

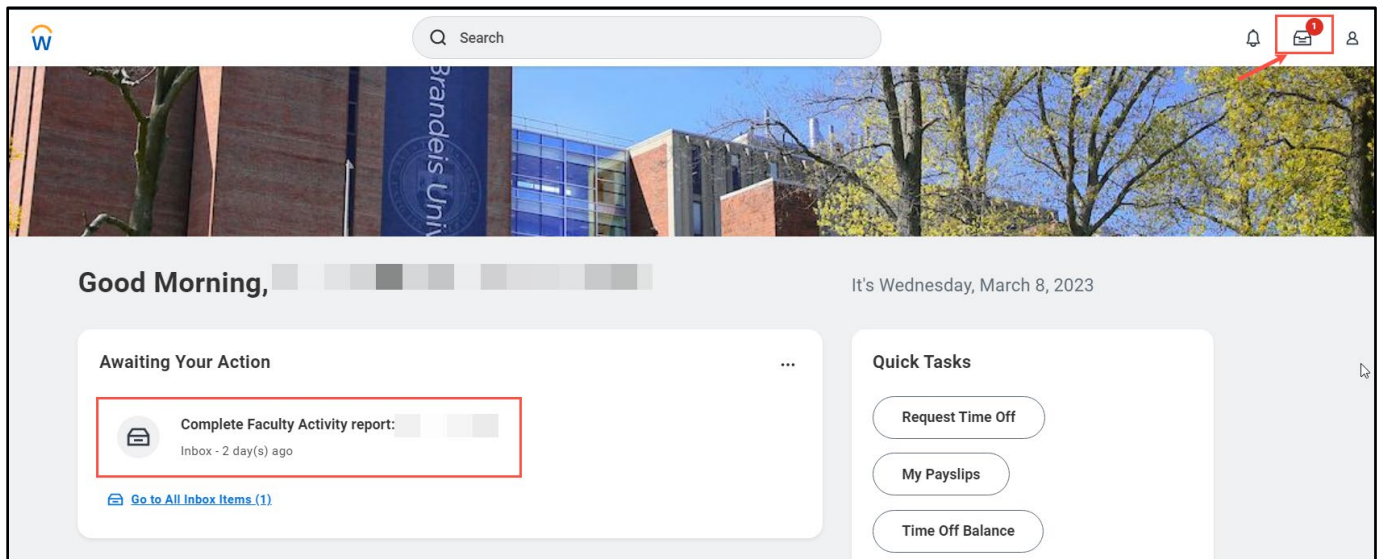
Description: This job aid instructs Faculty on how to access and complete Activity Reports in Workday. For additional information and support, refer to [Online Activity Report Help](#)

Applies to: Faculty

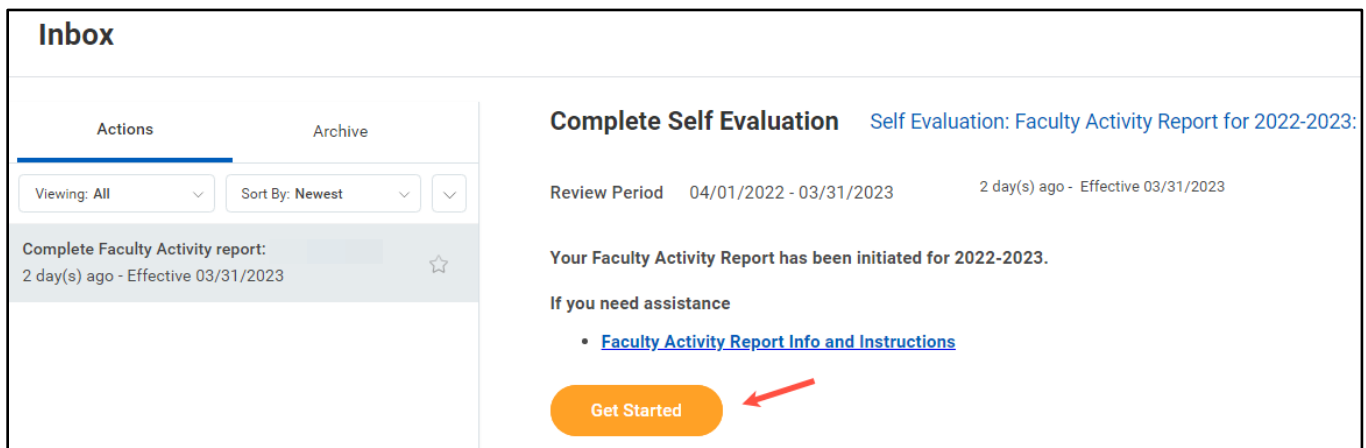
ACCESS YOUR ACTIVITY REPORT

An Action item will be sent to your Workday Inbox as a reminder to complete your Activity Report. You may access the report directly from the link provided in the Inbox **Action** item or from the **Awaiting Your Action** section on the Workday homepage.

1. Click the **Inbox** icon at the top right hand corner of your screen or click on the task in your **Awaiting Your Action** box.



2. Select **Complete Faculty Activity report** from the Actions tab and click the **Get Started** button in the task.



3. The Activity Report menu is on the left side of the screen. Questions are grouped in multiple categories, but all on one page. Be sure to provide complete answers in the answer boxes provided. There is no limit to the amount of text you enter or cut and paste.

Important note: Workday will time out after 20 minutes of inactivity. To avoid losing work click the **Save for Later** button if you will be away from the session for any length of time. The unfinished report will remain in your Workday inbox until you complete and submit it.

Complete Self Evaluation | Self Evaluation: Faculty Activity Report for 2022-2023: 04/01/2022 - 03/31/2023

Welcome to the 2022-23 Faculty Activity Report

To enter your activities for the period April 1, 2022 through March 31, 2023, please answer the questions that follow.

Note: Clicking on a blue link will open a new browser tab

Remember to "save for later" before stepping away from your computer, as Workday times out after 20 minutes of inactivity and your work will be lost if you do not save for later.

Please review your answers carefully before clicking the "Submit" button. You will not be able to edit your report after it is submitted.

Question **INSTRUCTIONAL ACTIVITIES** for the period April 1, 2022 through March 31, 2023

INS-Q1-22: Review your [course enrollments](#) for the Fall 2022 and Spring 2023 terms, as recorded by the Office of the University Registrar. *Click the course enrollments link to open and review your enrollment data in another window, then return to this page. Your course enrollment data will appear on your final submitted report.*

If your course enrollments are incorrect, please reach out to the Registrar with corrections at registrar@brandeis.edu. You may use the text box that follows to note any corrections you have submitted, and to add any other comments about your course enrollment information.

Employee

Answer

Back Next Save for Later Close

You will find links to data within the questions about **instructional activities, scholarship, awards, honors and fellowships, and grants**. Click the link to open a new browser tab to view your data. Use the tabs you have opened to toggle between screens as needed.

INSTRUCTIONAL ACTIVITIES for the period April 1, 2022 through March 31, 2023

INS-Q1-22: Review your [course enrollments](#) for the Fall 2022 and Spring 2023 terms, as recorded by the Office of the University Registrar. *Click the course enrollments link to open and review your enrollment data in another window, then return to this page. Your course enrollment data will appear on your final submitted report.*

If your course enrollments are incorrect, please reach out to the Registrar with corrections at registrar@brandeis.edu. You may use the text box that follows to note any corrections you have submitted, and to add any other comments about your course enrollment information.

Welcome to the 2022-23 Faculty Activity Report | INT278 Faculty Activity | INT278 Faculty Activity | INT278 Faculty Activity

wd5-impl.workday.com/brandeis1/d/inst/1006\$1997/rel-task/2998\$40106.html

4. Use the scroll bar on the right hand side of your screen to move down to the next questions.

Question **INSTRUCTIONAL ACTIVITIES** for the period April 1, 2022 through March 31, 2023

INS-Q1-22: Review your [course enrollments](#) for the Fall 2022 and Spring 2023 terms, as recorded by the Office of the University Registrar. *Click the course enrollments link to open and review your enrollment data in another window, then return to this page. Your course enrollment data will appear on your final submitted report.*

If your course enrollments are incorrect, please reach out to the Registrar with corrections at registrar@brandeis.edu. You may use the text box that follows to note any corrections you have submitted, and to add any other comments about your course enrollment information.

Employee

Answer

Format | B | I | U | A | | | | |

Question INS-Q2: Discuss/list any new courses that were proposed this year.

Employee

Answer

Format | B | I | U | A | | | | |

5. To add any items to the **Scholarship** report, please log into your ScholarWorks profile and make the updates there. To edit or delete items, please email scholarworksfacultyprofile-group@brandeis.edu. They will reflect within 24 hours once changes are made.
6. To add, edit or delete any items in the **Awards, Honors and Fellowships** report, please log into your ScholarWorks profile and make the updates there. They will reflect within 24 hours once changes are made.
7. When you've answered all of the questions in each section of the report, click **Next**. This will save your work and take you to the next section.
8. Drag and drop or select your current CV to the Activity Report.

Upload a current CV

Upload a **single** attachment of the current version of your CV (only pdf or word docs)

^

Employee

Drop files here

or

Select files

9. Click **Next**.

10. Use the scroll bar to carefully review your answers to the Activity Report questions. If you are satisfied, click **Submit**.
- To make changes *before* submitting, click the **Welcome to the 2022-2023 Faculty...** menu item and make your changes.
 - Remember, you cannot edit the Activity Report once you click Submit.

The screenshot shows the 'Complete Self Evaluation' interface. The left sidebar contains a navigation menu with the following items: 'Welcome to the 2022-23 Faculty Activity ...', 'Upload a current CV', and 'Review and Submit'. The main content area is titled 'Welcome to the 2022-23 Faculty Activity Report' and includes instructions for 'INSTRUCTIONAL ACTIVITIES' for the period April 1, 2022 through March 31, 2023. It contains a question 'INS-Q1-22: Review your course enrollments...' and a section for 'Employee' with a text input field. At the bottom, there are 'Submit' and 'Save for Later' buttons. Two red callout boxes with arrows point to the 'Welcome to the 2022-23 Faculty Activity ...' menu item and the 'Submit' button. The first callout says 'Click here to go back and make edits once you have reviewed the answers entered.' The second callout says 'Click here to submit your Self-Evaluation'.

Your Activity Report is routed to a secure department folder for review. You will receive an email with a PDF copy attached.