**Workload Summary Report in Watermark**

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**Log into Watermark through the Watermark home page:** [**https://facultyactivitydata.kennesaw.edu**](https://facultyactivitydata.kennesaw.edu)

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**Click the Faculty Success box**

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**Click on Reports**

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**Scroll to the bottom of the Reports list and select ‘Workload Summary’**

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**In the Whom to Include section, click the ‘Change Selection’ link in Groups to Include**

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**Select the appropriate college, or click ‘Academic Home Dept Description’ and choose a department(s)**

**Click ‘Save’**

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**In the Data to Include section, click ‘Change Selection’**

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**Click the black arrows to open the available data fields:**

**- A blue box with a check mark in it (for example, System Details) means all available data fields for**

**this group have been selected**

**- A box with a line through the middle of it (for example, Common Items) means some of the available**

**data fields for this group have been selected**

**\*\* NOTE \*\* The Yearly Workload data box has already been selected in the Common Items section.**

**Click ‘Save’**

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**Update the beginning and end dates as needed**

**Click ‘Run Report’**