Required Fields for Annual Summary of Activities Report

Data fields **circled in blue** indicate what information will be automatically pulled from certain Digital Measures screens to populate your Annual Summary Report. These fields should be completed if they are applicable to you and you want them included in your Annual Summary Report.

Administrative Data – Yearly Data Screen

Administrative Assignments Screen

⟨ Edit Administrative Assignments

Cancel | 💾 Save | 💾➕ Save + Add Another

See "Required Fields for Annual Summary of Activities Report" section in the Faculty User Guide to learn which fields on this screen should be completed (if they are applicable to you) and you want them included in your Annual Summary Report.

Position/Role [▼]

Explanation of "Other" [   ]

Full Title of Position/Role [   ]

Scope [▼]

Responsibilities/Brief Description [   ]

Note: For activities that you started but have not yet presently completed, specify the start date and leave the end date blank. At least one date must be entered and be between June 1 – May 31 of the reporting year in order for this activity to appear in your Annual Summary Report.

Start Date [▼] [   ], [   ]

End Date [▼] [   ], [   ]   ➡️ At least one date **must** be entered and be between June 1 – May 31 of reporting year in order for activity to appear in Annual Report.

Awards and Honors Screen

⟨ Edit Awards and Honors

Cancel | 💾 Save | 💾➕ Save + Add Another

See "Required Fields for Annual Summary of Activities Report" section in the Faculty User Guide to learn which fields on this screen should be completed (if they are applicable to you) and you want them included in your Annual Summary Report.

Nominated or Received? [▼]

Award or Honor Name [   ]

Organization/Sponsor [   ]

* Purpose [▼]   ➡️ "Purpose" **must** be entered in order for activity to appear in Annual Report.

Scope [▼]

Brief Description/Explanation [   ]

Note: Date entered must be between June 1 – May 31 of the reporting year in order for this activity to appear in your Annual Summary Report.

Date [▼] [   ], [   ]   ➡️ Date entered **must** be between June 1 – May 31 of reporting year in order for activity to appear in Annual Report.

Consulting Screen

< Edit Consulting   Cancel   **💾 Save**   **💾 Save + Add Another**

See "Required Fields for Annual Summary of Activities Report" section in the Faculty User Guide to learn which fields on this screen should be completed (if they are applicable to you) and you want them included in your Annual Summary Report.

Consulting Type

Explanation of "Other"

Client/Organization

City, State and Country

* Compensated or Pro Bono? → "Compensated or Pro Bono" **must** be entered in order for activity to appear in Annual Report.

Brief Description

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank. At least one date must be entered and be between June 1 – May 31 of the reporting year in order for this activity to appear in your Annual Summary Report.

Start Date

End Date → At least one date **must** be entered and be between June 1 – May 31 of reporting year in order for activity to appear in Annual Report.

Faculty Development Activities Attended Screen

< Edit Faculty Development Activities Attended   Cancel   **💾 Save**   **💾 Save + Add Another**

See "Required Fields for Annual Summary of Activities Report" section in the Faculty User Guide to learn which fields on this screen should be completed (if they are applicable to you) and you want them included in your Annual Summary Report.

Activity Type

Explanation of "Other"

Title

Sponsoring Organization

City, State and Country

Number of Credit Hours

Brief Description

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank. At least one date must be entered and be between June 1 – May 31 of the reporting year in order for this activity to appear in your Annual Summary Report.

Start Date

End Date → At least one date **must** be entered and be between June 1 – May 31 of reporting year in order for activity to appear in Annual Report.

Licensures and Certifications Screen

‹ Edit Licensures and Certifications

Cancel | Save | Save + Add Another

See "Required Fields for Annual Summary of Activities Report" section in the Faculty User Guide to learn which fields on this screen should be completed (if they are applicable to you) and you want them included in your Annual Summary Report.

Title of Licensure/Certification

Sponsoring Organization

Scope

Description

Note: At least one date must be entered and be between June 1 – May 31 of the reporting year in order for this activity to appear in your Annual Summary Report.

Date Obtained

Expiration Date

At least one date **must** be entered and be between June 1 – May 31 of reporting year in order for activity to appear in Annual Report.

Media Appearances and Interviews Screen

‹ Edit Media Appearances and Interviews

Cancel | Save | Save + Add Another

See "Required Fields for Annual Summary of Activities Report" section in the Faculty User Guide to learn which fields on this screen should be completed (if they are applicable to you) and you want them included in your Annual Summary Report.

Media Type

Explanation of "Other"

Article/Segment Title

Program/Media Outlet Name

Web Address

Description

Note: Date entered must be between June 1 – May 31 of the reporting year in order for this activity to appear in your Annual Summary Report.

Publication/Air Date

Date entered **must** be between June 1 – May 31 of reporting year in order for activity to appear in Annual Report.

Academic Advising Screen

‹ **Edit Academic Advising**　　　　　Cancel　　🖬 Save　　🖬₊ Save + Add Another

See "Required Fields for Annual Summary of Activities Report" section in the Faculty User Guide to learn which fields on this screen should be completed (if they are applicable to you) and you want them included in your Annual Summary Report.

Note: Date entered must be between June 1 – May 31 of the reporting year in order for this activity to appear in your Annual Summary Report

Term and Year

Number of Students Advised as Primary Advisor

Number of Students Advised as Secondary Advisor

Comments

Date entered **must** be between June 1 – May 31 of reporting year in order for activity to appear in Annual Report.

Directed Student Learning Screen

‹ **Edit Directed Student Learning (e.g., independent study, internship, research, seminar)**　　　Cancel　　🖬 Save　　🖬₊ Save + Add Another

See "Required Fields for Annual Summary of Activities Report" section in the Faculty User Guide to learn which fields on this screen should be completed (if they are applicable to you) and you want them included in your Annual Summary Report.

Note: Some records have already been created for you. In those cases, these fields will be read-only.

* Term and Year

Course Name

Course Prefix and Number

Involvement Type

Student First Name

Student Last Name

Title of Student's Work

Stage of Completion

Comments

"Term and Year" **must** be entered in order for activity to appear in Annual Report.

Term and Year must be between June 1 – May 31 of reporting year in order for activity to appear in Annual Report.

Non-Credit Instruction Taught Screen

‹ Edit Non-Credit Instruction Taught

| Cancel | 💾 Save | 💾 Save + Add Another |

See "Required Fields for Annual Summary of Activities Report" section in the Faculty User Guide to learn which fields on this screen should be completed (if they are applicable to you) and you want them included in your Annual Summary Report.

Instruction Type ▼

Explanation of "Other"

Audience ▼

Sponsoring Organization

Number of Participants

Academic or Professional? ▼

Description

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank. At least one date must be entered and be between June 1 – May 31 of the reporting year in order for this activity to appear in your Annual Summary Report.

Start Date ▼ | ,

End Date ▼ | ,

→ At least one date **must** be entered and be between June 1 – May 31 of reporting year in order for activity to appear in Annual Report.

Scheduled Teaching Screen

< **Edit Scheduled Teaching**   Cancel   💾 Save

You do not have access to modify some of the fields on this screen. If changes are needed, contact your Digital Measures Administrator, Mary Hoehn.

🔒 Term and Year
🔒 Course Name
🔒 Course Prefix and Course Number
🔒 Section Number
🔒 Official Enrollment Number   Fields are pre-populated and read-only.
🔒 Student Credit Hours
🔒 Faculty Workload Hours
🔒 Course Level
🔒 Delivery Mode
🔒 Helios?

New course preparation?   ▼

New format for existing course?   ▼

Syllabus for this course   No File Stored   Choose File...

Comments

Teaching Innovation and Curriculum Development Screen

< **Edit Teaching Innovation and Curriculum Development**   Cancel   💾 Save   💾➕ Save + Add Another

See "Required Fields for Annual Summary of Activities Report" section in the Faculty User Guide to learn which fields on this screen should be completed (if they are applicable to you) and you want them included in your Annual Summary Report.

Activity Type   ▼

Explanation of "Other"

Course or Program Name

Description of Activity

Dates are intended to capture the time spent working on curriculum development or teaching innovation that will be delivered at a future date; the delivery of the course itself will be captured under the Scheduled Teaching Screen, where you can indicate if this was a new course preparation or a new format for an existing course. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank. At least one date must be entered and be between June 1 – May 31 of the reporting year in order for this activity to appear in your Annual Summary Report.

Start Date   ▼   ,

End Date   ▼   ,

At least one date **must** be entered and be between June 1 – May 31 of reporting year in order for activity to appear in Annual Report.

Contracts, Fellowships, Grants and Sponsored Research Screen

< **Edit Contracts, Fellowships, Grants and Sponsored Research**

| Cancel | ⊟ Save | ⊟₊ Save + Add Another |

See "Required Fields for Annual Summary of Activities Report" section in the Faculty User Guide to learn which fields on this screen should be completed (if they are applicable to you) and you want them included in your Annual Summary Report.

Type [▼]

Explanation of "Other" [ ]

Title [ ]

Agency/Sponsor [ ]

* Current Status [▼] ⟶ **"Current Status" must be entered in order for activity to appear in Annual Report.**

Amount $ [ ]

Abstract [ ]

Lead or Prime Applicant / Collaborating Institution / Subcontractors
Please list the Lead or Prime Applicant as the first entry in this list.

1st Applicant

Applicant [▼]

Explanation of "Other Institution" [ ]

Applicant Type [▼]

Select the number of applicant rows to add: 1 ○ [+Add]

Investigators
Please select a person from the drop-down list and/or enter their name in the input fields.
By default, your name will appear as the first investigator. You do not need to enter your name in the blank fields unless you submitted under a different name. You can add additional investigators by selecting the appropriate number of investigator rows to add, and then change the order using the up/down arrows. Please note that Skidmore students and non-Skidmore faculty will not appear in the drop-down list and you will have to enter their names in the fields provided.

1st Investigator

People at Skidmore College   First Name   Middle Name/Initial Last Name   If a student, what is his/her level?
Hoehn, Mary: mhoehn   [ ]   [ ]   [ ]   [▼]

Role   Explanation of "Other"   Institution   Explanation of "Other Institution"
[▼]   [ ]   [▼]   [ ]

Select the number of investigator rows to add: 1 ○ [+Add]

Award Letter   No File Stored   [Choose File...]

Note: At least one date must be entered and be between June 1 – May 31 of the reporting year in order for this activity to appear in your Annual Summary Report.

Submission Deadline [▼] [ ] , [ ]

Start Date [▼] [ ] , [ ] ⟶ **At least one date must be entered and be between June 1 – May 31 of reporting year in order for activity to appear in Annual Report.**

End Date [▼] [ ] , [ ]

Exhibits and Performances Screen

< **Edit Exhibits and Performances**

Cancel   💾 Save   💾 Save + Add Another

See "Required Fields for Annual Summary of Activities Report" section in the Faculty User Guide to learn which fields on this screen should be completed (if they are applicable to you) and you want them included in your Annual Summary Report.

Type of Work	[▼]
Explanation of "Other"	[ ]
Work/Exhibit Title	[ ]
Name of Performing Group	[ ]
Sponsoring Organization	[ ]
Venue	[ ]
City, State and Country	[ ] [▼] [▼]
Brief Description	[ ]

Performers/Exhibitors

Please select a person from the drop-down list and/or enter their name in the input fields.
By default, your name will appear as the first performer/exhibitor. You do not need to enter your name in the blank fields unless you performed/exhibited under a different name. You can add additional performers/exhibitors by selecting the appropriate number of performer/exhibitor rows to add, and then change the order using the up/down arrows. Please note that Skidmore students and non-Skidmore faculty will not appear in the drop-down list and you will have to enter their names in the fields provided.

1st Performer/Exhibitor

People at Skidmore College	First Name	Middle Name/Initial	Last Name	Role	If a student, what is his/her level?	Organization
Hoehn, Mary: mhoehn	[ ]	[ ]	[ ]	[ ]	[▼]	[ ]

Select the number of performer/exhibitor rows to add: [1 ⊘]   [➕ Add]

Was this peer-reviewed/refereed?	[▼]
Web Address	[ ]
Scope	[▼]

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank. At least one date must be entered and be between June 1 – May 31 of the reporting year in order for this activity to appear in your Annual Summary Report.

Start Date	[▼] [ ] , [ ]
End Date	[▼] [ ] , [ ]

➡️ At least one date **must** be entered and be between June 1 – May 31 of reporting year in order for activity to appear in Annual Report.

Intellectual Property Screen

< Edit Intellectual Property (e.g., copyrights, patents)

| Cancel | 💾 Save | ⊞₊ Save + Add Another |

See "Required Fields for Annual Summary of Activities Report" section in the Faculty User Guide to learn which fields on this screen should be completed (if they are applicable to you) and you want them included in your Annual Summary Report.

Patent or Copyright ▾

Patent Title

Patent/Copyright Number/ID

Patent Type ▾

Patent Nationality ▾

If Patent Cooperation Treaty, List Nations

Inventors

Please select a person from the drop-down list and/or enter their name in the input fields.

By default, your name will appear as the first inventor. You do not need to enter your name in the blank fields unless you invented under a different name. You can add additional inventors by selecting the appropriate number of inventor rows to add, and then change the order using the up/down arrows. Please note that Skidmore students and non-Skidmore faculty will not appear in the drop-down list and you will have to enter their names in the fields provided.

1st Inventor

| People at Skidmore College | First Name | Middle Name/Initial | Last Name | Organization |
| Hoehn, Mary: mhoehn | | | | |

Select the number of inventor rows to add: 1 ⊘   **➕Add**

If patent has been licensed, to whom?

If patent has been assigned, to whom?

Note: At least one date must be entered and be between June 1 – May 31 of the reporting year in order for this activity to appear in your Annual Summary Report.

Date Submitted to College ▾ [   ] , [   ]

Date of Patent Application ▾ [   ] , [   ]

Date Patent Approved ▾ [   ] , [   ]   ➡️ At least one date **must** be entered and be between June 1 – May 31 of reporting year in order for activity to appear in Annual Report.

Date Licensed ▾ [   ] , [   ]

Renewal Date ▾ [   ] , [   ]

Presentations Screen

< **Edit Presentations**

[Cancel] [💾 Save] [💾 Save + Add Another]

See "Required Fields for Annual Summary of Activities Report" section in the Faculty User Guide to learn which fields on this screen should be completed (if they are applicable to you) and you want them included in your Annual Summary Report.

Presentation Title	
Presentation Type	▼
Explanation of "Other"	
Conference/Meeting Name	
Sponsoring Organization	
City, State and Country	▼ ▼
Meeting Type	▼
Explanation of "Other"	

Presenters/Authors

Please select a person from the drop-down list and/or enter their name in the input fields.
By default, your name will appear as the first presenter/author. You do not need to enter your name in the blank fields unless you presented under a different name. You can add additional presenters/authors by selecting the appropriate number of presenter/author rows to add, and then change the order using the up/down arrows. Please note that Skidmore students and non-Skidmore faculty will not appear in the drop-down list and you will have to enter their names in the fields provided.

1st Presenter/Author

People at Skidmore College	First Name	Middle Name/Initial	Last Name	If a student, what is his/her level?
Hoehn, Mary: mhoehn				▼

Role	Organization

Select the number of presenter/author rows to add: 1 ⊗ [✚ Add]

Scope	▼
Invited or Accepted?	▼
Was this peer-reviewed/refereed?	▼
Published in Proceedings?	▼
Published Elsewhere?	▼
Abstract/Synopsis	
Presentation	No File Stored [Choose File...]

Note: Date entered must be between June 1 – May 31 of the reporting year in order for this activity to appear in your Annual Summary Report.

Date ▼ [ ] , [ ] ⟶ Date entered **must** be between June 1 – May 31 of reporting year in order for activity to appear in Annual Report.

Publications Screen

< **Edit Publications**   Cancel | **H** Save | **H+** Save + Add Another

See "Required Fields for Annual Summary of Activities Report" section in the Faculty User Guide to learn which fields on this screen should be completed (if they are applicable to you) and you want them included in your Annual Summary Report.

Contribution Type	[dropdown]
Explanation of "Other"	[field]
* Current Status	[dropdown] →

"Current Status" must be entered in order for activity to appear in Annual Report.

Title of Contribution	[field]
If this is part of a larger work (e.g., a chapter in a book), Title of Larger Work	[field]
Journal Name	[field]
Publisher/Proceedings Publisher	[field]
City and State of Journal/Publisher	[field]
Country of Journal/Publisher	[field]
Volume	[field]
Issue Number/Edition	[field]
Page Numbers	[field]
Number of Pages	[field]
* Was this peer-reviewed/refereed?	[dropdown] →

"Was This Peer-Reviewed" must be entered in order for activity to appear in correct location of Annual Report.

Authors/Editors/Translators

Please select a person from the drop-down list and/or enter their name in the input fields. By default, your name will appear as the first author/editor/translator. You do not need to enter your name in the blank fields unless you authored/edited under a different name. You can add additional authors/editors/translators by selecting the appropriate number of authors/editor/translator rows to add, and then change the order using the up/down arrows, ordering them by order of contribution. Please note that Skidmore students and non-Skidmore faculty will not appear in the drop-down list and you will have to enter their names in the fields provided.

1st Author/Editor/Translator

People at Skidmore College	First Name	Middle Name/Initial	Last Name	❓ Organization	Role	If a student, what is his/her level?
Hoehn, Mary: mhoehn	[field]	[field]	[field]	[field]	Author ⊗	[dropdown]

Select the number of author/editor/translator rows to add: 1 ⊗   **+Add**

ISBN/ISSN Number/Case #	[field]
Digital Object Identifier (DOI)	[field]
Audience of Circulation	[dropdown]
Is this publicly available?	[dropdown]
If publicly available, is this an open access citation?	[dropdown]
Abstract/Synopsis	[field]
Web Address	[field]
Full-text of this item	No File Stored Choose File...

Note: At least one date must be entered and be between June 1 – May 31 of the reporting year in order for this activity to appear in your Annual Summary Report.

Expected Date of Submission	[dropdown] [,]
Date Submitted	[dropdown] [,]
Date Accepted	[dropdown] [,] →
Date Published	[dropdown] [,]

At least one date must be entered and be between June 1 – May 31 of reporting year in order for activity to appear in Annual Report.

Other Research Activity Screen

‹ Edit Other Research Activity

| Cancel | 🖫 Save | 🖫₊ Save + Add Another |

See "Required Fields for Annual Summary of Activities Report" section in the Faculty User Guide to learn which fields on this screen should be completed (if they are applicable to you) and you want them included in your Annual Summary Report.

Title/Type of Activity [ ]

Description [ ]

Status [▼]

Collaborators

Please select a person from the drop-down list and/or enter their name in the input fields.
By default, your name will appear as the first collaborator. You do not need to enter your name in the blank fields unless you collaborated under a different name. You can add additional collaborators by selecting the appropriate number of collaborator rows to add, and then change the order using the up/down arrows. Please note that Skidmore students and non-Skidmore faculty will not appear in the drop-down list and you will have to enter their names in the fields provided.

1st Collaborator

People at Skidmore College	First Name	Middle Name/Initial	Last Name	Organization	If a student, what is his/her level?
Hoehn, Mary: mhoehn	[ ]	[ ]	[ ]	[ ]	[▼]

Select the number of collaborator rows to add: [1 ○] [✚ Add]

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank. At least one date must be entered and be between June 1 – May 31 of the reporting year in order for this activity to appear in your Annual Summary Report.

Start Date [▼] [ ] , [ ]   ⟶   At least one date **must** be entered and be between June 1 – May 31 of reporting year in order for activity to appear in Annual Report.

End Date [▼] [ ] , [ ]

Department / College Service Screen

< Edit Department/College

Cancel   💾 Save   💾 Save + Add Another

See "Required Fields for Annual Summary of Activities Report" section in the Faculty User Guide to learn which fields on this screen should be completed (if they are applicable to you) and you want them included in your Annual Summary Report.

* Scope of Service [▼]

Type of Service [▼]

Explanation of "Other" [ ]

Position/Role [ ]

Name of Organization/Committee [ ]

Responsibilities/Brief Description [ ]

"Scope of Service" **must** be entered in order for activity to appear in Annual Report.

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank. At least one date must be entered and be between June 1 – May 31 of the reporting year in order for this activity to appear in your Annual Summary Report.

Start Date [▼] [ ] , [ ]

End Date [▼] [ ] , [ ]

At least one date **must** be entered and be between June 1 – May 31 of reporting year in order for activity to appear in Annual Report.

Professional Service Screen

< Edit Professional

Cancel   💾 Save   💾 Save + Add Another

See "Required Fields for Annual Summary of Activities Report" section in the Faculty User Guide to learn which fields on this screen should be completed (if they are applicable to you) and you want them included in your Annual Summary Report.

Position/Role [▼]

Explanation of "Other" [ ]

Organization/Committee/Journal [ ]

City, State and Country [ ] [▼] [▼]

Responsibilities/Brief Description [ ]

Were you elected or appointed? [▼]

Audience [▼]

Served Ex-Officio? [▼]

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank. At least one date must be entered and be between June 1 – May 31 of the reporting year in order for this activity to appear in your Annual Summary Report.

Start Date [▼] [ ] , [ ]

End Date [▼] [ ] , [ ]

At least one date **must** be entered and be between June 1 – May 31 of reporting year in order for activity to appear in Annual Report.

Public Service Screen

< Edit Public

Cancel | 💾 Save | 💾 Save + Add Another

See "Required Fields for Annual Summary of Activities Report" section in the Faculty User Guide to learn which fields on this screen should be completed (if they are applicable to you) and you want them included in your Annual Summary Report.

Position/Role

Explanation of "Other"

Organization/Committee

City, State and Country

Responsibilities/Brief Description

Audience

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank. At least one date must be entered and be between June 1 – May 31 of the reporting year in order for this activity to appear in your Annual Summary Report.

Start Date

End Date

→ At least one date **must** be entered and be between June 1 – May 31 of reporting year in order for activity to appear in Annual Report.

Brief Reflection on Professional Achievement and Goals Screen

< Edit Brief Reflection on Professional Achievements and Goals

Cancel | 💾 Save | 💾 Save + Add Another

See "Required Fields for Annual Summary of Activities Report" section in the Faculty User Guide to learn which fields on this screen should be completed (if they are applicable to you) and you want them included in your Annual Summary Report.

Note: Academic year must be same as reporting year in order for this activity to appear in your Annual Summary Report.

Academic Year

→ Academic year **must** be same as reporting year in order for activity to appear in Annual Report.

Please describe what you believe to be your most important achievement this year.

What are two or three professional goals (in Teaching, Scholarship or Service) you have for the next academic year and beyond? How might the institution support those efforts?