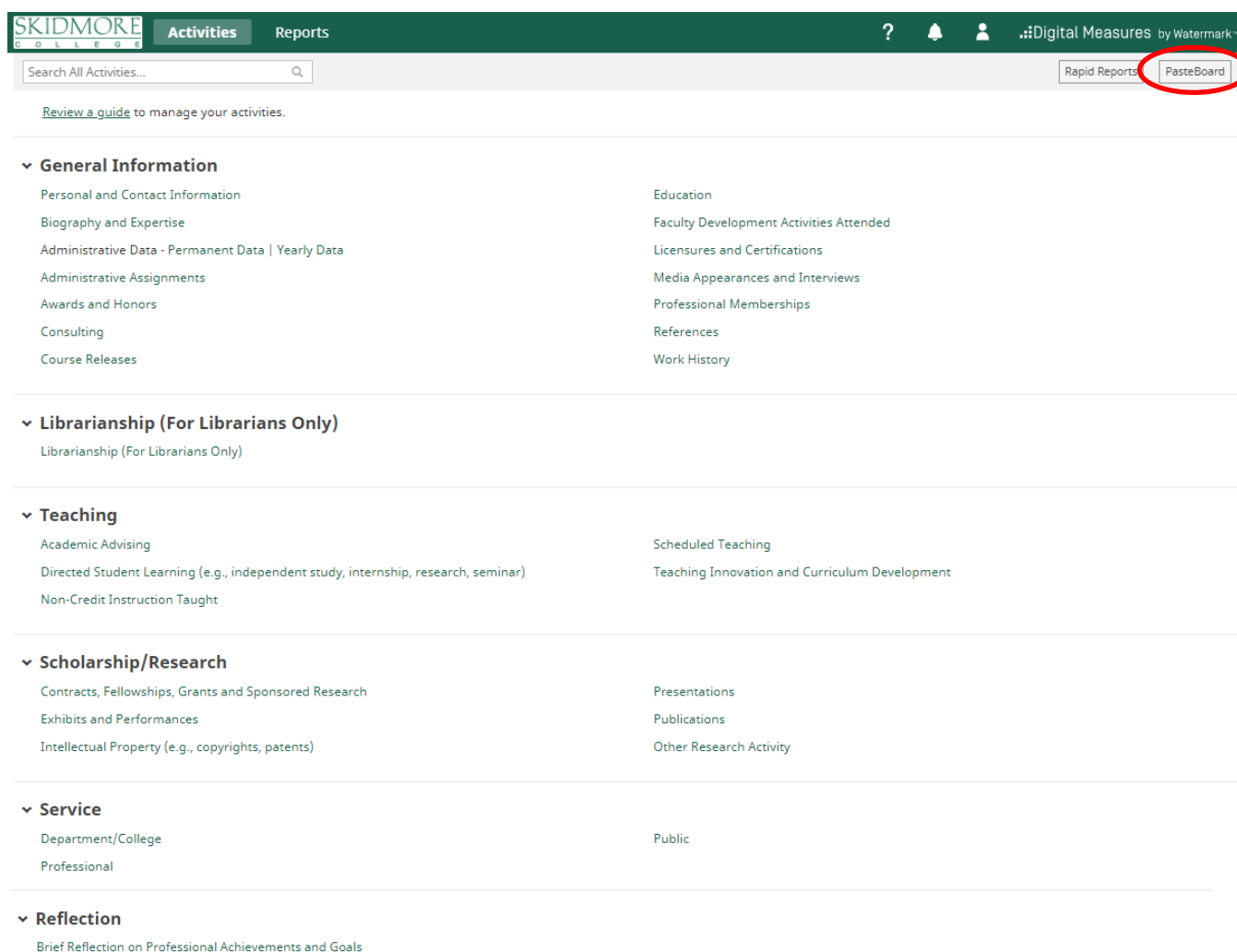


The PasteBoard

The PasteBoard is a timesaving feature. The PasteBoard allows you to copy text from another document, such as your Curriculum Vita in Microsoft Word, and paste it into the PasteBoard. After you have pasted text into the PasteBoard, you can select text from it, click-and-hold on the text you selected, and drag the text into any field in the system to add that information.

To access the PasteBoard, click on PasteBoard on the upper right corner of the navigation bar:



The screenshot shows the Skidmore College Activities page. The navigation bar at the top is dark green with the Skidmore College logo on the left, followed by 'Activities' and 'Reports' tabs. On the right side of the navigation bar, there are icons for help, notifications, and user profile, along with the text 'Digital Measures by Watermark'. Below the navigation bar, there is a search bar labeled 'Search All Activities...' and a 'Rapid Reports' button. The 'PasteBoard' button is circled in red in the top right corner of the navigation bar. The main content area is divided into several sections, each with a dropdown arrow and a title: 'General Information', 'Librarianship (For Librarians Only)', 'Teaching', 'Scholarship/Research', 'Service', and 'Reflection'. Each section contains a list of links to various activities and reports.

SKIDMORE COLLEGE Activities Reports ? [User Icon] Digital Measures by Watermark

Search All Activities... [Search Icon] Rapid Reports **PasteBoard**

[Review a guide](#) to manage your activities.

▼ **General Information**

- Personal and Contact Information
- Biography and Expertise
- Administrative Data - Permanent Data | Yearly Data
- Administrative Assignments
- Awards and Honors
- Consulting
- Course Releases
- Education
- Faculty Development Activities Attended
- Licensures and Certifications
- Media Appearances and Interviews
- Professional Memberships
- References
- Work History

▼ **Librarianship (For Librarians Only)**

- Librarianship (For Librarians Only)

▼ **Teaching**

- Academic Advising
- Directed Student Learning (e.g., independent study, internship, research, seminar)
- Non-Credit Instruction Taught
- Scheduled Teaching
- Teaching Innovation and Curriculum Development

▼ **Scholarship/Research**

- Contracts, Fellowships, Grants and Sponsored Research
- Exhibits and Performances
- Intellectual Property (e.g., copyrights, patents)
- Presentations
- Publications
- Other Research Activity

▼ **Service**

- Department/College
- Professional
- Public

▼ **Reflection**

- Brief Reflection on Professional Achievements and Goals

The Pasteboard will appear in the bottom right-hand corner of your screen and can be dragged anywhere on the screen as needed. Any text in the PasteBoard upon logging out will remain in the PasteBoard for future sessions.