

WATERMARK FACULTY SUCCESS TRAINING GUIDE

LOGGING ON

To access Watermark Faculty Success (DM) please go to:

URL: [https://www.digitalmeasures.com/login/southalab-0.9a\)-3.9rm](https://www.digitalmeasures.com/login/southalab-0.9a)-3.9rm)

<https://jagmail.southalabama.edu/default.aspx>

Click on "Need help?" in the bottom right and a window will pop up. Click on "Reset Your Password" and follow the instructions to set up your own password.

Your password: You will be emailed an encrypted URL rather than a default password. The encrypted URL will log you in and request that you set a new password.

Information, Permanent Data, Administrative Data, Education and Scheduled Teaching.

SCHEDULED TEACHING

On a regular basis (at the end of each semester), information from Banner will be transferred to Activity Insight. There is no need to add courses yourself. However, it is recommended that you check to make sure that all the courses you taught are transferred and that there are no duplicates. If you find a discrepancy, please email your college administrator and specify which courses are not transferred correctly.

INTELLECTUAL CONTRIBUTIONS

Publication Type: Select from the drop-down box.

Status: Should not be left blank (the entry will not show up on your vita if it is), select from the drop-down box.

Co-Authors: If your co-author is not a USA faculty member, just leave the dropdown to "please select" and type the first name and last name in the provided boxes. If your co-author is a USA faculty member with an account, then select the person's login name (=first part of USA e-mail address) from the dropdown list.

Only one USA author needs to enter the details of a contribution. The contribution will automatically show up in the other author's vita (this works if the author information was entered using the drop-down list).

PRESENTATIONS

If a publication led to a presentation at a conference, or vice versa, the information should be duplicated between Presentations and Intellectual Contributions. (You get credit twice for the same work).

SAVING RECORDS

When working in the system, it is important that you preserve modifications by selecting one of the SAVE buttons at the top of the screen. If you attempt to navigate away from a screen containing unsaved changes, a warning message will display to determine whether you would like to return to the screen and save your

modifications before proceeding.

TIME SAVERS

Pasteboard:

You will find the PasteBoard to be a time-saving feature. The PasteBoard allows you to copy text from another document, such as your vita in Microsoft Word, and paste it into the PasteBoard. After you have pasted text in the PasteBoard, you can then select text from it, click-and-hold on the text you selected, and drag it into a

Similarly, additional authors can always be deleted from publications by clicking the garbage can icon at the far right of the row, as shown on previous page.