Watermark Directions
For the Arts and Sciences Faculty Activity Report

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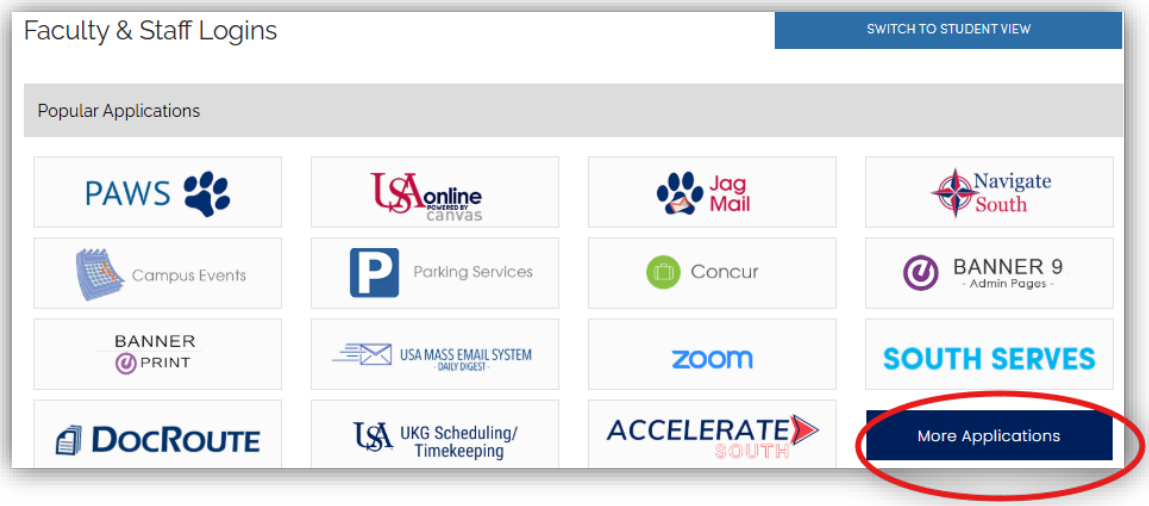
Watermark Access

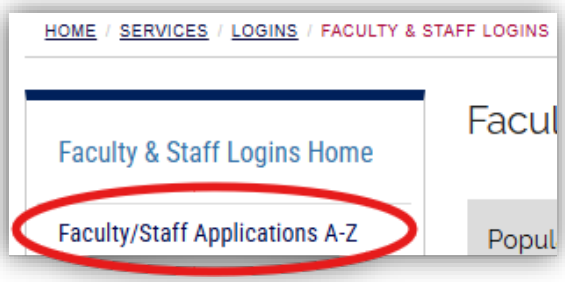
Watermark is available online at https://www.digitalmeasures.com/login/southalabama/sso/, under "More Applications" on Faculty/Staff Login Applications options, or via Faculty/Staff Applications A-Z.

I. Log in to Watermark

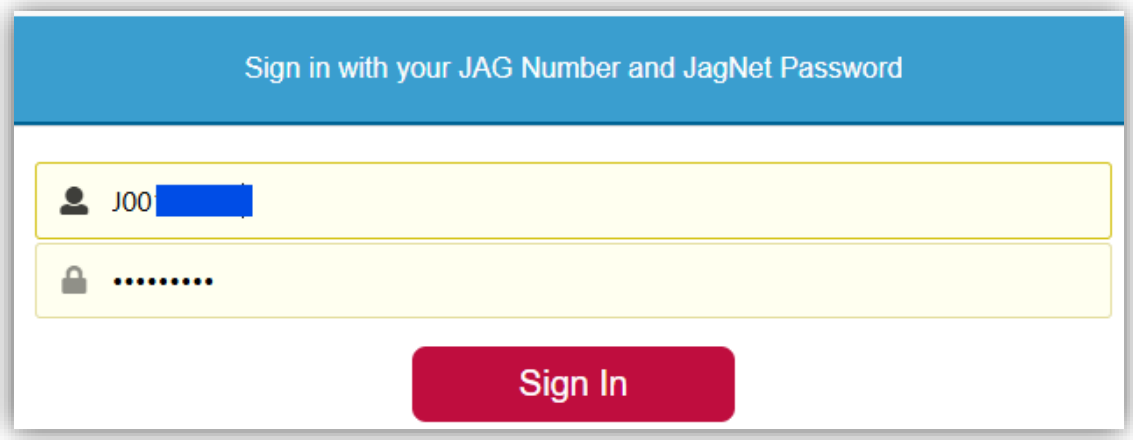
1. Go to the Faculty/Staff Login page on the University website
2. Click More Applications



3. Select W or Enter Watermark in the Search field. Under the Popular Applications or choose Watermark from the 'Faculty/Staff Applications A-Z' list.



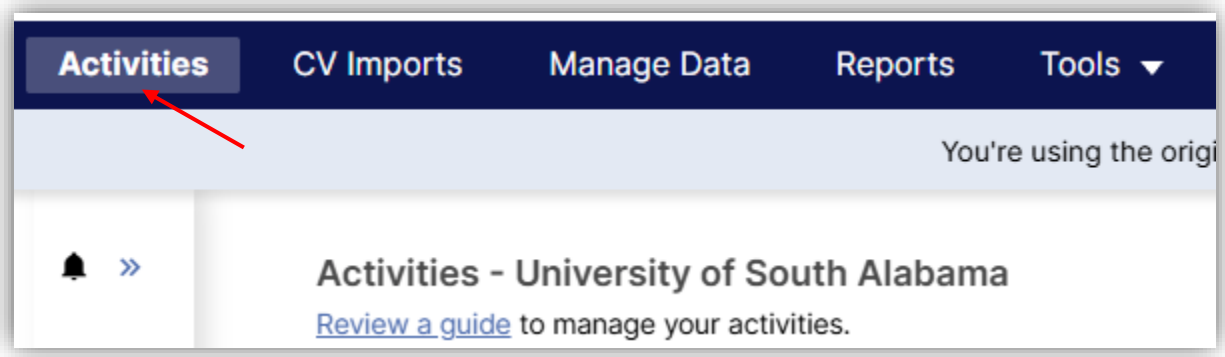
4. Sign in using your Jag Number and Jagnet Password.



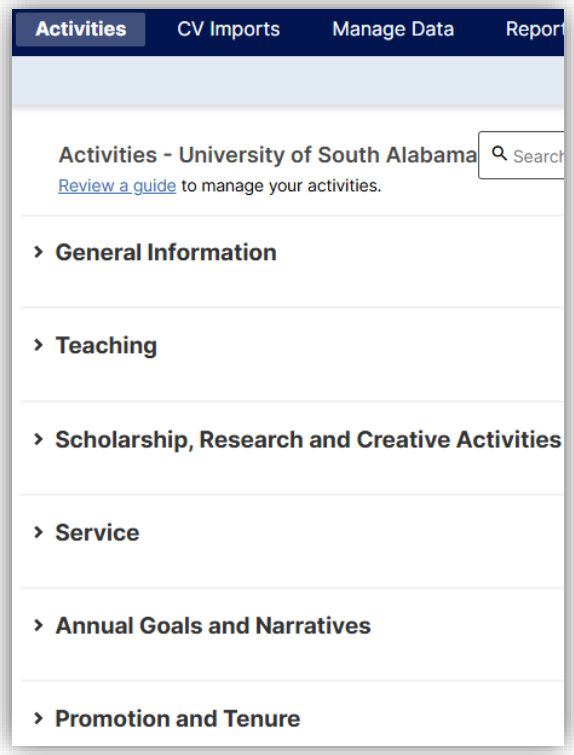
II. Entering Your Activities into Watermark

1. To prepare the FAR, click "Activities" to enter the data.

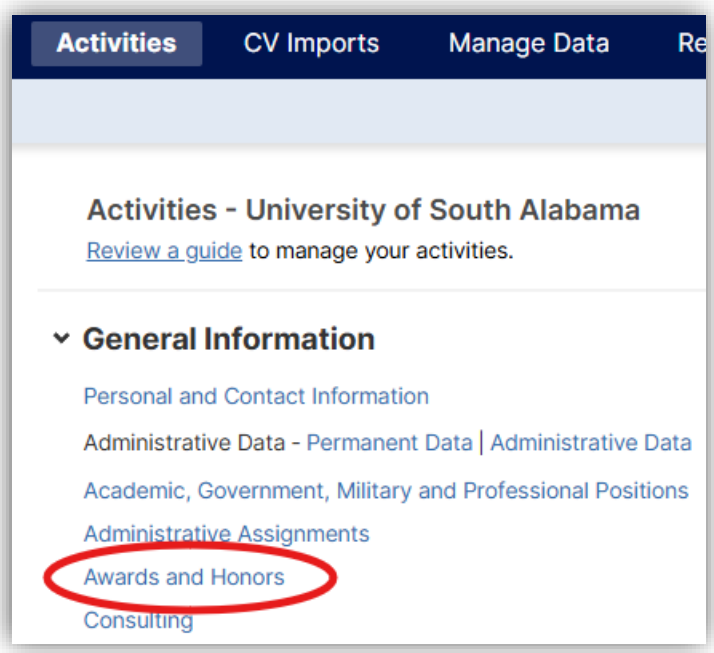
****Important: Before starting to enter data, we recommend you download the "A&S Faculty Activity Report Template" which will allow you to identify what you need to enter and where to place your data for each area in the report. Further instructions appear in Section IV below. ****



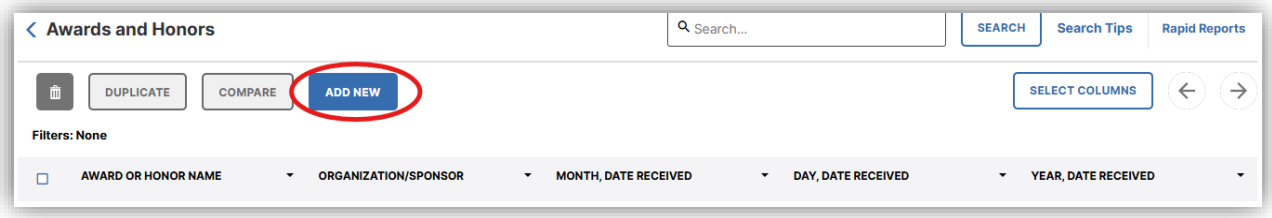
2. Select one of the categories (General Information, Teaching, Scholarship, Research and Creative Activities, Service, or Annual Goals and Narratives).



3. Select the specific activity to enter (i.e., General Information category and select Awards and Honors).

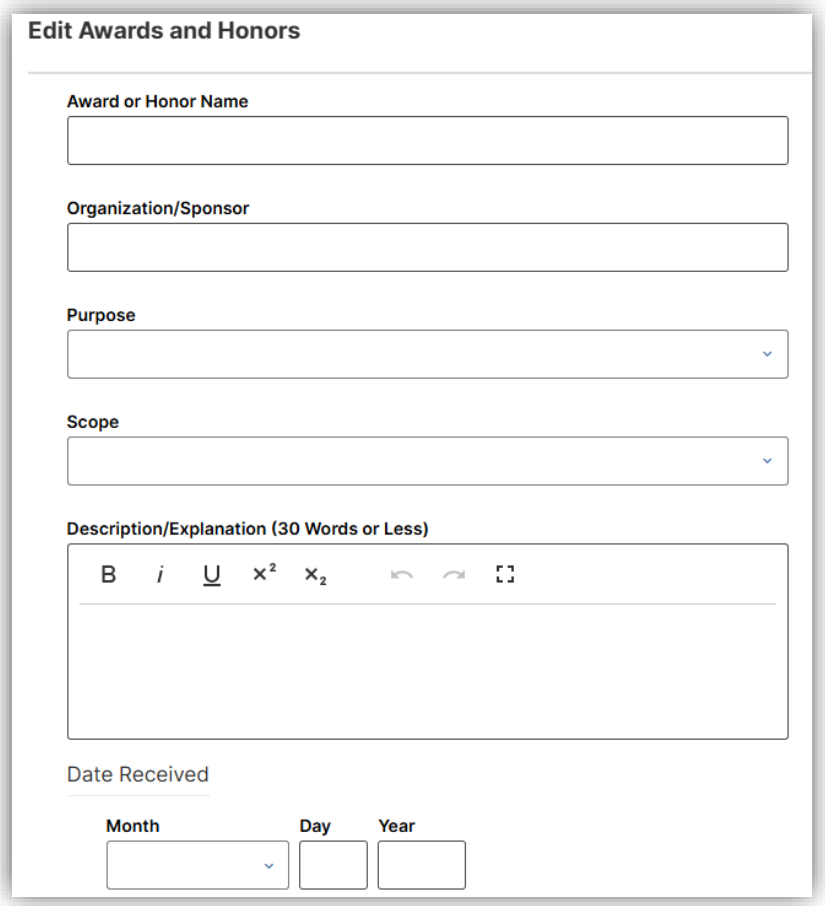


4. Select "Add New" to enter data.



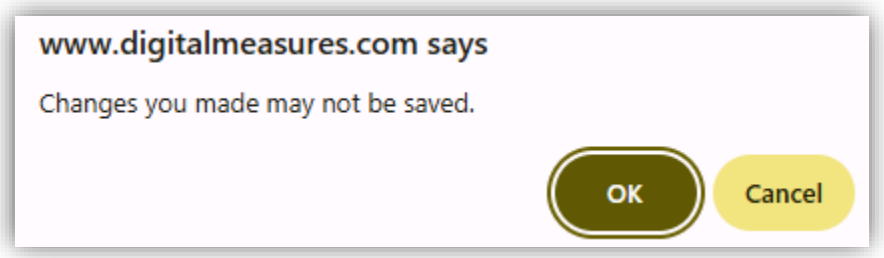
5. Enter data as needed.

   Note: ***not all screens and fields need to be completed for the Faculty Activity Report.*** **To find out which are needed, see section IV below on how to download and use the Faculty Activity Report template.**



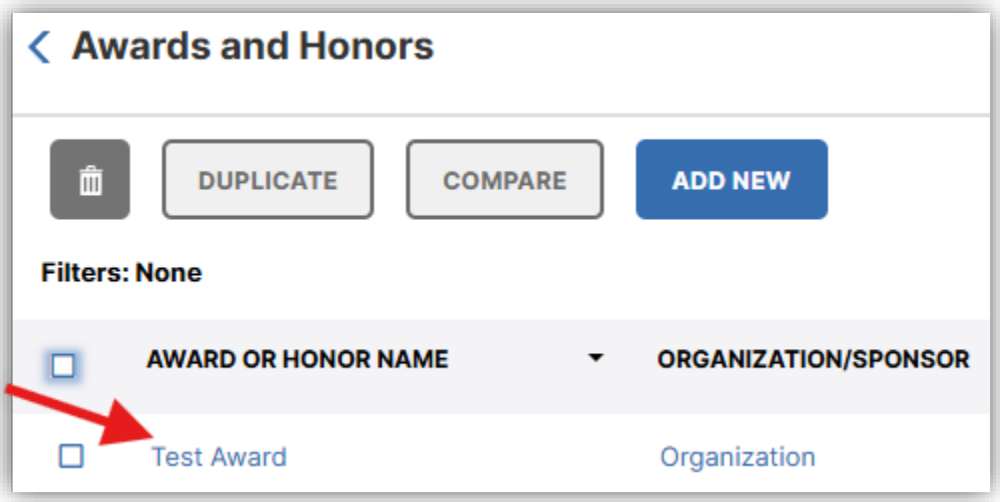
6. Select Save if no other items should be entered. Select Save + Add New to enter multiple items.

Note: To maintain entries and modifications, select the "Save" button at the top of the screen. If you attempt to navigate away from a screen containing unsaved changes, a warning message will display asking whether you would like to return to the screen and save your modifications before proceeding.

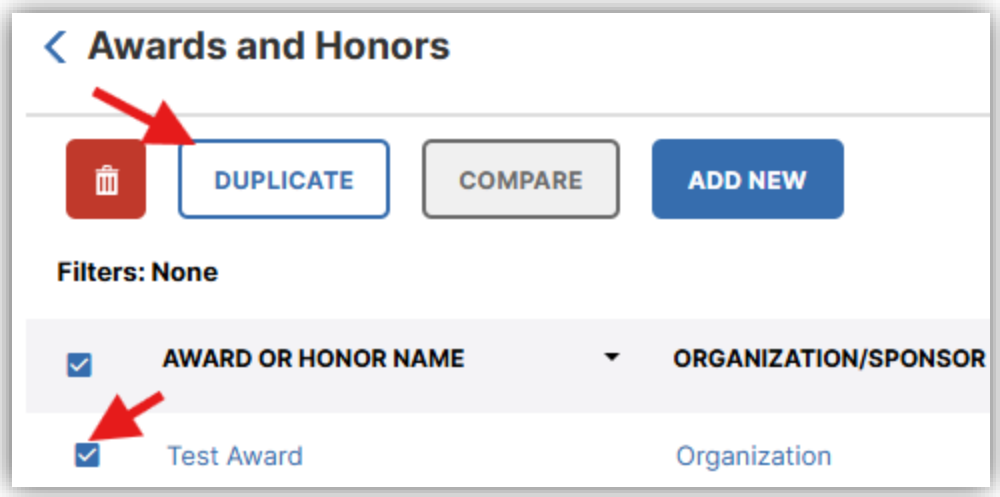


7. To edit or view an entry, click any entry row on the summary screen. If you select a specific field, the editor will open with the field in focus.

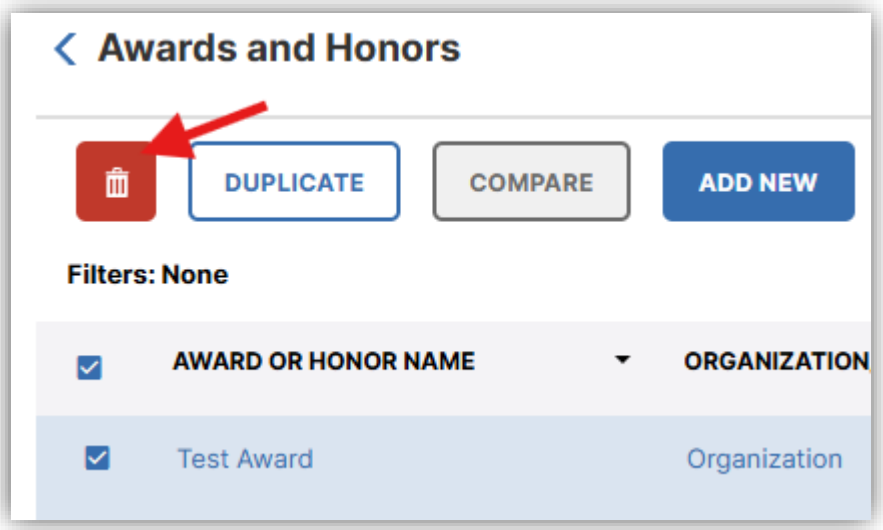
   Note: Your Faculty Success Administrator may have added an entry to the system on your behalf. These entries can be viewed, but cannot be edited or deleted. A lock icon identifies this entry. If revisions are needed to the entry which has been entered on your behalf, contact Eric Loomis or Sangela King using the contact information below.



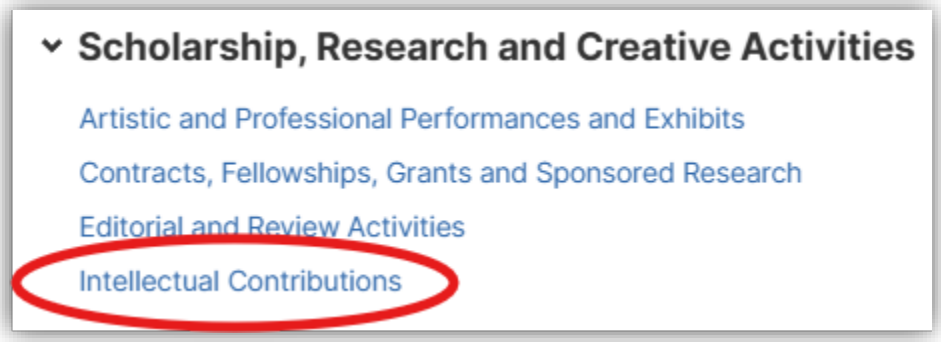
8. To copy an entry, select the appropriate check box, then select the "Duplicate" button.



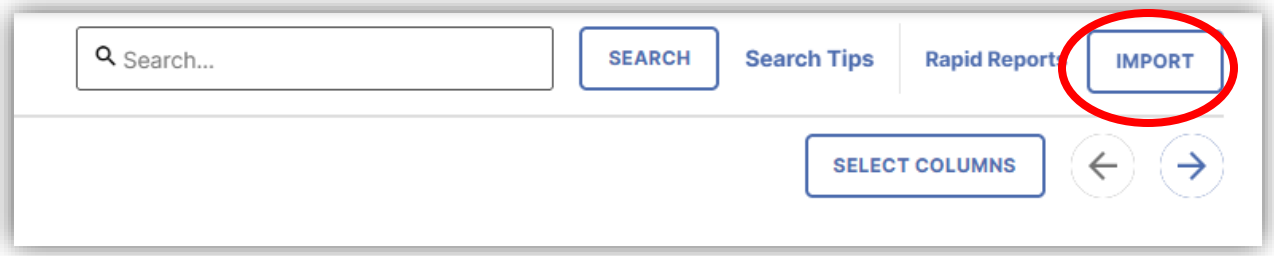
9. To delete an entry, select the lined item and click the trashcan icon.



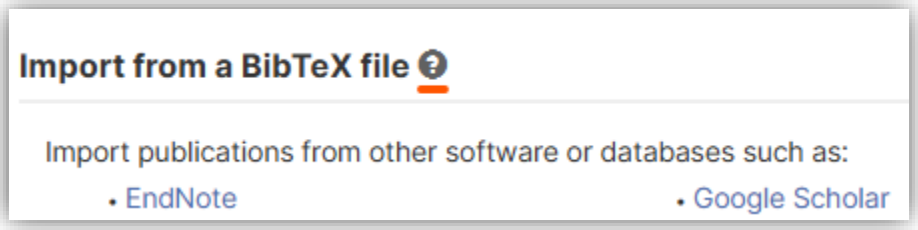
10. To **import** publication references in bulk from sources such as Google Scholar
    a. Enter the Intellectual Contributions screen



    b. Select the "Import" button on the upper right:

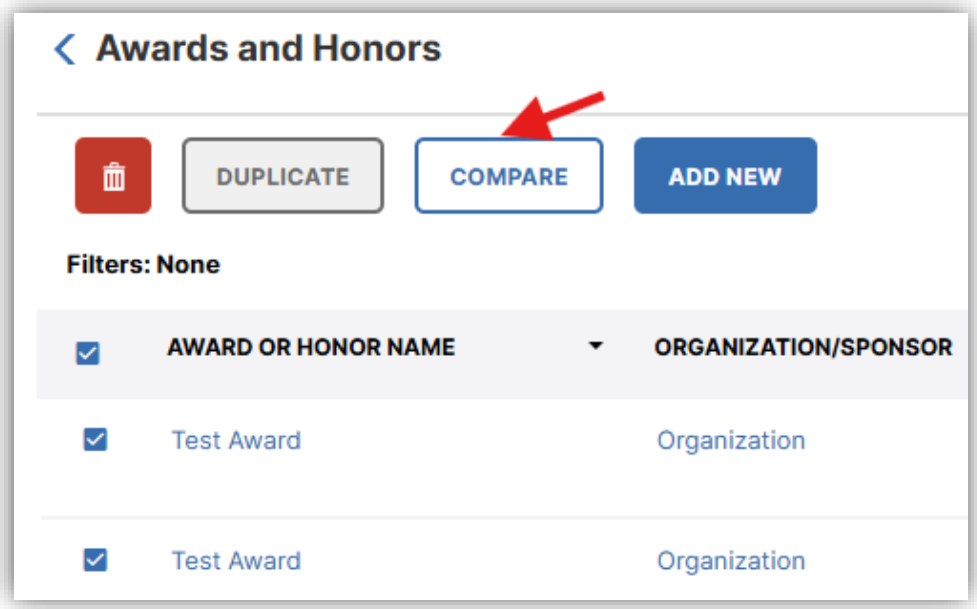


c. Click the "?" icon next to "Import from a BibTeX file":



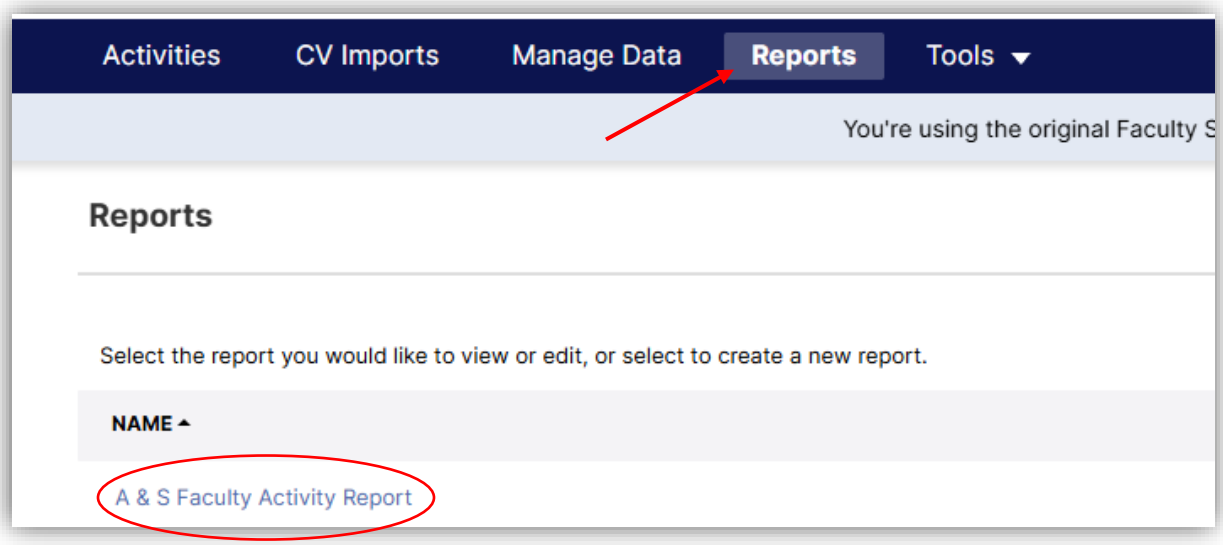
The instructions will explain how to export your publications as a BibTeX file from an online database such as Google Scholar, and then import them into Watermark. This can greatly reduce the need to manually enter your publications.

2. To **merge** entries considered duplicates, select the checkbox for each duplicate entry and select the "Compare" button. The **Compare and Merge** feature enables users to resolve duplicates.

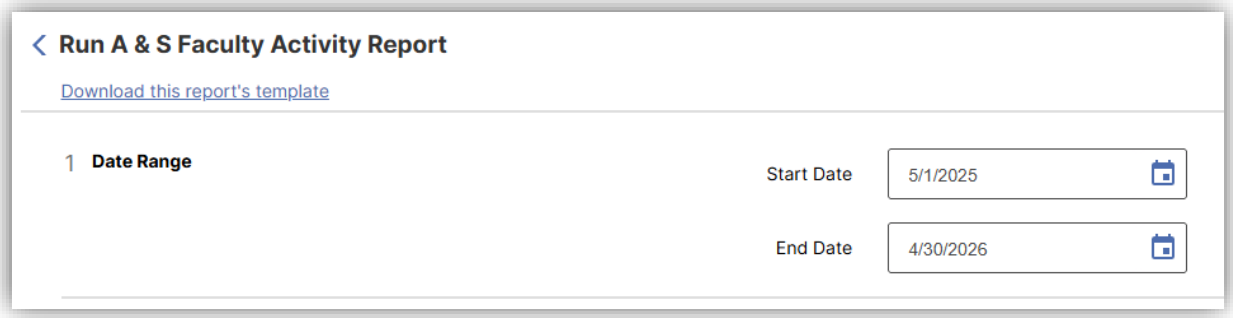


III. Running A Watermark Report

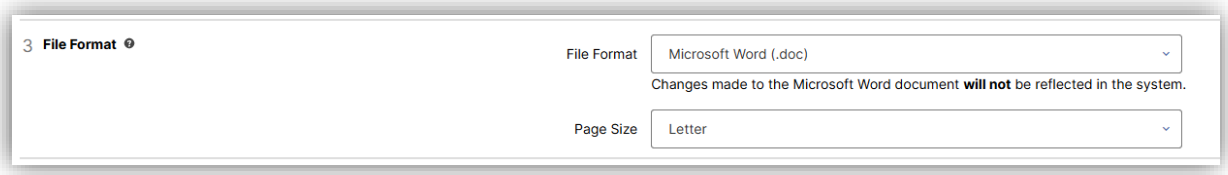
1. After entering your data, you can select the "A&S Faculty Activity Report" from the "Reports" menu:



2. Before running the report, you must the appropriate date range for the calendar terms (i.e., 2025-2026 should reflect dates from 5/1/2025 to 4/30/2026, 2026-2027 would reflect dates from 5/1/2026 to 4/30/2027, etc.).



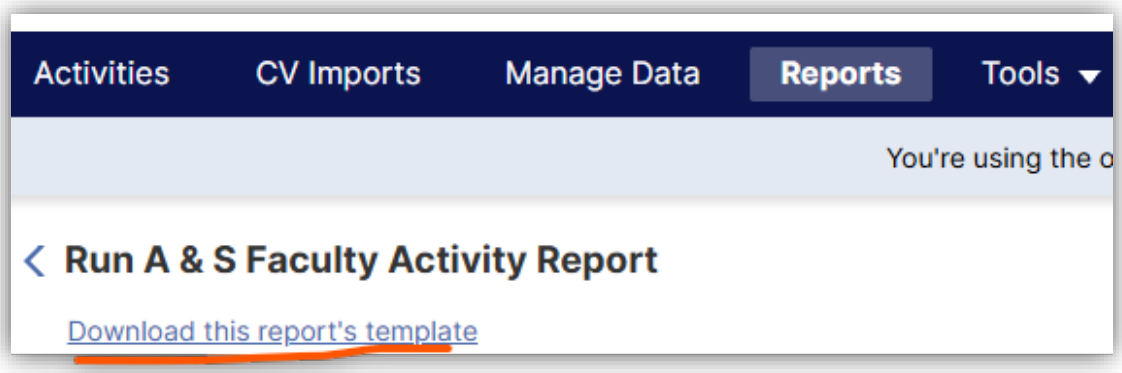
3. Select Microsoft Word (.doc) as the File Format (this is the default) and run the report:



Note: after you run the report as a Word file, you can make light edits to the report formatting in Word before saving for submission.

IV. Using the A&S Faculty Activity Report Template

1. Faculty with questions regarding how to get an item to appear at a particular point in the report can download the report template from the report page or click here:



2. The report template will download as an MS Word document to the desktop. The template will allow faculty to see which screens and fields (in blue) are needed to get an item to appear at a particular location.

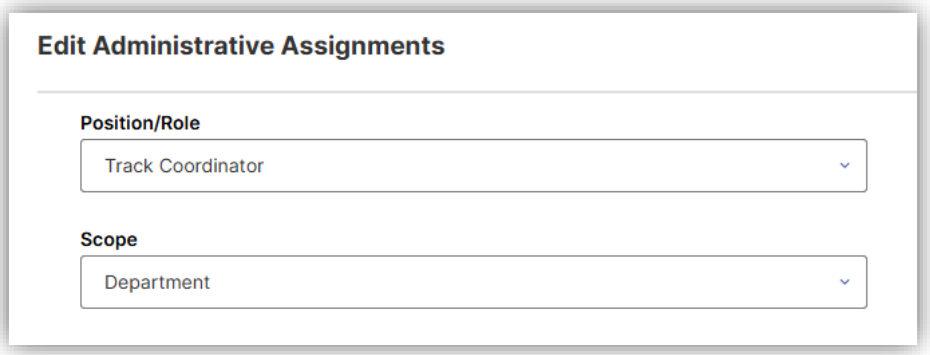
   For instance:

   d. Graduate or Undergraduate Certificate Programs (may include administrative assignments)

   This template example indicates how an item can appear under the heading.

   a. The user should go to the Administrative Assignments screen:

b. Make sure that the *Position/Role* pull-down has "Track Coordinator" or "Other" selected, and the "Scope" pull-down is set to "Department":



Questions

Please contact:

Dr. Eric Loomis at ejloomis@southalabama.edu or 251-460-7811

Mrs. Sangela King at sbellking@southalabama.edu or 251-460-6044.