

Faculty Success

Informational Guide

Missouri StateTM

Faculty Success



Table of Contents



Part 1: Account Access & Login

Part 2: General Information

Part 3: Teaching

Part 4: Scholarship/Research

Part 5: Service

Generating Reports

Faculty Success

Informational Guide

Part 1

Account Access & Login

Part One: Login

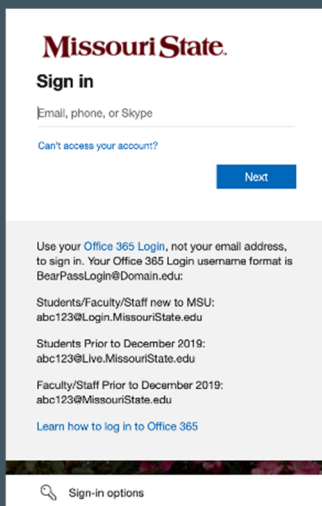
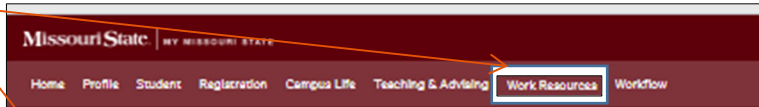
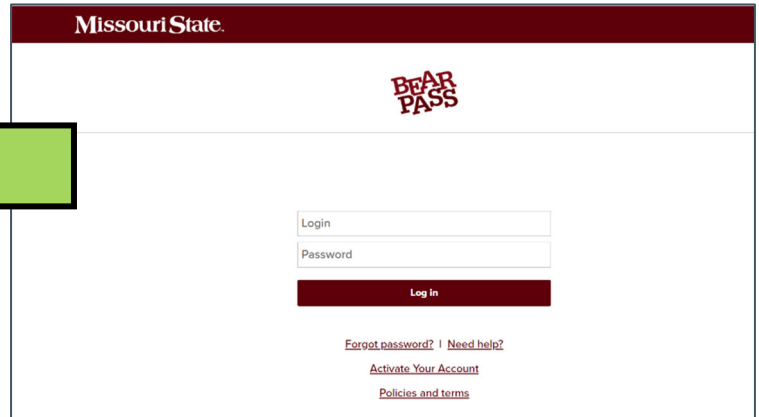
Login

My.MissouriState.edu

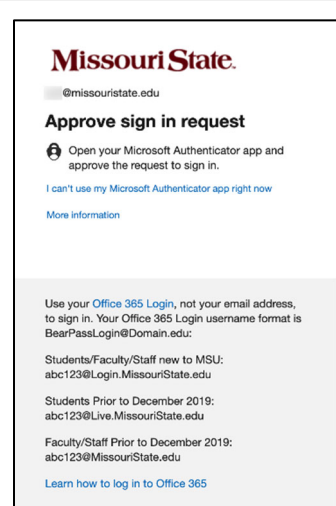
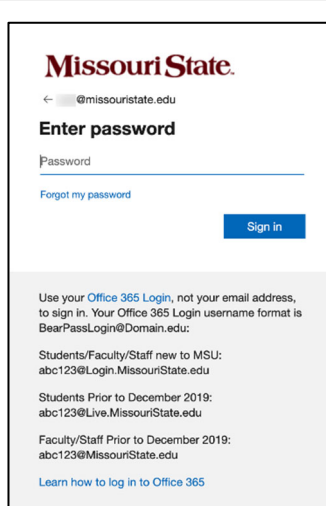
Navigate to

Digital Measures/Faculty Success through My Missouri State under the "Work Resources" tab, "Academic" channel, "Faculty Resources" section.

LOGIN SCREENSHOTS

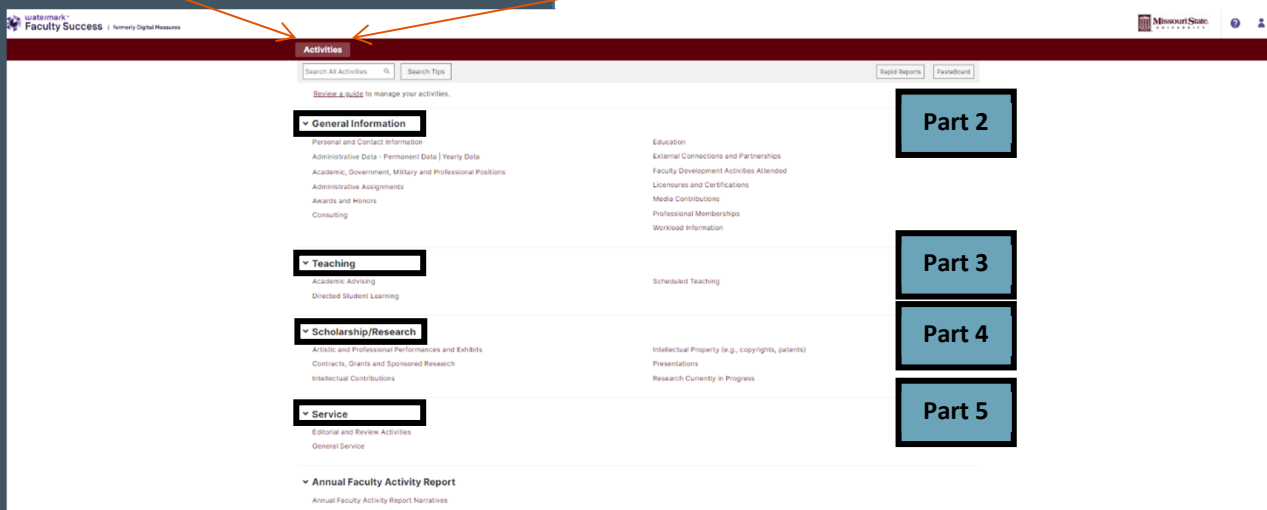


****NOTE****
You will ONLY see these screenshots if you are **not** logged into your email on the web. If you are logged into Office365 online, it will bypass the additional verification.



Landing Page

- When you arrive on the landing page you will see this dashboard.



You will complete each of these sections in Faculty Success

- General Information.....(Part 2)
- Teaching.....(Part 3)
- Scholarship/Research.....(Part 4)
- Service.....(Part 5)

Faculty Success

Informational Guide

Part 2

General Information

Part Two: General Information

Add/Edit an Item

Click on the link where you wish to modify information. "Personal and Contact Information" are used in the example.

Update All

- Personal & Contact Info
- Academic, Government, Military...
- Administrative Assignments
- Awards & Honors
- Consulting
- External Connections...
- Faculty Development Activities...
- Licensures & Certificates
- Media Contributions
- Professional Memberships

External Updates

The Faculty Success Administrator will update administrative sections.

- Administrative Data
 - Permanent Data
 - Yearly Data
- Workload Information

The screenshot displays the Faculty Success system interface. At the top, there is a navigation bar with the 'watermark Faculty Success' logo and the text 'Formerly Digital Measures'. Below this is a search bar and a link to 'Create & edit' to manage activities.

The main content area is titled 'Activities' and contains several expandable sections:

- General Information:** Includes Personal and Contact Information, Administrative Data - Permanent Data | Yearly Data, Academic, Government, Military and Professional Positions, Administrative Assignments, Awards and Honors, and Consulting.
- Teaching:** Includes Academic Advising and Directed Student Learning.
- Scholarship/Research:** Includes Artistic and Professional Performances and Exhibits, Contracts, Grants and Sponsored Research, and Intellectual Contributions.
- Service:** Includes Editorial and Review Activities and General Service.
- Annual Faculty Activity Report:** Includes Annual Faculty Activity Report Narratives.

Below the main content area, there are two detailed views of the 'General Information' section:

The first view shows a list of links for each sub-section, with 'Personal and Contact Information' highlighted in yellow. An orange arrow points from this link to the 'Edit Personal and Contact Information' form below.

The second view shows the 'Edit Personal and Contact Information' form, which includes fields for Prefix, First Name, Preferred First Name, and Middle Name. The form also has 'CANCEL' and 'SAVE' buttons. The 'Administrative Data - Permanent Data | Yearly Data' link is highlighted in orange in this view.

Faculty Success

Informational Guide

Part 3

Teaching

Part Three: Teaching

Teaching

- Click on "Teaching"
- Click on a subcategory. ("Directed Student Learning" is used in the example.)

- Click here to add a new item

- Complete the requested information.

- Click here to duplicate an item

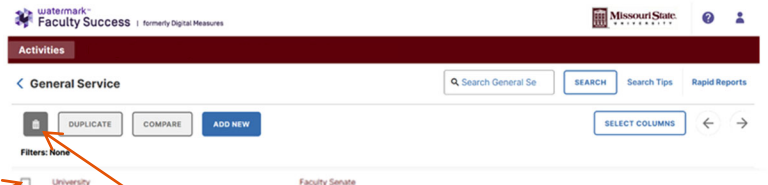
- Click directly on an item to edit information

The screenshot shows the Faculty Success Activities page. The 'Teaching' section is highlighted with a red box. Below it, the 'Directed Student Learning' subcategory is selected. The 'ADD NEW' button is highlighted with a red box. The 'Edit Directed Student Learning' form is shown with fields for Term and Year, Course Prefix and Course Number, Number of Credit Hours, Involvement Type, and Student Information. The 'DUPLICATE' button is highlighted with a red box. The table below shows a list of activities, with the first row highlighted by a red box.

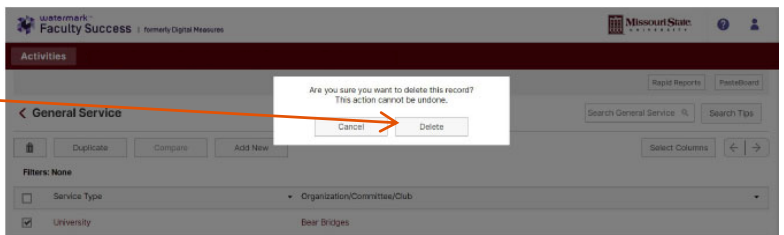
TERM, TERM AND YEAR	YEAR, TERM AND YEAR	INVOLVEMENT TYPE	EXPLANATION OF "OTHER"	STUDENT FIRST NAME	STUDENT LAST NAME
Fall	2021				
Fall	2021				

Part Three: Teaching

- Delete an item
 - Select item to be deleted
 - A dialog box will appear asking if you are sure you want to delete the item. If it is, click "Delete."



Click on the trash can icon to delete

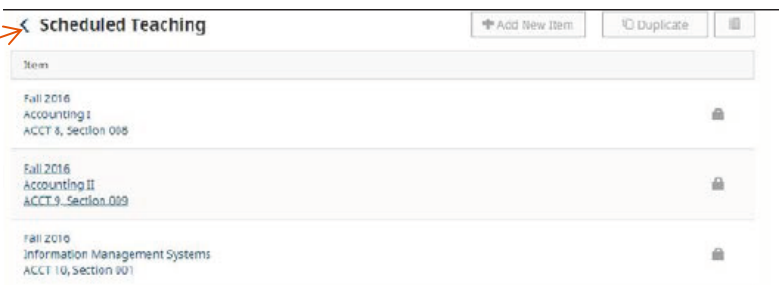


Update as needed

- Academic Advising
- Direct Student Learning

Scheduled Teaching

- The "Scheduled Teaching" section will be updated automatically by Computer Services, but you will need to upload the syllabus. (Uploading a syllabus is discussed on the next page.)



Teaching: Course Syllabus

Scheduled Teaching

To upload a course syllabus, click on the "Scheduled Teaching" section.

Course Schedule

The section will list a schedule of classes, most recent first.

Select a section from the list of classes displayed to upload a course syllabus.

The screenshot shows the 'Teaching' section of the Faculty Success interface. A box highlights the 'Scheduled Teaching' link. Below, the 'Scheduled Teaching' page is shown with a table of course sections. A red box highlights the first row of the table, and red arrows point from the text boxes to the corresponding columns in the table.

TERM, TERM AND Y...	YEAR, TERM AND Y...	COURSE TITLE	COURSE PREFIX	COURSE NUMBER	SECTION NUMBER
Fall	2021	Non-Thesis Project	CSD	784	1
Spring	2021	Research Seminar Spec Educ	SPE	788	300
Summer	2020	Problems in Sp. Ed.	SPE	790	

TIP

✓ Clicking on any blue text of the listed course will take you to the edit page.

Upload Syllabus

1. Scroll to the bottom of the edit page screen
 2. You may drag and drop your syllabus file into this section
- OR**
3. You may click on the blue text and select the syllabus file you would like to upload

The screenshot shows the 'Edit Scheduled Teaching' page. A red arrow points from the 'Drop file here or select to upload' text to the syllabus upload area. Another red arrow points from the 'SAVE' button to a callout box.

Don't forget to save!

Teaching: Student Evaluations

Scheduled Teaching

To upload student evaluations, click on the "Scheduled Teaching" section.

Special Note

****Before uploading Student Evaluations in Faculty Success, you must login to EvalKit and download student evaluations in a raw Excel or PDF format.****

Course Schedule

Once again, navigate to the schedule of classes and select the course where you would like to attach student evaluations.

Upload Evaluations

- 1.
- 2.
- 3.
- 4.



A screenshot of the Faculty Success 'Scheduled Teaching' interface. The page title is 'Scheduled Teaching'. There are search and filter options at the top. Below the search bar are buttons for 'DUPLICATE', 'COMPARE', and 'ADD NEW'. A table lists scheduled courses with columns for Term, Year, Course Title, Course Prefix, Course Number, and Section Number.

TERM, TERM AND Y...	YEAR, TERM AND Y...	COURSE TITLE	COURSE PREFIX	COURSE NUMBER	SECTION NUMBER
Fall	2021	Non-Thesis Project	CSD	784	1
Spring	2021	Research Seminar Spec Educ	SPE	788	800
Summer	2020	Problems in Sp. Ed.	SPE	710	1

SCREEN SHOT PLACEHOLDER

Faculty Success

Informational Guide

Part 4

Scholarship/Research

Part Four: Scholarship/Research

Update as needed

- Artistic and Professional Performances and Exhibits
- Contracts, Grants and Sponsored Research
- Intellectual Contributions
- Intellectual Property
- Presentations
- Research Currently in Progress

▼ Scholarship/Research

Artistic and Professional Performances and Exhibits
Contracts, Grants and Sponsored Research
Intellectual Contributions

Intellectual Property (e.g., copyrights, patents)
Presentations
Research Currently in Progress

Contracts, Grants and Sponsored Research

Please post an “End Date of Funding” when appropriate.

▼ Scholarship/Research

Artistic and Professional Performances and Exhibits
Contracts, Grants and Sponsored Research
Intellectual Contributions

Intellectual Property (e.g., copyrights, patents)
Presentations
Research Currently in Progress

Intellectual Contributions

- Please add dates for “Accepted” and “Published” for each publication
- Upload the manuscript as a PDF OR add the url/link for online publication

▼ Scholarship/Research

Artistic and Professional Performances and Exhibits
Contracts, Grants and Sponsored Research
Intellectual Contributions

Intellectual Property (e.g., copyrights, patents)
Presentations
Research Currently in Progress

Uploading Documentation

Uploading Documents

- Click on the section where you would like to add documentation
- Sample: Presentations

Upload Document

- A list of items already added will display
- Click on "ADD NEW"

Upload Document

1. Scroll to the bottom of the edit page screen
2. You may drag and drop your file into this section
OR
3. You may click on the blue text and select the file you would like to upload

The screenshot illustrates the process of adding a new presentation document in the Faculty Success system. It is divided into three main sections:

- Scholarship/Research Selection:** A dropdown menu is open, showing options like "Artistic and Professional Performances and Exhibits", "Contracts, Grants and Sponsored Research", "Intellectual Contributions", "Presentations" (highlighted with a red box), and "Research Currently In Progress".
- Presentations List:** A table displays existing presentations. The "ADD NEW" button is highlighted with a red box. The table has columns for "PRESENTATION TYPE", "CONFERENCE/MEETING NAME", "SPONSORING ORGANIZATION", and "LOCATION".
- Edit Presentations Form:** The form includes fields for "Presentation" (with a "Drop file here or select to upload" instruction), "Includes a service learning or community engagement component", "Date" (Month, Day, Year), and a section for "Number of Times Cited (1)" with a table for adding citations.

Red arrows indicate the flow from the "Presentations" selection in the first section to the "ADD NEW" button in the second section, and then to the "Edit Presentations" form in the third section.

Uploading Documentation

Upload Document

- On the previous page, you added a new item and uploaded a document.
- Next, you will add information about the uploaded presentation.

Documentation Information

1. The newly added item, in this case it is a presentation, must be given a title.

Note: Not all fields require data.

2. Complete all pertinent information.

3. If you have successfully uploaded your document, you will see a link toward the bottom of the page.

Activities

Edit Presentations CANCEL SAVE SAVE + ADD NEW

Presentation Type*

Conference/Meeting Name*

Sponsoring Organization*

Location*

Presentation Title*

Presenters/Authors (1)

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

1st Presenter/Author	Actions																
<table><tr><td>People at Missouri State University</td><td>First Name</td><td>Middle Name/Initial</td><td>Last Name</td></tr><tr><td>K Craig, Christopher (chracraig)</td><td>Christopher</td><td></td><td>Craig</td></tr><tr><td>Role</td><td colspan="3">If a student, what is his/her level?</td></tr><tr><td><input type="text"/></td><td colspan="3"><input type="text"/></td></tr></table>	People at Missouri State University	First Name	Middle Name/Initial	Last Name	K Craig, Christopher (chracraig)	Christopher		Craig	Role	If a student, what is his/her level?			<input type="text"/>	<input type="text"/>			<input type="button" value="ADD NEW"/>
People at Missouri State University	First Name	Middle Name/Initial	Last Name														
K Craig, Christopher (chracraig)	Christopher		Craig														
Role	If a student, what is his/her level?																
<input type="text"/>	<input type="text"/>																

Meeting Type*

Presentation

Includes a service learning or community engagement component

Date

Month Day Year

Number of Times Cited (1)

1st Year	Number of Times Cited
Year <input type="text"/>	Number of Times Cited <input type="text"/>

Faculty Success

Informational Guide

Part 5

Service

Part Five: Service

Update as Needed

- Editorial and Review Activities
- General Service

Click "ADD NEW"

▼ Service

Editorial and Review Activities General Service

Watermark Faculty Success | Formerly Digital Resources | Missouri State

Activities

General Service

SEARCH Search Tips Rapid Reports

DUPLICATE COMPARE **ADD NEW** SELECT COLUMNS

Filters: None

MONTH, START DATE DAY, START DATE YEAR, START DATE MONTH, END DATE DAY, END DATE YEAR, END DATE

TIPS FOR ADDING ITEMS

- ✓ Dates need to be accurate as they are used for reporting.
- ✓ Dates should encompass the entire timeframe of the item. For example, if serving on a committee for two years, create only one item with a two-year time span for your dates.
- ✓ Create a new item only if data other than the date has changed. A role change on a committee, from member to chair for example, would constitute a new item. The start date would be the same date of the role change.

Example: General Service

- Complete relevant information
- Don't forget to click "SAVE"

Activities

Edit General Service

CANCEL **SAVE** SAVE + ADD NEW

Organization/Committee/Club

City

State

Country

Position/Role

Approx. Number of Hours Spent Per Year

Elected/Appointed?

Faculty Success

Informational Guide

Reports

Annual Faculty
Activity Report

Reports: Landing Page

Annual Faculty Activity Report

This is where faculty enters personal annual statements about their teaching, scholarship, and service.

You will be asked to enter:

- Calendar year
- Research active status
- Narrative of high-quality teaching
- Drop box to upload evidence of high-quality teaching
- Narrative of high-quality intellectual contributions
- Drop box to upload evidence of high-quality intellectual contributions
- Narrative of high-quality service
- Drop box to upload evidence of high-quality service

The screenshot shows the 'Annual Faculty Activity Report' landing page. The page is titled 'Annual Faculty Activity Report' and features a navigation menu with categories: Consulting, Professional Memberships, Workload Information, Teaching, Scholarship/Research, and Service. The 'Annual Faculty Activity Report' category is expanded, showing 'Annual Faculty Activity Report Narratives'. A green box with the text 'Click "ADD NEW"' is overlaid on the page, with an arrow pointing to the 'ADD NEW' button in the 'Annual Faculty Activity Report Narratives' section. Below this, the 'Edit Annual Faculty Activity Report Narratives' form is shown, containing fields for 'Calendar Year', 'Research Active?', and 'Narrative of High-Quality Teaching'. The form also includes a 'SELECT COLUMNS' button and a 'SAVE + ADD NEW' button.

Reports: Importing Citations

If you have citations of your publications already stored in Zotero, Mendeley, EndNote, Google Scholar, Ref Works or others, you can import those records directly to Faculty Success using BibTeX file. Click on the the link below to learn how to create a BibTeX file:

<https://www.digitalmeasures.com/activity-insight/docs/bibtex.html>

Once you have your BibTeX file ready, click on “Intellectual Contributions”

Click “Import”

The screenshot shows the 'Activities' page in Faculty Success. The 'Intellectual Contributions' section is expanded, showing options like 'Artistic and Professional Performances and Exhibits', 'Contracts, Grants and Sponsored Research', and 'Intellectual Contributions'. The 'Import' button is highlighted with a red box and an arrow pointing to it from the 'Click "Import"' callout.

Follow the instructions to upload the BibTeX file, detect duplicate entries, and select collaborators. You will have a chance to review the records and finalize the import.

Creating Reports

Click "Rapid Reports" on the "Intellectual Contributions" screen.

A dialog box will appear.

Next, click the drop down menu for "Report" and select the report you would like to generate.

TIPS

- ✓ Be sure to select the appropriate dates
- ✓ For Annual Faculty Activity Reports, the time frame is typically one calendar year.

Click "Run Report"

Some of the most common Rapid Reports are:

- Vita
- Annual Faculty Activity Report
- Presentations by Faculty
- Intellectual Contributions by Faculty
- General Service by Faculty
- Schedule Teaching by Faculty

