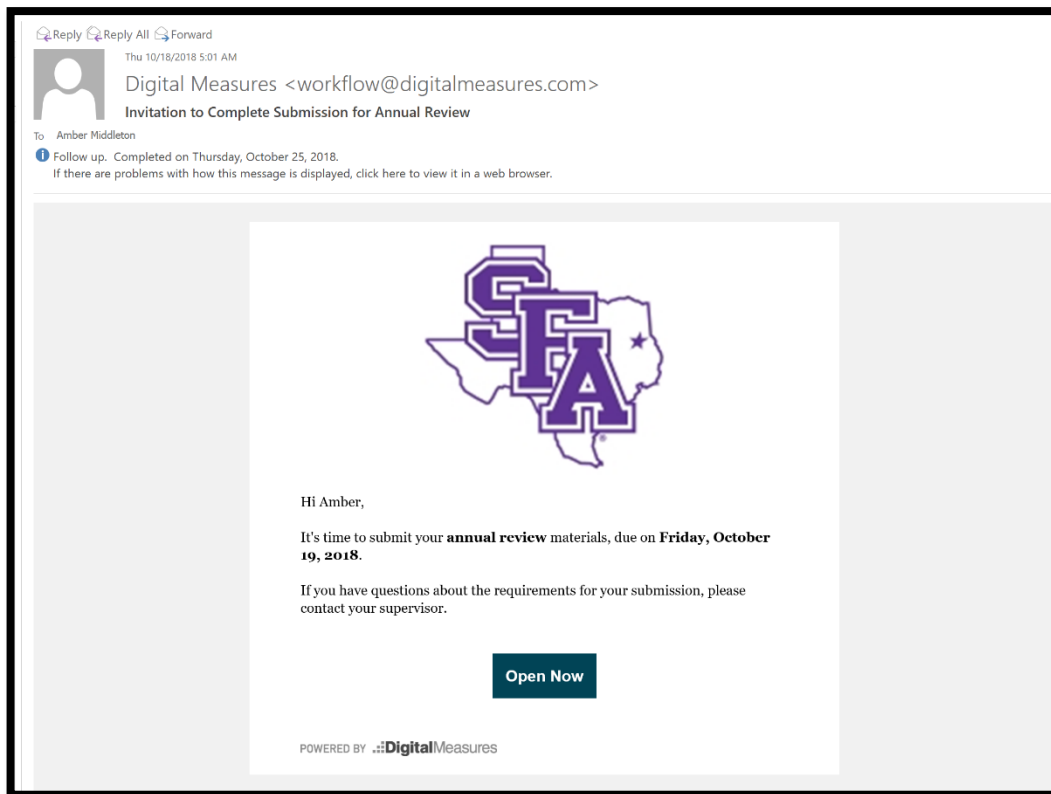


Submitting Annual Faculty Review Materials with Digital Measures Workflow

Accessing Faculty Review Materials in Workflow

When the Workflow process launches, tasks are created and await the attention of the faculty who will submit their materials. The faculty member can access these tasks through the email that was generated when the process launched. The invitation email will appear similar to the image below and will be sent from workflow@digitalmeasures.com.

After clicking on the link, users will be prompted to login with their MySFA credentials. Chrome, Firefox, or Safari browsers should be used for optimal performance.



Faculty may also access their workflow tasks by logging into Digital Measures directly (via MySFA) and clicking on "Workflow" at the top of the screen.



Reviewing and Editing Faculty Review Materials

Once users access their tasks in Workflow, they can submit all the necessary materials. Because users may want to complete their submission in more than one sitting, Workflow also includes the option to save progress and finish the submission later. There are four potential aspects of a faculty submission:

1. The **Annual Faculty Activity Report (FAR)** is pre-populated and lists the records in Digital Measures for the calendar year. Faculty should click the Adobe icon to see how the FAR appears to reviewers.

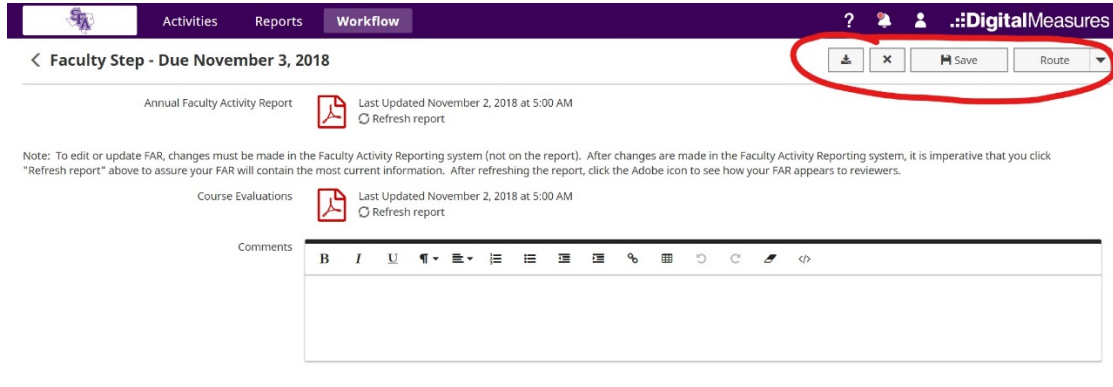
To edit or update the FAR, changes must be made in the Faculty Activity Reporting system (not on the report). After changes are made in the Faculty Activity Reporting system, it is imperative that faculty members click "Refresh report" to assure that the FAR will contain the most current information. After refreshing the report, click the Adobe icon again to review the report.

The Office of Institutional Research has many resources available to assist faculty in reporting faculty activities, including an orientation video, a complete reference guide, FAQ document, and system improvement log. To utilize these resources, visit the [Office of Institutional Research website](#).

2. The second pre-populated report is the **Course Evaluations Report**. This report cannot be edited by faculty. By clicking the link in the report, reviewers will be directed to the faculty's course evaluation results in SurveyDig for the review year. Only users with the appropriate SurveyDig access may view the course evaluations.
3. The **comments box** is available for faculty to submit any notes or contextual information not recorded in the Faculty Activity Report. Faculty should keep in mind that comments will be available to reviewers at all future steps (Academic Unit Head, Dean, and Academic Affairs). Comments are optional.
4. The **file upload** feature may be used to attach supporting documentation.

Submitting Faculty Review Materials to the Workflow Process

Prior to submitting, the materials may be saved (to finish the submission later) or downloaded for archival purposes by clicking the icons in the upper right corner of the screen. To submit to the Academic Unit Head, click "Route" in the upper right corner of the screen, then choose "Submit to Academic Unit Head".



The screenshot shows the DigitalMeasures interface. At the top, there is a navigation bar with 'Activities', 'Reports', and 'Workflow' tabs. The 'Workflow' tab is active. Below the navigation bar, the page title is '< Faculty Step - Due November 3, 2018'. In the upper right corner, there are icons for help, notifications, and user profile, followed by the 'DigitalMeasures' logo. A red circle highlights a set of buttons: a download icon, a close icon (X), a 'Save' button, and a 'Route' button with a dropdown arrow. Below this, there are two report sections: 'Annual Faculty Activity Report' and 'Course Evaluations'. Each report shows a document icon, the text 'Last Updated November 2, 2018 at 5:00 AM', and a 'Refresh report' button. A note is present: 'Note: To edit or update FAR, changes must be made in the Faculty Activity Reporting system (not on the report). After changes are made in the Faculty Activity Reporting system, it is imperative that you click "Refresh report" above to assure your FAR will contain the most current information. After refreshing the report, click the Adobe icon to see how your FAR appears to reviewers.' Below the reports is a 'Comments' section with a rich text editor toolbar containing icons for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, undo, redo, and source code.

Final Steps

After participants have submitted their materials to the next step in the process, the task will move from the Inbox to the History section of the Workflow screen. Here, faculty can check the status of their submission, review the content of the submission, and view the fields completed by reviewers in subsequent steps.

As long as the submission is on the immediate next step after the faculty submission, faculty can "recall" the submission, essentially pulling it back to the faculty step to allow for correcting errors in the submission.

The contents of the submission can also be exported for archival purposes. After the process has been completed, it will remain under History for that user.

Thank you for submitting your faculty review materials via workflow! For questions, please contact:

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sfa_ir@sfasu.edu