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

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

“**Purpose**” **must** be entered in order for activity to appear in Annual Report.

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

“Compensated or Pro Bono” must be entered in order for activity to appear in Annual Report.

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.

Course Releases Screen

“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.
Faculty Development Activities Attended Screen

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.

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

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.

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**

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.

**Academic Advising Screen**

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.
**Directed Student Learning Screen**

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.

- **Term and Year**
- **Course Name**
- **Course Prefix and Number**
- **Section Number**
- **Involvement Type**
- **Student First Name**
- **Student Last Name**
- **Title of Student’s Work**
- **Stage of Completion**
- **Comments**

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

**Non-Credit Instruction Taught Screen**

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**

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.

“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.
Scheduled Teaching Screen

At least one date **must** be entered and be between June 1 – May 31 of the reporting year in order for activity to appear in Annual Report.
Contracts, Fellowships, Grants and Sponsored Research Screen

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

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

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

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

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
Hoehn, Mary; mhoehn

Select the number of Inventor rows to add: 1

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

Date Licensed

Renewal 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.
Presentations Screen

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

You can enter or edit the information on this screen to complete the annual report. If you want a specific activity to be included in the report, you must fill in the required fields. The information is gathered from the Faculty User Guide, which explains the required fields and their purpose. At least one date must be entered and overlap with the period of June 1 – May 31 of the reporting year in order for activity to appear in the Annual Report. "Current Status" must be entered in order for activity to appear in the Annual Report. "Was This Peer-Reviewed" must be entered in order for activity to appear in the correct location of the Annual Report.
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.
At least one date **must** be entered and be between June 1 – May 31 of the reporting year in order for activity to appear in Annual Report.

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

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

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

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