

Preparing Annual Activity Narratives for Your 2021 Faculty Annual Review (FAR)

I. Entering new Annual Activity Narratives for Teaching, Research, and Service

1. When you login to Digital Measures, you will be brought to the Activities area.
2. You can add new Annual Activity Narratives item under “General Information”

▼ General Information

Personal and Contact Information

Administrative Data - Permanent Data | Yearly Data

Work History

Administrative Assignments

Awards and Honors

Consulting

Annual Activity Narratives



Education

Faculty Development Activities Attended

Licensures and Certifications

Media Contributions

Professional Memberships

Workload Information

3. Click “Add New Item”



4. After you click “Add New Item”, you will be brought to the record entry screen – The “Edit Annual Activity Narratives” screen.

Edit Annual Activity Narratives

Cancel

Save

Save + Add Another

Academic Year

5. Select Academic Year “2020-2021” from the dropdown list

Academic Year

2020-2021 

Teaching

B *I* U x^2 x_2   

6. On the “Edit Annual Activity Narratives” screen, you will also see the fields for entering narratives.

Edit Annual Activity Narratives

Academic Year

2020-2021 

Teaching

B *I* U x^2 x_2   

Research

B *I* U x^2 x_2   

Service

B *I* U x^2 x_2   

II. Running the Annual Activity Report

1. To generate your annual report, navigate to the Reports area and select “Annual Activity Report”.

Reports		Digital M	Export Usage	Create a New Report
Name	Created By	Actions		
Academic Degrees Earned	Digital Measures	🔒		
Annual Activity Report	Digital Measures	🔒		
Awards and Honors	Digital Measures	🔒		

2. Next, you can select a Date Range and File Format for your report output. To capture all of your activities that occurred in the 2020 calendar year, the Date Range will need to be set to January 1 through December 31 of the year of 2020.

< Run Annual Activity Report

Run Report

Download this report's template

1 Date Range

Start Date January 01 2020

End Date December 31 2020

3. You also have a few options for the File Format of the report output. You may select Microsoft Word (.doc), PDF, or HTML as the format, and Letter or A4 as the page size.

File Format

File Format Microsoft Word (.doc)

Changes made to the Microsoft Word document **will not** be reflected in the system.

Page Size Letter

- Once you have made your selections, select “Run Report” in the top-right corner of the screen to generate your report.

< Run Annual Activity Report Run Report

Download this report's template

1 **Date Range**

Start Date

End Date

Here’s an example of what your Annual Report output might look like.

Annual Activity Report 2020-2021

Sample User

Assistant Professor
Counseling & Instructional Support

GENERAL INFORMATION

Workload Information

Teaching: 30%
Research: 40%
Service: 30%
Administrative: 0%
Advising: 0%

Faculty Goals for the Upcoming Academic Year: Faculty Goals for the Upcoming Academic Year

Design and implement evidence-based instruction (learner-centered instruction, standards-based instructional units and lesson plans, technology integration in learning based on adult learning theory, etc.) to support the goals and achievement of adult learners and to derive learning effectiveness from evidence.

Awards and Honors

2020 Faculty Research Award, Jacksonville State University. (May 2020).

Activate

TEACHING/MENTORING

Self-Reflection of Teaching

I understand that clear and well-organized learning materials and timely communication are essential for successful online and hybrid classes. Therefore, I put much effort in the design and organization of my online teaching materials. I also reply to students' e-mails in a timely manner. I have heard from some previous online students that they appreciated my well-organized learning materials, step-by-step instructions, and prompt replies. Interactions and learning from peers are important approaches in my online courses. I strive to encourage students how to ask right questions and encourage them to find the answers and alternative solutions. A creative atmosphere in the online learning environment is one of the most important aspects of my classes. Through critiques and discussion, we often spend more time investigating the question rather than talking about the answer.

Scheduled Teaching

Fall

Course Number	Section	Title	Enrollment	Credit Hours
ED 500	4	Intro to Grad Ed and Tech	3	1

Non-Credit Instruction Taught

Workshop - Using Respondus 4.0 to create online exams, Online@JSU, 6 participants. (October 2, 2015).

Workshop - Wrap-Up and Ramp-Up the Semester, Educational Technology & Support, 20 participants. (April 28, 2015 - April 29, 2015).

SCHOLARSHIP/RESEARCH

Self-Reflection of Research

In addition to teaching, professional development/scholarly activities are my favorite activities as a faculty member. I have devoted my time to developing my scholarly activities in the areas of effective online course designs, online learning community, collaborative learning, students learning self-efficacy and learning achievement, etc. I always grasp any opportunity to participate in workshops, conferences, colloquia, and publications if time and resources are available. Since my first day at JSU, I have been engaged in many scholarly activities including research, knowledge acquisition, and knowledge dissemination. Each semester, the Faculty Commons and Online@JSU provide faculty with opportunities for professional development, including workshops and conferences. The School of Education also provides workshops for faculty. I have been trying my best to go to each activity I am interested in if time permits. Through those workshops and conferences, I have not only gained knowledge and skills but also expanded my social networks at JSU. It was valuable to learn about other faculty members' research