

Running the Annual Activity Report from an administration security role (Department/School)

1. Click the **Reports** tab and it will bring you to the reports list that you have access to (based on your security role). Select one of the reports that you would like to pull data from.



2. For example, to generate faculty members' Annual Activity Report in your department/school, navigate to the Reports area and select "Annual Activity Report".

A screenshot of a web application interface showing a list of reports. The header includes 'Reports', a breadcrumb '3-2: Deployment of Participating and Supporting Faculty (2020 Standards)', and buttons for 'Export Usage' and 'Create a New Report'. Below the header is a table with three columns: 'Name', 'Created By', and 'Actions'. The table contains three rows: 'Academic Degrees Earned', 'Annual Activity Report', and 'Awards and Honors'. The 'Annual Activity Report' row is highlighted with a red box. All 'Created By' entries are 'Digital Measures' and all 'Actions' entries are a lock icon.

Name	Created By	Actions
Academic Degrees Earned	Digital Measures	🔒
Annual Activity Report	Digital Measures	🔒
Awards and Honors	Digital Measures	🔒

3. Next, select a Date Range and File Format for your report output. For example, to capture all of faculty's 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

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Run Report

1 Date Range

Start Date January 01 2020

End Date December 31 2020

4. Include **All** users in your report based on the security role you have or click **Change Selection** to select from different individuals or groups.

Jacksonville State University | Activities | Reports | Tools | ? | Digital Measures by Watermark

< Run AACSB Table 15-1: Summary of Faculty Sufficiency and Qualifications (2013 Standards, v. 2018) | Run Report

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1 Date Range | Start Date: September 01 2014 | End Date: August 31 2019

2 Whom to Include | Users Selected by: All | Change Selection | Include These Accounts: Enabled Only

Or

Jacksonville State University | Activities | Reports | Tools | ? | Digital Measures by Watermark

< Run AACSB Table 15-1: Summary of Faculty Sufficiency and Qualifications (2013 Standards, v. 2018) | Run Report

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1 Date Range | Start Date: September 01 2014

2 Whom to Include

3 Additional Filters

4 Report Options | Teaching Productivity Metric | Student Credit Hours

Individuals or groups to include

- Department
- Faculty/Staff Rank
- Individual
- Program
- School

Cancel | Save

5. 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)

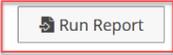
Changes made to the Microsoft Word document **will not** be reflected in the system.

Page Size: Letter

6. 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**

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 Run Report

1 **Date Range**

Start Date

End Date