

Senior Faculty Status Annual Reports

Scholarly activities should be entered in the appropriate sections so they can be captured for the Faculty Scholarship Publication. This information can be entered at any time throughout the year.

To submit your annual report, select **Other Activities Entry: Miscellaneous**

The screenshot shows the Grinnell College Member console interface. A red arrow points to the 'Miscellaneous' option in the 'Other Activities Entry' dropdown menu. The interface includes a navigation bar with 'Help', 'Reports', 'Research', 'Service', 'Teaching', 'Experience', 'Credentials', and 'Other'. The main content area is divided into several sections: 'Templates | Reports', 'Research Activities Entry', 'Service Activities Entry', 'Teaching Activities Entry', 'Experience Activities Entry', 'Other Activities Entry', and 'Professional Credentials Entry'. The 'Other Activities Entry' section is currently expanded, showing a dropdown menu with 'Miscellaneous' selected. A message box below the dropdown reads: 'Miscellaneous activities (view, add, edit, delete, upload attachments)'.

Click the **Add** button.

The screenshot shows the Grinnell College Member console interface. A red arrow points to the 'Add' button in the top right corner of the page. The page title is 'Grinnell College' and the breadcrumb trail is 'Home >> Miscellaneous Reports (2)'. The main content area contains a text input field with the placeholder text: 'Enter other work you do as a faculty member that is not captured elsewhere in SEDONA (i.e. Course development, Mentoring activities, Web page design, Student placements, Student team evaluations, etc.)'. Below the input field is an 'Add a new record' button.

Select **SFS Annual Report** from the **Type of Activity** drop down menu. Select the **Year** and **Academic Year**.

The screenshot shows the Grinnell College Member console interface. A red arrow points to the 'Add Other Form' button in the top right corner. The page title is 'Grinnell College' and the breadcrumb trail is 'Home >> Miscellaneous List >> Add Other Form'. The main content area contains a form with the following fields: 'Type of Activity' (dropdown menu with 'SFS Annual Report' selected), 'Calendar Year' (dropdown menu with '2012' selected), 'Academic Year' (dropdown menu with '2011-2012' selected), 'Show Case' (checkbox), '% Contribution' (dropdown menu), 'URL' (text input field with 'http://'), 'Keywords' (text input field), and 'Description' (text area). A 'Save' button is visible in the top right corner.

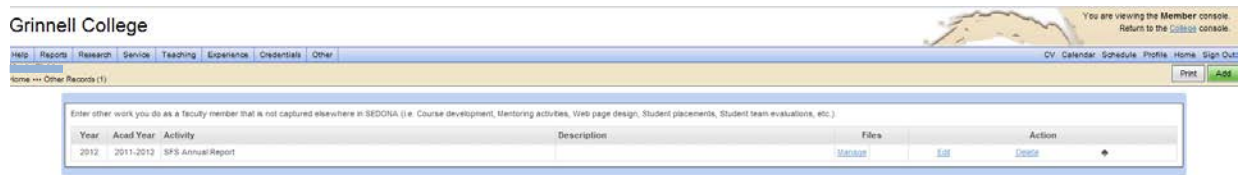
Click **Save**

The screenshot shows the Grinnell College Member console interface. A red arrow points to the 'Save' button in the top right corner. The page title is 'Grinnell College' and the breadcrumb trail is 'Home >> Miscellaneous List >> Add Other Form'. The main content area contains the same form as the previous screenshot. The 'Save' button is now highlighted in green, indicating it has been clicked. A message box below the form reads: 'Save Other record'.

Upload your report by clicking **Manage**. Supported formats: pdf, doc, xls, ppt, gif, jpg, wav, mp3, xlsx, docx, pptx. Maximum file size is 5MB. Multiple files can be uploaded to the same entry only if they have different extensions, for example, a pdf and an Excel file. Uploading two files with the same extension, for instance two .doc files, will cause the second file to overwrite the first. You can have two files of the same type, for instance, Word, just save one in .doc format and the other in .docx.



Click on **Choose File**, navigate to your file and click **Upload**. * Note that the name of your file is not displayed. * When you have finished uploading files to your report, click **Close**.



A link to your file has been created.

