

The screenshot shows a web browser window with the URL [digitalmeasures.com/login/kennesaw/faculty/authentication/showLogin.do?shce\\_test=1642175572870](https://www.digitalmeasures.com/login/kennesaw/faculty/authentication/showLogin.do?shce_test=1642175572870). The page features the Watermark logo and the text "Faculty Success | formerly Digital Measures". Below this, there is a login form with the following elements:

- Instructions: "Log in using your NetID and Password. If you are having trouble with your NetID or password, please go to [netid.kennesaw.edu](https://netid.kennesaw.edu)".
- Kennesaw State University logo.
- Email field: Contains "lritter" followed by "@kennesaw.edu".
- Password field: Contains a series of dots.
- Buttons: "LOGIN" and "Need help?".

The footer of the page contains the copyright notice "© 2022 Watermark Insights, LLC and its affiliates. All Rights Reserved." and links for "Terms & Conditions", "Privacy Policy", and "Accessibility Policy". The Windows taskbar at the bottom shows the search bar, task view, and system tray with the date and time "10:52 AM 1/14/2022".

Log into Watermark (Digital Measures) at

[https://www.digitalmeasures.com/login/kennesaw/faculty/authentication/showLogin.do?shce\\_test=1642175572870](https://www.digitalmeasures.com/login/kennesaw/faculty/authentication/showLogin.do?shce_test=1642175572870)

The screenshot shows a web browser window with the URL `digitalmeasures.com/login/kennesaw/faculty/app/activities/instruments/1267_s=0`. The page has a dark navigation bar with tabs for 'Activities', 'CV Imports', 'Reports', and 'Workflow'. Below the navigation bar, there are search boxes for 'Search All Activities' and 'Search Tips', along with 'Rapid Reports' and 'PasteBoard' buttons. The main content area is organized into sections with expandable headers:

- Professional Credentials**
  - Degrees
  - Licensures and Certifications
- Career**
  - Administrative Assignments at KSU
  - Professional Positions
  - Awards and Honors
  - Consulting
  - Media Appearances and Interviews
  - Faculty Development Activities Attended
  - Professional Memberships
  - External Connections and Partnerships
  - Foreign Language Proficiencies
- Narratives**
  - Narratives for Your Faculty Performance Agreement
  - Narratives for Your Annual Review Document
  - Teaching Philosophy/Reflective Teaching Narrative
  - Course Reassignment
- Administrative Data**
  - Personal and Contact Information
  - Yearly Unit Data
  - Permanent Data
  - Yearly Workload Summary
- Legacy Screens**
  - Performance Evaluations for Your Faculty Activity Report
  - Documents for Portfolio Review
  - Third Year Review Letters
  - Other Teaching/Supervision/Mentoring
  - Other Scholarship/Research
  - Service Other

A blue arrow points from the text 'Here's the item.' to the 'Yearly Workload Summary' link in the 'Administrative Data' section.

At the bottom of the browser window, the watermark logo and copyright information are visible: '© 2022 Watermark Insights, LLC and its affiliates. All Rights Reserved.' along with links for 'Sitemap', 'Terms & Conditions', 'Privacy Policy', and 'Accessibility Policy'. The Windows taskbar at the very bottom shows the search bar, task view, and system tray with the date '1/14/2022' and time '10:54 AM'.

On the Activities page, navigate down to Administrative Data, Yearly Workload Summary. Click on that item.

Home - Digital Measures | Yearly Workload Summary | Kennesaw State University

digitalmeasures.com/login/kennesaw/faculty/app/activities/instruments/126/screens/998927?s=0

watermark Faculty Success | formerly Digital Measures

KENNESAW STATE UNIVERSITY

Activities CV Imports Reports Workflow

Rapid Reports PasteBoard

< Yearly Workload Summary Search Yearly Workload Search Tips

Duplicate Add New Select Columns

Filters: None

- Calendar Year
- 2022
- 2021
- 2020
- 2019
- 2018
- 2017
- 2016
- 2015

Click on "Add New."

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Type here to search 42°F Sunny 10:56 AM 1/14/2022

Past years will be here. (You will only see 2022 here if you've already created it.)

Home - Digital Measures | Edit Yearly Workload Summary |

digitalmeasures.com/login/kennesaw/faculty/app/activities/instruments/126/screens/998927/records/new?s=0

watermark Faculty Success | formerly Digital Measures

KENNESAW STATE UNIVERSITY

Activities CV Imports Reports Workflow

Rapid Reports PasteBoard

Cancel Save Save + Add Another

Calendar Year

Teaching Workload Percentage  %

Research Workload Percentage  %

Service Workload Percentage  %

Librarianship Workload Percentage  %

Enter your FPA year here (2022)

Enter the workload percentages you've agreed upon here. If an item isn't relevant to you (e.g. Librarianship), leave it blank.

Click save to save your work and exit.

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Type here to search

42°F Sunny 10:57 AM 1/14/2022

The Calendar year will become the name of this item. Make sure you save when you're done to exit.