Annual Activity Report Submission - Approver Instructions

The University of Maryland is launching Activity Insight by Digital Measures/Watermark as our faculty activities system this year, 2019-2020. This system enables individual faculty members and the University as a whole to promote and report accomplishments and activities. We have been launching this new tool over the 2019 calendar year with tenured/tenure-track faculty members, with the goal of using the platform for annual reporting in early 2020. The next phase, in 2020, will expand the use of the platform to all faculty members. Below is the instruction guide to refer for the Annual Activity review process.

Instructions for Annual Activity Review Procedure:

1. Access faculty’s submission from the email notification by clicking “Open Now”; or follow step 2 to access all submissions

2. Go to Workflow section (available in the top red bar); Workflow tasks will open

3. Open the UMD Annual Faculty Activity Review task available in the Inbox section

4. Fill the form as per the guidelines and submit it

Detailed instructions are available from the next page.

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

(continued)
**Detailed Instructions**

1. Log in to Activity Insight through the homepage available at [faculty.umd.edu/data](http://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.