

: D W H U P D U N) D F X O W

IRUPHUO\ 'LJLWDO 0HDVXUH

) D F X O W \ 8 V H U * X

3-2024

TABLE OF CONTENTS

I. FREQUENTLY ASKED QUESTIONS

: K D W V D W H U P) D F X O W \ 6 X F F H V V "
: K \ X V D Z H E E D D / F M G L U Y L S R U W V L V H P "
: K R V K R X O G D W H U P) D F X O W \ 6 X F F H V V "
+ R Z P D Q \ H D U G D R W X D V E H H Q W H U H G "
: K D W U M K G H D G O L Q H V "
: K D W P \ D F W L G R L M Q M O Q H [L V W D O W H J R U L H V "
: K R K D F F H W W K G H D W D "
+ R Z Z L W O G D V E H V H G "
, W K H D O W H Q V I S W U Y R Q D O O \ G O H W O W K H L V D E H O P H
: K R P V K R X O B Q W D F W T X H V W L U R X Q J U H W L V L R Q V "

II. USING : \$ 7 (5 0 \$ 5 .) \$ & 8 / 7 < 6 8 & & (6 6

Logging into : D W H U P) D F X O W \ 6 X F F H V V
Working in : D W H U P D U N) D F X O W \ 6 X F F H V V
Managing Data

III. HELPFUL FEATURES AND TIPS

Adding a New Record
Entering Authors, Investigators, Presenters, Performers,
etc.
Importing Publications
Rapid Reports
Activity Categories
Things to Remember When Working in : D W H U P D U N

IV. APPENDIX

Common Activities and Entry Locations
5 H T X L) L H H G B S Q Q X 6 X O P D R S F W L Y 5 L H S L R H W W

,) UHTXHSQ/MG 4XHVWLRQV

:KDWVDWHUPDUN)DFXOW\ 6XFFHVV IRUPHUO\

:DWHUPDUN)DFXOW\ 6XFFHVV IRUPHUO\ W
NHHS VDDQH S WUKWLU D B Q G Y D M L R P S O L V K P H Q W V L Q W H D F K L Q J
V H U Y , I F H D V R S D Q W L Q L W L D I M L R W K H I D W K R K B F X O W L G P R U H
& R O O H J F R D O D E V O H L M R U P D W L R Q D E R X W W K H D G D F K L Q J
, Q G L Y L O K X O Q X O P D R S F W L Y L W L H K U R S R U W K L V F X V W R P L J H G
V H U Y D F F R P S O L V R I P H Q W \ P H O D F F V V H I D E V H V H G L J L W D O I R U P D

:K\ XVH D ZHE EDVHG DFWLYLW\ UHSRUWLQJ V

2QFH WKLW 6DWDHFWHG LWHZILF OHEHMSRXMDUECHUWV H UHDO W
UHSRUWV FZLWFEW W H W R O H U P D U N) D F X O W \ I R X O F R E Z H M Q H I L W V

x 24/7 Access. 8SGDW KDFWLYLWLHV IURP DQIQWRPUSGEMHUFZLLVRQ D
HOLPLQDWLEUQXKHODWUWHVV RI FRPSLOLQJ DICXQXS SDOWHX
\RXU DFWLYLWLW R X W H Q S O Y U G X D O) D F X O W \ S S O Q X D W L G X P B B
M X M W Z F O M B D \

x Saves time. (QWHU \RXU DFWQGLMDWLVORQH HUDWH

+ R Z P D Q \ H D B I G D W X D V E W H Q W H U H G "

\$ W P L Q L P X D F X P W A E H U V V K R X O G H Q W H U B P X C H W L K U B O D W K Y L R W L M K H
F X U U H Q W D F D G E H P K F Q H F D W G Q D W R Q J D L Q J I R B D D U G Z Z D O V D R Z
, Q G L Y L G X D O) D F X P W D B I G Q X I D Y G L H S L R M U W H H Q H U I D R W H K G F X U U H Q W
P 0 g • 9 7 @ D \$ % p € 0 P P D U 0 D Q G

'HSDU QV KDLQ SURPUGLURHFDXV HXVWH PDVIRHAWDVIWLVGDIRI
VWXGLHV RU WR JHQYDDWRFXWH BRUKMHLUD ESDXWGWG HSDUWPHQW
DVVHVVP. BQWVP)DUNOXVAFHV DZCZKS DU VFRBQWS UDRJGGLR HFWRUUV
WRRPSLOH WKH LQIR MPE DMLRKRDKYUQJ WRDTHXIF MOWPEHU

7KZILRHWKHDQWKJDFXQWQ XDMHUPDUN)DFXWRVFBQDFXSW
LQIRUPDWLR RUFDEWUHFQGRHUVQR GHPIRQWWLLWFXWVSDFEQDUQDQW
DSSOLFDPWDRQDOVRDESDRWHVGRHOQB XIEOLF LAGYDQGF HPIHQWV
7KGDZLEGRU LQGCRULGRUD DJSUKHSRWAQ QVZLQBEVXVBR GUDZ
FRPSDUWEVHQZHQGLYDGFXRW EHQZHS-DUWPHQWV

, WWKHDLQVHQVLSVHLVHRQDOOOO EGDWQWKHIVDIEP "

\$SDURPKGDMKDKVD OUHEDHGSUH SR SXQDMHSHUVBQQRQWDFW
, QIRUPDWLRQ

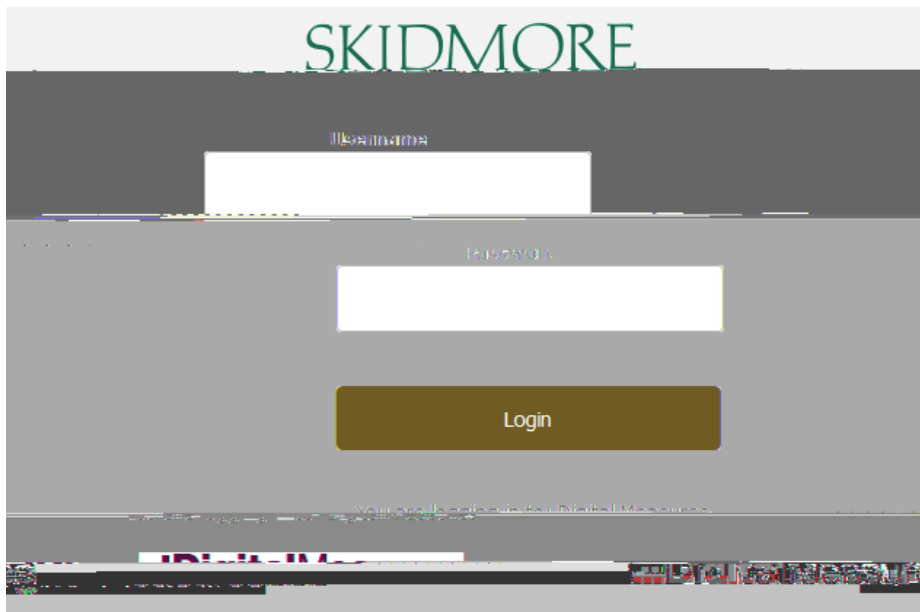
,, 8VLQJ :DWHUPDUN)DFXOW\ 6XFFHV V IRUPH

/RJJLQWDRW HUPDUN)DFXOW\ 6XFFHV V

<RFDQ DFFHVV HUPDUN)DFXOWW HUPDUN

KWWSV ZZZ GLJLWDOPHDVXUHV FRP ORJLQ VNLGPRUHERIDFWGARDX

7KLEULQJV XS WKH SDJH VKRZQ EHORZ



/RJ LQ ZLWK \RXU 6NLGPRUH &ROOHJGDRWUQHHDQ G S E S D Z D W G
SDVVZRUG WR DFFHVV :DWHUPDUN)DFXOW\ 6XFFHV V

,QYDOLG RU IRUJRWWHQ SDVVZRUG 6NLGPRUH WK R7DWB OESHVINSR U
[KHOSGHVN#VNLGPRUH HGX](#)

(UURUV UHJDUGLQJ QR DFFRXQWW [RFXG S#KRXG BRUH HGX](#) RUW

:R UNLLOD WHUPDUN)DFXOW\ 6XFFHV V IRUPHUC

7 KManage Activities VFUHHQ LEVIOH ZLUVW VFUHHQ WKDW DSSHUV D
:DWHUPDUN)DFXOW\ 6XFFHV V GGDW DUH HQWHUHG PD\ EH D
KHUZHOFUHHQV IURP ZRDFEWHUSFQUWKHVH VFUHHQV KDYH E
WRHHW WKH VSHFLILR INISGRRLHQ & RQDQJH

7 KManage Activities XWLOLW\ HQDEOHV IDFXOW\ WR NHHS WUDFN RI
DQG VHUYLFH DFWLYLWLHV

1RW NOLFNLQJ RQ DW WKH WRS RI WKH ODQDJH \$
KDV DGGWVLFHOSLQORUPDWLRQ EH\RQG ZKDW LVSUR*XLGH LQ

:KHQ \RX ILUVManage Activities EBJHLW V UHFRPPHQVSHQV KDIM ZRX
PLQXWHV ORRNLQJ WKURXJK WKH VFUHHQV DFFHVLEOH IURP
UHVXOWLQJ VXPPDU\ VFUHHQ GLVSOD\ UHFRUGV WKDW DUH


0 D Q D J L Q W D

7 K H D V H H Y H D F W L R Q V F D Q I W R D M K P P D U F U H D Q W K Q R D V R O W K H V H
D F W I Z R Q O O Z E V D Y D L R D Q E H N F U H H Q



To add a new record, V H O M K  E X W W R Q

To import items in bulk, V H O H F  H E X W W R Q D Y D L O D E O H R Q O \ I R U
3 X E O L F D W L R Q V V F U H H Q

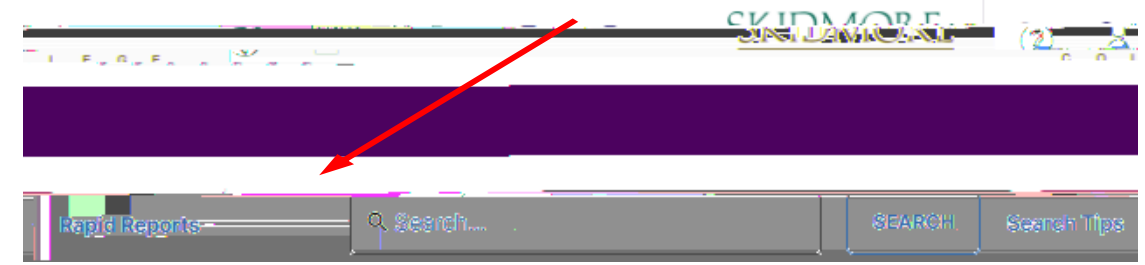
To edit or view a record, F O L F N D Q \ V K H U H L F O R U G U R Z R Q W K H V X P P D U V

Note: Your : D W H U P D U N) D F X O W \ S K I D M O R E has added certain records to the system
for you. Some of these records can be viewed, but cannot be edited or deleted. An  icon
identifies these records. If revisions are needed to the records which have been entered on your
behalf, please contact dmhelp@skidmore.edu.

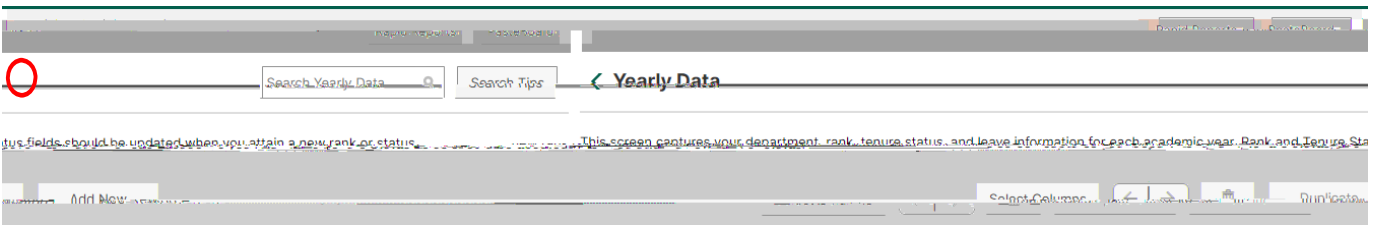
To delete a record, V H O H F W W K H  Q K H W W E H I D Q G K M Q O M R
E X W W R Q O R F D W H G D W W K H W R S R I W K H S D J H

To copy a record, V H O M  Q H [W W R W K M K L W H O M I D Q G
 E X W W R Q D O W R K E D W R S W K H K W F U H H Q

To search for key words on a screen, X V H W K H V H D U F K E D U D W W K H W R S F



To go back to the previous screen, F O L F W K H F K H Y U R Q V E R W W M S Q J O H W W O H



Note: : D W H U P D U N) D F X O W \ S K I D M O R E has added certain records to the system
important that the data you enter into each screen has a date associated with it L Q
P R V D V H O H D W R Q W K < H O G 2 W K H G Z V D Q B W S H L F N H S \ X S W H U P D U N
) D F X O W \ 6 Z K H Q V X Q Q L Q J \ R X U U H S R U W

, , , + H O S)IXD W XDUHG V 7 L S V

7 K L W H F V S U R Q Y I D Q W U R G W X V R V R R Q W H U P D U N) D F X D G Y D S Q F H G V V
I H D W X K I H V K J L D H D W S H G W K M H S U R H G W M U L Q J \ R X U D F W L Y L W L H V

\$ G G L Q J H Z H F R U G

, Q H D F V F U N R I X Z L O O E

If the co-contributor is a faculty member at Skidmore, you may select his/her name from the dropdown list on the left:

The screenshot shows a web form with two main sections for adding authors. The top section is titled '1st Author/Editor/Translator' and includes a dropdown menu labeled 'People at Skidmore College' with a search icon. Below the dropdown are input fields for 'First Name', 'Middle Name/Initial', and 'Last Name'. Underneath these are fields for 'Role', 'If a student, what is his/her level?', and 'Organization'. An 'Actions' button is located in the top right of this section. The bottom section is titled '2nd Author/Editor/Translator' and has a similar layout with a dropdown menu, name fields, and other details. An 'Actions' button is also present in the top left of this section.

Skidmore students and non-Skidmore faculty will not appear in the drop-down list. If the co-contributor is a student or is not a faculty member at Skidmore, type the name of the individual and his/her organization in the fields:

Note: : D W H U P D U N) D F X i O a V e l a G X a F a t h a V e. For example, if multiple Skidmore users authored an article, the first user to enter the citation L V F R Q V L G H U H G W K H ³ R Z Q H U ´ R I W K H U s e r E n t e r e d t h e C i t a t i o n, the record will be associated with ALL of the collaborating authors. , \ R X V D U H H F R U G W K D W V D \ V ³ (Q W H i b e n G % \) D a co-contributor has already created the record. Please do not create a duplicate record. If any of the information entered by your co-contributor is incorrect, please work with that individual to correct it.

Changing Contributor Order

For records with more than one contributor, you can easily change the contributing order using the icon on the far right side of the page D Q G V H O H F W L Q J



.PSRUWLQJ 3XEOLFDWLRQV

7KH DHH WZR ZD\ V IRU\ RRX\ XVEO LLPSR URQV IURP) R R Package GDWDE
Activities FOL Publications XQGHU FKRO DUVKLSF DMHJ DUFK WKHUH FOL
W Import EXWWRQ

<RZL OXHQ LEHWZR GLIRISUHLQVPSIRUWLQJ,LSRHPW IURP D %LE7H;
IURP D 7KLUG 3DUW\

Option A: Import from a BibTeX file

8VLQJ WKH %LE7H; ,PSR:DW HHU D V X NH) ZLXV MFOQPSRHUW FLWDWL
WKDWH DOUWHLGH D QRWKHU\ V R\ H P Z D D H K H U P D Q D J H U R U G D W D E
H J (Q*RRWGHKRO D QGHSHI:R U N R S X V :H E R D Q G R M Q H F H R
&OLFNI R E U M H S V W X I S G H K W W S Z Z Z G L J L W D O P H D V X U H V F R P
ELEWH[KWPO

Option B: Import from Third Party

8VLQJ WKH ,PSRU3D U M R P W X U H D S X O \ R X U F L V D W H I U P D W N Q W R
) D F X O W \ 6 X E U H I F W P X E O H G U R V R U H I E R 6 F L H Q E W K I R X W D W W Q J H P
L Q V R L E 7 I L ; O H R O R W K E H O B Z Q R U V D W H S E U X V G H S
3 X E 0 H K W W S V Z Z Z G L J L W D O P H D V X U H V F R P D F W L Y L W \ L Q V L J K
& U R V V U H I K W W S V Z Z Z G L J L W D O P H D V X U H V F R P D F W L Y L W \ L Q
: H E R I 6 F L H Q V Z Z Z G L J L W D O P H D V X U H V F R P D F W L Y L W \ L Q V

Note :KHQ PSRUWLQJ 3XEOLGH & URUHEBIFLHQVGHKWRPCHWDLDFK
UHWXWV RPKDWH R E P P E G U O \ U H V H D J O F K H U`

\$FWLYLW\ & DWHJRULHV

Manage Activities FRQWDLQV ILYH FVDBHJRUMZ HDV FVXCHGW LDHWHI SZX DE Q H G
EULHIO\ EHVORZJ FROQYHQLHQFH VDD RROUHO6 HAViDtleOandEntry

Locations LVDSSHQVHGLXLGH

- x 7K General Information FDWHJRUL\ LR\FZDCH H H WSHUWRBQBR QWDFW
LQIRUPDWLRQ OHDYH VWDWXV FRXUVH UHOHDVHV HGXI
DVVLJQPHQWV DKZDORGHV WDLQ GB Q V LSRUM HPVPLERHJUVK LSV
- x 7K Teaching FDWHJRUL\ FRQWDLQV V LQKRIGVWDFV S D E O D E H R P L V F
DGYLVLQJ WHDFKLQFJXLUQJ QGHVWRORCS DQGW DQG RWKHU DI
GLUHFWVSDFW VWXGHQW OHDUQLQJ
- x 7KH /LEUDULBQWKLJR U\ LV IRU HQWHULQJ LQIRUPDWLRQ V
- x 7K Scholarshi p/Research FDWHJZKHURXF DQQWLQURUPDWRKQ JUDQV
SXEOLF DWLRQV H[KLELVRWKSUHVFIKSDVULRQVDFRGLDQGLH V
- x 7K Service FDWHJRUL\ LR\FZDCH H H WHU LQIRUPDWLRQ DERXW \R
6NLGPRUH VEHV SDDWDQHGQ V OHJMH O VHUYLFH IRU SURIHVV
RUJDQL]DWRV RPL WRXWHV HNG LG P D Q G VHVUR LWRKHP XQLW\

\$ VL FVDKV H Reflection LZKHURXF DQLRUX U PIRPSVR U DFDQLM Y MFXIQLVQ J
WDFDGHFDLQV ZR RUSWRUHHVH R D Q D Y H W R L S FRPLQJ DFDGHPLI
\HDU LQFOXGLQJ DFWLYLWLHV SURPRWLQJ GLYHUVLW\ HTXL
VHUYDFVZH R D Z V , ' KDVP SDFWR V G H D F K I E Q R O D D Q V H L S Y L F H

7KLQWR 5HPHPEHU :KHQQDRUHNULFDJUN)DFXOW\ 6XFFHV

- x : DWHUP) D F X 6 X F F H X Q V H S R E D W R I G G D W H T H E D I Q R e , H it is very
important that the data you enter into each screen has a date associated
with it LQ PRVW FVH DWRVQ W D Q G H D U . 2 W K W K G D W I E Q G E V S L F N H G
XSE\ : DWHUPDUN)DFXZKWHQ6 X R Q Q V Q J \RXU UHSRUW
- x : DWHUP) D F X O W \ 6 X R F F H M W W Z K H Q X V L Q U R * R R R J Q Q L O U D H I R [
- x : DWHUP) D F X 6 X F F G R V Q R D X W R P D W D F D I O B Q W U L R X V P X V W F O L F N
3 6 D Y H V R ensual of the information you entered is retained.
- x ' D W I D H Q Q W Y H D U L R F X U H V H I C R V E G F R P S O H W W K I E U D H S S O L W D R E X O G G
\RX Z D Q M L R F O X Q R I X Q U H S R I U R V D U Q H R V R P I R U W I E O F H Q U W D L Q
LQIRUPDWLRQ R U W H T X M U R Q G O L X V G H
- x 6 R P E D W D V O U H D G \ E H H Q S U H S R S R F M M H G R U P X D F W R E Q
XQGH S cheduled Teaching DQG Directed Student Learning F U H D V Q V O W R P H
SHUVRQ D G P L Q G V W U D W L Y H R L Q I G V K P D R P H R V K L M L Q I R U P D W L R Q
LQFRUUHFV SOHDVH FRQWDB V Z G Z L K R O U Z # W R X V R P R R I L W H G X V

.9 \$SSHQGL[

&RPPRQ \$FWLYLWLHV DQG (QWU\ /RFDWLRQV

7KHROORZLQJ LQIRUPDWLRQ RYHUWYDEWQWLWRUWHDQSRQGLQJ
HQUWU\ ORFDWLRQV LQ :DWHUPDUN)DFXOW\ 6XFFHVV

Name of Screen	Category	Description
3HUVRQDO D ,QIRUPDWLRQ	*HQHUDO ,QIR	7KLV VFUHHQ FDSWXUHV \RXU S LQIRUPDWLRQ VXFK DV \RXU QD QXPEHU RIILFH QWUWLRQ DQ 6RPH ILHOGV SURSHUHG
%LRJUDSK\ D ([SHUWL VH	*HQHUDO ,QIR	7KLV VFUHHQ FDSWXUHV \RXU E VSHFLDOL]DWLRQ SURIHVVLRQ QRWDEOH FRXUVHV WDXJKW DC
\$GPLQLVWUD ±3HUPDQHQW	*HQHUDO ,QIR	7KLV VFUHHQ FDSWXUHV \RXU V GDWH DW 6NLGPRUH GDWHV RI DWWDLQH DQG WHQXUH GHFL 6NLGPRUH KDSH QDSUH DQG)LHOGV RQ WKLV VFUHHQ R DWWDLQ D QHZ UDQN

\$GPLQLVWUD *HQHUDO !...8Z
±<HDUO\ 'DW

Name of Screen	Category	Description
(GXFDWLRQ	*HQHUDO ,QIR	7KLV VFUHHQ FDSW DEIRXWQRRU HGXFDFWLRQ VXFK DV GHJUHH L \HDU FRPSOHWHG DGYLVRU LQ FRXUVHZRUN

)DFXOW\
'HYHORSPHQ\
\$FWLYLWLHV

Name of Screen	Category	Description
2WKHU 5HVH \$FWLYLW\	6FKRODUVKLS	7KLV DFWL VXSS RU FR DGGL H[WH
'HSDUW&ROO	6HUYLEFH	7KLV &ROO LQFO JUDQ WDVN RUJD IDFXC FRPP GHSD FRPP FRPP VFKR
3URIHVVLQRQ	6HUYLEFH	KLV RVL

5HTXLUHG)LHOGV IRU \$QQXDO 6XPPDU\ RI \$FWLYLWLHV 5HSRUW
7KHDWD IVKDEOMORZGLFKMHLQIRUPZWLQSEWYKDS
6XPPDU\ 5HSRUWIRLZVGRXOG EH FRPSOHWHG LI WKH\ DUH DSSO
WKHP LQFOXGHG LQ \RXU \$QQXDO 6XPPDU\ 5HSRUW

Administrative Data ±Yearly Data Screen

7KHDO\ D IVK B Z Q MORZGL WDKWHLQIRUP Z WLS Q E WDKHGS R SXODWH \RXU \$
6XPPDU\ 5HSRUW R L Z H O G R XOG EH FRPSOHWHG LI WKH\ DUH DSSO
WKHP LQFOXGHG LQ \RXU \$QQXDO 6XPPDU\ 5HSRUW

Administrative Assignments Screen

Position/Role

Full Title of Position/Role

Responsibilities/Brief Description

Response

Start Date End Date

Month Day

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.

7KHDO\ D I\K B Z Q M O R Z G L F W K M H L Q I R U P Z W O S Q E W K H G S R S X O D W H \ R X U \$
6 X P P D U \ 5 H S R U W \ R L Z H O G R X O G E H F R P S O H W H G L I W K H \ D U H D S S O
W K H P L Q F O X G H G L Q \ R X U \$ Q Q X D O 6 X P P D U \ 5 H S R U W

Faculty Development Activities Attended

Screen

Activity Type

Explanation of "Other"

Title

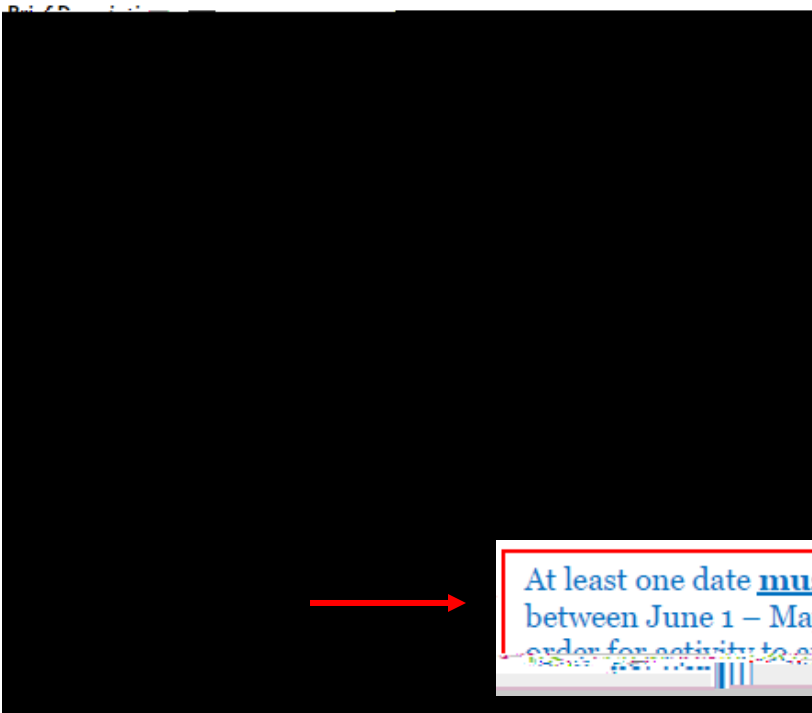
Sponsoring Organization

City, State and Country

City

State

Country



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.

7KHDO\ D IVKRDZQ MORZGLFKWHLQIRUPZWLQSDZQWHDGSRXODWH \RXU \$
6XPPDU\ 5HSRUWRLZHOGRXOG EH FRPSOHWHG LI WKH\ DUH DSSO
WKHP LQFOXGHG LQ \RXU \$QQXDO 6XPPDU\ 5HSRUW

Licensures and Certifications Screen

Title of Licensure/Certification

Sponsoring Organization



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.

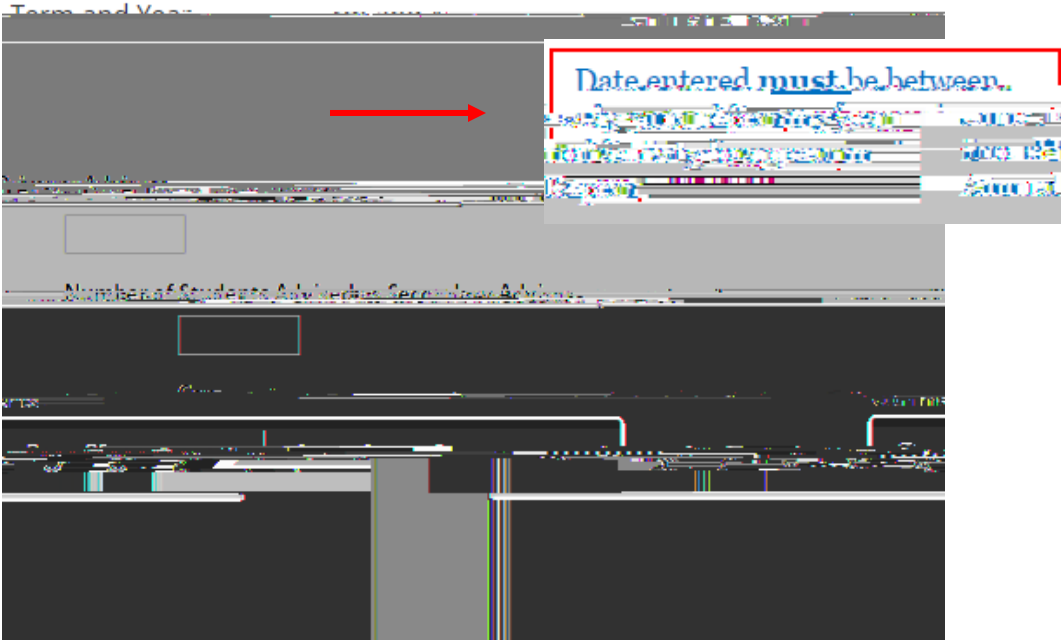
7KHDO\ D IVK BZQ MORZGLFKWHLQIRUPZWLQSOEWDKGS
6XPPDU\ 5HSRUWRLZHOVGRXOG EH FRPSOHWHG LI WKH\ DUH DSSO
WKHP LQFOXGHG LQ \RXU \$QQXDO 6XPPDU\ 5HSRUW

Media Appearances and Interviews

7KHDO\ D IVK BZQ OIRZGLFKWHLQIRUPZWLQSOEWDKGS
6XPPDU\ 5H7SKRUH\RLZHOGV

7KHDO\ D IVK R Z Q MORZGL FDKWHLQIRUP Z W O S Q E W K H G S R S X O D W H \ R X U \$
6XPPDU\ 5HSRUW R L Z H O G R X O G E H F R P S O H W H G L I W K H \ D U H D S S O
W K H P L Q F O X G H G L Q \ R X U \$ Q Q X D O 6 X P P D U \ 5 H S R U W

Academic Advising Screen



7KHDO\ D I\K B Z Q M O R Q Z G L W K W H L Q I R U P Z W O S Q E W K H G S R S X O D W H \ R X U \$
6 X P P D U \ 5 H S R U W O R L Z H O G R X O G E H F R P S O H W H G L I W K H \ D U H D S S O
W K H P L Q F O X G H G L Q \ R X U \$ Q Q X D O 6 X P P D U \ 5 H S R U W

Directed Student Learning Screen

Term and Year

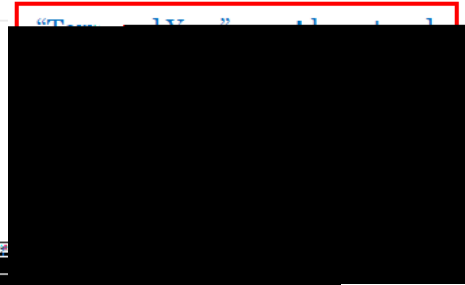
Term* Year*

Course Name

Section Number

Student Last Name

Comments



7KHDO\ D I\K R Z Q O R Q Z G L W K W H L Q I R U P Z W O S Q E W K H G S R S X O D W H \ R X U \$
6 X P P D U \ 5 H S R U W I R L Z H O G R X O G E H F R P S O H W H G L I W K H \ D U H D S S O
W K H P L Q F O X G H G L Q \ R X U \$ Q Q X D O 6 X P P D U \ 5 H S R U W

Teaching Innovation and Curriculum Development

Screen

Activity Type

Explanation of "Other"

Course or Program Name

Description of Activity

B	I	U	x^2	x_2			

Dates are intended to capture the time spent working on curriculum development or teaching innovation that will be delivered at a future date; the delivery of the course itself will be captured under the Scheduled Teaching Screen, where you can indicate if this was a new course preparation or a new format for an existing course. For activities

that are not intended for delivery, you should use the "Other" activity type and provide an explanation of the activity in the "Explanation of Other" field.

Start Date: End Date:

Day Year

Month

Day Year

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.

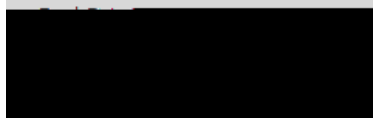
Actions ▼		IT Applicant	
		Applicant	Applicant Type
		<input type="text"/>	<input type="text"/>

Submission_Deadline

Month	Day	Year
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Start_Date

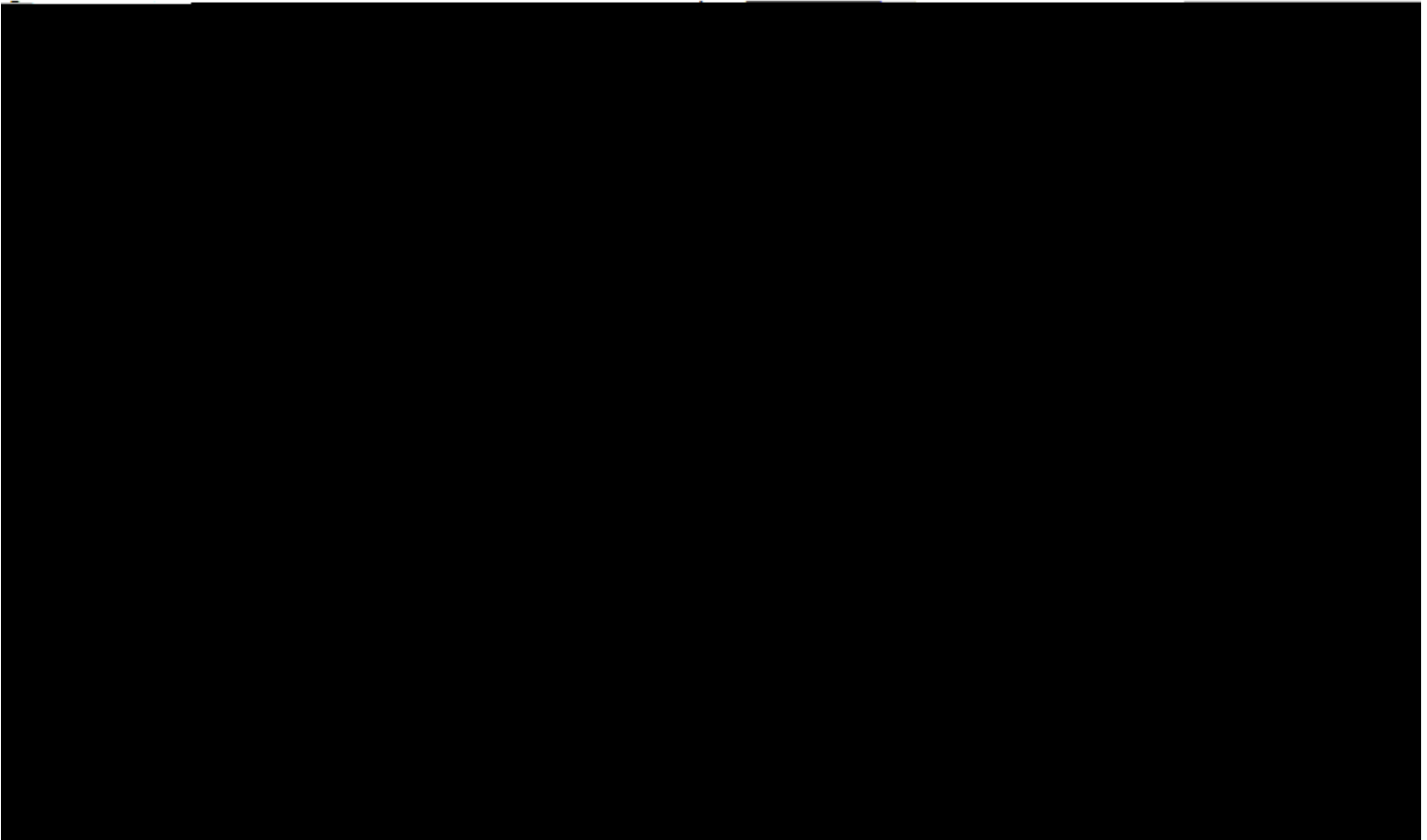
Month	Day	Year
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W K H P L Q F O X G H G L Q \ R X U \$ Q Q X D O 6 X P P D U \ 5 H S R U W

Exhibits and Performances Screen

Type of Work



1st Performer/Exhibitor Actions ▾

Basic Info: First Name Middle Name Last Name

Address: Address Line 1 Address Line 2

City: State: Zip:

Phone:

Start Date

Month: Day: Year:

End Date

Month: Day: Year:



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.

7KHDO\ D IVK B Z Q MORZGL FDKWHLQIRUP Z W O S Q W K H G S R S X O D W H \ R X U \$
6XPPDU\ 5HSRUW R L Z H O G R X O G E H F R P S O H W H G L I W K H \ D U H D S S O
W K H P L Q F O X G H G L Q \ R X U \$ Q Q X D O 6 X P P D U \ 5 H S R U W

Intellectual Property Screen

Patent or Copyright

Patent Title

Organization	<input type="text"/>
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WKHP LQFOXGHG LQ \RXU \$QQXDO 6XPPDU\ 5HSRUW

Presentations Screen

Presentation Title

Presentation Type

Conference/Meeting Name

Sponsoring Organization

State Country City

State Country City

1st Presenter/Author

Date



Date entered must be between...

7KHOD \VKBZC MORZGLFKWHLQIRUPZWLQSDWVHRSXODWH \RXU \$
6XPPDU\ 5HSRUWRLZVGRXOG EH FRPSOHWHG LI WKH\ DUH DSSO
WKHP LQFOXGHG LQ \RXU \$QQXDO 6XPPDU\ 5HSRUW

Publication s Screen

Current Status* Current
Contribution Title of
Journal Name
Proceedings/Publisher Publisher/
Number/Edition Page

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

“Was This Peer Reviewed?” must

1st Author/Editor/Translator Actions
People at Skidmore College
First Name Middle Name/Initial Last Name
Hoehn Manz (mboehn) Manz
Web Address

Expected Date of Submission
Date Submitted
Year Month Day Y
Date Accepted
Year Month Day Y
Date Published
Year Month Y

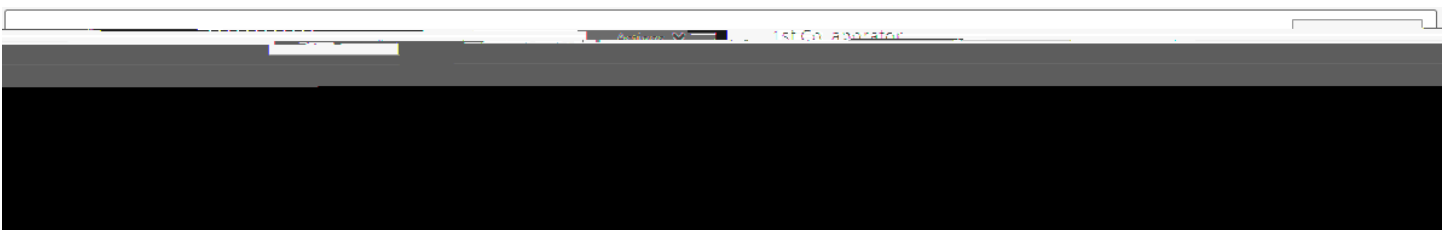
At least one date must be entered and be between June 1 – May 31 of reporting year in order for activity to appear in Annual Report

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WKHP LQFOXGHG LQ \RXU \$QQXDO 6XPPDU\ 5HSRUW

Other Research Activity Screen

Title/Type of Activity

Description



Start Date

Year	Month	Day
<input type="text"/>	<input type="text"/>	<input type="text"/>

End Date

Year	Month	Day
<input type="text"/>	<input type="text"/>	<input type="text"/>

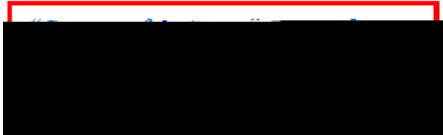


At least one date must be entered and be between June 1 – May 31 of reporting year in order for activity to appear in Annual Report.

7KHDO\ D I\K B Z Q M O R Q Z G L F W K W H L Q I R U P Z W O S Q E W K H G S R S X O D W H \ R X U \$
6 X P P D U \ 5 H S R U W O R L Z H O G R X O G E H F R P S O H W H G L I W K H \ D U H D S S O
W K H P L Q F O X G H G L Q \ R X U \$ Q Q X D O 6 X P P D U \ 5 H S R U W

Department/College Service Screen

Score of Service *
▼
Type of Service
▼



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.

7KHDO\ DV L\K R Z Q M O R Q Z G L W D K M H L Q I R U P Z W O S Q E W K H G S R S X O D W H \ R X U \$
6 X P P D U \ 5 H S R U W O R L Z H O G E R X O G E H F R P S O H W H G L I W K H \ D U H D S S O
W K H P L Q F O X G H G L Q \ R X U \$ Q Q X D O 6 X P P D U \ 5 H S R U W

Professional Service Screen

Professional Service Screen

Explanation of "Other"

City, State and Country

City State Country

Start Date

Month Day Year

End Date

Month Day Year

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.

7KHDO\ D IVK BZQ MORZGLFKWHLQIRUPZWLQSOEWDKGS
6XPPDU\ 5HSRUWRLZHOVGRXOG EH FRPSOHWHG LI WKH\ DUH DSSO
WKHP LQFOXGHG LQ \RXU \$QQXDO 6XPPDU\ 5HSRUW

Public Service Screen

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WKHP LQFOXGHG LQ \RXU \$QQXDO 6XPPDU\ 5HSRUW

Brief Reflection on Professional Achievements and Goals

Screen