **CV**.

Create a New Report		SAVE REPO
Options		× Clo
0	Format Filter Export	
	A 📩 ONO 🖬 🕅	
	Text Date Range Blank Sections PDF Word	
	Sam nousion saite University Assistant Professor University Wide <u>eowen@emich.edu</u>	

🗱 watermark

Q Search...

Watermark > Faculty Success > Getting Started > Faculty/Staff Guides

Custom Reports in Faculty Success

Updated 3 days ago

The beauty of having all of your activities and accomplishments centralized in Faculty Success is that you only have to record something once and the system can do the heavy lifting of bringing the right information together in the right format for you. So when people come asking for information on your activities, accomplishments and qualifications, you can produce up-to-date responses with just a few clicks.

You likely have experience running reports using templates that your college or university has configured for general use across a college or university. These are great for when the institution defines the requirements for how the content is structured and what gets included. But equally, if not more often, you face requests for information on your CV that come from parties external to the university, and you need to create CVs or activity summaries for presentation proposals, grant, award, or sabbatical applications, your personal online profile, and more. In these cases there are often nuanced requirements for how you present your experience, or the documents need your personal touch. Customizing a CV in response to one of these requests can take as much as an hour and a half in a word processor; in Faculty Success it takes ten minutes.

With a few minutes of up-front configuration, you can build tailored templates for the most common requests you get and use them any time you need to produce up-to-date documents that present your work in your preferred format.

The other choices from the Options button provide formatting and exporting capabilities in reports. These include the ability to change parts of the overall Format of a report/CV. There is a Filter option if you wish to set a date range of activities to be included in a report/CV. There are three Export options for a report/CV: a toggle (on/off) whether to display Blank Sections of activities in a report/CV, as well as file exports links for PDF or Microsoft Word file types of a report/CV.



Clicking on the Format Option will open a partial screen interface on the right and provide drop-down menus with three choices for the Font (Arial, New Times Roman,

₽

Courier New) which can be applied separately to the Section Heading and Section Body portions of a report/CV. There are also six Heading levels where text at each level can have formatting like bolding, italics, or underlining applied (currently applied formatting is highlighted in blue), as well as alignment (left, center, right), and outdents and indents of text. Finally, there are a few format options for Table Headings if a tabular display style is selected. Once you have chosen the desired formatting options click the Save button at the bottom right. If you don't want to make any changes, click the X at the top right of the Format partial screen interface.



Clicking on the Filter option will open a partial screen interface on the right and provides a check box to include All Dates, which is checked by Default. If the check box is unmarked, it allows the filtering of activities in the report/CV only if they match the Start Date and/or the End Date. The Date Range can be open ended, all activities on or after a Start Date, or all activities on or before and End Date, or a closed range with both start and end dates. There is also a toggle to either Include or Exclude any Undated Activities (this is toggled to Included by default.) Once the desired Date Range has been entered click the Apply button at the bottom right. If you don't want to make any changes, click the X at the top right of the Filter partial screen interface.

	FILTER 🛛 🛞
Export OFF III III Blank Sections PDF Word	Start Dates Mm//dd/yyyy End Date Mm//dd/yyyy
un sute cunversity tan Professor versity Wide <u>n@emich edu</u>	Undated Activities

The Export options for a report/CV allow a download of the report/CV in either PDF or Microsoft Word file types. There is Blank Sections toggle (on/off) that determines whether the exported report/CV will display Activity Sections if there no activities either exist, or match the date range or other filtering criteria. The toggle is set to off by default.

Create a New Report		SAVE REPOR
Options Learn More		× Clos
	Format Filter Export A Text Date Range Blank Sections PDF Word Jawa Providen Verser	
	No items exist for Professional Positions No items exist for Administrative Assignments Education No items exist for Degrees No items exist for Post-Graduate Training Licensures and Certifications	
	No items exist for Licensvies and Certifications Professional Memberships No items exist for Professional Memberships Awards and Honors Nominated for Sammys, SHSU (2023), Sammys, SHSU (2021)	

Here is an example showing a PDF export with the Blank Sections toggled Off



Versus here is an example showing a PDF export with the Blank Sections toggled **On**



Clicking on the Blank Document style allows you to create a customized report with a layout that will only include activities you have selected. The Blank Document's default display includes some information pulled from your Personal Details: Name, Institution, Rank, Department, and Email Address. In addition, there you will see a single Section Heading, which you can edit or delete, as well as buttons to Add Activities, Add Text, and Add Section

Activities	Reports	Workflow	
< Create a N	New Rep	ort	SAVE REPORT
			OPTIONS
		Test Faculty Sam Houston State University Assistant Professor University Wide eowen@emich.edu	
		Image: Section Heading	
		ADD ACTIVITIES ADD TEXT	
		ADD SECTION	

You can make changes to the Section Heading (in the example it has been renamed to Service) and then click on Add Activities to view a drop-down menu of all Activity Types information from the activities' screens (in the example University Service has been selected)



Once an Activity Type has been selected you click the check _____ mark and your entries from that activity screen will be displayed in the default Display Style. There are several ways you can choose to display your entry information, depending on the type of activity and the fields of associated data.

;	Service					
	Activities from University Service					
\land	6 Display Style - 🔠 Table - 🔻 Fliter - 🖾 Group by - 🖷 🔠 🗐 트 - 💷 🖻					
V	Default In O ADD NEW RECORD					
	University / Campus Master Plan Advisory Committee. (2022 - Present).					
	Table University / Campus Sustainability Committee. (2022 - Present).					
	Sam Houston State University / System administrator Watermark/Digital Measures Faculty Success reporting system. (2022 - Present).					
	Sam Houston State University / Impact and Planning Committee. (2021 - Present).					
	Sam Houston State University / Impact subcommittee on Campus-wide Calendaring/Scheduling Solution. (2021 - Present).					
	Sam Houston State University / Impact subcommittee on Faculty Activity Reporting Software. (2021 - Present).					
	Blinn College / Open Educational Resources (OER) Ad-Hoc Team. (2018 - 2019).					
	Chair, Eastern Michigan University / Library Applications Development Specialist Search Committee. (2017).					
	Co-Team Leader, Eastern Michigan University / Library Public Services Team. (2008 - 2017).					
	Secretary, Eastern Michigan University / Library Personnel Evaluation (PEC) Committee. (2008 - 2017).					
	Chair, Eastern Michigan University / Library Technology Interfaces Team. (2006 - 2017).					
	Chair, Eastern Michigan University / Library Intranet Task Force. (2004 - 2017).					
	Eastern Michigan University / Email Migration Committee. (2016).					
	Eastern Michigan University / Collection Development Librarian Search Committee. (2015 - 2016).					
	Faculty Senate appointed Library representative, Eastern Michigan University/Academic Affairs Educational Environment and Facilities Committee (EEFC). (2006 - 2016).					
	Eastern Michigan University / Faculty pilot group Google Apps for Education. (2013 - 2014).					
	Chair, Eastern Michigan University / Educational Environment and Facilities Committee (EEFC) subcommittee on Lab Refresh Policy. (2012 - 2014).					
	Faculty Co-Chair, Eastern Michigan University / Faculty Senate appointed Library representative on Academic Affairs Educational Environment and Facilities Committee (EEFC). (2012 - 2014).					
	Chair, Eastern Michigan University / Educational Environment and Facilities Committee (EEFC) subcommittee on Computer Lab Refresh. (2007 - 2014).					
	Chair, Eastern Michigan University / Library Applications Development Specialist Search Committee. (2013).					

The Display Style also has a Table view for most types of activities. This style creates a tabular layout of selected fields from the chosen activity screen. You can change the fields to display by clicking on the Table drop-down tab which is highlighted in blue. Th

drop-down menu will list all fields for the Activity Type, and you can click on the checkboxes to the right of a field to have it included in the Table display style.

Unselect A	clude in columns		WRECORD		
Servic 🔿	ull se Scope	on/Com	Were you elected or appointed?	Year, Start Date	Year, End Date or Single Activity Date
Univer Organ	on/Role ization/Committee onsibilities/Brief Description you elected or appointed?	on State / aster pry	Appointed	2022	
U Was t	d Ex-Officio? his compensated or pro bono? x. Number of Hours Spent ear	on State / ity	Appointed	2022	
Univer Day, S Univer Start I Date		on State ' 'Digital Faculty porting	Appointed	2022	
Univer Date	End Date or Single Activity	on State / Impact 1g	Appointed	2021	
	al Source Jource	on State Impact tee on ide g/Sched on	Appointed	2021	

NOTE: When including the Activity Type from Publications the Display Style provides numerous Citation styles for use in listing the bibliography of records in the Publications activity.

ctivities from Publications	
🛍 Display Style 🕶 🖽 Table 👻 🍸 Filter 🔻	🖾 Group by 🔻 📧 💷 🗷 🗷
ACM SIG Proceedings ("et al." for 3+ authors)	ADD NEW RECORD
ACM SIG Proceedings ("et al." for 15+ authors)	en _{subscript} . Format Testing, Published.
ACM SIGCHI Proceedings (2016)	dling a Mold Outbreak in a Library's High-Density Storage Collection. In Methodologies, Tools, and Applications (pp. 15151544). IGI Global. 71
ACM SIGCHI Proceedings - Extended Abstract Format	dling a Mold Outbreak in a Library's High-Density Storage Collection. In
ACM SIGGRAPH	of research on disaster management and contingency planning in editor. (pp. 311339). IGI Global. <u>https://doi.org/10.4018/978-1-4666-</u>
American Chemical Society	imals. Choice: Current Reviews for Academic Libraries, 52(11), 1787-
American Medical Association	ical Treatment of Animals (July 2015): Home. <u>http://ala- 1083</u>
American Physiological Society	academic library (pp. 5369). Elsevier. ploads/2014/06/Promotional_ePDF.pdf
American Psychological Association	lian Librarian (pp. 295–311). Elsevier.
American Society of Civil Engineers	nallwood, J. Kuhl, & L. Fraser (Eds.), <i>Time and Project Management</i> v Press.
Bluebook Law Review	2005). Library instruction: restating the need, refocusing the response (D.). Published for the University Library, Eastern Michigan University by
Chicago Author Date	ice on Computers, Freedom and Privacy: Panopticon. Library Hi Tech
Chicago Bibliography and Notes	3050510633862 srcado, H. (Eds.). (2004). Reflective teaching: A bridge to learning (D. B.
Council of Science Editors	Mercado, Eds.). Published for the University Library, Eastern Michigan
IEEE (Institute of Electrical and Electronics Engineers)	rs, Freedom and Privacy: Going Strong in its 14th Year. Library Hi Tech 19050410559262
Modern Language Association (6th ed)	003). Integrating information literacy into the college experience (J. K. ublished for the University Library, Eastern Michigan University by Pierian
Modern Language Association	v instruction programs in academic libraries (J. K. Nims & E. Owen, Eds.). ogies, Eastern Michigan University by Pierian Press.
Reviews of Modern Physics	
Vancouver (NLM)	

In either Display Style (Default, Citation, or Table) you can apply a Filter by clicking on the Filter drop-down tab. The filtering options are based on applicable fields in the Activity Type. You can check boxes to add filtering criteria to the display. In the example a Table view of University Service activities has been filtered to only display those entries that included the Elected status for the Field "Were you elected or appointed?"



In either Display Style (Default or Table) you can also group entries based on applicable fields in the Activity Type. You select from the Group by drop-down menu to choose a field as your grouping criteria to the display. In the example a Table view of University Service activities, filtered to entries that included Elected status, are grouped by Service Scope

66 Display Style ▼	⊞ Table ▼ 🐧	Filter ▼ I Group by ▼ 7 =		• •
Service Scope	Position/Role	Service Scope	ibilities/Brief on	Were you elected or appointed?
Department	Chair	Were you elected Service Scope Served Ex-Officio? Was this compensated or pro bono?		Elected
Department	Co-Team Leader	Eastern Michigan University / Library Public Services Team		Elected
Department	Secretary	Eastern Michigan University / Library Personnel Evaluation (PEC) Committee		Elected
Department	Chair	Eastern Michigan University / Library Technology Interfaces Team		Elected
Department	Chair	Eastern Michigan University / Library Intranet Task Force		Elected
University	Faculty Co-Chai	Eastern Michigan University / Faculty Senate appointed Library representative r on Academic Affairs Educational Environment and Facilities Committee (EEFC)		Elected
College	Chair	Eastern Michigan University / Library Steering Committee		Elected
College	Chair	Eastern Michigan University / Library Personnel and Services		Elected

All tabs with display criteria currently being used will be highlighted in blue text. Other display tabs include Hanging Indent, Unordered list, Ordered list, Align (left, center, right), Outdent, and Increase Indent. In the example activities from University Service are in the in the Default Display, Filtered to only display Appointed positions, Grouped by Service Scope, and placed in Unordered lists.



Editing and Adding Activities within Reports

1. While you are creating a New Report you can also edit existing entries in your Activities records and even add new records into the currently displayed Activities Screen.

To edit an existing record, you can click on the edit icon to the right of the entry. This will open a partial screen editing interface containing all of the fields for the chosen entry. In the example an edit screen for a university service entry is displayed.

66 0	Display Style	• ⊞ T	able 🔻	ΥF	ilter 🕶	린 여	roup by	r =	:=	ļ E	≣∗	<u>.</u>		
					(🕽 ADD N	EW RECO	RD						
Coll	lege													
	 Eastern Mi 	chigan Univ	ersity / C	ataloge	r/Metao	data Libra	arian Sear	h Comm	ittee. (20	008).				
	Eastern Mi	- chigan Univ	ersity / L	OEX Di	rector S	Search C	ommittees	(2003 -	2006).					
Den	artment													
Deb										(20.45	2040			
	 Eastern Mi 	chigan Univ	ersity / C	ollectio	n Devel	iopment	Librarian S	earch Co	ommittee	. (2015	- 2016).			
Uni	versity													
	Sam House	on State Ur	niversity /	Campu	us Mast	ter Plan A	dvisory C	ommittee	(2022 -	Presen	t).			
	Sam House	on State Ur	niversity /	Campu	us Susta	ainability	Committe	e. (2022 -	Present	t).			(1
	 Sam Houst (2022 - Pre 	on State Ur sent).	niversity /	System	n admin	nistrator \	Vatermark	/Digital N	easures	Faculty	Succes	s repor	ting sys	tem. 🖑
	Sam House	on State Ur	niversity /	Impact	and Pl	anning C	ommittee.	(2021 - F	Present).					
	 Sam Houst Present). 	on State Ur	niversity /	Impact	subcor	mmittee (on Campu	s-wide Ca	alendarin	g/Sche	duling S	olution.	(2021 -	
	Sam House	on State Ur	niversity /	Impact	subcor	mmittee (on Faculty	Activity F	eporting	Softwa	re. (202	1 - Pres	sent).	
	 Faculty Se and Faciliti 	nate appoin es Committ					ern Michig	ın Univer	sity/Aca	demic A	ffairs Ed	ucation	al Envir	onment
	Chair, East	ern Michiga	n Univer	sity / Lil	orary Ap	pplication	is Develop	ment Spe	ecialist S	earch C	ommitte	e. (201	3).	
	Faculty rep	resentative	Eastern	Michig	an Univ	versity / C	ontent Ma	nagemer	nt Systen	n select	ion com	mittee.	(2006 - 2	2009).

Activities from University Service	Service Scope
66 Display Style * 🗰 Table * 👅 Filter * 🔣 Group by * 📧 🔠 🔚 🗮 🗉 🖼	University
O ADD NEW RECORD	Position/Role
College	1
Eastern Michigan University / Cataloger/Metadata Librarian Search Committee. (2008).	Organization/Committee
Eastern Michigan University / LOEX Director Search Committees. (2003 - 2006).	Sam Houston State University / Campus Sustainability Committee
Department	
Eastern Michigan University / Collection Development Librarian Search Committee. (2015 - 2016).	Responsibilities/Brief Description
University	BIUx ² x ₂ DC ²
Sam Houston State University / Campus Master Plan Advisory Committee. (2022 - Present)	
Sam Houston State University / Campus Sustainability Committee. (2022 - Present).	
 Sam Houston State University / System administrator Watermark/Digital Measures Faculty Success reporting system. (2022 - Present). 	
Sam Houston State University / Impact and Planning Committee, (2021 - Present).	
Sam Houston State University / Impact subcommittee on Campus-wide Calendaring/Scheduling Solution. (2021 -	Were you elected or appointed?
Present). Sam Houston State University / Impact subcommittee on Faculty Activity Reporting Software. (2021 - Present).	Appointed
 Sam Hosson Sale Oncessly / Impact soccommerce on Faculty Activity Reporting Solitate: (2021 - Present). Faculty Senate appointed Library representative, Eastern Michigan University/Academic Affairs Educational Environment. 	Appointed
and Facilities Committee (EEFC). (2006 - 2016).	Served Ex-Officio?
Chair, Eastern Michigan University / Library Applications Development Specialist Search Committee. (2013).	
Faculty representative, Eastern Michigan University / Content Management System selection committee. (2006 - 2009). Chair, Eastern Michigan University / Associate University Librarian Search Committee. (2004).	
· onen, zuden mengen enneren sindetete omrendig zerenn oderen demmade. (ziereg.	Was this compensated or pro bono?
ADD ACTIVITIES ADD TEXT	
	Approx. Number of Hours Spent Per Year
	Approx. Humber of Hours Spent Per Tear

 Once you have made the desired edits to the activity record you can Save the changes by clicking on the Save button at the bottom right. In the example an End Date Year has been added for this record.

Activities Reports		Edit University Service ×
< Create a New Re	port	
	Service	
	Activities from University Service	
	ፋ Display Style * 🎟 Table * 🍸 Filter * 🔯 Group by * 🕫 🚍 🚔 🗮 🗉	Were you elected or appointed? Appointed ~
	O ADD NEW RECORD	
	College	Served Ex-Officio?
	Eastern Michigan University / Cataloger/Metadata Librarian Search Committee. (2008). Eastern Michigan University / LOEX Director Search Committees. (2003 - 2006).	Was this compensated or pro bono?
	Department Eastern Michigan University / Collection Development Librarian Search Committee. (2015 - 2016).	~
	University - Sam Houston State University / Campus Master Plan Advisory Committee. (2022 - Present). - Sam Houston State University / Campus Mustar Plan Advisory Committee. (2022 - Present). - Sam Houston State University / System administrator Watermark/Digital Masures Faculty Success reporting system. (2022 - Present). - Sam Houston State University / Impact and Planning Committee. (2021 - Present). - Sam Houston State University / Impact advicommittee on Earuput-wide CalendamigScheduling Solution. (2021 - Present). - Sam Houston State University / Impact subcommittee on Earuput-wide CalendamigScheduling Solution. (2021 - Present). - Sam Houston State University / Impact subcommittee on Earuput-wide CalendamigScheduling Solution. (2021 - Present). - Faculty Goants paperided Usery prepresentative_Earthm Michigan University/Academic Affairs Educational Environment and Facilities Committee. (EEFC) (2006 - 2016). - Chair, Eastern Michigan University / Library Applications Development Specials Search Committee. (2013). - Faculty Goants Presentative_Easter Michigan University / Library Applications Development Specials Search Committee. (2006 - 2009). - Chair, Eastern Michigan University / Associate University Librarian Search Committee. (2004).	Approx. Number of Hours Spent Per Year Note: For activities that are/were only on one day, leave the start date blank, and specify the ond date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank. Start Date
	ADD ACTIVITIES ADD TEXT	CANCEL SAVE + ADD ANOTHER

3. While in the Edit record interface you can click either the X at the top right of the partial screen or the Cancel button at the bottom left to leave the record unaltered. The other option you have is the Save + Add Another button at the bottom center.

reate a New Report		
		Service Scope
	😘 Display Style * 🗃 Table * 🝸 Filter * 🔯 Group by * 🖷 🔠 🗮 🗮 🗐 🏾	University
	O ADD NEW RECORD	Position/Role
	College	
	Eastern Michigan University / Cataloger/Metadata Librarian Search Committee. (2008).	Organization/Committee
	Eastern Michigan University / LOEX Director Search Committees. (2003 - 2006).	Sam Houston State University / Campus Sustainability Committe
	Department	Sain Houston State Oniversity / Campus Sustainability Committee
	Eastern Michigan University / Collection Development Librarian Search Committee. (2015 - 2016).	Responsibilities/Brief Description
	Sam Houston State University / Campus Master Plan Advisory Committee. (2022 - Present).	$B I \amalg x^2 x_2 \supset C x^2$
	Sam Houston State University / Settingua master has Ported y commutee. (2022 - 11 coam). Sam Houston State University / System administrator Watermark/Digital Measures Faculty Success reporting system. (2022 - Present).	
	Sam Houston State University / Impact and Planning Committee. (2021 - Present).	
	 Sam Houston State University / Impact subcommittee on Campus-wide Calendaring/Scheduling Solution. (2021 - Present). 	
	Sam Houston State University / Impact subcommittee on Faculty Activity Reporting Software. (2021 - Present).	Were you elected or appointed?
	Sam Houston State University / Campus Sustainability Committee. (2022 - 2023).	Appointed
	 Faculty Senate appointed Library representative, Eastern Michigan University/Academic Affairs Educational Environment and Facilities Committee (EEFC). (2006 - 2016). 	
	Chair, Eastern Michigan University / Library Applications Development Specialist Search Committee. (2013).	Served Ex-Officio?
	Faculty representative, Eastern Michigan University / Content Management System selection committee. (2006 - 2009).	
	Chair, Eastern Michigan University / Associate University Librarian Search Committee. (2004).	
		Was this compensated or pro bong?
	ADD ACTIVITIES ADD TEXT	
		Approx. Number of Hours Spert Per Year
	ADD SECTION	
		CANCEL SAVE + ADD ANOTHER

4. If you click either the + Add New Record link near the center top, or the Save + Add Record on the Edit screen you open a partial screen interface with blank fields for the selected activity type. In this example a new University Service record can be entered by selecting/filling out the applicable fields.



NOTE: These Edit and Add Record options allow you to make corrections and additional entries as you are refining the look of a report or CV.

5. Once you are satisfied with the display and formatting of this section of the new report you can click on the check button in the upper right to save the section, the trashcan button to delete the section, or one of the three buttons below the current section: Add Activities Button, Add Text, and Add Section to continue to build the report.

Activities Re	eports	Workflow	
< Create a Nev	w Report		SAVE REPORT
		Activities from University Service	OPTIONS
		ᡝ Display Style - 🖩 Table - 👎 Filter - 🔯 Group by - 🕾 😑 💷 🗉	
		O ADD NEW RECORD	
		College	
		Eastern Michigan University / Cataloger/Metadata Librarian Search Committee. (2008).	
		Eastern Michigan University / LOEX Director Search Committees. (2003 - 2006).	
		Department	
		Eastern Michigan University / Collection Development Librarian Search Committee. (2015 - 2016).	
		University	
		Sam Houston State University / Campus Master Plan Advisory Committee. (2022 - Present).	
		 Sam Houston State University / System administrator Watermark/Digital Measures Faculty Success reporting system. (2022 - Present). 	
		Sam Houston State University / Impact and Planning Committee. (2021 - Present).	
		Sam Houston State University / Impact subcommittee on Campus-wide Calendaring/Scheduling Solution. (2021 - Present).	
		Sam Houston State University / Impact subcommittee on Faculty Activity Reporting Software. (2021 - Present).	
		Sam Houston State University / Campus Sustainability Committee. (2022 - 2023).	
		 Faculty Senate appointed Library representative, Eastern Michigan University/Academic Affairs Educational Environment and Facilities Committee (EEFC). (2006 - 2016). 	
		Chair, Eastern Michigan University / Library Applications Development Specialist Search Committee. (2013).	
		Faculty representative, Eastern Michigan University / Content Management System selection committee. (2006 - 2009).	
		Chair, Eastern Michigan University / Associate University Librarian Search Committee. (2004).	
		ADD ACTIVITES ADD TEXT	
		ADD SECTION	

6. Clicking Add Activities will allow you to bring another selection of records from an additional Activity Type under the current section heading.

Activities Rep	rts Workflow	
Create a New	Report SAVE R	EPORT
	Service OPT	TIONS
	College	
	Eastern Michigan University / Cataloger/Metadata Librarian Search Committee. (2008).	
	Eastern Michigan University / LOEX Director Search Committees. (2003 - 2006).	
	Department	
	Eastern Michigan University / Collection Development Librarian Search Committee. (2015 - 2016).	
	University	
	Sam Houston State University / Campus Master Plan Advisory Committee. (2022 - Present).	
	Sam Houston State University / System administrator Watermark/Digital Measures Faculty Success reporting system. (2022 - Present).	
	Sam Houston State University / Impact and Planning Committee. (2021 - Present).	
	 Sam Houston State University / Impact subcommittee on Campus-wide Calendaring/Scheduling Solution. (2021 - Present). 	
	 Sam Houston State University / Impact subcommittee on Faculty Activity Reporting Software. (2021 - Present). 	
	Sam Houston State University / Campus Sustainability Committee. (2022 - 2023).	
	 Faculty Senate appointed Library representative, Eastern Michigan University/Academic Affairs Educational Environment and Facilities Committee (EEFC). (2006 - 2016). 	
	Chair, Eastern Michigan University / Library Applications Development Specialist Search Committee. (2013).	
	 Faculty representative, Eastern Michigan University / Content Management System selection committee. (2006 - 2009). 	
	Chair, Eastern Michigan University / Associate University Librarian Search Committee. (2004).	
	Activity Type	
	Intellectual Property (e.g., copyrights, patents)	
	Research Activity	
	University Service	
	Professional Service	
	Public Service Descent	
	Permanent Data (Coming Soon)	
	Yearly Data	
	reary Data	

7. Clicking Add Text provides a free text area associated with the current Section where you can enter additional information to the report. This text field has several formatting options including Font Size (Smaller or Larger), Bold, *Italics*, <u>Underline</u>, _{Subscript}, ^{Superscript}, as well as alignment, outdent, indent, as well as the ability to insert images stored in an activity record.

8. Clicking Add Section provides a new Section Heading, with options to choose from six Heading Styles for a new section from the Paragraph Format drop-down menu.

Activities	Reports	Workflow	
< Create a	New Repo	rt	SAVE REPORT
		Department	OPTIONS
		Eastern Michigan University / Collection Development Librarian Search Committee. (2015 - 2016).	
		University	
		Sam Houston State University / Campus Master Plan Advisory Committee. (2022 - Present).	
		 Sam Houston State University / System administrator Watermark/Digital Measures Faculty Success reporting system. (2022 - Present). 	
		 Sam Houston State University / Impact and Planning Committee. (2021 - Present). 	
		Sam Houston State University / Impact subcommittee on Campus-wide Calendaring/Scheduling Solution. (2021 - Present).	
		Sam Houston State University / Impact subcommittee on Faculty Activity Reporting Software. (2021 - Present).	
		Sam Houston State University / Campus Sustainability Committee. (2022 - 2023).	
		 Faculty Senate appointed Library representative, Eastern Michigan University/Academic Affairs Educational Environment and Facilities Committee (EEFC). (2006 - 2016). 	
		Chair, Eastern Michigan University / Library Applications Development Specialist Search Committee. (2013).	
		 Faculty representative, Eastern Michigan University / Content Management System selection committee. (2006 - 2009). 	
		Chair, Eastern Michigan University / Associate University Librarian Search Committee. (2004).	
		Clicking Add Text provides this free text area where you can enter additional information to the report. This text field has several formating options including: Font Size (Smaller or Larger), Bold, Italics, <u>Underline</u> , Subscript, ^{Supercript} , as well as alignment, outdent, indert, as well as the ability to insert images stored in an activity record.	
		۹-	
		Add Section provides a new Section Heading, with options to choose from six Heading	
		Styles for a new section from the Paragraph Format drop-down menu.	
		ADD ACTIVITIE ADD TEXT	
		ADD SECTION	

9. You can drag and drop elements (activity type or added text) within (and between) Sections by hovering over an element then click, hold, and drag the element to a new

location. You will see a directional cross icon when you are hovering over a location where you can begin to move an element. Drag Element Here text will appear in locations where an element can be dropped. In the example the Added Text Section is moved to the top of the Service section.

Create a N	on noport		SAVE REP
		edo003@ahsu.edu	OPTIC
		Service	
		College	
		 Eastern Michigan University / Cataloger/Metadata Librarian Search Committee. (2008). 	
		 Eastern Michigan University / LOEX Director Search Committees. (2003 - 2006). 	
		Department	
		 Eastern Michigan University / Collection Development Librarian Search Committee. (2015 - 2016). 	
		University	
		•	
		 Sam Houston State University / Campus Master Plan Advisory Committee. (2022 - Present). Sam Houston State University / System administrator Watermark/Digital Measures Faculty Success reporting system. (2022 - 	
		 Sam Housion State Oniversity / System administrator vialemativizigital measures nacuty Success reporting system. (2022 - Present). 	
		 Sam Houston State University / Impact and Planning Committee. (2021 - Present). 	
		 Sam Houston State University / Impact subcommittee on Campus-wide Calendaring/Scheduling Solution. (2021 - Present). 	
		 Sam Houston State University / Impact subcommittee on Faculty Activity Reporting Software. (2021 - Present). 	
		 Sam Houston State University / Campus Sustainability Committee. (2022 - 2023). 	
		 Faculty Senate appointed Library representative, Eastern Michigan University/Academic Affairs Educational Environment and Facilities Committee (EEFC). (2006 - 2016). 	
		Chair, Eastern Michigan University / Library Applications Development Specialist Search Committee. (2013).	
		 Faculty representative, Eastern Michigan University / Content Management System selection committee. (2006 - 2009). 	
		 Chair, Eastern Michigan University / Associate University Librarian Search Committee. (2004). 	
		Clicking Add Text provides this free text area where you can enter additional information to the report. This text field has several manting options including. Ford Size (Smaller or Larger), Bolds, <i>Raisci, Ulderline, Sausrope, Sevenneer</i> , as well as alignment, oxident, Johnt, as well as halfty to inset images stored in an activity record.	
		Add Section provides a new Section Heading, with options to choose from six Heading	
		Styles for a new section from the Paragraph Format drop-down menu.	
		- 4	
	4		



Saving a Report

1. Once you have completed designing and populating a new report/CV you can click Save Report in the upper right. A pop-up window will appear for you to enter a name for the Report, with Cancel and Save buttons as options to name the report.

Activities Reports Workflow	
< Create a New Report	SAVE REPORT
	OPTIONS
	Save Report ×
	Report Name New Service Report
Clicking Add Text provides formatting options including indent, as well as the ability	CANCEL SAVE well as alignment, outdent,
Service	
	niversity / Cataloger/Metadata Librarian Search Committee. (2008). niversity / LOEX Director Search Committees. (2003 - 2006).
Department	
Eastern Michigan L	niversity / Collection Development Librarian Search Committee. (2015 - 2016).
University	
	University / Campus Master Plan Advisory Committee. (2022 - Present).
Sam Houston State Present).	University / System administrator Watermark/Digital Measures Faculty Success reporting system. (2022 -

2. Any reports you create and save will now appear on your list of Reports. You can use the drop-down menu to the right of the report to Delete, Duplicate, or Rename a report you have created, or can edit. Reports created by Watermark will have a lock icon to the right and cannot be altered on the list of available Reports. You may also see reports created by SHSU administrative accounts that can be shared with individuals or groups of faculties associated with a department or college. In the example the New Service Report has been added to the list and can be altered since it was created by your account.

eports		CREATE A NEW REPORT
elect the report you would like to view or edit, or select to create a new report.		4 Items
NAME -	CREATED BY	ACTIONS
Annual Activity Report	Watermark	â
New Service Report	Me	
Review Activity Report	Watermark	Delete
Vita	Watermark	Duplicate
		Rename

See SHSU <u>Watermark Faculty Success Training and Resources</u> (<u>https://www.shsu.edu/dept/academic-affairs/watermark/training.html</u>) page for additional assistance in entering and maintaining your faculty success activities data.