

Below is a list of screens in your Activities Database. Click on the name of the screen for which you wish to modify data. Note that you are requested to enter at least the last **one** year of your information.

Access the Digital Measures link in the mySFA sidebar menu in the myServices tab.

Activities Database Main Menu

General Information

- ▶ Personal and Contact Information
- ▶ Administrative Data - Permanent Data | Yearly Data
- ▶ Academic, Government, Military and Professional Positions
- ▶ Administrative Assignments
- ▶ Awards and Honors
- ▶ Consulting
- ▶ Education
- ▶ External Connections and Partnerships
- ▶ Faculty Development Activities Attended
- ▶ Licensures and Certifications
- ▶ Media Contributions
- ▶ Professional Memberships
- ▶ Workload Information

Teaching

- ▶ Academic Advising
- ▶ Directed Student Learning
- ▶ Non-Credit Instruction Taught
- ▶ Scheduled Teaching
- ▶ Teaching-related Professional Development

Scholarship/Research

- ▶ Artistic and Professional Performances and Exhibits
- ▶ Contracts, Grants and Sponsored Research
- ▶ Intellectual Contributions
- ▶ Intellectual Property
- ▶ Presentations

Service

- ▶ SFA Service
- ▶ Professional / Public Service

Goals and Achievements

- ▶ Goals
- ▶ Top Achievements

Activities Database

Faculty Development Activities Attended

RETURN (CANCEL)

RETURN TO MAIN MENU

Activity Type
Explanation of "Other"
Title
Sponsoring Organization

- Conference Attendance
- Continuing Education Program
- Faculty Fellowship
- Faculty Internship
- Self-Study Program
- Seminar
- Teaching Excellence Center - Individual consultation

OIT workshops fit into either of these two categories, depending on your focus. Workshop event text can be pasted into the descriptions.

Activities Database

Teaching-related Professional Development

RETURN (CANCEL)

RETURN TO MAIN MENU

Activity Type
Explanation of "Other"
Title
Sponsoring Organization
City
State
Country
Number of Continuing Education Hours
Description (30 Words or Less)

- Conference Attendance
- Continuing Education Program
- Faculty Fellowship
- Faculty Internship
- Self-Study Program
- Seminar
- Teaching Excellence Center - Individual consultation
- Teaching Excellence Center - Other activities
- Teaching Excellence Center - Teaching circles
- Teaching Innovation - Course enhancement
- Teaching Innovation - New online course
- Teaching Innovation - New teaching strategy
- Teaching Innovation - Other
- Tutorial
- Workshop
- Other

date. For
the end date

1. Choose a category--*Faculty Development Activities* or *Teaching-related Professional Development*.
2. Click *Add a new item*.
3. Beside *Activity Type*, open the drop-down menu.
4. Select one of the appropriate activities in the green shaded area.
5. Enter the workshop or event title.
6. The *Sponsoring Organization* is *Office of Instructional Technology*.
7. Enter the workshop or event description as listed on OIT's website at <http://www.oit.sfasu.edu/facdev/workshops.html>.

activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date

RETURN

SAVE AND ADD ANOTHER

RETURN (CANCEL)