How to Complete Your Annual Activity & Planning Reports

Faculty Success (formerly Digital Measures) can generate annual activity and planning reports that include all scholarly and other activities you have entered into the system, courses you've taught, SETs scores, etc. You will need to complete the narratives for each report section (note that your narratives will be saved in the system so they can simply be duplicated and revised the following year).

Should you wish to share any information of a confidential or sensitive nature in your reports, please do so directly with your chair, and check the *"Supplemental information has been provided to my chair outside of Faculty Success"* boxes in the *"Certify Complete"* sections. Please note that any data entered outside Faculty Success will not appear for you to edit next year in Faculty Success.

Once finished, you can generate the reports from Faculty Success in Word or PDF format. Remember to add a new entry in the "*Certify Complete*" section and check the appropriate box to confirm that your report is complete and ready for submission. The reports will be generated for you and sent to your chair.
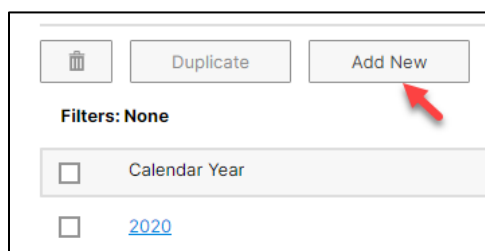
Step 1
On the main Activities page in Faculty Success, complete the narratives in the following sections.

Step 2
Each year, create a new entry by clicking *"Add New"*. You will assign the correct year when you enter the item.

If you would like to work off of the previous year's text, check the previous year's entry and click *"Duplicate"* before updating the year and text, as directly changing the content of the previous year's entry will permanently remove the record of that entry from the system.

Step 3

When you are finished completing the narratives and other sections, create a Word or PDF document to review each report:

- Scroll back to the top of the Activities page and click on *"Reports."*
- Click on "*Annual Activity Report"* or "*Annual Planning Report."*
- Review the desired date range. It should default to the current year, but you can change it needed.
- Click "*Run Report."*

Step 4

Review the report. If you need to make changes, return to the Activities page and edit the appropriate sections. You can go back and forth, making changes in the Activities page and then generating new report copies in Reports.

Once you are satisfied with the reports, please create a new entry in each "*Certify Complete*" section, enter the appropriate year, and click *"Check here to confirm that your Annual Activity Report is complete and ready for submission"*. You will not need to directly send these reports to your department chair as the reports will be generated for you and sent to your chair. Make sure to save a copy of the final Word or PDF document to your computer to keep the file for your records.

If, after running the reports you decide for some reason the format is unacceptable to you, you may modify this Word document and email it to your chair. Simply check the "*Supplemental information has been provided to my chair outside of Faculty Success*" boxes in "*Certify Complete*" in Faculty Success, and email learningdesign@bentley.edu with the formatting issues you encountered so they can be addressed for next year.