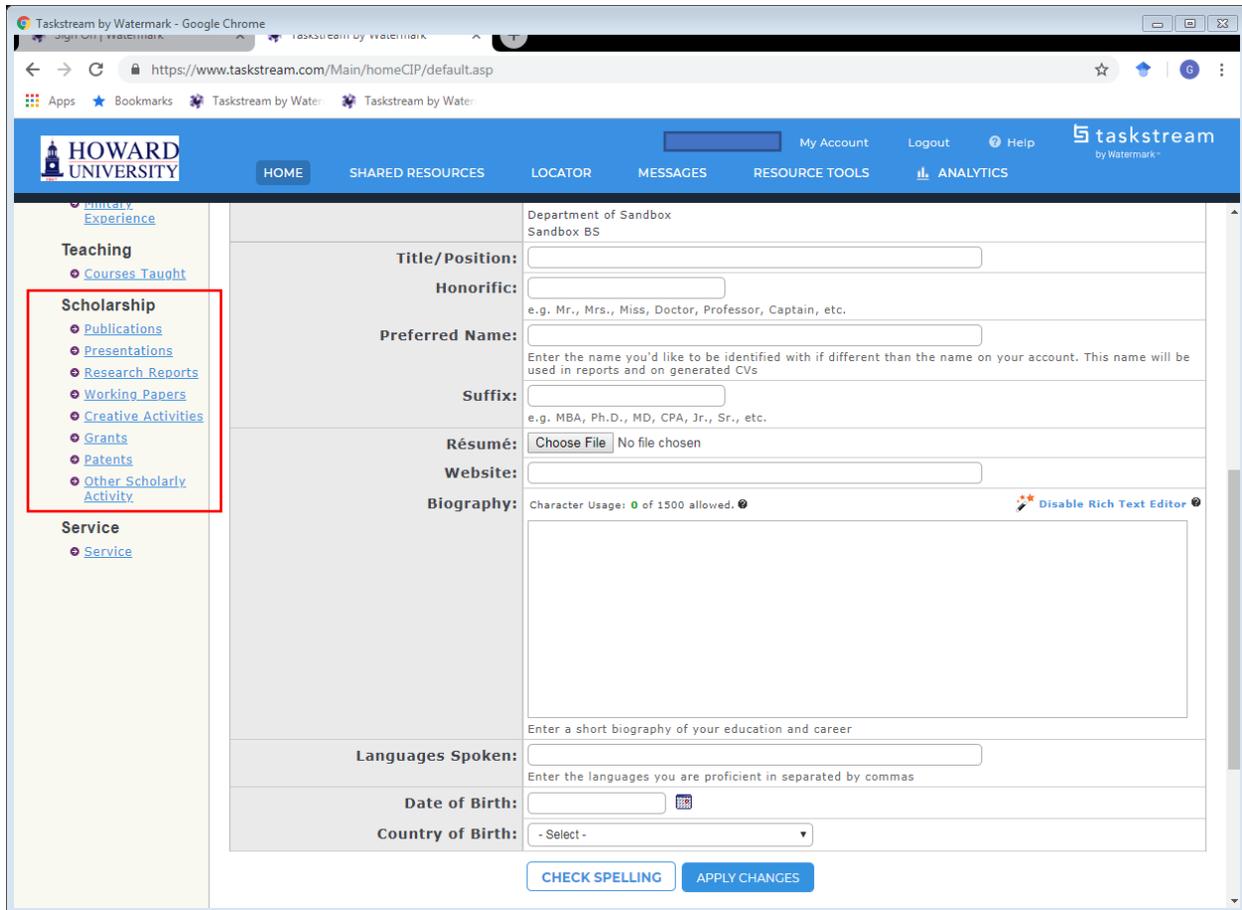


Taskstream Training: Faculty Credentials Scholarship

1. To complete the “Scholarship” section, faculty must complete seven of the eight sections as applicable. Faculty do not need to complete the “Working Papers” section or any section that is not applicable to their field (i.e. “Creative Activities”).



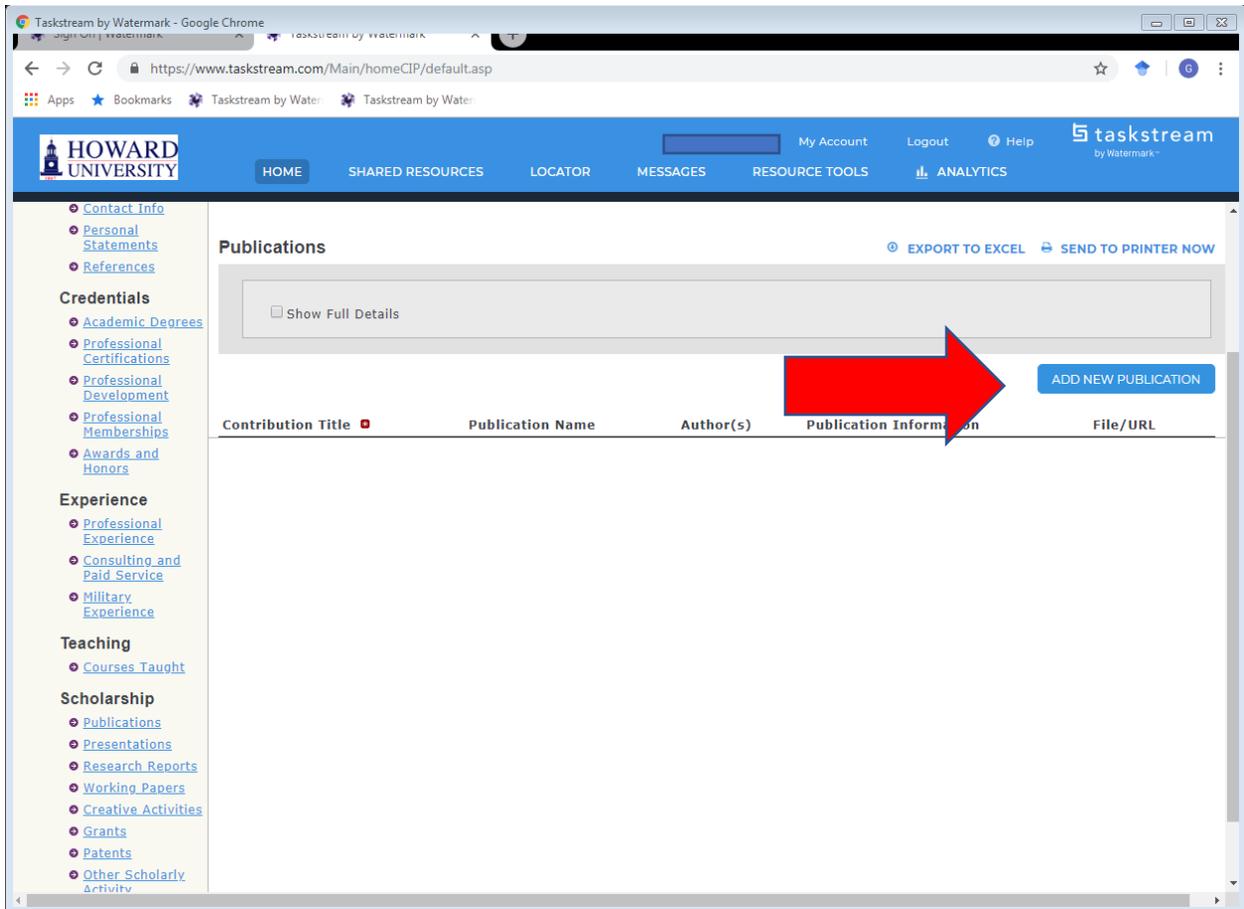
The screenshot shows the Taskstream Faculty Credentials page for the Scholarship section. The left sidebar contains a navigation menu with the following items: Primary Experience, Teaching (Courses Taught), Scholarship (highlighted with a red box), Service (Service). The Scholarship section includes: Publications, Presentations, Research Reports, Working Papers, Creative Activities, Grants, Patents, and Other Scholarly Activity.

The main content area displays the following fields:

- Department of Sandbox
Sandbox BS
- Title/Position:
- Honorific:
e.g. Mr., Mrs., Miss, Doctor, Professor, Captain, etc.
- Preferred Name:
Enter the name you'd like to be identified with if different than the name on your account. This name will be used in reports and on generated CVs
- Suffix:
e.g. MBA, Ph.D., MD, CPA, Jr., Sr., etc.
- Résumé: No file chosen
- Website:
- Biography:
Character Usage: 0 of 1500 allowed.
- Languages Spoken:
Enter the languages you are proficient in separated by commas
- Date of Birth:
- Country of Birth:

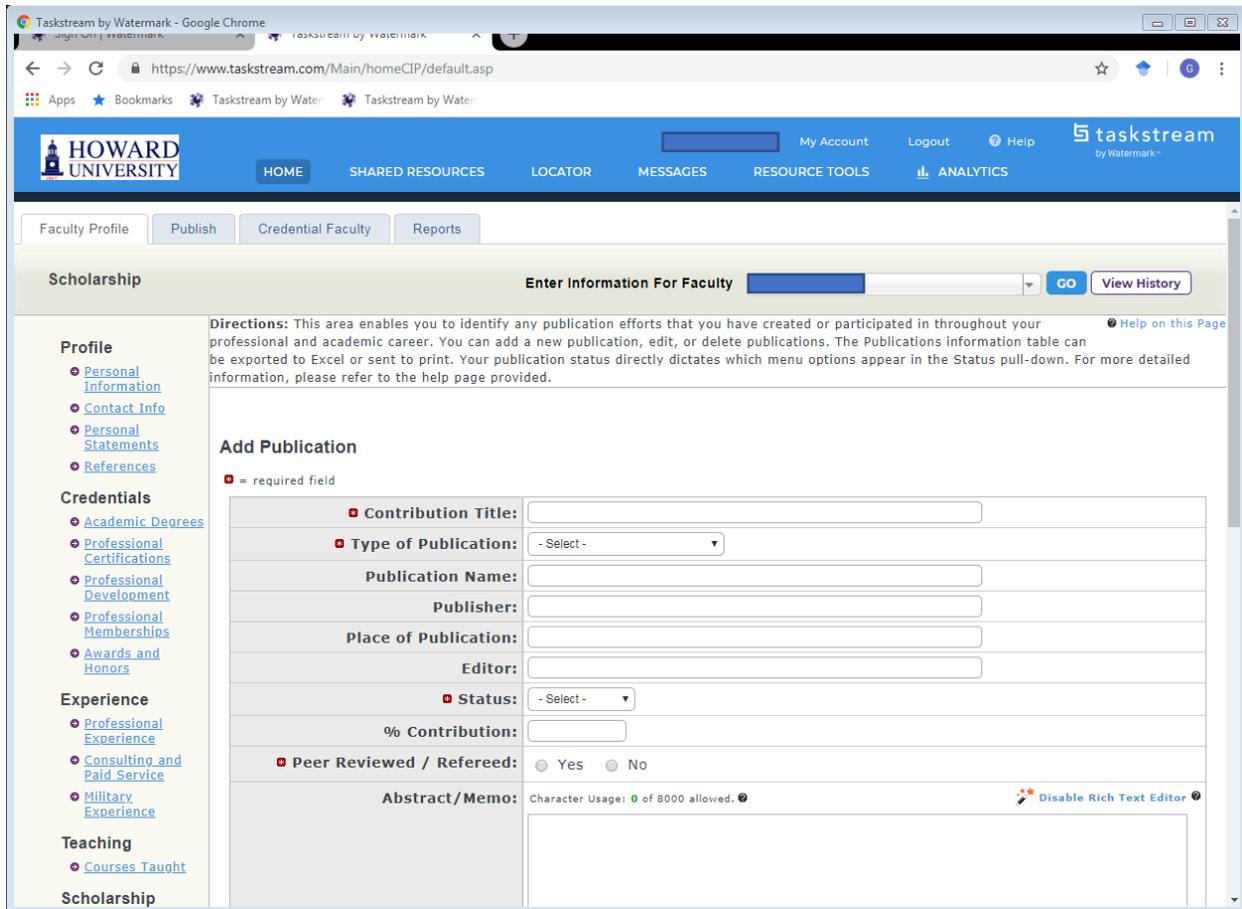
Buttons at the bottom:

2. After selecting “Publications,” you will see the following screen. Click on the “Add New Publication” button.



The screenshot shows a web browser window displaying the Taskstream by Watermark interface. The page title is "Taskstream by Watermark - Google Chrome". The URL in the address bar is "https://www.taskstream.com/Main/homeCIP/default.asp". The page features a blue header with the Howard University logo and navigation links: HOME, SHARED RESOURCES, LOCATOR, MESSAGES, RESOURCE TOOLS, and ANALYTICS. A user profile section includes "My Account", "Logout", and "Help". The main content area is titled "Publications" and includes a "Show Full Details" checkbox and "EXPORT TO EXCEL" and "SEND TO PRINTER NOW" buttons. A table with columns "Contribution Title", "Publication Name", "Author(s)", "Publication Information", and "File/URL" is visible. A red arrow points to the "ADD NEW PUBLICATION" button.

- Complete all areas that have a red star. These are required. After you have completed the required field, select the “Apply Changes” button.



Scholarship Enter Information For Faculty **GO** [View History](#)

Profile

- Personal Information
- Contact Info
- Personal Statements
- References

Credentials

- Academic Degrees
- Professional Certifications
- Professional Development
- Professional Memberships
- Awards and Honors

Experience

- Professional Experience
- Consulting and Paid Service
- Military Experience

Teaching

- Courses Taught

Scholarship

Directions: This area enables you to identify any publication efforts that you have created or participated in throughout your professional and academic career. You can add a new publication, edit, or delete publications. The Publications information table can be exported to Excel or sent to print. Your publication status directly dictates which menu options appear in the Status pull-down. For more detailed information, please refer to the help page provided. [Help on this Page](#)

Add Publication

★ = required field

★ **Contribution Title:**

★ **Type of Publication:**

Publication Name:

Publisher:

Place of Publication:

Editor:

★ **Status:**

% Contribution:

★ **Peer Reviewed / Refereed:** Yes No

Abstract/Memo: Character Usage: 0 of 8000 allowed. [Disable Rich Text Editor](#)

Please note that though the “Publication Name” field is not required, it should be completed.

Also, note that when you first put in your information, you will not see an area for “Date.” After selecting the status of your publication as “Published” and selecting “Apply Changes,” the system will then ask for “Date Published.”

This feature is necessary as some works are entered that are Submitted, Proposed, or In Progress.

You should enter publications for at least the last three years. Your Chair may request up to five.



4. Repeat steps 1-3 for all other sections within “Scholarship” except for “Working Papers.”
5. Areas which are not applicable to a faculty member can be left blank.